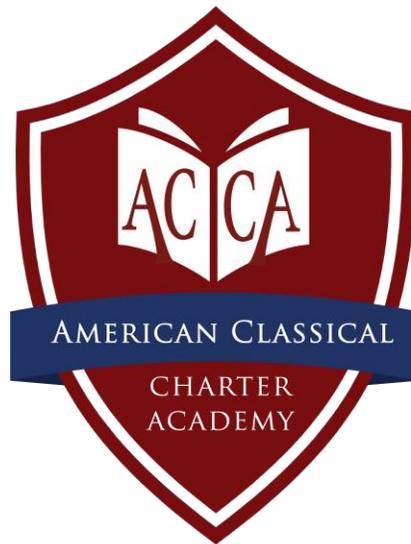


# AMERICAN CLASSICAL CHARTER ACADEMY

## Parent-Student Handbook

Version 8 / UPDATED JANUARY 2021



**American Classical Charter Academy**  
**2395 Hickory Tree Road**  
**Saint Cloud, Florida 34772**  
**407-593-2909**

[registrar@accaschools.org](mailto:registrar@accaschools.org)  
[www.accaschools.org](http://www.accaschools.org)

## MISSION STATEMENT

*The mission of American Classical Charter Academy is to develop within its students a foundation of virtue and knowledge by delivering a rigorous, classical, liberal arts education with a strong emphasis on the rights and duties of American citizenship.*

*No person in this school, shall, on the basis of race, national origin, sex, disability, marital status, religion, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in employment conditions or practices conducted by the Governing Board of American Classical Charter Academy.*

For questions or complaints (adults) regarding the Educational Equity Act, Title IX, Section 504 (Rehabilitation Act), or the Americans with Disabilities Act. For questions or complaints (students) regarding the Educational Equity Act, Title IX, or The Age Discrimination Act of 1975, call 800-330-6976. For questions or complaints (students) regarding Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, call 800-330-6976.

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## ABOUT AMERICAN CLASSICAL CHARTER ACADEMY

### A Letter from the Principal

Dear Students and Parents,

Welcome to the American Classical Charter Academy family! As we undertake this new school year, I am excited to partner with you. You will find that ACCA is a unique place to get an education. It is intentionally different than other schools. Here you will find a sense of rigor that seems to be missing in the educational space. We believe in high standards for self and look to uplift one another, as if we are each, an extension of one another's families. Leadership and classical learning are opportunities for our scholars to hone the skills to build imperative life-long markers for future successes.

I invite you to study the contents of our student and parent handbook. If everyone does their part, as outlined in the handbook, our scholars will benefit immensely. Education is a serious and lifelong endeavor. However, the foundation of that lifelong endeavor begins now with our K-7<sup>th</sup> grade students. Your willingness as parents to demonstrate a commitment towards the policies and procedures that are laid out in this handbook are instrumental in helping every student achieve at their highest level.

Thank you for supporting the value and the rarity of a Classical Education and for insisting that your children receive an outstanding educational experience at American Classical Charter Academy.

Welcome again, to our ACCA family!

Warm regards,

*Bryan Foster*

Principal  
American Classical Charter Academy

## **Pillars of Virtue**

### **Cooperation**

We work with others for the good of all involved with a positive attitude. We equitably participate in mutual responsibilities for the completion of shared ends and direct our efforts and attention accordingly.

### **Courage**

We always do what we know to be right despite fear, hardship, and opposition. We resist negative peer pressure, defend our rights and the rights of others, and encourage others to do the same.

### **Humility**

We recognize that everyone has worth and that no one person is better than another. Acts of selflessness demonstrate our regard for others and take precedence over acts of pride. A humble person is a teachable, sincere, and thankful person.

### **Perseverance**

We spurn despair and strive to complete tasks to the best of our abilities, regardless of the difficulty. We respond creatively to overcome obstacles and ask for help when necessary.

### **Honesty**

We never knowingly induce another to believe what is false. We are always truthful in what we say and do, regardless of the circumstances or consequences.

### **Integrity**

We are individuals of strong ethical values, who make consistently good choices in keeping with our knowledge of right and wrong. We seek the wisdom of others in cases of moral uncertainty.

### **Respect**

We regard others and ourselves as deserving of kind and just treatment. Our conduct is considerate and polite. We look for the good in others and demonstrate compassion. Our attitude toward others and their property reflects the way we wish to be treated.

### **Responsibility**

We accept obligations related to our own good and the good of others, and we act on those obligations in a manner suitable to their timely and satisfactory fulfillment. We are willingly accountable for what we do and say, and we seek to learn from our mistakes.

## Reference Information

### School Phone Numbers

Main Office: 407-593-2909

### School Website

The school website will answer many of the questions you may have. It addresses what you would like to know in terms of curriculum, instruction, leadership, governance, and more. Please be sure to visit the FAQ's before contacting school administration or faculty with your questions.

[www.accaschools.org](http://www.accaschools.org)

### School Hours will be the same for all grade levels K-7.

Classrooms Open	7:35 AM
School Day Starts	8:00 AM
School Day Ends	3:00 PM
Clubs End	4:15 PM

The school will offer an extended day and morning care program (for an additional fee). Please contact our office for more information on hours, costs, and registration.

# ACADEMICS

## Homework

Our purpose in assigning homework is to accomplish three things:

1. To provide additional practice to improve students' performance and retention.
2. To develop responsibility in students.
3. To prepare students for upcoming classes.

Every grade level has a homework policy. In general, homework will be assigned each school day and most weekends (except holidays). The maximum expected homework time allotment for each grade is listed below. This may vary from day to day. Keep in mind, times listed are intended for the average student and may not apply to every student. Some students may need more time and some may need less.

- Kindergarten 10 minutes (could just be reading with your child)
- Grade 1 10 minutes (does not include additional reading time)
- Grade 2 20 minutes
- Grade 3 30 minutes
- Grade 4 40 minutes
- Grade 5 50 minutes
- Grade 6 60 minutes
- Grade 7 70 minutes

We always encourage additional time reading for pleasure, especially as a family.

Teachers may notify parents concerning the homework expectations for their individual class. The following suggestions may be helpful to you and your child:

- Your attitude will directly affect that of your child. Be excited about the learning process.
- Establish a set time and a quiet place for homework without distractions such as phones, video games, or televisions.
- We suggest that a child be allowed a break when he/she first gets home. After the break, but before dinner, is often a suitable time for homework.
- Provide support when needed, but expect your child to complete the homework independently.
- Be sure the work is completed and immediately returned to a designated place where it will be remembered the next morning (e.g. the backpack).

## Progress Reports/Report Cards

Report cards are sent home approximately every nine weeks. Please see the school calendar for specific dates.

Parents will also have the ability to monitor grades through FOCUS, our online Gradebook platform.

Although teachers are expected to communicate with parents when their child is struggling, parents should let their child's teacher know if they have a concern. Quality communication is a two-way street. Students are to return signed report card envelopes the following school day.

The letter and numerical grades for this system are listed below:

A	93-100%	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

Kindergarten and 1st grade variation:

A  
B  
C  
Needs Improvement

All grades levels K-6 use the following scales for P.E., Music, and Art:

"S" (satisfactory)  
"N" (needs improvement)  
"U" (unsatisfactory)

### **Requests for Teacher Placement**

A challenge all schools face each year is creating well-balanced classrooms for children. As always, it is our goal to provide your child with a positive classroom experience. Unless there are exceptional circumstances, we do not encourage requests for students' placement with specific teachers.

