Manatee School For the Arts

Code of Student Conduct
and
Expectations of Parents

2025-2026 School Year

Manatee School For the Arts

MIDDLE SCHOOL

Mission Statement

The Mission of Manatee School for the Arts is to provide an educational environment that will allow the most students to succeed and grow academically by acknowledging and accommodating different learning styles and multiple intelligences. We believe that is best achieved by a curriculum that infuses and integrates the visual and performing arts into the core academic curriculum and offers a broad range of visual and performing arts as electives.

Beliefs

We believe all students will benefit from an arts-infused curriculum that is integrative, creative, and exploratory.

We are committed to using varied teaching and learning approaches to foster imagination, creativity, and to develop needed life skills.

We foster a positive school climate with educators committed to all students, family and community partnerships, and an adult advocate for every student.

We challenge our students with an academic program rich with technological learning opportunities.

We nurture the emotional, physical, and intellectual well being of each student in preparation for a lifetime of learning.

Manatee School For the Arts

HIGH SCHOOL

Mission Statement

The Mission of Manatee School for the Arts High School is to provide advanced study and training opportunities in the Visual and Performing Arts while offering a strong academic program that maintains high standards and strives for excellence.

Beliefs

We believe all students will benefit from an arts-infused curriculum that is integrative, creative, and exploratory.

We are committed to using varied teaching and learning approaches to foster imagination, creativity, and to develop needed life skills.

We foster a positive school climate with educators committed to all students, family and community partnerships, and an adult advocate for every student.

We challenge our students with an academic program rich with technological learning opportunities.

We nurture the emotional, physical, and intellectual well being of each student in preparation for a lifetime of learning.

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Manatee School For the Arts

Code of Student Conduct and Expectations of Parents

Manatee School For the Arts (MSA) believes that students deserve a learning environment that is safe, free from distraction or threat and allows each student to strive to do their best. Faculty and staff are expected to maintain such an environment that will expedite these goals. This code of conduct describes student behaviors. Students are required to learn these rules and complete a Student Contract acknowledging their understanding and acceptance of this code.

Rules of student conduct are guided by the law, good parenting, common sense, a sense of decency, mutual respect and compassion. We believe that students need to know the limits of acceptable behavior. They also need to know that there are consequences for exceeding the limits. Parents are expected to cooperate and support the school in its quest to enforce these limits.

Manatee School For the Arts (MSA) believes that parents are responsible for the behavior of their student(s). Parents are expected to make themselves familiar with this code and help their students abide by it. Parental involvement and support of the school and its policies are essential components of a student's successful experience at Manatee School For the Arts. It is the expectation of the parents to update their students' Focus account and health information annually or as needed. Parents are required to complete a Parent Contract acknowledging their understanding and acceptance of this code.

Manatee School For the Arts is a charter public school. No student is assigned to this school. All students must actively seek to attend MSA. Applications for attendance have always exceeded the number of students MSA can accept and serve. We believe that it is a privilege and opportunity to attend MSA. Therefore, students must show by their behavior and adherence to school rules that they deserve this opportunity.

Students and parents are advised that MSA uses electronic video surveillance in classrooms and throughout the school and grounds seven days per week, twenty-four hours per day. It is designed to help protect all members of the campus community.

STUDENT BEHAVIOR & EXPECTATIONS

Students will show respect for authority. Students demonstrate respect by responding to directions from faculty and staff and by answering questions promptly. Students are expected to use a tone of voice and volume that demonstrates courtesy and deference to adults and authority figures. This same respect must be extended to a student's parents whenever they are on campus.

Students are always free to question adults. However, it must be done in a civil tone, be non-threatening in nature and once responded to, not repeated so as to become disruptive. Obscene or profane language is never acceptable by students or parents/guardians.

No student rises to the level of an adult in conversations, exchanges or disagreements. If a student feels offended or that his or her rights have been violated by a teacher, staff member or other adult, the student should contact Student Support Services, an administrator or another trusted adult employee. An individual so contacted is required by the school to submit a formal report to the Principal's office for investigation. If the complaint involves the Principal the report should be submitted to the school's Student Support office.

Students should never accuse adults of behavior that they know did not occur, nor should they repeat allegations of behaviors that they did not personally observe. Students and parents must be aware that false or unsubstantiated reports or stories about faculty or staff or other adults may rise to the level of defamation of character and can form the basis for civil or criminal actions against the student and may create liability for the parent.

Students should strive for academic integrity, by being honest about any and all work to parent(s)/guardian(s), teachers and peers; taking responsibility for their own work; and understanding that disciplinary action of breaking any academic rules.

Students will uphold campus safety by adhering to all established safety protocols. Students are expected to support a secure and orderly campus environment by following safety procedures at all times. These procedures, which are communicated and reinforced throughout the school year, are grounded in Safe School Policies. Students must not engage in behavior that compromises the safety of others. This includes, but is not limited to, propping open doors or gates, unlocking or opening classroom or exterior doors for others, or bypassing established access protocols. If a student is unsure about a particular situation or procedure, they are expected to seek clarification from a staff member or administrator immediately. Creating a safe learning environment is a shared responsibility. Students must understand that safety rules exist not only for their own protection but for the well-being of the entire school community. Failure to follow these protocols may result in disciplinary action.

Students will show respect for property. Students will use care whenever they enter the school and use its property. Parents and students should understand that they may be charged to replace or repair any damaged or destroyed equipment or property. Examples of behaviors:

- No running or jumping inside the building is allowed.
- No standing or jumping on tables, chairs, desks, or furniture. No sitting on desks.
- No sitting on tables or other furniture or equipment not intended for sitting.
- No writing on desks, tables, chairs or any other school property.
- **No food or drinks except in designated areas. Basic rule: no food in any hallway, restroom or changing room**. Classroom snacks are at the discretion of teachers.
- No sharing of food or drink due to potential health concerns.
- Computers, textbooks, musical instruments, or other equipment will not be used in any manner that might result in damage or destruction.
- Students will not play with or discharge any fire extinguisher or tamper with or falsely activate a fire alarm.
- No glass bottles/containers are allowed anywhere on campus.
- **Students may bring ONLY water to school in clear, plastic containers.**
- **Containers and thermoses may only be used during the assigned lunch period and must be stored away at all other times.**

