

# The Villages® *Charter School*

## The Villages® *High School*


### Student Handbook


2024-2025



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 [tvcs.org](http://tvcs.org)

# CORE IDEOLOGY

## VISION

We are a school where a supportive community of students, parents and staff tailor the educational experience to meet individual needs, resulting in successful, well-rounded, responsible individuals with an entrepreneurial spirit.

## CORE PURPOSE

We are dedicated to educating a community where all can be successful, discovering and realizing their dreams.

# CORE VALUES

## Hospitality

We create an atmosphere of support where people feel welcome, comfortable, and challenged to learn and grow.

## Hard Work

We are committed to excellence in all we do. Our high expectations and data driven decisions are reflected in our work ethic, in our personal pride at school, and in our community. We strive to exceed everyone's expectations with both effort and results.

## Stewardship

We do what is the best interest of the student, family, school, and community. We treat all resources as ours to nourish and protect.

## Creativity

We encourage and embrace innovation, risk-taking, and "out-of-the-box" thinking for the purpose of finding a better way.

Our mission is to provide quality learning opportunities that promote personal responsibility and inspire children's thirst for knowledge.

# The Villages High School's Five Golden Guidelines

**1**

Be on time and where you are supposed to be.

**2**

Be prepared and on task.

**3**

Ask for the help that you need.

**4**

Strive for excellence and always do your best.

**5**

Respect the rights, responsibility, and property of others.

# Table of Contents

<b>Academics</b>	
<a href="#">AP Courses</a>	5
<a href="#">Credit Recovery</a>	5
<a href="#">Dual Enrollment Courses</a>	5
<a href="#">Grading</a>	5
<a href="#">Graduation Requirements</a>	5
<a href="#">Homework</a>	6
<a href="#">Media Center</a>	6
<a href="#">MTSS/RTI</a>	6
<a href="#">Report Cards/Progress Reports</a>	6
<b>Campus Procedures</b>	
<a href="#">After-School Procedures</a>	7
<a href="#">Attendance, Tardies, and Checkouts</a>	7
<a href="#">Attendance Notification Letters</a>	8
<a href="#">Before-School Procedures</a>	9
<a href="#">Campus Safety and Security</a>	9
<b>General Policies</b>	
<a href="#">Animals/Pets on Campus</a>	9
<a href="#">Bell Schedules</a>	10
<a href="#">Cell Phone Policy</a>	10
<a href="#">Community Service</a>	10
<a href="#">Extracurricular Activity Eligibility Standards</a>	11
<a href="#">Field Trips/School-Sponsored Activities</a>	11
<a href="#">Getting the News</a>	12
<a href="#">Illness/Injury/Medication</a>	12
<a href="#">Internet Usage</a>	12
<a href="#">Lockers/Locks</a>	13
<a href="#">Loitering</a>	13
<a href="#">Lunch</a>	13
<a href="#">Out-of-Field Teacher</a>	14
<a href="#">Skateboards</a>	14
<a href="#">Student Clubs/Organizations</a>	14
<a href="#">Student Parking</a>	14
<a href="#">VCS Attendance Policies</a>	15
<a href="#">VCS Personal DSTUDENT PARKING Device Agreement</a>	16
<a href="#">VCS Chromebook Device Usage Agreement</a>	17
<b>Student Conduct</b>	
<a href="#">Behavior Contracts</a>	20
<a href="#">Buffalo Student Expectations</a>	20
<a href="#">Bullying/Harassment</a>	20
<a href="#">Cheating/Plagiarism</a>	21
<a href="#">Detention</a>	22
<a href="#">Dress Code</a>	22
<a href="#">Guidelines for Student Conduct</a>	24
<a href="#">Out of Area/Skipping Class</a>	25
<a href="#">Public Displays of Affection</a>	25
<a href="#">Schoolwide VHS Behavior Management Plan</a>	25
<a href="#">Suspensions</a>	26
<a href="#">Vape/Nicotine/Tobacco Use</a>	26
<a href="#">VCS Disciplinary Policy</a>	26
<b>Parent &amp; Student Handbook Acknowledgement</b>	29

# Academics

## AP COURSES

Students at VHS are able to enroll in over 15 different Advanced Placement courses through the College Board. These classes offer rigorous coursework and give students the opportunity to earn college credits through the AP Exam at the end of the year. Students enrolled in AP courses are required to take the associated AP Exam, which is provided at no cost to the student. These courses typically require students to commit more time outside of class to successfully complete assignments.

## CREDIT RECOVERY

VHS uses APEX Learning and Florida Virtual School (FLVS) for credit recovery. APEX Learning offers curriculum facilitated by VHS teachers. Florida Virtual School is an online program that is facilitated by FLVS teachers. Florida Virtual School (FLVS) or APEX Learning may be required if a student has below a 2.00 unweighted GPA or is credit deficient in a required course at any grade level. VHS provides an after school program where credit recovery courses are offered with teacher support. The VHS administration and the school counselors will work with each student to find the best approach to be successful.

## DUAL ENROLLMENT COURSES

The Villages High School is an Early College campus of Lake Sumter State College. VHS offers 28 college courses on its campus and offers students the opportunity to earn an Associate's Degree alongside their high school diploma. These courses typically require students to commit more time outside of class to successfully complete assignments.

## GRADING

Report cards are issued digitally every nine weeks. Students and parents may check grades daily through an online grading system. The Villages High School uses numeric and letter grades on a 4.0 scale. Letter grades are assigned as follows:

Letter Grade	Numeric Grade	4.0 Scale
A	90 - 100%	4.0
B	80 - 89%	3.0
C	70 - 79%	2.0
D	60 - 69%	1.0
F	59% and below	0.0

A weighted GPA is used for class ranking. A weighted grade point average will be used based on the following 5.0 scale.

A = 5 grade points B = 4 grade points C = 3 grade points D = 2 grade points F = 0 grade points.

Honors, Advanced Placement, Dual Enrollment and some advanced CTE courses qualify for the weighted points.

## GRADUATION REQUIREMENTS

The [Villages High School Curriculum Guide](#) lists all graduation requirements and course/program opportunities.

# HOMEWORK

The type and length of homework assignments depend upon the teacher's methods and student performance level. Ordinarily, the amount and complexity of homework will increase as students progress into higher grade levels.

# MEDIA CENTER

The VHS Media Center is open for students from 7:15 a.m. to 4:00 p.m. on Monday through Thursday and from 7:15 a.m. to 3:30 pm on Fridays. Students can access the media center before or after school. Students must have a pass from a teacher or staff member whenever individually using the media center during regular class time. Students must have their ID for access to the media center.

See media center link for more information. [VHS Media Center](#)

# MTSS/RTI

"The Villages Charter School implements an evidence-based Multi-Tiered System of Supports (MTSS) so that all students' educational needs are met and are provided with proactive, timely, and evidence-based interventions. We utilize a three-tier Response to Intervention/Problem-solving (PS/RtI) approach under the umbrella of the MTSS framework with varying levels of support beyond that used as the core curriculum."

# REPORT CARDS/PROGRESS REPORTS

## **Quarter Mid-Points:**

September 09, 2024  
November 13, 2024  
February 06, 2025  
April 22, 2025

## **Grading Period Ends:**

October 10, 2024  
December 20, 2024  
March 12, 2025  
May 23, 2025

## **Report Cards Electronically**

**Distributed:**  
October 18, 2024  
January 10, 2025  
March 19, 2025

# Campus Procedures

## AFTER-SCHOOL PROCEDURES

Students who remain on campus after school are expected to be in a school sponsored, staff supervised event. Students not participating in a school sponsored, staff supervised event are expected to be off campus by 2:50 p.m. An announcement will be made daily to clear the campus. At that time, any student not in compliance will face discipline consequences from administration.

Upon the completion of school each day, students are to report immediately to one of the following:

- School Sponsored Activity
  - Athletics, band, guard, or chorus
  - Club Meetings, CTE Organization Meetings, and Honor Society Meetings
  - Teacher Facilitated Tutoring
- **B.A.S.E.** (Buffalo After School Enrichment) Program - located in the VHS Cafeteria
- Student parking lot to leave campus.\*
- Carline for pick up.

