Temple College Preparatory

School of Excellence

"Preparing Todays Student for College and Life"

Student and Parent Handbook

Summer of 2026

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VISION STATEMENT

"Preparing Today's Student for College and Life"

MISSION STATEMENT

Our mission is to help each student succeed academically by providing degreed teachers, using best teaching practices, coordinated tutoring services and a positive educational environment while introducing them to the life of Christ.

STATEMENT OF FAITH

WE BELIEVE the Bible is the inspired, the only infallible, authoritative Word of God

WE BELIEVE in one God eternally existing in three persons namely, the Father, the Son and the Holy Ghost

WE BELIEVE that Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost and born of the Virgin Mary.

WE BELIEVE that Jesus Christ was crucified, buried, raised from the dead; and that He ascended to Heaven and is today at the right hand of the Father as the intercessor for us all.

EDUCATIONAL PHILOSOPHY

The TEMPLE COLLEGE PREPARATORY SCHOOL (TCP) is a private school. The school is a subsidiary of Faith Deliverance Worship Center and the Dunamis Development Corporation, the church's non-profit organization. TCP's educational philosophy is that no child should be denied the rights of a private school education, regardless of their academic gifting, learning deficiencies, physical disabilities, academic inabilities or economic status. TCP is setting the precedent that everyone is capable of learning.

Our goal is to improve the graduation percentage rate of students in Duval County, change the educational learning environment for students, energizing them to want to learn and enhance their learning capabilities and skills, in order to prepare them for life and a successful future.

ADMINISTRATION

The administration of TEMPLE COLLEGE PREPARATORY SCHOOL is dedicated to making sure that each student's educational needs are met. In addition, the administration is committed to using all available resources and support services to ensure that each student has the tools to use their talents and abilities to become successful citizens and human beings.

ADMISSION POLICY

The academic year of the TEMPLE COLLEGE PREPARATORY SCHOOL (TCP) will consist of 170 days. Parents may enroll students at any time prior to and during the academic year. The registration fee is waived annually. Each student's tuition is free and is paid by the State of Florida's Department of Education's Step Up For Students Scholarship Program. Each grade level has a designated tuition payment amount. The following documents will be required for each student's admission:

1. Enrollment Forms and Contract
2. School Records from previous school(s) (if transferred) and Report Card(s).
3. Birth Certificate
4. Social Security Card
5. Updated Immunization Record
6. Physical Examination Record
7. Picture Identification of pick-up person with Social Security Number or Driver's License

All student enrollment and grade placement is on a temporary basis until all records are received and reviewed. Documents must be received in the first 30 days of school. To ensure placement for the following year pre-registration is required for all students already enrolled at The TEMPLE COLLEGE PREPARATORY SCHOOL by the beginning of the last semester of school.

1. Students who are four(4) years old on or before October 31st will be eligible for enrollment. Five (5) year old students must successfully complete kindergarten before going to first grade.
2. Students entering seventh grade must have the **proper immunization** and proof of **Hepatitis** shot series. Until documentation of completion is presented, students will not be admitted to school.
3. All IEP students must take an entrance exam to determine their functioning level.
4. At least one parent or guardian is required to attend orientation.

NON-DISCRIMINATORY POLICY

It is the policy and commitment of Temple College Preparatory School not to discriminate on the basis of race, age, color, or national origin. It is our policy to deny enrollment to students who are openly gay and professed to be members of the LBGTQ community. We hold to the Biblical principle that alternative life styles are not acceptable to God.

DISABILITIES POLICY

Our policy at Temple College Preparatory School is to accept students with limited disabilities, both physically and mentally. Students under the John McKay Scholarship are eligibility for enrollment with the following Matrix scores: 151; 152 and certain 153. Matrix scores above 153 and above must be individually assessed by Temple College Preparatory Board members and administration to determine enrollment eligibility. Students with physical disabilities are accommodated with mobility issues within the limits of our campus. Accommodations concerning other physical disabilities such as blindness, speech or disabilities requiring one on one attention is not available.

MEDICATION

Students required to take prescription and non-prescription medication during school hours must leave it in the main office unless other arrangements have been made with the school administrator. The medication must be kept in its original container and a parental permission form with doctor's instructions for taking the medication, must be on file in the student's records. Any changes in medication must be submitted in writing and signed by the doctor.

NOTE: No student should have possession of medication at anytime. The School will not administer unauthorized medication at anytime.

TEMPLE COLLEGE PREPARATORY SCHOOL

HOURS OF OPERATION

School Hours
8:30 a.m. – 3:00 p.m.

Administrative Office
8:00 a.m. – 4:00 p.m.

CLOSING FOR THE HOLIDAYS

Labor Day

Veteran's Day

Thanksgiving

Christmas/New Year

Martin Luther King Birthday

President's Day

Spring Holidays

Good Friday

Easter Monday

Memorial Day

DAILY MORNING DEVOTIONS

Opening Prayer

Pledges of Allegiance:

American Flag

Christian Flag

The Bible

PLEDGES

American Flag

I pledge allegiance to the flag of the United States of America
And to the Republic for which it stands,
One Nation under God, indivisible,
With liberty and justice for all.

Christian Flag

I pledge allegiance to the Christian Flag,
And to the Savior for who kingdom it stands,
One Savior, crucified, risen and coming again,
With life and liberty to all who believe.

Bible

I pledge allegiance to the Bible, God's holy word,
And will make it a lamp unto my feet,
A light unto my path,
And I will hide its words in my heart
That I might not sin against God.

TELEPHONE NUMBERS

Private School: 904-598 - 0078
Private School Fax: 904-598 - 0079
School Principal: 904-598 - 0080

SCHOOL UNIFORMS

Uniforms – All Uniform Wear (AUW) is the company that will be providing our shirts for the students. ***Monday*** *thru* ***Friday***, All K through 6th grade students will wear polo shirts with the school logo. Middle and high school boys and girls will wear the white oxford shirts and blouses with the Temple logo. AUW also sells the required solid navy blue P.E. short for all grade levels. Navy blue pants and belt for boys, navy culottes or skirt for girls are mandatory to be worn daily. See the Temple Prep price list for all uniform items and costs. **Belts are mandatory for boys** and pants pulled down off of the hips will be an automatic suspension from school. All Uniform Wear will sell all of the TCP uniform components. It is not mandatory to purchase everything from the All Uniform Wear list of clothing for our school. **The only mandatory items that must be purchased at All Uniform Wear are boys shirts, girl blouses, P.E. Tee shirts that contain the school's logo**. All navy pants, skirts, P.E. shorts, and culottes may be purchased elsewhere.

Girls –***Please Note:*** *For elementary school students, culottes are preferred because, they sit on the carpet during circle time.* ***Bike shorts must be worn underneath all skirts.***

Important: *Students not in uniform is considered a uniform violation and will be accessed a $5.00 per day fee. This fee must be paid by the end of the school year. Fees not paid by the end of the school year will result in student report cards and transcripts being withheld.*

DRESS STANDARDS

The overall spirit of excellence is to be portrayed in all areas of our school discipline. Proper attire for our school has been designed to promote modesty and neatness. Therefore, policies defining appropriate school attire have been set forth to:

- Set the tone for academics
- Eliminate misinterpretation of dress code
- Easily identify our students
- Eliminate the distraction of extreme or competitive dress

Standard Dress Code

The standard dress code established by The TEMPLE COLLEGE PREPARATORY SCHOOL is the only acceptable attire and must be adhered to by all students. Shirts will be tucked in pants at all times. Students will not be permitted to class without proper uniform. This includes appropriate haircuts and hair styles. "Hoodies" are not allowed to be worn in the school building. Outer wear such as jackets and sweaters will be navy blue with Temple logo attached. Hats or caps are not allowed to be worn inside the school building as well. All students on a daily basis will wear the uniforms as indicated above.

P.E. Dress Code and/or Recess

Gym Class clothing shall consist of white tee-shirts and solid navy blue shorts for both boys and girls – no exceptions. Each student will receive a grade for attendance, uniform and participation. It is mandatory for all gym students to have TCP approved uniforms. Students are required to wear uniforms for proper class grade to be given. A plain white tee-shirt not bearing the TCP name is also allowed. Any tee-shirt or shorts with branding, decorations or logo of any other kind is not allowed. Tennis shoes with rubber soles are required for gym. Students who do not have proper uniforms will not be allowed to attend gym classes. Additional Dress Code policies can be found on page 43 of this handbook.

ARRIVAL & DISMISSAL

No student should be dropped off without adult supervision! The school day for all students will begin promptly at 8:30 a.m. Students will be in school from 8:30 a.m. until 3:00 p.m. Students not picked up by the designated time will be assessed the appropriate fee for late pickup. Payment is due on the day of the infraction.

ATTENDANCE

Effective learning can only take place when a child is in attendance on a regular basis. Attendance will be taken daily and students who are not present will be marked absent.

When students are absent from school, upon return, a written parental explanation stating the reason for the absence is required. Illness, death in the family, inclement weather or other emergencies deemed acceptable are considered excused. If a student is absent for any other reason than those specified, the absence is considered unexcused. Additional attendance policies can be found on page 44 of this handbook.

BREAKFAST & LUNCH

TCP breakfast is served to the K through 5th grade students. Students can choose from a variety of cereals, multi-flavored breakfast bars, and various flavored oatmeal. Soy milk and low fat milk is used for cereals.

TCP K through 12th lunch program consists of a variety of salads, sandwiches, hamburgers, subs, fried chicken with French fries, large pizza slices, chip, assorted desserts and juices. In keeping with all other policies and guidelines of our school, it is important that our kitchen facilities be maintained and kept in excellent condition. Students are therefore expected to conduct themselves accordingly by removing their food items from the eating areas. A teacher or staff member should be present to supervise students at their designated eating times.

CHAPEL PROGRAM

The biblical aspect of our school is to enhance the spiritual development, enlightenment, and inspiration of our students. Therefore, interwoven within the overall school experience is our mandatory Chapel programs. The experience gained in these assemblies will be a part of each of our students' school experience. Weekly Chapel Service shall be held at the designated time shown on the class schedules.

IN SCHOOL SUSPENSION PROGRAM (ISSP)

Any student in ISSP will be responsible for all regular classroom assignments. They will not be allowed to participate in field trips, recess or other school activities. They will lose all privileges and will not be allowed contact with the general student body. Students must report to and be dismissed directly through the main office during this time.

COMMUNICABLE DISEASES & CONDITIONS

The overall health of your child is very important to all of us at The TEMPLE COLLEGE PREPARATORY SCHOOL. One of our highest priorities is to maintain a healthy school atmosphere and environment. Therefore, it is necessary to establish guidelines that will prevent the spread of communicable diseases or conditions.

