

# The Villages® Charter School

## The Villages Charter School (VCS) Disciplinary & Attendance Policy

The design of the VCS Disciplinary Policy enables consistent and uniform enforcement of its provisions. The Administration is responsible for determining the level of the offense as well as determining the appropriate consequence. In all disciplinary actions, the appropriate level of due process shall be observed.

The factors to consider prior to corrective measures being taken include, but are not limited to:

- Seriousness of offense
- Premeditation or impulsiveness
- Strength of evidence
- Cooperation or remorse
- Disciplinary history
- Age or disability

All students will be held accountable for their behavior during all aspects of the school day, including Buffalo Adventures and any other school-sponsored activity. Any behavior occurring off campus requiring law enforcement action is expected to be reported to school officials so that a full circle of support and an action plan can be created. If the behavior is deemed to be of a nature as to not maintain respect for all stakeholders of VCS the student may be asked to return to their home school.

### CONSEQUENCES

Students are faced with a barrage of choices each day. These choices come with consequences, good or bad. In an effort to provide the best environment for learning to take place, it is anticipated that everyone will behave and abide by the expectations previously stated. When students make choices that do not follow school rules, appropriate consequences will be assigned. The consequences may include, but are not limited to:

- **Conferences** – Conferences are scheduled meetings that will serve to inform all stakeholders of behaviors and possible solutions.
- **Contracts** – An agreement between the school, the student and the student’s family identifying the future possible dismissal of the student if specified requirements are not met. Contracts are used to improve behavioral choices as well as attendance (including tardies and early check outs).
- **Detentions** – Detentions will be scheduled before or after school. Students will not be admitted late into detention. If students are late or do not show up for detention they will have additional consequences assigned. Students will work on academic or behavioral assignments. Detention may also include campus maintenance activities.
- **Felony Transfer** –The Villages Charter School has the ability to deny access to our educational system based on felony charges from the Judicial System.
- **In-School Suspensions** – Students will be in a supervised area and be expected to be on task with assigned school work at all times during the day. Full credit will be given as earned for completed work. Failure to attend or comply with all rules during in-school suspension will result in additional disciplinary action.
- **Loss of Privileges** – The Administration has the authority to exclude students from participating in school-related activities if the conduct at school or outside of school, is deemed unacceptable. The period of time is to be established by the Administration.

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- **Out-of-School Suspension** – Students are not to be on school property on the day(s) assigned and this/these absence will be considered unexcused (please see attendance policy). This includes any sporting, extra-curricular, or other after-school activity. All schoolwork missed while serving an out-of-school suspension is due the number of days out of school plus one.
- **Restitution** – Students will restore or pay for damaged or stolen property.
- **Saturday School** – The session runs from 8:00 a.m. – noon. Students will not be admitted late into Saturday School. If a student is late or does not show up for Saturday School, further consequences will be assigned. Students will be participating in a variety of activities and must complete the entire scheduled day. Some of the activities include completion of homework, reading, and campus maintenance.
- **Temporary Removal from Setting** – Students will be removed from an academic setting for a specific amount of time to be established by the Administration.
- **Work Detail** – Students will be assigned age appropriate work on the school campus as determined by the Administration.

If students are referred to the office for behavioral choices, the following events will occur to ensure that they are treated fairly and that an appropriate consequence is decided upon and carried out:

- Students will be given the opportunity to explain their behavior.
- If additional information is needed, it will be obtained in the most efficient manner possible.
- The Administrator will evaluate the severity of the infraction and associated corrective measures outlined in the disciplinary policy.
- Parents will be notified verbally as well as provided a copy of the discipline referral. In order to maintain timely and efficient communication with parents, school personnel rely on the provision of current and accurate phone numbers including cell, home, and work phone numbers and email addresses. Emergency contact forms are provided at the beginning of each year and should be updated as needed throughout the course of the year.

Students' individual needs will be considered and appropriate actions will be taken to ensure the integrity of the school and learning environment are protected. The disciplinary policy is created to address each situation as unique and to determine actions that will deter the behavior from repeating itself. The listing below is grouped in levels, with the minor levels listed first.

The level of the infraction and the corresponding and appropriate corrective measure is coded according to the Sumter County Schools Conduct Report from PP-SR-004 for Elementary and PP-SR-037 for Secondary.

Multiple Level III infractions may result in dismissal from The Villages Charter School. The Director of Education of The Villages Charter School has the authority to dismiss students for cause including, but not limited to, failure to maintain eligibility per Board policy or failure to comply with school rules and regulations that are found in the VCS Disciplinary & Attendance Policy. Dismissal and re-enrollment of students who have been previously dismissed or have withdrawn from school is at the discretion of the Director of Education of The Villages Charter School after consultation with the building principal. Additionally, the building principal and the Director of Education may deny enrollment to new students based upon a review of their discipline & attendance records from their previous school using the VCS Disciplinary & Attendance Policy as a guide. Any previously dismissed student, who is approved for re-enrollment will automatically be placed on a behavior and/or attendance contract. An appeal of any

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dismissal of a student may be made to the Board of Directors of The Villages Charter School, Inc. by written request within ten (10) days of the dismissal date.

Sumter County School Board will be notified when dismissal of a Sumter County student occurs as a result of discipline infractions. All appropriate discipline documentation will be forwarded to the receiving school when applicable.

## ATTENDANCE POLICY

Florida Law requires regular attendance. A full school term for the State of Florida is 180 days for students. The nature of school choice places the responsibility for punctual attendance on each family. Therefore, students with excessive absences, including tardies and early check-outs, will be held accountable and action may be taken by the Attendance Review Committee. The makeup of the Attendance Review Committee at the direction of Director of Education may include the principal (or designee), the vice-principal, the student's counselor, and a teacher of the student.