Students who are not picked up by 3:00 from the carline, must report to the cafeteria for the **B.A.S.E.** program. Students will not be charged for the 2:35 pm - 4:00 pm academic support time. There will be a flat nine-weeks upfront fee of \$125 for the quarter for students who remain in the program after 4:00 pm.

**\* Due to safety concerns, students may not loiter at any time in the parking lot or in unsupervised areas. Once a student leaves campus, they are not allowed to return. Students that leave campus and return to campus after school hours and are not participating in a supervised activity will receive a referral and face disciplinary consequences of 1 day OSS.**

## ATTENDANCE/TARDIES/CHECK-OUTS

Absences are classified as excused or unexcused, as determined by the criteria outlined below. Make-up work must be submitted within a time period equal to the number of days missed +1 day upon return to school; however, if an assignment has a previously determined due date, that date must be observed, unless arrangements are made with the assigning teacher.

### Examples of excused absences are:

- An illness with a note from the parent or medical or dental appointments with an appointment slip. A doctor's statement may be required by school officials.
- An incident resulting in injury to the student.
- A death in the immediate family.
- A subpoena by a law enforcement agency or a required court appearance.
- Insurmountable circumstances as determined by the principal (or designee).

### Unexcused absences include those that:

- Are not accepted as excused.
- Are caused by truancy.
- Were not supported with approved documentation to the office.
- Are caused by disciplinary action such as suspension.

**To Report an Absence:** Absent students must bring in approved documentation verifying that the absence qualifies for excused status (parent's note, doctor's statement, etc.) by the third class meeting after the absence; after that time, the absence will be recorded as unexcused and no documentation will be accepted at any point thereafter. The note should be dated and reflect student name, date of absence, specific reason for the absence, and parent signature.

Planned or future absences require a Pre-Approved Absence Form which must be submitted to the front office at least 3 days prior to the date. These absences may or may not be approved as excused. Pre-Approved Absence Forms can be obtained through the front office or via the TVCS website. Students will be required to obtain teacher signatures prior to submitting the Pre-Approved Absence Form to the front office. All pre-approved absences from school are included in the 10-day absence policy.

**Tardies and Late Arrivals:** When a student arrives at school after the start of the school day, the student must report to the school office. Once the student properly checks in through the front office, an Admit Slip will be issued and the student will report to class. Students with late arrival tardies must bring in approved documentation verifying that the late arrival qualifies for excused status (parent's note, doctor's statement, etc.) within three days; after that time, the late arrival will remain as an unexcused tardy. The note must be dated and reflect student name, date of late arrival, specific reason for the late arrival, and parent signature. A student late to any class is considered tardy.

**Examples of excused tardies/ late arrivals are:**

- An illness with a note from the parent or medical or dental appointments with an appointment slip. A doctor's statement may be required by school officials.
- An incident resulting in injury to the student.
- A death in the immediate family.
- A subpoena by a law enforcement agency or a required court appearance.
- Insurmountable circumstances as determined by the principal (or designee).

**Student unexcused tardy to class (including 1st period):** 1st and 2nd Tardy = Warning, 3rd and 4th Tardy = Parent Contact, 5th Tardy = Referral, 6th through 9th unexcused tardy = Warning. Upon the 10th unexcused tardy, a 2nd referral will be issued and an Attendance Contract will be signed. Each additional unexcused tardy will also result in referral. Excessive tardies and non-compliance with the Attendance Contract may result in dismissal from The Villages Charter School. Students receive a clean slate at the beginning of each new semester.

**Check-Outs during the School Day:** Students must bring a note signed by the parent, which must include a contact number to release the student from class. Parent permission to leave school will be verified. Students must report to the office and sign-out before leaving campus. Students returning to school on the same day as they were checked-out must sign-in at the main office before returning to class. Students that do not follow these procedures will face disciplinary consequences. Students checking back into school will only be admitted with a doctor's note or physical note from a parent.

***The Villages High School is required to report students with fifteen (15) cumulative unexcused absences within a 90 day period to the Division of Motor Vehicles for a driver's license suspension.***

**Senior Attendance:** VHS does not sponsor or permit any Senior Skip Days. Seniors finish one week earlier than underclassmen; this senior week is a privilege and not a right. Seniors may be required to be on campus to complete work that is due or serve a detention or suspension during this time if it is deemed necessary.

## ATTENDANCE NOTIFICATION LETTERS

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 will send home an attendance notification letter. Non-compliance with the specifications of the terms of the letter may result in dismissal from The Villages Charter School.



# BEFORE-SCHOOL PROCEDURES

School doors open at 6:30 a.m. After arrival, students may congregate in the cafeteria or the courtyard. The Media Center will open at 7:00 a.m. for students wishing to check-out books. A 7:35 bell will ring indicating to students it is time to report to class. At 7:40 a.m., all students are to be seated in their 1<sup>st</sup> period class. Once a student has arrived on campus, they are expected to enter the building immediately. Students must have administrative approval to reenter the parking lot area and are not permitted to leave campus without administrative approval.

**Students that leave campus without administrative approval will receive a referral and face disciplinary consequences of 1 Day OSS.**

# CAMPUS SAFETY AND SECURITY

The Villages High School is committed to providing a safe environment for our students and staff. Our safety plan is under continuous review, with upgrades and improvements implemented as necessary. The following safety protocols are observed:

- School Resource Officers (Sumter County Sheriff's Deputy) are on campus before, during, and afterschool. The School Resource Officer Supervisor and Administrator will be present as needed.
- Cameras are located in strategic locations throughout the campus. These cameras are monitored by the Safety Specialists, Administrators, and the School Resource Officers.
- VCS will conduct active assailant drills as required by Florida administrative code. These drills will vary in scope and detail as determined with input and participation by the Sumter County Sheriff's Department.
- Visitors/late arriving students may only utilize the front main entrance access door. A camera and audio system permits front office personnel to see and talk with any person, prior to allowing them access. All visitors must state the reason for their entry and provide photo Identification.
- Students may not open exterior doors to allow entrance for anybody at any time. Students who open exterior doors to allow entrance will face disciplinary action.
- All students must wear their current VHS picture ID at all times while on campus. Parents are vital partners in our safety initiatives by ensuring the importance of students wearing their ID cards daily. Wearing a school issued picture ID is part of the campus-wide VCS dress code policy.

## General Policies

# ANIMALS/PETS ON CAMPUS

In order to maintain a safe campus environment, no private pets will be allowed on campus. Pets brought to the campus for the purpose of dropping off or picking up students must remain in the vehicle at all times while on campus. Only registered service dogs will be allowed in campus buildings with the prior approval of administration.

# BELL SCHEDULES

## Standard Bell Schedule

7:35 a.m. Passing Bell to 1st Period Class

1st Period	7:40 - 8:30
2nd Period	8:35 - 9:25
3rd Period	9:30 - 10:20
4th Period	10:25 - 11:15
<i>A Lunch</i> 5th Period	<i>11:20 - 11:45</i> 11:50 - 12:45
5th Period <i>B Lunch</i>	11:20 - 12:15 <i>12:20 - 12:45</i>
6th Period	12:50 - 1:40
7th Period	1:45 - 2:35

## CELL PHONE POLICY

Pursuant to 1003.32 F.S., students will be required to place their cell phone in the designated classroom tech locker during class. Exceptions will be made for students requiring cell phones for necessary medical monitoring. Students who are found to be in possession of a cell phone during instructional time will receive a referral and a two hour administrative detention.

## COMMUNITY SERVICE & PAID WORK HOURS

The Villages High School is identified as a “Charter School in the Workplace” and operates as a Florida non-profit, federally recognized 501(c)3 charitable organization. To support the spirit of volunteerism it is recommended that students accumulate a minimum of one hundred fifty (**150**) hours of service (*community service and/or paid work -hours can be combined*) to their school and/or community in order to be eligible to apply for [The Buffalo Scholarship Foundation Scholarship](#) and qualify for [The Buffalo Promise](#).

