



2024-2025
Student Handbook

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“What You Do Matters”

Student Handbook

Student Expectations

Students are expected to be responsible community members and held accountable for decisions they make.



WE HAVE PANTHER **PRIDE**:

P **URPOSE**
We connect our goals to healthy actions

R **ESILIENCE**
We work through difficulties

I **NTEGRITY**
We keep our word and build our community

D **ILIGENCE**
We maintain positive focus and engagement in learning

E **MPATHY**
We offer care and consideration for each other

Attendance and Supervision

School Hours

School begins at 9:25 AM and ends at 3:50 PM. Before school and after school supervision is provided 30 minutes prior to school starting (8:45 AM) and 30 minutes after students are dismissed (4:20 PM).

Attendance Policy

Students are expected to attend classes each day that school is in session unless they have a **documented** (*written*) excused absence for one of the following reasons:

- illness or medical care
- death in the family
- legal requirements
- religious holiday
- absences pre-approved by a school administrator
- insurmountable conditions

Florida law requires each parent of a child from ages 5 to 16 to be responsible for the child's school attendance. The continued absences of a child from school will be considered a violation of this law. If a student is under a court order and placed with the Department of Juvenile Justice, then his or her probation officer or agency contact person(s) will be notified of the absences.

Students will be required to adhere to a strict attendance policy. Students who accumulate three (3) unexcused absences within a calendar month will be placed on attendance probation. Students who accumulate five (5) unexcused absences within a calendar month will have reached attendance contract status. At that point, the parent/guardian and the student will be required to provide a written plan that will result in meeting the Success Academy attendance policy that will be outlined in the attendance contract. After the student reaches ten (10) unexcused absences, an intervention plan will be put in place by convening an attendance conference which will require both the parent/guardian and the student to participate in this process. Once the 15th unexcused absence is reached, Success Academy will be submitting proper paperwork to Intervention Services where drivers' license privileges can be revoked and/or court sanctions based on truancy can be implemented onto the child and/or parent/guardian.

Unexcused absences may result in the student receiving a grade of "0" in the missed class for that day. **Written documentation is the only method of documenting excused absences.**

Students who are 18 years of age or older are responsible for notifying the school of their absences. **It shall not be the responsibility of the school to notify the adult student's parents of absences.** (LCS Board Policy 5200)

At or after the date a student attains the age of 16, he or she may file a formal declaration of intent to terminate school enrollment. The declaration shall be on a form that requires the student and parent to

acknowledge that terminating school enrollment is likely to reduce his or her potential earning power. (LCS Board Policy 5200)

LCS Board Policy 5200 also states that excessive unexcused absences in any grading period, as defined in district policy, will result in a failing grade for each course. In the event that a parent wishes to question the failure, it must be done in writing and addressed to the principal in a timely manner.

Whenever any student has a total of fifteen 15 days of unexcused absences from school during any semester, she/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents of the record of excessive absences as well as the District's intent to notify the Department of Motor Vehicles, if appropriate.

Tardy Policy

Students who are late to school, unless proper documentation is provided, (up to 10 minutes after the bell has rung) will be assessed an unexcused tardy. Students who accumulate four (4) unexcused tardies within a calendar month will be placed on attendance probation. Students who accumulate five (5) unexcused tardies within a calendar month will have reached attendance contract status. At that point, the parent/guardian and the student will be required to provide a written plan that will result in meeting the Success Academy attendance policy. Both the parent/guardian and the student must attend the attendance conference where the plan will be presented and discussed. Once five unexcused tardies are reached, one (1) unexcused absence will be documented.

Telephone Use

Office telephones are for official business. Telephones in the classrooms are for teacher use only. After school plans and arrangements for transportation home should be made prior to coming to school. Staff, with permission from administration, can dial and verify receiver's identity by placing the call using speaker phone. Appropriate phone etiquette will be used at all times or the student will be asked to end the phone call. **All student emergency phone calls will be made from the discipline office in the presence of a staff member.**

Working Students

Students who are employed during or after school require special consideration. Students are expected to present a copy of their employer's name and number.

