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Manatee School For the Arts

Code of Student Conduct and Expectations of Parents

Manatee School For the Arts (MSA) believes that students deserve a learning environment that is safe, free from distraction or threat and allows each student to strive to do their best. Faculty and staff are expected to maintain such an environment to the best of their ability. Students are expected to behave in a manner that will expedite these goals. This code of conduct describes student behaviors. Students are required to learn these rules and complete a Student Contract acknowledging their understanding and acceptance of this code.

Rules of student conduct are guided by the law, good parenting, common sense, a sense of decency, mutual respect and compassion. We believe that students need to know the limits of acceptable behavior. They also need to know that there are consequences for exceeding the limits. Parents are expected to cooperate and support the school in its quest to enforce these limits.

Manatee School For the Arts (MSA) believes that parents are responsible for the behavior of their student(s). Parents are expected to make themselves familiar with this code and help their student abide by it. Parental involvement and support of the school and its policies are essential components of a student's successful experience at Manatee School For the Arts. Parents are required to complete a Parent Contract acknowledging their understanding and acceptance of this code.

Manatee School For the Arts is a charter public school. No student is assigned to this school. All students must actively seek to attend MSA. Applications for attendance have always exceeded the number of students that MSA can accept and serve. We believe that it is a privilege and opportunity to attend MSA. Therefore, students must show by their behavior and adherence to school rules that they deserve this opportunity.

Students and parents are advised that MSA uses electronic, tape-recorded video surveillance in classrooms and throughout the school and grounds seven days per week, twenty-four hours per day. It is designed to help protect all members of the campus community.

Student Behavior

Students will show respect for authority. Students demonstrate respect by responding to directions from faculty and staff and by answering questions promptly. Students are expected to use a tone of voice and volume that demonstrates courtesy and deference to adults and authority figures. This same respect must be extended to a student's parents whenever they are on campus.

Students are always free to question adults. However, it must be done in a civil tone, be non-threatening in nature and once responded to, not repeated so as to become disruptive. Obscene or profane language is never acceptable.

No student rises to the level of an adult in conversations, exchanges or disagreements. If a student feels offended or that his or her rights have been violated by a teacher, staff member or other adult, the student should contact the discipline office, an administrator or another trusted adult employee. An individual so contacted is required by the school to submit a formal report to the Principal's office for investigation. If the complaint involves the Principal the report should be submitted to the school's discipline office.

Students should never accuse adults of behavior that they know did not occur, nor should they repeat allegations of behaviors that they did not personally observe. Students and parents must be aware that false or unsubstantiated reports or stories about faculty or staff or other adults may rise to the level of defamation of character and can form the basis for civil or criminal actions against the student and may create liability for the parent.

Students will show respect for property. Students will use care whenever they enter the school and use its property. Parents and students should understand that they may be charged to replace or repair any damaged or destroyed equipment or property. Examples of behaviors:

- ❖ Students are expected to wipe feet before entering the building.
- ❖ No running or jumping inside the building is allowed.
- ❖ No standing or jumping on tables, chairs, desks, furniture, etc.
- ❖ No sitting on tables or other furniture or equipment not intended for sitting.
- ❖ No writing on desks, tables, chairs, lockers or any other school property.
- ❖ No food or drinks except in designated areas. (Basic rule: no food in any classroom or hallway.)
- ❖ Computers, textbooks, musical instruments or other equipment will not be used in any manner that might result in damage or destruction.
- ❖ Students will not play with or discharge any fire extinguisher or tamper with or falsely activate a fire alarm.
- ❖ No glass bottles allowed anywhere on campus.

Students will respect others' rights and property. Manatee School For the Arts will not tolerate any type of assault, fighting or inappropriate touching. Nor will threats, intimidation or harassment, either verbally, physically, sexually or psychologically, be tolerated.

- ❖ **Taking, moving, tampering with or hiding someone else's property is not allowed.** All property on campus is presumed to belong to someone. It is not free for the taking even if the owner is not obvious. Any unattended property should be taken to lost and found at the front desk or left alone. Removal from campus of someone else's property without their knowledge or consent is considered theft. Consumption of someone else's food, drink, supplies or materials without their consent is considered theft. Parents should contact the school if their student brings home items that they do not recognize, seem inappropriate or if the student has no reasonable explanation as to how they obtained them.
- ❖ **No fighting,** including "games" such as "five seconds"," bloody knuckles" etc. This also includes shoving matches, wrestling, poking, body to body posturing or "in your face" talking or shouting. Parents must understand that physical contact is rarely justified. **Please do not encourage your student to "stand up for themselves" by striking another student.** If a student feels threatened, they should leave the situation and report it to the Discipline office, a teacher or administrator immediately. Any physical contact may lead to criminal charges against the student and may create financial liability for the parent for medical expenses or other damages.
- ❖ **No harassment or name-calling.** Harassment may be manifested verbally, in writing, through gesture or body language. It is especially important that no racial or ethnic slurs or epithets be used. This is applicable even if the individuals involved are of the same race or ethnic background. Language of a sexual nature including labels indicating sexual behavior or preference is expressly prohibited. This is true whether the students are of different sexes or of the same sex. It is also unacceptable to harass students because of disabilities or other individual differences. Students need to understand that the words they use verbally or in writing can constitute harassment and in some cases may, in fact, be criminal or form the basis of a hate crime. Parents are encouraged to review language and expressions used around the house to ensure that inappropriate language is not used at school.
- ❖ **No false accusations.** Students should never accuse other students of behaviors they know did not occur, nor should they repeat allegations of behaviors that they did not personally observe.
- ❖ **No intimidation, extortion, etc.** Students may not force or coerce other students into behaviors through the use of physical, verbal or psychological force or threat. This includes attempting to keep other students from reporting violations of the Student Code of Conduct or other illegal activity. It is a violation of this code for students to either attempt to coerce students to associate with other students or prevent them from associating with students of their choice.

