

# STUDENT HANDBOOK

2023-2024



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## **LEARNING ACADEMY VISION STATEMENT**

The mission of this Learning Academy is to create a quality, respectful learning environment in which students, staff and community members cooperatively build sound life preparation skills for all students. This effort will provide students with the knowledge, skills, attitudes, and behaviors to become productive, employable, and responsible citizens.

We will provide programs designed to improve academic success, modify unacceptable behaviors, and improve school attendance. The staff at the Learning Academy believes that all students can learn when a program is delivered in a structured, disciplined environment, individualized to meet students' abilities and needs, and the student chooses to utilize the opportunities given to them.

We look forward to working with you this year!

**Dear Parents,**

**Welcome to the Learning Academy of Santa Rosa (LASR). The Learning Academy of Santa Rosa has a strong team of teachers and staff. We all expect your child to do their best each day and are looking forward to a great school year.**

**The Student Handbook is a guide to inform you of our expectations. The Learning Academy of Santa Rosa has also adopted the Santa Rosa County Schools Code of Conduct. Between these two documents, I hope you will have a complete understanding about the LASR and the Santa Rosa School District.**

**Please take the time to read the Student Handbook. If you ever have any questions, please let us know.**

**Welcome,**

**Stephanie Glover  
Director/Principal**

## STANDARDS OF BEHAVIOR

Students shall abide by the Standards of Behavior while on campus, including transportation to and from campus.

- 1. Students are not permitted to enter campus, leave, and then come back on campus for any reason. Leaving campus without permission policy applies to students during, after, and before school. (Campus parking lot is considered part of school campus).**
2. High school and middle school must refrain from associating with each other.
3. There will be no eating or chewing any form of candy, gum, sunflower seeds, food or drink on campus other than meal time in the cafeteria, unless pre-approved by school director.
4. Opened drink bottles are NOT allowed on campus, OR ON THE BUS. Only drinks that still have the safety seal intact are permitted on campus.
5. Students are not allowed to use school telephones or computers for personal use. This includes, but not limited to: scheduling transportation, appointments, etc. Learning Academy staff will make emergency telephone calls for students.
6. Students will stay in their seats as assigned. Students must raise their hand and receive permission to get out of the seat.
7. Students will use appropriate, polite, standard language both verbally and non-verbally. Profanity and inappropriate body language are prohibited.
8. Students will raise their hand and speak only when recognized by the teacher during class.
9. Students and adults will treat others with respect.
10. Students will stay awake and on-task during school hours. Sleeping in class is not acceptable.
11. Students will complete assignments within the stated timelines. It is the student's responsibility to ensure they receive make-up work from each teacher.
12. Students are responsible for their own work. Cheating of any form is not acceptable and will be determined by the teacher, not the student. Students guilty of cheating will receive a zero on the assignment.
13. Students shall comply with the DRESS CODE specified in the code of conduct and this handbook.
14. Public Display of Affection (PDA) is prohibited. Students will respect personal space rule, also known as the 12-inch rule. Keep your hands to yourself at all times.
15. Students, their vehicles, and their possessions may be searched on a random basis while on the school campus or school transportation. A portable metal detector may be used at the staff's discretion.
16. Students will follow School Transportation Rules listed in the Student Handbook, and as directed by the driver or Director.

**The Learning Academy has the Final Authority to implement both the Student Handbook and the Dist. Code of Conduct.**

**Disciplinary Infractions**

- LASR staff will determine which infraction was violated, not the parent or the student.
- LASR staff reserves the right to determine disciplinary action for any infraction not listed below.
- If a student is sent to the Dean's office more than one time during a school day for any disciplinary reason, he/she will be suspended for one day, if their offense did not warrant a longer suspension.
- If we are unable to contact the student's parent/guardian when being sent home for any reason, or the parent/guardian is unable to come pick them up, WE WILL HAVE A STAFF MEMBER DRIVE THE STUDENT TO THE HOME ADDRESS ON THEIR ENROLLMENT PACKET, IN THE LASR VEHICLE.
- **General Classroom Disruption** - Kept with the Dean or LASR support staff for the remainder of the period. Student will be given a discipline assignment and/or work detail.
- **Sleeping in the Classroom** - Kept with the Dean or LASR support staff for the remainder of the period. Student will be given a discipline assignment and/or work detail.
- **Promotion of Drug Use or Clothing (Accessories/Rasta Colors) Promoting An Illegal Substance**
- **Inappropriate Drawings/Notes**
- **Throwing an Object in Class**
- **Cursing in Class**
- **Bullying**
- **Vandalism of School Property**
- **Cursing at a Teacher**
- **Leaving School Grounds w/o Permission**
- **Tobacco Possession**
- **Fighting**

## Disciplinary Actions

### 1. WORK DETAIL

The student will assist our campus staff with various clean-up or maintenance duties during their period of work detail.