Students will respect others' rights and property. Manatee School For the Arts will not tolerate any type of assault, fighting or inappropriate touching. Nor will threats, intimidation or harassment, either verbally, physically, sexually or psychologically, be tolerated. Any violations may be subject to disciplinary actions as outlined below, including but not limited to:

- **Taking, moving, tampering with or hiding someone else's property is not allowed.** All property on campus is presumed to belong to someone. It is not free for the taking even if the owner is not obvious. Any unattended property should be taken to Student Support or left alone. Removal from campus of someone else's property without their knowledge or consent is considered theft. Consumption of someone else's food, drink, supplies or materials without their consent is considered theft. Parents should contact the school if their student brings home items that they do not recognize, seem inappropriate or if the student has no reasonable explanation as to how they obtained them. Student's personal belongings should be labeled with their name.
- **Destruction of another student's property/yearbook** may result in disciplinary action including suspension and the financial responsibility of replacing destroyed property. Destruction includes inappropriate drawings, comments, profanity, destruction of images and physical damage to the yearbook. Determination will be up to MSA staff.
- **No fighting,** including "games" such as "five seconds," "bloody knuckles," "eraser game", "choking game", slap-boxing, any internet or social media "challenges" or "trends" etc. This also includes shoving matches, wrestling, poking, body to body posturing or "in your face" talking or shouting. Parents must understand that physical contact is rarely justified. **Please do not encourage your student to "stand up for themselves" by striking another student.** If a student feels threatened, they should leave the situation and report it to Student Support, a teacher or administrator

immediately. Any physical contact may lead to criminal charges against the student and may create financial liability for the parent for medical expenses or other damages.

- **No harassment or name-calling.** Harassment may be manifested verbally, in writing, texting, social media, through gesture, body language, and/or internet posts. No racial or ethnic slurs or epithets are to be used. This is applicable even if the individuals involved are of the same race or ethnic background. Language of a sexual nature, including labels indicating sexual behavior or preference, is expressly prohibited. This is true whether the students are of different sexes or of the same sex. It is also unacceptable to harass students because of disabilities or other individual differences. Students need to understand that the words they use verbally or in writing can constitute harassment and in some cases may, in fact, be criminal or form the basis of a hate crime. Parents are encouraged to remind students that profane language or racial slurs are not to be used at school.
- **No false accusations.** Students should never accuse other students, faculty and staff of behaviors they know did not occur, nor should they repeat allegations of behaviors.
- **No intimidation, extortion, etc.** Students may not force or persuade other students into behaviors through the use of physical, verbal, or psychological force or threat. This includes attempting to keep other students from reporting violations of the Student Code of Conduct or other illegal activity. It is a violation of this code for students to either attempt to persuade students to associate with other students or prevent them from associating with students of their choice.
- **Same bathroom stall**. Students are strictly prohibited from entering and occupying the same restroom stall under any circumstances. Violating this rule will result in appropriate disciplinary action.
- **Sexual harassment.** Students may not make any sexual advances or requests for sexual activities. Harassment may be manifested verbally, in writing, texting, social media, through gesture, body language, and/or internet posts. This is true whether the individuals are of different gender or of the same gender.
- **No unwanted or inappropriate touching.** Kissing, hugging or other public displays of affection (PDA) on campus is not allowed. High school students may not have physical contact of any kind with a middle school student. Any touching of a sexual nature may be considered assault and/or sexual harassment as defined by law. F.S. 800.04
- **All sexual activity is inappropriate at school and is prohibited.** This is true whether the individuals are of different sexes or of the same sex. Any physical contact of a sexual nature is prohibited. Exposing breasts, buttocks, genitalia or other sexually explicit parts of the body is prohibited. **Parents should be aware that inappropriate behavior in any of these areas may form the basis for criminal and/or civil proceedings as well as dismissal from the school.**
- **Students are to use restrooms and changing rooms as defined by state law and designated for exclusive use by males or females.**

Note: Lost and Found items are donated or discarded every week. Any school uniforms that are unaltered will be donated to MSA. Students are responsible for checking lost and found for lost items weekly.

Students will not engage in disruptive behavior. Disruptive behavior is prohibited at all times. This includes anytime the student is on campus; such as before school care, during

class, in the halls, lunch, after school, evening or weekend functions at the school. It also includes any school-sponsored event or field trip and when riding the bus to and from school. Participating in disruptive behaviors may result in disciplinary actions up to and including dismissal from MSA. Examples of disruptive behavior include, but are not limited to, the following:

- **Inappropriate or excessive** talking or singing, whistling, humming, making odd or unusual sounds or shouting out.
- **Distracting other students verbally or physically.**
- **Distracting Bus Drivers to and from school.**
- **Not being in an assigned seat or area.**
- **Refusing to engage in class activities** or enticing other students not to participate.
- **Leaving a class, activity or the campus without permission.**
- Once a student arrives on campus, they are to stay on campus until signed out by a parent for dismissal. Students may not leave campus after arriving during the school day.
- **Social Media related challenges or trends.**
- **Violations of the uniform dress code.**
- **Tardy** to school, class or other activity.
- **Gang** or cult related activity/behavior including actions, clothing, graffiti or insignia that identify a group or philosophy that is potentially inflammatory or disruptive. This includes flashing gang signs, writing gang related signs, wearing or arranging clothing to indicate or imply gang membership.
- **Gambling** or any participation in games of chance for money and/or other things of value.

- **Student use of communication devices.** Cell phones, including smart watches, may be brought to school, but must be locked in the students cell phone pouch upon arrival. It is the responsibility of the student to ensure they have their cell phone pouch to lock their phones or they will need to purchase one upon arrival. Misplaced or stolen cell phones will be given the same consideration as any other lost or stolen item. High School students may use their cell phones in the High School Student Center during lunch or study hall only. Devices must be locked into the cell phone pouch when leaving.

Cell phone/Smart Technologies:

- When arriving on campus cell phones are to be turned off and put into the designated student cell phone pouch.
- Upon entering school students will show that their phones are locked in the cell phone pouch and placed in their backpack for the school day.
- Smart Watches are to be left at home or locked in the students cell phone pouch.
- Any AR, Smart or VR glasses, goggles or headwear is prohibited on campus. These items are to be left at home.
- Any personal electronic devices are prohibited during school hours. (Examples include, but not limited to, Tablets, Laptops, Handheld Gaming Devices, etc.)