Students who are eligible for the Externship Program must abide by the following:

Signing and abiding by required agreements and forms

Maintaining accurate records of hours worked and earnings

Demonstrating the employability skills essential for success on the job

Following safety rules and instructions

Demonstrating an understanding of the Child Labor Laws

Being a positive representative of the school, the community, and the Externship program

Parking

Students must park outside the fence and vehicles may be subject to searching by personnel at any time. Students will be required to submit a completed vehicle registration form. Students cannot leave campus during lunch. Students cannot exit through the front doors of the Success Academy during lunch. The administration reserves the right to revoke a student's parking privileges at any time.

Visitors

Ghazvini Learning Center is a restricted access facility and will adhere to Federal Guidelines including the CDC. We reserve the right to refuse entry to any person(s) based on any violations to Federal Guidelines and School Board Policy.

All visitors must first report to the Front Office and sign in at the reception desk

No one is to enter a classroom without the prior consent of the principal or designee

Friends from other schools must be authorized by administration prior to their visit

Parents, legal guardians, or those indicated on the parental consent form completed upon enrollment are the only visitors to have contact with or sign out students during the school day. The parental consent form may be updated as needed but must be done in writing

Parents wishing to observe their student within the educational setting must obtain prior consent from administration.

Uniform Dress Code

Bottoms - blue, black, khaki, or denim. Pants must have belt loops

Tops - polos that are black or grey

Shoes - closed toe with a back strap

Belts - not required, however pants must be worn at the waist

Head coverings - not allowed (See administration for appropriate exemptions). Headbands under 3” thick for fashion or edge control are permitted

Official school t-shirt can be worn any day

Official school sweatshirt or solid grey sweatshirt can be worn as desired

No hoodies or hoods on jackets AT ALL – skull caps may be worn for warmth at the discretion of administration

Purses and bags – No bigger than 9.5”X6.5”. All else is checked in and left in the front office.

No more than 20.00 cash

***Administration has final determination of what is considered appropriate dress.**

If at any time, a law enforcement officer or district administrator (verbally or in writing) indicates that any particular article of clothing, clothing accessory, or cosmetic application including hair style, is documented to demonstrate gang affiliation, students will be instructed to immediately stop wearing the item.

If a student comes to school with inappropriate clothing, the parent/guardian will be called to bring appropriate clothing to the student or to take the student home. If the parent/guardian takes the student home, this will result in an unexcused absence. Multiple violations of the dress code will be addressed disciplinary action. Parents are encouraged to communicate any needs or requests for exceptions to an administrator.

Backpacks/Purses

Backpacks are not permitted on campus with the exception of students receiving prior approval from the Principal or his/her designee. Note: Youth receiving prior approval to bring backpacks will be subject to screening and required to submit it to the main office to remain until the end of the school day.

Lunch Containers/Food Items

Students who bring their lunch should place their containers on the cart at check in and place the items back on the cart after lunch. “Snack” sized packages are the largest that will be admitted to lunch. All drinks must be brought in unopened containers. Opened containers will be consumed or disposed of before the student enters school. Students may not bring snacks or drinks into the classroom. Breakfast items must be consumed before entering campus.

Medication

State law and LCS Board Policy 5330 require that all medication of any kind be dispensed through the school office. Forms are provided in the application packet and are available at any time they are needed. All medication, including “over the counter” medications must be in the original container. Any child self-medicating will be subject to discipline under the Leon County Code of Student Conduct. Students who have a need to carry inhalers for asthma must have a medication administration form on file in the school office.

Schools shall not assume the responsibility for assisting in the administration of non- prescription medications unless pre-authorized by a physician or a written parental order is on file in the school office. Exceptions will be made with a certified doctor’s excuse. (LCS Administrative Procedure D-10)

Personal Property

Giving, loaning, sharing, or trading of personal property items is prohibited. The school will assume no responsibility for lost and/or stolen items. Students are solely responsible for all personal property.

Sexual Harassment

Sexual harassment will not be tolerated on the school campus or at any school function.

Examples of sexual harassment include unwanted advances; flirtations or propositions; demands for sexual favors in exchange for favorable treatment; unwanted sexually oriented remarks; verbal abuse of a sexual nature; graphic verbal commentary about an individual’s body or sexual prowess; coercion of sexual acts or assault; physical contact such as grabbing, pinching, or patting unnecessarily; leering; whistling; or gestures of a sexual nature.

Students found to engage in sexual harassment will be referred to administration and law enforcement.