1. TCP must be immediately notified of any student or employee having a communicable disease or condition.

2. Anyone with a communicable disease or condition should not physically report to school until the condition subsides.

3. Upon returning to school, a doctor's permit is required.

NOTE: The TEMPLE COLLEGE PREPARATORY SCHOOL reserves the right to take any necessary steps to control the spread of a communicable disease or condition.

These communicable diseases or conditions include the following but are not limited to:

AIDS	Impetigo	Ringworm
Diphtheria	Malaria	Rubella
Encephalitis	Measles (Rubeola)	Salmonellosis
Gonorrhea	Mumps	Smallpox
Head Lice	Paralytic Shellfish	Syphilis
Hepatitis	Poisoning	Tetanus
HIV	Plague	Tuberculosis
HPV	Pinkeye	Typhoid Fever
Influenza	Rabies	Yellow Fever

EARLY DISMISSAL

TEMPLE COLLEGE PREPARATORY SCHOOL realizes that for various reasons, parents or guardians may request that a student be dismissed early. In the event of early dismissal, the parent or guardian is asked to send a note by the student indicating the reason, the time of pick-up and the name and phone number of the individual picking up the student.

Early dismissal during holidays or events other than doctor appointments or emergencies will be counted as one half day absences unless permission is given by the school.

In the interest of student safety, it is required that the adult who picks up the student for early dismissal have proper picture identification.

The adult will be required to sign the student out and wait in the designated area until office personnel send for the student.

If an emergency arises during the day, and it becomes necessary for the student to leave, the parent, guardian or emergency person must sign the student out and have proper picture identification.

GRADING SCALE

The grading system at TCP is designed so that the grades received will have a numerical value that describes the letter grade and the actual progress of each child. Grades will range from A+, A and A- through D+, D and D- (D- is the lowest unacceptable grade given by the school). Scholarship warnings will be issued and sent home each quarter for students receiving grades of D and below. A parent teacher conference will be requested for all failing students to discuss a plan for the overall success of the student.

K-4 thru Grade 1	**Grades 2nd and Above**	
A - Excellent Progress	100	A+
V - Very Good Progress	99 – 96	A
S – Satisfactory Progress	95 – 94	A-
N – Needs Improvement	93 – 92	B+
U – Unsatisfactory Progress	91 – 87	B
	86 – 85	B-
	84 – 83	C+
	82 – 77	C
	76 – 75	C-
	74 – 73	D+
	72 – 68	D
	67 – 65	D-
	64 – 0	F

HOMEWORK

Homework will begin during the 2nd week of school. We believe that homework provides students with opportunities to practice and apply skills introduced and taught in the classroom. It also helps to develop effective study habits, study skills, and foster independent learning. Furthermore, it serves as a method of communicating to the parent what is being taught, how well the students work independently and whether they have understanding of the skill(s).

The time needed to complete homework assignments will vary according to grade level. However, the actual time needed to complete homework assignments will depend on the student's working speed.

Parents should:

- Inquire about homework from the child
- Provide a quiet place and time for work and study
- Provide tools such as paper, pencils, dictionaries, Bibles, reference books and other materials needed to complete assignments
- Provide assistance when needed, check to see if that assignment is completed

NOTE: Homework should be completed by the child and not the parents. Parents should assist.

PARENT INVOLVEMENT

TEMPLE COLLEGE PREPARATORY SCHOOL welcomes the active involvement from our parents and community volunteers. These services may include teaching new songs, committee work, room parent or sharing your experiences and success. We welcome you! Your time, talent, supports and example of service is vital to so much of what makes TEMPLE COLLEGE PREPARATORY SCHOOL excellent. Your involvement is essential in establishing a positive relationship with school officials and the performance of our students.

PARENT/TEACHER CONFERENCE

Your involvement in your child's education is not only critical to your child's success but also to the overall quality of our school. Occasionally, you may find it necessary to meet with your child's teacher to determine how you may help your child improve in his/her behavior and/or studies.

When a conference becomes necessary, such as the issuance of a scholarship warning for example, please give prior notice by stating your concerns so that the teacher may be prepared to address them. All conferences must be held at the time and the area designated in the school. Conferences maybe scheduled as follows:

Monday	8:00 a.m. – 8:30 a.m.	or	3:30 p.m. – 4:00 p.m.
Thursday	8:00 a.m. – 8:30 a.m.	or	3:30 p.m. – 4:00 p.m.

NOTE: When you need to request a conference with the teacher, please pick up a conference request form from the main office or call to set up a conference. No conference is to exceed 30 minutes. No conferences are to be held on the school parking lot, at Faith Deliverance Worship Center, nor private phone calls or any other place other than TCP. (When having a conference, please make sure a staff member is sitting in on the conference with you).

PROGRESS REPORTS

The purpose of a progress report is to keep the parent or guardian informed of their child's progress prior to the nine weeks grading period. These reports will be issued four weeks into each grading period. Progress reports must be signed by the parent/guardian and returned to the teacher within two days. Failure to return progress reports within the designated time frame may result in a parent/teacher conference.

REPORT CARDS

The student report card evaluation procedure is an important aspect of the teaching and learning process. This report card allows an assessment of the student's strengths and weaknesses, indicating the student's overall progress. Report cards will be issued quarterly and must be signed and returned to the teacher within two days. This represents an official document for grades given at TEMPLE COLLEGE PREPARATORY SCHOOL. All outstanding fees must be current before any student can receive a report card. Failure to return the report card within the designated time frame will result in a parent/teacher conference.

PROMOTIONAL REQUIREMENTS

Grades Pre K – 8th
TCP is dedicated to providing the tools necessary to bring each student to mastery at all grade level skills. Students will be promoted from one grade to the next based on the following criteria:

1. The documented mastery of specific grade level skills as set forth by TCP.
2. Teacher evaluation and other educational assessments.

Parents will be notified by progress reports, scholarship warnings, personal letters and/or parent/teacher conferences when students are having difficulty mastering skills and are in need of remediation or in danger of being retained.

Grades 9 – 12
Every student must achieve a 2.0 GPA on a 4.0 GPA scale to graduate. The 2.0 GPA is in accordance with the state law that was passed and went into effect for the 1997/98 school year and thereafter. In order for a student to obtain a high school diploma, he/she must successfully earn 24 academic credits in grades 9-12 and must have a 2.0 grade point average (GPA).

A student who has earned a 1.5 GPA, which is below requirement, the parent will be notified and be required to sign a form stating they are aware of their child's failure to meet the 2.0 GPA. Since the school will not be promoting on the basis of GPA, any course with a passing grade (D or above) will be counted towards graduation and will not have to be taken again. If the course is taken again to improve GPA, the higher grade will be included on the record but no additional credit can be given.

RETENTION

It is our goal that all students achieve academic success. We recognize that there may be instances where students do not perform the minimal requirement for grade level advancements.

Students who do not satisfactorily achieve performance standards as set forth by TCP for promotion will be assigned to the same grade for the next school year.

Parents will be notified in writing at any time during a grading period when it is apparent that their child may fail or is doing unsatisfactory work in any subject or grade. Unsatisfactory work is equivalent to a D and F is failing.

TEXTBOOKS

TEMPLE COLLEGE PREPARATORY SCHOOL believes that in order for a student to achieve the highest learning possible, he/she must have the necessary textbooks. Text books, for all grades, will be provided by the school for students to use throughout the school year.

COMPUTERS

Computers are the sole property of TEMPLE COLLEGE PREPARATORY SCHOOL (TCP) and cannot be used by students unless supervised by a TCP staff member.

TRANSFERS AND WITHDRAWALS

Students transferring to TCP from another school must bring the following records from their previous school:

1. Student's Report Card(s)
2. Birth certificate
3. Social Security Card
4. Health Records (Physical and current Shot Record)

The above records will be sent to the receiving school for student's withdrawing if tuition and other financial obligations have been met. All books and materials of TCP shall remain at the school. **Note:** Please note that any other information needed in transferring to another school can be requested by that school's administrator.

TRANSPORTATION

Daily bus transportation is provided by TCP for a fee. Bus fees must be paid quarterly for all students. If the school's bus program is not used parents/guardians are responsible for transporting children to and from school. Special areas are designated for drop off and pick up. Parents should inform the main office if their child(ren) will be picked up or dropped off by any person other than the parent/guardian. Fees not paid by the end of the school year will result in student report cards and transcripts being withheld.

UNSCHEDULED SCHOOL CLOSINGS

To insure the safety of our students, faculty and staff, there maybe unscheduled school closings due to the following reasons:

1. Hurricanes
2. Floods
3. Tornadoes
4. Damage to Structure
5. Other threats that may be deemed a safety hazard by TCP or local City Officials.

In the event of these occurrences, listen to your local television or radio station or call the school for a recorded message.

PRIVATE PAY TUITION & FEES

Private pay tuition may be paid using one of the payment plans listed below:
Annual Payment: Tuition may be paid in full at registration before the school year begins.
Bi-Annual Payments: One-half is due on the 1st day of school and the other half is due the 1st week of January.
Monthly Payments: Payments will be paid in nine (9) installments with the first beginning in September. Payments are due on or before the 1st of the month and are considered late after the 5th of each month. A late fee of $20.00 will be charged for any payment more than five (5) days late. If tuition is more than 60 days late, students will not be allowed to attend until fee is current.
Post-dated Checks: Post dated checks will not be accepted.
Fee and Tuition Payment Method: Cash, Cashier's Check, Money Order or CashApp.
No report cards or records will be released until fees are paid. Tuition fees are non-refundable.

DISCIPLINE POLICY

Temple College Preparatory Discipline Policy shall consist of the following standards:

1) Use C.H.A.M.P.S. standards as a benchmark for student behavior, activities and movement.
2) Give teachers a plan of action to enforce, maintain and establish creating a structured environment that will result in more teaching time and less discipline issues.
3) Teach each student social skills that will carry on long into adulthood.

Events That Happen Before Behavior Occurs:
Slow Triggers: Oversleeping, No Breakfast, Forgot Medication, Conflict With …
Fast Triggers: Medical/Health, Curriculum/Instructional – Example: Assignment too difficult/too easy, Teasing/Sarcasm, Challenged by Other(s)

Classroom Daily Disciple Protocals – Step-By-Step:
First Offense – Give the child a Verbal warning Explain that if behavior is repeated their will be a time out. Attached is a behavior journal that if the teacher chooses, can give the child to fill out so that the child begins to learn the discipline of thinking about their decisions and that there consequences and rewards for every decision made.

Second Offense – Follow through with what the child was told would happened if the repeated the offence. If they were told they would not be able to play on the play ground, follow through. If they were told that they would have to go to time out and fill out a "Behavior Journal," follow through. If they were told to go set in a time out for 10-15 minutes, follow through. Just be consistent with what you told the child and make sure it is age appropriate and make sure the discipline fights the action.