### **School Supplies**

Parents will be provided a recommended grade level supplies list. They are available for download at our website or copies are available in the front office. Additionally, the school annually will partner with an outside vendor who will fulfill the entire school supply order for the parents. The vendor will complete all shopping and deliver the materials to the school directly. If you would like to participate in this convenience, information will be sent home each May with further instructions on how to order and pay for your supplies.

### **Lost Books**

Students will be charged for lost or damaged books. Non-payment will result in withholding of your child's report card, loss of online Gradebook access, and/or loss of participation in field trips, extra-curricular activities, and sports.

## ACCA PROCEDURES

### Attendance

Punctuality is important for academic success. Parents/guardians are responsible for their child's attendance.

When your child is absent, please notify the front office before 7:30 AM.

A note stating the reason for absence does not excuse the absence unless it is from your child's doctor.

All communication, including emails, doctor's notes, parent notes, and phone calls about student absences should be submitted to the front desk and *not* the teacher.

### Excused Absences

1. An illness of the student documented by a doctor's statement or a documented medical/dental appointment.
2. Brief illness, appointments, and family business are considered absences for purposes of meeting attendance policy requirements. Absences must be documented by written communication from parents and may or may not be considered excused absences at the Principal's discretion.
3. An observance of an established religious holiday or for pre-arranged religious instruction.
4. A court subpoena, a required court appearance, or placement in detention at a juvenile center in which the student continues his/her education.

### Unexcused Absences

Unexcused absences shall include, but not be limited to, out-of-school suspensions, truancy, class cuts, vacations, and three tardies of 1 hour or more or six tardies of less than 1 hour.

### Consequences

Any child with five (5) unexcused absences in 30 calendar days or ten (10) in a semester (half-school year) shall be reported to the District Truancy Court. If 15 days out of 90 days are missed, it shall be reported to the District Truancy Court. Loss of course credit may also be applied.

## **Makeup Work**

Students are to be provided one (1) school day for each school day absent to make-up work missed without academic penalty. It is the responsibility of the student to arrange for such makeup work. Work not made up within the specified time period will receive a grade of "F". The Principal may extend the time for makeup work when in his or her judgment extenuating circumstances justify such extension. However, long-term assignments given before the student is absent are expected to be turned in on the date the student returns to school. These provisions shall apply to all grade levels.

Missed work may be picked up in the office, if requested by the parent one day in advance of planned pick-up.

## **Tardy Policies**

It is extremely important that your child be in the classroom on time. The teachers give directions and organizational activities and missing these may be a detriment for the duration of the day. Also, the official school day begins with recitation of the Pledge of Allegiance and Preamble to the U.S. Constitution.

It is equally important that students remain at school for the entire day, avoiding early dismissals for all but emergency reasons. A child who is late to class or dismissed early is at a serious disadvantage, loses precious organizational and instructional time, and causes disruption to the instructional program of the other children.

A student is considered tardy when he or she enters the building after 8:00 AM. It is required that the school be notified in advance of such tardies by the student's parent, stating the reason for the tardiness or early dismissal.

## **Arrival and Dismissal Policies**

### **Arrival Procedures / Morning Drop Off**

No students are to be on campus prior to 7:30 AM without authorization. Students will report to their classroom upon arriving to campus.

#### **MORNING DROP OFF PROCEDURE – ALL GRADES – 7:30am to 7:55am**

The morning drop off routes are the same as the afternoon pickup routes.

- Follow the rules in terms of exiting quickly and safely:
  - refrain from cutting in line
  - always drive in the direction a staff member or volunteer gives you
  - refrain from making unnecessary U-turns
- Please consider getting here earlier rather than later.
- Consider volunteering to assist with morning carline yourself. It's actually quite pleasant!

### **Dismissal Procedures / Picking up Through Front Office**

Changes in dismissal times or transportation must be made before 1:30 PM daily to allow teachers time to prepare homework or other materials for the child to take with them. Please email the front desk and the homeroom teacher.

For early dismissal, students will not be called down to the office until parents arrive in the front office. Please remember all children must be signed out through the office for your child's safety.

There is no authorized early dismissal after 2:30 PM unless it is an emergency approved by the principal. Otherwise, after that time, parents will need to wait for the regular dismissal.

**To ensure the safety of your children, please honor the following guidelines:**

1. Cars must be parked in a parking space; do not park in the drop off/pick-up area.
2. Cars should never be left running when the driver is not in the car.
3. Parents should report to the front office to have the receptionist call down to the classroom for your child for any dismissals.

**For the safety of our children, all visitors are  
required to sign in and show valid U.S. Government  
issued ID at our front office.**

### **Walkers**

For safety reasons, students are not permitted to leave the school by walking. Students may only leave campus by scheduled bus, carline, or parent pickup from the front office.

### **Afternoon Carline and Late Pickup Fees**

For the safety of our students and staff, it is very important that everyone follows the established arrival and dismissal procedures.

### **Vehicles are not to line up prior to 2:15 PM for the 3:00 PM carline.**

1. Have the mandatory ACCA issued carline sign with your child's name and teacher prominently displayed in the front window. Keep using the sign all year to allow for quick recognition and calling of the students.
2. Keep the carline sign on the dash until you have your children in the car. This helps the teachers with loading students in the cars.
3. If you do not have the official ACCA carline sign, you will be redirected to the front office to pick up your child there after showing your identification. This is for the safety and security of your child. The front office can also make an additional or replacement carline signs at your request. Please allow a day for printing.
4. Pull all the way forward in the pickup area. Children will be called by name and directed to meet you at the designated area.
5. **Do not** get out of your car. Your child will be escorted to your car. Students must wait for a staff member before moving toward the car.
6. Cars must be **put in park** while children are unloaded or loaded.
7. Students must be picked up in carline by 3:30 pm. Failure to pick up your child(ren) by this time will result in a charge of \$1.00 per minute per child.

**For the safety of the children, please keep your  
cellphone put away during carline.**

### **After School Clubs and Sports**

ACCA will provide a number of options for students after school. These options are TBD (To Be Determined) by August.

Students that are signed up for clubs are permitted to stay on school property after dismissal until the club start time. Siblings, friends, or car-poolers who are not participating in clubs are not permitted to stay and must be picked up during regular dismissal. Late dismissal fees will apply.

When clubs dismiss at 4:15 pm, follow the carline route to the assigned pickup points. Please display your carline sign prominently on the dashboard of your vehicle.

## **Communication**

Communication is an essential part of any successful organization. Effective, quality communication helps ensure parents, students and other community members are well-informed.

We provide clear and timely information by way of:

- the ACCA school website
- this ACCA Handbook
- weekly newsletters
- Friday folders
- Principal's Perspectives
- parent-teacher conferences
- other teacher communication including email, notes, and phone calls
- regular emailed messages from the school
- ACCA Community Facebook page
- access to online Gradebook

## **Conferences**

Our teachers view parent-teacher conferences as an important part of the school program, and an individual conference with a teacher may be scheduled if needed beyond regular communications. We want to work with you to solve any problems which may be affecting your child's education.

Parent-teacher conferences are scheduled once per year at the end of the first quarter. A second conference may be scheduled at the principal's discretion. As it is important to have a frank conversation between the parents and the teachers, students are not included during this conference time.

Parents are not permitted to "drop in" to see a teacher before or after school without an appointment. The teacher's entire day is carefully scheduled to permit instruction, preparation for class work, team meetings, and so on. To ensure proper communication, we ask that you follow a few simple guidelines.

- Send a note or an email to the teacher.
- Please note: teachers are not permitted to conduct conferences or accept calls during instructional time with students.
- Parents should not address concerns about students in the presence of children, including their own.
- Friday Folders, a weekly communication packet, will be sent home each week in the elementary school. Parents are expected to sign and return the folder Monday morning.