### 2. OUT-OF-SCHOOL

Out-of-School suspension is the separation of a student from school for a specified number of school days when that student's presence in the school poses a continuing danger to person or property, threat to disrupt the academic process, or for an offense resulting in a recommendation for dismissal. The administrator notifies the parent/guardian orally and/or in writing. The number of days per incident shall not exceed 10 and is dependent on the intensity, frequency, and seriousness of the violation. The IEP/disciplinary staffing review committee must review ESE students who are suspended 10 days (cumulative during one school year). **When suspended, students receive a zero for all missed assignments and make-up work will not be permitted.** Students on school property during out-of-school suspension/dismissal will be considered trespassing.

### 3. PARENT ATTENDING SCHOOL WITH CHILD

WHEN ALL ELSE FAILS, the parent may be asked to spend the school day with their child.

### 4. DISMISSAL

Dismissal is the loss of the right to attend the Learning Academy. Periods of Dismissal are determined according to severity of the incident causing the recommendation for Dismissal. Dismissal periods will be either: (1) The remainder of the current semester (2) One full calendar year OR: (3) remainder of the school year and all of the next school year.

Recommendations for Dismissal will follow Due Process procedures. The student shall be suspended until the Learning Academy Board or President can act on the director's recommendation. Parents will be notified by mail of the hearing date, and of the results of the hearing. The Learning Academy Board shall review and, when requested, hear testimony from the student and/or parent/guardian. The Board will make a decision to support or deny the director's recommendation to dismiss the student. The decision shall be final. Parents will be notified of the Board's decision if they are not present at the meeting by mail. Dismissed students shall not return to school property during the period of Dismissal. **Note: The Santa Rosa County School District Board does not hear nor participate in any manner in the appeal of a decision to dismiss a student from the Learning Academy.**

### 5. NOTICE TO APPEAR IN COURT FOR LEGAL CITATION

Law enforcement may require a student to appear before a Judge for interfering with the educational process or other offenses.

### 6. ARRESTED AND CHARGED

Law enforcement officers do have the authority to arrest students found guilty of an illegal offense. This includes disruption of a school function, all acts of violence or threats of violence, and all other illegal activities

**\*\*\*READ CAREFULLY!!!\*\*\***

## **7. STUDENT REMOVAL FROM CAMPUS, & TAKEN HOME IN LASR VEHICLE**

Infractions that require a student to be sent home will follow the procedure listed below:

- Parent/guardian/responsible party, according to the student's application packet, will be notified and given the opportunity to pick up their student within a reasonable amount of time (determined by school administration).
- If we are unable to reach the first parent/guardian listed on the student's registration packet, we will then attempt to contact the secondary parent/guardian contact, and so on.
- Parent/Guardian/Responsible Party will have the option to come and pick up their student. If they are unable to do so, we will transport the student to the home address listed on "Application for Admission" form if possible.
- We will make every attempt to speak with a parent prior to doing so, but if we are unable to reach or unable to contact a parent/guardian, we will leave a message, if possible, but the student **will still be removed from campus** in this manner.

## **DRESS CODE**

The Students attending the Learning Academy of Santa Rosa will adhere to the following dress code. Violation of the dress code may subject the violator to punishment according to the Student Code of Conduct. Students will be

required to make arrangements for proper attire if the school's director or Dean deems clothing unacceptable. All clothing must be functional, appropriate, and non-distracting. A school uniform is required to attend school at The Learning Academy. If a student intends to argue with staff about this issue or even continues to violate this issue it may be deemed as defiance and punished accordingly. The following rules/procedures apply to every student enrolled:

- 1. School uniform t-shirts must be worn appropriately at all times and is the responsibility of the family to provide these for the student. These may be purchased at the front office.**
2. The waistline of the garment must be worn around the student's waist. NO SAGGING!!! – Students who insist on wearing sagging clothing will be required to go home.
- 3. No more than one pair of pants or shorts on during the school day, i.e. no pants on the outside, and gym shorts underneath, or 2-3 pairs of gym shorts on at a time.**
- 4. Skirts/dresses/shorts must be no less than 3 inches from the knee.**
5. Bras, panties, boxers, etc. are not to be exposed at any time.
- 6. No pajamas or sleepwear of any kind will be able to be worn on campus.**
7. Make-up should be worn in a conservative manner. Students will not be allowed to reapply makeup during class time.
8. Jewelry is the responsibility of the student and is to be conservative in nature. Necklaces with medallions are unauthorized and will be confiscated. The school will not be responsible for stolen jewelry.
9. Student will wear school-issued uniform until they leave campus. Do not take your shirts off until you leave campus, or get off the bus. The bus is an extension of our campus.
- 10. No backpacks or bags of any sort may be carried during the school day by a student.**
11. No Rasta colors or "palm" designs on any apparel or accessories.
12. No armbands, regardless of inscription.
13. No bandanas may be worn at any time
- 14. Leggings are not permitted at any time**
- 15. Pants may not have rips or tears on them**

