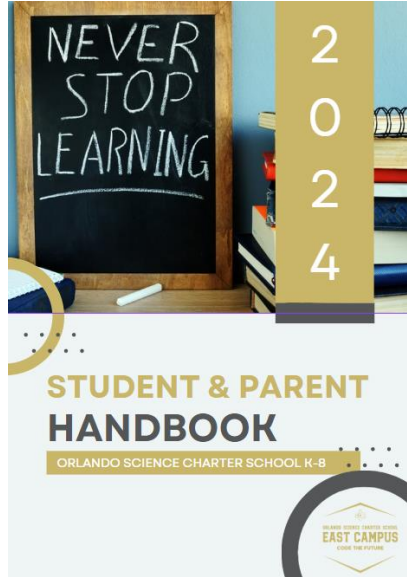


Front Cover:



**Orlando Science Charter Schools K-8 Campus**

**FAMILY CONTRACT 2024-2025**  
10250 University Boulevard, Orlando, FL 32817

**-School Copy-**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

As a parent/guardian of a student attending Orlando Science Schools, I commit to the following:

- Encouraging my child to prioritize learning by supporting the school's efforts to make education their primary occupation.
- Ensuring my child arrives at school on time, healthy, clean, and prepared to learn, and is dressed and groomed according to the OSS dress code.
- Supervising my child's homework to ensure that all assignments are completed on schedule.
- Keeping the school informed of my current phone number, email, and physical address.
- Encouraging my child to participate in school-organized volunteer community activities.
- Attending meetings with my child's teacher and/or administration as requested.
- Taking responsibility for my child's behavior at school.
- Acknowledging that a Board of Directors governs Orlando Science Schools.
- Understanding that the OSS administration has the authority to suspend or recommend expulsion for behavior that violates the Code of Conduct and if the parent/guardian fails to take responsibility for their child's conduct or cooperate with the school to correct it.
- Staying informed of official announcements from the OSS weekly newsletter and/or website.
- Reviewing my child's report cards issued by the school.
- Agreeing to support the faculty, staff, and volunteers in their efforts to help my child be a productive community member.
- Understanding that my child may face the consequences for violating the dress code, even if other students are also in violation.
- Following the school's drop off, pick up, and traffic circulation policies with courtesy.
- Agreeing to the terms and conditions outlined in the OSS Student and Parent Handbook and the OCPS Student Code of Conduct.

**PARENT(S)/GUARDIAN(S)**

As the parent(s)/guardian(s) of the student named above, we have reviewed the Orlando Science Schools Student & Parent Handbook with our child and agree to the following: We have read, understand, and agree to the entire Student and Parent Handbook, including the Family Contract. We agree to support Orlando Science Schools by volunteering at the school whenever possible, communicating regularly with our child's teacher(s), and promoting positive educational practices at home by providing ongoing supervision and guidance with homework and school-related projects. We understand the importance of our role in supporting our child's education and will do our best to fulfill these commitments.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**STUDENT**

I have carefully reviewed and agree to comply with the policies, procedures, and expectations outlined in the Orlando Science Schools Student & Parent Handbook and Orange County Public Schools' Student Code of Conduct. I have read and fully understand the Code of Conduct, Discipline Plan, and the Family Contract, and I pledge to uphold their principles. I know that violating these agreements may result in my expulsion.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Notice:** Please be advised that this handbook may not cover every aspect related to the functions, procedures, and policies at Orlando Science Schools. As a Charter School in the Orange County Public Schools System, any situation not specifically referred to in this handbook shall be governed by the policies and procedures set forth by Orange County Public Schools' It is important to note that Orlando Science Schools reserves the right to modify or update any policy or procedure based on the need to implement temporary educational programs and models. Any updates will be communicated to families and students in a timely manner.

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# Orlando Science Charter Schools K-8 Campus

## FAMILY CONTRACT 2024-2025

10250 University Boulevard, Orlando, FL 32817

### -Family Copy-

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

As a parent/guardian of a student attending Orlando Science Schools, I commit to the following:

- Encouraging my child to prioritize learning by supporting the school's efforts to make education their primary occupation.
- Ensuring my child arrives at school on time, healthy, clean, and prepared to learn, and is dressed and groomed according to the OSS dress code.
- Supervising my child's homework to ensure that all assignments are completed on schedule.
- Keeping the school informed of my current phone number, email, and physical address.
- Encouraging my child to participate in school-organized volunteer community activities.
- Attending meetings with my child's teacher and/or administration as requested.
- Taking responsibility for my child's behavior at school.
- Acknowledging that a Board of Directors governs Orlando Science Schools.
- Understanding that the OSS administration has the authority to suspend or recommend expulsion for behavior that violates the Code of Conduct and if the parent/guardian fails to take responsibility for their child's conduct or cooperate with the school to correct it.
- Staying informed of official announcements from the OSS weekly newsletter and/or website.
- Reviewing my child's report cards issued by the school.
- Agreeing to support the faculty, staff, and volunteers in their efforts to help my child be a productive community member.
- Understanding that my child may face the consequences for violating the dress code, even if other students are also in violation.
- Following the school's drop off, pick up, and traffic circulation policies with courtesy.
- Agreeing to the terms and conditions outlined in the OSS Student and Parent Handbook and the OCPS Student Code of Conduct.

### PARENT(S)/GUARDIAN(S)

As the parent(s)/guardian(s) of the student named above, we have reviewed the Orlando Science Schools Student & Parent Handbook with our child and agree to the following: We have read, understand, and agree to the entire Student and Parent Handbook, including the Family Contract. We agree to support Orlando Science Schools by volunteering at the school whenever possible, communicating regularly with our child's teacher(s), and promoting positive educational practices at home by providing ongoing supervision and guidance with homework and school-related projects. We understand the importance of our role in supporting our child's education and will do our best to fulfill these commitments.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### STUDENT

I have carefully reviewed and agree to comply with the policies, procedures, and expectations outlined in the Orlando Science Schools Student & Parent Handbook and Orange County Public Schools' Student Code of Conduct. I have read and fully understand the Code of Conduct, Discipline Plan, and the Family Contract, and I pledge to uphold their principles. I know that violating these agreements may result in my expulsion.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Notice:** Please be advised that this handbook may not cover every aspect related to the functions, procedures, and policies at Orlando Science Schools. As a Charter School in the Orange County Public Schools System, any situation not specifically referred to in this handbook shall be governed by the policies and procedures set forth by Orange County Public Schools' It is important to note that Orlando Science Schools reserves the right to modify or update any policy or procedure based on the need to implement temporary educational programs and models. Any updates will be communicated to families and students in a timely manner.

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## Code of Conduct Summary

Orlando Science Schools adheres to the OCPS Code of Conduct for major disciplinary offenses (Level II-IV) and use a Conduct Point system to track Minor Offenses. A Level IV offense may result in up to 10 days of suspension, and an expulsion from the school district will be considered.

Minor Offenses	Level II	Level III	Level IV
Personal Bag Policy Violation	Repeated Misconduct of a Minor Offense	Simple Battery	Alcohol
Chewing Gum	Offensive Language	Vandalism (\$100 to \$999)	Arson/Igniting
Eating or Drinking in Unauthorized Areas of Campus	Leaving Class Without Permission	Disrespect	Threat/Intimidation
Tardy to Class	Skiping Class or Activity	Extortion/Blackmail	Aggravated Battery
Unnatural Hair Color or Body Art	Public Display of Affection (PDA)	Fighting	Threats to the School
Non-Engagement in the Learning Process	Providing False and/or Misleading Information	Firecrackers/ Fireworks	Drug Use/Possession/Sale/Distribution
Uniform Dress Code Policy Violation, Correctable	Academic Dishonesty	Gross Insubordination/ Open Defiance	Weapons/Other Dangerous Objects
Electronic Device Violation, Willful Compliance	Provoking Misconduct	Illegal Organizations	Disruption on Campus-Major
Disrespect Towards Fellow Students	Uniform Dress Code Policy Violation, Uncorrectable	Possession of Contraband Material	Grand Theft (\$750 or over)

Classroom Disruption	Electronic Device Violation, Non-Compliance	Tobacco	Repeated Misconduct
Hallway Disruption	Vandalism (under \$100)	Stealing (\$375 to \$749)	Robbery
Cafeteria Disruption	Disrespect	Unauthorized Entrance to OCPS Property	Sexual Battery
	Physical Altercation	Violation of Curfew	Sexual Harassment
	Forgery (Non-Criminal)	Other Serious Misconduct	Sexual Offenses
	Gambling	Threat	Violation of Early Re-entry Plan
	Minor Insubordination/ Open Defiance	Gang Related	Criminal Mischief (\$1000 or over)
	Threat	Harassment	Other Major/Interruptions of Campus
	Stealing (under \$375)	Electronic Device Violation	Bullying
	Unauthorized Assembly	Horseplay	Hazing
	Other Serious Misconduct	Disruptive Conduct	Simple Battery
	Gang Related		Sexual Assault
	Horseplay		Electronic Device Violation
	Burglary		
	Homicide		
	Kidnapping		
		Tobacco	
		Trespassing	
<b>Minor Offense – Consequences</b>	<b>Level II – Consequences</b>	<b>Level III – Consequences</b>	<b>Level IV – Consequences</b>
Lunch Detention	Parent Conference	Parent Conference	Parent Conference
Parent Conference	Counseling and Direction	Counseling and Direction	Counseling and Direction
Counseling and Direction	Verbal Reprimand	Verbal Reprimand	District Discipline Team Meeting
Verbal Reprimand	Campaign Project	Campaign Project	Assignment to Alternative School
Campaign Project	Work Detail	Work Detail	Referral to Intervention Program
After-School Detention	Behavior Contract	Behavior Contract	Restorative Circle
Work Detail	Restorative Circle	Restorative Circle	Restitution
Behavior Contract	Restitution	Restitution	Removal from Extracurricular Activities
Restorative Circle	Removal from Extracurricular Activities	Removal from Extracurricular Activities	Withdrawal of Privileges
Restitution	Withdrawal of Privileges	Withdrawal of Privileges	Confiscation of Contraband
Withdrawal of Privileges	Confiscation of Contraband	Confiscation of Contraband	Schedule Change
Confiscation of Contraband	Schedule Change	Schedule Change	No Contact Contract
Schedule Change	No Contact Contract	No Contact Contract	PASS (10 days)
No Contact Contract	PASS (1-3 days)	PASS (3 days)	Suspension from School (10 days)
2R Repeated Misconduct Referral	Suspension from School (3-5 days)	Suspension from School (1-10 days)	Expulsion from School District
PASS (1-3 days)		Option to Withdrawal	



## From the Principal's Desk

*Dear Parents and Students,*

*Welcome to the 2024-2025 school year at Orlando Science Charter Schools K-8 Campus! We are thrilled to embark on a new beginning and a new future with you. Our administrative team and staff are excited to provide you with the best possible learning climate.*

*Education is a shared responsibility, and the successful operation of our school depends on the cooperation of everyone involved: students, parents, and staff. Our mission is to create a partnership among all members to make our school a place where we can work and have fun together in harmony.*

*At Orlando Science Schools, we pride ourselves on providing a safe and orderly environment conducive to learning. Our faculty and staff are eager to share their expertise in academics, special programs, and extracurricular activities. We encourage you to get involved and become an active participant in our school through classes, clubs, and activities.*

*This handbook provides an essential overview of our school's mission, guidelines, and services. Please read it carefully, discuss it with your family, and let it guide your effective involvement in all parts of the school. When you're finished, please sign, date, and return the Family Contract indicating your understanding and acceptance of its contents.*

*We wish you a purposeful and rewarding 2024-2025 school year. Keep this handbook as a reference, and let's work together to achieve excellence!*

*Sincerely,*

*Mr. Salgado*

*Principal*

*Orlando Science Charter School K-8 Campus*

## 2024-2025 Academic Calendar

Day(s) of Week	Date(s)	Event
Friday-Friday	August 2-9	Pre-Planning August 7-Professional Development Day
Monday	August 12	First Day of School
Monday	September 2	Labor Day Holiday
Friday	October 11	End of First Marking Period
Monday	October 14	Teacher Workday/Student Holiday
Tuesday	October 15	Begin Second Marking Period
Friday	October 25	Teacher Professional Day Student Holiday/Teacher Non-Workday
Monday-Friday	November 25-29	Thanksgiving Break
Friday	December 20	End of Second Marking Period
Monday-Friday Two Weeks	December 23-January 3	Winter Break
Monday	January 6	Teacher Workday/Student Holiday
Tuesday	January 7	Begin Third Marking Period Begin Second Semester
Monday	January 20	Martin Luther King, Jr. Holiday Schools and District Offices Closed
Monday	February 17	Presidents' Day/Teacher Non-Work Day Schools Closed/District Offices Open
Thursday	March 13	End of Third Marking Period
Friday	March 14	Teacher Workday/Student Holiday
Monday-Friday	March 17-21	Spring Break Schools Closed/District Offices Open
Monday	March 24	Begin Fourth Marking Period
Monday	May 26	Memorial Day Holiday Schools and District Offices Closed
Wednesday	May 28	End of Fourth Marking Period Last Day of School
Thursday-Friday	May 29-30	Post Planning

**Note:** The dates mentioned may change depending on the final updates to the OCPS school calendar for the 2024-2025 academic year. Parents or guardians will be informed of any such changes.