- ❖ **Sexual harassment.** Students may not make unwelcome sexual advances or requests for sexual activities. Harassment may be manifested verbally, in writing, through gesture or body language. This is true whether the individuals are of different sexes or of the same sex.
- ❖ **No unwanted or inappropriate touching.** Kissing or other public display of affection (PDA) on campus is not allowed. High school students may not have physical contact of any kind with a middle school student. Unwanted touching of a sexual nature may be considered assault and/or sexual harassment.
- ❖ **All sexual activity is inappropriate at school and is prohibited.** This is true whether the individuals are of different sexes or of the same sex. Any physical contact of a sexual nature is prohibited. Exposing breasts, buttocks, genitalia or other sexually explicit parts of the body is prohibited. **Parents should be aware that inappropriate behavior in any of these areas may form the basis for criminal and/or civil proceedings as well as dismissal from the school.**

Students will not engage in disruptive behavior. Disruptive behavior is prohibited at all times. This includes anytime the student is on campus; such as before school care, during class, in the halls, lunch, after school, evening or weekend functions at the school. It also includes any school-sponsored trip, when riding the bus to and from school and on any other campus that serves as an intermediate stop for buses to or from school. Examples of disruptive behavior include, but are not limited to, the following:

- ❖ **Inappropriate or excessive talking** or singing in class, whistling, humming, making odd or unusual sounds or shouting out.
- ❖ **Distracting other students verbally or physically**
- ❖ **Not being in an assigned seat or area**
- ❖ **Refusing to engage in class activities** or inciting other students not to participate.
- ❖ **Leaving a class, activity or the campus without permission**
- ❖ **Violations of the uniform dress code**
- ❖ **Tardy** to school, class or other activity
- ❖ **Gang** or cult related activity/behavior including actions, clothing, graffiti or insignia that identify a group or philosophy that is potentially inflammatory or disruptive. This includes flashing gang signs, writing gang related signs, wearing or arranging clothing to indicate or imply gang membership.
- ❖ **Gambling** - any participation in games of chance for money and/or other things of value.

Student use of communication devices. Cell phones may be brought to school, but are the responsibility of the student. Misplaced or stolen cell phones will be given the same consideration as any other lost or stolen item.

Cell phone use:

- ❖ May be used at lunch and in between classes.
- ❖ Use is **prohibited** in the restrooms and changing room.
- ❖ Use of a cell phone during a class period will be considered cheating.
- ❖ Ringers must be turned off during class.

- ❖ Phones should not be visible during class.
- ❖ **Violation of the cell phone policy may result in disciplinary action.**

Failure to comply will result in phone being turned in to the Discipline Office and a parent will be required to pick up the phone.

Student use of electronics and toys: Game boys, laser pointers, trading cards, stuffed animals and any other toy or game are never allowed. iPods or tape players, cameras, radios or other such toys and devices are not allowed with the exception of a teacher's written permission in specific cases at specific times. CD players may not be used during class without the teacher's permission. CD players may not be used in the hallways. Under **no** circumstances are CDs with parental warning or those containing obscene or sexually explicit lyrics allowed. If brought to school it is at the student's and parent's own risk and MSA is not responsible if lost or stolen. Failure to comply will result in the item being taken away and a parent will be required to pick it up.

- ❖ **Skateboards, roller skates, scooters, etc.** may not be brought to school or used on any school property without written consent from the principal.
- ❖ **Bicycles** may be ridden to school. However, all bike riders must have protective headgear as required by Florida law. Bicycles should be secured outside.

Classroom Behavior

Students are expected to behave in the classroom in a way that maximizes the potential for their learning as well as the learning of those around them. Some teachers may require additional or different applications; however, generally, the following behaviors are expected.

- ❖ **Students are to be in the classroom when the class is scheduled to begin.** Students are expected to be in their seats when the bell rings to begin class unless the teacher advises them otherwise.
- ❖ **Students will remain in class unless given permission to leave.**
- ❖ **Students are expected to participate in all required activities of the class.** This includes outside, evening or weekend performances that may occur during the school year.
- ❖ **Restrooms should be used between classes.** There is ample time to use the restroom between classes or at lunch. Students should make a habit of routinely using the restroom after lunch and during between class breaks even if they do not feel an urgent need to do so. When in class, students should ask to use the restroom only in an emergency. Some teachers may require additional work if the student is allowed to leave the room for any reason. **Parents - you should notify the school in writing if your student has medical problems, such as bladder control, urinary tract infections, etc. that may require frequent or unexpectedly urgent restroom use. A letter from the student's doctor is required for their file. This information will be given to your student's teachers so they can be better prepared to accommodate your student's needs.**

- ❖ **Students should come to class prepared.** They should have their agenda, paper, and something to write with. They should have any assignments that are due and be prepared to turn them in.
- ❖ **Students will follow the rules and procedures that individual teachers apply to their classrooms.**
- ❖ **Students must respond to general and specific directions from the teacher.**
- ❖ **Students will not engage in disruptive behavior.**
- ❖ **Students will use their class time wisely.** They will complete assigned tasks and use any additional time to work on other projects or assignments.
- ❖ **Students should raise their hand to be recognized unless the teacher has directed them otherwise.**
- ❖ **Students should ask the teacher to explain or clarify an assignment that the student does not understand.**
- ❖ **Students should write all assignments in their agenda.** They should demonstrate to their parents that they know what the assignment is and that it has been completed and turned in.
- ❖ **Students are often required to take home and give to parents any flyers or other informational handouts from class and the school.** They should return any correspondence from a parent to the school or a teacher in a timely manner.

Lockers

Students are not to give out their locker combination. Only the student assigned to a locker may have access to that locker. No stickers, markings, etc, are allowed on a locker, inside or out. Food and drinks in lockers attract roaches and other bugs. All food and drink must be kept in sealed, leak tight containers. Any food or drink damage to the student's locker or the lockers of other students will be the responsibility of the student assigned to the locker. Lockers must be cleaned out when requested and all marks, writing, etc. must be removed. Also anything attached or stuck to the locker must be removed.