Absent/tardy students must submit approved documentation verifying that the absence qualified for excused status (parent's note, doctor's statement, or email from parent or doctor) by the third class meeting after their absence; after that time, the absence will be recorded as unexcused and no documentation accepted at any point thereafter.

To receive credit for missed work due to an absence, a student must turn in assignments upon returning to school within the number of days missed plus one day except as noted under the Consequences section of the Disciplinary Policy. However, any assignment that has a previously determined due date, that due date must be observed unless arrangements have been made with the assigning teacher. Any variation of this must be approved by administration.

The function of the committee will be to determine what further action is warranted after reviewing the student's attendance record. Further action that may be deemed appropriate could be the initiation of an Attendance Contract, demonstration of mastery of the course material by passing the semester exam with a 75% or better, and/or other actions. The committee will be responsible for the execution of the Attendance Contract should the student fail to meet the contract requirements.

Students with a combination of 10 absences, tardies, or early check-outs (excused or unexcused) within a semester grading period are considered to be excessively truant and the Attendance Review Committee will convene and may initiate an Attendance Contract. Non-compliance with the specifications of the Attendance Contract will result in dismissal from The Villages Charter School.

At The Villages High School, if a student receives 10 or more excused or unexcused absences in any class during a semester, the student will be required to pass semester exams with a minimum of 75% in order to prove mastery and receive appropriate credit for the class.

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## TARDINESS/EARLY CHECK-OUTS

Criteria for an excused tardy include tardies for religious instruction or a religious function, tardiness due to sickness, injury, court appearance, or any other insurmountable condition as determined by the principal (or designee). Students who are tardy must bring in approved documentation verifying that the tardy qualifies for excused status (parent's note, doctor's statement, subpoena, etc.) by the next day after the tardy to school; after that time the tardy will be recorded as unexcused and no documentation will be accepted at any point thereafter. When the student arrives to school after the start of the school day, the student must report to the school office. An Admit Slip will be issued at which time the student will report to class to begin activities for the day. In middle and high school, students will be marked absent for any class in which they miss the entire class period and tardy to the class that is entered after the bell has rung.

### Elementary

The school will monitor all attendance marks, including absences, tardies, and early check-outs. Upon the 8<sup>th</sup> attendance mark, the parent may be contacted for help in finding a solution for better attendance. If the issue is not corrected and attendance marks continue, then at the 10<sup>th</sup> mark, the attendance committee will meet to decide if an attendance contract needs to be initiated.

### Secondary

Each classroom teacher will monitor unexcused student tardiness/early check-outs from the 1<sup>st</sup> through the 9<sup>th</sup> occurrence and assign appropriate and natural consequences that may include, but are not limited to, forfeit of daily bell ringer points, after-school detention, removal of points for class participation, and parent contact. On the 10<sup>th</sup> occurrence of an unexcused tardy, the teacher will submit a referral to administration for further consequences.

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## Attendance Contract (Sample)

*Student Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Consistent classroom attendance is an integral part of the educational process of our students. Students cannot meet their full potential when they miss an excessive number of days. Your child has established a pattern of nonattendance that is interfering with his/her success. This contract is intended to correct this pattern of nonattendance.

The following conditions apply in the fulfilling of this contract:

1. The student named above is expected to be in attendance daily for the remainder of the school year.
2. If a situation arises that prevents attendance, the parent must provide appropriate written documentation, such as an official doctor's note, to the principal or designee for all tardies, absences, and early check-outs. Excused absences include illness (with doctor's note) or a death in the immediate family.
3. The student named above must arrive to school on time and remain in attendance for the entire school day.

In the event the above conditions are not satisfied, the above named student will be dismissed from The Villages Charter School.

***I have read and understand the conditions of this contract.***

Student's Signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Behavior Contract (Sample)

*Student Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

The purpose of behavior guidelines is to ensure an enjoyable, cooperative, respectful, and safe environment for learning. Students at The Villages Charter School are responsible for their personal behavior at all times. Members of the school community are expected to be polite and considerate of the rights of others. We feel that you have chosen to attend our school because it has an environment of respect and our guidelines allow us to continue providing an atmosphere that is conducive to learning and promotes excellence.

Students are expected to cooperate with all teachers and staff members. Substitutes, visitors, and volunteers are to be treated with the same respect as teachers and staff. Serious forms of or continued misbehavior will not be tolerated. Our goal is to provide a safe environment conducive to learning.

When you make choices that compromise the environment established, you should expect appropriate consequences to be assigned. Therefore I, <<STUDENT'S NAME>>, agree that I will not receive any referrals for level 3 or 4 infractions, as listed in The Villages Charter School Disciplinary & Attendance Policy, for the remainder of the school year. Violation of this Behavior Contract may result in dismissal for students with no Education Plan, or a change to a student's Education Plan under which services are provided or accommodations made.

***I have read and understand the conditions of this contract.***

Student's Signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## VCS Disciplinary & Attendance Policy Acknowledgement

### PLEASE SIGN AND RETURN

My child and I have reviewed The Villages Charter School Disciplinary and Attendance Policy for 2024-2025 and The Villages Charter School Student Handbook and understand the contents. By signing below, I am indicating my review of the policy, possible corrective measures and my alignment with the philosophies of The Villages Charter School. **Failure to return this signed acknowledgement waives the privilege of attending The Villages Charter School.**

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Homeroom/1<sup>st</sup> Period Teacher \_\_\_\_\_