## **Electronic Communication**

The ACCA electronic communications systems and computers/laptops are the property of the ACCA School Board. ACCA reserves the right to monitor and disclose all electronic communications activities of any employee, student, or other user. This includes sent and received e-mail messages, web sites visited, and files stored. There are no personal privacy rights in the use of these systems.

Student access to electronic communications systems will be permitted only when access is an integral component of a specific educational program or authorized by the Principal or his/her designee. Filters are installed to attempt to restrict access to Internet sites that are sexually oriented or otherwise objectionable. However, filters alone will not eliminate all possibility of access. Ultimately, each individual is responsible for his/her own conduct.

In all cases, student and employee use of the ACCA Internet Service, email, computer systems and software, networks, or similar technology are governed by ACCA School Board Policy. Access to these electronic communications systems is provided solely for educational and operational purposes. All other use is prohibited.

Discriminatory, harassing, slanderous and offensive materials and messages are considered cyberstalking and bullying. This applies not only to messages sent on school computers but also material, messages and images sent by personal computers, texts and images sent via cellphone. Such action is strictly prohibited.

Abuse of electronic communications systems or failure to adhere to this policy will subject the user to disciplinary action, including denial of ACCA electronic communications systems.

## **Phones and Other Personal Electronic Devices**

Electronic devices, including cellphones, may not be brought to school.

Electronic devices include, but are not limited to: cellphones, computers, pagers, portable game units, and other mechanisms that enable users to communicate electronically person-to-person or through internet social networking sites such as Facebook, Twitter, Instagram, and so on.

We highly recommend that parents read the book “The Shallows: What the Internet is Doing to Our Brains”, by Nicholas Carr.

The student may be disciplined for inappropriate content stored on electronic devices brought to school, school functions, or on a school vehicle.

Failure to follow rules for cell phones/electronic devices will result in loss of privileges and/or disciplinary action. Loss/or theft of personal items at school or on the bus is not the responsibility of the school.

## **Photos and Videos**

American Classical Charter Academy staff, faculty, and volunteers regularly take photographs and record video and audio for official use on its website, its Facebook page, the yearbook, and other promotional materials in various media. Parents who prefer not to have their children featured as such are required to complete the required denial of release form available through the front office.

An absence of this form will be presumed to be consent to have photographs, video, and audio recorded and used by ACCA as described above.

According to Florida Law, the use of electronic devices while at school or on buses to record sound or visual images without the consent of the person being recorded or photographed is strictly prohibited.

Staff, faculty, parents, and volunteers should not photograph or video students for their personal use or to post on social media. Numerous parents have requested that their children not have an internet or other media presence.

## **Student Records and Privacy**

American Classical Charter Academy maintains educational records on each student for the purpose of planning instructional programs, for the guidance of students, and for the preparation of State and Federal reports. Student records are for the educational benefit of the students, and information recorded or maintained is in keeping with the best interest of the student.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to student’s education records. Student records are maintained under the direction of the Principal and access to them will be provided during the normal business hours of the school. Specific examples of parent/guardian and student rights are:

- The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access.

A parent or eligible student should submit their written request to the Principal of the school which identifies the record(s) they wish to inspect. The Principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. The procedures for changing, deleting, or expunging student education records shall be established by the ACCA School Board.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent

One exception, which permits disclosure without consent, is the disclosure of student information to school officials with legitimate educational interests. A school official is a person employed by American Classical Charter Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the ACCA School Board, a person or company with whom American Classical Charter Academy is contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, American Classical Charter Academy discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by American Classical Charter Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-8250

### **Subpoenas for Student Records**

School officials must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner.

If a student (18 years old or older) or the parents/guardians of a minor student object to the release of subpoenaed records, an injunction to the contrary must be obtained from a court of competent jurisdiction. After school receipt of proper identification, the subpoenaed records will be produced as demanded if an injunction is not granted.

## **Parent and Community Involvement**

### **Parent School Partnership**

ACCA is proud of the relationship we have with our parents, community partners, and local businesses.

Parents who choose to join our school are active partners with ACCA in developing well-rounded and successful citizens who abide by our eight Pillars of Virtue. The following responsibilities need to be supported by a partnership between the parents and the school.

#### **School Responsibilities During the 7-Hour School Day**

- Deliver a Classical Education to students
- Instruct using traditional methods based on our Pillars of Virtue
- Maintain a culture of discipline
- Maintain a culture of respect for others
- Cultivate a distraction-free learning environment
- Assign appropriate homework to support learning objectives
- Hire appropriate personnel with virtue and knowledge
- Ensure a safe and secure learning environment

#### **Parent Responsibilities During the Other 17 Hours of the Day**

- Start off the day by waking up early and having a good breakfast
- Buy or pack a healthy lunch
- Get your children to school on time and minimize absences
- Pick up your children on time and talk to them about their day
- Abide by the Parent Contract
- Understand the ACCA Handbook
- Reinforce the Pillars of Virtue
- Reinforce respect for teachers and school staff
- Reinforce care of books and materials
- Read communications from the school
- Maintain positive communications with teachers and school staff
- Ensure your child has a distraction free and quiet place for homework
- Ensure your child has completed all his/her homework neatly and thoroughly
- Build a habit of reading through great literature
- Limit television, social media, and video games
- Ensure your child gets to bed early for a good night's sleep

## **Volunteer Program**

American Classical Charter Academy strives to have an active volunteer program that includes parents and interested community members. Our volunteers are a critical part of providing a quality education for our students. Parents are encouraged to volunteer on a regular basis, but are not mandated to do so.

See our website for information regarding how to register and complete requirements for ACCA volunteering. All volunteers **must** be registered prior to completing any volunteer work on campus or with students. Opportunities may include working the morning carline, copy room, supply room, cafeteria, cleaning, field trips, and multiple events throughout the school year.

### **VISITORS AND VOLUNTEERS**

*ALL VISITORS COMING ON CAMPUS DURING THE SCHOOL DAY MUST PRESENT  
A VALID U.S. GOVERNMENT ISSUED PHOTO ID*

Between 7:30 AM to 3:30 PM, visitors to the campus must check in and out at the front office and present a valid U.S. government issued photo ID in order to gain admittance through our visitor management security system. All visitors are required wear their visitor identification while on school grounds.

**THIS PROCEDURE WILL BE STRICTLY ENFORCED**

## **School Discipline**

Consequences of behavioral infractions may result in detentions, Pink Slip referrals, before-school detentions, and/or suspension at the discretion of the principal. Failure of students and/or parents to abide by this code, including following through on assigned consequences and/or demonstrating lack of respect for teachers and administration, may result in losing automatic enrollment for the next academic school year.

Pink Slip referrals are issued for major discipline infractions or an accumulation of lesser infractions. Major infractions are addressed by administrators rather than teachers. The following list shows the progression of consequences with each added Pink Slip.

1. Student removed from class, sees administrator.
2. Student removed from class, sees administrator, calls home.
3. Student removed from class, sees administrator, calls home, leaves that day, and may not return without parent attending school for the entire day.
4. Student removed from class, sees administrator, calls home, must attend 10 hours of morning detention\* – 5 consecutive days, 2 hours each day.

\* Detentions are held in the morning because administrators are available during that time. Through experience we have found that afternoon detentions are much less effective since administrators are typically unable to be present and involved.

## **ACCA Student Behavior Expectations**

### **Morning Arrival**

- Arrive between 7:30 AM and 7:55 AM. Be seated by 8:00 AM.
- Remain in designated area.
- Receive permission and use the hall pass to leave designated areas.
- When released from the cafeteria, students should go to their cubbies to organize for the first period, and then proceed as quickly as possible to their homeroom class.
- Follow morning routines and complete morning work quietly.