**The School Director and Dean have the final say on what is and what is not appropriate. .**

\*\*\*UPON CHECK-IN: ANY STUDENT WHO DOES NOT HAVE THEIR SCHOOL-ISSUED T-SHIRT ON THEY MUST GO HOME OF SOMEONE MUST BRING/BUY THEM A UNIFORM TOP. IF THEIR BOTTOM GARMENT IS OUT OF COMPLIANCE THE STUDENT WILL BE ALLOWED TO GET SOMETHING FROM OUT COMFORT CLOSET OR HAVE SOMETHING BROUGHT TO THEM TO CHANGE INTO! IF THERE IS NOT SOMETHING IN THE CLOSET OR SOMETHING BROUGHT TO CHANGE INTO THE STUDENT MUST GO HOME. THE PARENT CAN COME PICK UP THEIR CHILD. **THE STUDENT WILL NOT COME ON CAMPUS OUT OF UNIFORM!** It is the parent's responsibility to ensure that their child dress appropriately for school, not us. All absences because of dress code violations will be UNEXCUSED.

\*\*\*If the student vandalizes or destroys school-issued t-shirts OR sweatshirts, or belts, they will be sent home.

\*\*\* Students t-shirt costs: Short-sleeved shirt \$11; Sweat-shirt \$25.

## **Electronics and Personal Belongings Rules and Procedures**

Every morning during student check-in, whether you are on-time or tardy, you will turn in ALL electronics devices and personal belongings to the LASR staff. Your possessions will be returned to you at the end of the school day, as



you exit the campus. If you are found to have any of your electronics on you during the school day, they will be confiscated, and your parent/guardian will have to come up and get the items at the end of the school day. If you are found to repeatedly disobey these procedures further disciplinary action will occur. **The Learning Academy is not responsible for any lost, stolen or broken devices, as the student and family are bringing/sending these at their own risk, with the understanding that they will be confiscated upon check-in.**

### **DUE PROCESS**

All students are to be afforded their right to due process in that they are not to be denied the opportunity to present any information relative to all instances before disciplinary action is taken.

### **STUDENTS UNDER COURT SANCTIONS**

Students involved with the Department of Juvenile Justice or that are court ordered to receive an education will receive the same disciplinary action as any other student enrolled at the learning Academy of Santa Rosa. Rules will not be altered to protect/safeguard students who may be reassigned to juvenile detention centers or jail.

### **REASONABLE SUSPICION**

If at any time a staff member has reasonable suspicion that a student is under the influences of drugs or alcohol, a law enforcement officer will be notified, and parents/guardians will be called to pick up their child immediately.

### **ALTERNATE PLACEMENT**

Students who habitually violate this Student Handbook are students that endanger the safety, learning, health, and welfare of students who desire to comply with school rules and learn. An alternative may be given as choices to the parent/guardian of those students who are habitual offenders or the decision may or may not be made at a disciplinary hearing. \*\*Refer to the Individual Educational Plan for all students classified as Exceptional Education Students.

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### **FAILURE TO NOTIFY**

Any student, who knowingly refuses to report a behavior that jeopardizes the safety and welfare of other students and/or staff, will be punished accordingly.

### **INTERFERENCE WITH SCHOOL STAFF**

This is any action that prevents or attempts to prevent school staff from engaging in their lawful duties. If any student is engaged in this activity, they could face out of school suspension in accordance with the school's discipline plan, and or legal action.

### **DRUGS**

*The possession, receipt, use, being under the influence of, cultivation, transportation, sale, purchase, or negotiation for the sale or distribution of any controlled (F.S. 893) or unlawful substance; possession or use of an inhalant or any*

*substance represented as drugs (such as designer drugs, spice, caffeine pills, herbs, foods), or any substances not used in accordance with the manufacturer's instructions (over the counter medication, designer herbs/ products), any substance that is represented to contain, mimics, or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, intoxicant, or any prescription drug for which the student does not have a valid prescription and/or which is not in the original container on school property or within one thousand (1000) feet of school property or at a school-sponsored activity on property other than school property. **A student, who distributes "drugs", is defined as a student who possesses, gives to or leaves drugs, provides access to or for another student. It also applies to the student who takes, receives, passes to/from or picks up the "drugs". These students who engage in the behavior as described in this section shall be subject to the disciplinary penalties for distribution of "drugs".***

**Distribution, Possession, or Under the Influence of an Illegal, Purported\*, or Unlawful Substance, or Prescription Drug without a Prescription or substance not used in accordance with manufacturer's instructions**

1. Notification of the appropriate law enforcement agency.
  2. Out-of-school suspension of the student for a period of ten (10) days and recommendation for a Dismissal Hearing regarding the removal of the student from the regular school program for a period up to one (1) calendar year through alternative placement or expulsion.
  3. Notification of parents/guardians of out-of-school suspension and recommendation for a Disciplinary Hearing in accordance with procedures for out-of-school suspension and alternative placement or expulsion.
- \* Under certain circumstances possession of "purported substances may have an alternate consequence (see "Failure to Follow Medication Policy").