### HOURS & DEADLINES

- Hours must be completed and submitted by April 1st of each year. Hours submitted after the deadline will be credited to the following school year.
- Hours for the **Buffalo Promise** can be accepted up until the Last Day of School, published yearly on the school calendar.
- Hours for the Buffalo Scholarship Foundation Scholarships are due by the time the scholarship application is due-usually around spring break.
- **Senior Year: Deadline for hours MUST be submitted by April 1st. Any hours submitted after the deadline may not count toward [the Buffalo Scholarship Foundation Scholarships](#).**

Having at least one hundred fifty (150) community service hours will also assist seniors on their college applications as they apply to the different universities along with the many scholarships available. Programs such as the Florida Academic Scholars Award (Bright Futures) and many other scholarships.

**Community Service and Paid Work Hours  
Guidelines for Bright Futures Scholarships  
House Bill 461- [Florida Bright Futures Scholarship](#)**

## **EXTRACURRICULAR ACTIVITY ELIGIBILITY STANDARDS**

In order to participate in extracurricular/co-curricular activities or athletic programs, students must adhere to school board policies, school-based criteria, and applicable law. It is important for students to understand that the behavioral expectations placed upon them by the school can extend beyond the classroom and school campus. Pursuant to Florida Law, the school board has the authority to withhold participation privileges from students.

With this in mind, any student who has been formally charged with a felony or similar offense by a prosecuting attorney shall be excluded from participation in extracurricular/co-curricular activities and athletics for a minimum of one calendar year. If the student is not found guilty or if the charges are dismissed, the student may return upon presenting documentation of the court's decision. Any student who has committed a level III hazing offense shall be excluded from participation in extracurricular/co-curricular activities for a minimum of one calendar year.

The Villages Charter School has established student eligibility standards and related student disciplinary actions regarding student participation in extracurricular/co-curricular activities. These eligibility standards are included in the [Code of Conduct for Athletics](#) that is provided to each participating athlete. Athletic eligibility is determined by regulations of the [Florida High School Athletic Association \(FHSAA\)](#)

The following includes a list of examples, such as, but not limited to, which may be considered for inclusion as eligibility standards to participate in extracurricular interscholastic or intra-scholastic activities:

- School attendance policy that may prevent a student from participating
- Alcohol/drug related behavior
- 2.0 GPA Required for Academic Eligibility. A middle/junior high student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (s. 1006.15(3)(a)1, Florida Statutes). Final grades previously earned by the student from another school shall not be converted using the scale in Bylaw 9.4.2. A district may require more stringent academic requirements (i.e. no F's)
- School/classroom discipline issues
- Social Media issues
- Bullying
- Sportsmanship
- Dress Code Policy
- Four Year Limit of Eligibility
- Age Limit – 19 years 9 months (seniors) or 19 years on or after September 1 (all others)
- Physical Evaluation (EL2) and Consent and Release from Liability Certificate (EL3)
- Any other district policy which would remove or prevent a student from participating in extracurricular activities

## **FIELD TRIPS/SCHOOL-SPONSORED ACTIVITIES**

Field trips are planned as extensions of class activities. Student conduct and choices throughout the year will determine eligibility for these exciting educational activities. In some cases, we may ask parents or guardians to personally chaperone as a condition for participation. Students with a GPA below 2.0 and/or disciplinary referrals may not be eligible to attend field trips or school-sponsored activities, including senior activities, prom, and homecoming. Students who are ineligible due to GPA, attendance, or disciplinary record are permitted to submit an appeal to administration through the activities coordinator.

Please remember that proper behavior is critical to attending future field trips. Students must adhere to all school rules, including dress code, at all times during field trips. If students make poor choices while out of the school building, parents will be called to pick their student up. Students must have a signed VHS permission form and any fees required for the trip returned prior to participating in any field trip.

All required student medications must be properly documented through the nurse 48 hours prior to field trip departure. This includes prescriptions, vitamins, and OTC medications.

**When attending school-sponsored activities, on-campus or off-campus, students will be governed by the authority of school personnel. Failure to comply with school rules and regulations or failure to obey instructions of school personnel may result in consequences as outlined in the VCS Disciplinary Policy. Remember, our students are ambassadors of The Villages Charter School and ultimately of The Villages.**

## GETTING THE NEWS

The Villages Charter School has a website: [www.tvcs.org](http://www.tvcs.org). This interactive website contains information about the high school campus, as well as a “[Teacher Connection](#)” link that will keep students informed about events and activities in each class. Each teacher page lists their email address. Please enter “student” in the subject line of the email. Students and parents will also find a link titled “[Hot Topics](#)” which is a TVCS information site, and an “[Activities](#)” link that provides information on upcoming events and activities. [Skyward Gradebook Viewer](#) is an excellent source of academic information for parents. A username and password (obtained from the Enrollment Office) are required to access this tool from home using the internet. Use of these tools will keep parents informed about campus life.

## ILLNESS/INJURY/MEDICATION

Students who feel ill during the school day will need a teacher to notify the school nurse and issue a pass before proceeding to the school clinic, located in Student Services. Students will receive appropriate attention and return to class or call home to be picked up. Students will not be allowed to stay in the clinic for extended periods of time. After receiving appropriate care, the nurse will determine whether the student can return to class or must go home. A student who is being checked out of school due to illness, whether they have been seen in the clinic or not, must check out through the VHS Clinic. Students determined to have a fever will be sent home and must be fever free for 24 hours prior to returning to school.

**Up-to-date health information regarding allergies, asthma, seizures, etc. and current telephone numbers must be noted on the Emergency Contact Form that is completed for each student, every school year.** Before medication can be administered through the clinic, a medication form must be filled out by the appropriate medical professional to include an MD, DO, ARNP, PA, or DDS. Prescription medication and over-the-counter medication must be brought to the clinic by a parent or guardian and must be in its original container with the pharmacy label intact. Students must not have any medication in their possession at school, including any over-the-counter medication. Consuming or possessing prescription or over-the-counter medication on campus outside this formal procedure may result in disciplinary consequences.

Field Trip Procedure: All required student medications must be properly documented through the nurse 48 hours prior to field trip departure. This includes prescriptions, vitamins, and OTC medications.

**Students with Allergies: For all students with allergies, we require that the allergies be noted on the Emergency Contact Form that is completed for each student, every school year.** The parent/legal guardian should also contact the clinic staff within the first week of school, and the school will provide a student with a planning form to be completed by a doctor/certified healthcare provider. The plan will outline the specific allergies and the action steps/medication to be given if they are exposed to any of these allergens. It is very important to keep the school updated of any changes to a student's medical conditions so we can provide the very best care.

## INTERNET USAGE

The internet can be a vast source of information and we are pleased to be able to provide access to students. All internet access throughout The Villages Charter School is monitored and documented at all times. Access to the internet is provided for school usage, and therefore it is expected that students utilize it in a businesslike manner.

The following internet activities will not be tolerated:

- Use of any AI program to produce academic work
- Social media, shopping, gaming, chat rooms, instant messaging, accessing non-TVCS or LSSC web-based email.
- Access of web sites or information that is vulgar, profane, rude, offensive, sexually implicit or explicit in nature.
- Using another person's password, files, or directories.
- Any use which would reflect poorly on The Villages Charter School.

**The Villages Charter School reserves the right to restrict access to the internet, as well as to restrict access to specific sites on the internet. Students who abuse the privilege of internet access, will have computer access suspended immediately and further disciplinary action may be taken.**

## LOCKERS AND LOCKS

All PE students will be assigned a locker and lock. Personal locks are NOT permitted and will be immediately cut off if found. VHS Staff is not responsible for lost or stolen items. There will be a \$10 fee for any lock not returned or damaged during the course of the year.

## LOITERING

Students must refrain from loitering and/or congregating in common areas, hallways, bathrooms, parking lots, school grounds, athletic fields, etc. Students engaging in these actions will be subject to disciplinary action, which may include search of person and personal property.