### **Hallways and Class Transitions**

- Students are expected to maintain low voices in the hallways.
- Do not disrupt passing classes (i.e. high-fiving students in elementary class lines)
- Students are not to loiter in halls. Socializing between classes is permitted in the classrooms.
- Eating in the hallways is not permitted.
- Students in hallways during class time must have student pass (either the bathroom pass or the planner hall pass).

### **In the Classroom**

- Follow the classroom policies established by each teacher.
- Do not leave classrooms without explicit permission from the teacher.
- Come to class prepared and organized with all necessary supplies, including planner, textbooks, notebooks, and pencil pouch with all writing implements.

- Student planners should be used to document upcoming assignments and daily homework.
- Let a teacher know immediately if a replacement of a school item is needed so that it can be replaced promptly.
- Beverages (other than water) and food not permitted in the classrooms except under specific and authorized circumstances.

### **Lunch Time**

- Keep voices at a reasonable volume.
- Use appropriate table manners.
- Eating areas must be tidied up before leaving the table.

### **Recess**

- Recess is outside for all students
- Walk to and from all areas.
- Respect others and keep silent in the hallways.
- Use equipment the way it was intended.
- Follow posted rules.
- Be safe.

### **Bathrooms**

- Only one boy and one girl per classroom are permitted to leave the classroom for a bathroom break at a time.
- Use the bathroom passes.
- Students are not permitted to use staff bathrooms.
- Flush the toilet.
- Leave the area clean.
- Hands must be cleaned.
- Help conserve supplies.
- The bathroom is not an area for social gathering.

### **Dismissal**

- Students must be in designated area by 3:30 PM, and remain there until dismissed.
- Students should listen for their name, and must be able to hear it when it is announced.
- Carline is for students dismissing from carline only. Additional students there for socializing are distractions and thus safety hazards.
- Concern for safety must be demonstrated at all times.
- If cars are moving, students are not.
- Students must keep all items in the backpack and keep it closed.

### **At All Times**

- Gum is prohibited anywhere on campus at any time.
- Respect for teachers and others is communicated through tone, attitude, and body language.
- Fragrances, perfumes, and scented oils/lotions/hand sanitizers are prohibited under the American Classical Charter Academy dress code. Students should maintain personal hygiene

so as not to require the use of fragrances or perfumes. Some fragrances can trigger allergic reactions.

- No writing or drawing on the hands, arms, legs, etc.

### **Bullying**

It is the policy of ACCA that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. ACCA will not tolerate bullying and harassment.

### **Cyberbullying**

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cellphones, computers and tablets, as well as communication tools including social media sites, text messages, chat, and websites.

The school may impose consequences to students who misuse electronic devices away from school on their own time if it causes disruption at school or serious emotional, physical, or psychological harm to the school, other students, or school personnel.

### **Illegal Items and Criminal Activities**

It should go without saying that items such as drugs, guns, and other weapons are not permitted on campus and will be reported to the police; as will any other criminal activity.

Florida Sheriffs' Association - School Safety Hotline  
Report drugs, guns, weapons and other criminal activities in schools.  
**CALL TOLL FREE AND REMAIN ANONYMOUS: 1-877-723-2728**

### **Matrix of Infractions & Consequences**

Students are expected to come to school prepared to learn and to engage fully in all learning activities. Any conduct which interferes with the orderly operation of a school and/or interferes with any student's ability to learn may be subject to disciplinary action.

The matrix on the following page specifically identifies prohibited behavior and should be used as a "quick reference" for students, parents, and guardians as general examples of student misconduct and its potential consequence(s). When assigning consequences, the principal may take into consideration the nature of the infraction, the student's past disciplinary record, the student's attitude, the student's age and grade, and the severity of the problem in the overall school.

## 2019-2020 Matrix of Infractions Consequences

INFRACTIONS/CODE*	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	CONSEQUENCES
Alcohol/ALC						M				O						P	P	O	O	1 – Report to Parent
Arson/ARS								M									M	M	M	2 – Verbal Reprimand
Assault																M	P	P		3 – Parent/Teacher Conference
Assault (aggravated)																	M	M		4 – Correct Inappropriate Dress
Assault (simple) or Battery (minor)	O	O	O		O				O	O					O	O	O			5 – Tine Out Area
Battery/BAT																	M	M	M	6 – Confiscation of Inappropriate Item
Bomb Threat								M									M	M		7 – Loss of Credit for Work (Dishonesty)
Breaking & Entering/BRK or Burglary								M									P	O	M	8 – Financial Restitution
Cellular or Communication Device						M				O					O	O	O	O	O	9 – Teacher Detention
Cheating or Dishonesty	O	O	O		O	M	O		O	O					O	O	O			10 – Counseling/Referral
Class Disruption	O	O	O		O				O	O					O	O				11 – Revoke Parking Decal or Tow Away Vehicle
Classroom or School Rules	O	O	O		O				O	O					O	O	O			12 – Teacher/Student Schedule Change
Data Network Acceptable Use Policy										O					O	O	O	O	O	13 – Tobacco Cessation Class or Tobacco Citation Written
Defiance of Authority or Willful Disobedience										O					O	O	O	O	O	14 – Admin. Detention/Saturday Detention
Disruption on Campus (Major)/DOC						M		O									M	M	M	15 – In-School Suspension
Disruption on School Bus	O	O	O					O							O	O	O			16 – Short-Term Out-of-School Suspension (1-5 days)
Disruptive Behavior	O	O	O	O	O				O	O		O			O	O	O			17 – Long-Term Out-of-School Suspension (6-10 days)
Dress Code	M	M	O	M					O	O					O	O	O			18 – Recommendation for Expulsion
Drugs Use or Possession/DRU						M				O							M	M	M	19 – Refer to Law Enforcement/Civil Citation
Drugs Sale or Distribution/DRD						M				O							M	M	M	
Drug Paraphernalia						M				O					O	O	O	O	O	
Exc. Abs. to School or Class or Tard. to School or Class	O	O	O					O	O						O	O				
Explosives						M	O										M	M	M	
Failure to Follow Directions	O	O	O						O	O					O	O				
Failure to Serve Teacher Detention										O					O	O	O			
Failure to Serve In-School Detention/Saturday Det./Admin. Det.										O					O	O	O	O	O	
False Accusations against Classmate(s)										O					O	O	O	O	O	
False Accusations against Staff Member										O						M	O	O	O	
False Fire Alarm								O	O							O	O	O		
False Summoning of Emergency Services								O	O								M	P		
Fighting/FIT															O	O	M	O	O	
Firearms						M		O									M	P	M	
Fireworks						M		O									O	P	O	
Forgery	O	O	O			M			O	O					O	O	O	O		
Gambling						M				O					O	O	O	O	O	
Gang-Related Activity/Apparel/Appearance				M						O					O	O	O	O	O	
Hall	O	O	O		O				O	O					O	O	O			
Harassment/HAR	O	O	O							O		O			O	O	O	O		O
Harassment-Bullying (local)/BUL										O		O				M	O	O	O	
Harassment (cyberbullying)	O	O	O	O		O				O		O			O	O	O	O	O	
Harassment (racial)	O	O	O							O					O	O	O	O	O	
Hazing (grade 6-8 only)/HAZ										O							O	O	O	
Horseplay	O	O	O		O				O	O					O	O				
Illegal Organization	O	O	O			M				O					O	O	O			
Inappropriate Printed Materials or Obscene Act	O	O	O		O	M			O	O					O	O	O			
Insolent Attitude	O	O	O		O			O	O			O			O	O	O			



## Definitions of Terms

Definitions of terms and/or student conduct which are considered to be violations of the Code of Student Conduct are described below. The use of words, such as battery and arson, are not meant to be considered equivalent to or to carry the same standards and consequences as the same words, which are defined in the criminal context in the Florida Statutes. When a student has committed an infraction, the misbehavior is to be classified according to the definition by which it is best described.