Each student will have to view the mandatory sexual harassment video and indicate understanding of this policy.

Searches

As part of daily screening, all students are subject to search, by an administrator or staff member under the supervision of an administrator upon entry into the school. Students refusing to complete screening may not be admitted to school a parent or appropriate designee will be expected to pick up their student . In addition, all items brought on campus are subject to search when reasonable suspicion of policy violation including safety concern is present. Searches may be conducted in the presence of the school resource officer. **The Success Academy assumes no responsibility for any lost, stolen, or damaged items.**

Items confiscated by faculty or staff will be given to administration. Parents/guardians must pick up confiscated items from administration. All confiscated items are subject to disposal after ten (10) school days.

Illegal Contraband

Smoking paraphernalia and other illegal contraband shall be destroyed or turned over to law enforcement for appropriate legal action. Possession of these items may also result in disciplinary action.

Note: Staff members will not hold personal items for students unless approved by an administrator in advance.

Bullying and Harassment - Leon County School Board Policy 5517.01

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on the traits of sex, race, color, national origin, religion, or disability that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan by each principal will be ongoing throughout the school year and will be integrated with the school curriculum, the bullying and prevention program, District disciplinary policies, and violence prevention efforts.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- L.
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually

degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

- E. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual harassment includes sexual violence, which means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

District Expectations

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high-quality education in a uniform, safe, secure, efficient, and high-quality system of education. The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

The District shall provide for appropriate recognition and positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Student Code of Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See the Principles of Professional Conduct of the Education Profession in Florida - F.A.C. 6B-1006)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Procedure for Reporting

The Board designates the principal as the person responsible for receiving all alleged acts of bullying. Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above. The alleged violations and acts must be reported by school employees to the principal within twenty-four (24) hours.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

If, during an investigation of reported act of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with Policy [5517](#) – Anti-Harassment.

Expression, Distribution of Material, and Circulation of Petitions

LCSB Policy 5722

"School-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and T-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Written materials intended to be posted or distributed must be submitted to an administrator prior to posting or distribution. Such materials shall be reviewed and approved or disapproved for distribution within one (1) school day of receipt. The principal or designee will communicate approval and disapproval of materials as well as the expectations for presentation and/or distribution of approved materials.