- High School students may use their cell phones in the High School Student Center during lunch and study hall only, but must be locked in the cell phone pouch when leaving the building.
- Any phone seen outside the cell phone pouch or heard will be confiscated. Remember, phones must be turned off. Use of cell phones during school hours anywhere on campus is prohibited, with the exception of high school students in the Student Center.
- Use of a cell phone/smart watch during school hours (outside of the Student Center for high school students only) will result in confiscation and/or other disciplinary actions. Failure to comply will result in the phone being turned in to Student Support. If confiscated, the student will be able to pick up their cellphone during dismissal at Student Support. Subsequent violations of the cell phone policy may result in loss of privilege to bring cellphones to school.
- If a phone has automatic turn on/turn off capabilities the battery must be removed.

Headphones/earbuds

- **Headphones** or earbuds must be put into backpacks when arriving on campus. Failure to comply will result in the item being confiscated and a parent will be required to pick it up between 9:00 am and 5:00 pm Monday through Friday only.

  Note: Specific 504/IEP accommodations may result in exceptions to the rule.

Student use of electronics and toys: Electronic games, laser pointers, trading cards, stuffed animals, and any other toys or games are never allowed to be used during the school day. Personal music devices, cameras, radios or other such toys, devices and personal items are not allowed. Electronics **may only be used at lunch, when a student is seated at a lunch table.** If brought to school it is at the student's and parent's own risk and **MSA is not responsible if it is lost or stolen.** Failure to comply will result in the item being taken away and a parent will be required to pick it up between 9:00 am and 5:00 pm Monday through Friday only. Any confiscated items will be donated/discarded at the end of July of the school year it was taken.

- **Skateboards, roller skates, scooters, etc.** may not be brought to school or used on any school property without permission and guidance from Student Support.
- **Rolling backpacks** are not allowed to be used. If the rolling backpack is necessary parents must obtain written permission from the principal or designee.
- **Bicycles** may be ridden to school. However, all bike riders must have protective headgear as required by Florida law. F.S. 316.2065 Bicycles should be secured outside.
- **Yearbooks** are the responsibility of the student and MSA is not responsible if lost or stolen.
- **Footballs, Frisbees, and other throwing toys** are strictly forbidden.
- **Personal electronic devices** are prohibited during school hours, with the exception of high school students in the Student Center. (Examples include, but not limited to, Tablets, Laptops, Handheld Gaming Devices, etc.)

CLASSROOM BEHAVIOR

Students are expected to behave in the classroom in a way that maximizes the potential for their learning as well as the learning of those around them. Some of the teachers may require additional or different applications; however, generally, the following behaviors are expected.

- **Students are to be in the classroom when the class is scheduled to begin.**
- **Students will remain in class unless given permission to leave.**
- **Students are expected to participate in all required activities of the class.** This includes outside, evening or weekend performances that may occur during the school year.
- **Restrooms should be used between classes.** There is ample time to use the restroom between classes or at lunch. Students should make a habit of routinely using the restroom after lunch and during class breaks even if they do not feel an urgent need to do so. When in class, students should ask to use the restroom only in an emergency. Some teachers may require additional work if the student is allowed to leave the room for any reason.

  Parents – you should notify the school in writing if your student has medical problems, such as bladder control, urinary tract infections, etc. that may require frequent or unexpectedly urgent restroom use. A letter from the student's doctor is required for their file. This information will be given to your student's teachers so they can be better prepared to accommodate your student's needs.
- **Students may not change clothing in the restroom.** They are to change in designated changing areas only.
- **Students should come to class prepared.** They should have all materials and assignments needed.
- **Students will follow the rules and procedures that individual teachers apply to their classrooms, including all school rules.**
- **Cell phones are required to be stored in the designated classroom space.**
- **Students must respond to general and specific directions from the teacher.**
- **Students will not engage in disruptive behavior.**
- **Students will use their class time wisely.** They will complete assigned tasks and use any additional time to work on other projects or assignments.
- **Students should raise their hand to be recognized unless the teacher has directed them otherwise.**
- **Students should ask the teacher to explain or clarify an assignment that the student does not understand.**
- **Students may only use the designated electronic charging stations where available.** Students may not plug in any device without express permission from school staff. Wall outlets and other undesignated outlets are not to be used by any student.
- **Students are often required to take home and give to parents flyers or other informational handouts from class and the school.** They should return any correspondence from a parent to the school or a teacher in a timely manner. Students should also deliver correspondence from a teacher to a parent in a timely manner.

- **Students in movement based classes are subject to a strict no jewelry, watches and accessory policy to maintain the safety of students.** This policy is to be followed at all times.
- **Field Trips and extracurricular activities.** Participation in extracurricular activities and field trips will be based on a student's grades, behavior, attendance and disciplinary record.
- **Umbrellas –** students must ONLY bring foldable umbrellas to school.

Extracurricular Activity Expectations

Extracurricular activities, clubs, and teams at Manatee School For the Arts are a privilege and an excellent way to further develop a student's ambitions with arts and athletics. Students who want to participate in these activities are expected to exemplify school rules. If a student violates the Code of Conduct, their eligibility to participate in these activities may be denied. Individual teams or groups will have their own disciplinary action plan in accordance with this Code of Conduct. Additionally, students who are returning to campus for any extracurricular activities, clubs or teams are considered representatives of the school and are expected to uphold the same behavioral standards. Any behavior that violates the Student Code of Conduct, whether on or off campus, may result in disciplinary action and/or the loss of extracurricular privileges. See F.S. 1003.31.

Behavior Expectations to participate in school sponsored events:

Students are expected to uphold the highest standards of behavior both on and off campus. Participation in any major infraction may result in exclusion from school events such as prom, field trips, and other activities for the remainder of the school year. Major infractions are listed but not limited to: racially motivated comments or actions, fighting or physical aggression, theft, ongoing attendance issues, major distractions or misconduct on the bus, participation in illegal activities off campus, bullying or harassment, major disruptions on campus, possession of weapons, vaping, making serious threats, or drug use and possession. These behaviors not only violate our code of conduct but also jeopardize the safety and well-being of the school community.