Third Offense – Parent Notification via phone call by the teacher, send a note home from the teacher, write down problem in planner for parent to read or sign. Make sure the parent is aware of the problem. Document and communicate so the parent is not shocked to see their child is suspended for 3 or more days. Parent contact and documentation is a must.

Fourth Offense – Student goes home for the recommended days; principal is notified and involved in this interaction.

Temple College Preparatory
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"Preparing Today's Student for College and Life"
www.templecollegeprep.com

CHAMPS

Conversation Help Activity Movement Participation Success

*State of Florida Department of Education code of conduct for students, classrooms and school activities

C	**Conversation** (Voice Levels)	Level 0: Silence- Chapel, Lobby, Class, Stairs, Hallway Level 1: Whisper –Lunch period, Class activity, Gymnasium, Locker Room Level 2: Normal– Teacher Instruction, Asking Questions, Outside drop-ff Level 3: Above Normal –Outdoor P. E. or Other Activity
H	**Help**	1: Raise Hand – To ask question, To get out of seat, To ask permission 2: Independent – Always raise your hand 3: Small Group – Ask partner 1st , then ask teacher 4: Group Work – Ask partners 1st , then ask teacher
A	**Activity**	1: Independent – Do work independently 2: Small Group – Work quietly with group members 3: Group Work - Work quietly with group members 4. Tasking - Stay on task with assigned work 5. Group Work – Stay within group at all times
M	**Movement**	2: Hand Symbol– For bathroom or water break 3: Walk Not Run –In all stairs and hallways 4: All Hallways – Walk to right side of hallways 5. Groups Actions - Stay within groups at all times
P	**Participation**	1: Class Work - Actively engage in assigned work 2: Tasking – Working on task in order to contribute to larger group
S	**Success**	Student Responsibility– When students are responsible enough to follow the above rules we are all successful and everybody wins!

In association with CHAMPS the following school conduct rules shall apply:

1. Students shall be in school uniform attire at all times. Violation is a $5.00 fine per day after 9-5-2025.
2. Students shall change into P.E. uniforms for all Temple College Prep recreational classes.
3. Hoodies, caps, bandanas, hats, bonnets, etc. shall be removed during entrance to the building and remain off until after school. Nose & tongue rings, along w/ body piercings are nor allowed.
4. Male and female students shall keep their hair neatly groomed and trimmed at all times.
5. There shall be no dating among students at the school. (NO EXCEPTIONS)
6. There shall no hugging and/ or kissing among students at the school, bus or during P.E. class.
7. There shall be no inappropriate touching or "play" fighting among students at the school.
8. Students cell phones, Apple watches, iPads, Ear Buds, etc. are to be turned in each morning and are not allowed beyond the school's lobby. These items will be returned at the end of each day.
9. Cursing and profanity is not allowed anywhere on the school grounds, PAL or at TCP off-site locations.
10. All disciplinary rules and regulations are located in the Student Handbook on the school website.

CODE OF STUDENT CONDUCT

INTRODUCTION AND PHILOSOPHICAL BASIS

Instruction should occur in an environment that is conducive to learning. Good order and discipline are essential to effective instruction and to the ability of students and school personnel to work cooperatively toward mutually recognized and accepted goals. The rules outlined in the Code are designed to ensure that this primary reason for the existence of school is achieved. Any behavior that prevents learning from taking place is unacceptable and will result in the appropriate consequence.

To assist students, parents, administrators, and school personnel in maintaining such an environment, the Code of Student Conduct will:

- Identify classifications of violations and describe procedures for disciplinary actions
- Identify formal disciplinary actions
- Standardize procedures for administering formal disciplinary actions
- Describe roles of the home, student, school and school personnel
- Describe rights and responsibilities of all students and parents
- Outline general code of appearance
- Describe rights of disabled students relating to discipline
- Inform parents and students of the Internet Safety and Acceptance Use Agreement

It is the responsibility of both students and parents to know the rules of the Code and to support the fair and impartial administering of the rules. With age and maturity, students will be expected to assume greater responsibility for their actions. Students are responsible for accepting the consequences for actions that may violate the Code of Student Conduct.

It is the responsibility of school personnel to be aware of the specifics of the Code of Student Conduct and to apply them appropriately. It is the responsibility of the school to convey information regarding individual school policies and procedures to students and parents via a school planner or through other appropriate means.

The TEMPLE COLLEGE PREPARATORY SCHOOL and The Board of Directors are responsible for ensuring that the Code of Student Conduct of Student Conduct and the consequences for the identified violations are legal and fair. The Board is also responsible for conveying to the community and parents/guardians, that once these conditions are met, the actions taken by the school will be supported for the good of the school and the community as a whole.

PARENTS ARE REQUIRED TO READ, SIGN AND RETURN TO THE TEMPLE COLLEGE PREPARATORY SCHOOL THE DOCUMENTS THAT APPEAR AT THE END OF THE BOOK.

CLASSIFICATIONS OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into four classes:

- Minor — Class I
- Intermediate — Class II
- Major — Class III
- Zero Tolerance — Class IV

Each classification is followed by a disciplinary procedure that is to be implemented by the principal/designee.

It is understood that when a violation of the Code of Student Conduct occurs, the student's explanation shall be heard by the principal/designee before determining the classification of the violation. The principal or designee will review each case individually before assigning consequences. State Board of Education Administrative Rules 6A.3.0171(2a) describes responsibilities of the school principal or other designated staff.

Classroom teachers will address general classroom disruptions by taking appropriate in-class disciplinary actions. These include, but are not limited to, personal calls to parents, parent/teacher conference, referral to a guidance counselor, etc. If such measures do not desist the disruption, a disciplinary referral is appropriate. (Failure to bring notebook, pencil, books, required materials and equipment to class, or failure to work in class, are not cause for disciplinary referrals.)

NOTE I: Repeated violations of the Code of Student Conduct in school and/or on the school bus will be considered willful disobedience and/or open defiance of authority resulting in possible suspension or expulsion from school and/or the school bus for the remainder of the school year or a specific period of time.

NOTE II: There shall be no type of hazing during any school sponsored event, club, organization or class within the school or off-campus. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety. Acts of hazing shall be addressed and will result in the appropriate consequence being administered in accordance with the Code of Student Conduct.

NOTE III: Federal and state laws grant individuals reasonable expectations of privacy and freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students. Students may be subject to search of person or property if a reasonable suspicion exists that the student may have violated the Code of Student Conduct or state or federal law. Be advised that, upon reasonable suspicion, student lockers and other storage areas (including, but not limited to, motor vehicles, book bags, pocketbooks, notebooks, pockets, etc.) may be searched.

NOTE IV: ***Be advised that students will be held responsible for prohibited items in their personal control, such as items located in vehicles, book bags, clothing or items belonging to someone else.***

NOTE V: ***Technology-based infractions may result in a suspension of network and/or Internet access. Alternative instructional materials may be provided.***

NOTE VI: ***Van or bus riding is a privilege, which may be revoked.*** ***Misconduct by any student while riding transportation provided by TEMPLE COLLEGE PREPARATORY SCHOOL represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. Parents are urged to discuss with their children appropriate school bus conduct in order to ensure bus safety. All students who misbehave while riding the bus or van will be disciplined according to the Code of Student Conduct.***

A transportation suspension is separate from a school suspension and applies only to the loss of riding privileges unless subject to other disciplinary actions, such as out-of-school suspension. Students are required to attend school. Transportation suspension does not affect or excuse school attendance.

NOTE VII: ***A student may be required to obtain counseling and/or attend a recognized treatment program at parental expense and show proof of completion of such counseling or program. Such offenses may include, but are not limited to, substance abuse, stalking, threats, intimidation, harassment, or acts motivated by hate or bias.***

NOTE VIII: ***A senior student who commits a Class III or IV violation, described in the Code of Student Conduct, shall forfeit the right to participate in graduation exercises and other senior-related activities until the student has successfully completed all assigned consequences and disciplinary actions. TEMPLE COLLEGE PREPARATORY SCHOOL Policies and***

Procedures regarding assignment to alternative school shall apply to students who commit a Class III or Class IV violation.

NOTE IX: ***A student who willfully damages school property, a school bus/van, or equipment shall be properly disciplined. The parent(s) or legal guardian of a minor student (or the student, if he/she is an adult) shall reimburse the owner of the bus/van for restoration or for replacement of any damaged school property in accordance with the true value as determined by the appropriate administrative staff. Students who damage school property, a school bus/van or equipment shall be subject to disciplinary action according to the Code of Student Conduct.***

NOTE X: ***The TEMPLE COLLEGE PREPARATORY SCHOOL may expel a student from school based on grounds specified in the Code of Student Conduct. "Expulsion" means the removal of the right and obligation of a student to attend school under conditions set by the Board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. The TEMPLE COLLEGE PREPARATORY SCHOOL has the sole authority to expel students pursuant to Florida Statute 1006.07.***

MINOR OFFENSES

1.01 **Disruption in Class** – Any conduct which is so disruptive as to interfere with the teacher's ability to communicate with the students in class and/or with the ability of other students to learn.

NOTE: Continuous/repeated disruptive behavior may constitute a Class II offense

1.02 **Illegal Organization** – Any participation in prohibited secret clubs or societies.

1.03 **Disorder Outside of Class** – A student must not bother other students outside of class or participate in disruptive conduct that interferes with maintaining order in areas subject to school authority or the failure to follow directions to cease such conduct.

NOTE: Continuous/repeated disruptive behavior may constitute a Class II offense

1.04 **Tardiness** – Reporting late to school or class

NOTE: Pursuant to Florida Law, suspension is not an appropriate disciplinary action for this violation for students who are of compulsory attendance age.

See Elementary Tardiness and Early Checkout.

1.05 **Possession of Electronic/Entertainment Devices** – Cell phones, Cassette /CD players, MP3 players, iPods, radios, DVD players, Gameboys, computers or other electronic games, hand-held televisions, etc – should not be brought to school. If these items are brought to school, they will be confiscated by TEMPLE COLLEGE PREPARATORY SCHOOL staff and placed in the Principal's office. The school will not be responsible for these items being lost or damaged. If any of these electronic devices are found in a student's possession, confiscated and placed in the principal's office, they will be kept there until a parent or guardian picks it up.

1.06 **Inappropriate Conduct or Disruption on TEMPLE COLLEGE PREPARATORY SCHOOL sponsored transportation** – Any conduct or disruption on the school bus/van including, but not limited to, the following: eating, drinking, or littering, failure to sit in assigned seat, improper boarding or departing in an orderly manner, failure to keep aisle and step wells clear, failure to utilize required safety equipment (e.g., seatbelts), failure to present bus permit/student ID if one has been issued and is requested.