Ghazvini Learning Center: Community Agreement

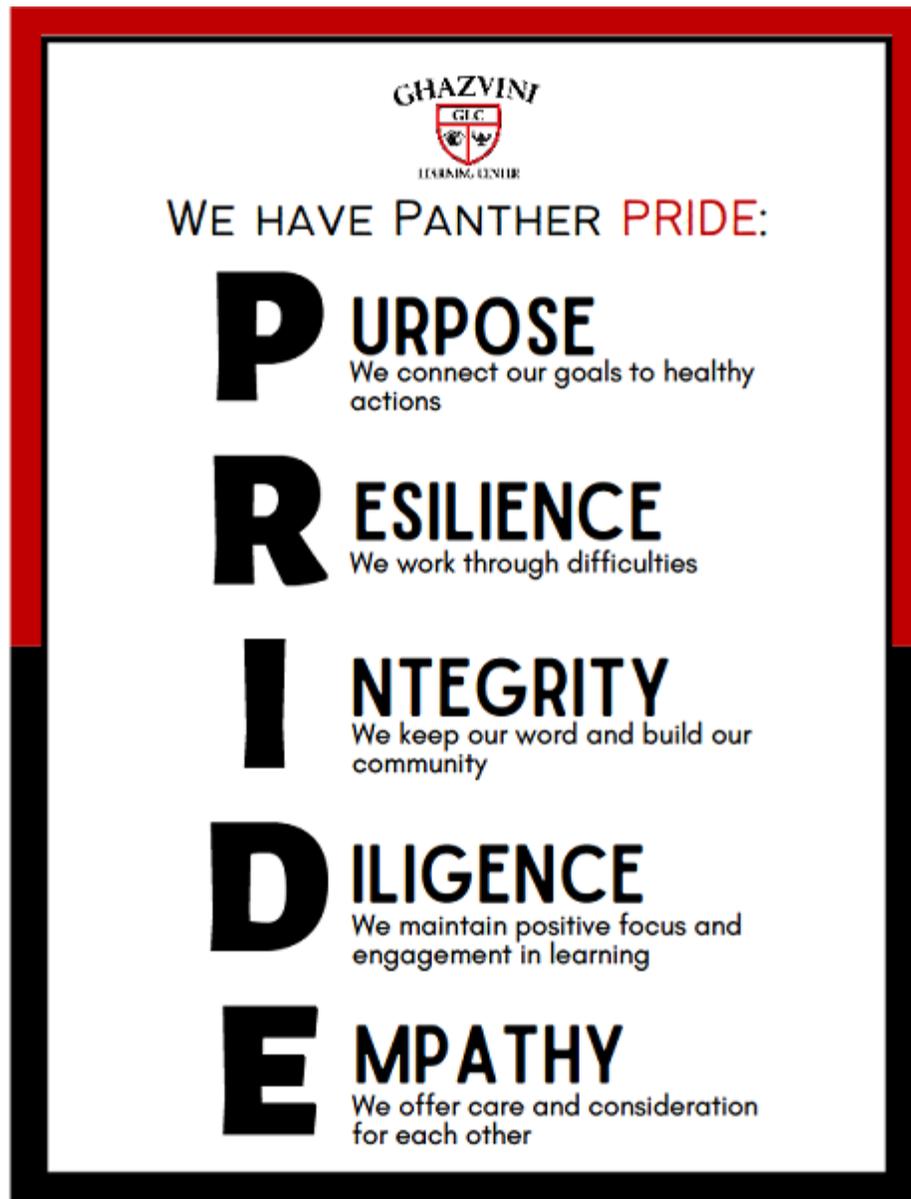
Purpose

It is the purpose of Ghazvini Learning Center to provide a learning environment where students gain the understanding necessary to succeed in their education.

Strategies

Ghazvini Learning Center has five components of Success:

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Restorative Intervention Model – The community approaches harmful interactions with care, empathy, and opportunities to accept accountability that repairs and restores harm

Non-Violent Communication Strategies – Staff and students learn to identify and process feelings and needs without judgement, which impacts learning and relationships

Alternatives to Exclusionary Consequences – Site-based use of interventions that enable participating students to reflect, correct, and repair violations while remaining in the classroom and/or on campus

Maintaining and abiding by our community’s Relationship Agreement – Students and staff are responsible for working to maintain healthy relationships with the school, students, and staff.

GLC Relationship Agreement

The Relationship Agreement is delineated into four categories:

Everyone Treating School

Students Treating Staff

Staff Treating Students

Students Treating Students

STUDENTS TREATING STAFF

- Follow procedures
- Communicate, with respect, when there is an issue with following procedures
 - Be accountable
 - Communicate needs
 - Be coachable

EVERYONE TREATING SCHOOL

- Keep our spaces clean
- Keep private conversations private
- Respect safety procedures
- Respect school property

STUDENTS TREATING STUDENTS

- Respect personal space
- Keep private things private
- Maintain safety at school
- Seek staff to resolve peer-to-peer conflict

STAFF TREATING STUDENTS

- Seek to identify needs
- Seek to build and maintain relationships
- Help to solve problems
- Speak with kindness

UNIVERSAL HUMAN NEEDS/VALUES

Below is a listing of how I (John) group human needs into 3 meta-categories and 9 subcategories of core needs. The list is meant to be neither exhaustive nor definitive.

WELL BEING

Sustenance/Health
abundance/thriving
exercise
food/nutrition
rest/sleep
sustainability
support/help
survival
wellness

Safety/Security

comfort
confidence
emotional safety
familiarity
order, structure
predictability
protection from harm
relaxation
self-esteem
shelter
stability
trust

Peace/Beauty/Rest

acceptance
appreciation, gratitude
awareness
balance
clarity
ease
equanimity
harmony
presence
recreation
relaxation
simplicity
space
tranquility
wonder

EXPRESSION

Autonomy/Authenticity
choice
congruence
consistency
continuity
dignity
freedom
honesty
independence
initiative
innovation
integrity
power
transparency, openness
wholeness

Creativity/Play

adventure
discovery
fun
humor
inspiration
joy
movement
passion
spontaneity

Meaning/Contribution

aliveness
achievement, productivity
celebration/mourning
challenge
competence
efficacy
effectiveness
feedback
growth
learning, clarity
mystery
participation
purpose, value