**Drugs/Substances (Other)**

*The possession of any substance that produces the same effect as or is represented to produce the same effect as a controlled substance, or any analogue (A structural derivative of a parent compound or organic compound similar in structure to another organic compound) of a controlled substance including but not limited to, K2, also known as "Spice" or "legal weed".*

1. Notification of appropriate law enforcement agency.
2. Out-of-school suspension of the student for a period of (10) days for a first offense.
3. For any subsequent violation, out-of-school suspension of the student for a period of ten (10) days and recommendation for a Dismissal Hearing regarding the removal of the student from the regular school program for a period up to one (1) calendar year through alternative placement or expulsion.
4. Notification of parents/guardians of out-of-school suspension and recommendation for a Disciplinary Hearing in accordance with procedures for out-of-school suspension and alternative placement or expulsion.
5. Referral for in-school counseling.
6. If the student has an IEP/504 plan, contact the ESE department

**GANG ACTIVITY**

Any activity that can reasonably be associated or identified with a gang activity or affiliation. This includes, but is not limited to:

1. The wearing of clothing associated with gangs
2. Throwing hand signs, symbols, etc.

3. Bragging about gang activity outside of school as to threaten or intimidate other students.

Any student engaged in these types of activities will be suspended out of school immediately in accordance with the school's discipline plan.

### **TRESPASSING**

Trespassing is to enter or remain on the school's campus or transportation without authorization or invitation and with no lawful purpose for entry, including students under suspension, dismissal, or alternative placement. The safety of our students and staff is a paramount concern; therefore, law enforcement will be immediately notified of any situation where we have unauthorized personnel on campus; legal action will be pursued if deemed necessary.

### **VANDALISM**

Vandalism is the unlawful and/or malicious destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it. If there are any incidents of vandalism, the following action(s) will occur:

1. Notification of Sheriff's department
2. Notification of the student's parent/guardian
3. Discipline up to and including a recommendation for alternate placement or Dismissal.
4. Restitution in full for the damage for replacement value of a like item(s). An agreement of restitution will be made with the parent/guardian concerning the time frame of when the replacement value is due.
5. Damages to any school computer will result in legal action if an agreement is not reached to pay for the damaged device.

### **FALSE ACCUSATION OF A STAFF MEMBER**

Any student that makes a false accusation that jeopardizes: the character, reputation, certification, or employment of a staff member, will be subject to disciplinary action up to and including Dismissal and legal action taken against the accuser.

### **FALSE INFORMATION**

Any student who intentionally provides false or misleading information is subject to disciplinary action in accordance with the school's discipline plan. This includes, but is not limited to:

1. Information regarding an incident, which has occurred, or is imminent.
2. Information regarding juvenile or adult probation, or court sanctions.
3. False written accusations or statements about another student or staff member (may be subject to legal action).

### **SEARCHES AND SEIZURE**

To ensure the safety and protection of our students and staff, these searches will be conducted as students arrive to school and/or during random searches to ensure no illegal contraband is brought to school. All Learning Academy staff members, including a SRO, are authorized to detain, question, and request a search of a student's personal property at any time. According to the Student Handbook and the Santa Rosa Student Code of Conduct, disciplinary action will be taken if contraband is found on any student or their property. Contraband is any item that is not authorized at school. These searches are conducted to protect the health, safety, and welfare of all students, staff and faculty and are not of a form of harassment.

### **EQUITY STATEMENT / NONDISCRIMINATION**

Students in this school are offered the opportunity to participate in appropriate programs, services, and activities without regard to race, color, religion, sex, age, national origin, ethnic origin, political beliefs, marital status, parenthood, pregnancy, disability, or social and family background.

Students are entitled to an environment free of discrimination and/or harassment by other students, adult employees, or volunteers, or persons with whom the school contracts for services. Students should not be subjected to nor should they subject others to:

1. Slurs or innuendoes about characteristics listed in the statement above concerning race, sex, etc.;
2. Any activity or talk related to those statements above that creates an offensive educational environment or unreasonably interferes with the individual's school performance or participation in educational opportunities;
3. Sexual advances, requests for sexual favors, or physical conduct of a sexual nature.

In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. A substantiated charge against a student shall subject that student to disciplinary action, including but not limited to suspension or Dismissal.