The notation \* next to the three letter violation code below and in the matrix above represents SESIR definitions and guidelines required by the Department of Education.

**Alcohol/ALC\*** - The act of possessing, selling, purchasing, or using alcoholic beverages or substances represented to be an alcoholic product.

**Arson/ARS\*** - The act of damaging or causing damage by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.

**Assault** – The act of making an intentional, unlawful threat, by word or act, to do violence to another person coupled with an apparent ability to do so, and then doing some act that creates a well-founded fear in that person that violence is imminent.

**Assault (Simple) SAS/Battery (Minor) MBT (Student to Student Only)** – The act of threatening of or attempting to strike another person where physical contact is made by one individual, but where no injury is sustained. *(If this action is a repeated violation a referral for harassment (bullying) may need to be considered.)*

**Battery/BAT\*** - The act of physical force or use of violence by an individual against a school system employee, volunteer, or student with or without provocation. The actual reckless or intentional touching, striking, or hitting and/or attempt to recklessly or intentionally touch, strike, or hit a school system employee, volunteer, or student with any portion of the actor's person or with any object against the will or without the permission of the victim. A finding of battery must be serious enough to warrant consulting law enforcement and result in serious bodily harm. (To distinguish from Fighting/FIT, report an incident as Battery/BAT only when the force or violence is carried out against a person who is not fighting back.)

**Bomb Threat** – The act of intentionally making a report to any person, including school personnel, concerning the placement of, creation of, or discussion of any bomb, dynamite, explosive or arson causing devices.

**Breaking and Entering/BRK\* or Burglary** – The act of unlawfully entering with force or unauthorized presence in a building or other structure, or conveyance (vehicle) with evidence, of the intent to damage or remove property or harm a person(s).

**Bullying/BUL\*** - The act of systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted

and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create and intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation; and may involve but is not limited to teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious or racial harassment, public humiliation, or destruction of property.

**Unsubstantiated Bullying** – After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of bullying as listed in the Jeffrey Johnston Stand Up for all Students Act.

**Cellular/Communication Device** - The act of utilizing any personal communication/electronic device such as, but not limited to alarm devices, pagers/beepers, cellular phones/camera phones, or other one-way/two-way communication devices without proper authorization on school grounds during school hours, or used causing disruption/interference with the orderly education process, or disrupts or interferes with the safety-to-life issue for students being transported on a school bus, such as, but not limited to playing loud music, passing devices amongst students and other distracting behaviors. Misuse of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.

**Cheating or Dishonesty** – The act of inappropriately and deliberately distributing or using information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment. Not telling the truth.

**Class Disruption** – the act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor's ability to teach, or interferes with other students' opportunity to learn.

**Classroom or School Rules** – The act of failing to follow classroom or school rules in the school setting. Behavior that violates this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic.

**Data Network Acceptable Use Policy** – The act of inappropriately using a computer or other communication device including, but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, entering or distributing or printing unauthorized files, visiting inappropriate websites, (i.e. pornography), or downloading inappropriate materials.

**Defiance of Authority or Willful Disobedience** – The act of flagrantly or hostilely challenging the authority of a school staff member, bus driver, or any other adult in authority.

**Disruption on Campus (Major)/DOC\*** - The act of displaying disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. This type of violation significantly disrupts all or portions of the campus activities, school sponsored events and school bus transportation. Examples: Bomb threat in which emergency services respond, inciting a riot, initiating false fire alarm, (do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, minor fights or classroom disruptions.)

**Disruption on School Bus** – The act of behaving inappropriately, which interferes or obstructs the orderly, safe, and timely transportation of students.

**Disruptive Behavior** – The act of behaving inappropriately, which interferes or obstructs the mission or operation of American Classical Charter Academy or the safety and welfare of other students or employees at school or at any school sponsored activity.

**Dress Code** – The act of failing to comply with the established dress code policy.

**Drug Use or Possession/DRU\*** - The act of using or possessing any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance as defined under Chapter 893 of the Florida Statutes, including , but not limited to, marijuana, hallucinogens, inhalants, or any substance represented to be an illegal substance, such as “designer drugs,” or caffeine pills, tablets, or caplets, or any substance which is represented to be any such substances or any substance when used for chemical intoxication.

**Drug Sale or Distribution/DRD\*** - The act of manufacturing, cultivating, selling or distributing any drug, narcotic, controlled substance or substance represented to be a drug.

**Drug Paraphernalia** – The act of possessing, using selling, storing, or distributing any equipment, device, or equipment used for the purpose of preparing or taking drugs, including, but not limited to, items listed in Section 893.145, Florida Statutes, and items which may be determined to be drug paraphernalia under the criteria set out in Section 893.146, Florida Statutes.

**Excessive Absences to School or Class or Tardies to School or Class** – the act of failing to attend class and having no acceptable excuse for the absence or tardy.

**Explosives** – The act of possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance or destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device designed to explode.

**Failure to Follow Directions** – The act of failing to follow the directions of a teacher, administrator, staff, or volunteer in the school setting. Behavior that violates this rule would be considered minor and would not rise to the level of defiance of authority or insubordination, and would not necessarily require a referral to an administrator unless the behavior becomes chronic.

**Failure to Serve Teacher Detention** – The act of not attending a teacher detention or teacher assigned discipline.

**Failure to Serve In-School Detention or Saturday Detention or Administrative Detention** – The act of not attending In-School Suspension or Saturday School or other administratively assigned discipline.

**False Accusations Against Classmate(s)** – The act of intentionally publicizing (oral or written) of untrue, injurious allegations against another classmate or knowingly bringing false charges against a classmate. If accusations against a classmate are found to be false, the student lodging the false accusation may receive the same punishment as would have been received by the wrongly accused individual. The Principal may adjust the consequence as he/she considers the circumstances of misdirected staff time and damage to the wrongly accused individual and his/her family.

**False Accusations Against Staff Member(s)** - The act of intentionally publicizing (oral or written) of untrue, injurious allegations against a staff member or school volunteer, or knowingly bringing false charges against a staff member or school volunteer.

**False Accusations Against Staff Member(s)** - The act of intentionally publicizing (oral or written) of untrue, injurious allegations against a staff member or school volunteer, or knowingly bringing false charges against a staff member or school volunteer.

**False Fire Alarm** - The act of activating a fire alarm system or equipment (i.e. fire extinguisher, hoses, or sprinklers) or the willful and/or malicious reporting of a false fire.

**False Summoning of Emergency Services** - The act of intentionally or willfully notifying or reporting a false emergency in which any community agency or provider of emergency services is notified.

**Fighting/FIT\*** - The act of two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury.

**Firearms** - The act of possessing, using, selling, storing, distributing or detonating any weapon which will, is designed to, or may be readily converted to expel a projectile by the action of an explosive; the frame and receiver of any such weapon, any firearm muffler or firearm silencer or any destructive device, including firearms of any kind (operable or inoperable; loaded or unloaded), including, but not limited to, hand guns, zip guns, pistols, rifles, shot guns, starter guns or flare guns.

**Fireworks** - The act of possessing or igniting of firecrackers, bottle rockets, smoke bombs, or other similar devices.

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

calculated to deceive the staff member, or producing, possessing, or distributing any false document, item, or record represented to be an authentic school document, item, or record.