CONNECTION

Love/Caring
affection
closeness
companionship
compassion
intimacy
kindness
mattering/importance
nurturing
partnership
presence
sexual connection
touch
warmth

Empathy/Understanding

awareness
clarity
communication
consideration
hearing (hear/be heard)
knowing (know/be known)
presence
respect
seeing (see/be seen)
sensitivity

Community/Belonging

cooperation
equality
fellowship
inclusion
interdependence
harmony
mutuality
reciprocity
solidarity
support
trust

FEELINGS

Feelings tell us whether our needs are being met or not met. This list is neither exhaustive nor definitive. It is to support people's development of feelings literacy.

<u>PEACEFUL</u>	<u>LOVING</u>	<u>GLAD</u>	<u>PLAYFUL</u>	<u>INTERESTED</u>
tranquil	warm	happy	energetic	involved
calm	affectionate	excited	effervescent	inquisitive
content	tender	hopeful	invigorated	intense
engrossed	appreciative	joyful	zestful	enriched
absorbed	friendly	satisfied	refreshed	absorbed
expansive	sensitive	delighted	impish	alert
serene	compassionate	encouraged	alive	aroused
loving	grateful	grateful	lively	astonished
blissful	nurtured	confident	exuberant	concerned
satisfied	amorous	inspired	giddy	curious
relaxed	trusting	touched	adventurous	eager
relieved	open	proud	mischievous	enthusiastic
quiet	thankful	exhilarated	jubilant	fascinated
carefree	radiant	ecstatic	goofy	intrigued
composed	adoring	optimistic	buoyant	surprised
fulfilled	passionate	glorious	electrified	helpful
<u>MAD</u>	<u>SAD</u>	<u>SCARED</u>	<u>TIRED</u>	<u>CONFUSED</u>
impatient	lonely	afraid	exhausted	frustrated
pessimistic	heavy	fearful	fatigued	perplexed
disgruntled	troubled	terrified	inert	hesitant
frustrated	helpless	startled	lethargic	troubled
irritable	gloomy	nervous	indifferent	uncomfortable
edgy	overwhelmed	jittery	weary	withdrawn
grouchy	distant	horrified	overwhelmed	apathetic
agitated	despondent	anxious	fidgety	embarrassed
exasperated	discouraged	worried	helpless	hurt
disgusted	distressed	anguished	heavy	uneasy
irked	dismayed	lonely	sleepy	irritated
cantankerous	disheartened	insecure	disinterested	suspicious
animosity	despairing	sensitive	reluctant	unsteady
bitter	sorrowful	shocked	passive	puzzled
rancorous	unhappy	apprehensive	dull	restless
irate, furious	depressed	dread	bored	boggled
angry	blue	jealous	listless	chagrined
hostile	miserable	desperate	blah	unglued
enraged	dejected	suspicious	mopey	detached
violent	melancholy	frightened	comatose	skeptical

Expectations for Parents and Students

As part of our community, students are expected to follow this agreement. In the case that the agreement is broken, and harm has occurred, students are expected to repair the harm through a restorative conversation and engage in new strategies to prevent harm in the future. Every person on our campus is a valued member and has the universal need for physical and emotional safety. All students receive support and strategies to assist them with upholding this agreement. Students who choose not to use the strategies and continue to harm our community will receive exclusionary consequences.

Amy Alvis
Principal

Academic Agreement- Students are expected to take responsibility for their own learning. While we offer a multitude of supports and structured content, the student must engage with their academic work or risk continuing to lose progress and remain behind. We will identify and work through gaps in comprehension, focus, and content knowledge. Ghazvini Learning Center expects students to progress through academic work. Students who struggle with maintaining engagement will be identified and supports developed to meet their needs. Refusal to engage with academics despite documented supports may result in the loss of eligibility as a student at Ghazvini Learning Center.

Attendance Agreement- Attendance is directly correlated to the success of students throughout their career and attendance must be a priority for learning. Ghazvini Learning Center expects at least an 80% attendance rate to support the recovery and promotion of its students. While students and families who struggle with this expectation and families who communicate barriers to attendance will be supported, failure to meet guidelines or communicate needs may result in the loss of eligibility as a student at Ghazvini Learning Center.