INTERMEDIATE OFFENSES

CLASS II

2.04 Failure to Follow Directions Relating to Safety and Order in Class, School, School-Sponsored Activities or on school-sponsored transportation – Any refusal to comply with lawful and reasonable directions of a school employee or agent that relates to the safety of students or school personnel, or to the maintenance of order while a student is under school jurisdiction.

NOTE: Any conduct which significantly disrupts all or portions of campus activities, (greater than one classroom) school sponsored events and school transportation may constitute a Class III offense (see 3.15).

Suspension or revocation of transportation privileges applies to all vehicles.

2.04 Possession and/or Use of Tobacco Products, Matches or Lighters

NOTE: It is illegal to possess or use tobacco products if under the age of 18.

Tobacco products shall include, but not be limited to, cigarettes, cigars, pipe tobacco and all smokeless tobacco products, snuff and chewing tobacco.

To safeguard the health and safety of school employees and students, the use of tobacco products on any School property is prohibited. ***TEMPLE COLLEGE PREPARATORY SCHOOL property as used herein shall mean any building owned or part thereof owned or used by the School and the grounds upon which such building is located.***

2.03 Simple Battery Upon Students – Any actual and intentional pushing or striking of another student against the will of the other student.

2.04 Dispute – Lower level confrontations such as, mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.

NOTE: Out-of-school suspension shall not be a disciplinary action for a first offense of a dispute.

2.05 Fighting (Mutual combat, mutual altercation) – When two or more persons mutually participate in physical violence that requires physical restraint and/or results in injury.

NOTE: Self defense is described as an action to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.

2.06 Vandalism – Any intentional and deliberate action resulting in injuries or damages by any means of less than $200 to public property, school property or the real estate or personal property belonging to another including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto as defined by Florida Statute 806.

NOTE: Damage to property valued at $200 or more constitutes a Class III offense.

A student who willfully damages school property, a school bus/van or equipment shall be properly disciplined. The parent(s) or legal guardian of a minor student (or the student, if he/she is an adult) shall reimburse the owner of the bus/van for restoration or for replacement of any damaged property in accordance with the true value as determined by the appropriate administrative staff. Students who damage school property, school transportation or equipment shall be subject to disciplinary action according to the Code of Student Conduct.

2.07 Stealing or Use of Counterfeit Bills – Any intentional unlawful taking and/or carrying away of property valued at less than $300 belonging to, or in the lawful possession or custody of another, including, but not limited to, money, jewelry and personal items located in lockers, cars, book bags, clothing, or anywhere else on school property or the use of counterfeit money for procuring school items (i.e., lunch, fundraisers, uniforms, etc.).

NOTE: The taking of property valued at $300 or more constitutes a Class III Offense.

2.08 **Threats of Extortion** – Any verbal, written or printed communication maliciously threatening any injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.

NOTE: ***Completion of the threat, either by the victim complying with the demands, or the carrying out of threats against the victim, constitutes a Class III Offense.***

Trespassing – Willfully entering or remaining in any structure, conveyance, or school property without being authorized, licensed, or invited; or having been authorized, licensed or invited, is warned by an authorized person to depart and refuses to do so. **A student who has been suspended or expelled from school and returns to any *TEMPLE COLLEGE PREPARATORY SCHOOL property without being authorized to do so is considered to be trespassing and is subject to arrest.***

2.09 **Sexual Harassment** – Any unwelcome sexual advances, requests for sexual favors and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment. It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.

There is no requirement that specific body parts must be touched (e.g., sexual organs), or that sexual harassment, in any form, must be shown to have occurred repeatedly, over a long period of time, and/or be severe.

NOTE: ***Violation of the TEMPLE COLLEGE PREPARATORY SCHOOL sexual harassment policy may be grounds for in-school suspension, out-of-school suspension, expulsion, or the imposition of other disciplinary action by the school, and may also result in criminal charges by State or local units of government. In addition, severe and/or repeated inappropriate or unwelcome conduct or speech that is sexual in nature may constitute a Class III offense.***

2.10 **Directing Obscene, Profane or Offensive Language or Gestures to a School Employee or Agent –** Any behavior offensive to common propriety or decency directed to a school employee or agent including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or the effect of creating an intimidating, hostile or offensive educational environment.

2.11 **Simple Assault on School Employee or Agent** – Any intentional threat by word or act to do violence to a school employee or agent, coupled with the apparent ability to do so, and the doing of some act, which creates fear in that person.

2.12 **Multiple Class II Offenses** – In cases of extreme and excessive misbehavior, the student could be referred directly to the Guidance Counselor for placement consideration in an alternative school setting.

2.13 **False Information** – **Students must always tell the truth**. Intentionally providing false information to a school employee or agent including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of

school notes, readmit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to **or from** parents/guardians or any other related materials.

NOTE: **A student is responsible for ensuring that parents receive any materials sent home by the school and for ensuring that school personnel receive any materials sent to school by the parent.**

2.14 Possession or Firearm Facsimiles – Possession, sale or discharge of any facsimile or toy-type replica of a firearm or other item resembling a firearm that is not included under 3.10 or 4.08.

2.15 Unauthorized Use of Instructional Technology

- Any attempt to access websites blocked by school policy, including the use of proxy services, software or web sites.
- Students will not use computers without permission and must abide by *TEMPLE COLLEGE PREPARATORY SCHOOL's policy.*
- Any attempt, whether successful or not, to bypass computer or network security and control systems to gain access to e-mail, chat, bulletin boards, messaging, file sharing, or unauthorized web sites.
- Any attempt, whether successful or not, to access non-instructional systems, such as student information systems or business systems.
- Any downloading or installation of unauthorized software or media including personal, copyrighted, shareware, or freeware.
- Any use of technology for personal gain, profit, or any illegal conduct, such as fraud, copyright infringement, pornography, hacking, cheating or distributing viruses that result in minor disruptions.
- Students must not share personal information, logins, usernames or passwords with anyone. Students are responsible for any activity that occurs under their account.
- Any attempt, whether successful or not, to bypass a firewall, intrusion detection/prevention system or any security system designed to secure the network.
- Any attempt, whether successful or not, to use sniffing (unauthorized monitoring of network traffic/usage) or remote access technology to monitor the network or other users activity.
- Any use of any wired or wireless network (including third party internet service providers) with equipment brought from home. **Example: The user of a home computer on the *TEMPLE COLLEGE PREPARATORY SCHOOL network or accessing the internet from any devise not owned by the TEMPLE COLLEGE PREPARATORY SCHOOL.***
- Use of school equipment, network, or credentials to threaten employees, or cause a disruption to the education program.

- ❖ Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety, using the internet or websites at school to encourage illegal behavior, or threatening school safety.

- ❖ Use of school equipment, network or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.

NOTE: **Violations which constitute any major disruption of an educational or business process may result in Class III or IV Offense.**

2.16 Gambling – Any participation in games of chance for money and/or other things of value.

2.17 Use of Wireless Communication Devices – Wireless communication devices may be brought to school, but **must be out of sight and kept in an "off" mode while on school property during regular school hours**. Use of a wireless communication device may include the imposition of criminal penalties if the devise is used in a criminal act. **(Any student who chooses to bring a wireless communication device to school shall do so at his/her own risk.)**

NOTE: **Violation of the conditions in this paragraph will result in confiscation of the device by school officials, and may result in other disciplinary actions set forth in the Code of Student Conduct under Class II Offenses. The confiscated device will be returned to the student's parent/guardian only.**

2.18 Cheating and/or Copying the Work of Others – Intentionally copying or using another's work to receive credit or improve grades. Examples would include, but are not limited to: plagiarizing, giving or receiving answers during testing.

2.19 Possession, and/or Use, Distribution of a Facsimile of a Drug, Alcohol, Tobacco Product or Any Substance with a Potential for Abuse.

2.20 Bullying/Harassment – Unwanted and repeated written, verbal or physical behavior, including any threatening, insulting or dehumanizing acts. Any act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion, or other distinguishing characteristics of a student that is directed at one or more students; substantially interferes with educational opportunities or educational programs of the targeted student(s); or, adversely affects the ability of a student(s) to participate in or benefit from the school's educational programs or activities by placing that student(s) in reasonable fear of physical or emotional harm, or because the conduct as perceived by the student(s) is severe, pervasive or objectively offensive.

DISCIPLINARY ACTIONS

Intermediate Offenses – Class II

First Offense

Disciplinary actions may include the use of parental contact and/or any formal disciplinary action as described previously, including, but not limited to suspension for one (1) to three (3) days. Specific circumstances may warrant disciplinary action as outlined under subsequent offenses.

Disputes: Out-of-school suspension shall not be a disciplinary action for a first offense of a dispute.

Subsequent Offenses

Disciplinary actions include the use of any formal disciplinary action deemed appropriate as described previously, including but not limited to, suspension for one (1) to five (5) days. If an alternative program is recommended, the proper documentation should immediately be delivered to the administer for review. Special circumstances may warrant a recommendation to the School Board of Directors for disciplinary hearing.

NOTE: **Court action does not dictate or govern school disciplinary action.**

A student who has been suspended or expelled from school and returns to *TEMPLE COLLEGE PREPARATORY SCHOOL* property without being authorized to do so is considered to be trespassing and is subject to arrest.

Students who commit multiple Class II Offenses can be placed in an alternative school program or recommended for expulsion in order to maintain an effective learning environment in the regular school.

A student who is recommended for an alternative school will be processed for such assignment within the suspension period.

Criminal Offenses

Students who commit criminal offenses may be referred to the appropriate law enforcement agency, in addition to action taken by the school.

Missed work shall be made up for **all** absences which includes suspension. It is the student and/or parent's responsibility to request assignments during the suspension period. A day of make-up work shall be allowed for each day of absence, when appropriate. Each student shall receive full credit for such work.

MAJOR OFFENSES

CLASS III

3.01 **Alcohol** – Possession or use of alcoholic beverages, or being under the influence of alcoholic beverages.

NOTE: **It is illegal to possess or use alcoholic beverages if under the age of 21.**

The first time a student commits a Class 3.00 Alcohol and/or 3.01 Drug Offense, the student must be referred to the Substance Use Prevention Counseling Education Program. The first time a student is charged with a 3.00 or 3.01 offense, he/she shall be placed in in-school suspension pending the parent agreeing to participate in the Substance Use Prevention Counseling Education Program. This in-school suspension may not exceed ten (10) school days and shall end immediately upon the parent agreeing to enroll in the substance abuse program. Once enrolled, a student must resume his/her regular class schedule. Students whose parents refuse the Substance Use Prevention Counseling Education Program shall be referred to the Alternative Education Center.