## LUNCH

We have a closed campus during lunch and only students leaving for the day or for a doctor's appointment will be allowed to check out. Only parents or legal guardians will be permitted to eat lunch with their students during their scheduled lunch. All food must be eaten in the cafeteria or on the outside dining patio. All other areas on campus are off-limits during lunch, including teacher classrooms, the media center, the athletic center, the courtyard gazebo, and parking lots. **Students who leave the designated lunch area without an administrative pass will be subject to disciplinary actions.**

**\*\*\*Students must use the restroom facilities located in the VHS cafeteria during their lunch period, all other campus restrooms will be considered out of area. Students may not bring their backpack into the restroom with them while at lunch.\*\*\***

Students should be considerate of others while in the cafeteria and are expected to behave accordingly during lunch. Please leave the cafeteria in a condition that allows someone else to have a positive dining experience as well.

**Food, gum, and candy are not permitted outside the cafeteria. Bottled water is the only acceptable beverage a student may have in classrooms and hallways.**

**THE ORDERING AND DELIVERY OF FOOD FROM OUTSIDES SOURCES WILL NOT BE PERMITTED AT VHS DUE TO THE VCS CAMPUS-WIDE SCHOOL SAFETY POLICY; HOWEVER PARENTS/GUARDIANS WILL BE PERMITTED TO DELIVER FOOD FOR THEIR STUDENT ONLY DURING LUNCH TIME, BUT WILL BE REQUIRED TO CHECK INTO THE FRONT OFFICE WITH VALID PHOTO I.D. DELIVERIES FROM ANYONE OTHER THAN A PARENT/GUARDIAN WILL BE REFUSED. LUNCH DELIVERIES MUST BE DROPPED OFF AT THE FRONT OFFICE BY THE FOLLOWING TIMES: A LUNCH - 11:30 and B LUNCH - 12:25. STUDENTS WILL NOT BE ALLOWED TO EXIT THE BUILDING AT ANY TIME TO PICK UP FOOD. STUDENTS WHO ATTEMPT TO ABUSE THIS PRIVILEGE WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES.**

**\*\*\*\*\* All lunches, bags or items delivered to students are subject to search.\*\*\*\*\***

## OUT OF FIELD TEACHER

Thirty (30) days prior to the beginning of each semester, The Villages Charter School will post a list of the out-of-field teachers on its web-site. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom within the school and grade in which the student is currently enrolled. Any parent may request his or her child to be transferred to another classroom teacher once during a school year. The request must be made in writing and given to the school principal. The parent does not have the right to select the specific classroom teacher. These requests may not put a classroom over the state mandated class size. The principal must approve or deny the transfer within two weeks after receiving the request. If the request is denied, the principal must notify the parent and specify the reasons for denial.

## SKATEBOARDS

Students are not permitted to have skateboards, hoverboards, or roller skates on VCS property at any time. Students will not be permitted to carry their skateboards, hoverboards, or roller skates at any time.

## STUDENT CLUBS/ORGANIZATIONS

VHS encourages students to participate in extracurricular activities to allow exploration in extra educational, leadership, socialization, and volunteer opportunities. We believe that when students participate in athletics, school clubs, and/or organizations, they are more likely to have a good sense of confidence, self-esteem, and school spirit, which all contribute to a positive school experience. Students must be in school a minimum of a half day in order to participate in a school sponsored event.

Students interested in establishing a new club may do so by requesting the appropriate form from the Activities Coordinator. The form requires signatures from at least ten (10) students as well as a Faculty Sponsor willing to commit to overseeing membership and creating a club charter. All newly-established clubs will be introduced on a two-year probationary period. All VHS clubs are required to include by-laws and a community service element within the club charter. Please see the Activities Coordinator for more information. New club applications must be turned into the Activities Coordinator by August 25th in order to be considered for the current school year.

A club fair will be held at the beginning of each school year during lunches to allow students to speak to current club members and become aware of established clubs in order to consider membership opportunities.

### Student Club Eligibility

- Students must meet membership requirements according to the Club by-laws and be listed on the Club Roster after the membership drive.
- Students must have a minimum 2.0 GPA to participate in any extracurricular activity.
  - **NOTE:** A higher GPA may be required in Club by-laws.
- Students must pay non-refundable VHS club dues for each club joined.
  - **NOTE:** Club due amounts will be outlined in individual Club by-laws. State or national-affiliated clubs may also require membership fees to the organization.
- Students must have a "Student Participation & Parental Approval Form" with a copy of their insurance card attached on file with each Club Sponsor.

## STUDENT PARKING

Student parking is a privilege provided by VHS. Students driving to school and parking on campus, must officially register their vehicle with VHS and purchase a parking permit. Parking permits must be purchased annually and are only valid for the school year issued. **Golf Cars are only considered approved vehicles for Student Parking when a student possesses a valid State issued Driver's License.** Students may only park in VHS parking lots with a clearly visible

VHS parking permit that has been officially assigned to the vehicle. **Students are not permitted to be in the parking lot during school hours without permission from Administration.** All traffic laws and good common sense should be used at all times throughout the charter school campus. Inappropriate behavior or failure to register a vehicle with VHS may result in disciplinary action, including suspension, loss of parking privilege, and/or loss of extracurricular activities. Due to safety concerns, loitering in the parking lot is not permitted at any time. Students arriving on campus must promptly exit their vehicle and enter the building. By 3pm, student drivers that are not participating in a school-sanctioned activity must leave campus. **Any vehicle parked on school property may be searched with reasonable suspicion of inappropriate activities or behavior.**

## VCS 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 the 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 the administration.

**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.**

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.

**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.**

### **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.) within three days 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 at 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. Middle and high school students will be marked absent for any class in which they miss the entire class period or are tardy to class that was entered after the bell has rung.

### **Secondary**

Each classroom teacher will monitor unexcused student tardiness/early check-outs from the 1st through the 9th 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 10th occurrence of an unexcused tardy, the teacher will submit a referral to administration for further consequences.

# VCS PERSONAL DEVICE AGREEMENT / CELL PHONES & ELECTRONIC DEVICES

The use of technology to provide educational material is not a necessity but a privilege. Students do not have the implicit right to use their personal laptops, cell phones or other electronic devices while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in the PDA program are expected to act in a responsible, ethical, and legal manner in all areas identified below.

Personal devices include, but are not limited to laptop computers, cell phones, iPods, CD players, MP3 players, iTouch, iPads, and other web browsing devices. The use of cell phones and other electronic devices:

- May only occur during times designated by the teacher and/or school. At ALL other times cell phones and/or electronic devices shall be kept turned OFF and out of sight.
- Will be subjected to all guidelines outlined in this Personal Device Agreement when used on campus or at any school-sponsored event.
- Are prohibited in the locker rooms, bathrooms, and all other locations on campus during school hours at all times with the exception of cell phones to be used in the hallways in between class, VHS cafeteria and VHS media center only during the student's lunch period and may be allowed for educational purposes at a teacher's discretion.