Student Parking on Campus

Student parking is available for students beginning in tenth grade. The student is required to carry at least a 2.0 grade point average and not be on behavioral probation. If the student is repeatedly tardy or is caught skipping school their parking privileges may be revoked along with other appropriate disciplinary action. The annual cost of a parking permit is twenty dollars (\$20.00). The student must hang a school supplied parking permit from the rearview mirror in the windshield. The student must register with Student Services and provide the following information:

- ❖ Copy of driver's license
- ❖ Copy of vehicle registration for each vehicle to be parked
- ❖ Proof of Insurance

Students Riding School Busses or Other School Vehicles

Students shall ride only the school bus on which they are registered, and may not ride another bus on which they are not registered. Students shall not leave their assigned bus at a stop other than their own without written authorization from parent or legal guardian and the principal or designee. The following are responsibilities of students and parents in regard to transportation:

Responsibilities of Students

1. Occupy the seat assigned by the driver and remain seated while the bus is in motion.
2. Observe classroom conduct except for ordinary conversation.
3. Obey the driver and report to the discipline office when told to do so.
4. Cooperate with school patrols.
5. Warn the driver of approaching danger, if there is reason to believe the driver is not aware of the danger.
6. To be at the place designated, both morning and evening, ready to board the bus five (5) minutes before it is scheduled to arrive. The bus cannot wait for those who are tardy.
7. Stay off the roadway at all times while waiting for a bus, and conduct themselves in an orderly manner.
8. Wait until the bus has come to a complete stop before attempting to get on or off.
9. Leave the bus only with the consent of the driver.
10. Cross the highway, if necessary, after leaving the bus in the following manner:
 - a. Wait at the side of the road within sight and hearing of the driver
 - b. and wait for proper signal for crossing.
11. Look both to the right and left and proceed across the highway in front of the bus upon signal from the driver.
12. Keep head and hands inside the bus windows at all times.
13. Be silent when approaching or crossing a railroad.
14. Leave the bus by the emergency door only when told to do so by the driver, or in case of an emergency that is life threatening.
15. Refrain from eating, drinking, or smoking while on the bus.
16. Board and leave the bus at their regular stop, unless by written permission of parent and principal.
17. Refrain from the use of profanity or abusive language on the bus.
18. Refrain from carrying large objects, including band instruments that might interfere with seating and safety of others.
19. Animals, snakes, frogs, etc., glass containers, sharp objects, balls, bats, cutting instruments, fireworks, laser pointers, and any other similar items are not allowed on the bus.
20. Cell phones are not allowed to be used on the bus.

Responsibilities of Parents

1. Make certain their children arrive at their bus stop five (5) minutes before the scheduled arrival time of the bus.
2. Provide protection for their children in going to and from the bus stop.
3. Accept joint responsibility with school authorities for proper behavior of their child(ren).
4. Make a reasonable effort to understand and cooperate with those responsible for student transportation.

STUDENT RIGHTS AND RESPONSIBILITIES

It is the intent of the Student Rights and Responsibilities, as expressed in this document, that students understand that individual rights involve associated responsibilities, and that individual rights must be viewed in relationship to the health, safety, and welfare of the majority of students within each school. The Principal shall assume administrative responsibility and instructional leadership for planning, management, and operation of the school to which he/she is assigned. The faculty and staff shall assist in the orderly operation of the school and assure the rights of the students.

Attendance

School administrators and teachers have an obligation under State Law to enforce compulsory school attendance. A good attendance record by students will help to develop skills and knowledge necessary to function in a modern democratic society.

Responsibilities

Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time. Parents have the responsibility to provide the school with an explanation and appropriate documentation indicating the reasons for an absence. Students have the responsibility to request makeup assignments from teachers upon their return to school, and to complete this work within a reasonable length of time. **Note: Students taken out of school for vacation will receive unexcused absences and are expected to make up their work.**

Rights

Students have the right to be informed of school policies and individual school rules regarding absences, tardiness, and withdrawal. Students have the right to make up class work within a reasonable length of time in case of any excused absence. **Note: All students between the age of 6 and 18 (those turning 16 on or after October 1, 1999) are subject to the compulsory attendance law.**

STUDENT RECORDS

A well-developed student record file contains information needed for making appropriate educational decisions for the student. Student records are to be treated confidentially and should contain information that is relevant, accurate, and appropriate.

Responsibilities

Parents, guardians, or eligible students have the responsibility to inform the school of any information that may be useful in making appropriate educational decisions. Parents, guardians or eligible students have the responsibility to authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

Rights:

Parents, guardians or eligible students (eighteen (18) years of age or attending a post secondary institution) have the right to inspect, review and challenge the information contained in records directly relating to the student. Students have the right to be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent, guardian or eligible student.

Nondiscrimination

Manatee School For the Arts does not discriminate on the basis of race, color, religion, national or ethnic origin, age, gender, marital status, sexual preference, political affiliation, handicap, disabled or Vietnam veteran status.

Enforcement of Code Of Conduct

In the Classroom

All faculty are expected to develop a disciplinary program that will maintain order in the classroom and create an effective learning environment. Faculty are expected to enforce the code of conduct at all times and in a fair and consistent manner. Faculty are encouraged to use a variety of techniques and approaches to dealing with violations of the code of conduct. They are encouraged to speak with parents early and often, especially if the behavior is repeated. Only as a last resort will the teacher refer the student to the Administration for further discipline.

Outside the Classroom, In Between Classes, Lunch, Etc.

All faculty and staff are responsible for enforcing the Code of Conduct at all times outside of the classroom. Students violating the Student Code of Conduct will be detained and identified. If, in the opinion of the faculty or staff, the behavior warrants immediate attention, the student will be escorted to the Discipline Office. Otherwise the student's name and offense will be reported to the Discipline office for administrative follow up.

Formal Disciplinary Actions

An asterisk indicates that the student will automatically be referred to the Student Review Committee.