- Students who do not attend the school day cannot participate in afterschool activities unless there is a third party documented excuse.

STUDENT PARKING ON CAMPUS

Student parking is available for students beginning in tenth grade. The student is required to carry at least a 2.0 grade point average and not be on behavioral probation. Campus parking is a privilege and may be revoked due to disciplinary action and/or attendance policy violations. Please be advised that, upon reasonable suspicion, vehicles parked on campus, are subject to search for prohibited or illegal substances or objects. See page 26.

- ❖ Parking permits are $40.00 annually and will be prorated per quarter.
- ❖ The student must hang a school supplied parking permit from the rearview mirror in the windshield and be visible at all times.
- ❖ Students are to go directly to campus. No loitering.
- ❖ Excessive tardies may result in parking privileges being suspended and/or revoked.
- ❖ Students are not permitted to park in the faculty/staff lot unless approved.
- ❖ Cars illegally parked on campus may be subject to fines and/or towing as determined by MSA Administration.
- ❖ Cars illegally parked off campus may be subject to fines and/or towing as determined by law enforcement and nearby businesses.
- ❖ Abide by speed limits and traffic signs. All vehicles must be operated in a safe manner.

The student must register with Student Support and provide the following information:

- ❖ Copy of driver's license
- ❖ Copy of vehicle registration for each vehicle to be parked
- ❖ Proof of insurance

STUDENTS RIDING SCHOOL BUSES OR OTHER SCHOOL VEHICLES

Students shall ride only the school bus on which they are registered, and may not ride another bus on which they are not registered. Bus passes to allow students to temporarily ride another bus will not be issued. Allow three (3) days for changes in bus assignments. The following are the responsibilities of students and parents in regard to transportation:

RESPONSIBILITIES OF STUDENTS

1. Occupy the seat assigned by the driver and remain seated while the bus is in motion.
2. Observe classroom conduct except for ordinary conversation.
3. Obey the driver and report to Student Support when told to do so.
4. Warn the driver of approaching danger, if there is reason to believe the driver is not aware of the danger.
5. Be at the place designated, both morning and evening, ready to board the bus fifteen (15) minutes before it is scheduled to arrive. The bus cannot wait for those who are tardy.
6. Stay off the roadway at all times while waiting for a bus, and conduct themselves in an orderly manner.
7. Wait until the bus has come to a complete stop before attempting to get on or off.
8. Cross in front of the bus with driver permission.
9. Leave the bus only with the consent of the driver.
10. Cross the road, if necessary, after leaving the bus in the following manner:
    a. Wait at the side of the road within sight and hearing of the driver
    b. Wait for proper signal for crossing
    c. Look both to the right and left and proceed across the highway in front of the bus upon signal from the driver.
11. Keep head and hands inside the bus windows at all times.

12. Be silent when approaching or crossing a railroad.
13. Leave the bus by the emergency door only when told to do so by the driver, or in case of an emergency that is life threatening.
14. Refrain from eating, drinking or smoking while on the bus.
15. Board and leave the bus at their assigned stop only.
16. Refrain from the use of profanity or abusive language on the bus.
17. Refrain from carrying large objects without prior permission, including band instruments that might interfere with seating.
18. Animals, snakes, frogs, etc., glass containers, sharp objects, balls, bats, cutting instruments, fireworks, laser pointers, and any other similar items are not allowed on the bus.
19. Students are prohibited from taking cell phone photos and capturing video while on the bus.
20. Any behavior on the bus or at the bus stop that violates school rules or has a negative effect on the health, safety, or welfare of the school community will be disciplined as per school rules.

RESPONSIBILITIES OF PARENTS

1. Make certain their children arrive at their bus stop fifteen (15) minutes before the scheduled arrival time of the bus.
2. Ensure a safe environment for their children going to and from the bus stop.
3. Accept joint responsibility with school authorities for proper behavior of their child(ren).
4. Make a reasonable effort to understand and cooperate with those responsible for student transportation.
5. Damage to a bus or another vehicle by your child will result in you being required to pay for the damages.

BEHAVIOR WHILE RIDING THE BUS

The school believes that you and your fellow students, as well as the bus driver, should be able to ride safely on the school bus. In addition to bus specific consequences, you may be disciplined for any action on the bus or at the bus stop the same as if it happened in school. Students are under continual video surveillance whenever they are on a school bus.

When on the bus, the bus driver is in charge. For your safety and the safety of others on the bus, you must follow all rules and directions. Bus drivers and the school will normally keep a seating chart. YOU MAY NOT RIDE ANY BUS OTHER THAN YOUR ASSIGNED BUS. You can be disciplined if you do not follow all school rules, including the following specific rules:

a. Sit in your assigned seat and use the seatbelt if available.
b. Stay seated at all times while the bus is in motion.
c. Do not place any part of your body outside the bus window.
d. Do not distract the driver with loud conversations or noises.
e. Observe appropriate classroom behavior.

f. Do not eat or drink, other than water, on the bus.
g. Maintain absolute silence at railroad crossings.
h. Do not throw anything out of the bus or bus windows.
i. Do not display posters or signs from the bus.
j. Do not use obscene language or gestures.
k. Do not block the aisles or emergency exits.
l. Do not spray any perfumes/colognes.

If you commit any infraction, the school bus driver has the right to address your behavior. If you cause repeated problems on the bus, the bus driver will give the school a written discipline referral of your actions. School administrators will take any action contained in this Code against you for misbehavior on the bus or at a bus stop.

Discipline on the school bus will be dealt with according to school protocols. However, severe infractions (for example, fighting, vaping, sexual behavior of any type) may result in immediate suspension from the bus based on the recommendation of the principal or designee.

STUDENT RIGHTS AND RESPONSIBILITIES

It is the intent of the Student Rights and Responsibilities document, that students understand their individual rights, associated responsibilities, and that individual rights must be viewed in relation to the health, safety, and welfare of the majority of students within each school. The Principal shall assume administrative responsibility and instructional leadership for planning, management, and operation of the school. The faculty and staff shall assist in the orderly operation of the school and assure the rights of the students.