Students charged with a Class 3.00 Alcohol and/or 3.01 Drugs offense that are recommended for the Substance Use Prevention Counseling Education Program may enroll and participate in the program during any suspension period.

A senior student who commits a Class III or IV violation, described in the Code of Student Conduct, shall forfeit the right to participate in graduation exercises and other senior-related activities until the student has successfully completed all assigned consequences and disciplinary actions. ***TEMPLE COLLEGE PREPARATORY SCHOOL Policies and Procedures regarding assignment to an alternative centers shall apply to students who commit a Class III or Class IV violation.***

3.01 **Drugs** – Unauthorized possession or use of drugs, drug paraphernalia, being under the influence of drugs, inhalants or any other substance with a potential for abuse, which might create a hazard to the user's health or the safety of another. This includes any substances used for a medical condition.

NOTE: **The possession or use of illicit drugs is illegal and harmful.**

The first time a student commits a Class 3.00 Alcohol and/or 3.01 Drug Offense, the student must be referred to the Substance Use Prevention Counseling Education Programs. The first time a student is charged with a 3.00 or 3.01 offense, he/she shall be placed in in-school suspension pending the parent agreeing to participate in a Substance Use Prevention Counseling Education Program. This in-school suspension may not exceed ten (10) school days and shall end immediately upon the parent agreeing to enroll in the substance abuse program. Once enrolled, a student must resume his/her regular class schedule.

Students whose parents refuse the Substance Use Prevention

Counseling Education Program shall be referred to the Alternative Education programs.

3.02 **Threat to Kill** – Any premeditated and/or repeated threat, whether made verbally, in writing, electronically or by conduct or action, to kill another person or do any act of violence which may cause death and creates fear in that person that such violence is a serious expression of intent to cause a present or future harm.

3.03 **Simple Battery or Assault Upon School Employee or Agent** – Any unlawful and intentional **threat by word**, touching, striking or throwing of an object at a school employee or agent against his/her will.

3.04 **Robbery/Extortion – A student must not get someone to do something or** complete a threat to extort or take money or other property from the person or custody of another by force, violence, or assault or putting another in fear of same.

3.05 **Stealing** – Any intentional unlawful taking and/or carrying away of property valued at $300 or more belonging to or in the lawful possession or custody of, another. This offense also includes the theft of credit cards, debit cards, checks and school keys.

3.06 **Burglary of School Property** – Breaking, entering or remaining in a dwelling, structure or conveyance without justification with the intent to commit an offense therein, unless the premises are at the time open to the public or the individual is licensed or invited to enter or remain as defined in Florida Statute 810.02.

3.07 **Criminal Mischief/Vandalism** – Any intentional and deliberate action resulting in damages of $200 or more to school property, public property or the real or personal property of another not limited to the placement of graffiti thereon or other acts of vandalism thereto as defined in Florida Statute 806.13.

3.08 **Weapons** – Possession of any object, which is used in a threatening manner, and is perceived by the individual being threatened as capable of inflicting physical harm.

3.09 **Possession of Prohibited Substance or Objects** - Possession of any blade (switchblade, razor, box cutter, X-Acto knife, steak or kitchen knife, sword, common pocket knife, etc.), metallic knuckles, martial arts weapons, syringes, BB guns, paint guns, air strike guns, electric or chemical weapons or devices including, but not limited to, mace, pepper spray, or any other object that may puncture, wound, or otherwise injure another person as defined by Florida Statute 790.115.

3.10 **Lewd, Indecent or Offensive Behavior** – Any behavior offensive to common propriety or decency, including but not limited to "mooning," offensive touching, indecent exposure, possession, distribution or display of obscene or "hate" material, possession/display of electronic images or text, or similar behavior.

3.11 **Sexual Harassment** – Unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student 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 (6A-19.008(3) SBE Rule – An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.) There is no requirement in *TEMPLE COLLEGE PREPARATORY SCHOOL* policies that specific

3.12

body parts must be touched (i.e., sexual organs), or that sexual harassment, in any form, must be shown to have occurred repeatedly, over a long period of time and/or be severe.

NOTE: **Violation of the *TEMPLE COLLEGE PREPARATORY SCHOOL's* sexual harassment policy relating to a student is grounds for in-school suspension, out-of-school suspension, expulsion or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed. However, severe and/or repeated inappropriate conduct or speech that is sexual in nature may constitute a Class III offense. Conduct outside of school, including threats, intimidation, harassment or discrimination, where the incident (conduct) is well known or of public concern, which has a detrimental effect on the health, safety and welfare of the school and which causes a substantial disruption of, or interferes with, the educational process at school may also constitute a violation of the Code of Student Conduct.**

3.13 **Sexual Offenses** – Law enforcement must be notified to investigate other sexual contact, including intercourse, without force or threat of force, or subjecting an individual to lewd, sexual gestures, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)

3.14 **Battery Upon Student Resulting in Bodily Harm** – Any actual and intentional striking of another student against the will of the other student which causes bodily harm.

3.15 **Inciting or Participating in Major Student Disorder** – Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others (disruption of all or significant portion of campus activities, school sponsored events, and school transportation).

3.16 **Unjustified Activation of Bus/Van Emergency Systems** – Any unjustified activation of bus/van emergency doors, emergency windows or other systems unless directed by the bus/van operator/attendant or other authorized school employee or agent in an emergency or in the case of an evacuation drill.

3.17 **Failure to Adhere to Safety Procedures on Bus/Van** – Failure to adhere to expected school transportation safety considerations which may or may not cause injury to persons or physical damage to property, including, but not limited to, placing head, arms, legs or objects outside of the window or door of the bus/van, throwing objects, substances, or material in or out of the window or door of the bus/van, throwing objects at a bus, or any other act considered offensive to decency or common propriety.

3.18 **Defamation of Character** – A false communication either oral or written that is harmful or injurious to a staff member's reputation and/or exposes that person to contempt, scorn or ridicule and jeopardizes the staff member's employment with ***TEMPLE COLLEGE PREPARATORY SCHOOL.***

3.19 **Stalking** – Engaging in a pattern of behavior or activity that involves willful, malicious and repeated following, harassing, or cyber stalking of another as defined under Florida Statute 784.048(2).

3.20 **Unauthorized Use of Instructional Technology** – Abuse/Misuse of Technology to purposely access, create, produce or distribute pornography and subsequent misuse of technology following a 2.24 code of conduct violation.

3.21 **Bullying/Harassment** – Any unwanted and repeated written, verbal or physical behavior, including threatening, insulting or dehumanizing acts, by a student that is severe and pervasive and that creates an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interferer with the individual's school performance or participation. Severe and pervasive behavior will be determined by the building principal. Prohibited acts include an act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics of a student that is directed at one or more students; substantially interferes with the ability of a student(s) to participate in or benefit from the schools' educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is objectively offensive.

3.22 **Major Dispute or Altercation** – The willful act of participating in a disruption involving physical contact, including gang-related activity as defined in Chapter 874, Florida Statutes or incidents with multiple participants in a major dispute or altercation as determined by the principal.

DISCIPLINARY ACTION

Major Offenses – Class III

Commission of a Class III offense will necessitate a disciplinary conference with the principal/designee and the parent/guardian.

First Offense

The student will be suspended for a minimum of five (5) school days, but no more than ten (10) school days. The principal may, at his/her discretion, refer the student for consideration of placement at an alternative school or other program provided by ***TEMPLE COLLEGE PREPARATORY SCHOOL.*** If an alternative program is recommended, the proper documentation should immediately be delivered to the School's Board of Directors for review.

NOTE: **A student who has been suspended or expelled from school and returns to any *TEMPLE COLLEGE PREPARATORY SCHOOL* property without being authorized to do so is considered to be trespassing and is subject to arrest.**

A student who is recommended for an alternative school will be processed for such assignment within the suspension period.

Missed work shall be made up for **all** absences, which include suspension. It is the student and/or parent's responsibility to request assignments during the suspension period. A day of make-up work shall be allowed for each day of absence. Each student shall receive full credit for such work.

Subsequent Offense
The student will be suspended for ten (10) school days. The principal may, at his/her discretion, refer the student to an alternative school or other program offered by ***TEMPLE COLLEGE PREPARATORY***

SCHOOL. If an alternative program is recommended, the proper documentation should immediately be delivered to the Board of Directors for review.

NOTE: **A student who is recommended for an alternative school will be processed for such assignment within the suspension.**

If a student is voluntarily withdrawn in lieu of attending an alternative school/program, he/she must remain out of *TEMPLE COLLEGE PREPARATORY SCHOOL* for the remainder of the current school year and one additional year.

Criminal Offense

Students who commit criminal offenses will be referred to the appropriate law enforcement agency in addition to action taken by the school.

EXCEPTIONAL EDUCATION STUDENTS

An exceptional education student (other than gifted) who engages in a Class III offense may be suspended from school for up to three (3) days, pending a Conduct Review meeting. The purpose of the Conduct Review meeting is to determine whether the violation committed by the student is a manifestation of the specific disability. If the Conduct Review committee determines that the offense was not a manifestation of the student's disability, the student may be disciplined in the same manner as a student without a disability. If the Conduct Review committee determines that the offense was a manifestation of the student's disability, the student shall be referred back to the school for appropriate behavioral planning through an IEP conference or Multi-disciplinary Referral Team determination of program appropriateness.

ZERO TOLERANCE OFFENCES

CLASS IV

TEMPLE COLLEGE PREPARATORY SCHOOL has adopted a zero tolerance policy with respect to the following offenses. Students who commit these offenses shall receive the most severe consequences, including possible expulsion.

NOTE: ***The highlighted (**) offenses are defined under Florida Statute 1006.13 and carry the recommendation of expulsion for a period not to exceed the remainder of the school year and one (1) additional year of attendance.***

4.00 **Alcohol** – Any possession of an alcoholic beverage with the intent to sell, give away or otherwise distribute to another person.

NOTE: ***It is illegal to possess or use alcoholic beverages if under the age of 21.***

A senior student who commits a Class III or IV violation, described in the Code of Student Conduct, shall forfeit the right to participate in graduation exercises and other senior-related activities until the student has successfully completed all assigned consequences and disciplinary actions. TEMPLE COLLEGE PREPARATORY SCHOOL policies and procedures regarding assignment to alternative programs shall apply to students who commit a Class III or Class IV violation.

4.01 **Drugs** – Any possession of a drug with the intent to sell or give away or otherwise distribute to another person including any substance alleged to be a drug, regardless of its content.