In any case which involves initial reporting of alleged harassment or discrimination, nothing shall require the individual alleging harassment or discrimination to present the matter to the person who is the subject of the complaint. Reporting harassment or discrimination will not affect the student's status, extracurricular activities, future grades or work assignments with the exception of a False Claim. A substantiated False Claim, in which a student willfully, intentionally, in bad faith wrongfully accuses another student or adult, shall result in disciplinary action.

The right to Due Process will be guarded for both the complainant and accused. The right to confidentiality will be respected consistent with the obligation and necessity to investigate allegations of misconduct and to take corrective action when misconduct has occurred.

### **REPORTING:**

Students should report complaints pertaining to this policy to a teacher, the director, or the dean of students.

Students who do not think their complaints have been adequately resolved may file a formal complaint, in writing, to the director.

Formal complaints involving student-to-student include but are not limited to rape, attempted rape, threats of physical violence, repeated harassment or discrimination, or any complaint that cannot be resolved by the teacher.

Formal complaints involving adult-to-student may include any action of a sexual nature or any action that denies a student access to education opportunities on the basis of race, color, religion, sex, age, nationality, ethnic origin, political beliefs, marital status, pregnancy, disability, or social and family background.

If the complaint is not successfully resolved at the school level, the student or parent may appeal to the Executive Director at (850) 217-2319 Appeals are available as defined in the Charter Contract with the school.

### **Profane, Obscene, Abusive Language or Gestures, Objects, or Pictures**

This is the use of profane, obscene, abusive language or gestures, or the possession of objects or pictures which are disrespectful, offensive or socially unacceptable and which can or tend to disrupt the school environment, or a school function. This includes the taking and/ or sending, (even while off-campus) of inappropriate or offensive images or texts using electronic devices as well as being in the possession of inappropriate images or text, or by way of social media of any avenue. If any student engages in the use of electronic devices in this manner, it may result in the law enforcement being notified, and discipline by the school.

## **SEXUAL DISCRIMINATION AND HARASSMENT**

The Learning Academy complies with all laws regarding nondiscrimination. Harassment on the basis of sex is a violation of civil rights. The Learning Academy believes that sexual harassment is both morally wrong and offensive. Such conduct on the part of any individual is not tolerated. Everyone is entitled to work and learn in an environment free from sexual harassment.

### **DEFINITION OF SEXUAL HARASSMENT:**

Unwelcome verbal or physical conduct of a sexual nature, by student or employee that (1) denies, limits, conditions, or interferes with the provision of education, assistance, or services or (2) creates a hostile or intimidating educational environment. Insisting that behaviors or actions were “misunderstood” does not excuse or reduce responsibility for behavior. Students and staff have the right and the responsibility to report actions that may be sexual harassment without fear of reprisal or retaliation.

Examples of such behavior include, but are not limited to, the following:

1. Verbal conduct such as sexual name-calling, spreading sexual rumors, telling sexual jokes, and making derogatory comments relating to appearance or gender.
2. Visual conduct such as displaying or drawing derogatory posters, cartoons, drawings, graffiti, or gestures.
3. Physical conduct such as unwanted touching, blocking another’s movements, or sexual assault.
4. Threats or demands for physical contact.

### **REPORTING AND INVESTIGATING SEXUAL HARASSMENT:**

Any individual, who has a complaint of sexual harassment at school, whether it is another student or a school employee, should do the following:

- Tell the offending individual to **STOP** the behavior.
- Immediately **REPORT** the incident to the director/dean or neutral staff member
- The director/designee shall promptly **INVESTIGATE** the complaint, obtain the name of the accused person, any witnesses, a description of the incident, and obtain a written statement from the alleged victim.
- The director/designee shall **CONTACT THE PARENTS** of the student allegedly harassed and the student, or employee, who allegedly did the harassing to inform them of the incident and investigation.
- The investigation will be made in an objective and sensitive manner, maintaining confidentiality for all persons involved as much as possible.
- If following investigation disciplinary action is found appropriate; the individual may follow the Appeal Procedure identified in the Charter Contract
- The director/designee must take immediate and appropriate steps to prevent reoccurrences and discipline the offender. (In the case of a professional, the incident must be reported to Learning Academy Board, district personnel Officer and the Department of Professional Practices.

## **VEHICLE USE BY STUDENTS**

**Driving a vehicle to school is a privilege, not a right.** Any student who desires to drive to school must provide: proof of insurance, a copy of their driver’s license, a copy of their vehicle registration. **Students with 5 or more unexcused tardies within a 9-week term will not be allowed to drive their vehicles to school.** A student who drives to school **must** park in the Learning Academy parking lot, or they will not be admitted onto campus. All vehicles are subject to random administrative searches, as well as police K9 searches.