ATTENDANCE

Attendance in school is one of the most important factors in student success. Additionally, when students are not in attendance or they are tardy to school/class, it is a disruption to the educational process in that the teacher has to dedicate time to reset and recover the lost time with the student. As a school that uses block scheduling, students' time in class is even more important than in a traditional school. Chronic tardiness itself is disruptive to the educational process not only for the student but for the entire class as it is disruptive to the class as a whole.

The parent of a child of compulsory school age (Age 6-16) is responsible for the child’s daily school attendance (F.S. 1003.24). School staff, parents, students, and appropriate state agencies are expected to work together to ensure that laws are obeyed including, but not limited to, referral to the state designated agency for possible court action for extended absence or truancy (F.S. 1003.27).

A student's presence in class is required to maximize the attainment of instructional objectives. For students who demonstrate patterns of non-attendance, interventions may be recommended, including possible removal from MSA and the student being remanded to their assigned home school.

RIGHTS AND RESPONSIBILITIES - Attendance

- Students have a right to know how the school defines and handles excused absences, unexcused absences, and tardiness.
- Students have a right to makeup work they missed during an excused absence or suspension.
- Students have a responsibility to be on time for school and all classes.
- Students have a responsibility to ask their parents to notify the school when they are absent.
- Students have a responsibility to ask teachers for, and to complete, make-up assignments.

Manatee School For the Arts stresses the importance that all students attend school regularly and remain in school until they graduate from high school. However, "A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parents. The school district shall notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment." (F.S. 1003.21) Also be aware that students who dropout or have excessive absences from school are not eligible to receive a driver's license or driver's permit or will have their license or permit suspended. (F.S. 322.091)

Attending school consistently is crucial for meeting graduation requirements. A full year course requires 120 hours of instruction in each subject area for schools with block scheduling. Half credit courses require 60 hours of instruction in any given subject area. (F.S. 1003.436)

NON-ATTENDANCE AND EARLY SIGNS OF TRUANCY: IT IS IMPORTANT TO BE IN SCHOOL EVERY DAY. If your child is not in school, he or she MAY BE showing early signs of truancy through a pattern of non-attendance.

WHAT IS A PATTERN OF NON-ATTENDANCE? A student may be establishing a pattern of non-attendance when he or she is absent and unexcused 5 days in 30 calendar days or 10 days in 90 calendar days (F.S. 1003.26 (b)). However, a student does establish a pattern of non-attendance when he or she has an accumulation of 15 unexcused absences within 90 calendar days, with or without a parent's knowledge (habitual truant) (F.S. 1003.01 (8)).

Parents and students may verify absences at any time at school or at home by contacting the attendance office. If after an accumulation of absences as noted above, the Principal and/or his designee determines that the reasons for time out of school are invalid, the Principal/designee shall refer the student to the Student Support Team to determine if early patterns of truancy are developing and provide appropriate interventions (F.S. 1003.26 (1)(b)), and/or the State Attorney's Office will be notified due to non-compliance with compulsory school attendance laws.

The State has determined legal implications for parent(s)/guardian(s) for students that show patterns of non-attendance. Please reference F.S. 1003.27 for full details.

REPORTING AN ABSENCE: Students are permitted 9 absences that may be excused by a parent/guardian for a particular school year. These absences must be reported by telephone, written note, or e-mail and/or official documentation. The report must come from a parent and give the date(s) of the absence(s) and the reason for said absence(s). Parents MUST report these absences within two (2) academic days, although the principal MAY make exceptions in cases of need. School staff members have a legal right to ask for a written medical excuse. Any absence not reported within 2 days or presented with official documentation within 5 days will be considered unexcused. Once a student reaches the absence limit (9 absences) official documentation is required for any absences beyond that point.

Parents are expected to communicate with school personnel regarding absences. Parents who do not comply are referred to the State Attorney's Office for failure to comply with F.S. 1003.27 which provides that a parent commits a misdemeanor of the second degree, punishable as provided by law, if the parent refuses or fails to have a child attend school regularly or refuses to participate in meetings concerning the child's truancy.

EXCUSED ABSENCES: Students must be in school. However, when it is necessary to be out of school, absences may be excused for one of the reasons listed below.

A reason for the absence must be provided and absences can only be excused for one of the nine allowed reasons for absences. Some situations will require written documentation from a private physician or public health unit. Excused absences include:

1. Illness. Students who expect to miss school for an extended period of time due to illness, a medical condition, or for social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons and could benefit from instruction should obtain a copy of the Hospital/Homebound referral packet from the Hospital/Homebound contact person at the school.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's specific faith.
5. Required court appearance or subpoena by a law enforcement agency.

6. Special event. Examples of special events include important public functions, education enrichment activities, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need.
7. Scheduled doctor or dentist appointments with a doctor's note.
8. Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, pink eye, and scabies. Students are allowed a maximum of five (5) days excused absence for each infestation of head lice.
9. Other as approved by the Principal or designee.

UNEXCUSED ABSENCES: It is the responsibility of the Principal or designee to ensure that parents are contacted after each unexcused absence and to ensure that there are specific, appropriate interventions as a result of each unexcused absence. Parents may receive letters, emails, or phone calls to inform them of their student's unexcused absences. These are generated from official attendance records.

1. Absences are excused only for the reasons previously listed. If absences are not excused, as defined in the previous section, the absences are considered unexcused. This does not apply to suspensions.
2. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until the certificate is provided or a waiver is obtained. Students who receive the first shot in a series of immunizations but who are late obtaining subsequent shots will be given a 3 days grace period after which they will be excluded from school and the resulting absences will be considered unexcused.
3. Students 14-18 years of age who have 15 unexcused absences within 90 calendar days and have a driver's license or driver's permit will have their driving privileges suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license or permit if they apply for one. Additional information about procedures and waivers is available from school administration or guidance offices.