Tutoring Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
Science	History	Electives	Mathematics	English

### Mission Statement

The mission of Orlando Science Middle/High Charter School is to provide students with a well-rounded education with special emphasis on Science, Technology, Engineering, Mathematics (STEM), and Reading in the light of research-based, proven, and innovative instructional methods in a stimulating environment.

### Due Process and Student’s Responsibilities and Rights

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

Likewise, if you have any worries about the well-being of a student who appears to be the target of harassment, hazing, or threats, it is essential to promptly inform an administrator about the issue. The matter will be investigated without delay, and all accounts will be treated with utmost confidentiality.

**STUDENT RESPONSIBILITIES**

**STUDENT RIGHTS**

- To be caring and honest
- To do his or her best to learn and master all he/she can
- To respect school rules, regulations, and policies
- To be sure that personal expressions do not interfere with the rights of others
- To follow state law and school policies concerning substance abuse
- To respect and protect the personal and property rights of others and of the school
- To treat all members of the community with full respect, fairness, and courtesy
- To abide by all the expectations of the school and its community
- To follow the prescribed guidelines for participation in school activities, AND
- To adhere to due process procedures

- To feel safe in the school environment
- To take full advantage of the learning opportunities
- To work in an environment free from disruptions
- To express his/her opinions, ideas, thoughts, and concerns
- To have a healthy environment that is smoke, alcohol, and drug-free.
- To use school resources and facilities for self-betterment under appropriate supervision
- To expect courtesy, fairness, and respect from all members of the community
- To be informed of all expectations and responsibilities
- To take part in a variety of school activities, AND
- To have the right to due process

## **Threats or False Reports**

Any student who makes a threat or false report involving school property, transportation, or a school-sponsored activity, as defined by Florida Statutes Sections 790.162, 790.163, and 836.10, will be expelled for a minimum of one full school year and referred to law enforcement, regardless of intent. This includes bomb threats, threats to use firearms in a violent manner, threats to kill or do bodily harm, and threats to conduct a mass shooting or act of terrorism. The Code of Conduct provides additional definitions for direct and indirect threats, with direct threats being straightforward and clear, while indirect threats may not state a specific victim or intend for the threat to be heard or seen by the victim. Additionally, if a student alludes to bringing a weapon to school on social media, they will be presumed to create a disruptive environment, leading to disciplinary action and potential criminal penalties, regardless of whether the weapon is brought.

## **Student Parking and School Locker Search**

All OSS parking areas and lockers are the property of the school. School authorities have the right to inspect any student vehicle and/or lockers to protect the health, safety, and welfare of all students and school employees. This includes the use of K-9 detection dogs. Each student who uses OSS property to park a vehicle must sign a Student Parking Application and Consent to Search and Waiver of Liability acknowledging and agreeing to the conditions as a prerequisite to, and in consideration for, the issuance of a student parking decal. Student parked vehicles and/or locker searches will be conducted if school personnel have reasonable suspicion of violating the law or the Code of Conduct. A student is responsible for all objects found in the car the student drove on campus and/or found in the student's locker. Routine locker clean-ups are not considered searches.

## **Search of an Individual**

Any individual on OSS property, school transportation, and/or at a school activity is subject to search. To this end, OSS recognizes the need to respect the rights of individuals while protecting the health, safety, and welfare of all students and school employees. The district has developed operational guidelines for random electronic scanning utilizing metal detectors and "hands-on" physical searches in schools as a means of helping to create and to maintain a safe educational environment. Students may have their classrooms randomly selected to be searched, including a search of the student's person and/or belongings. Regarding student discipline investigations, school personnel are authorized to search a student and their property if reasonable suspicion of a violation of the law or Code of Conduct exists.

## **Bullying and Harassment**

In accordance with Section 1006.147, Florida Statutes, OCPS Board Policy ADD, titled "Safe Schools," and OCPS Board Policy JB, titled "Equal Educational Opportunities," the Board and OSS are committed to protecting its students, employees, and applicants for admission, from bullying, cyberbullying, harassment, or discrimination for any reason and of any type.

The Board, and OSS, believe that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Substantiated allegations of bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. In addition, although unsubstantiated bullying and harassment do not result in disciplinary action, the unsubstantiated bullying and harassment must be documented and reported to the Florida Department of Education through the requirements of the School Environment and Incident Reporting (SESIR) structure.

Any student who alleges bullying or harassment by another student may use the school's student grievance procedure or may complain directly to the principal or designee.

## **Title IX of the Education Amendments of 1972 and Sex Discrimination**

In accordance with Title IX of the Education Amendments of 1972 and Board Policy JB, titled “Equal Educational Opportunities,” OCPS and OSS are committed to protecting its students, employees, and applicants for admission from sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

OCPS and OSS believe that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Substantiated allegations of discrimination will not be tolerated and shall be just cause for disciplinary action. Any student who alleges sex discrimination by another student may use the school’s student grievance procedure or may complain directly to the Title IX Coordinator.

### **Hope Scholarship**

The Hope Scholarship is for students in grades kindergarten through 12 who are enrolled in a Florida public school and have been bullied, harassed, assaulted, threatened, and/or experienced other violent acts to transfer to another public school or enroll in another approved private school. The parents or guardians shall request additional information in instances where this has occurred.

More information can be found here:

<https://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/hope/>

### **Safe Harbor**

If a student has an object that is not allowed by the Code of Conduct, they can turn it in to a school official or contracted personnel without being disciplined if no investigation has begun. If an investigation has started, the student may still turn in the object, but disciplinary action may be taken.

If students find illegal objects like drugs, weapons, or other contraband at school or during a school activity, they can report it to a school official or contracted personnel without violating the Code of Conduct. School officials will follow proper procedures for investigating the report, and law enforcement may be contacted for serious offenses like firearms, drugs, or explosives.

Please be aware that the Safe Harbor provisions do not apply to objects not allowed by the Code of Conduct and found during a search of a person, belongings, vehicle, or school lockers.

## **Attendance Policy**

### **Absences and Tardiness**

OSS recognizes two types of absences and tardiness: **excused** and **unexcused**. You must know the definitions of

each to understand your responsibilities and those of your parents or guardians. We also want to remind you that if you have an excused absence, you must plan with your teacher to make up any missed homework, quizzes, or tests. On the other hand, unexcused absences can have consequences, so we encourage you to make every effort to attend school and arrive on time.

## **Excused Absences**

We understand that sometimes students need to miss school for various reasons. However, we want to remind you that we can only accept specific reasons such as *excusable* absences. Therefore, we ask that parents or guardians notify the school in the morning if their child does not attend. We ask that you submit an excuse to the school office for any absences to ensure our records are current. This excuse will be filed as part of your child's school record.

We wanted to clarify that an excuse for absence from school may be approved for one or more of the following reasons or conditions:

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

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

**Legal Requirements:** A court order by a governmental agency mandating the student's absence from school is excused. Your parent or guardian must call/email the office to explain the situation and the estimated time of absence. When you return to school, you must bring a copy of the court order documentation.

**Special or Recognized Religious Holidays:** Special or recognized religious holidays observed by the faith of the student. Your parent or guardian must call/email the office to explain the situation and the estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.

**Weather or Environmental Conditions:** Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused. Your parent or guardian must call/email the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.

**Other Conditions:** Other absences to be determined by, and at the discretion of, the principal may be excused.

## **Pre-Notified Extended Absences**

Students who will be absent for an extended period that is pre-notified before the absence must fill out a “Pre-Notification of Extended Absence Form.” This form must be filled out 5 days before the absence. Forms may be picked up from the front desk. An extended period is noted as three days or more.

If the extended absence will be occurring during the beginning of a semester, your parent or guardian should reach out to the campus registrar to confirm the dates will not conflict with enrollment requirements. Failure to be in attendance during certain periods of the school year can result in automatic withdrawal from the school.

## **Unexcused Absences**

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

**Failure to Attend School:** Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences will be considered unexcused absences.

**Out-of-School Suspension:** School days missed due to an out-of-school suspension shall not be counted as unexcused to determine truancy. OSS allows students who miss school for an out-of-school suspension to make up any work missed (refer to the section [Make-up Work for Excused Absences](#).)

## **School Tardy**

Students are considered tardy when they arrive at school after the official start of the school day or are outside their assigned class at the beginning of the class period. However, we want to emphasize that students eligible for bus transportation and riding the bus to school will not be considered tardy if the bus arrives late to school. **Parents or guardians must sign in for their child if they arrive after 7:45 a.m.**

If students drive to school, they must sign themselves in if they arrive after **7:45 a.m.** We kindly ask that all students arrive by **7:30 a.m.** to ensure they have enough time to get to their first class. We also want to remind students that idling in the hallway or purposefully reporting late to the first period will result in disciplinary consequences.

**Excused Tardy:** If a student arrives late to school due to excused absences or events outside their control, such as weather, transportation delays, health emergencies, power outages, or court orders, they will be excused if they follow the sign-in procedure. For students who don't take the school bus, their parent/guardian or carpool driver must sign them in as tardy after **7:45 a.m.** Once signed in, students will receive a "late slip" for admittance to class. Students arriving after the start of first period and signed in by a parent/guardian will be given a tardy pass and must be in class within 5 minutes of the posted time to avoid being marked as skipping.

**Unexcused Tardy:** Arriving late without a valid excuse, such as oversleeping, missing the bus, car problems, traffic, babysitting, athletic workouts, or socializing, is considered unexcused. Students arriving after the start of first period must follow the sign-in procedure and receive a tardy pass. Students must be in class within 5 minutes of the posted time to avoid being marked as skipping.)

## **Habitual School Tardy**



If a student is unexcused tardy more than ten (10) times in a calendar month or twenty-five (25) times in a 90-calendar day period, we will refer them to the school counselor or school attendance clerk. We want to provide the necessary support to help students get to school on time. Refer to the [Truancy](#) section for more information regarding excessive tardies and absences.

### **Class Tardy**

Students are given **four minutes** of class transition time, *with* warning bells, to get to each class during the school day. We expect all students to be seated in their assigned seats when the class bell rings. If a student is tardy, they must get a special pass from the designated staff to be allowed into the classroom. If a student has checked in late through the front office, they should have an admit slip to class from the front office. We understand that sometimes tardiness might be unavoidable, but we want to ensure that students make every effort to be on time. Repetitive tardiness may result in disciplinary consequences based on our Minor Offense cycle.

### **Class Cuts/Skipping**

A "class cut" occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the office. If a student needs to leave class for any reason, they should first report to class, obtain permission to be excused, and receive a pass from the teacher.

If a student is too ill to report to the office, they should have another person (student or staff) notify the office immediately to give appropriate attention to the student. If a student is sick, they should report to the front desk/clinic and use the school phone to notify a parent or guardian.

### **Make-up Work for Absences – Excused or Unexcused**

Regardless of whether an absence is excused or unexcused, students are responsible for completing all the work missed during their absence. To ensure that students have adequate time to catch up on missed work, they will be given the same number of days as their absence to complete assignments.

To have an absence excused, students must submit a note to the school office within three days of returning to school. All assignments can be accessed through the OSS-Connect website, which is available 24 hours a day. If students require additional materials for an assignment, they may request them upon returning to school. Parents should contact teachers through email and follow teachers' make-up work procedures as outlined in their syllabi.

The student must find out what work they missed and when it is due upon returning to school. Failure to do so may result in a zero for each missed assignment. Make-up tests for students who were absent will be scheduled at a time designated by the teacher, and it is the student's responsibility to take the test at that time. Failure to make up a test without making other arrangements may result in the teacher not being obligated to set another time for a make-up.

Students participating in out-of-state competitions will be excused from assignments given on competition days.

### **Early Checkouts**

If a student is removed from classes or leaves the school before the official end of the school day with a parent or legal guardian, this is considered an early checkout. A photo ID is required to check out a student, and only persons who have been previously approved by the parent(s)/guardian(s) and officially recorded on the student's records at school will be allowed to check out a student. To be considered "in attendance" for a school day, a student must be present for at least half of the school day, *excluding* the lunch period. If students leave school before meeting this requirement, they will be considered absent for the day. **Please note that parents are not permitted to check students out of school after 2:30 p.m. (1:20 p.m. on Wednesdays).**

### **Truancy**

Ensuring consistent attendance is crucial for maintaining a quality education, and we take truancy very seriously. A habitual truant is defined as a student who has had at least 5 unexcused absences, or absences for which the reasons are unknown, in a calendar month or 10 unexcused absences, or absences for which the causes are unknown, within a 90-calendar-day period. When a student is truant, this demonstrates a disregard for their education, and immediate consequences will follow. Please note that no credit will be recorded for any work missed due to truancy.

**After 3 unexcused absences:** The parent/legal guardian will be requested to have a conference with the school administrator. If the school cannot reach the parent/guardian after two reasonable attempts, a notice will be sent by certified mail, and a return receipt will be requested.