1. **Detention:** The student is assigned to a specific area for a specified period of time.
2. **Work Assignments:** Supervised activities related to upkeep and maintenance of school facilities and grounds.
3. **Time Out:** Temporary assignment of the student to an alternative classroom or other specified area.
4. ***In-School Suspension:** The student reports to school and is assigned to duties or activities other than regular classes.
5. ***Out-of-School Suspension:** The student is banned from the campus for a specified period of time, normally not to exceed ten school days.
6. **School Bus Suspension:** Denial of the privilege of riding a school bus. This disciplinary action is approved only for misconduct on a school bus. In such cases, transportation shall be provided by parent or guardian.
7. **Denial of Privileges:** The student may be banned from attending school functions such as dances, field trips, recitals, shows, etc.
8. **Restitution:** The student may be required to pay for damages to school property or to pay for or replace other students' property damaged or destroyed.
9. ***Classroom Removal:** A teacher has the authority to remove a student from the classroom when that student's behavior has repeatedly interfered with the learning process in the classroom or the student's behavior has been so unruly or abusive that it has interfered with the effective conduct of the class (232.271, F.S.). The principal may not return the student to that teacher's class without the teacher's consent unless the Student Review Committee determines that such placement is the best or only available alternative.
10. ***Written Warning:** The student is put on notice that his/her behavior has been reviewed and further violations of the Code of Student Conduct may result in Behavioral Probation, Dismissal or other formal disciplinary actions.
11. ***Behavioral Probation:** The student's behavior will be observed and reviewed for a specific period of time by faculty and/or staff to determine if previous violations of the Student Code of Conduct have reoccurred or other violations have occurred. Evidence of subsequent violations may lead to other formal disciplinary actions.
12. **Dismissal:** The student is remanded to his/her home school. Dismissal by the principal may result from a single critical incident involving a serious violation or may result from the recommendation of the Student Review Committee following one or more student referrals. The basis for dismissal may be a single serious violation of the Student Code of Conduct. However, the more common basis is a series of violations or repeated occurrences of the same offense.

Before any disciplinary action is taken, a student is entitled to a due process hearing. Due process, basically, is notice to the student of the disciplinary charge and the opportunity to present his/her side of the story. If the immediate suspension of a student is necessary, due to a serious breach of conduct, the necessary notice and conference will follow as soon as practical. *Serious Breach of Conduct is defined as an act of misconduct serious enough to warrant suspension and/or dismissal before other alternatives are attempted.

SPECIFIC GROUNDS FOR DISCIPLINARY ACTION

Classroom teachers are strongly urged to deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to the parent, and by scheduling conferences with parents and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the principal or his/her designee. Failure to bring notebook, pencil, books, or required materials and equipment to class may be cause for disciplinary action.

In dealing with the following violations of the conduct code, the principal and his/her designee shall hear the student's explanation, and consult further with the teacher, if necessary, before determining the disciplinary action. Due process procedures are adhered to in all investigations of a discipline problem. When a student commits a serious breach of conduct, immediate suspension or dismissal is permitted. Any student conduct that is a violation of law may result in referral for criminal prosecution.

The offenses listed below constitute a serious breach of conduct, as defined by Manatee School For the Arts.

- ❖ **Academic Dishonesty-** Giving or receiving aid on evaluation instruments (i.e. test, quizzes, homework, projects, etc.) that is the work product of another individual or source but is presented as one's own work. See page 14.
- ❖ **Arson-**willful and malicious burning of any part of a building or its contents.
- ❖ **Assault on student or School employee-**the intentional, unlawful threat by word or act to do violence to another student or School employee coupled with an apparent ability to do so, creating a well-founded fear in the person that such violence is imminent.
- ❖ **Battery on student or School employee (physical attack/harm)-**the willful and unlawful use of force or violence upon the person of another. Three primary elements must be present for a Battery to occur: (1) there must be an aggressor (suspect), who (2) intended to cause physical harm, to (3) an innocent person (victim).
- ❖ **Bomb threats**
- ❖ **Bullying-**repeated aggressive hurtful action (that has been properly reported) of a physical or verbal nature by an individual or group against another individual. Bullying involves a power imbalance and a sense of being oppressed on the part of the victim.
- ❖ **Contraband-** see page 16
- ❖ **False Accusations-** accusations that jeopardize the professional

reputation, employment, or professional certification of a teacher or other member of the school staff (232.26 (1) (c) F.S.)

- ❖ **Fighting**-any physical conflict between two (2) or more individuals.
- ❖ **Harassment**-any continuing behavior, language, gesture or overt act toward an employee or student which is based on the employee's or student's race, sex, age, religion, ethnic origin or disability and which has the effect of creating embarrassment or discomfort for that person. The individual being harassed has an obligation to make the offending person aware that this conduct is offensive to him/her.
- ❖ **Harassment, slander, name-calling, bullying, threats or intimidation** of other students, faculty or staff by **media device** including but not limited to computer, internet, internet journal, E-mail, cell phone or text messaging are subject to disciplinary action including suspension or dismissal from Manatee School For the Arts. Also offensive or slanderous written words in items such as notes, "slam books", journals or yearbooks are not allowed
- ❖ **Homicide**
- ❖ **Kidnapping or abduction**
- ❖ **Obscene acts/Sexual situations**- see page 18
- ❖ **Offensive touching** of another person whether physically or with an inanimate object.
- ❖ **Preparing, possessing or igniting explosives** likely to cause serious bodily injury or property damage.
- ❖ **Sexual Battery** (forcible sex offenses)
- ❖ **Stalking**-following, attempting to communicate with or arranging to be in the presence of a School employee or student when there is no school related reason for being in the presence of such employee or student, after having been directed by a court of law or school administrator to avoid all contact with such student or employee.
- ❖ **Threats**-any threat by word or act to do violence to another person. This includes threats made on all electronic devices (voice, email, Internet, etc.)
- ❖ **Violent acts against any School personnel.**

NOTICE: Any student who is determined to have made a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity may be dismissed, referred for expulsion and/or referred for criminal prosecution.