## ATTENDANCE

Good attendance is vital to the success of students at the Learning Academy. Continually improving student attendance is a major goal of this school. **The Learning Academy utilizes an automated voice telephone program called that will make daily contact to a specified phone number for each that is absent. Students will NOT be allowed to report absences.**

Attendance Policy: Students are expected to attend school regularly, be on time for classes, and satisfy all course requirements. Poor attendance or excessive tardiness [five (5) or more during a nine week period] will result in low or failing grades. Students may be counted in attendance only if they are actually present for that class period. If a student has 15 or more unexcused absences in a 9-week grading period, the highest grade they can possibly earn in their class is a 'C'.

Florida Law (F.S. 232.01) places responsibility on parents/guardians to send their child to school regularly. Violations of the compulsory attendance law may result in legal charges as a First or Second Degree Misdemeanor. Specific notifications and interventions are offered by the school to assist in improving student attendance. Please do not hesitate to contact the Director or your child's teacher if special arrangements are required in order to assure your child benefits from their school experience.

Excused Absence is defined as one of the following:

1. Death in the family or other bona fide, verifiable family emergency.
2. Illness or injury requiring medical or dental attention.
3. Appointments for medical or dental care
4. Religious holidays (Good Friday, Yom Kippur, Passover, Rosh Hashanah, Hanukkah or others when the parents request, in writing five days prior to the absence that their child be excused for Religious reasons).

Required Documentation for Excused Absence: In order for an absence to be "excused," a parent must send a **written** note to the school within three days of the student's return to school. If **written notification** is not received within three days, the absence will be marked as unexcused and truancy procedures will be initiated. **After a student is absent for 3 or more days consecutively, a doctor's note is required to consider the absence excused.**

Make up work for excused absences: For excused absences, the student will be expected to make up the work missed during the time of absence or completed within 5 school days after the student returns to school. However, the teacher may grant additional time for the makeup work if the individual situation warrants.

Unexcused absences are absences resulting from:

1. Unauthorized absence
2. Truancy
3. Suspension
4. Dismissal/Expulsion

Tardiness is recorded when a student has no bona fide reason for not being present and prepared for class at the appropriate time. Unexcused tardies will be viewed by the administration as students skipping school.

Truancy: The absence of a student without excuse. A parent(s)/guardian(s) will be notified and may result in out of school suspension.

Leaving Campus is prohibited once a student arrives. Students will not be given credit for attending school if they leave early. **A student must remain at school for a minimum of two (2) hours in order to receive credit for the day.**

**The Learning Academy will follow all Santa Rosa County School Districts Truancy Policy's.**

### **SCHOOL TRANSPORTATION RULES**

**If you do not ride the transportation vehicle for 3 days in a row, regardless of the reason, the bus will NOT come back by your house until YOU MAKE CONTACT with the Learning Academy of Santa Rosa at 850-983-3495.**

**\*\*\*Students may not ride buses or use different pick-up/drop-off points other than those to which they are regularly assigned. There will be no exceptions to this rule regardless of parent permission.**

#### **STUDENT RESPONSIBILITIES FOR RIDING THE SCHOOL BUS**

##### **1. Boarding the bus:**

- Be at assigned bus stop and by the road 10 MINUTES before pick-up time
- Use a safe walking route to your stop and use proper crossing procedures
- Wait in a safe, orderly manner away from traffic
- Respect the rights of property owners at your stop and along your walking route
- Wait until the bus comes to a complete stop before moving forward to board
- Board in an orderly manner, without pushing or shoving, at your stop or at the school
- Use the grab rail and watch your step.
- Smoking and /or engaging in illegal activities while awaiting pickup are prohibited and will result in disciplinary action
- School-issued t-shirts must be on when you board the bus, and left on during the bus ride home.

##### **2. On-Board Procedures:**

- Take your seat promptly and remain seated for your ride to and from school
- Sit in the seat-facing front; keep your feet, and other belongings, out of the aisle
- Always keep your hands, arms, head and any objects/items inside the bus
- Your conversations should be quiet and your conduct orderly so that the driver is never distracted from the important job of driving
- Applying eating, drinking, smoking, throwing object(s), or using vulgar language is never permitted.
- Do not damage any part of the bus, and report any damage you see
- The emergency door/windows should be used **ONLY** for emergencies
- Never sit in the driver's seat or tamper with any equipment or controls
- Should your bus breakdown or have an accident, remain seated and follow the driver's instruction(s)

##### **3. Unloading The Bus:**

- Wait until an adult gives permission to leave your seat
- Get off the bus only at your assigned stop
- Watch your step and use the grab rail; move promptly away from the bus
- If it is necessary to cross the road, do so at least 10 feet in front of the bus

- Go directly home by a safe route
- Never throw any object at the bus or any motor vehicle

**School Bus transportation is a privilege, not a right. Violations of the rules will result in loss of this privilege. Violent or unlawful acts will be subject to the same disciplinary measures as violations that occur on campus, in addition to any transportation suspension.**