**After 7 unexcused absences:** The school administrator will notify the parent/legal guardian that the student has only three unexcused absences remaining before violating the state attendance requirements.

**After 10 unexcused absences:** The school administrator will send a letter to the parent/legal guardian regarding attendance, and a referral will be made to the school social worker.

### **Excessive Excused Absences**

Excessive excused absences can also impact the educational program. After 5 absences, the school will attempt to contact the parent/legal guardian. After 7 absences, a letter will be sent regarding attendance, and consultation with the school social worker may occur. After 10 absences, the school may take action, and a truancy petition may be filed according to state attendance laws.

### **Perfect Attendance**

Students are recognized if they maintain perfect attendance. Perfect attendance is considered as zero absences and zero tardiness to school *and* zero absences and zero tardiness to each assigned class. Whether the absence/tardy is excused or unexcused is not a consideration.

### **Withdrawals**

Withdrawal requests must be placed with the campus registrar and will be processed within 48 hours. Same-day withdrawals are not available. All account balances must be brought current, devices and other school-issued materials (e.g., library and textbooks) must be returned, and any other outstanding elements must be reconciled prior to finalizing the withdrawal.

## **Dress Code Policy**

### **Schools Uniforms**

Students are required to wear the OSS uniform while on campus and to present themselves in a way that promotes cleanliness, neatness, and safety. We want our students to look and feel their best; a professional appearance can help achieve that. We understand that dress codes can sometimes be a sensitive topic, but by working together, we can create a positive and professional learning environment that benefits all students.

To ensure a uniform and cohesive appearance on campus, all students, *including* those who are dual-enrolled, must follow the same dress code policy. This helps promote a sense of unity and consistency among the student

body. Of course, we recognize that there may be situations where students need to change out of their uniforms, such as participating in P.E. or other school activities that require non-uniform clothing. However, students are required to change back into their uniforms when they're done.

School administration will determine if any mode of dress, grooming, or accessories violates the spirit or intent of the policy. Still, we trust that our students and parents will comply with the policy to avoid disruptions to our valuable instructional time.

To make sure that all students have access to quality uniforms, we ask that you purchase all school uniform shirts, shorts, pants, skirts, jackets, and physical education clothing from the uniform provider designated by the school, which is Risse Brothers (<https://www.rissebrothers.com/>). (Gently used uniforms may also be available for purchase directly from the school.) By doing so, we can ensure that all students wear the appropriate uniform that meets our school's standards for quality and consistency.

Students may sometimes unintentionally or *intentionally* violate the dress code policy. In those cases, we will ask the student to call home for an appropriate change of clothing. If the student cannot correct their dress code violation, they may be asked to spend the rest of the school day in the PASS Room.

We take dress code violations seriously, and non-correctable violations are documented in OSS Connect and may result in disciplinary consequences. Also, the school yearbook will not include photographs of students who do not adhere to the dress code policy.

Our goal is to create a professional and respectful learning environment, and we believe that following the dress code policy is essential to achieving that.

Please note that updates to the dress code policy may occur during the school year at the discretion of the school administration. We will communicate any changes to students and parents as soon as possible.

## **Dress Code Policy in Detail**

### **1. Uniforms:**

- a. Students must wear complete and correct uniforms when they arrive at the OSS campus. This means that shirts must be tucked into shorts, pants, or skirts, belts must be worn with all pants and shorts, and shoes must be tied. Students must wear their uniform appropriately throughout the entire day while on campus.
- b. Students must remain in full uniform until after they leave the OSS campus, including during club times and while waiting in the dismissal and after-care areas.
- c. Students who ride the bus to school must be in complete uniform when they get on the bus.

### **2. Top Options:**

- a. Knit (polo) shirts must be a pique or jersey fabric in the school-appropriate color with the OSS school logo visible. Knit shirts can be either short- or long-sleeved and must always be tucked into the shorts, pants, or skirt the student is wearing.
- b. Sweatshirts must be the school-appropriate color with the OSS school logo visible. When wearing a sweatshirt, the student must still wear an OSS uniform polo shirt underneath the sweatshirt – the sweatshirt cannot be worn alone. Sweatshirts may not be worn around the waist.
- c. Long sleeves/turtlenecks must be the school-appropriate color, and the OSS school logo is required. These shirts must always be tucked into the shorts, pants, skirt, or skirt the student is wearing. Long sleeve/turtleneck shirts that are *not* school colors may not be worn under the short sleeve knit shirts.

- d. Vests, hoodies, sweaters, and shirts must be the school-appropriate color and embroidered with the OSS school name/logo. OSS uniform vests, hoodies, and sweaters must be a solid color with no graphics. Sweaters or hoodies may not be worn around the waist, and students MUST NOT wear the hood on their heads while indoors. Level 2 disciplinary consequences may be issued for repeated misconduct.
- e. Polo fleece must be the school-appropriate color, and the embroidered OSS school logo is required. When wearing a polo fleece, the student must still wear an OSS shirt underneath – the fleece cannot be worn alone. Fleece may not be worn around the waist.
- f. Jackets must be the school-appropriate color and embroidered with the OSS school logo. Non-OSS Hoodies are prohibited on the OSS campus, even on dress-down days.
- g. All top options must be purchased from the school's designated uniform provider, which is Risse Brothers (<https://www.rissebrothers.com/>)
- h. School Spirit or Club T-shirts may be worn instead of uniform shirts only on Fridays or when authorized by an OSS school administrator.

### 3. Pants or Shorts:

- a. All pants or shorts must be either khaki, black, or navy blue and have belt loops that must be worn with a belt. The pockets must be side seam pockets in the front and sewn inside for back pockets. We kindly request that outside pockets, rivets, brads, split seams, flaps on pockets, or cargo shorts are not worn to school. We believe that 100% cotton or a cotton/polyester blend that is wrinkle-resistant is the best material for pants and shorts. If students are observed wearing inappropriate clothing, they will be asked to call home for acceptable attire or given an alternative. **Please be aware that bottoms with any form of writing, designs, rips, or tears cannot be worn to school.**
- b. All pants or shorts must be worn properly at the waist and not sag below the top of the hips. Students wearing the top of their pants or shorts below their hips or exposing their undergarments may be issued a disciplinary referral. All pants or shorts may not be rolled up or folded up. **Shorts must be longer than fingertip length when standing with hands to the side.** All pants and blue jeans must be full leg length and cover the ankles when standing. The legs of all pants, blue/black jeans, and shorts must not be form-fitting.
- c. Physical Education shorts are only permitted to be worn in school during physical education class time. **Shorts must be longer than fingertip length when standing with hands to the side.**

### 4. Skirts or Skorts:

- a. Skirts or skorts must be either khaki, black, or navy blue. All skirts and skorts must not be made of khaki, jean, suede, or corduroy material. No splits are permitted in the skirt at all. **Skirts and skorts must be longer than fingertip length when standing with hands to the side.** Skirts and skorts must not be rolled or folded at the waistband - students wearing their skirts or skorts too short may be issued a disciplinary referral.
- b. Jeans, sweats, and pajama bottoms apparel must not be worn under the skirt or skort. For modesty purposes, leggings or shorts may be worn under skirts or skorts. However, any clothing that extends below the skirt or skort in a standing or seating position must not be worn at any time.
- c. **Shoes:**
- d. Acceptable shoes include conservative dress shoes, sport/walking shoes, loafers, sneakers, and

leather deck-type shoes.

- e. Acceptable shoes must **primarily** be in solid black, white, brown, gray, or navy blue colors. Socks must always be worn with shoes.
- f. Shoes must be closed-toed and appropriately tied, with buckles fastened and straps secured. Slippers, thin-soled shoes, flip-flops, and open-toed shoes are not allowed.
- g. Boots, Uggs, clog or slipper-style Crocs, roller shoes, and high-heeled shoes are prohibited.
- h. Athletic shoes with spikes or lugged soles are allowed only for physical education or school-sponsored athletic activities and not inside the school building.

#### **5. Accessories:**

- a. Belts must be made of leather, braided leather, or fabric in solid colors of black, brown, gray, navy blue, or khaki. Belts and buckles must be inconspicuous and not draw attention.
- b. Belts must be worn properly with all pants or shorts, going through all belt loops, and fastened securely. The end of the belt must not hang down, and the belt must be tightened enough to prevent the pants or shorts from sagging below the hips. Large, decorative, or elaborate belt buckles are not allowed.
- c. Socks, stockings, tights, or hose may only be solid black, khaki, or white. Clear or skin-colored hose are also acceptable. Fishnet or patterned stockings or hose are not permitted.
- d. Stockings, tights, or hose must cover the full length of the student's legs and feet. Leg warmers are not allowed.

#### **6. Miscellaneous Guidelines:**

- a. Clothing must be clean, neat, and worn appropriately.
- b. Clothing cannot be worn inside out or backward.
- c. Undergarments must not be visible.
- d. Hair, face, and body paint, as well as tattoos, are not permitted.
- e. Athletic outfits are only allowed in PE classes or on designated dress-down days.
- f. Cosmetics and/or make-up must be age-appropriate, appropriate for school, and not attract attention.
- g. Clothing with rips, tears, holes, or frayed edges is inappropriate for school.
- h. Jewelry and accessories must be appropriate for school and not pose a safety risk. For example, piercings other than earrings are prohibited, and hair accessories must not draw attention or pose a danger.
- i. Extreme hairstyles, jewelry, and hair coloring that are not standard frosting or natural highlighting are prohibited. Designs shaved into hair are also prohibited. In addition, any hair coloring must be a natural color.
- j. Hats, caps, curlers, headscarves, bandanas, doo-rags, combs, sweatbands, chains, sunglasses, tennis skirts, gloves, arm warmers, and coats are not allowed during school hours, even on dress-down days.
- k. Religious exemptions to the dress code can be granted if approved in advance.

- l. On dress-down days, clothing that is revealing, such as mini-skirts, short-shorts, blue jeans with holes/tears, tank tops, halter tops, mesh shirts, spaghetti straps, and any see-through clothing or shirts exposing the shoulders/midriff, is not permitted. Sleeveless shirts are also not allowed. Costumes and masks are not permitted.
- m. On dress-down days, all apparel must be in good taste. Offensive or suggestive wording, illustrations, or advertisements for inappropriate items are not permitted.
- n. Non-uniform outside coats, jackets, and hooded apparel may not be worn inside the school building. All non-uniform outside coats and jackets must be put in the student's locker or backpack immediately upon entering the school building. The OSS uniform provider carries an optional sweatshirt or zippered fleece for those students who need additional layers to stay warm.

## **Code of Conduct**

This section outlines the disciplinary offenses and potential consequences for OSS students regarding their behavior on school property, transportation, and during activities such as distance learning, field trips, and athletic functions. The offenses are categorized into four levels, with Minor Offenses resulting in Conduct Points and more severe offenses resulting in disciplinary referrals and progressive consequences. When offenses violate state or federal laws, law enforcement may be consulted.

Good discipline is fundamental to quality education, and achieving this requires a close partnership between the school and parents. Therefore, we aim to establish clear communication channels with parents when discipline issues arise so that we can work together to identify solutions for students and help them succeed both at home and in school.

For our disciplinary system to succeed, students must take responsibility for their choices, behavior, and academic performance. Students who make poor choices cannot shift blame to their environment, parents, school, or peers. Anyone involved in committing, planning, participating, helping, advising, encouraging, or benefiting from violating school rules or codes of conduct will be considered a party to the violation. While the school will assist students in developing good decision-making skills, ultimately, each student is responsible for their actions and future. At OSS, we strive to maintain a culture of fairness and consistency in our disciplinary procedures.

### **Responsibility for Individual Actions or Choices**

We believe in taking responsibility for our actions, whether intentional or unintentional. We understand that accidents happen, but making things right is essential. If a student causes harm to others or property, we expect them (and their parent/guardian) to take appropriate steps to make restitution. If an administrator verifies harm, we will notify parents and work with them to find a solution.

It's important to note that neither OSS employees nor the Governing Board assume any liability for harm caused by any student to another individual or their possessions. However, we are committed to working together to ensure a safe and respectful learning environment for everyone.

It is our desire to help every student reach their full potential intellectually, socially, physically, and emotionally. Therefore, we're committed to creating an environment that supports effective and enjoyable learning, free from distractions and disruptions. To achieve this goal, our administrators and teachers will not tolerate inappropriate, distracting, or disorderly behavior during school, on school property, or at school-sponsored activities. We understand that everyone has bad days, but we ask that all students do their best to maintain a respectful and

positive atmosphere.

The schoolwide disciplinary system aims to instill responsibility and self-discipline through firm, fair guidelines rooted in mutual respect and cooperation. We have a zero-tolerance policy for weapons, drugs, and gang activity and will report any violations to the police. These rules apply to all students and school-sponsored activities. Students who continually disregard the Code of Conduct may be recommended for expulsion by OCPS.