NOTE: ***The possession or use of illicit drugs is illegal and harmful.***

A senior student who commits a Class III or IV violation, described in the Code of Student Conduct, shall forfeit the right to participate in graduation exercises and other senior-related activities until the student has successfully completed all assigned consequences and disciplinary actions. TEMPLE COLLEGE PREPARATORY SCHOOL policies and procedures regarding assignment to alternative programs shall apply to students who commit a Class III or Class IV violation.

4.02 **Arson** – Any willful and malicious burning of any part of a building or its contents.

4.03 **** Aggravated Battery Upon a TEMPLE COLLEGE PREPARATORY SCHOOL Employee or Agent** – Intentionally causing bodily harm, disability or permanent disfigurement to a school employee or agent.

NOTE: ***Violence against any*** **TEMPLE COLLEGE PREPARATORY SCHOOL personnel by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.**

4.04 **** Armed Robbery** – The taking of money or other property from the person or custody of another by use of a weapon, or putting another in fear of same.

4.05 **** Possession of a Firearm** – Possession, discharge, use, or sale of any firearm or destructive device on school property, school-sponsored transportation, or during a school-sponsored activity. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projective by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer, any destructive device, or any machine gun. A "destructive device" means any bomb, grenade, mine, rocket, missile, pipe bomb, bullet or similar device containing an explosive, incendiary, or poison gas and includes any frangible (breakable) 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.

NOTE: **Any student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school, any school function, or on**

any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year. (The expulsion requirement is subject to modification, on a case-by-case basis, as allowed by law.) A student who is determined to have brought a firearm to school will be referred for criminal prosecution.

4.06 ** **Use of a Deadly Weapon** – Possession of any deadly weapon, other than a firearm, which is used in a threatening manner and is perceived by the individual being threatened as capable of inflicting physical harm.

NOTE: **The possession of a firearm, knife, other type of weapon, or any item that can be used as a weapon by any student while the student is on school property or in attendance at a school function, is grounds for disciplinary action and may also result in criminal prosecution.**

4.07 **Use of a Prohibited Object or Substance** – Use of any prohibited object or substance to strike or to threaten in a manner, which is perceived by the individual being threatened as capable of inflicting physical harm.

4.08 ** **Sexual Battery/Rape** – Any sexual act directed against another person with force, violence and/or against the person's will, including, but not limited to, sexual battery, attempted rape or rape.

4.09 ** **Aggravated Battery** - Intentionally causing great bodily harm, disability or permanent disfigurement to another person.

4.10 **Aggravated Stalking** - Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyber stalking of another and making a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person or the person's child, sibling, spouse, parent or dependent, as defined in Florida Statute 784.048(3).

4.11 ** **Homicide/Murder/Manslaughter**

**** These offenses are defined under Florida Statute 1006.13 and carry the recommendation of expulsion for a period not to exceed the remainder of the school year and one additional year of attendance.**

DISCIPLINARY ACTION

Zero Tolerance Offenses – Class IV

Commission of a Class IV offense will necessitate a disciplinary conference with the principal/designee and a parent/guardian. The student will be suspended for ten (10) days.

NOTE: **A student who has been suspended or expelled from school and returns to any TEMPLE COLLEGE PREPARATORY SCHOOL property without being authorized to do so is considered to be trespassing and is subject to arrest.**

Missed work shall be made up for **all** absences, which includes suspension. It is the student and/or parent's responsibility to request assignments during the suspension period. A day of

make-up work shall be allowed for each day of absence. Each student shall receive full credit for such work.

Criminal Offenses

Students who commit criminal offenses will be referred to the appropriate law enforcement agency in addition to action taken by the school.

Exceptional Education Students

An exceptional education student (other than gifted) who engages in a Class IV offense may be suspended from school or school-transportation for up to three (3) days, pending a Conduct Review meeting. The purpose of the Conduct Review meeting is to determine whether the violation committed by the student is a manifestation of the specific disability. **If the Conduct Review committee determines that the offense was not a manifestation of the student's disability, the student may be disciplined in the same manner as a student without a disability.** If the Conduct Review committee determines that the offense was a manifestation of the student's disability, the student shall be referred back to the school for appropriate behavioral planning through an IEP conference. Provisions for expulsion, which is a change in placement, invoke procedural safeguards ensured by state and federal statutes.

Definitions Relating to Formal Disciplinary Actions

The following are examples of formal disciplinary actions that may or may not be used in each school. Students and parents/guardians who desire to have further information about the disciplinary actions used in specific schools should contact officials.

- **Before/After School Detention** – Assignment to a designated area on campus at the beginning or end of the regular school day for a specific period of time.

- **Behavioral Contracts** – A contract entered into between a teacher or administrator and a student and his/her parent/guardian in which all parties agree to certain actions in an attempt to modify a student's behavior. The contract shall also contain consequences for breaking the agreement.

- **Cafeteria Suspension** – Denial of the privilege of eating meals in the cafeteria with other students for a specified period of time and assignment to another area in the school for meals.

- **Class Suspension** – Denial of the privilege of attending an individual class for a specific period of time and assignment to another area in the school for the time that class meets.

- **Commission of Class III or Class IV Violations by Seniors** – A senior student who commits a Class III or IV violation, described in the Code of Student Conduct shall forfeit the right to participate in graduation exercises and other senior-related activities until the student has successfully completed all assigned consequences and disciplinary actions.

- **Expulsion** – Removal of the right and obligation of a student to attend a public school under conditions set by the TEMPLE COLLEGE PREPARATORY SCHOOL for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance.

  TEMPLE COLLEGE PREPARATORY SCHOOL may expel a student from school based on grounds specified in the Code of Student Conduct. "Expulsion" means the removal of the right and obligation of a student to attend a school under conditions set by the school, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.

- **In-School Suspension** – Assignment to a designated area within the school when a student is removed from the regular school program for a specified period of time.

- **Network/Internet Suspension** – Certain technology-based infractions may result in a suspension of network and/or Internet access. Alternative instructional materials may be provided.

PROCEDURES FOR ADMINISTRATION OF FORMAL DISCIPLINARY ACTION

When a formal disciplinary action is required, the principal/designee will make every reasonable effort to contact the parent/guardian immediately. If telephone contact cannot be made, written notice will be sent home with the student, or placed in the U.S. Mail within twenty-four (24) hours.

It is the responsibility of the student to notify and/or deliver to his/her parent/guardian all written communications from the school. Failure to do so may result in further disciplinary action.

When disciplinary action reaches the level of denial of educational participation, the following procedural steps shall be adhered to in order to protect the rights of the student.

Suspension

The student shall be given notice of the charges against him/her and shall be given the opportunity to present his/her explanation of the situation before any action is taken.

When a suspension is necessary, the principal/designee will make every reasonable effort to contact the parent/guardian immediately. Written notice shall be sent to the parent/guardian via **U.S. mail within twenty-four (24) hours**, regarding the reason disciplinary action was taken. Generally, a notice and a conference should precede the student's suspension from school. However, if the immediate suspension of the student is justified because the student's presence endangers others, school property, or would seriously disrupt the orderly academic process, the mailed notice will follow as soon thereafter as is practical. The parent/guardian may request a conference with the principal/designee regarding the suspension.

Exceptional education students (other than gifted) may be suspended for up to three (3) days at one time. In order to be suspended, an exceptional education student (other than gifted) **must have an IEP that includes suspension as a disciplinary alternative. In an emergency situation, a student whose IEP does not include suspension may be suspended for up to three (3) days, provided an IEP meeting is scheduled within that period of time.**

Class IV Offenses

The principal is initially responsible for determining that an offense has been committed. In investigating such incidents, the student will be given, in writing, the pending charges and an opportunity to admit or refute those charges. It should be noted that any statement the student makes might be used, with other documentation, to prove whether the student is guilty of the offense(s) charged.

The principal will review the above documentation with the parent/guardian. If, at the disciplinary conference, the principal concludes that extenuating circumstances exist, the student is eligible for admission back into school following the determination of appropriate disciplinary action to be taken.

Expulsion – Removal of the right and obligation of a student to attend a school under conditions set by TEMPLE COLLEGE PREPARATORY SCHOOL for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance.

TEMPLE COLLEGE PREPARATORY SCHOOL may expel a student from school based on grounds specified in the Code of Student Conduct. Expulsion means the removal of the right and obligation of a student to attend school under conditions set by the school board and for a period of time not to exceed the remainder of the term or school year and an additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. TEMPLE COLLEGE PREPARATORY SCHOOL has the sole authority to expel students pursuant to Florida Statute 1006.07.

FELONIES COMMITTED BY STUDENTS

Following appropriate due process procedures, a student convicted of a felony or delinquent act that would be a felony if committed by an adult, whether it occurred on or off the school property, may be assigned to an alternative program or receive alternative educational services. Such assignment may be made upon determination that the student is eligible according to federal and state program criteria, and:

- The nature of the offense is such that the student poses a threat to safety of other students or personnel at school,
- The student's safety is at risk by remaining in school with other students, or
- An alternative education placement will better meet the academic, social and emotional needs of the student.

ROLE OF THE HOME, STUDENT, SCHOOL AND SCHOOL PERSONNEL

In order for effective instruction to occur, there must be a cooperative relationship between the student, parent/guardian and educators. This relationship and expectations may be described as follows:

Parents/Guardians

- Ensure the daily attendance of their child(ren) and promptly report and explain any absence or tardiness from school
- Provide their child(ren) with the resources needed to complete class work
- Assist their child(ren) in being healthy, neat and clean
- Bring to the attention of the school authorities any problem or condition which affects their child(ren) or other children of the school
- Discuss report card and work assignments with their child(ren)
- Ensure that the school has current home, work and emergency telephone numbers
- Ensure that **current** emergency health care information regarding their child(ren) is on file with the school, including the name and telephone number of their child(ren)'s doctor and a hospital preference.
- Provide information that is current and accurate

Students

- Attend all classes daily and be punctual
- Come to class with appropriate working materials
- Respect all individuals and their property
- Refrain from profane or inflammatory statements
- Conduct themselves in a safe and responsible manner
- Present a clean and neat appearance
- Take responsibility for their own work
- Seek changes in an orderly and recognized manner
- Abide by the rules and regulations of the school and of each classroom teacher

Schools

- Encourage the use of good guidance procedures
- Maintain an atmosphere conducive to good behavior
- Exhibit an attitude of respect for students
- Plan a flexible curriculum to meet the needs of all students
- Promote effective discipline based upon fair and impartial treatment of all students
- Develop a good working relationship among staff and with students
- Encourage the school staff, parents/guardians, and students to use the services of community agencies
- Promote regular parental communication with the school
- Encourage parent participation in affairs of the school
- Seek to involve students in the development of policy
- Endeavor to involve the entire community in the improvement of the quality of life
- Obtain parent/guardian written permission before the student may use the computer network or Internet

School Personnel

- Attend school regularly and be punctual
- Perform their duties with appropriate materials
- Respect other individuals and their property
- Refrain from profane or inflammatory statements
- Conduct themselves in a reasonable and responsible manner
- Present a clean and neat appearance
- Adhere to the rules and regulations established by the school
- Pursue improvements in an orderly and recognized manner
- Utilize a variety of informal disciplinary and guidance methods, in addition to formal disciplinary action

RIGHTS AND RESPONSIBILITIES

Parent/Guardian Rights and Responsibilities

It is the intent of the TEMPLE COLLEGE PREPARATORY SCHOOL that parents/guardians must ensure that their child understands his/her individual rights and responsibilities to school employees and fellow students as they work together toward a common goal of learning. It is the parent/guardian's responsibility to ensure that their child maintains regular communication between home and school. When either parents/guardians or school employees deem it necessary to meet regarding concerns about the student's education or a disciplinary matter, the student, parent/guardian has a right to be represented by an attorney of his/her choice throughout the process.