Disruptive Acts/Defiance

- ❖ **Activating a fire extinguisher or fire alarm system.**
- ❖ **Defiance of School employee's authority**- any verbal or nonverbal refusal to comply with a lawful direction or order of a School employee.
- ❖ **Disorderly conduct**- serious campus disruption behavior that poses a serious threat to the learning environment, health, safety, and/or welfare of others.
- ❖ **Disruption on a school bus or at a bus stop.**
- ❖ **Excessive distraction of other students**- any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or

any similar grouping for instruction.

- ❖ **Extortion-** verbally or by a written or printed communication, maliciously threatening to accuse another of any crime or offense, or by such communication maliciously threatening an injury to the person, property, or reputation of another. Also maliciously threatening to expose another to disgrace with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his will.
- ❖ **Gambling-** any participation in games of chance for money and/or other things of value.
- ❖ **Gang or cult-related activity/ behavior** including actions, clothing, graffiti or insignia that identify a group or philosophy that is potentially inflammatory or disruptive.
- ❖ **Inappropriate public display of affection (PDA)**
- ❖ **Introduction of a virus, unauthorized or illegal software, etc.** into an electronic system. This includes unauthorized access to, or destruction/modification of, files owned by other users or the destruction or theft of hardware, software or entered data.
- ❖ **Malicious mischief (graffiti, etc.)**
- ❖ **Nonconformity** to Dress Code
- ❖ **Stealing- Larceny-** the intentional unlawful taking, possessing, depriving or endeavoring to take personal property of another without his consent.
- ❖ **Tardiness-** reporting late to school or class.
- ❖ **Trespassing-** willfully entering or remaining in any structure, conveyance or property without being authorized, licensed, or invited. Also if warned by an authorized person to depart and refuses to do so. A student who has been suspended or expelled and is found on any campus will be guilty of trespassing.
- ❖ **Withholding of information pertaining to the safety of the campus, students, and/or staff.**
- ❖ **Vandalism-** willfully and maliciously injuring or damaging by any means any real or personal property belonging to another.

***Academic Dishonesty**

Academic dishonesty, commonly referred to as “cheating” takes many forms. It is defined as “giving or receiving aid on evaluation instruments (i.e. tests, quizzes, homework, projects, etc.) that is the work product of another individual or source but is presented as one’s own work.” More specific forms are defined below.

- ❖ **Cheating-**using unauthorized notes, study aids, or information on an examination. Altering graded work after it has been returned, then submitting the work for regrading. Allowing another person to do one’s work and submitting that work under one’s own name. Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- ❖ **Plagiarism-** submitting material that in part or whole is not entirely one’s own work without attributing those same portions to their correct source.
- ❖ **Fabrication-** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard

guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

- ❖ **Obtaining an Unfair advantage-** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- ❖ **Aiding and Abetting Academic Dishonesty-** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above or (b) providing false information in connection with any inquiry regarding academic integrity.
- ❖ **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
- ❖ **Unauthorized Access** to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Specific situations and examples of academic dishonesty:

1. **Examination and Tests**
 - a. Impersonating someone in an examination or test.
 - b. Copying from another student, or making information available to another student,
 - c. Submitting a take-home examination written, in whole or in part, by someone else.
 - d. Failing to obey or comply with examination regulations or instructions of a proctor.
2. **Laboratories, Field Work and Research Reports**
 - a. Copying a laboratory or field report or allowing someone else to copy one's report.
 - b. Using another student's data unless specifically allowed by the instructor and the author.
 - c. Allowing someone else to do the laboratory or field work without the knowledge and approval of the instructor.
 - d. Using direct quotations or large sections of paraphrased material in a laboratory or field report, research report, thesis,

publication without appropriate acknowledge. (For additional information refer to Code Research Ethics, Queen's Gazette Vol. 19, Dec. 8, 1987.)

e. Fabricating or falsifying laboratory or research data.

3. **Essays and Assignments**

a. Submitting an essay written in whole or in part by someone else as one's own.

b. Preparing an essay or assignment for submission by another student.

c. Copying an essay or assignment or knowingly allowing one's essay or assignment to be copied by someone else for the purpose of plagiarism.

d. Using direct quotations or large sections of paraphrased material without acknowledgement.

e. Buying or selling of term papers or assignments and submitting them as one's own for the purpose of plagiarism.

f. Submitting the same piece of work in more than one course without the permission of the instructor(s).

g. Unauthorized removal from the library or deliberate concealment of library materials.

4. **Official Documents**

a. Altering transcripts or other official document relating to student records.

b. Misrepresenting one's credentials.

c. Creating or altering letters of reference.

***Contraband**

Any student who possesses, uses, handles, transmits, sells or deals with contraband on the way to, during or after school or school functions, is subject to suspension and dismissal. Contraband includes any article or articles of property which if possessed, used, handled, transmitted, or otherwise dealt with, could interfere with or tend to interfere with the normal, orderly, peaceful, and efficient conduct of any school, school activity or educational process or procedure. Please be advised that lockers, notebooks, backpacks, purses, and clothing or other storage areas, including vehicles parked on campus, are subject to search for prohibited or illegal subjects or objects. **NOTICE:** Specially trained animals, metal detectors and other devices designed to indicate the presence of contraband may be used in searches. Examples of contraband include, but are not limited to, the following:

❖ **Chemicals.** Hair spray, perfume, aerosol deodorant, mouthwash, spray drops or other cosmetics or toiletries that may be sprayed or inhaled are prohibited. Many faculty, staff and students are allergic or sensitive to these products.