## General Student Behavioral Expectations

Setting	Expectations
Classroom	<ul style="list-style-type: none"> <li>• Be on time and prepared.</li> <li>• Begin working on bell work assignment while teacher records attendance.</li> <li>• Stay in your assigned seat and only stand when given permission.</li> <li>• Track the speaker during lectures or presentations.</li> <li>• Use appropriate language.</li> <li>• Respect others and school property.</li> <li>• Participate respectfully and complete assignments.</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>• Walk calmly and swiftly.</li> <li>• Keep hands and feet to yourself.</li> <li>• Use appropriate language.</li> <li>• Respect others and school property.</li> <li>• Be punctual.</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>• Only attend your assigned lunch period.</li> <li>• No backpacks should be in the cafeteria during lunch periods.</li> <li>• Remain seated once you have gathered or warmed up your food.</li> <li>• Raise your hand and get permission to move or use the restroom.</li> <li>• Only one student should be in the restroom at a time.</li> <li>• Keep tables, chairs, and floors clean.</li> <li>• Refrain from getting too loud.</li> <li>• Dispose of trash and help keep the cafeteria clean.</li> </ul>
Clubs, Tutoring, and Extracurricular Activities	<ul style="list-style-type: none"> <li>• Be at your designated location on time and before the bell rings.</li> <li>• Remain in your designated location for the entirety of the session or until you are dismissed.</li> <li>• Do not attend sessions or activities for which you are not registered.</li> <li>• Do not wander the hallways; report to the dismissal area when not in a club, tutoring, or extracurricular activity.</li> </ul>

## Personal Electronic Device Policy

This policy is for all personal electronic devices, including but not limited to cell phones, headphones/earbuds, smartwatches, portable speakers, laptops, and tablets. While students may bring cell phones or other electronic devices to school, we strongly recommend against them as they are a major distraction to student learning. If a student must bring their device, it is expected to be off and stored in their lockers during instructional hours. Students must receive permission from OSS staff to use their phones inside the school building. Parents are encouraged to contact the front office when needing to contact their students. The same expectations apply during

after-school activities, such as clubs or tutoring.

If a staff member observes a student with a personal electronic device, they will ask the student to hand it over. If the device is visible or can be heard, it will be confiscated and brought to the front office. Confiscated items will only be returned directly to the parent/guardian, and shipping charges must be prepaid if the parent/guardian cannot pick up the item. Please note that school staff will only ask for the device once. If the student refuses, they will receive a Level II disciplinary referral for Electronic Device Violation (Non-Compliance), which carries a consequence of 1 day in PASS.

Students can listen to music using personal headphones in the dismissal area if the music is appropriate for school. However, cell phones may not be used during the school day to take photos or send/receive text messages. Recording live or pre-recorded sessions is only permitted with proper authorization from the instructor or administration. Students are not allowed to take pictures or screenshots of live or pre-recorded sessions to protect the privacy of other students and staff.

Sharing unauthorized photos or recordings violates the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). Students who share photos or recordings without proper authorization may face disciplinary action, including suspension or expulsion, and law enforcement officials may be notified if necessary. We aim to create a safe and respectful learning environment for all students and staff, and we appreciate your cooperation in following these guidelines.

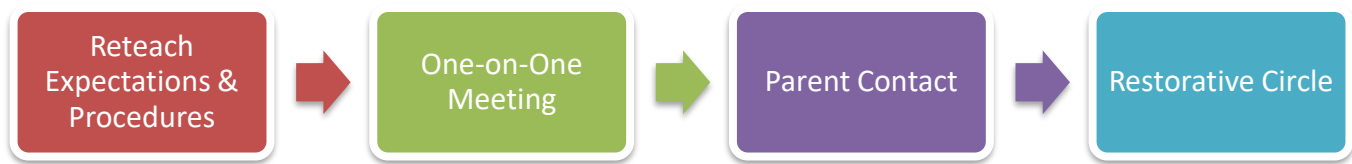
## **Progressive Discipline Cycles**

Orlando Science High School follows the OCPS Student Code of Conduct. To ensure consistent classroom management and promote transparency and communication with students and parents, we have established a system of common interventions and progressive consequences for *Minor Offenses*. A progressive discipline cycle is a system of disciplinary consequences that are progressively more severe for repeated or more serious violations of school policies or rules. The progressive discipline cycle aims to provide a structured approach to managing student behavior while promoting accountability, responsibility, and positive decision-making. This system allows for corrective action and improvement while also ensuring that school policies and rules are enforced fairly and consistently.

### **Common Interventions**

Teachers may set their own classroom rules, expectations, and procedures, but they also utilize several school-wide interventions to address disruptive behavior and Minor Offenses. These interventions are used in conjunction with Conduct Points and Minor Consequences and aim to establish positive relationships between students, teachers, and staff and promote effective communication with students' families. By utilizing these strategies, teachers and staff can help prevent misbehavior before it occurs and create a supportive learning environment for all students. These interventions are designed to be collaborative and proactive and help students develop the skills and behaviors they need to succeed academically and socially:





### Reteach Expectations & Procedures

When a teacher takes the time to reteach expectations and procedures to a student committing a Minor Offense, they give the student a friendly reminder of the classroom rules and guidelines. This is done proactively to help correct any problematic behavior before the student receives a consequence.

### One-on-One Meeting

If a teacher has already attempted to reteach expectations and procedures to the student or students who are committing Minor Offenses, they may decide to schedule a one-on-one meeting with the student to address the behavior further. This meeting may occur after school hours, or the teacher may request administrative support to cover the class for a few minutes.

### Parent Contact

After attempting to reteach expectations and procedures to the student and conducting a one-on-one meeting, the teacher may choose to contact the student's parent or guardian by phone or email to keep the parent informed about the student's behavior and work collaboratively with them to support the student's success. Note that a Parent Conference is a formal meeting held in person or virtually.

### Restorative Circle

Teachers or staff members request a restorative circle to manage disruptive behavior, repair harm caused, and restore relationships. This collaborative process promotes accountability, understanding, and healing for all parties involved. By utilizing a restorative circle, teachers aim to create a positive learning environment that fosters growth and success for all students.

## Minor Offenses

These offenses within the Code of Conduct are considered less severe and should be corrected the *first* time a staff member addresses them. Minor Offenses are assigned a Conduct Point value, which reflects their severity and is used to track a student's behavior over time. When a Minor Offense occurs, the staff member addressing it will assign the appropriate Conduct Point value and document it in OSS Connect, where parents will be notified the same day. This notification allows parents to discuss the behavior with their child and work collaboratively with school staff to correct the issue.

Code	Offense	Description	Conduct Point Value
MO-B	Personal Bag Policy Violation	A violation of this policy occurs when a student is found to be carrying a backpack or other similar items into a classroom or specified area where backpacks are not allowed.	1
MO-G	Chewing Gum	A violation occurs when a student is observed chewing gum.	1

<b>MO-E</b>	Eating or Drinking in Unauthorized Areas of Campus	The consumption of food or beverages in areas of the school that are not designated for eating, such as classrooms or hallways	1
<b>MO-T</b>	Tardy to Class	Failure to arrive on time for a scheduled class period.	1
<b>MO-A</b>	Unnatural Hair Color or Body Art	A violation occurs when a student is found to have unnatural hair coloring or any form of body art, including but not limited to temporary tattoos, marker paintings, etc., that is visible while on school premises or during school-related activities.	1
<b>MO-N</b>	Non-Engagement in the Learning Process	A violation occurs when a student is observed sleeping in class, lacking in preparation, resistant to teacher feedback, and displaying apathy toward the presented material.	1
<b>MO-U</b>	Uniform Dress Code Policy Violation, Correctable	A violation of the Uniform Dress Code Policy occurs when a student is found to be dressed inappropriately or fails to comply with the Orlando Science High School uniform and dress code guidelines but can correct the violation.	2
<b>MO-Q</b>	Electronic Device Violation Willful Compliance	A violation occurs when a student is observed with a visible personal electronic device, such as a cellphone, headphones, tablet, or laptop, and willingly surrenders the device when school staff requests. Orlando Science High School's Electronic Device Policy requires that confiscated personal electronic devices be picked up by a parent, guardian, or certified adult listed on the student's profile. While students can bring wireless communication devices to school, they must keep them out of sight and silenced during instructional hours. If a parent needs to contact their child during instructional hours, we kindly request they contact the front office. Please note that students bring devices to school at their own risk.	2
<b>MO-D</b>	Disrespect Towards Fellow Students	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration towards a fellow student, including but not limited to insulting, name-calling, "roasting," or teasing.	2
<b>MO-C</b>	Classroom Disruption	Any act of misconduct that interferes with the orderly operation of the classroom, including but not limited to horseplaying, excessive or disruptive talking, throwing objects, verbal exchanges, or passing notes.	3
<b>MO-H</b>	Hallway Disruption	Any act of misconduct that interferes with the orderly operation of the academic hallways or causes a disturbance to other students or staff members, including but not limited to horseplaying, yelling, running, or banging on lockers and/or doors.	3
<b>MO-L</b>	Cafeteria Disruption	Any act of misconduct that interferes with the orderly operation of the cafeteria or causes a disturbance to other students or staff members, including but not limited to horseplaying, throwing food or objects, yelling, or shouting, leaving the cafeteria without permission, entering the bathroom without permission, or leaving a mess.	3
<b>MO-P</b>	Profane, Obscene, or Abusive Language/ Materials	The use of either oral or written language or gestures, which are disrespectful or socially unacceptable and are not directed at another person. This section does not include threatening or intimidating language.	3

## Minor Offense Cycle

Parents will receive a notification on the *same day* a Conduct Point for Minor Offenses and/or a Minor Consequence is issued to their child via OSS Connect.

The Minor Offense Cycle resets weekly, encouraging students to improve their behavior:

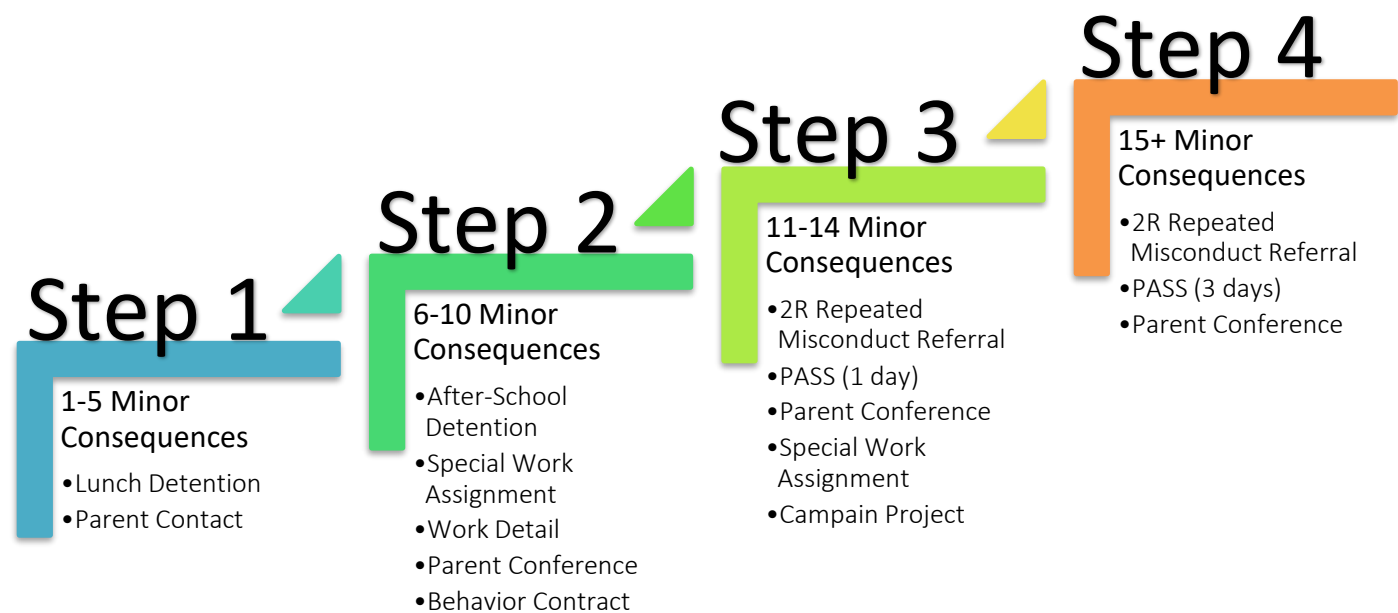
Conduct Point Range	Minor Consequence
<b>1 - 3 Conduct Points/week</b>	No Consequence Assigned
<b>4 - 6 Conduct Points/week</b>	Lunch Detention
<b>7 - 9 Conduct Points/week</b>	After-School Detention
<b>10 - 12 Conduct Points/week</b>	Work Detail/Saturday Detention

## Minor Consequence Cycle

Students who violate a Minor Offense will be assigned a corresponding Conduct Point Value. Students who accumulate more than three Conduct Points within a week will be subject to Minor Consequences, such as Lunch Detention, After-School Detention, Work Detail, or Saturday Detention. If a student continues to violate Minor Offenses and receive Minor Consequences, they will move up the progressive cycle.

For instance, if a student has received Lunch Detention five times a school year, they are still in STEP 1. However, if they receive one more Minor Consequence, they will move up to STEP 2, where the consequences will be more severe, and they no longer receive consequences in STEP 1. While the school aims for no student to progress through the Minor Consequence Cycle, it is a progressive model that provides increasingly severe consequences if the initial consequence does not deter the student from committing Minor Offenses.