### **Severe Weather**

**On occasions LASR can release students due to severe weather. Due to the nature of the extensive bus routes LASR will reserve the right to release students to avoid hazardous driving conditions. In a case of early release due to severe weather notifications will be made to parents through blackboard call out or phone calls directly from your student.**

### **USE OF REASONABLE FORCE**

The use of reasonable force is permitted to protect students from the following;

- a. Conditions harmful to learning
- b. Conditions harmful to students' mental health
- c. Conditions harmful to students' physical health
- d. Conditions harmful to safety and/or injury to self, school, personnel, and others.
- e. Reasonable force cannot be excessive, cruel, or unusual in nature. Physical force should cease upon the restoration of a safe and orderly environment.

### **MEDICATION**

No student is allowed to have medication, prescription or non-prescription, (with the exception of an Epi-pen, insulin pens, or Asthma inhaler- a proper medication form **must** be completed by a parent/guardian), in his/her possession on school premises, on a school bus, or at a school function. **All medication must be brought in its original container to the school by the parent/guardian/authorized adult**, and given to the office manager or director. **Medication will not be accepted from a student. Morning doses should be given at home. Only mid-day doses of medication will be administered.**

Over-the-Counter medications must be brought by a parent in an unopened/sealed container, medication administration forms must be completed before these medicines can be administered.

**Florida Statutes do not permit the school to furnish medicine. This includes aspirin, Tylenol, etc., to students.**

### **TITLE I**

The Learning Academy of Santa Rosa is excited to announce our eligibility in Title I funding for this school year. Title I is federal program that aids schools with funding based on the percentage of students in need of free and reduced lunches. LASR is looking forward to being able to offer more resources for its students from this funding. Some upcoming changes from Title I will be the new and improved computer lab with a variety of desktops and laptops for student learning and credit recovery computer program designed to propel students to achieving their high school diploma. Additional funding will go to much needed resources in our classrooms providing both teachers and students enrichment and diversity in instruction. Finally, Title I supports parent involvement and education. We will be offering resources and other ways to build our parent teacher relationships assisting with parents' concerns and inquiries about their students' education.



## **Website /TITLE I Parent Resources and Yearly School Assessments**

On the LASR Website under the “Title I” tab, there are resources for more information on Title I as well as other helpful links for parents under “Parent Resources.” Additionally under the “Academic” tab, yearly assessment scores such as FCAT scores can be viewed. *(To note: the LASR is not a graded school due to our Charter status and transient student population.)*

Website: [www.lasrcrusaders.org](http://www.lasrcrusaders.org)

### **RIGHT TO KNOW**

The Learning Academy of Santa Rosa is committed to providing information to you regarding your child’s teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the NCLB highly qualified criteria.

Please be assured that the Learning Academy is dedicated to providing the students of our school with a quality education. The information regarding the qualifications of your child’s teacher and/or the classroom paraprofessional may be obtained from Kara Lay-Whitney at 850-983-3495

### **CREDIT AND GRADE CLASSIFICATION**

#### **Middle School**

Students must pass their core classes in the areas of English, Math, Science and Social Studies for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade in order to be promoted to 9<sup>th</sup> grade. In addition they must complete three semesters of physical education or have it waived by taking and passing necessary Intensive classes.

Intensive classes are required when a student scores below a level 3 on their FSA or FAST assessments.

### High School

- Grade 9- Promotion from 8<sup>th</sup> grade
- Grade 10 - 6 credits are required to promote to 10<sup>th</sup> grade (including English and Math)
- Grade 11 - 12 credits are required to promote to 11<sup>th</sup> grade
- Grade 12 - 18 credits are required to promote to 12<sup>th</sup> grade

**A student must have 24 credits or 18 credits (depending on diploma option), passing scores on the Algebra or Geometry required EOC and the FSA or FAST Reading assessments and an overall 2.0 cumulative GPA to graduate from the Learning Academy of Santa Rosa. Credit Requirements are:**

#### **Students who entered the 9<sup>th</sup> Grade 2020-2021**

##### **The four-year, 24-credit graduation option**

- 4 credits in English (major concentration in composition and literature)
- 4 credits in Math (must include Algebra 1 or Alg.1A & 1B and one Geometry)
- 3 credits in Science (one of which must include a lab component & one Biology)
- 1 credit in American History
- 1 credit in World History
- 1/2 credit in Economics
- 1/2 credit in American Government
- 1 credit in practical arts or performing fine arts
- 1 credit in Physical Education –H.O.P.E. and Personal Fitness
- 8 credits in electives

\* Students will be required to take one (1) online-based course before they graduate.