**Please read every statement carefully as no student will be permitted to use personal technology devices unless the Handbook Parent and Student Acknowledgement Form is signed and returned.**

- Students take full responsibility for their devices. The Villages Charter School, Inc. is *not* responsible for any electronic device that is misused, lost, damaged, or stolen, or for the loss of any data due to faulty connections or equipment failure.
- All laptops used on The Villages Charter School campus are required to use the school-provided Wi-Fi connection.
- Students understand that bringing devices on the premises with the intention of infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information in violation of the PDA policy will result in disciplinary actions.
- Students MAY NOT modify, damage, or compromise any technological device, computer system, or network, or attempt to gain unauthorized access to technological devices, network systems, the Internet, or the work of others, or use any type of computer hacking software, pirated software, or P2P (peer to peer) file sharing software.
- Students are required to enable password protection on their devices. Passwords are to be protected as private information and shall not be disclosed by the student to others.
- Chrome books should not be labeled with any kind of sticker.
- Personal technology, including computers, smartphones, or network access devices may be used only with teacher permission in the classroom. The Villages High School restricts bringing and using personal devices at school unless requested by the individual teacher.
- Personal electronic devices cannot be used during assessments unless specifically required by the instructor.
- Teachers are facilitators of instruction in their classrooms. They cannot spend time fixing technical difficulties with students' personal devices in the classroom.
- Students must *immediately* comply with teachers' requests to shut down their devices or close the screen.
- Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum.
- Students agree to follow copyright laws and fair use\*\* practices. Words, photographs, music, video, and all intellectual property belongs to the creator and are protected by copyright. Students will never post the work of others without providing proper citation. All material on the Internet is considered copyrighted unless otherwise stated.
- **Copyright and Fair Use guidelines may be found at:**  
<http://copyright.columbia.edu/copyright/fair-use>
- Students should not expect that files stored on or transmitted via VCS resources will be confidential.
- Students of The Villages Charter Schools, Inc. **MAY NOT** use the school's network or technology resources for accessing, submitting, posting, publishing, uploading, downloading, transmitting, displaying, or distributing inaccurate, obscene, profane, sexually oriented, racially offensive, harassing, sexually explicit, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, images, or other content at any time. Cyber bullying is specifically prohibited.
- All digital transmissions are subject to inspection and/or monitoring by VCS employees, members of the IT team, and other officials. In addition, VCS reserves the right to view ALL communications generated on school systems,



on school property, or at any school-sponsored event. This policy expressly applies to students' personal electronic devices.

- Students suspected of violating school policy using their personal electronic device understand the VCS administration can search their personal electronic device as part of normal discipline infraction protocols.
- Personal devices are to be charged prior to bringing them to school and run off their own batteries while at school.
- Printing directly from personal laptops will not be possible at school.
- Student abuse or misuse of school technology will result in one or more of the following penalties and will be assessed at the discretion of the school administration:
  - Students will face suspension or revocation of computing and other technological privileges
  - Students will face disciplinary action assigned by administrator
  - Students will be required to make full restitution to The Villages Charter School, Inc. for resources consumed. Students and/or parents and guardians may face legal action to recover damages.

#### **Students MAY NOT:**

- access the data of another user.
- erase, rename, move, or make unusable anyone else's files, equipment, or programs.
- alter files of another user-this is considered vandalism.
- authorize anyone else to use their account name or files for any reason.
- conduct any illegal activities that utilize network resources.
- access resources for gambling, gaming, shopping, trading, etc.
- use network resources for any commercial purposes, private advertising, or personal hobbies, specifically, but not limited to: web hosting, game server, chat rooms, etc.
- download copyrighted material for other than legal personal use.
- post pictures, videos, or other recordings of another person.
- post material authored or created by another without his/her consent.
- construct, own, or contribute to a web site that negatively affects the name of the school or any of its students, faculty, staff, or administration.
- installing or running any software on the VCS network.

VCS does not have control of the information on the Internet or incoming e-mail, and although the Internet filter is utilized across the campus, it does not always prevent users from accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of The Villages Charter School, Inc.

## **VCS CHROMEBOOK DEVICE USAGE AGREEMENT**

The Villages Charter School (VCS) has committed to a multi-year timeline of issuing a technology device to every student, a project referred to as the VCS 1:1 Initiative. VCS believes that technology integrated into effective instructional practices will support students and staff to grow as creators, contributors, and empowered, connected learners so that each person is prepared to achieve a lifetime of personal success.

Providing and issuing Chromebooks for instructional use by VCS students is an important part of our school's instructional program. The student will use the device every day to support and guide his or her learning. Certain guidelines are necessary to protect the Chromebook and the school network. These guidelines are also in place to ensure that this technology serves as an effective instructional tool.

The student will be provided with one VCS issued Chromebook, one VCS issued charger, and one VCS issued protective case.

Before being issued a device, students and their families must participate in an orientation process and agree to the following terms and conditions.

#### **Computer Loan Agreement (Google Chromebook)**

- The student and parent will understand and sign the Acceptable Use of Technology Resources policy when given.
- The student agrees to follow all VCS regulations and policies governing the use of the Chromebook as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
- The student is responsible at all times for the care and appropriate use of the VCS issued Chromebook, charger,

case.

- The student must adhere to these terms each time the device is used, including when it is not on school grounds.
- The student shall not remove or alter any VCS identification labels attached to or displayed on the Chromebook.
- The student will not deface the device or adhere stickers or other markings to the Chromebook or protective case.
- The student agrees to ensure the device is kept secure and safe.
- The student agrees to handle the device carefully and protect it from potential sources of damage.
- The student must report theft (or suspected theft), loss, damage, or malfunctioning of the Chromebook to school personnel immediately.
- Upon request, the student agrees to deliver the issued Chromebook to VCS staff for technical inspection or to verify inventory or other information. The student will make available for inspection by any school administrator or teacher any messages, communication, or files sent or received on any VCS-issued device and account including, but not limited to, the issued Chromebook.
- The student will bring the issued Chromebook fully charged to school every day.
- The student will use the issued protective case at all times to protect the Chromebook.
- The Chromebook and all data on the Chromebook are the property of VCS. All such issued Chromebooks, cases and chargers shall be returned to VCS prior to the student's withdrawal from the school. Failure to return all VCS issued Items will result in the replacement cost charged to the student's account.
- VCS may install apps or extensions on the Chromebook at any time to ensure the safety and security of VCS equipment and to maintain a productive learning environment for all students. The student may not attempt to delete or modify these apps or extensions in any way.
- The student may install only VCS approved apps or extensions.
- The VCS network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.
- The Chromebook utilizes a proxy service which directs any online activity through our school's web filter. The filtering process collects web URL's and search activity for all traffic generated by the Chromebook regardless of the physical location of the device.
- The student acknowledges that his/her use of VCS equipment is a privilege.
- The student has been assigned a Google Suite for Education (G Suite) account with specific privileges and capabilities. The account is intended for the exclusive use of the student to which it has been assigned. The student may not attempt to change or allow others to change the privileges or capabilities of this account. The student may not attempt to add, delete, access or modify other user accounts.
- By agreeing to these terms the student acknowledges his/her responsibility to protect and safeguard their G Suite account, Chromebook, charger, and case at all times and to return the equipment in good condition and repair.
- Failure to abide by any of the terms may result in loss of privileges and/or disciplinary action as determined by administration.

## Google Suite for Education (G Suite) Accounts

VCS offers all students a G Suite account to use on a variety of school-related projects. G Suite provides a variety of online collaboration tools including productivity software, shared calendars, website authoring tools, and internal email. Student accounts may include Drive, Docs, Sheets, Slides, Drawings, Classroom, Contacts, Gmail, Sites, Calendar, Tube, Maps, Takeout, and Earth. Email can only be sent to or received from others with school accounts. The charter school believes that learning to use these types of tools in safe and productive ways is essential in preparing students for a lifetime of personal success.

Student technology use, including the use of G Suite accounts, is subject to school board policy and any local, state, and federal laws. Two specific federal statutes are worth noting in regards to G Suite:

- **Children's Online Privacy Protection Act (COPPA):** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for all VCS G Suite accounts, and no personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. For more information about COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtml>
- **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records and gives parents the rights to review student records. Any information relating to the student's G Suite account is subject to FERPA rules and regulations. For more information about FERPA, please visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

In addition, the following guidelines apply to all student G Suite accounts.

- **Official Email Address:** Students will be assigned an email account through G Suite that ends in *@TVCS.org*. This account will be considered the student’s official VCS email address . Students can only send and receive emails with other students and teachers within the *@TVCS.org* domain for school-related purposes only. They cannot send or receive any email outside of our domain.
- **Conduct:** VCS Core Values apply to all students when using technology. Staff may establish additional expectations for the use of technology depending on their instructional objectives, and students are required to follow the terms and protocols outlined by the teacher. Technology should never be used in a manner that disrupts the educational environment.
- **Access Restriction:** Access to and use of G Suite accounts is considered a privilege accorded at the discretion of VCS. VCS maintains the right to immediately withdraw access to the account if there is reason to believe that violations of law or policies have occurred. In such cases, the alleged violation will be referred to the building administration for investigation and/or disciplinary action.
- **Security:** VCS cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place and VCS maintains a comprehensive web filter for all student internet traffic, The Villages Charter School cannot assure that users will not be exposed to non-educational materials. Families are encouraged to report any suspicious online activity to VCS for review.
- **Privacy:** VCS reserves the right to access and review content in a student’s G Suite account at anytime. VCS complies with all student privacy laws.