EXCESSIVE (unexcused) ABSENCES:

1. 5 Unexcused Absences: Students will receive a warning letter from the school. A parent/student conference will be initiated by the school counselor. Attendance will be tracked through the MTSS Process
2. 10 Unexcused Absences: Students will be reviewed by the Board of Review for Probation. If the board agrees, the student will be placed on probation at school.
3. 15 Unexcused Absences The student will be referred for dismissal from the school

TARDINESS: Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness to school will be addressed on a case-by-case basis. Three unexcused tardies to school (first period) will be counted as the

equivalent to an unexcused absence. This unexcused absence will be counted in the tallies listed above for possible disciplinary action.

MAKE-UP WORK

1. Make-up work for full-earned credit and grade is allowed for all absences.
2. Students have time equal to their absence to make-up the work for each class day of an absence, not including the day of return. However, previously assigned work is due the day of return. These deadlines may be extended by the teacher for extenuating circumstances.
3. When class work is not completed for a marking period due to excused absences, a grade of "I" may be given. Students must complete the work prior to the end of the next marking period and may earn a grade to replace the "I." In extenuating circumstances, the Principal has the authority to extend the deadline. After the deadline, students will have two weeks to turn in work with a mandatory penalty up to 10%. Advanced classes will have a one week extension. Teachers also have discretion to extend the time period, depending on circumstances. When these deadlines are not met, the "I" changes to an "F" and may cause a semester course failure. If and when the class is repeated and students earn a grade, the "I" or the "F" will not be counted in computing grade point averages.
4. When a midterm or final exam is not completed, a grade of "I" is given. If students are absent on an exam day, the exam must be made up in order for credit to be given. For each semester exam day students are absent, they will have two (2) days to make-up the exam, not including the day of return. These deadlines may be extended by the Principal for extenuating circumstances.
5. Suspensions: Make-up work for credit and grade is allowed. It is the student's responsibility to get the missed work. A student is NOT allowed to participate in any school activities during the suspension period. Students who are assigned in-school suspension are expected to be in school. These students must complete assignments and turn in work daily.

EARLY SIGN OUTS: When students are signed out early on an ongoing basis, their academic performance may be negatively impacted. The school strongly encourages parents to ensure their student is in school for the full school day every day. Any plans to sign out a student from school should be pre-planned and a note should be turned in to the office first thing in the morning. When students are signed out during the last period of the day, i.e. 3:30 or later, it is very disruptive to the operation of the school. Without pre-planning an early release after 3:30, the parent is attesting that there is an emergency situation and they have exhausted all options for scheduling the appointment at another time.

Any student under the age of eighteen (18) must be signed out of school by a custodial parent/guardian or someone designated on the student's sign out list. Exceptions to this rule are designated cases of early release students.

STUDENT RECORDS

A well developed student record file contains information needed for making appropriate educational decisions for the student. Student records are to be treated confidentially and should contain information that is relevant, accurate and appropriate.

RESPONSIBILITIES

Enrolling parents, guardians, or eligible students have the responsibility to inform the school of any information that may be useful in making appropriate educational decisions. Parents, guardians, or eligible students have the responsibility to authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student. Enrolling parents are responsible for providing change of address, email or phone numbers to the Front Desk personnel.

RIGHTS

Parents, guardians or eligible students eighteen (18) years of age or attending a post secondary institution, have the right to inspect, review and challenge the information contained in records directly relating to the student. Students have the right to be protected by legal provisions which prohibit the release of personal identifiable information to anyone other than legally authorized persons without the consent of the parent, guardian or eligible student.

NONDISCRIMINATION

Manatee School For the Arts does not discriminate on the basis of race, color, religion, national or ethnic origin, age, gender identity, marital status, sexual orientation, political affiliation, handicap, disabled or Vietnam veteran status.

ENFORCEMENT OF CODE OF CONDUCT

IN THE CLASSROOM

All faculty are expected to develop a disciplinary program that will maintain order in the classroom and create an effective learning environment; to enforce the Code of Conduct at all times and in a fair and consistent manner; and encouraged to use a variety of techniques and approaches to dealing with violations of the Code of Conduct. They are encouraged to speak with parents early and often, especially if a negative behavior is repeated. Only as a last resort will the teacher refer the student to Administration for further discipline.

OUTSIDE THE CLASSROOM, IN BETWEEN CLASSES, LUNCH, ETC.

All faculty and staff are responsible for enforcing the Code of Conduct at all times outside the classroom. Students violating the Student Code of Conduct will be detained and identified. If, in the opinion of the faculty or staff, the behavior warrants immediate attention, the student will be escorted to Student Support. Otherwise the student's name and offense will be reported to the Student Support Office for administrative follow up.

FORMAL DISCIPLINARY ACTIONS

An asterisk (*) indicates that the student will automatically be referred to the Discipline Review Committee (see page 30).

1. **Detention:** The student is assigned to a specific area for a specified period of time.
2. **Work Assignments/ Campus Community Service:** Supervised activities related to upkeep and maintenance of school facilities and grounds.
3. **Time Out:** Temporary assignment of the student to an alternative classroom or other specified area such as the Responsible Thinking Lab.
4. ***In-School Suspension:** The student reports to school and is assigned to duties or activities other than regular classes.
5. ***Out-Of-School Suspension:** The student is banned from the campus for a specified period of time, normally not to exceed ten school days, including all school activities.
6. **School Bus Suspension:** Denial of the privilege of riding a school bus. This disciplinary action is approved only for misconduct on a school bus. In such cases, transportation shall be provided by the parent or guardian.
7. **Denial of Privileges:** The student may be banned from attending school functions such as dances, field trips, recitals, shows, etc.
8. **Restitution:** The parent or guardian may be required to pay for damages to school property or to pay for or replace other students' property damaged or destroyed.
9. **Classroom Removal:** A teacher has the authority to remove a student from the classroom when the student's behavior has repeatedly interfered with the learning process in the classroom or the student's behavior has been so unruly or abusive that it has interfered with the effective conduct of the class (F.S. 232.271). The Principal may not return the student to that teacher's classroom without the teacher's consent unless the Student Review Committee determines that such placement is the best or only available alternative.
10. ***Written Warning:** The student is put on notice that his/her behavior has been reviewed and further violations of the Student Code of Conduct may result in Behavioral Probation, dismissal or other formal disciplinary actions.
11. ***Behavioral Probation:** The student's behavior will be observed and reviewed for a specific period of time by faculty and/or staff to determine if previous violations of the Student Code of Conduct have recurred or other violations have occurred. Evidence of subsequent violations may lead to other formal disciplinary actions.
12. **Dismissal:** The student is remanded to his/her home school. Dismissal by the Principal may result from a single critical incident involving a serious violation of the Student Code of Conduct, or may result from the recommendation of the Student Review Committee following one or more student referrals, or repeated occurrences of the same or different offenses.