❖ **Drugs/Alcohol** - Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any facsimile regardless of content. Illegal, prescription or over

the counter drugs including cough medicines, pain killers, inhalants, etc. may not be brought, held, transmitted or used. Also prohibited are any plants or other natural products such as mushrooms, etc. that are purported to be hallucinogenic or able to create a state of altered consciousness. **Parents please note -Prescription drugs must be delivered by a parent to the school clinic, support staff or other employee assigned such duties. The drug(s) must be in a current prescription bottle listing the student's name with specific directions for their use or accompanied by a current letter from a physician licensed to prescribe such drugs, detailing their use by the specific student. We recommend that you ask the pharmacy for two bottles so that you can bring in the needed medication and keep the rest in an original prescription bottle at home.**

- ❖ **Firearms**, guns, rifles and pistols whether actual, replica or “toy”, functional or not.
- ❖ **Gum**. No gum of any kind may be used at any time on school property
- ❖ **Possession and/or use of tobacco products and/or paraphernalia**. Any possession on the person, in the locker, or other effects of a student. Any holding of a lighted cigarette, (cigar, etc.) inhaling or exhaling of the smoke of tobacco, or use of any other tobacco products.
- ❖ **Tobacco**. No tobacco in any form may be held or used by students anywhere on campus including buildings and grounds. **Parents please note - MSA is a tobacco free institution. No smoking or other tobacco use is allowed by anyone in the building or on the grounds except within the confines of a private vehicle. Please do not leave cigarette butts or other tobacco waste products on the grounds**
- ❖ **Weapons** - Knowingly possessing, using, displaying, carrying, storing, concealing, transmitting, intimidating with, or threatening to use, any deadly weapon, firearm or reasonable facsimile (including BB gun, pellet gun, paint ball gun, etc.). Knives of any kind or size (including box cutter, razor blade, etc.) explosives, or other dangerous object (e.g. pepper gas, mace, brass knuckles, chains, etc.). **NOTICE:** Any student who is determined to have brought a firearm, as defined in 18 U.S.C. s. 921 or Chapter 790 (F.S.) or a weapon as defined in Chapter 790 (F.S.), to school, any school function, or on any school-sponsored transportation may be dismissed, referred for expulsion and referred for criminal prosecution.
- ❖ **White-out**. No white-out allowed on campus, except by teachers.

***Obscene Acts/Sexual Situations**

- ❖ **Use of obscene or profane manifestations** (verbal, written, gesture) toward another person.
- ❖ **When using computer network access, students shall not use profanity, obscenity, or other language which may be offensive to another user**. When connected to information resources (e.g. Internet, a commercial service, etc.), students shall not download and / or print out any material that is deemed inappropriate by the School District, to include obscene, profane, or other materials offensive to other students or staff. When using email services provided through computer networks, students

shall not re-post personal communications without the author's prior consent.

- ❖ **Written or verbal propositions to engage in sexual acts.**
- ❖ **Sexual harassment~ (undesired sexual behavior towards another)** Unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation or creates a hostile environment.
- ❖ **Lewd or lascivious conduct** including, but not limited to, sexual intercourse, other sexual activity and indecent exposure.

Procedures for Suspension and Dismissal

Since suspension and dismissal of students from school are extreme measures, such action should only be taken when all other available resources have been exhausted in constructively coping with student misconduct. After a due process hearing, if the decision is made to suspend a student, the following provisions will apply:

1. Prior to the suspension, the Principal or his/her designee will make a reasonable effort to inform, by phone, the student's parents of the decision to suspend.
2. Each suspension, with the reason therefore, shall be reported in writing, within twenty-four (24) hours, to the parent and the Superintendent of the School Board of Manatee County. The official suspension letter to the parents must be sent through the mail or delivered in person. A copy of the letter may be delivered to the parents by the student.
3. No one suspension shall be more than ten (10) days.

Student Review Committee

The Student Review Committee is a standing committee of faculty and staff who review behavioral records of students to determine whether a student should be recommended for dismissal or other formal action.

Membership

The chair and all members of the committee are appointed by the Principal. One faculty member from each grade level will be appointed to serve on the committee.

Causes for referral to the Student Review Committee

Whenever a student is placed on Behavioral Probation, is given an In-School or Out-Of-School Suspension or is removed from the classroom by a teacher, their case is automatically referred to the Student Review Committee. Additionally, the Principal or his/her designee may refer a student to the Student Review Committee after repeated violations of the Student Code of Conduct.

Process

The principal or his/her designee will present the student's file and record to the Student Review Committee. After reviewing the student's file, the Committee, at

its discretion, shall use any or all of these sources of information.

- ❖ Referred student interview
- ❖ Parental interviews
- ❖ Teacher and staff interviews
- ❖ Other student interviews
- ❖ Discipline office interviews
- ❖ Any other source or resource deemed relative to the inquiry at hand.

In the event of a classroom removal, the teacher removing the student will deliver a file with the following written information to the committee:

- ❖ Incident reports
- ❖ Documentation of dates, infractions, etc.
- ❖ Documentation of actions taken and discipline applied.
- ❖ Documentation of accommodations, modifications, etc.
- ❖ Log of contacts and attempted contacts with parents, including dates, times, etc.
- ❖ Report of outcomes of teacher - parent contacts, in person, by telephone or other electronic communications, including conferences, etc.

The Committee will use parliamentary procedure, guided by, but not strictly required to follow, Robert's Rules of Order. A simple majority of committee members must be present before a vote for formal outcome may be taken.

- ❖ All available information will be reviewed by the committee either as a whole during a formal meeting or by passing the collection of data among the members in a timely fashion prior to a formal meeting.
- ❖ The committee shall engage in open discussion regarding the gathered information.
- ❖ Any member and the chair shall be free to express their opinion and perspective on the case.
- ❖ After discussion, the committee will vote to recommend one of the following formal outcomes.

If the student was referred because of Behavioral Probation, Suspension, or at the request of the Principal

1. No further action against the student
2. Continued Behavioral Probation with or without a specified review date
3. Student is recommended for dismissal

If the student was referred because of removal from class

1. Student should be returned to class with or without behavioral probation
2. Student should be moved to a different class with or without behavioral probation
3. Student should be dismissed

Following each meeting of the committee the chair will forward to the Principal any recommendations from the committee. Then the Principal will review the recommendations and make a final determination of action to be taken.