The Minor Consequence Cycle will continue throughout the school year and not reset:



## Major Offenses

Major Offenses (Level II-IV) in the Student Code of Conduct will result in a disciplinary referral, which the school administration will investigate. Referral consequences will be assigned as soon as the investigation concludes. Parents will be notified of the referral and consequences through OSS Connect and/or a phone call.

Referral consequences are progressive, following a step cycle based on the frequency of the offense, like the Minor Consequence Cycle. The school administration may assign additional consequences not listed in the Code of Conduct when necessary. Any item that is deemed hazardous, inappropriate, or unsafe may be confiscated by school personnel.

Offenses not covered in the Code of Conduct will be handled by the school administration in accordance with federal and state laws consistent with the Charter Schools Act. When offenses violate state or federal laws, law

enforcement may be involved.

## Level II Offenses

Level II offenses are more severe and may include repeated acts of misconduct or Minor Offenses, as well as acts directed towards people or property that do not pose a significant threat to the health and safety of others.

Code	Offense	Description	PASS 1 day	PASS 2 days	PASS 3 days	OSS 1-3 days	OSS 3-5 days
2R	Repeated Misconduct of a Minor Offense	Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.	Step 1	Step 2	Step 3	Step 4	Step 5
2O	Offensive Language	Any disrespectful, discriminatory, or inappropriate conduct towards an individual's race, ethnicity, national origin, religion, gender, sexual orientation, or disability. Examples of such behavior include, but are not limited to, derogatory comments or jokes, slurs, or stereotyping. It is important to note that a direct complainant is not required for the behavior to be considered offensive. <i>In cases where a complainant is recorded, a bullying and harassment investigation will be conducted, and a Level III Harassment referral may be issued.</i>	Step 1	Step 2	Step 3	Step 4	Step 5
2L	Leaving Class Without Permission	A violation of this policy occurs when a student leaves their designated classroom or assigned area without permission or fails to report to the designated area on time, including but not limited to leaving the classroom or area during a class period.	Step 1	Step 2	Step 3	Step 4	Step 5
2U	Skiping Class or Activity	A class cut is defined as being absent from class for more than 5 minutes without permission from the teacher or authorization from the administration to do so.	Step 1	Step 2	Steps 3-5		
2P	Public Display of Affection (PDA)	Any physical contact that is deemed inappropriate or disruptive to the educational environment, including but not limited to hugging, kissing, or other forms of intimate physical contact.	Step 1	Step 2	Step 3	Step 4	Step 5
2H	Providing False and/or Misleading Information	A violation of this policy occurs when a student provides false and/or misleading information to school personnel, including but not limited to teachers, administrators, and staff members. This includes providing false information on school forms, lying to school personnel about one's identity or whereabouts, or providing false or misleading information in any other way.	Step 1	Step 2	Step 3	Step 4	Step 5
2X	Academic Dishonesty	Any act that involves misrepresentation or fraud in the pursuit of academic credit or advancement, including but not limited to cheating on exams or assignments, falsifying records or information, and plagiarism	Step 1	Step 2	Steps 3-5		
2I	Provoking Misconduct	A violation of this policy occurs when a student engages in conduct that is intended to provoke or instigate misconduct by another student or group of students. Such conduct includes, but is not limited to, taunting, teasing, baiting, or otherwise	Step 1		Step 2	Steps 3-5	

		provoking another student to engage in misconduct or disruptive behavior.					
2T	Uniform Dress Code Policy Violation, Uncorrectable	A violation of the Uniform Dress Code Policy occurs when a student is found to be dressed inappropriately or fails to comply with the Orlando Science High School uniform and dress code guidelines and is unable to correct the violation.	Step 1	Step 2	Step 3	Step 4	Step 5
2Q	Electronic Device Violation Non-Compliance	A violation occurs when a student does not immediately surrender their device to school staff upon request or when there is repeated misuse of electronic devices. Misuse can include unauthorized access to programs or files not intended for student use on an electronic device or the school network (e.g., gaming), sharing another person's username and password, or intentionally providing access to another person to use the student's device while the student is logged in.	Step 1	Step 2	Step 3	Step 4	Step 5
2A	Destruction of Property/ Vandalism (under \$100)	The willful or malicious destruction of Board property, school transportation, or the property of others.		Step 1	Step 2	Step 3	Steps 4-5
2B	Disrespect	Repeated behavior that lacks regard, civility, politeness, and/or courteous consideration towards a student, OCPS employee, volunteer, or contracted personnel. This offense may include, but is not limited to, inappropriate language directed towards another that is not profane.	Step 1		Step 2	Steps 3-5	
2C	Physical Altercation	Minor physical contact between two or more students such as pushing, shoving, or an altercation that stops upon verbal command.		Step 1	Step 2	Step 3	Steps 4-5
2D	Forgery (Non-Criminal)	To create or reproduce the signature or document of another for fraudulent purposes. <i>This offense may include, but is not limited to, signing a document with your parent's/guardian's signature without permission.</i>		Step 1	Steps 2-5		
2E	Gambling	Any unlawful participation in games (or activities) of chance for money and/or other things of value.	Step 1	Step 2	Step 3	Step 4	Step 5
2F	Insubordination/ Open Defiance	Verbal or non-verbal refusal to comply with school rules or directions from an OCPS/Orlando Science High School employee, contracted personnel, or volunteer without causing a disruption or committing any further acts.	Step 1		Steps 2-5		
2G	Threat/Intimidation TRE Must Report to Law Enforcement	"An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or non-verbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means. "Florida Administrative Code Rule 6A-1.0017. *This includes threats to hit, fight, or beat up another person without a plan and/or furtherance of action.	Step 1	Step 2	Step 3	Step 4	Step 5
2J	Stealing (under \$375)	Taking the property of another without permission of the person.		Step 1	Step 2	Steps 3-5	

<b>2K</b>	Unauthorized Assembly, Publications, etc.	Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers, which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.	Step 1	Step 2	Step 3	Step 4	Step 5
<b>2M</b>	Other Serious Misconduct	Any other act of misconduct that is more serious, harmful, or is a more disruptive example of any of the offenses described in Level I, which may interfere with the orderly operation of the school, school transportation, or school activity and cannot be coded as another Level II offense.	Step 1	Step 2	Step 3	Step 4	Step 5
<b>2N</b>	Gang Related	The possession, use, or displaying of items associated with gang activity that include, but is not limited to, clothing and accessories, gang related insignias, writings, signs, or symbols that promote gang affiliation and/or involvement.		Step 1	Step 2	Step 3	Steps 4-5
<b>2S</b>	Horseplay	Any rough, uncontrolled play or prank that involves two or more students and there is risk of injury because of the horseplay.	Step 1	Step 2	Step 3	Step 4	Step 5

### Level III Offenses

Level III offenses are serious acts of misconduct that disrupt the orderly operation of the school, school activities, or school transportation, and pose a significant threat to the health, safety, and property of others. These offenses may include repeated acts of misconduct from Level II. The misconduct must be reported right away to the school administrator, who may remove the student from the school or activity immediately.

Code	Offense	Description	PASS 3 days	OSS 1-3 days	OSS 3-5 days	OSS 5-8 days	OSS 10 days/OW
<b>3A</b>	Simple Battery PHA Must Report to Law Enforcement	An actual and intentional striking of another person against his or her will without injury. Florida Administrative Code Rule 6A-1.0017.  <i>*This section does not include injury that is a result of fighting if persons involved are mutual combatants.</i>		Step 1	Step 2	Step 3	Steps 4-5
<b>3C</b>	Destruction of Property/Vandalism (\$100 to \$999)	The willful or malicious destruction of Board property, school transportation, or the property of others.		Step 1	Step 2	Step 3	Steps 4-5
<b>3D</b>	Disrespect	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration towards a student, OCPS/Orlando Science High School employee, volunteer, or contracted personnel. This offense may include, but is not limited to, language and/or gestures that are abusive and/or profane directed towards another person.		Step 1	Step 2	Step 3	Steps 4-5
<b>3E</b>	Extortion/Blackmail	The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, or items of material worth. <i>This offense may include, but is not limited to, threatening to accuse another of a</i>		Step 1	Step 2	Step 3	Steps 4-5

		<i>Minor Offense or crime in order to obtain lunch money.</i>					
<b>3F</b>	Fighting FIT Must Report to Law Enforcement	When two or more people mutually participate in the use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. <u>Note: If a student is unable to leave the area of a pending attack, a student may use self-defense. Self-defense is an action taken that is necessary to protect oneself or others from serious bodily harm. Self-defense may include asking an adult for help, restraining, or blocking the attacker, shielding oneself or others from being hit, or pushing to get away from the attacker. However, retaliating by striking or hitting (i.e., punching, slapping, kicking) a person back, or choosing not to leave after you are able to get away, may be considered as fighting.</u>		Step 1	Step 2	Step 3	Steps 4-5
<b>3G</b>	Firecrackers/ Fireworks	Unauthorized possession, sale, or storage of unlit fireworks or firecrackers on Board property, school transportation, and/or at a school activity.		Step 1	Step 2	Step 3	Steps 4-5
<b>3H</b>	Gross Insubordination/ Open Defiance	Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order; challenging the authority of an OCPS employee, contracted personnel, or volunteer in the presence of others which causes a disruption.		Step 1	Step 2	Step 3	Steps 4-5
<b>3I</b>	Illegal Organizations	Establishing or participating in a secret society on Board property, on school transportation, and/or at a school activity.		Step 1	Step 2	Step 3	Steps 4-5
<b>3J</b>	Possession of Contraband Material	Possession, use, and/or distribution of materials or items, other than weapons or firearms, which are forbidden. The parent/guardian will make arrangements to pick up the object from the school, if applicable. At no time shall OCPS be responsible for theft, loss or damage to contraband items brought onto its property.			Step 1	Step 2	Steps 3-5
<b>3L</b>	Tobacco TBC Must Report to Law Enforcement	The possession or use of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation. Tobacco incidents cannot be Drug-related. Florida Administrative Code Rule 6A-1.0017. *This includes vaping nicotine products, items represented to be of said nature, and additional items which may include, but are not limited to, electronic cigarettes, CBD oil, Juuls, pods, vapors and hookah pens that do not contain THC or any other illegal controlled substance.			Step 1	Step 2	Steps 3-5
<b>3M</b>	Stealing (\$375 to \$749)	The taking of the property of another without the permission of the person.			Step 1	Step 2	Steps 3-5
<b>3N</b>	Unauthorized Entrance to OCPS Property	To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry. This applies only to incidents that did not have a		Step 1	Step 2	Step 3	Steps 4-5

		prior official warning, did not result in an arrest, or did not involve students under suspension or expulsion.					
3O	Violation of Curfew	Breaking of curfew regulations during an extracurricular/co-curricular activity.		Step 1	Step 2	Step 3	Steps 4-5
3Q	Other Serious Misconduct	Any other act of misconduct that is more serious, harmful, or is a more disruptive example of any of the offenses described in Level II, which may interfere with the orderly operation of the school, school transportation, or school activity and cannot be coded as another Level III offense.  <i>This offense may include, but is not limited to, body piercing; providing false/misleading information to staff members; or language intended or reasonably calculated to insult and/or incite another person. This does not include any misconduct that would be coded as a Level IV Disruption on Campus-Major</i>		Step 1	Step 2	Step 3	Steps 4-5
3T	Threat/Intimidation  TRE  Must Report to Law Enforcement	“An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or non-verbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.” Florida Administrative Code Rule 6A-1.0017.  <i>*This includes threats to hit, fight, or beat up another person with a plan and/or furtherance of action, or to kill another person without a plan and/or furtherance of action.</i>		Step 1	Step 2	Step 3	Step 4-5
3U	Gang Related	Conduct or behavior that tends to promote gang activity, provoke violence, or seriously disrupt the orderly operation of the school program, any school activity or transportation services, including but not limited to the possession, use or displaying of gang paraphernalia, jewelry, tattoos, clothing, or other insignias and writings that promote gang affiliation/involvement/the use of gang related signs or symbols or any other gang associated behavior.		Step 1	Step 2	Step 3	Steps 4-5
3V	Harassment  HAR  Must Report to Law Enforcement	Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places an OCPS student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits and has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.		Step 1	Step 2	Step 3	Steps 4-5



<b>3Y</b>	Electronic Device Violation	The continual misuse of electronic devices, which are not educational in nature; the unauthorized modification of software/hardware configuration on an electronic device (i.e., factory reset of District device); unauthorized access to programs and/or files not expected or intended for student use on an electronic device or OCPS network. <i>This section does not include images, videos, messages, etc. that can be classified as another offense (i.e., threats, images/videos containing nudity).</i>	Step 1	Step 2	Step 3	Step 4	Step 5
<b>3AA</b>	Horseplay	Any rough uncontrolled play or prank that involves two or more students and there is injury as a result of the horseplay. Any horseplay that results in serious injury where medical attention is needed may result in a Level IV offense.	Step 1	Step 2	Step 3	Step 4	Step 5
<b>3BB</b>	Disruptive Conduct	Conduct or behavior that interferes with or disrupts the orderly process of teaching/learning, school environment, a school function, or extracurricular/co-curricular activity. This does not include behavior that would amount to a Level IV-T, Other; Level IV-I, Disruption of Campus-Major, or Level IV-HH Interruption of Campus Operations.	Step 1	Step 2	Step 3	Step 4	Step 5

## Level IV Offenses

Level IV offenses are the most serious acts of misconduct and may result in expulsion. These offenses may include repeated acts of misconduct from Level III. All Level IV acts will result in a 10-day suspension, with a potential recommendation for expulsion. Major acts of misconduct must be reported immediately to the school administrator for investigation. The administrator will follow the designated OCPS procedure for Level IV violations and refer the matter to District personnel for further review. Students who commit a Level IV offense may be referred to local authorities for further investigation.