**Gambling** - The act of participating in games or activities of chance for the exchange of money or items of value.

**Gang-Related Activity/Apparel/Appearance** - The act of engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors. Wearing or displaying any clothing, jewelry, accessories, makeup, tattoo, or any other appearance or apparel which may be considered gang-related in any manner which is associated with being a member of or participating in a gang or gang-related activity.

**Hall** - The act of failing to follow school or classroom rules in the hallway. Behavior that violated this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic.

**Harassment (Bullying)** - The act of inflicting physical hurt and/or offensive, abusive, intimidating or other insulting behavior on the part of one or more students towards a student(s) that may or may not be repeated over time.

**Harassment/HAR\*** - The act of threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that 1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school.

**Unsubstantiated Harassment** - After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffry Johnston Stand Up for all Students Act (F.S. 1006.147).

**Harassment (Cyberbullying)** - The act of using information and communication technologies such as, but not limited to e-mail, cell phone, pager text messages, instant messaging (IM), defamatory personal web sites and defamatory personal pooling web sites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to threaten or harm others or which substantially disrupts or interferes with the operation of a school or an individual's academic performance. If such behavior is considered a serious breach of acceptable conduct the school administrators are required to take appropriate disciplinary and/or legal action.

**Harassment (Racial)** - The act of discriminating against another person which discrimination is prohibited by law - race, color, gender, national origin or sexual orientation, including any verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or

aversion toward any student based upon race, when such repetitive conduct substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Racial harassment may include, but is not limited to epithets and slurs, negative stereotyping, threatening, intimidating, or hostile acts and/or written or graphic material that show hostility or aversion toward an individual or group.

**Harassment (Sexual)/SXH\*** - See Sexual Harassment.

**Hazing [grades 6 – 8 only]/HAZ\*** - The act of recklessly or intentionally endangering the mental or physical health or safety of a student at a school with any grades 6 through 8 for purposes, including, but not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements or initiation or admission into any organization operating under the sanction of a school with any of grades 6 through 8.

**Horseplay** - The act of engaging in rowdy, rough behavior that interferes with the safe or purposeful order of the school.

**Illegal Organization** - The act of establishing or participating in a secret society or prohibited organization on School Board owned property, at a school function or at an extracurricular activity.

**Inappropriate Printed Materials or Obscene Act** - The act of using oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable, or not suitable for an educational setting.

**Insolent Attitude** - The act of communicating (oral or written) and/or body language, including but not limited to, facial expressions or gestures which are intended to communicate disrespect, insult, contempt, impertinence, or rudeness toward person(s) in authority.

**Insubordination** - The act of deliberately refusing, or failing to follow a direction or an order from a school staff member, bus driver, or any other adult in authority.

**Leaving School Grounds** – The act of leaving school grounds without proper administrative authorization.

**Lunch** - The act of failing to follow school or classroom rules in the lunch room. Behavior that violated this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic.

**Lying or Misrepresentation** - The act of intentionally providing false or misleading information to, or withholding valid information from, a school staff member.

**Malicious Destruction of School or Personal Property of Staff** - The act of intentionally damaging/destroying of school property or personal property belonging to a staff member, including but not limited to, destruction or damage to home, automobile, and electronic devices.

**Off Campus Felony** – The formal charge by state attorney officials of a student for the alleged commission of a felony or a delinquent act which would be classified as a felony if committed by an adult at a time and place where students are not subject to control of the school. (A recommendation for expulsion may be considered only if student is convicted.)

**Other Offense** - The act of any serious, harmful incident resulting in the need for additional staff and administrators' intervention not previously classified.

**Other Major Offense/OMC\*** - The act of any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.

**Over-the-Counter or Prescription Medication Use or Possession** – The act of using or possessing any substance which requires a physician's prescription or is an over-the-counter medication.

**Over-the-Counter or Prescription Medication Sale or Distribution** – The act of selling or distributing any substance which requires a physician's prescription or is an over-the-counter medication.

**Over-the-Counter or Prescription Medication Unauthorized Use or Possession** – The act of using or possessing any over-the-counter or prescription medication prescribed for the individual student without signing in such medication at the school health room in accordance with School Board Rules, Policies, and Procedures .

**Parking** - The act of failing to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.

**Physical Attack/PHA\*** – The act of an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

**Possession/Use of Dangerous Chemical Irritants** - The act of possessing or using devices which are designed to inflict or could inflict pain or injury to another individual, such as, mace and pepper spray.

**Possession of Dangerous or Disruptive Item** - The act of possessing any item, although not specifically designed to do harm to another person, which is used to cause or attempt to cause injury, or is used to put someone in reasonable fear of injury, or the item is considered disruptive on a school campus including, but not limited to lighter/matches, poppers, belts, pencils, pens, compasses, combs, hair brushes, sharp objects, and laser pens.

**Possession of Handcuffs** – The act of possessing, carrying, and/or transporting handcuffs.

**Possession of Stolen Property** - The act possessing stolen property shall receive appropriate disciplinary consequences. Students should refrain from receiving, taking, or “holding onto for a friend” any item(s) or materials for which they are not the legitimate owner.

**Possession/Use/Transfer of Deadly Weapon** – The act of possessing, carrying, and or transporting on or about his person or in any vehicle or other conveyance or discharging any firearm or other weapon as defined in Section 790.001, Florida Statutes.

**Profanity or Abusive Language** - The act of using any profane, vulgar, or unnecessary crude utterance or gesture, whether directed toward a classmate, or merely done overtly.

**Profanity or Abusive Language to Staff** - The act of using any profane, vulgar, or unnecessary crude utterance or gesture, directed toward a staff member, teacher, administrator, and volunteer.

**Public Display of Affection** – The act of failing to refrain from public displays of affection in school. The practice of embracing and kissing in school is considered in poor taste and disruptive to the educational environment.

**Riot or Rioting Behavior** - The act of inciting to or participating in disorderly and/or violent group behavior.

**Robbery/ROB\*** - The act of taking or attempting to take anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.

**Sexual Assault/SXA\*** - The act of a threat of rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability.

**Sexual Battery/SXB\*** - The act of forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.

**Sexual Harassment/SXH\*** - The act of unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

**Sexual Offenses** - The act of making unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature toward student(s) and/or staff, volunteer when such conduct substantially interferes with academic performance, or creates an intimidating, hostile, or offensive school environment.

**Sexual Offenses/SXO\*** - The act of other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd, sexual gestures, comments, sexual activity, or exposing private body parts in lewd manner.

**Skipping Class or Skipping School** - The act of not reporting to class or school without receiving proper prior approval and/or following the established procedures for checking out of school.

**Stealing or Larceny or Theft less than \$300** - The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm.

**Stealing or Larceny or Theft \$300 or more/STL\*** - The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm.

**Tardy to Class or School-** The act of arriving late to a class or to school on a repeated basis.

**Threat or Intimidation/TRE\*** - The act of threatening or causing physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent—an intention that the threat is heard or seen by the person who is the object of the threat; (2) fear—a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability—the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

**Threat or Threatening Behavior** - The act of declaring the student's intent by word or act to do violence to another student or to his/her property or forcing another person to do something, or prevent another person from doing something by coercion, extortion, bullying, or making him/her afraid, or acting in a way which is likely to cause others to be afraid.

**Threat or Threatening Behavior to Staff** - The act of declaring the student's intent by word or act to do violence toward a staff member, teacher, administrator and volunteer or to his/her property.

**Throwing Objects Non-Injury to Persons or Property** – The act of throwing any object intentionally or unintentionally that does not cause injury to persons or property. Objects may include, but are not limited to pen caps, clips, paper wads, or spitballs.