Student Rights and Responsibilities

It is the intent of TEMPLE COLLEGE PREPARATORY SCHOOL that students understand that individual rights involve associated responsibilities, and the individual rights must be viewed in relationship to the health, safety and welfare of the majority of students within each school. The principal has administrative and instructional leadership responsibility under the supervision of the principal, in accordance with the rules and regulations of TEMPLE COLLEGE PREPARATORY SCHOOL for planning, management, and operation of the school. The faculty and staff shall assist in the orderly operation of the school and assure the rights of the students.

Student Rights and Responsibilities – Attendance

Philosophical Basis

School administrators have an obligation under state law to enforce compulsory school attendance laws. Regular attendance by students will facilitate the development of the skills and knowledge necessary to function in a democratic society.

Student Rights

- To be informed of TEMPLE COLLEGE PREPARATORY SCHOOL policies and school rules regarding absenteeism and tardiness
- To appeal a decision pertaining to an absence
- To make up class work within a reasonable length of time as determined by principal

Student Responsibilities

- To take advantage of educational opportunities by attending all classes daily, and being on time
- To provide the school with an adequate explanation and appropriate documentation, indicating the reason for the absence
- To request make-up assignments from teachers upon return to school, and to complete this work within a reasonable length of time as determined by the principal.

Student Rights and Responsibilities – Counseling

Philosophical Basis

Personal concerns of students can seriously limit their educational development. Schools have the responsibility to provide a counseling program and to make relevant and objective information available to students.

Student Rights

- To be informed as to the nature of the guidance services available in his/her school
- To have access to individual and group counseling
- To request a change of counselor

Student Responsibilities

- To use guidance services for his/her own educational and personal improvement
- To schedule appointments in advance, unless the problem or concern is one of an emergency
- To work cooperatively with all school personnel

Student Rights and Responsibilities – Curriculum

Philosophical Basis

The degree of curriculum involvement is a function of age, grade, maturity, and sophistication on one hand, and the level and complexities of courses on the other.

Student opinion regarding curriculum offerings is extremely important and deserves careful analysis and consideration.

Student Rights

- To have equal educational opportunity with regard to academic programs and extracurricular activities
- To receive curriculum course descriptions that will facilitate informed choices
- To receive instruction in courses of study under competent instructors in an atmosphere free from bias and prejudice
- To participate in appropriate basic skills programs in elementary, middle and high school

Student Responsibilities

- To request participation in academic programs and extracurricular activities that are commensurate with ability
- To seek assistance in course selection from informed persons in the school
- To cooperate with the instructor and contribute to an atmosphere free from bias and prejudice
- To cooperate fully and exert every effort to achieve mastery of the basic skills

Student Rights and Responsibilities – Free Speech/Expression

Philosophical Basis

Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the United States Constitution. Therefore, in a democratic society, one of the basic purposes of education is to prepare students for responsible self-expression.

Student Rights

- To form and express viewpoints through speaking and writing in a manner which is not harassing, obscene, slanderous or libelous
- To affirm their identity with the American ideal (e.g., pledging allegiance to the flag)
- To refrain from activity which violates the precepts of his/her religion
- To assemble peaceably on school grounds or in school buildings (such assembly shall be consistent with all applicable federal, state and local guidelines)

Student Responsibilities

- To respect the rights of other individuals and to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process
- To act in a manner which preserves the dignity of patriotic observances
- To respect the religious beliefs of others
- To plan for, seek approval of, and conduct activities which are consistent with the educational objectives of the school

Student Rights and Responsibilities – Grades

Philosophical Basis

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades should not be used as a means of maintaining order in a classroom, nor should student behavior be included in calculating academic grades.

Student Rights

- To receive a teacher's grading criteria at the beginning of each year or semester course
- To receive reasonable notification of failure or potential failure at any time during the grading period when it is apparent that unsatisfactory work is being performed

Student Responsibility

- To become informed of grading criteria
- To maintain standards of academic performance commensurate with ability, and to make every effort to improve performance upon receipt of notification of unsatisfactory progress

Student Rights and Responsibilities – Privacy and Property Rights

Philosophical Basis

Federal and state laws provide persons with reasonable expectation of privacy, in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students.

Privacy on computers and the Internet is not guaranteed. In accordance with the Electronic and Communications Privacy Act of 1986 (18 USS Section 2510), all students are hereby notified that there are no facilities provided by TEMPLE COLLEGE PREPARATORY SCHOOL that allow the sending or receiving of private or confidential electronic communications. All electronic communications will be determined to be readily accessible to the general public. TEMPLE COLLEGE PREPARATORY SCHOOL system reserves the right to monitor all traffic on the network and review all files stored on or transmitted through its computer systems. This is done to preserve the integrity of the network and to ensure that TEMPLE COLLEGE PREPARATORY SCHOOL computers continue to function properly for all users.

No personal information, such as name, address and phone number should be shared via the Internet. When using **any** computer network to communicate with others, students should think carefully about what they say and how they say it. When on the Internet, a student should keep the following in mind:

- He/she cannot see the other person
- He/she cannot tell how old the other person is or what sex they are
- A person can tell the student anything; therefore, a student cannot always be sure that what the person is telling him/her is true

If a student feels there is a problem, or feel uncomfortable with the information someone is transmitting to him/her, the student should tell his/her teacher, school site administrator or technology representative immediately.

Student Rights

- To maintain privacy of personal possessions, unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or School policy
- To attend school in an educational environment in which personal property, including electronic property, is respected

Student Responsibilities

- To attend school and other school-sponsored activities without bringing materials or objects prohibited by law or school policy, or other items that will detract from the educational process
- To respect the property rights of the public-at-large, as well as those of individuals, and to refrain from destruction or modification of, or damage to, such property.

GENERAL CODE OF APPEARANCE

Administrators and teachers of TEMPLE COLLEGE PREPARATORY SCHOOL shall enforce dress and grooming guidelines that promote the successful operation of the school. TEMPLE COLLEGE PREPARATORY SCHOOL shall be the final judge as to neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting or in violation of health and safety rules.

Each student has the responsibility to dress appropriately for the school environment. Wearing apparel, jewelry (such as body piercing(s) ornaments), hair and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, and/or shall not violate health and safety rules of the school. These guidelines for dress and grooming are provided to assist parents and shall apply to all students of TEMPLE COLLEGE PREPARATORY SCHOOL. Student dress and grooming shall be neat and clean, and follow general guidelines below.

- Elementary school students are not allowed to wear shoes without closed heels or back straps
- Shoes must be worn. However, bedroom shoes or slippers shall not be worn.
- Halter-tops, tank tops, backless tops, tops with thin or no straps, or tops that show midriff or expose the body are prohibited
- See-through or mesh garments shall not be worn
- Form-fitting or overly tight clothing shall not be worn without appropriate outer garments
- Properly hemmed outer garments such as shorts, divided skirts, and dresses may be worn, provided they are not disruptive or distractive, as determined by the school personnel. Garments including, but not limited to, such items as boxer shorts, traditionally designed as undergarments, may not be worn as outer garments.
- Clothing and accessories shall not be worn if they display profanity, violence, lewd and obscene messages, sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco or drugs or other symbols, phrases or advertisements that would be offensive to common propriety or decency.
- Head coverings, including, but not limited to, caps, hats, bandannas, hair curlers and/or sunglasses, shall not be worn on school property, unless required by a physician or authorized by school personnel.
- The waistband of shorts, slacks, skirts and similar garments shall not be worn below the hips. Underwear, midriff and back may not be exposed. If belts, suspenders and straps are worn, they shall be worn in place and fastened.
- Any articles of clothing or jewelry that may cause injury to oneself or to other students are not allowed.
- Wearing apparel, jewelry (such as body piercing(s) ornaments) hair and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, and/or shall not violate health and safety rules of the school.

All students must adhere to these minimal guidelines for acceptable apparel and appearance. In order to maximize instructional time, students <u>will</u> be given an opportunity to immediately correct dress code violations.

<u>Disciplinary Actions</u>:

1st Offense - Phone call to the parent/guardian
2nd Offense - Principal/designee assigned in-school suspension/detention and phone call to parents
3rd Offense - Dress code contract violations may be defined as a Class II offense and may warrant disciplinary action as outlined under Class II offenses.

TEMPLE COLLEGE PREPARATORY SCHOOL ATTENDANCE POLICY

Student Absences and Excuses

Policy

Students returning to school from an absence shall be required to present a written explanatory excuse from their parent(s) or legal guardian, stating the cause for the absence.

1) The following causes are acceptable excuses for being absent:

   a) Illness or injury of the student;

   b) Serious illness or death in the student's family;

   c) Inclement weather;

   d) Official religious holiday of a religious sect or for religious instruction (see below)

   e) Participation in an academic class or school programs such as study trips, competitions, etc.

   f) Insurmountable conditions as determined by the school principal or other designated school personnel, and,

   g) School transportation failure or irregular schedule which causes the absence or tardiness of a student who is eligible for and regularly transported by the school.

2) Missed work shall be made up for **all** absences, which includes suspension, a day of make-up work shall be allowed for each day of absence. Each student shall receive full credit for such work.

3) A student shall be excused from attendance on a particular day or days, or for part of a day, and shall be excused from any examination, study or work assignment for observation of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. Teachers shall give each student the opportunity make up any examination, study or work assignment which has been missed for religious purposes and the student shall receive full credit for such work.

Tardiness and Early Check Out

Policy

The parent of a child of compulsory age is responsible for the child's daily attendance. Non-attendance for instructional activities is established by an accumulation of tardiness, early check outs and absences for all or any part of the school day.