Code	Offense	Description
<b>4A</b>	Alcohol ALC Must Report to Law Enforcement	The possession, sale, purchase, distribution, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation. Alcohol incidents cannot be drug related.
<b>4B</b>	Arson ARS Must Report to Law Enforcement	To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.
<b>4C</b>	Threat/Intimidation TRE Must Report to Law Enforcement	“An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or non-verbal communication by the offender. This includes non-verbal threats and verbal threats of physical harm which are made in person, electronically, or through any other means.” Florida Administrative Code Rule 6A-1.0017.  <i>*This includes threats to kill with a plan and/or furtherance of action.</i>
<b>4D</b>	Aggravated Battery BAT Must Report to Law Enforcement	A battery where the attacker intentionally or knowingly causes more serious injury as defined in F.A.C. Rule 6A-1.0017(8)(g) such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. This includes death or injuries with substantial risk of death, extreme physical pain, protracted and obvious disfigurement, and protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

		<i>This section includes the use of a weapon (4H) or other dangerous object (4K) that results in more serious injury, however, this section does not include injury that is a result of fighting if the students are mutual combatants.</i>
4E	Threats to the School DOC Must Report to Law Enforcement	Any direct or indirect threat that poses a serious threat to the school or may disrupt the function of the school campus or school sponsored activity including, but not limited to, threats made verbally or nonverbally by act, through social media, or by text. <i>Acts that pose a threat to school safety are deemed zero tolerance by Sections 1006.07 and 1006.13, Florida Statutes.</i>
4F	Drug Use/Possession DRU Must Report to Law Enforcement	Illegal drug possession or use. The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation. Alcohol offenses are coded separately: Level IV-A, Alcohol.
4H	Weapons Possession WPO Must Report to Law Enforcement	The possession or control of any firearm or any instrument or object as defined by Section 790.001(6) and "Possession of a firearm or any instrument or object as defined by Section 790.001(6) and (13), Florida Statutes, that can inflict serious harm on another person or that can place the person in reasonable fear of serious harm." Florida Administrative Code Rule 6A-1.0017.
4I	Disruption on Campus-Major DOC Must Report to Law Enforcement	Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions including bomb threats, inciting a riot, or initiating a false alarm. For offenses that disrupt campus activities, school-sponsored events, and school bus transportation but do not pose a serious threat to the learning environment: see Level IV-HH, Interruption of Campus Operations.
4J	Grand Theft (\$750 or over) STL Must Report to Law Enforcement	The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Thefts of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as robbery. This does not include a taking by violence, a threat of violence or assault, and putting the victim in fear (See 4M Robbery).
4K	Other Dangerous Objects	The possession, sale, or control of any instrument or object, other than a firearm or weapon as defined under a Level IV-H, Weapons Possession offense, which could be used to inflict harm on another person or to intimidate any person. Threatening or attempting to use a dangerous object is a Level IV-C or IV -E offense. Using a dangerous object and causing injury is a Level IV-D or IV-Y offense. <i>This offense includes, but is not limited to, BB guns or pellet guns, air soft guns, paintball guns and replicas of any gun or weapon, water/gel bead gun, common pocket knives, chains, pipes, common household tools, razor blades, box cutter/utility knife, ice picks, other pointed instruments, nun chucks, Chinese stars, pepper spray, Taser, items used for self-defense (i.e. kubaton), ammunition, firearm clips, firearm cartridges. This offense also includes igniting fireworks/firecrackers.</i>
4L	Repeated Misconduct of a More Serious Nature	Repeated misconduct, which may substantially disrupt the orderly conduct of a classroom, school, school transportation, and/or school activity. Recommendations for expulsion relative to repeated misconduct must be based on documented referrals and a variety of intervention strategies.
4M	Robbery ROB Must Report to Law Enforcement	The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force, or violence, and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that robbery involves violence, a threat of violence or assault, and putting the victim in fear. This includes using force to take something from another.
4N	Sexual Battery SXB Must Report to Law Enforcement	Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery. This includes undesired sexual behavior.

4O	Sexual Harassment SXH Must Report to Law Enforcement	Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or non-verbal actions, including graphic and written statements, and may include statements made through computers, cell phones, and other devices connected to the internet. The conduct can be carried out by school employees, other students, and non-employee third parties. This includes undesired sexual behavior. <b>Law Enforcement Must be Notified to Investigate.</b>
4P	Sexual Offenses SXO Must Report to Law Enforcement	Other sexual contact, including intercourse without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner, <b>Law Enforcement Must be Notified to Investigate.</b> This includes lewdness, indecent exposure.
4Q	Violation of Early Re-entry Plan	Any act or series of acts, which violates or has the practical effect of violating an early re-entry plan from full exclusion/expulsion.
4S	Criminal Mischief (\$1000 or over) VAN Must Report to Law Enforcement	Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto.
4T	Other Major OMC Must Report to Law Enforcement	Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate Related element (such as Drug-related or Weapon-related) and incident involvement must be reported as unknown.
4U	Drug Sale/Distribution, Excluding Alcohol DRD Must Report to Law Enforcement	The manufacture, cultivation, purchase, sale or distribution of any drug, narcotic, controlled substance, or any substance represented to be a drug, narcotic, or controlled substance. This includes illegal sale or distribution of drugs.
4V	Bullying BUL Must Report to Law Enforcement	Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), Florida Statutes. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment. Florida Administrative Code Rule 6A-1.0017.  <i>*The bullying includes intimidating behaviors that are repeated, intentional, and involve a power imbalance.</i>  <i>*Repeated discipline of another nature (such as repeated fights with the same person) may constitute bullying.</i>
4X	Hazing HAZ Must Report to Law Enforcement	Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes but is not limited to a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
4Y	Simple Battery PHA Must Report to Law Enforcement	An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual. This includes incidents that require immediate first aid or subsequent medical attention.  This does not include death or injuries with substantial risk of death, extreme physical pain, protracted and obvious disfigurement, and protracted loss or impairment of the function of a bodily member, organ, or mental faculty. (See 4D Aggravated Battery)
4Z	Sexual Assault SXA Must Report to Law Enforcement	An incident that includes fondling, indecent liberties, child molestation, or threatened rape. Both males and females can be victims of sexual assault.
4AA	Electronic Device Violation	Use of unauthorized access to programs and/or files not expected or intended for student use on an electronic device or OCPS network; or any use that violates Board policies, local, state, and/or federal laws and regulations.  <i>This offense may include, but is not limited to, gaining access to the OCPS network with intent</i>

		<i>to do harm or alter records, or having images, videos, messages, etc., on a district issued device that are not shared with others (i.e. images/videos containing nudity).</i>
<b>4CC</b>	Burglary BRK Must Report to Law Enforcement	Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
<b>4DD</b>	Homicide HOM Must Report to Law Enforcement	The unjustified killing of one human being by another. This includes murder, manslaughter.
<b>4EE</b>	Kidnapping KID Must Report to Law Enforcement	Forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority. This includes abduction of an individual.
<b>4FF</b>	Tobacco/Vaping/Nicotine Selling/Buying/ Distribution Must Report to Law Enforcement	The sale, purchase, distribution of tobacco or nicotine products on school grounds, at school sponsored events, or on school transportation. Tobacco incidents cannot be Drug-related. Florida Administrative Code Rule 6A-1.0017.  <i>*This includes vaping nicotine products, items represented to be of said nature, and additional items which may include, but are not limited to, electronic cigarettes, CBD oil, Juuls, pods, vapors and hookah pens that do not contain THC or any other illegal controlled substance.</i>
<b>4GG</b>	Igniting	Fires that are not intentional, that are caused by accident, or do not cause damage.
<b>4JJ</b>	Trespassing TRS Must Report to Law Enforcement	To enter or remain on school grounds/campus, school transportation, or at a school sponsored event/off campus without authorization or invitation and with no lawful purpose for entry. Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-student) was previously issued an official trespass warning, or where any offender was arrested for trespass.

## **Regarding Technology Equipment in Computer Labs/Media Center**

Students should treat all technological equipment with care and respect. Any mishandling or tampering with computers or school systems may result in the loss of computer privileges at school. In more serious cases, disciplinary action, such as PASS or out-of-school suspension, may occur at the discretion of the school administration.

Please note that any damage to hardware or software requiring repair will result in financial charges assessed to the responsible party. To maintain the integrity of school and private property, including technology hardware and software, students must not alter or attempt to alter any property. Students may not bring computer software to campus to use on school computers without prior approval from the school administration. For the safety and security of our school systems, students are not allowed to use personal Instant Messaging or email, write blogs, or visit personal websites on school computers.

Lastly, we ask that students refrain from bringing food or beverages into the classroom setting to promote a clean and focused learning environment. Thank you for your cooperation in upholding these guidelines and respecting our technological equipment and property.

## **Technology Usage Policy**

All data created, transmitted, or received via OSS technology and communication systems are the property of OSS and considered official records of both OSS and OCPS. This property cannot be recorded, shared, duplicated, or distributed without written approval from a teacher or OSS Administrator.

Abuse of OSS learning platforms and tools provided by the school, in violation of school policies, will result in disciplinary action. In more severe cases, legal action may also be taken. Our goal is to create a safe and respectful learning environment for all students and staff, and we appreciate your cooperation in upholding these guidelines.

## **Emergency Drills**

To prepare the school for an emergency, such as active assailant, fire, intruder, or severe weather, drills will be conducted at various times during the school year. It is important for students to follow their teachers' instructions and proceed to designated areas as quickly and calmly as possible.

During emergency drills, students must not talk, run, or push others, and should maintain an orderly and safe environment. A signal bell or announcement from the appropriate administrator will indicate when it is safe to return to class. Our top priority is to ensure the safety and well-being of all students and staff, and we appreciate your cooperation during these drills.

## **Description of Disciplinary Options**

## **Parent Conference**

Our primary strategy for addressing misbehavior is to partner with parents. Open communication and shared responsibility are vital to promoting positive behavior and academic progress. A parent conference will be requested if simple phone calls are ineffective in correcting the behavior. Depending on the circumstances, these conferences may be held in person or virtually.

## **Withholding of Privileges**

The student may be denied the opportunity to participate in school-related activities and events, such as field trips, social events, or after-school clubs, as determined appropriate by an administrator. This action may be taken if a student does not meet the necessary requirements or violates school policies or guidelines. In some cases, the club sponsor and school administration may remove the student from their club for a set time period or indefinitely.

## **Detention – Lunch/After-School/Saturday**

Detention may be assigned during school, club hours, or outside of normal school hours if deemed necessary by the Principal or Dean of Students. Written notice is typically given to the parent/legal guardian 24 hours before the start of the detention. *However*, in some cases, the student may serve detention on the same day as the offense, and the school will attempt to inform the parent by phone or OSS Connect.

If detention is assigned after school or during club time, it shall not exceed one hour for five consecutive school days unless otherwise agreed upon by the Principal/Dean of Students and parent/guardian. Transportation arrangements will be made by the Dean of Students for students who ride the school bus.

For Saturday detentions, the duration shall not exceed four hours unless otherwise agreed upon by the Principal/Dean of Students and parent/guardian. Prior transportation arrangements must be made before detention can be assigned on a non-school day.

## **Positive Alternative to School Suspension (PASS)**

The Positive Alternative to School Suspension (PASS) is a disciplinary option that provides a positive and supportive environment for students to reflect on their behavior and make positive choices. This formal disciplinary action can only be assigned by the OSS administrator and requires written correspondence to parents.

Students assigned to PASS are required to attend in-school days and bring academic work or may be assigned work detail while serving. If necessary, in-school days of PASS may increase on successive occasions. Students assigned to PASS are not permitted to participate in after-school activities and must leave campus immediately upon dismissal.

Please note that in some cases, a student may be sent to PASS while a disciplinary investigation is conducted. PASS consequences will be documented on the student's permanent discipline record.

## **Work Detail**

In most cases, a student serving detention will complete some work detail that the Dean of Students or PASS Coordinator assigns. Examples include picking up trash or cleaning a designated area. Additionally, any student serving PASS will complete work detail in addition to their studies.

## **Campaign Project**

As part of the Positive Alternative to School Suspension (PASS), students may be assigned a Campaign Project, which provides an opportunity to promote positive behavior and address specific issues within the school community. Campaign Projects are typically related to the offense committed or a schoolwide initiative and may involve tasks such as writing and presenting a report or creating imagery to promote mental health awareness or reduce bullying. Our goal is to support students in making positive choices, and Campaign Projects provide a constructive way to engage and empower students to contribute to a safe and respectful school environment.