**Tobacco 17 yrs. or under/TBC\*** - The act of possessing, using, distributing, or selling tobacco products or substance represented to be a tobacco product or device associated with tobacco, including but not limited to electronic cigarettes, smokeless tobacco or any matter on school grounds, at school-sponsored events, or on school transportation.

**Trespassing/TRS\*** - The act of entering or remaining 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.

**Unauthorized Area** - The act of being present in buildings, rooms, hallways, or other areas of a school campus restricted to student access during all or a portion of a day.

**Unauthorized Assembly** - The act of being present at unapproved student gatherings, meetings, demonstrations, or protests which interfere with the orderly process of the school environment, or which interrupts a school function or an extracurricular activity.

**Unauthorized Buying or Selling of Merchandise** - The act of buying or selling any merchandise while at school or on any property owned American Classical Charter Academy without the permission of the Principal.

**Unsafe Act** - The act of engaging in any behavior which compromises the health, safety of an individual including, but not limited to, such acts as climbing, hitting, kicking, pinching, or slapping.

**Vandalism less than \$1000** - The act of intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

**Vandalism \$1000 or more/VAN\*** - The act of intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

**Weapons** - The act of possessing, storing, distributing, selling, or purchasing any instrument or object that can inflict serious harm on another person, or that can place another person in reasonable fear or apprehension of serious harm or be used to intimidate another person including, but not limited to fixed blade knives (household), folding knives, switch blade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, chains, pipes, nunchakus, brass knuckles, Chinese stars, cap guns, BB or pellet guns, propellants, paintball guns, “look-alike” weapons, or any object or substance directly represented to be or falsely represented to be a weapon of mass destruction (i.e. an anthrax hoax).

**Weapons/WPO\*** - The act of possessing, storing, distributing, selling, or purchasing any instrument or object that can inflict serious harm on another person, or that can place another person in reasonable fear or apprehension of serious harm or be used to intimidate another person including, but not limited to a stun gun, dirk, metallic knuckles, sling/slung shot, billie club, tear gas gun, chemical weapon or device, or other deadly weapon, explosive, bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage and does not include a common pocketknife, plastic knife or blunt bladed table knife

## Student Dress Code

A strong correlation exists between student appearance and the perception of excellence. American Classical Charter Academy students are required to dress and groom themselves in a way that aligns with our philosophy of maintaining a learning environment focused on the development of each student's academic potential, personal character and leadership skills.

Our uniform policy and dress code foster an atmosphere in which the **Eight Pillars of Character** can thrive: **Cooperation, Courage, Honesty, Humility, Integrity, Perseverance, Respect and Responsibility**. Daily reinforcement of strong personal habits promotes courtesy, the honor of self and others, modesty, and discipline. Adherence to the code diminishes economic and social barriers between students; increases a sense of belonging and school pride; encourages good judgment; models good citizenship and encourages all to perform at their highest level.

All American Classical Charter Academy students are expected to be in school uniform during school hours and during all school activities and events unless otherwise specified. Attire which attracts undue or negative attention or which infringes on the rights or values of others is not considered to be in the spirit of the dress code not only for students, but also for staff and parents visiting the campus. Attire is expected to be clean, in good condition, business-like, and properly sized to fit. The American Classical Charter Academy school crest will be visible at all times. Students are allowed to wear their Full-Dress Uniform on *any day of the week*, if preferred. However, elements from Full-Dress and Everyday Uniforms cannot be interchanged and Everyday Uniforms cannot be worn on Full-Dress Days. Every Friday is Full-Dress Uniform Day. At the Principal's discretion, other Full-Dress Uniform Days may be announced.

By signing the registration documents, students, staff, parents, and volunteers agree to abide by the policy and remain dedicated to interacting with one another as ladies and gentlemen. In doing so, we are choosing to be actively engaged in the safe and secure, nurturing environment of this exceptional learning community. Students not adhering to the uniform policy may not attend class. Repeated violations may result in consequences determined by the Principal.

Any medical or religious concerns or limitations that might preclude meeting the uniform guidelines should be addressed with the School Principal to determine if reasonable accommodations are necessary.

The uniform guidelines at American Classical Charter Academy are not meant to be financially prohibitive for any student's ability to attend our school. Families that qualify for the free or reduced lunch program may also request assistance with uniform requirements. Assistance will be handled confidentially by contacting the School Principal.

### **Lost and Found**

Please be sure your child's name is on all clothing, backpacks, and lunchboxes.

Visit the Lost and Found at the ACCA Reception Desk for missing items. Items not claimed within a reasonable period of time will be donated to charity.

### **Ordering American Classical Charter Academy Uniforms**

ACCA is proud to partner with GQ Uniforms in providing our families with a high-quality uniform at an affordable cost to all. GQ Uniforms is a local vendor that offers multiple purchasing options. Uniforms can be purchased directly through our Preferred Partner Website with GQ Uniforms using the password ACCA by following the link below.

They can also be purchased in store or by phone by contacting them at:

GQ Uniforms  
1106 N. John Young Parkway  
Kissimmee, FL 34741  
(407) 846-7450

Any questions regarding the uniform dress code and standards should be sent to:  
[registrar@americanclassicalacademy.com](mailto:registrar@americanclassicalacademy.com)

### Uniform Polices Common to Boys and Girls

<b>Shirts</b>	Buttoned to one below top. Must have a collar and be tucked in at all times.
<b>Vests, Sweaters, Cardigans</b>	Approved uniform shirt must be worn underneath at all times. Sleeves must not extend past the wrists and cover the hands. Hoodies, jackets, and other outerwear (including ACCA Spirit Wear) may not be worn indoors.
<b>Ties</b>	Ties must be cinched to the top of the shirt and not hanging loose or askew.
<b>Pants and Shorts</b>	Must come within one inch of natural waist. Long pants should be below the ankle.
<b>Belts</b>	Must be worn with both Full-Dress and Everyday Uniforms pants and shorts. Black only, plain in color and design, and they must not dangle. (optional for kindergarten students)
<b>Shoes</b>	Flat, closed toe, non-marking sole. Black with non-contrasting laces and markings. White soles are acceptable. (see examples below)
<b>Socks and Hosiery</b>	Socks must be black or navy blue. Socks must always be worn and be visible and cover the ankle (i.e. ankle and “no show” socks are not permitted). Thigh-high hosiery is not permitted. Crew, dress, trouser, and knee socks are acceptable.
<b>Undergarments</b>	Undergarments or straps must not be visible and must therefore be skin-toned or of similar/lighter color to the uniform. With white dress shirts, undergarments must be solid white; no other colors, prints or designs are permitted. Long sleeve undergarments under short sleeve shirts are also not permitted.
<b>Hair</b>	Hair must be clean, neat, and out of the eyes. Only natural colors are allowed. Hair styling or coloring arrangements which are disruptive or distracting are not permissible.
<b>Jewelry</b>	Any jewelry which might create a safety hazard or distraction should not be worn. Body/facial piercings and gauges are not permitted. Necklaces and bracelets should be discrete and simple, not wider than ½ inch and no bright colors. Eyeglasses may not be overly ornate, and may be not be shaded indoors or otherwise restrictive to the vision. Watches are permitted if they only function as a watch, are discrete, simple in design, and are without logos. “Smart” watches, watches that play games, or watches that have other functions such as a calculator, are not permitted. Watches are not to make any noises.
<b>Sun Protection</b>	Items such as hats and sunglasses may be worn only when outdoors.
<b>Outerwear</b>	All outerwear and bags are to be plain in color and design. No blatant advertising, no large corporate logos, sports teams, television or other organization or media logos or designs are permitted. Outerwear is not to be worn inside the building and should be removed as soon as is practical when entering the school. Hoodies are considered Spirit Wear and outerwear and may not be worn inside the buildings.