As with any educational endeavor, a strong partnership with families is essential to a successful learning experience, and VCS welcomes any comments, questions, or concerns about G Suite.

### Technology Fines

The family and student will assume the risk of loss by theft, destruction, or damage. Devices reported as stolen outside of school require parents to notify police and provide a copy of an official police report to the school administration. Under no circumstances should a student, parent, guardian, etc... attempt to repair a damaged device or pay for the device to be repaired by an agency other than VCS. Any questions or concerns regarding technology fines may be directed to the building administrator. All actual costs for repair or replacement will be charged as follows:

- Full price of repair or replacement for a damaged device, charger and carrying case.
- Full replacement cost for lost/stolen device, including charger and carrying case.

#### Chromebook Repair Cost HP 11 G8

<b>Touchpad , Touchpad Cable, Bezel, Hinge, Top Cover, Bottom Case, Hinge Cover, Wifi Card, USB Board, Camera, LVDS, Speaker, Headphone Jack, Charging Port, Missing Key</b>	<b>\$79 Each</b>
<b>Battery, Palm Reset</b>	<b>\$99 Each</b>
<b>Touch Screen</b>	<b>\$129</b>
<b>Motherboard</b>	<b>\$169</b>

#### Chromebook Repair Cost Samsung XE310XBA

<b>Top Cover, Bottom Cover, Bezel, LVDS, Hinge, Camera, Speaker, USB Board, Missing Key, Charging Port, Headphone Jack</b>	<b>\$79 Each</b>
<b>LCD, Palmrest, Battery</b>	<b>\$99 Each</b>
<b>Motherboard</b>	<b>\$169</b>

# Student Conduct

## BEHAVIOR CONTRACTS

Students who receive a discipline referral may be placed on a behavior contract. The behavior contract will provide a framework for students, parents, and faculty to collectively understand the behavioral expectations of the student to ensure continued success and enrollment at The Villages High School. All students new to VHS will be subject to a discipline review and may be placed on a behavior contract as a condition of enrollment. Non-compliance with the specifications of the Behavior Contract may result in dismissal from The Villages Charter School.

## BUFFALO STUDENT EXPECTATIONS

The faculty and staff of The Villages High School are committed to excellence. Our belief is that high expectations produce high results, and we make a daily effort to provide an environment that produces student learning. The most important members of our educational team are our students. Ultimately, students are responsible for their own success. Student responsibility begins with good attendance, participation, preparation, and includes making quality decisions. Students are expected to be an active stakeholder in their education by:

- Attending school daily
- Being on time to all classes
- **Completing and turning in all assignments on time**
- Preparing for all tests
- Staying organized
- Arriving to class with all materials, including a charged Chromebook
- Using restroom facilities between classes or during lunch
- Reflecting a positive attitude at all times
- Portraying our school's core values on and off campus
- Being kind to others; speaking with the appropriate tone and language
- Protecting others' property, including school property
- Following instructions the first time given
- Arriving in and remaining in approved school uniform

The Villages High School provides a unique privilege for families that have dedicated their lives to The Villages of Lake Sumter, Inc. Our charter school is a school of choice providing an alternative outlet from traditional educational settings. The expectations of The Villages Charter School, Inc. are reflective of the core values and vision of the larger corporation that we serve. Parents have the opportunity to choose the best educational facility for their children, either within the charter school system or outside our area of influence. The Director of Education of The Villages Charter School, in consultation with building principal(s), 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 found in The Villages Charter School's Disciplinary Policy. Families who do not meet the charter school expectations or are not in alignment with the core ideology may be reassigned to their home school districts. Dismissal and re-enrollment of students who have been previously dismissed is at the discretion of the Director of Education of The Villages Charter School. Students who have been dismissed from The Villages Charter School will be ineligible for re-enrollment for one full calendar year from their date of dismissal.

## BULLYING/HARASSMENT

**Bullying, harassment and/or hazing will not be tolerated.** All incidents of possible threats, signs or discussions of weapons, signs of gang activity, inappropriate use of technology, social media, or the conditions that might invite or encourage violence MUST be reported to an adult. This may also include, but not be limited to, teasing, name calling,

intimidation or spreading of rumors. Informational link on The Villages Charter School website is <http://www.stopbullying.gov/>

**Bullying and Harassment:** The Sumter County School Board will not tolerate bullying and harassment of any type. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. Conduct that constitutes bullying and harassment, as defined in Board Rule (5.321), is prohibited.

**Policy of Sexual Harassment:** Sexual harassment occurs when one person (student, adult, staff, or teacher) subjects another person (student, adult, staff, or teacher) to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Anyone who engages in such conduct or falsely accuses another of similar conduct will be subject to a range of punishment up to and possibly including dismissal from our school. Sexual harassment is illegal under both state and federal laws. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct laws.

Examples of sexual harassment may include but are not limited to the following: verbal harassment or abuse of a sexual nature; subtle pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication (for example, a person's body, clothes, or sexual involvement, accompanied by implied or explicit threats; display of sexually suggestive objects, pictures or written materials). Any forms of harassment, no matter how apparently minor, must be reported to any school personnel. School personnel will then report to the Administration to initiate a formal investigation process. The outcome of the investigation will be shared with all parties associated with the event and their parents, if applicable.

**Hazing:** The Sumter County School Board will not tolerate hazing. Hazing means any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. It includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

**Reporting Bullying, Harassment, or Hazing:** Procedures for reporting alleged bullying, harassment, or hazing incidents include self-reporting, peer reporting, parent reporting and/or staff reporting. In order for all students to feel that school is a safe environment, located in the VHS Student Services office is a "Speak Out Box". This box allows students and parents to inform administration and school counselors of students they feel are bothering them or a peer. School counselors empty the box daily and meet with students to find out more about their concerns. Depending on the situation, administration may become involved. Students and parents are also encouraged to talk to, call or email their child's administrator with any concerns regarding alleged incidents of bullying or harassment which will result in an investigation being conducted as further outlined in the Sumter County Bullying and Harassment Policy.

Bullying on the part of any student or group of students at any time will not be tolerated. Students who bully any other student will be held accountable for such actions whether the bullying takes place on or off school grounds, at a school sponsored event or function. Remember, we are all here to have an outstanding academic experience and by learning to cooperate and support each other we will add to the richness of our environment. Our diversity is our strength, and each one of us has a place in our school. Each individual's talents and gifts will benefit us all.

## CHEATING/PLAGIARISM

**All academic work, written or otherwise, submitted by a student to an instructor, is expected to be the result of the student's own thought, research, or self-expression. Students should consult with a teacher to obtain clarification pertaining to any plagiarism or cheating concerns.**

**Cheating:** The use of Google, A.I. Programs, internet search engines, or any unauthorized chromebook usage during a quiz or test is considered cheating. Cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. Copying from others, copying or pasting from any source, or providing information during quizzes, tests, or in the preparation of projects and homework assignments, is a form of cheating.

Students in violation of the individual teacher's established expectations for any assignments may be considered as cheating.

**Plagiarism:** All directly quoted material, all paraphrased material, significant ideas, and organization must be acknowledged by proper citation and documentation as deemed acceptable by the instructor of the course. Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were the student's own product. Plagiarism includes the use of any artificial intelligence (AI) programs, such as ChatGPT, to generate answers, ideas, or words that are presented as a student's original work.