Suspension and Dismissal of Exceptional Education Students (ESE) and Students with Disabilities

Manatee School For the Arts expects all students to comply with the Code of Student Conduct and Rights and Responsibilities of Students and Parents as adopted by the MSA Board of Directors. The School recognizes, however, that in the case of certain exceptional education students, infractions of the Code of Conduct may be a manifestation of the student's handicapping condition and warrant special consideration and procedures. These procedures do not apply to gifted students.

Suspension of Exceptional Students

The procedure for suspension of an exceptional student shall be the same as for a non-handicapped student except as noted below:

- a. A copy of the notification of suspension shall be forwarded to the School's Coordinator of Exception Student Services.
- b. Under the direction of the Coordinator of Exception Student Services, the school will conduct a review of the Individual Educational Plan (IEP) for students with multiple suspensions. The IEP review meeting must be held before the tenth day of cumulative suspensions and a manifestation determination must be made.

Dismissal of Exceptional Students

At the direction of the principal or upon a recommendation for dismissal by the Student Review Committee, the Coordinator of Exceptional Student Education/Student Services and school staff shall conduct a review of the Individual Education Plan (IEP). The review meeting must be held to determine manifestation. Participants at the meeting shall review all data relating to the recommendation for dismissal, including, but not limited to, eligibility criteria, goals and objectives and the behavior intervention plan as specified in the student's Individual Education Plan (IEP). They will do a Functional Behavioral Assessment before determining whether or not the student's behavior is a manifestation of the student's disability. If it is determined that the student's conduct is a manifestation of his/her handicap, the school shall conduct an IEP meeting to determine the adequacy of the current special program and related services. The IEP meeting may occur in conjunction with the staffing meeting or as a separate meeting. Any such meeting which affects either a change in the IEP or the special education placement shall conform to rules concerning participants at the meeting, procedures for conducting the meeting, procedural safeguards for parents and guardians of handicapped students and parental consent for change of placement.

Adjustments to the IEP and/or placement may include options such as:

- a. Additional related services
- b. A change in disciplinary procedures used

- c. Provision of a special program in another setting
- d. Involvement with programs funded by other agencies

It is important to insure that any proposed change in the educational program meets the individual needs of the student, allows for a placement in the least restrictive environment and takes into consideration the welfare of other students. If it is determined that the student's conduct is not a manifestation of the student's handicap the Principal may follow the School's procedures for dismissal.

SUSPENSION AND DISMISSAL OF STUDENTS CONSIDERED DISABLED UNDER SECTION 504

When a suspension (in or out of school) constitutes a change of placement for a 504 student, then manifestation determination will be completed before making the change. A change of placement occurs after 10 or more consecutive days of suspension or a series of shorter suspensions which total 10 or more days and reflects a pattern. If no pattern exists, then a 504 disabled student may be suspended for more than 10 days. Under Section 504, "in-school" suspension is permissible provided the 504 Accommodation Plan is continuing to be implemented.

Before dismissing or suspending a student for more than 10 days, a committee consisting of the School's Coordinator of Exceptional Student Services and the Student Review Committee will meet to review data surrounding the disciplinary infraction together with the student's existing evaluation data. On the basis of this evaluation, the Committee conducts a manifestation determination to determine if the behavior was a manifestation of the student's disability.

If the committee determines the behavior was a manifestation of the student's disability, then the student cannot be dismissed or suspended for more than 10 days. If the committee determines the behavior was not a manifestation of the student's disability, then the student may be dismissed or suspended for more than 10 days.

Uniform Dress Code

Manatee School For the Arts requires all students to wear a uniform. Uniforms are worn during the school day while on campus and at all school sponsored activities off campus. Any exceptions for particular events will be announced in advance. Beall's Department Store is the official supplier of uniforms for MSA. School Uniforms must be purchased in the uniform department only at the Beall's in Fountain Court Center, 6355 Manatee Ave. W., Bradenton, FL 34209. Their phone number is 761-1606. Not all items may be available at all times. However, if you visit the store and do not find what you are looking for, make sure to ask if they have additional stock in the back. You can also order most items through their computerized system in the store. Delivery is free to your house. Also be aware that pants alterations are available free of charge.

Middle School Uniforms

Shirts: Polo style with band on sleeve

Colors- burgundy and hunter green with orange/red logo and white lettering

Fabric- poly cotton blend- smooth or pique blend

Oxford cloth shirt-long and short sleeve

Color- white with orange/red logo with blue lettering

T-shirt- allowed on **Fridays only**

Color- ash gray with MSA logo

MSA production/department shirts or community theater/dance production t-shirts

Shirts must be sized to fit, long enough to stay tucked in with arms raised straight above the head.

Long sleeved shirt may be worn under uniform shirts, but must be white, black or navy blue and cannot have a hood or pattern of any kind.

Jackets: Hooded zipper front sweatshirt

Color- black with white MSA logo

Bottoms: Jumper: Flat seamed patch pocket or zipper front in colors navy and Khaki

Pants: Uniform style -no patch pockets and must have belt loops in colors navy and khaki

Shorts: Uniform style -no patch pockets in colors navy and khaki

Skorts: Uniform style in colors navy and khaki

Skirt: Uniform style- no patch pockets, ruffles or scalloped edges: in colors navy and Khaki

Skirts, Skorts, shorts, etc. must be no shorter than a soda can height above the knee (measured from the kneecap)

Pants must fit properly; they cannot be overly tight or baggy. No slit seams.