Thus, before any disciplinary action is taken, a student is entitled to due process which includes an investigation, witness information, and the opportunity for the student to present his/her side of the incident.

If the immediate suspension of a student is necessary, due to a serious breach of conduct, the necessary notice and conference will follow as soon as practical. *Serious breach of conduct is defined as an act of misconduct serious enough to warrant suspension and/or dismissal before other alternatives are attempted.

SPECIFIC GROUNDS FOR DISCIPLINARY ACTION

Classroom teachers are strongly urged to deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to the parent, and by scheduling conferences with parents and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the Principal or his/her designee. Failure to bring notebook, pencil, books, or required materials and equipment to class may be cause for disciplinary action.

In dealing with the following violations of the Code of Conduct, the Principal and his/her designee shall hear the student's explanation, and consult further with the teacher, if necessary, before determining the disciplinary action. Due process procedures are adhered to in all investigations of a discipline problem. When a student commits a serious breach of conduct, immediate suspension or dismissal is permitted. These are considered major infractions and may result in disqualification from participation in other school sponsored activities. **Any student conduct that is a violation of law may result in referral for criminal prosecution.**

The offenses listed below constitute a serious breach of conduct, as defined by Manatee School For the Arts, including but not limited to:

- **Academic Dishonesty-** See page 24
- **Arson-** Willful and malicious burning of any part of a building or its contents.
- **Assault on student or school employee-** The intentional, unlawful threat by word or act to do violence to another student or school employee coupled with an apparent ability to do so, creating a well-founded fear in the person that such violence is imminent.
- **Battery on student or school employee (physical attack/harm)-** The willful and unlawful use of force or violence upon another person. Three primary elements must be present for a battery to occur: (1) there must be an aggressor (suspect), who (2) intended to cause physical harm, to (3) an innocent person (victim).
- **Biological Threats/Attack-** to transmit communicable diseases to others will be taken seriously. Any overt threat of action designated to convey or instill such fear in others will be grounds for disciplinary action and subject to the threat assessment process.
- **Body Shaming-** written, verbal or other nature.
- **Bomb threats** – written, verbal or other nature.
- **Bullying-** See page 28
- **Cell phone-** Use in class, changing room or bathroom. See page 9
- **Contraband-** See page 26
- **Disrespect of Authority-** See page 6

- **False Accusations-** Accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff (F.S. 232.26(1) (c)). See page 6
- **Fighting-** Any physical conflict between two (2) or more individuals.
- **Harassment-** See page 28
- **Homicide**
- **Kidnapping or abduction**
- **Obscene acts/Sexual situations-** See page 29
- **Offensive touching** of another person whether physically or with an inanimate object.
- **Preparing, possessing or igniting explosives** likely to cause serious bodily injury or property damage.
- **Racial or Ethnic Slurs and Epithets** of verbal, written, or other nature.
- **Selling and or Sharing Items** engaging in selling, sharing or soliciting to sell or consume any items on campus is strictly prohibited.
- **Sexual Battery** (forcible sex offenses) F.S. 794.011 (h) “Sexual battery” means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.
- **Stalking-** Following, attempting to communicate with or arranging to be in the presence of a school employee or student when there is no school related reason for being in the presence of such employee or student, after having been directed by a court of law or school administrator to avoid all contact with such student or employee.
- **Threats**- Any threat by word or act to do violence to another person. This includes threats made on all electronic devices (voice, email, Internet, texts, etc.) Per state statute F.S. 1006.07, 1001.212, these acts will result in a Threat Assessment.
- **Weapons-** See page 27

NOTICE: Any student who is determined to have made a threat or false report, as defined by ss.790.162 and 790.163, respectively, involving school or school personnel’s property, school transportation, or a school-sponsored activity may be dismissed, referred for expulsion and /or referred for criminal prosecution.

DISRUPTIVE ACTS/DEFIANCE

- **Activating a fire extinguisher or fire alarm system.**
- **Defiance of school employee’s authority-** Any verbal or nonverbal refusal to comply with a lawful direction or order of a school employee.

- **Disorderly conduct-** Serious campus disruption or behavior that poses a serious threat to the learning environment, health, safety, and/or welfare of others.
- **Disruption on a school bus or at a bus stop.**
- **Excessive distraction of other students-** Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.
- **Extortion-** Verbally or by a written or printed communication, maliciously threatening to accuse another of any crime or offense, or by such communication maliciously threatening an injury to the person, property, or reputation of another. Also maliciously threatening to expose another to disgrace with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his will.
- **Gambling-** Any participation in games of chance for money and /or other things of value.
- **Gang or cult-related activity/behavior** including actions, clothing, graffiti or insignia that identify a group or philosophy that is potentially inflammatory or disruptive.
- **Inappropriate public display of affection (PDA)**
- **Introduction of a virus, unauthorized or illegal software, etc.** into an electronic system. This includes unauthorized access to, or destruction/modification of, files owned by other users or the destruction or theft of hardware, software or entered data.
- **Nonconformity** to Dress Code.
- **ID's**- students must wear their own current ID at all times and will be disciplined if in possession of/wearing another student's ID.
- **Selling** any item on campus such as candy, hats, energy drinks, e-cigarettes, etc.
- **Stealing- Larceny-** The intentional unlawful taking, possessing, depriving or endeavoring to take personal property of another without his consent.
- **Tardiness-** Reporting late to school or class.
- **Trespassing-** Willfully entering or remaining in any structure, conveyance or property without being authorized, licensed, or invited. Also if warned by an authorized person to depart and refuses to do so. A student who has been suspended or dismissed and is found on campus without the permission of the Principal or designee will be guilty of trespassing.
- **Withholding of information pertaining to the safety of the campus, students, and/or staff.**
- **Vandalism-** Willfully and maliciously injuring or damaging by any means any real, school or personal property belonging to another. F.S. 806.13

*ACADEMIC DISHONESTY

Academic dishonesty, commonly referred to as “cheating” takes many forms. It is defined as “giving or receiving aid on evaluation instruments (i.e. tests, quizzes, homework, projects, etc.) that is the work product of another individual or source but is presented as one’s own work.” More specific forms are defined below.

