

RCSA MS&HS
STUDENT – PARENT HANDBOOK
HIGHLIGHTS
2016-2017



MINOR OFFENSES
CLASS I
MINOR VIOLATIONS DISCIPLINE CYCLE

Minor violations in or outside of the classroom, or on any off-campus after school events, will be handled by the issuance of Conduct Points. Students' violations will be recorded by the teachers or other staff by help of a computerized Conduct Log system. **Conduct points** can be given anywhere in the school by any school employee. Parents and students will have online access to the recorded information at RCSA-Connect. Administration will review the recorded Conduct Log weekly and assign consequences as follows:

1-3 conduct points: No consequence assigned.

4-9 conduct points: After School Detention

10-15 conduct points: Saturday Opportunity School/ Withholding Privilege

16 or more conduct points: Disciplinary Referral Form

Students who receive **5 minor violation detentions** the following may occur:

- Mandatory parent conference with teachers.
- Student will be placed on a Student Behavior Contract.
- All future infractions will follow the intermediate behavior cycle.

RCSA Code	FOCUS/ DCPS Code	Shortcuts	Description	RCSA Points
1.01	1.06	Backpacks	Bringing backpacks to classroom or cafeteria.	1
1.02	1.01	Chewing gum	Chewing gum.	1
1.03	1.01	Eating or drinking in unauthorized areas	Eating or drinking in unauthorized areas.	1
1.04	1.01	No Agenda	Not having agenda during school hours.	1
1.05	1.01	Unprepared for class	Unprepared for class – not bringing the needed materials described in the course syllabus to class each day.	1
1.06	1.06	Body Art	Any ‘body art’ to include but not limited to temporary tattoos, marker paintings, etc. are not allowed. Student will not be permitted to go to the class until cleaned.	1
1.07	1.02	Illegal Organizations	Any participation in prohibited secret clubs or societies.	4
1.08	1.09	Unauthorized use of Personal Electronic Devices	Use of personal electronic devices that have not been authorized by the Principal or designee. Any student who chooses to bring a personal electronic device to school shall do so at his or her own risk.	2
1.09	1.03	Behavior That Puts Safety at Risk	Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out.	4
1.10	1.03	Cafeteria misconduct	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.)	2
1.11	1.01	Disruption in Class	Any conduct which is disruptive as to interfere with the teacher’s ability to communicate with the students in class and/or with the ability of other students to learn. NOTE: Continuous/repeated disruptive behavior may constitute a Class II Offense (See 2.01).	2
1.12	1.03	Disorder Outside of Class	A student must not bother other students outside of class or participate in disruptive conduct that interferes with maintaining order in areas subject to school authority or the failure to follow directions to cease such conduct. NOTE: Continuous/repeated disruptive behavior may constitute a Class II Offense (See 2.01).	2

1.13	1.04	Tardiness	<p>Reporting late to school or class (refer to individual school's tardy procedures). A student has the responsibility to be in class on time. A student failing to make an effort to attend class in a timely manner shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.</p> <p>Accumulation of tardies shall be on a nine-week grading period. Schools with electronic tardy tracking systems shall track tardies on an aggregate basis.</p> <p>NOTE: Pursuant to Florida law, out-of-school suspension is not a permissible disciplinary action for this violation for students who are of compulsory attendance age. As such, action code 07 (out-of-school suspension) should not be used for this offense</p>	2
1.14	1.05	Disrespectful or rude behavior, vulgar, unprofessional language	<p>Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student.</p> <p>Profane, Obscene, or Abusive Language/ Materials: The use of either oral, written or bodily language (including designations, abbreviations that connote offensive meaning), electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity</p>	4
1.15	1.06	Nonconformity to the General Code of Appearance	Violation of the Uniform Dress Code(Wearing other people clothing items)	2

Disciplinary Actions for Intermediate Offenses

Class II

RCSA Codes	DCPS Genesis Code	Intermediate Offenses- Level 2	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.01	2.01	Failure to follow directions	Parent Call /Conference Warning	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS
2.02	2.01	Disrespect	Parent Call /Conference Warning	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS
2.03	2.07	Simple Battery Upon Students	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.04	2.08	Dispute	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.05	2.24	Forgery	Parent Call /Conference Warning	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS
2.06	2.18	Intimidation/Threats /Ridicule	After school Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.07	2.19	Trespassing (Unauthorized Entering of School property)	After school Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.08	2.20	Possession of Fireworks, Firecrackers, Smoke Bombs, Firearm Facsimiles	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense
2.09	2.06	Bullying	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.10		Dangerous/Unsafe Acts	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.11	2.07	Physical Contact	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.12	1.08	Leaving class without permission or not reporting to the designated area on time	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS

2.13	2.05	Directing Obscene, Profane or Offensive Language or Gestures to a Student, School Employee or agent	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense
2.14	2.23	Leaving school Grounds or the Site of any School Activity Without Permission	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.15	2.05	Simple Assault on School Employee	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.16	2.01	Multiple Class II Offenses	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.17	2.24	Providing False and/or Misleading Information	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.18	2.15	Mistreatment/Misuse of school, personal or others' properties	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.19	2.03	Possession, Use, Distribution and/or Sale of Tobacco/ Facsimile Products	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.20	2.25	Refusal to Attend or Participate in other Previously assigned Discipline	Reschedule Pervious Discipline	1 to 3 days OSS	3 to 5 Days OSS	
2.21	2.26	Unauthorized Use of Instructional Technology or Electronic Devices	Parent Call /Conference Warning	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS
2.22	2.27	Gambling	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.23	2.26	Use or possession of Wireless Communication Devices	Detention (1-3) Days	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS
2.24	2.28	Failure to Adhere to Safety Considerations on School Bus	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS

2.25	2.29	Cheating/Plagiarism	Detention (1-3) Days	Detention (1-3) Days		
2.26	2.09	Simple Assault on a Student	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.27	2.04	Possession and/or Use of Matches or Lighters	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.28	2.30	Extortion	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.29	1.07	Public Display of Affection	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.30	2.01	Unauthorized Assembly, Publications etc	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.31	2.01	Unauthorized video or sound recording	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.32	2.01	Disrespect	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.33	2.01	Inciting or Participating in a Major Student Disorder	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.34	2.10	Provoke/ Attempt to cause fight	After school Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.36	2.09	Fighting/Mutual Combat	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	

**MAJOR OFFENSES
CLASS III**

RCSA Code	DCPS Genesis Code	Major Offenses Level 3	1st Occurrence	2nd Occurrence
3.00	3.01	Alcohol Possession, purchase, or use of alcoholic beverages	Night-time Substance Abuse Program and 3 days of OSS. If declined or failed to complete referred to DCSB Hearing office for alternative school placement and/or expulsion	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.01	3.02	Drugs	Night-time Substance Abuse Program and 3 days of OSS. If declined or failed to complete referred to DCSB Hearing office for alternative school placement and/or expulsion	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.02		Threat/Intimidation	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.03	3.12	Simple Battery Upon School District Employee or Agent	10 days of OSS and refer the student for consideration of placement at an alternative school	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.04	3.04	Robbery	5 days OSS	10 days of OSS and refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.05	3.05	Stealing-Larceny/Theft	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.06	3.06	Burglary of School Property	5 days OSS	10 days of OSS and refer the student to DCSB Hearing office for alternative school placement and/or expulsion

3.07	3.07	Vandalism	5 days OSS	10 days of OSS and refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.08	3.09	Disrespect	5 days OSS	10 days of OSS and refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.09	3.14	Making a false 911 emergency call from school or personal phones	5 days OSS	10 days of OSS and refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.10	3.08	Possession of Prohibited Substance or Objects	5 days OSS Night time Substance Abuse Program for drug paraphernalia	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.11	3.09	Lewd, Indecent, or Offensive Behavior	5 days OSS	10 days of OSS and refer the student for consideration to DCSB Hearing office for alternative school placement and/or expulsion
3.12	3.10	Sexual Harassment	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.13	3.11	Sexual Offenses	10 days of OSS and refer the student for consideration of placement at an alternative school	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.14	3.12	Battery Upon Student, School Employee or Agent Resulting in Bodily Harm	10 days of OSS and refer the student for consideration of placement at an alternative school	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.15	3.13	Inciting or Participating in Major Student Disorder	10 days of OSS and refer the student for consideration of placement at an alternative school	10 days of OSS and refer the student to DCSB Hearing office for alternative school placement and/or expulsion

3.16	3.14	Unjustified Activation of A fire Alarm System	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.17	3.13	Absence without Leave	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.18	3.19	Igniting Fireworks, Firecrackers, Smoke Bombs or Flammable Materials	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.19	3.15	Unjustified Activation of Bus Emergency Systems	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.20	3.19	Failure to Adhere to Safety Procedures on School Bus	5 Day Bus Suspension	Removal of Bus Privilege
3.21	3.12	Fighting or Battery on a School Bus	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.22	3.16	Defamation of Character	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.23	3.17	Stalking	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.24	3.21	Unauthorized Use of Instructional Technology	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion

3.25	3.19	Major Dispute or Altercation	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.26	3.03	Simple Assault Upon School Employee or Agent	10 days of OSS and refer the student for consideration of placement at an alternative school	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.27	3.21	Bullying/ Cyber Bullying	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.28	3.25	Harassment	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.29	3.24	Teen Dating Violence or Abuse	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.30	3.09	Gross Insubordination/ Blatant Defiance	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.31	3.13	Illegal Organizations	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.32	3.08	Smoking and Other Use of Tobacco Products	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.33	3.13	Other Serious Misconduct	5 days OSS	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion

ZERO TOLERANCE OFFENSES CLASS IV

RCSA Code	DCPS Genesis Code	Zero Tolerance Offenses- Level 4	Disciplinary Action- Zero Tolerance Offenses - Level 4 - 1st Occurrence
4.01	4.01	Alcohol with intent to sell or Distribute	10 day OSS & referred hearing office (Possible expulsion)
4.02	4.02	Drugs with intent to sell or Distribute	10 day OSS & referred hearing office (Possible expulsion)
4.03	4.03	Arson	10 day OSS & referred hearing office (Possible expulsion)
4.04	4.04	Armed Robbery	10 day OSS & referred hearing office (Possible expulsion)
4.05	4.05	Possession of Firearms	10 day OSS & referred hearing office (Possible expulsion)
4.06	4.06	Use of a Deadly Weapon	10 day OSS & referred hearing office (Possible expulsion)
4.07	4.07	Use of a Prohibited Object (other than firearm) or Substance	10 day OSS & referred hearing office (Possible expulsion)
4.08	4.08	Bomb Threat	10 day OSS & referred hearing office (Possible expulsion)
4.09	4.09	Explosives	10 day OSS & referred hearing office (Possible expulsion)
4.10	4.10	Sexual Battery/ Rape	10 day OSS & referred hearing office (Possible expulsion)
4.11	4.11	Aggravated Battery	10 day OSS & referred hearing office (Possible expulsion)
4.12	4.12	Aggravated Stalking	10 day OSS & referred hearing office (Possible expulsion)
4.13	4.13	Other Major Offense Causing Great Bodily Harm or Serious Disruption	10 day OSS & referred hearing office (Possible expulsion) (Possible expulsion)
4.14	4.14	Kidnapping/ Abduction	10 day OSS & referred hearing office (Possible expulsion)
4.15	4.15	Homicide/ Murder/ Manslaughter	10 day OSS & referred hearing office (Possible expulsion)
4.16	4.16	Vandalism (Over \$1000)	10 day OSS & referred hearing office (Possible expulsion)
4.17	4.13	Threat/Intimidation of School Employee	10 day OSS & referred hearing office (Possible expulsion)

CLASSROOM MANAGEMENT PLAN

RCSA uses a School-wide Classroom Management Plan in which all faculty and staff work in a cooperative systemic effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment.

School-wide Rules:

1. Respect yourself and others
2. Follow directions the first time
3. Be prepared for each class
4. Keep yourself to yourself
5. Transition quickly and quietly

The structure of the Classroom Management Plan consists of four main parts:

- **Rules** - the expected behaviors for all students
- **Consequences** – what the student chooses to accept if a rule is broken
- **Rewards** - what the student receives for appropriate behavior
- **Commendations** – what the student receives for exceptional behavior

INTERVENTIONS:

1. Verbal correction
2. Cooling off time or “time out”
3. Seating changes in the classroom
4. Counseling by teachers, counselors, or administrative personnel
5. Before or after school, lunch, and Saturday detention
6. Parent/Teacher conferences
7. Temporary or permanent confiscation of items that disrupt the educational process. RCSA is not responsible for lost/stolen items that have been confiscated according to District policy
8. Temporary placement in another classroom
9. Grade reduction as permitted by RCSA policy for cheating and plagiarism
10. Rewards or demerits
11. Behavioral contracts
12. Sending the student to the office or other assigned area
13. Loss of class credit for not meeting the attendance requirements
14. Withdrawal of privileges, including participation in extra-curricular activities
15. Other strategies and consequences as specified by the RCSA Student Code of Conduct