**Instances of cheating or plagiarism will result in a zero on the assignment and a referral to administration, which may include 1 day OSS. Students enrolled in Dual Enrollment classes will also be subject to consequences determined by LSSC.**

## DETENTION

**Detentions** may be scheduled before school, after school, or during lunch. Students will not be admitted late into detention. If students are late or fail to report to detention, they will have additional consequences assigned at the administration's discretion. If a student is unable to attend their assigned detention date, they are responsible for rescheduling the detention with a dean via email and providing a documented excuse. Students will be provided with one opportunity to reschedule a missed detention. Failure to report to detention after the provided make-up date will result in assignment to Administration Detention/Saturday School. Students will work on academic assignments during time served during their detention. Detention may also include campus maintenance activities. See School Wide Behavior Management Plan. Students who have been assigned detention must bring academic work to complete, may not utilize any electronic devices, and may not socialize with other students in detention.

**Lunch Detention** may be assigned as a disciplinary consequence by administration. Students who have been assigned lunch detention must report directly to administration after collecting their lunch and may not utilize any electronic devices or socialize with other students while in lunch detention. Students will be provided with one opportunity to reschedule a missed lunch detention. Failure to report to lunch detention after the provided make-up date will result in assignment to Administrative Detention or Saturday School.

**Administrative Detention** may also be assigned as a disciplinary consequence by administration. This will be an extended, two-hour detention from 2:45pm - 4:45pm on the day designated by the supervising administrator. Students who have been assigned administrative detention must bring academic work to complete, may not utilize any electronic devices, and may not socialize with other students in detention. Failure to report to Administrative Detention will result in assignment to Saturday School or OSS.

## DRESS CODE

### Uniform Policy for Kindergarten - 12<sup>th</sup> Grade

This uniform policy has been created to ensure all students have the opportunity to learn and grow in a business-like environment conducive to learning. It is our hope that holding them accountable for these expectations will continue our success in growing students into responsible, well-rounded individuals with entrepreneurial spirits.

#### **ID Lanyards**

The student's current VHS school issued I.D. must be worn around the neck on a lanyard or on an ID clip. The student's I.D. must be visible at all times.

#### **Uniform Shirts**

Logo shirts are available in five different colors. "VHS logo" shirts are for VHS students only. VCS approved apparel may only be purchased through Custom Apparel.

#### **Outerwear**

All outerwear must have a VCS logo and must be purchased at the school store or through school programs, this includes sweatshirts.

## **School Uniform Tops & Outerwear**

**School uniform tops and outerwear may be purchased at Custom Apparel's location in the Southern Trace Shopping Plaza  
3451 Wedgewood Lane, The Villages, FL 32162  
Phone: 352-750-1600**

### **Hours are:**

Monday - Friday : 9:00 a.m. – 5:00 p.m.

Saturday: 10:00 a.m. – 3:00 p.m.

### **Uniform-Style Bottoms**

Pants, capris, jumpers, skorts, and shorts are allowed and must be in solid navy or beige khaki material. Embellishments such

as contrast stitching, sparkles, glitter, lace and embroidery, as well as holes, cut-offs, or frayed hems are not allowed. No denim of any color is allowed.

Pants or capris in solid navy or solid beige-khaki material may be purchased from any store and do not require an approved

school logo. All other bottoms must come from our VCS approved vendor(s) selected from the school approved options and must have the VCS approved logo in the designated hemline area. Our school approved vendor information is listed on the VCS website.

**For the 24-25 school year** - Students wearing shorts, skorts or jumpers must follow the appropriate length guideline of no more than 2” above the knee. If a student is not following the specified length requirement then they will be required to wear pants or capris until their school-approved items are purchased from our school approved vendor(s).

### **Shoes**

Elementary school requires athletic shoes with closed toe and back due to the state-mandated daily PE requirement. Middle and high schools require a closed toe shoe with a closed back or a strap around the back ankle. Flip flops or sandals are **not** permitted.

***To ensure that all students meet our high expectations, Administration reserves the right to determine if any part of a student's physical appearance is a distraction to the learning environment.***

### ***The following rules will be observed:***

- Shirts will be worn tucked in at all times. Please help with this expectation by making sure your child is prepared upon exiting the family car.
- All undershirts must be plain white or the exact color of the uniform shirt worn (no writing or graphics).
- Shorts, skorts and jumpers must be worn at no more than 2” above the knee.
- School issued picture ID must be worn at all times while on campus.
- Undergarments cannot be exposed while standing, sitting or bending over.
- Tights or leggings are permitted; however, leggings must be worn under the uniform bottoms and be the same color as the bottoms (only colors allowed are khaki/beige or navy); any length is acceptable as long as it looks like it is part of the uniform bottoms.
- Belts must be worn with all clothes having belt loops.
- Middle and high school students are required to dress out for P.E. (uniforms sold at Custom Apparel).
- On special dress-up days, if a student is not dressing in appropriate “theme” clothing they must wear their regular uniform.
- Hair must be of a color that occurs naturally in human nature. Hair should be styled in a way that is not deemed a distraction to others. Examples of unacceptable hair styles would be Mohawks.
- Facial piercings or other body alterations/displays and tattoos that are visible are prohibited.
- Hats or hoods on outerwear may not be worn indoors during the school day.
- In all dress, professionalism and appropriateness will be expected.

### **VHS Academy Uniforms (for Grades 11-12 Only)**

VHS Academies have a uniform that best fits the workplace of each academy. Each academy's syllabus will indicate the specific dress code required for the specific academy. Orders for academy specific uniforms can be made at Custom Apparel. Students are expected to wear their Academy uniforms to school every day.

### **VHS Jeans Days**

**VHS Jeans Days are determined by clubs and approved by the principal.**

**Students must adhere to the following guidelines when participating in VHS Jeans Days:**

1. Jeans must be BLUE - no colored jeans of any kind and no other bottoms accepted.
2. Jeans must be free of frays, holes, rips, and tears.
3. Shorts and skorts must be worn at no more than 2" above the knee and free of frays, holes, rips, and tears.
4. Sweatpants, leggings, athletic bottoms, pajamas, yoga pants, and loungewear are not permitted.
5. Undergarments must not be visible.
6. Tops must cover the chest, midriff, stomach and hip areas and be free of frays, holes, rips, and tears. No tank or sleeveless tops for male or females.
7. Flip flops, slides, sandals, slippers, and house shoes are not permitted. Closed-toe shoes with a closed back or strap around the ankle is required.
8. Hats may **NOT** be worn.
9. Inappropriate graphics may **NOT** be worn.
10. If not participating in Jeans Day, students must be dressed in school uniform.
11. Lanyards and IDs **MUST** be worn and visible at all times.

### **VHS Physical Education Uniforms**

All VHS Physical Education Students must wear the school approved uniform when participating in Physical Education class.

**Any student out of dress code or wearing non-approved uniform items will be subject to disciplinary action. Students may not remain in school while out of dress code and will be required to comply with the VCS dress code policy in order to remain in class. Students out of dress code will be issued a lunch detention and must become dress code compliant. Students who are unable to become compliant will be sent home following parent notification. In addition to faculty and staff monitoring of student dress code compliance, random uniform sweeps will be conducted by administration to ensure students are in compliance with VHS uniform policy. Chronic dress code violations will result in additional discipline, a parent conference, and possibly limited dress code options as determined by VHS Administration.**

## **GUIDELINES FOR STUDENT CONDUCT**

The purpose of behavior guidelines is to ensure an enjoyable, cooperative, respectful, and safe environment for learning. Students at The Villages Charter School (VCS) 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. Our guidelines provide an environment that is conducive to learning and promotes academic excellence.

Students are expected to cooperate with all teachers and staff members. Student teachers, substitutes, visitors, and volunteers are to be treated with the same respect as teachers and staff. Physical violence and threats are considered to be serious forms of misbehavior and will not be tolerated. Remember, we are members of the same team, and we are all here to accomplish the same goal.

A student may be excused from instruction and/or reciting the pledge of allegiance, including standing and placing the right hand over his or her heart when his/her parent(s), as defined by Florida Statutes, files a written request with the school principal.