## **Out-of-School Suspension (OSS)**

Florida law (Section 1003.01, Florida Statutes) defines "suspension" as the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student's parent/guardian with specific homework assignments for the student to complete. A meeting between a parent/guardian and an administrator may be required before the return to OSS of any student serving an out-of-school suspension.

The OSS and OCPS Code of Conduct provide for certain offenses that could result in out-of-school suspension, which is a formal disciplinary action that can only be assigned by the OSS administrator and requires written correspondence to parents. Students under out-of-school suspension are prohibited from participating in after-school activities and cannot come to the school campus. Additionally, students who receive an out-of-school suspension are not able to participate in any overnight field trips for the rest of the school year, and any fees or deposits already paid are non-refundable. Out-of-school suspension assignments will be documented on the student's permanent discipline record.

## **Behavior Contract**

Students who repeatedly violate the Code of Conduct will be placed on a behavior contract. It is differentiated based on the needs of the school, student, and parent. All parties play a role in the contract's development and implementation. The contract documents behavior expectations and consequences, allowing for an extension of disciplinary consequences if necessary. Failure to agree to the contract does not prevent further disciplinary action. The contract includes specific behavioral expectations, consequences, and a plan for monitoring progress, as well as support services.

## **Option to Withdraw**

A student may withdraw from a charter school at any time and enroll in another public school as determined by district school board rule. (F.S. 1002.33(10)(g)). Contact the campus registrar to begin the withdrawal process.

## **Expulsion (EXP)**

Florida law (Section 1003.01, Florida Statutes) defines "expulsion" as the removal of the right and obligation of a student to attend a public school under conditions set by OCPS and for a period not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.

All Level IV Offenses may result in a one (1) year expulsion from all OCPS schools with or without continuing

educational services. Some Level IV offenses require a mandatory one (1) year expulsion as provided by the zero-tolerance policy outlined in Florida Statutes and this Code of Conduct; these offenses include: firearm/weapon possession/use and/or threats or false reports.

Please note the term “expulsion” is interchangeable with “full exclusion” and “expelled.”

## **Restorative Circle**

Restorative circles are a research-based approach to promoting inclusivity, relationship building, and problem-solving within school culture and climate. It features a continuum of proactive and responsive interventions and strategies designed to prevent disciplinary offenses in violation of the Code of Conduct. The Orange County Public Schools (OCPS) have implemented Restorative Practices to meet the unique needs of students who have committed disciplinary infractions. A trained staff member (e.g., administrator, teacher, or counselor) facilitates the circles, where the person who caused harm and the person who was harmed participate. These restorative methods involve using affective statements, restorative questions, community-building circles, and conflict-resolution circles.

Moreover, Restorative Practices aim to build a school culture that prioritizes developing and maintaining relationships among educators and students, with all voices being heard as problems are addressed and resolved. Through Restorative Practice, students learn social-emotional and conflict-resolution skills that reduce conflict. Successful completion of Restorative Practices can be an acceptable alternative to suspension or other disciplinary responses.

## **Reward System**

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

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

## **Citizenship Award**

Individual rewards will be planned for the end of each semester for OSS students. Those students who have not received Conduct Points, lunch detentions, Intervention Referrals, or Disciplinary Referrals during each semester are eligible to receive a **Citizenship Award** for excellence in behavior.

## **Commendations**

A **Commendation** will be awarded to students who are observed exhibiting behavior “**above and beyond**” expected behavior. Any OSS employee who observes a student engaged in this type of exceptional behavior can issue a *Commendation*. These *Commendations* will not be noted on a student’s permanent discipline transcript. However, they will be entered on OSS Connect for parental viewing and are a major factor in determining the student(s) of the Month.

## **Schoolwide Rewards**



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

### **Dress-Down Days**

Students will be offered both *free* and *paid* dress-down days. These dress-down days may occur once each month, alternating between *paid* and *free*. Eligibility for participating in the *free* **Dress-Down Days** is based on receiving no disciplinary events during the previous month, having fewer than four Conduct Points, AND having not served any Positive Alternative to School Suspensions (PASS) or out-of-school suspension (OSS) during the school year. Students who have received PASS will still be eligible for *paid* dress-down days. Students participating must follow the OSS guidelines listed under the section [Dress Code](#). **Students with outstanding financial balances may be ineligible to participate in Dress Down Days.**

### **Student of the Month**

The **Student of the Month** winners for each month will be given a signed certificate from the administration, have their picture taken with the Dean of Students, and also have their pictures displayed on the hallway monitors for the month in which they won.

### **Special Drawings & Prizes**

Students who receive **Commendations** will be eligible for a **Special Drawing** which will be held randomly. At the time of the drawing, whoever has received a **Commendation** up to that point (since the last drawing), will have the opportunity to have their name drawn for a **Special Prize**. Whenever the **Special Drawing** is held, there may be more than one name drawn as a winner. After the drawing all the names will be removed, and the process will start over – with new **Commendations** being placed in the box for the next **Special Drawing**. Prizes will vary each time, and the winning students will draw from a box of prizes to choose the prize they won.

### **Character Awards**

Students and teachers will receive monthly awards for exemplifying the Core Values.

## Instructional Program

OSS curriculum is guided by Orange County Public Schools and the FDOE curriculum/guidelines. In order to provide an excellent school education, as outlined in our mission statement, OSS enhances the basic Orange County Public Schools curriculum whenever possible. If you have specific questions, please contact the Assistant Principal. Additional curriculum information can be found on our website: [www.orlandoscience.org](http://www.orlandoscience.org), under the “Academics” tab.

### Cheating and Plagiarism

Cheating and plagiarism are deceptive choices made by students to misrepresent the student’s true knowledge of the subject material (cheating) or misrepresenting information as their own ideas/concepts/words by not giving proper credit to the original source (plagiarism).

**All papers or projects submitted at OSS are required to be in the student’s own words** unless stated in writing by the teacher otherwise. Therefore, any copying of information from the Internet or any other source (i.e., “cutting & pasting”, etc.) is considered plagiarism. However, drawings and/or pictures may be taken from an Internet or other source as long as they are properly cited in the document.

Cheating and plagiarism demonstrate a deliberate disregard for the educational program and are considered serious matters. Students who cheat or plagiarize will immediately be given a zero (0) on the assignment/project and referred to the administration using a **Disciplinary Referral Form** for disciplinary consequences.

### Conferences

Parents and teachers should maintain a good working relationship to help students get the best possible education. Conferences are good communication tools. Our most important form of communication is the parent-teacher conference. Parent/teacher conferences are scheduled at least once per semester – check the school calendar for the specific dates. Additional conferences may be requested at any time during the school year. If you would like to have a conference with any staff member, please contact the school’s front office and arrangements will be made.

### OSS CONNECT

Parents can see their children’s academic improvement, daily homework and assignments, projects, and discipline records through OSS Connect. At the beginning of each school year, parents will be provided a username and password, which will provide access to ONLY their student’s records. We strongly encourage parents to visit OSS Connect daily to stay informed of their student’s progress.

## Grading Scale

Grade	Percent	AP/VCC	Honors	Regular	Definition
A	90-100	6	5	4	Outstanding Progress
B	80-89	5	4	3	Above Average Progress
C	70-79	4	3	2	Average Progress
D	60-69	1	1	1	Lowest Acceptable Progress
F	0-59	0	0	0	Failure
I	Incomplete	-	-	-	Course not completed
W	Withdrawal	-	-	-	Student withdrawn

## Grading System & Reporting

Students receive progress reports every 5<sup>th</sup> week of each 9-week grading period and report cards every 9 weeks. Final grades for core academic courses are received at the end of each 9-week period. Parents should contact their child's teacher if there are any questions concerning grades recorded or information contained on the child's report card. The OSS Governing Board, in compliance with State Standards, approves the grading scale. Grades are reported numerically on all progress reports and report cards except the end of year report card. Letter grades are reported on end of year report cards. Any grade below 60 is failing.

## Homework Policy

Homework is an essential part of your successful educational program at OSS. Completing homework will assist students in developing valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers assign homework that will foster individual learning and growth, and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is each student's responsibility to complete and turn in homework on time – if it is not, a grade of zero may be given at the discretion of the teacher. In case of conflict regarding homework assignments the teacher's record is final. If students or their parents have questions about homework, immediately contact the teacher who assigned it. Teacher e-mail addresses are available, and daily assignments are posted on OSS Connect which can be accessed via the school website.

## Preparedness for Class

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

**Note:** Students who have lost their textbook will be permitted to use a text during classroom instruction however, they will not be permitted to take the text home for homework purposes (refer to **TEXTBOOKS** section).

## Promotion

At the end of each academic year students who have made satisfactory progress in academic subjects are promoted to the next grade level. OSS will follow Orange County Public Schools Student Progression Plan for Middle/High Schools.

## Recognition

Students are recognized on a regular basis and rewarded for accomplishments. Outstanding student achievement will be recognized each semester in three distinct categories:

- **Principal's Honor Roll** - students achieving a weighted academic average of 95 or above in all subjects.
- **Honor Roll** - students achieving a weighted academic average of 90 to 94.9 in all subjects.
- **Achievement Roll** - students achieving a weighted academic average of 80 to 89.9 in all subjects.

Calculations are carried out up to one decimal point, and standard rounding rules are applied. Connection classes and core classes have different weights.

## Schedule Changes

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

## Textbooks

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

## Services for Students

### After School Activities

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

To participate in any after-school extracurricular activity, including music performances, plays, etc., students must arrive in time to be counted present during the school day. In addition, any student who has demonstrated an inability to follow rules may be prohibited from participating. Specific disciplinary, tardiness, financial, and GPA requirements are provided when an event is announced. Requirements may include periods prior to event announcement. Students staying for after school activities will be expected to adhere to the following rules or they may be banned from all after school activities:

- You report to dismissal, after school club or activity by **2:35 p.m.** on Monday, Tuesday, Thursday, and Friday; and **1:40 p.m.** on Wednesday.

- You may not stay after school to wait for another student.
- You must be with a teacher or other staff member at all times.
- You must abide by the OSS Code of Conduct while participating in the activity.
- Your school activity privileges will be cancelled if discipline becomes a problem.
- You must clear the school building immediately following school activities by using the front door.
- You must arrange for your own transportation to arrive promptly at the end of the activity.
- Written permission is required for the use of OSS facilities. Students are not allowed on campus after **2:35 p.m.** on Monday, Tuesday, Thursday, and Friday; and **1:40 p.m.** on Wednesday unless supervised by a school employee or club sponsor.
- Students with outstanding lunch or after school care balance will not be allowed to participate in any type of fund-required extracurricular academic or non-academic activities/events (including field trips, competitions, clubs, and afterschool events.)

Signing up for after school activities is required for each semester to be eligible to participate.

### **After School Care Program**

The After School Care Program (ASCP) is a private program that operates outside the hours of regular school operations to accommodate parents who cannot pick up their students at the end of the club period. Only students who are registered in the program may participate. Any student not registered in the program must be picked up during regular dismissal hours which run daily until 4:00pm, or 3:00pm on Wednesdays. Pricing and registration information can be obtained from the school Business Department.

The ASCP program is provided until 6:00 p.m. every day. Regardless of the situation, we will call the local authorities and give them custody of the student after 6:15 p.m. Neither OSS nor the teacher assumes any responsibility for the welfare of the student. OSS doesn't offer before-school care. School opens and supervision starts at 7:15 a.m.

### **Communications between School & Home**

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school's staff members via e-mail, voice mail, written request, or by accessing the school's web page. OSS utilizes the following communication tools to inform parents/guardians and students about updates, changes, and revisions to policies and procedures, events, and more. At any time, new communication may be added. Please follow them closely: Student Handbook, Curriculum Guide, OSS Website, electronic Newsletter, Email, Phone Blast, social media.

### **Field Trips**

Field Trips offer exciting ways to learn. OSS students will have the opportunity to go on field trips at various times throughout the school year. Grade level and/or team sponsored day field trips are offered to most students. **Students who have received an out-of-school suspension (OSS) during the school year will not be eligible to participate in any overnight field trips for the rest of the school year and any fees or deposits already paid are non-refundable.** In addition, any student who has demonstrated an inability to follow rules may be prohibited

from participating. Specific disciplinary, tardiness, financial, and GPA requirements are listed on each field trip form. Any fees or deposits already paid are non-refundable. For all field trips, you will be expected to follow these rules:

- You must abide by the OSS Code of Conduct and Discipline Plan while on the field trip.
- You must follow the OSS Dress Code, wearing the uniform unless otherwise specified.
- You must bring to school the **Field Trip Permission Slip**, signed by your parent/r guardian, by the specified date. No phone calls or e-mails will be accepted as permission.

## **Lunch/Nutrition Program**

Students may purchase a nutritional lunch in the school cafeteria or may bring their lunch from home. The cost for student lunch, as well as the application for Free/Reduced lunch, is available on the OCPS Food & Nutrition website. To adhere to food safety regulations, breakfast and lunch can only be served during specified timeframes, without exception. Breakfast is served daily from 7:30am – 8:00am only. For lunch times, please refer to the grade level schedule.