<b>Other</b>	No visible tattoos are permitted. Any tattoos acquired before admission to ACCA will be dealt with on an individual basis by the Principal. No hats, no scarves and no bandanas indoors. Colognes, perfumes, and pungent substances which may cause distraction or allergic reactions are not permitted.
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**Uniform Policies Specific to Boys**

<b>Shorts</b>	Shorts are to be worn at knee-length.
<b>Ties</b>	The tie must be worn by boys in grades 6-8 for Full Dress uniform.
<b>Hair</b>	Hair accessories are not permitted.
<b>Jewelry</b>	No earrings or gauges are permitted.
<b>Cosmetics</b>	None permitted.

**Uniform Policies Specific to Girls**

<b>Skirts, Skorts, and Jumpers</b>	As a general guideline, skirts, skorts, and jumpers are to be worn no higher than halfway between the top of the kneecap and the tips of the fingers when standing up straight with the arm hanging straight down. They must be a modest length and the waistband must not be rolled over. The top of skirts and skorts must be worn within one inch of the natural waist.
<b>Jumper (K-8)</b>	Must be worn with navy blue shorts, tights, or leggings underneath.
<b>Ties</b>	Girls in grades 5-8 are required to wear the conventional neck tie assigned to their grade level. Bow ties are not permitted for girls.
<b>Socks and Hosiery</b>	Navy blue tights or leggings can be worn under skirts, skorts, or jumpers if desired. Girls are required to wear navy blue knee socks with Full Dress uniforms. Girls may wear white socks with Everyday uniforms if preferred.
<b>Undergarments</b>	Camisoles following undergarment color requirements are acceptable. Bras are required for girls for whom support is necessary for modesty. Shorts should not be visible under hemline with no visible logo and must be navy blue or black in color.
<b>Hair</b>	Hair accessories should be minimal, appropriate for an academic environment and not distracting. Headbands in one solid color (navy blue, black, white, cobalt blue or pale blue matching our school colors) are permissible. Coordinating classic plaid headbands purchased are also acceptable on Full-Dress days.
<b>Jewelry</b>	Female students are allowed to wear one pair of small earrings, with no more than one earring in each ear and no larger than ½” in diameter. Dangling or hoop earrings are safety hazards and are not permitted. Gauges are not permitted.
<b>Cosmetics</b>	Girls in kindergarten through 8th grades are prohibited from wearing any nail polish, make-up or hair dye.

**Shoe Examples**

YES



NO



### **Backpacks, Book Bags and Totes**

For safety and space reasons, *wheeled backpacks are not permitted.*

Backpacks are expected to be clean, in good condition and appropriate for a school environment. Any item which attracts undue or negative attention or which infringes on the rights or values of others will not be allowed.

### **Spirit Wear**

Spirit Wear is not part of the school uniform, but can be worn outside of school to show support for the school. Volunteers will often wear Spirit Wear when serving at the school. Spirit Wear can be purchased by parents and supporters of ACCA through the office. Tote bags, beach towels, baseball caps and other garments and spirit items are available.

### **ACCA Crest Embroidery**

If students would like to purchase items with the ACCA crest embroidered, it must be purchased through the GQ Uniforms. Individual monograms can be embroidered on backpacks by calling customer service at 407-846-7450.

### **Volunteers Dress Policy**

Whereas this is a school environment, volunteer attire is expected to be safe, modest, and not distracting to students and staff. Guidelines for students' garment lengths are to be followed by volunteers.

## **Health and Safety**

### **Medication**

If a child needs medication, every attempt should be made to have them take it at home. Medication needing to be taken three times a day should be given in the morning at home, when the child arrives home from school, and before bedtime.

Whenever it is necessary to administer medication during school hours, the following guidelines apply:

- Medication must be dropped off and picked up in the clinic by the parent. Students may not transport any medication.
- All medications must be in the original container with dosing information and complete instructions.
- Medication must be appropriate for the child's weight and age.
- Each medication must be accompanied by a separate signed medication authorization form.
- Prescription medication must include a medical authorization form signed by the prescribing physician.
- All medications must be stored in the clinic. (The exception to this is emergency medication that requires a physician's written "self-carry" order.)
- It is the student's responsibility to come to the clinic at the appropriate time for a required medication.

The school will supply no medications including aspirin, Tylenol, cough drops, antibiotic ointment, or hydrocortisone. These items fall under the rules of medication and, if desired, must be provided by the parent with a signed medical authorization form.

Use of crutches, walkers, or wheelchairs requires a medical authorization form signed by the physician.

Medical authorization forms are located in our clinic.

For more information on student health issues, contact the front office.

### **Communicable Illness**

Children with any evidence of a communicable disease must stay out of school until there is no danger of infections to other children. If all visible signs have disappeared, the child may return. In case of illness such as chicken pox, where the lesions remain visible after the contagious stage, it may be necessary to have a physician certify that it is permissible for the child to return.

### **Fevers**

The normal body temperature for a healthy child is 98°F. If you suspect your child has a fever, always use a thermometer. Never try to guess by feeling their forehead.

Before returning to school, children should be fever free for at least 24 hours without any fever-reducing medication. Children at school who develop a fever 100°F or higher will be sent home and should not return to school the next day.

### **Head Lice**

Mandatory attendance laws require all children to be in school. It is expected that if your child has been sent home with lice and/or nits, he/she will be treated and will return lice-free the next school day. A parent must accompany the child upon return to school. Before readmission, your child will be checked by a staff member for lice. Staff members will also re-check your child periodically to ensure treatment was effective and no lice and/or nits are present.

Normally we will not send class/school-wide notifications home about head lice unless 10% or more of a particular classroom is infected.

### **Snacks and Parties**

There will be an opportunity for a brief classroom party, at the discretion of the teacher, on the last day of school. Otherwise, parties at school are not permitted as this interferes with instructional time.

Do not send or bring anything to the school, including treats, to celebrate birthdays or holidays. These should be celebrated at home with family and friends.

### **Smoke and Tobacco Free Environment Policy**

The American Classical Charter Academy building is smoke and tobacco free in order to protect the health, safety and welfare of students, staff and visitors. This includes all interior and exterior spaces within the property boundaries.

For purposes of this policy, “smoke free” shall mean the smoking of any substance, including “vapor” devices. “Tobacco” shall include the use of tobacco, including, but not limited to, cigars, cigarettes, pipes, chewing tobacco, snuff, or any other matter or substances that contain tobacco in addition to papers used to roll cigarettes.

Violations of this policy by members of the public who fail to cooperate will result in their removal from the property and a report to the Florida Department of Health. Violation of this policy by any student or school employee shall result in appropriate disciplinary action.

### **Items that Should be Left at Home**

- Cellphones, electronic tablets, video games, headphones, tape recorders, or any other electronic devices.
- Mechanical pencils or other distracting pencils, specialty erasers, or other non-standard school supplies.
- Pets.
- Party paraphernalia including balloons, party hats, noisemakers, etc. and party food such as cupcakes, cakes, brownies, ice cream, popsicles, etc.
- Knives and other sharp objects, guns (including toy guns), bullets, fireworks or other explosives, etc. Any item that can be hazardous to children must not be brought to school.
- Money. Send only money required for field trips or other payments.
- Items or sales materials for organizations not affiliated with the school.
- Heirlooms, jewelry, and other irreplaceable articles.
- Toys.
- Skateboards, rip sticks, roller blades, hover boards, Heelys, etc.