School Policy and Safe Practices Agreement- Students are expected to follow Ghazvini Learning Center's relationship agreement. A willingness to maintain accountability for violations of procedure can be more beneficial for growth and learning at times than behaving perfectly. Ghazvini Learning Center takes a relational teaching approach to addressing violations of policies and procedures. Our policies and procedures are purposeful, and they allow students to address their ideas or concerns. In a given moment, clear and safe instructions are expected to be followed. Willful, and especially repeated, failure to meet this agreement may result in the loss of eligibility as a student at Ghazvini Learning Center.

Discipline Plan & Approach to Incidents Matrix

This comprehensive discipline plan has been developed following LCS Board Policy 5500, Student Discipline, and the Principles of Conduct for Leon County Schools' Students to address violations of the expectations of the school, including staff, peers, and community needs. This plan provides the school with a guide to implement safe, productive, and straightforward solutions that can be administered immediately. It also ensures due process for the students as well as a means to repair harms identified by school personnel.

Success Academy seeks to provide a platform for learning and growth. This environment requires physical and emotional safety which our staff gains through Restorative Practices including relationship building, accountability, behavioral support including specific instruction/remediation.

Students who violate attendance or disciplinary policies shall receive intervention supports and consequences according to the guidelines and procedures outlined in the Success Academy's Attendance/Discipline Plan. Actions that will be taken may include, and are not limited to:

Verbal Warning	Referral to Guidance/Student Support
Formal/Informal restorative counseling	Referral to Restorative Council Referral to (Multi-Tier
Formal/Informal restorative conference	System of Supports (MTSS)
Parent Conference	Administrative Conference with Community Agreement
Attendance Conference	Conflict Mediation
Attendance Contract	Work assignment to repair harm
Behavior Conference	Referral to Law Enforcement
Referral for specific behavior intervention	Pre-Expulsion Conference
Assignment to Opportunity For Improvement (OFI)	Recommendation for Expulsion
Out of School Suspension	

Disciplinary actions are prescribed to engage the student in building empathy for others so they develop strategies to avoid violations in the future. Refusal to participate satisfactorily with prescribed actions and especially repeated incidents of harm can lead to alternative or exclusionary consequences.

Leon County Schools outlines violations of policy into four Classes and defines them as follows:

Class I

CELL PHONE/ TECHNOLOGY VIOLATION- The misuse of wireless communication devices including but not limited to cellular telephones, camera telephones, e-readers and other electronic devices

CHEATING (CHEAT/LYING)- Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test.

CLASSROOM DISRUPTION- The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor's ability to teach, or interferes with another students' ability to learn.

DRESS CODE VIOLATION- Dress in a manner that violates the established dress code and/or in a manner that would constitute a safety hazard.

EXCESSIVE TARDIES- A consistent failure to be in a place of instruction at the assigned time.

INAPPR. BEHAVIOR/ LANGUAGE- Written, verbal remarks, gestures, or physical aggression that shows a lack of respect, rudeness, and is inappropriate.

Class II

DEFIANCE/ INSUBORDINATION /NONCOMPLIANCE- The act of flagrantly or willfully challenging the authority of a school staff member, bus driver, or any other adult in authority.

DISRESPECT- Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration

FAILURE TO FOLLOW ADMIN. DIRECTIVE- The act of flagrantly or willfully challenging the authority of a school or district administrator.

HORSEPLAY or PHYSICAL AGGRESSIVE ACTS- The act of rough or boisterous play, with no intent to harm and no injury.

PROFANITY DIRECTED TOWARDS STAFF- Abusive, profane, obscene, or vulgar language (verbal, written, or gestures) directed toward staff.

RESTROOM AND CHANGING FACILITIES- For K-12 facilities, any student who willfully enters, a restroom or changing facility designated for the opposite sex on the premises of a District K-12 facility and refuses to depart when asked to do so by any instructional personnel, administrative personnel, or a safe-school officer is subject to discipline.

SKIPPING – OFF/ON CAMPUS- Failure to report to class or school without receiving proper prior approval and/or following the established procedures for checking out of school.

THEFT (PETTY)- (less than \$300) The unauthorized taking, carrying riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.

USE/ POSSESSION OF COMBUSTIBLES- Possession, use or sale of fireworks, matches, cigarette lighters or another destructive device.