For learning activities to be fully effective, it is reasonable to require that each student arrive to class on time and remain for the entire scheduled school day. A student who is tardy to class or who is checked out early not only places his or her learning in jeopardy but also interrupts the learning of other students.

1. Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present when the school tardy bell rings.

2. Early check out is defined as a parent or guardian signing out a child before the end of the day.

3. A parent shall notify the school as to the reason for the tardiness or early check out. Justifiable reasons shall be determined by the principal.

4. School shall establish procedures for early check outs that ensure students are treated consistently. A student should not be released within the final forty-five (45) minutes of the school day unless the principal/designee determines it is an emergency or an excused event.

5. TEMPLE COLLEGE PREPARATORY SCHOOL will provide written notice to parents after three (3) tardies or three (3) early check outs within thirty (30) days.:

6. Students will not be recognized by the school for perfect attendance when they have three (3) or more unexcused tardies or three (3) or more unexcused early check outs.

7. Six (6) unexcused tardies or six (6) early check outs in any forty-five (45) day grading period will result in the student and their parents being referred for the following interventions:

   a. Referral to the Attendance Intervention Team
   b. At the principal's discretion, assignment to program as detailed in Student Code of Conduct.

8. If it is determined that the parent is the cause of the chronic tardiness or early check out without an acceptable excuse, then a referral shall be made to the State Attorney's Office. For the purpose of this policy, tardiness and early check out without an acceptable excuse are seen as a violation of 1003.21 F.S. (compulsory attendance).

9. A parent or guardian may appeal an unexcused tardy or unexcused early check out if the parent or guardian has documented proof of a student's chronic illness as a reason for the tardiness or early check out.

GUIDELINES FOR SAFE AND ACCEPTABLE USE OF COMPUTERS AND THE INTERNET

To comply with state and federal regulations, TEMPLE COLLEGE PREPARATORY SCHOOL requires that all students using computer technology in the school, including network and Internet services have the permission of their parent/guardian. Students and parents/guardians must understand that the use of TEMPLE COLLEGE PREPARATORY SCHOOL computers, network and Internet service is a privilege, which may be terminated by the school for failing to abide by the guidelines described in this document.

The school's mission, goals, objectives and standards will guide the instructional use of technology resources, including computers, software and the Internet. TEMPLE COLLEGE PREPARATORY SCHOOL's goal in providing Internet connectivity is to establish direct access to appropriate materials that support curricular goals and objectives. School faculty will integrate thoughtful use of computer technology throughout the curriculum and provide guidance and instruction to students in its use. Teacher supervision of independent student computer and Internet activities is the key element in effective and safe use of these resources by students. Teachers may present web sites to students during instructional time. Parent permission is required for student use of the Internet. TEMPLE COLLEGE PREPARATORY SCHOOL acknowledges the fact that inappropriate materials exist on the Internet and will do everything it can to actively avoid them, including the use of filtering software. **TEMPLE COLLEGE PREPARATORY SCHOOL has implemented technology protection measures that filter Internet access to block visual displays that are obscene, pornographic, or harmful to minors, but this technology is not 100% effective.** No software can filter out all of the materials that are unacceptable in an educational setting and it should be clearly understood by all students and their parents/guardians that intentional access to such material, in any form, is strictly forbidden.

If a student feels there is a problem or feels uncomfortable with the information someone is transmitting to them, the student should tell his/her teacher, school site administrator or technology representative immediately.

There are various forms of electronic communications available on computer networks, including the Internet. At this time, TEMPLE COLLEGE PREPARATORY SCHOOL does not have a way to monitor all forms of student electronic communication. Therefore:

- Individual student e-mail accounts, instant messaging, chat rooms, bulletin boards, and other forms of electronic communication are not considered authorized uses of TEMPLE COLLEGE PREPARATORY SCHOOL technology equipment.
- Students will not be authorized to access personal e-mail accounts using TEMPLE COLLEGE PREPARATORY SCHOOL equipment.
- Students may not send or receive e-mail messages using the teacher's account.
- Students may create a document that the teacher can review and the teacher may e-mail the documents for them.

When TEMPLE COLLEGE PREPARATORY SCHOOL has the tools in place to monitor school-issued student e-mail accounts for instructional purposes, an additional parent/guardian permission form will be issued.

Students and other users access a computer with unique network accounts or ID and passwords. **ID and passwords must never be shared.** The person in whose name a network account is issued is responsible at all times for its proper use.

Plagiarism

The dictionary defines **plagiarism** as "taking ideas or writings from another person and offering them as your own." The student, who leads readers to believe that what he/she is reading is the student's original work, when it is not, is guilty of plagiarism. Credit should always be given to the person who created the words or ideas. Contact the school medial specialist for more details. Unless it is otherwise stated, assume that all materials on the Internet, including web sites and graphics, are copyrighted, and that existing **copyright guidelines**, such as those involving photocopying, electronic copying, multimedia and fair use, apply. Students using computers and the Internet should be aware of what is and is not allowed as it pertains to software, multimedia productions, and web publishing. Contact the school media specialist for more details.

Appropriate Behavior

Students are responsible for appropriate behavior when using TEMPLE COLLEGE PREPARATORY SCHOOL computers, electronic equipment, network and the Internet, just as they are in classrooms, school premises and at school-sponsored events. Students who disregard the guidelines for acceptable and safe use of computers and the Internet and/or TEMPLE COLLEGE PREPARATORY SCHOOL controls may have their privilege suspended and disciplinary action taken against them.

Disciplinary Actions

Safe and Acceptable Use of Computers and the Internet

Possible consequences for violations of TEMPLE COLLEGE PREPARATORY SCHOOL use of computers and Internet policies include, but are not limited to:

- Suspension of Internet access
- Suspension of TEMPLE COLLEGE PREPARATORY SCHOOL network privileges
- Suspension of computer access
- Disciplinary actions as outlined in the Code of Student Conduct
- School suspension and/or expulsion
- Appropriate legal action, civil and/or criminal

SUCCESS AGREEMENT

TEMPLE COLLEGE PREPARATORY SCHOOL

Student

- Attend school regularly and be on time for class
- Participate in class, complete and turn in all work
- Treat everyone with value, respect and dignity
- Follow school and classroom rules
- Promote a safe school environment
- Wear appropriate clothing
- Read daily

School

- Encourage school attendance and promptness
- Provide effective and appropriate instruction
- Treat everyone with value, respect and dignity
- Enforce school and classroom rules fairly and consistently
- Provide a safe school environment
- Enforce appropriate dress
- Provide reading activities

Parent

- Encourage and ensure prompt daily attendance
- Encourage and monitor student assignments
- Treat everyone with value, respect and dignity
- Support school and classroom rules
- Support a safe school environment
- Provide and ensure appropriate dress
- Support reading activities

I have read and discussed these rules with my child on (date) _____.

Parent Signature: _____

Student Signature: _____

School Personnel: _____

(school copy)

SUCCESS AGREEMENT

TEMPLE COLLEGE PREPARATORY SCHOOL

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- Provide and ensure appropriate dress
- Support reading activities

I have read and discussed these rules with my child on (date) _____.

Parent Signature: _____

Student Signature: _____

School Personnel: _____

(parent copy)

Temple College Preparatory

S c h o o l O f E x c e l l e n c e
1766 West 17th Street Jacksonville, Florida 32209
Phone: (904) 598 - 0078 Facsimile: (904) 598 - 0079

"Striving For Excellence In Education And Teaching"

Parental Agreement

CODE OF STUDENT CONDUCT ACKNOWLEDGEMENT FORM

TEMPLE COLLEGE PREPARATORY

Student's Name (Print):_____ Student's Grade:_____

I understand that the Temple College Preparatory School has a Code of Student Conduct Policy. I know that the
Code of Student Conduct is located in the school's Parent and Student Handbook and is readily available in the school's website. I understand the Code of Student Conduct contains a list of rules and regulations for students' behavior at school as well as a Internet Use Policy and violation of these rules has consequences. I understand
it is my responsibility to learn what those rules are, and to know what will happen if I break a rule. We will take
the time to study the Code of Student Conduct policies at home and be prepared to follow them at school.

Student Signature: Date:_____

Parent Signature: Date:_____

Note: Failure to return this acknowledgement form will not relieve a student or the parent/guardian of the student from following school rules. All parties are still accountable and responsibility for understanding the contents of the Code of Student Conduct and Internet Use Policy.

STUDENT COMPUTER AND INTERNET USE AND SAFETY PARENTAL PERMISSION FORM

Student Section

I have read the Code of Student Conduct and the section on Guidelines for the Safe and Acceptable Use of Computers and the Internet. I agree to follow the rules contained in this document. I understand that if I violate the rules, my account can be terminated, my access to computers suspended, and I may face other disciplinary measures.

Student Signature:_____ **Date:**_____

Student Name (print):_____ **Date:**_____

Parent/Guardian Section

Internet Permission

I have read the Code of Student Conduct and the section on Guidelines for Safe and Acceptable Use of Computers and the Internet. I hereby release TEMPLE COLLEGE PREPARATORY SCHOOL, its personnel, and any institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the TEMPLE COLLEGE PREPARATORY SCHOOL computer system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services. I will emphasize to my child the importance of not sharing personal information, logins, usernames or passwords via any form of electronic communication.

*** Please initial one:**

_____ I give permission for my child to use the Internet
_____ I do not give permission for my child to use the Internet.
(Note: Some instructional software programs require Internet access to function properly. Alternative instructional materials can be provided to a student not granted parent/guardian permission to use the Internet.)

Digital Communication Consent

TEMPLE COLLEGE PREPARATORY SCHOOL publishes a variety of information about our school on a portion of the Internet known as the World Wide Web. From time to time, we may wish to include your child's work (stories, poems, reports) and/or photo on our web site, bulletin boards, newsletters, fliers or other forms of communication. No last names are used under elementary student work. Last names may be used under secondary student work. No names will be placed under photos. Student photos will only be used generically. No identifying marks or physical characteristics, clothing, or other articles bearing a student's name or any other means by which a student can be identified will be photographed. No other personal information about the student, such as e-mail address, phone number, or home address will be published on the Web, bulletin boards, newsletters, fliers or other forms of communication. Schools also videotape and will occasionally use portions of video for educational purposes.

*** Please initial one:**

_____ I consent to our child's work, photo, video or name being used in any digital communication form as described above.
_____ I do not give consent to our child's work, photo or name being used in any digital communication form as described above.

Parent/Guardian Signature:_____ **Date:** _____
Parent/Guardian Name (print): _____ **Date:** _____
NOTE: Failure to return this acknowledgement form will not relieve a student or the parent/guardian of the student from responsibility for knowledge or non-compliance of the contents of the Code of Student Conduct, and Internet Use Policy.

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