Belts: Must be worn and not extra long

Please Note - Pants, shorts and other items similar to uniform bottoms are often available at other stores. However, the following are not permitted:

- ❖ No labels or brand names showing
- ❖ No patch pockets, no rivets, no flared or tapered legs and no sliced seams
- ❖ No seams down the middle of the legs
- ❖ No Jean style seams (double stitched)
- ❖ No clingy or jersey materials, must be a cotton blend
- ❖ No pants designed to fit below the waist
- ❖ No pants or shorts without belts loops

General Rules for Middle School Uniforms

- ❖ **Uniform guidelines are to be followed at all times**
- ❖ Shirts must be tucked in at all times
- ❖ Shorts and pants may not be rolled up or down
- ❖ Shirt sleeves may not be rolled up
- ❖ **Uniform shirts, jackets and pants are not to be altered in any way**
- ❖ Uniforms with tears, holes, written on or other damage may not be worn
- ❖ No capri or stretch pants are allowed
- ❖ No long belts, no suspenders or straps hanging off bottoms, no ties, scarves, ribbons, etc. around neck or waist
- ❖ Shoes are to be worn at all times (except in those classes that require otherwise)
- ❖ No open backed shoes (no flip-flops or slippers)- straps or backs of shoes must be worn around heel at all times.
- ❖ No spiked jewelry, dog collars, handcuffs, safety pins or bandanas
- ❖ No jewelry depicting handcuffs, guns, bullets, illegal substances or symbols of a sexual nature
- ❖ No chains or chain wallets; key chains and keys must be kept in pocket, not hanging from belt loops
- ❖ No exposed body piercing other than ears, including tongue, nose, eyebrow, lip etc.
- ❖ No exposed tattoos
- ❖ Backpacks are not allowed however small purses or bags may be carried
- ❖ Non-uniform jackets or sweaters may not be worn in school
- ❖ No sunglasses (on face or head)
- ❖ No hats, tiaras, crowns, head scarves, goggles, costume ears or head band with attachments
- ❖ No Jackets or sweaters tied around waist
- ❖ No spiked hair stiff enough to create a safety hazard
- ❖ No toys– this includes pacifiers, leis, stuffed animals, Mardi Gras beads, etc.

Uniforms for Dance and TKD- Information on required uniforms will be available from the appropriate teacher. Do not purchase clothing prior to notice.

NOTE: Individual faculty may request a student to alter his/her clothing, accessories, make-up, etc. if it is distracting to the teacher or other students in the class. If the student declines to comply, the teacher should call the discipline office for assistance.

Dress code will be strictly enforced

Uniform Dress Code

Manatee School For the Arts requires all students to wear a uniform. Uniforms are worn during the school day while on campus and at all school sponsored activities off campus. Any exceptions for particular events will be announced in advance. Beall's Department Store is the official supplier of uniforms for MSA. School Uniforms must be purchased in the uniform department only at the Beall's in Fountain Court Center, 6355 Manatee Ave. W., Bradenton, FL 34209. Their phone number is 761-1606. Not all items may be available at all times. However, if you visit the store and do not find what you are looking for, make sure to ask if they have additional stock in the back. You can also order most items through their computerized system in the store. Delivery is free to your house.

High School Uniforms

Shirts: Polo style with band on sleeves

Colors- black, red and navy with MSA logo

Fabric-poly cotton blend

Oxford cloth shirt-long and short sleeve

Color- white with orange/red logo and blue lettering

T-shirt-allowed on **Fridays only**

Color- ash gray with MSA logo

MSA production/department shirts or community theater/dance production

T-shirts

Shirts must be sized to fit, long enough to stay tucked in with arms raised straight above the head.

Long sleeve shirts may be worn under uniform shirts, but must be a solid color and have no pattern of any kind and cannot have a hood.

Jackets: Hooded zipper front sweatshirt

Color-Black with white MSA logo

Bottoms: High school students choose their own bottoms with the following guidelines:

Solid color only-no stripes or patterns of any kind

Pants must be sized to fit-not oversized or baggy, nor overly tight

Pants may not drag on the ground

Pants must have a hem and no frayed edges

No split seams

No stretch, spandex or other body hugging material

No overalls, sweat pants or athletic shorts

Capril pants may be worn but cannot be spandex, stretch or body hugging materials

Skirts, skorts, shorts, etc. must be no shorter than a soda can height above the knee (measured from the kneecap)

Belts: Must be worn with bottoms that have belt loops:

General Rules for High School Uniforms

- ❖ **Uniform rules are to be followed at all times**
- ❖ Uniform shirts and jackets are not to be altered in any way
- ❖ Shirts must be tucked in at all times
- ❖ Shirtsleeves may not be rolled up
- ❖ Uniforms that have been written on may not be worn
- ❖ Uniforms or bottoms that have tears, holes or other damage may not be worn
- ❖ No long belts
- ❖ No suspenders or straps hanging off bottoms
- ❖ Shoes are to be worn at all times (except in those classes that require otherwise). No slippers
- ❖ No stretch or spandex may be worn outside of dance class (no sweatpants or pajama bottoms)
- ❖ No spiked jewelry, dog collars, handcuffs, safety pins or bandanas
- ❖ No jewelry depicting handcuffs, guns, bullets, illegal substances or symbols of a sexual nature
- ❖ Visible tattoos must not be offensive or distracting (decided at discretion of administration)
- ❖ No ties, scarves ribbons, etc. around neck
- ❖ Key chains should be kept in pocket, not hanging from belt loops
- ❖ No exposed body piercing other than ear- this includes nose, tongue, lip, eyebrow, etc.
- ❖ No sunglasses- on face or head
- ❖ No hats, tiaras, crowns, goggles, head scarves, costume ears or head bands with attachments
- ❖ No jackets or sweater tied around waist
- ❖ No spiked hair stiff enough to create a safety hazard
- ❖ No toys-this includes pacifiers, leis, stuffed animals and Mardi Gras beads

Uniforms for Dance and TKD- Information on required uniforms will be available from the appropriate teacher. Do not purchase clothing prior to notice.

NOTE: Individual faculty may request a student to alter his/her clothing, accessories, make-up, etc. if it is distracting to the teacher or other students in the class. If the student declines to comply, the teacher should call the discipline office for assistance.

Dress code will be strictly enforced