VIOLATION OF DETENTION/ WORK DETAIL- When a student is found in possession of a pocketknife, BB-gun or eating utensil, but there was no wielding, threat, or harm instilled.

Class III

ALCOHOL- (possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

BULLYING- * Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive work environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying.

BURGLARY- (illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

DISRUPTION ON CAMPUS- (major disruption of all or significant portion of campus activities, school-sponsored events, and school bus transportation) Examples: Bomb threat, inciting a riot, initiating false fire alarm. DO NOT use for defying authority, disobeying or showing disrespect to others, or classroom disruption.

DRUG USE/ POSSESSION (EXCLUDING ALCOHOL)- (illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

FIGHTING- (mutual combat, mutual altercation) The act of two or more persons mutually participating in use of force or physical violence that requires either: physical intervention or results in injury requiring first aid or medical attention.

HARASSMENT- Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear or harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes a substantial emotional distress in such a person and swerves no legitimate purpose.

HAZING- Any action or situation that endangers the mental or physical health or safety of a student at a school with any grades of 6- 12 for the purposes of initiation or admission into or affiliation with any school-sanctioned organization. (F.S.1006.135)

LARCENY/ THEFT/ CRIMINAL MISCHIEF- (>\$1000) The unauthorized taking, carrying riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.

OTHER MAJOR- (major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for LE intervention not previously classified. Examples: Counterfeit money, gambling, possessing child pornography, or possessing drug paraphernalia.

SEXUAL HARASSMENT- Unwanted verbal, nonverbal, or physical behavior with sexual connotations 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 as defined in Rule 6A-19.008, F.A.C.

SEXUAL OFFENSES (OTHER)- (lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force.

SIMPLE BATTERY (PHYSICAL ATTACK)- The actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

THREAT/ INTIMIDATION- An incident where there was no physical contact between the offender and victim, but he victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g. brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.

TOBACCO/ VAPE- (cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21.

TRESPASSING- (illegal entry onto campus) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.

VANDALISM- The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.

Class IV

AGGRAVATED BATTERY- A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant

ARSON- To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.

DRUG SALE/ DISTRIBUTION (EXCLUDING ALCOHOL)- (illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

HOMICIDE- The unjustified killing of one human being by another

KIDNAPPING- Forcibly, secretly or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

ROBBERY- The taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances and/or putting the victim in fear.

SEXUAL ASSAULT- An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.

SEXUAL BATTERY- Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.

THREAT/ INTIMIDATION- An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g. brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means

WEAPONS POSSESSION- Possession of a firearm or any instrument or object (as defined by Section 790.001(13), Florida Statutes, or district actions of conduct) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

Leon County Schools Bus Expectations and Procedures

- Students are expected to obey the driver at all times.
- The driver has the authority to assign students to certain seats.
- The driver shall issue verbal warnings, contact parent or guardian, and issue written bus referrals for violations of bus rules.
- The principal or designee shall consider the bus driver's recommendation for discipline when making a decision regarding the consequences of a bus referral.
- The principal or designee shall suspend a student from riding the bus for constant rule violations and defiant bus behavior.

Bus Notes:

Students who wish to ride an alternate bus, must provide written documentation from parent/guardian for administrative approval. This note must contain the parent/guardian's name and phone number, name of student, name of student that he/she will be riding the bus with and the reason for the change. Bus note approvals will be limited to emergency situations. An administrator will contact the parent/guardian to confirm this authorization prior to the student leaving school. Notes should be submitted to the main office prior to lunch for approval. There will be no exceptions to these rules.



Rocky Hanna
Superintendent

School Board Members

Alva Swafford Smith
Rosanne Wood (Chair)
Darryl Jones

Laurie Lawson Cox (Vice Chair)
Dr. Marcus Nicolas

Nondiscrimination Notification and Contact Information

“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Deana McAllister, Assistant Superintendent
Equity Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7193
mcallisterd@leonschools.net

Tonja Fitzgerald, Director
Equity Compliance Officer (Students)
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7309
fitzgeraldt@leonschools.net

Wallace Knight, Director
Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7193
knightwa@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Jennifer Benton, 504 Program Specialist
Leon County School District
3955 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7317
bentonj@leonschools.net