All students are expected to abide by the rules established in their classrooms and by the school. Rules are established to ensure a safe climate that promotes learning. Students who make choices that compromise the environment established, should expect appropriate consequences to be assigned. Bullying and/or harassment will not be tolerated. All incidents of possible threats, signs or discussions of weapons, signs of gang activity, inappropriate use of technology, or the conditions that might invite or encourage violence **MUST** be reported to an adult. This may also include, but not be limited to, teasing, name calling, intimidation or spreading of rumors. Informational link is [Stopbullying.gov](http://Stopbullying.gov)

The administration is primarily responsible for any student discipline that is referred to the office and has the authority to assign appropriate consequences



## OUT OF AREA / SKIPPING CLASS

Students are to remain in their assigned teacher's classroom for the duration of their assigned period. Students may not go to another classroom or area without their teacher's explicit permission and permission of the teacher or staff member whom they are visiting. Students who go to an unpermitted area will be considered out-of-area, including restrooms. Students are only permitted to use the restroom that is closest to their current classroom/location, as designated on their hall pass.

**Students who are considered out-of-area will receive a disciplinary referral and assignment to Administration Detention/Saturday School.**

Students who do not report to class but are on campus, who come in excessively tardy to class without an approved excuse, or who leave class early without permission will be considered skipping class.

**Students who skip class will receive a disciplinary referral and assignment to Administration Detention/Saturday School. Students who do not report to class and have left campus without permission will be subject to a disciplinary referral and 1 day of OSS.**

## PUBLIC DISPLAYS OF AFFECTION

The Villages Charter School is an institution of learning. Appropriate gestures of affection such as holding hands, handshakes, and brief hugs are acceptable. Inappropriate displays of affection may lead to disciplinary action.

## SCHOOL WIDE VHS BEHAVIOR MANAGEMENT PLAN

### **Classroom Behavior: (Level 1 infractions)**

All classroom teachers will incorporate this Classroom Behavior Management Plan when students choose to disregard classroom/school rules, disrupt the learning environment, or any other **Level 1 infractions:** such as food/gum/candy/beverage, inappropriate displays of affection, refusal to work, dress code etc.

### **Intervention Steps: *To clarify, this is not daily but cumulative for the semester***

1. Private conference with the student - warning
2. Private conference with the student – warning, next step will result in parent contact.
3. Parent Contact – warning that the next occurrence will result in an assigned after-school detention.
4. After-school detention. **Room 6-115- 2:45-3:25**  
*A missed detention will result in an Administrative detention or a Saturday School.*
5. Parent Contact and Referral - See progression below

### **Schoolwide Referral Progression:**

**ALL REFERRALS ARE CUMULATIVE DURING THE SEMESTER WITH THE EXCEPTION OF THOSE WRITTEN FOR TARDIES.**

**1<sup>st</sup> Referral** = Documentation of referral on behavior/discipline record and Administrative Detention,

**2<sup>nd</sup> Referral** = Administration Detention/Saturday School,

**3<sup>rd</sup> Referral** = Administration Detention/Saturday School,

**4<sup>th</sup> Referral** = Administration Detention/Saturday School,

**5<sup>th</sup> Referral** = Out of School Suspension (OSS) & Behavior Contract/Parent meeting with Administration.

**STUDENTS WHO DO NOT ATTEND AN ASSIGNED SATURDAY SCHOOL or ADMINISTRATIVE DETENTION WILL BE GIVEN A REFERRAL AND ASSIGNED AN ADDITIONAL SATURDAY SCHOOL OR FURTHER CONSEQUENCES DETERMINED BY ADMINISTRATION.** A student that breaks the behavior contract may face possible dismissal from VHS.

# SUSPENSIONS

There are two different types of suspension: In-School and Out-of-School. Students assigned In-School Suspension (ISS) are given an ISS Instruction and Assignment Form. Instructions include the responsibility to go to each teacher to obtain assignments for the assigned ISS day. On the ISS Day, the student will report to a classroom with an ISS teacher to complete all assignments. ISS days do not count as absences. Students may be assigned ISS for reasons including, but not limited to, failing to attend assigned after-school detention, as the consequence for a disciplinary referral, and failing to follow ISS instructions. Students assigned to Out-of-School Suspension (OSS) will be given an OSS Instruction and Assignment form. Students are not to be on school property on the day(s) assigned. This includes any sporting, extracurricular, or other after-school activity. Any day(s) missed due to OSS will be considered **unexcused** included in the 10-day absence rule (please see attendance policy). Students are expected to stay current with their classwork while on Out-of-School Suspension via email/classroom platforms like Google Classroom or Canvas. OSS days do NOT extend any deadlines for projects/assignments and students are responsible for scheduling make-ups for any missed tests or quizzes with their teachers.

## VAPE/NICOTINE/TOBACCO USE

**Any person, regardless of age, will not be allowed to use tobacco, electronic cigarettes (Vapes), or nicotine products while on campus or at any school sponsored or affiliated event. Any student violating this policy will be subject to disciplinary consequences.**

It is unlawful for any person under the age of 21 in the state of Florida to use tobacco or nicotine products in, on, or within 1000 feet of the real property comprising a public or private elementary, middle, or secondary school between the hours of 6:00 a.m. and midnight. This section does not apply to any person occupying a moving vehicle or within a private residence (Florida Statute 386.212). Further it is unlawful for any person under 21 years of age to knowingly possess any tobacco or nicotine products such as: snuff, chewing tobacco, cigars, cigarettes, electronic cigarettes (Jules/Vapes), any type of liquid tobacco/nicotine product or tobacco paraphernalia.

**Anyone violating this statute commits a noncriminal violation punishable by a 3-5 day out of school suspension, behavior contract, and will receive a citation and a fine by the Sumter County Sheriff's office.**

## VCS DISCIPLINARY 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; these meetings 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 school, after school, or during lunch. 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.
- **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 Suspension (ISS)**– 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.
- **Out-of-School Suspension (OSS)** – Students are not to be on school property on the day(s) assigned and this/these absences will be considered unexcused (please see attendance policy). This includes any sporting, extracurricular, 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. – 11:00 a.m. Students will not be admitted late into Saturday School. If a student is late or does not show up for Saturday School, it will not be rescheduled and missed Saturday School will result in ISS or OSS. Students are responsible for bringing academic school work to be completed during this time. Students must wear their approved school uniform. Please bring drinking water.
- **Temporary Removal from Setting** – Students will be removed from an academic setting for a specific amount of time to be established 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 or by email about their child’s referral. A copy of the referral will be available via Skyward. 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 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 and home school county 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.

#### Other Infractions

Incidents may occur that require an immediate referral to administration for action precluding the steps listed above. Consequences for these types of referrals include Saturday School, In-School Suspension (ISS), Out of School Suspension (OSS) or loss of privilege from attending VHS. Incidents that result in an immediate referral to administration may include but are not limited to the following examples:

- Cheating
- Bullying
- Harassment
- Disrespectfulness to Staff
- Fighting
- Vandalism
- Skipping Class
- Technology Misuse, etc.

**A student that receives a referral for a level 3 or 4 offense may face possible dismissal from VHS.**

# The Villages®

## Charter School

### PARENT AND STUDENT HANDBOOK ACKNOWLEDGEMENT

#### PLEASE SIGN AND RETURN

My student and I have reviewed/will review The Villages Charter School Student Handbook including: The Villages Charter School Disciplinary, Attendance Policy, Personal Device Agreement, and Chromebook Agreement for 2024-2025 and understand the contents described. This document is available on the Forms/Document section of The Villages High School website. By signing below, I am indicating my review of each of these policies, possible corrective measures, and my alignment with the philosophies of The Villages Charter School. Printed copy of the handbook in Student Services.

This signed document is due to the student's homeroom teacher by **Friday, August 16th.**

**Failure to return this signed acknowledgement waives the privilege of attending The Villages Charter School.**

Student Name:

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Student Signature:

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Student Grade: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Parent Name:

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Parent Signature:

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Date:

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