## **Home Visits**

Research shows that home visits help with both academic and behavioral performance. The overall goal of home visiting is to help strengthen relationships between parents and teachers. Home visiting programs are an effective way for teachers to get parents involved in their child's education and to let parents and children know how much they care. Therefore, OSS encourages teachers to visit their students at their homes. If you are interested in hosting a teacher or administrator, please reach out at any time.

## **Multi-tiered Systems of Support (MTSS)**

The purpose of the student support team (MTSS) is to identify and plan alternative instructional strategies for students who are experiencing academic, social, or behavioral concerns. The student support team is a committee consisting of the referring teacher, the chairperson, and at least one other participant. Parents are invited to attend the MTSS process regarding their child. The MTSS process provides problem-solving strategies and instructional support for teachers and parents. Questions concerning the referral process should be referred to an administrator.

## **Behavioral Leadership Team**

The purpose of the behavioral leadership team is to identify and plan alternative instructional strategies for students who are experiencing academic, social, or behavioral problems. The student support team (SST) is a committee consisting of the referring teacher, the chairperson, and at least one other participant. Parents are invited to attend the SST process regarding their child. The SST process provides problem-solving strategies and instructional support for teachers and parents. Questions concerning the referral process should be referred to an administrator.

## **Exceptional Student Education (ESE)**

Orlando Science Schools employs a Staffing Specialist to provide consultation services to classroom teachers who serve special education students, as needed. OSS shall comply with federal and state law to ensure that all students with disabilities will be provided with a free appropriate education (FAPE).

### **School Pictures**

A contracted photographer will photograph students in the school during the fall and spring semesters. Parents may purchase the entire package of photos or a partial packet. Students must adhere to Dress Code policy for their school pictures to have their photo included in the school yearbook and/or other school publications.

### **School Resource Officer**

The campus police officer protects the students and the school from theft and criminal trespass, acts as a resource person for student concerns, assists in the investigation of student problems, serves as a guest lecturer on a variety of legal subjects, and functions as a liaison between the student and law enforcement agencies. In cases where students violate school rules that also violate criminal law, criminal charges may be filed in addition to disciplinary consequences.

### **School Sponsored Activities**

From time to time, OSS administration may organize or sponsor off-campus activities. Unless otherwise specified by the administration, all school rules are in effect in any such school sponsored activity. Eligibility to participate in such programs and specific policies will be determined and announced by the administration as needed.

## **Transportation**

### **Car Riders**

Students who are transported in cars should be dropped off in the designated area of the school. The earliest drop off time is **7:15 a.m.**

OSS takes no responsibility for students who are dropped off before 7:15 a.m. Automobiles must not drive through or park in any bus loading areas. When picking a student up at dismissal time, please follow the established path. OSS employs a designated person or a police officer to direct the traffic. Your cooperation with this person is expected in order to make arrival/dismissal as safe and efficient as possible. **The campus speed limit is 5 mph (miles per hour)**

### **Walkers**

OSS takes no responsibility for student walkers. Due to limited sidewalks and high-volume traffic in the immediate area, walking is strongly discouraged. Parents/Guardians who desire for their child to walk or ride the bus, to or from school, must submit a written request to the OSS administration for consideration.

## Skateboards, Roller Blades, and Scooters

Skateboards, roller blades, and/or scooters, are not permitted on school property.

## Health and Safety

As needed, additional Health and Safety Procedures will be published at the beginning of the school year based on recommendations from the CDC, FDH, OCPS, and FDOE.

## Illness and Injury

OSS will have part-time school clinic personnel or a first-aid trained professional available to discuss or assist with medical problems or concerns. If clinic personnel are not available, students should report to the front office. If students do not inform the office and simply miss class, it is an unexcused absence.

## Emergency Contact Forms

OCPS required Emergency Contact Forms are due at the beginning of every school year and are included as part of the Enrollment and annual ReEnrollment forms. If updates need to be made to these forms, the campus registrar should be contacted.

## Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed. Any referenced forms may be requested from the front office.

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office **or** brought to school by the student's parent/guardian. The school must receive an **In-Program Medication Administration Form** signed by the student's physician **and** parent/guardian.

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

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

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the clinic.

## Self-Administration of Medication

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

- It is warranted by a potentially life-threatening condition and advised by their physician **AND**
- A **Medical Self-Carry Form** is on file in the office signed by the student's parent, the physician, **and** the county nurse. These are items such as an inhaler, epi pens, and diabetic equipment.



### **Over-the-Counter Medications**

Aspirin, Tylenol, cough drops, and other patient over-the-counter drugs are not available through school. Should you wish for your child to have access to these medications, you must sign a waiver and leave a supply with the school clinician or the front office. Students are prohibited from carrying any type of medication or herbal supplement on them.

### **Wellness Policy**

In accordance with federal guidelines for schools providing the *Federal Free & Reduced Lunch Program*, OSS has established a Wellness Policy which is designed to promote daily awareness regarding good nutrition and physical health. School employees, parents and students are required to comply with this policy when considering special events, parties, field trips and other activities involving students and refreshments.

## GENERAL INFORMATION

### Announcements

Official announcements are provided in our weekly newsletter. As a common practice, announcements made by the administration, which affect the school community, are made through both the newsletter and email. OSS encourages parent(s)/guardian(s) to check their email on a regular basis and review the newsletter each week. The Governing Board, administration, teachers, and staff at OSS are dedicated to keeping our community informed.

### Book Bags, Backpacks, Pencil Bags, Roller Bags and Purses

Students may use book bags to transport only school materials to and from school. During the school day, however, OSS requires that all book bags remain in students' lockers, or classroom cubby. **Roller bags are NOT ALLOWED to be used in the building.** All book bags must be small enough to fit easily inside the locker or cubby. Only handheld pencil bags are permitted – pencil bags worn on the back (or any bag worn on the back) must remain in students' lockers or cubbies. Only handheld purses are permitted – purses worn on the back must remain in student's lockers/cubbies.

### Classroom Observations

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

### Corrections and/or Modifications to This Handbook

OSS reserves the right to make changes or modifications to this handbook as needed throughout the school year. Changes or modifications made during the school year will be announced in the weekly newsletter. The latest version will always be available on our website at [www.Orlandoscience.org](http://www.Orlandoscience.org).

### Definitions and/or Interpretations Used in This Handbook

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

### Lockers

Each student will be assigned a locker for his/her individual use at OSS middle and high school campuses. This locker is for storing books, coats, and personal items necessary for school. Students should not bring valuable items from home. OSS will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker combination and space private. Do not trade lockers with another student. Do not let another student share your locker. It is your responsibility to see

that your locker is kept locked and in order at all times. You should report any damage, vandalism, or the inoperable condition of your locker to the office. If you do not report vandalism, damage, or the inoperable condition of your locker, you will be held responsible for it. Please remember that your locker is school property and always remains under the control of the school. You, however, have full responsibility for the security of your locker and what is in it. Lockers must be kept neat at all times. School officials may make inspections. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other objects that may be potentially dangerous. **Students attending OSS should not expect privacy regarding the contents of their lockers, desks, or other school property.** Due to the small size of OSS's lockers, book bags must be small enough to fit within the locker - extra-large book bags are not advised. **The cost of renting a school locker will be determined and announced on orientation day.**

### **Lost and Found**

Personal items that are found should be turned in to the designated Lost and Found area. Students should check the area for lost articles. Unclaimed items will be donated to charity every month after students are informed about the deadlines to check lost and found items. OSS is not responsible for items in Lost and Found. The Lost and Found is cleaned out monthly.

### **Metal Detectors & Scans**

In accordance with OCPS procedure, periodic scans with a metal detector may be conducted throughout the school. A plan will be established prior to the scanning to ensure randomness. A report of the scanning process will be documented and submitted to the principal.

### **Materials Distribution**

OSS has a "closed forum" relative to the distribution of materials or posting such materials on school grounds or property. It is for this reason that flyers, brochures and/or other materials may not be handed out on campus prior to, during, or following the school day. Unless it is approved by the administration, distribution, selling, ordering, and consuming external food items or goods are prohibited, and will be confiscated.

### **Missing Items**

When an item is missing, students should report the missing item to the Administration. At that time, the student should complete a **Missing Items Form** which will permit the item to be returned to the owner should it be found or located. Should the owner find the item themselves or it be returned directly to them, they should notify the Assistant Principal as soon as the item has been located.

### **Parking and Traffic Circulation**

Parents, guardians, and students should follow the rules of OSS Pick-Up/Drop-Off Agreement and designated personnel's directions in the drop off and dismissal area. Student parking permits are contingent on disciplinary actions, tardiness, and GPA. Please refer to student parking pass forms for detailed requirements. Student parking passes may be suspended and revoked due to the failure of adherence to school rules and requirements.

### **Parent Participation**

There are a number of opportunities at OSS which a parent can volunteer. Among these are jobs as library assistants, cafeteria aides, clinic volunteers, room representatives, and instructional partners. Contact the office

for more information about being a volunteer at OSS. Each volunteer must be registered and approved by the OCPS volunteer system, ADDitions.

## **Payments**

Parents may take care of monetary obligations by check or SchoolPay®. Checks should be made payable to OSS. There will be a **\$25** additional charge for any check returned to the school. Parents are encouraged to make their payments through SchoolPay accounts. More information about SchoolPay® option may be found on the school website.

## **Recording Devices – Audio or Video**

OSS prohibits the use of audio or video recording equipment by anyone other than OSS staff or personnel on the OSS campus, within the school building, or at school sponsored events (on or off campus) without express written permission from the OSS Administration. Students found in violation will have their recording device confiscated and be given a **Disciplinary Referral Form** for unauthorized recording. Parents or non-OSS personnel found in violation will immediately be required to leave - if uncooperative, appropriate law enforcement authorities will be contacted to have them removed from the premises.

## **Social Media**

Social media use by students is a personal responsibility, and OSS is not responsible for student's use of social media. However, if the use of social media disrupts the educational process of any student, disciplinary action will be taken. **Misuse of social media that is considered any threat or harassment to students, staff, or school will be referred to law enforcement.**

## **Student Agenda/Hall Passes**

Students must bring their agenda to school daily and carry it with them to all their classes. All students in the hall while classes are in session must carry their agenda with them. There is a section for hall passes at the bottom of each page. Teachers will issue hall passes to students who have justifiable reasons for leaving the room. **An agenda will be issued to each child for a fee.** It is the student's responsibility to maintain their Student Agenda in the original condition as it was issued:

The front and back cover must not be altered or removed - The front cover and back cover must remain attached, and must not be altered, cut, or damaged in any way.

**The Student & Parent Handbook section may not be removed** - The Student & Parent Handbook section must remain intact as a part of the Agenda so that students and parents may reference the school information and rules at any time.

Dated pages may not be removed – Dated pages must remain in the Agenda for student, parent, and administrative reference to past assignments, phone permissions given, and/or hall passes issued.

Should a Student Agenda fail to meet these requirements, their Agenda will be confiscated, and the student will be required to purchase another Student Agenda.

## **Student I.D. Cards**

Student I.D. cards are issued to all students for security and identification purposes. Should the safety and security of our students be compromised in any way, a "LOCK DOWN" scenario would occur where outside law enforcement authorities may be required to enter and secure the building – all OSS staff and students must be able to show proper identification. All students must have their Student I.D. Card with them at all times and present it

immediately when requested by school personnel or law enforcement authorities. Additionally, students need to present their Student I.D. Card in the Library to check out books or other reference materials. **The Student I.D. Card will be issued at the beginning of the school year to each child for a fee.** A replacement cost will be required for lost or damaged cards. It is recommended that all students maintain their Student I.D. Card in their wallet, purse or attached to a lanyard.

### **Telephone Calls**

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most necessary circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items. **Students may not use any phone at school other than an office phone – classroom phones are prohibited from use by students at any time.** The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after-school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must be directed to the Principal or Assistant Principal for approval. **Students must have permission from an administrator stating a reason in order to use the office phones between 7:45 a.m. and 6:00 p.m.** We ask that all students please come to school in the morning clearly knowing whether their parents expect them to ride the bus or be picked up by car in the afternoon. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.

### **Video or Audio Surveillance**

OSS may use video or audio surveillance to monitor halls, classrooms, and common areas, to ensure student and faculty safety. Additionally, this video or audio surveillance may be used for evidence in disciplinary situations, as well as remote viewing or monitoring of various school activities, school entrances and school parking areas. Parents may request a viewing if any recording is used as evidence in a discipline case. Viewing requests by parents may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Privacy Act. No other request of viewing may be honored. Approved viewings must be done in the presence of the principal or designee.

### **Visitors to the Building**

All visitors **must** enter through the front door, first report to, and sign in at the main office, and wear a visitor's badge before going to other parts of the building. Any visitor in the building without a badge will be asked to report back to the front office. Parents, guardians, or other visitors may be permitted to have lunch with their student. Parents must be registered and approved by OCPS Volunteer System, ADDitions. Parents must also be approved by ADDitions to volunteer or attend field trips.