\* 8<sup>th</sup> grade students have a Career Ed online course implemented into their History course

#### **Scholar Designation:**

- must pass Algebra I, Biology, Geometry, Algebra II, and US History EOC's, as well as FCAT Reading (Common Core Assessments after transition)
- one credit in math above the Algebra II level (Statistics or equally rigorous course)
- earn at least one credit in AP, IB, AICE, or Dual Enrollment
- 2 credits of the same foreign language

#### **Merit Designation:**

- In addition to STANDARD high school diploma requirements, a student must attain one or more industry certifications from a state-approved list.

**\*\*\*Due to State policy changes addendums may be made to this area. Upon changes the new state requirements will be sent out to all parents.**

\*\*\* The administration of the Learning Academy has the right to change or add to the Student Code of Conduct as deemed necessary. Any Changes to this document will be sent home with student and also sent out electronically to all families.

**Student Handbook Signature Page**  
**Must be returned to school with admission paper-work**

I have read and understand the disciplinary infractions as listed in the student handbook and the Santa Rosa County School District Code of Conduct.

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

I have read and understand the disciplinary actions for The Learning Academy and also according to the Santa Rosa County School District Code of Conduct.

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

I have read and understand the student removal from campus policy according The Learning Academy Student Handbook.

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

I have read and understand The Learning Academy dress code. I also understand it is the parents responsibility to ensure that the student has the appropriate uniform and attire on before putting them on the bus to school or bringing them to school. I further understand that uniforms can be purchased in the front office of the school.

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

I have read and understand the policy concerning Electronics and Personal belongings in the Learning Academy's student handbook.

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

I have read and understand the Student Handbook and Student Code of Conduct on the following: Due Process, Students under Court Sanctions, Reasonable Suspicion, Alternate Placement, Failure to Notify, Interference with School Staff, Drugs, Gang Activity, Trespassing, Vandalism, False accusations/Information, and Search and Seizures.

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

I have read and understand the Student Handbook of The Learning Academy and the Santa Rosa County School District's Code of Conduct Equity Statement/Nondiscrimination and Reporting.

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

I have read and understand the Student Handbook and Student Code of Conduct concerning Profane, Obscene, Abusive language or gesture, objects or pictures.

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

I have read and understand the Student Handbook and Student Code of Conduct concerning Sexual Discrimination and Harassment

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

I have read and understand the Student Handbook concerning vehicles by students.

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

I have read and understand the Student Handbook and Student Code of Conduct concerning Attendance

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

I have read and understand the Student Handbook and Student Code of Conduct concerning the transportation policy

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

I have read and understand the Student Handbook and Student Code of Conduct concerning Use of Reasonable Force, medications, TITLE I and the school website and Right To Know.

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

I have read and understand the Student Handbook and Student Code of Conduct concerning credit and grade classification

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

**2023-2024 Student Handbook Agreement**

I, \_\_\_\_\_ (Student), have read the 2023-2024 Learning Academy of Santa Rosa (LASR) Handbook in its entirety, and shall abide by all rules, stipulations, and requirements as they are written within. I understand and agree that I shall be held accountable for my actions and decisions while on the LASR campus & on any other LASR property, including the bus and the bus stop, according to the disciplinary procedures explained to me in the Handbook. This is my authorization to hold me accountable for my actions, and my agreement that I understand all that is written within the Handbook.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_ (Parent/Guardian), have read the 2023-2024 Learning Academy of Santa Rosa (LASR) Handbook in its entirety, and agree that my student shall abide by all rules, stipulations, and requirements as they are written within. I understand and agree that my student shall be held accountable for their actions and decisions while on the LASR campus & on any other LASR property, including the bus and the bus stop, according to the disciplinary procedures explained to me in the Handbook. This is my authorization to hold my student accountable for his/her actions, and my agreement that I understand all that is written within the Handbook.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2023-2024 Santa Rosa County School District Code of Conduct Agreement**

I, \_\_\_\_\_ (Student), have read the 2023-2024 Santa Rosa County School District Code of Conduct in its entirety, and shall abide by all rules, stipulations, and requirements as they are written within. I understand and agree that I shall be held accountable for my actions and decisions based upon the code of conduct. This is my authorization to hold me accountable for my actions, and my agreement that I understand all that is written within the Handbook. I also understand that this document will be gone over at school and an assessment will be given concerning this document. This assessment will be stored in the students Santa Rosa County School District Cumulative file.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_ (Parent/Guardian), have read the 2023-2024 Santa Rosa County School District's Code of Conduct in its entirety, and agree that my student shall abide by all rules, stipulations, and requirements as they are written within. I understand and agree that my student shall be held accountable for their actions and decisions This is my authorization to hold my student accountable for his/her actions, and my agreement that I understand all that is written within the Handbook. I also understand that this document will be gone over at school and an assessment will be given concerning this document. This assessment will be stored in the students Santa Rosa County School District Cumulative file.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_