- **Cheating-** Using unauthorized notes, study aids, or information on an examination, altering graded work after it has been returned, then submitting the work for re-grading, allowing another person to do one’s work and submitting that work under one’s own name. Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- **Plagiarism-** Submitting material that in part or whole is not entirely one’s own work without attributing those same portions to their correct source.
- Artificial Intelligence- The student will not represent work generated by Artifical Intelligence (AI) as their own or submit such work that is inconsistent with the expectations from teachers.
- **Fabrication-** Falsifying or inventing any information, data or citation; presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data was gathered or collected.
- **Obtaining an Unfair advantage-** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student’s academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students’ academic work.
- **Aiding and Abetting (contributing to) Academic Dishonesty-** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above or (b) providing false information in connection with any inquiry regarding academic integrity.
- **Falsification of Records and Official Documents-** Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, ID card, or any other official school document.

- **Unauthorized Access-** to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.
- **Any state or national conducted test-** a student being flagged internally or externally, will result in disciplinary action against the student after investigation as well as the invalidation of the test.

Specific situations and examples of academic dishonesty:

1. **Examination and Tests**
   a. Impersonating someone in an examination or test.
   b. Copying from another student, or making information available to another student.
   c. Submitting a take-home examination written, in whole or in part, by someone else.
   d. Failing to obey or comply with examination regulations or instructions of a proctor.
2. **Research Reports**
   a. Copying a report or allowing someone else to copy one's report.
   b. Using another student's data unless specifically allowed by the instructor and the author.
   c. Allowing someone else to do the report without the knowledge and approval of the instructor.
   d. Using direct quotations or large sections of paraphrased material in a research report, without appropriate acknowledgement. Fabricating or falsifying laboratory or research data.
3. **Essays and Assignments**
   a. Submitting an essay written in whole or in part by someone else as one's own.
   b. Preparing an essay or assignment for submission by another student.
   c. Copying an essay or assignment or knowingly allowing one's essay or assignment to be copied by someone else for the purpose of plagiarism.
   d. Using direct quotations or large sections of paraphrased material without acknowledgement.
   e. Buying or selling term papers or assignments and submitting them as one's own for the purpose of plagiarism.
   f. Submitting the same piece of work in more than one course without the permission of the instructor(s).
   g. Unauthorized removal from the library or deliberate concealment of library materials.
4. **Official Documents**
   a. Altering transcripts or other official documents relating to student records.

b. Misrepresenting one's credentials.
c. Creating or altering letters of reference.

*CONTRABAND

Any student, who possesses, uses, handles, transmits, sells or deals with contraband on the way to, during or after school or school functions, is subject to suspension and dismissal. Contraband includes any article or articles of property which if possessed, used, handled, transmitted, or otherwise dealt with, could interfere with or tend to interfere with the normal, orderly, peaceful, and efficient conduct of any school, school activity or educational process or procedure. Please be advised that, upon reasonable suspicion, notebooks, backpacks, purses, and clothing or other storage areas, including vehicles parked on campus, are subject to search for prohibited or illegal subjects or objects. **NOTICE:** Specially trained animals, metal detectors and other devices designed to indicate the presence of contraband may be used in searches. Examples of contraband include, but are not limited to, the following:

- **Chemicals.** Hair spray, perfume, aerosol deodorant, scented hand sanitizers, mouthwash, spray drops or other cosmetics or toiletries that may be sprayed or inhaled are prohibited. Many faculty, staff and students are allergic or sensitive to these products.
- **Drugs/Alcohol**- Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any facsimile regardless of content. Illegal, prescription or over the counter drugs including cough medicines, pain killers, inhalants, etc. may not be brought, held, transmitted or used. Also prohibited are any plants or other natural products such as mushrooms, etc. that are purported to be hallucinogenic or able to create a state of altered consciousness.

Parents please note- Prescription drugs must be delivered by a parent to the school clinic, support staff or other employee assigned such duties. The drug(s) must be in a current prescription bottle listing the student's name with specific directions for their use or accompanied by a current letter from a physician licensed to prescribe such drugs, detailing their use by the specific student. We recommend that you ask the pharmacy for two bottles so that you can bring in the needed medication and keep the rest in an original prescription bottle at home.

- **Gum.** Gum use is not allowed on bus transportation at any time. Classroom use is at teacher discretion. This policy can change at any time if students are not responsible. Community service, such as scraping gum, will be required if students stick gum in places other than trash cans.

- **Possession and/or use of tobacco products and/or paraphernalia.** Any possession on the person or other effects of a student. Any holding of a lighted cigarette, (cigar, etc.) inhaling or exhaling of the smoke of tobacco, or use of any other tobacco products.
- **Tobacco.** No tobacco in any form may be held or used by students anywhere on campus including buildings, grounds and personal vehicles. Tobacco products include, but not limited to: cigars, cigarettes, dip, snuff, dissolvable tobacco products (e.g. gum, mints, or dissolvable strips) **Parents please note – MSA is a tobacco free institution. No smoking or other tobacco use is allowed by anyone in the building or on the grounds as dictated by federal regulation (Pro-Children Act of 1994).**
- **E-cigarettes**. No type of e-cigarette (vapes, vape pens, vaporizers, etc.), e-liquid, or any product intended to be used with an e-cigarette, may be used or held by students anywhere on the campus including buildings and grounds. **Parents please note – MSA is a smoke free campus. No vaping or smoking anywhere in or near the campus this includes parking lots, car loop, exteriors, and buildings.**
- **Firearms,** guns, rifles and pistols whether actual, replica or "toy", functional or not.
- **Weapons-**Knowingly possessing, using, displaying, carrying, storing, concealing, transmitting, intimidating with, or threatening to use, any deadly weapon, firearm or reasonable facsimile (including BB gun, pellet gun, paintball gun, etc.). Knives of any kind or size (including box cutter, razor blade, etc.) explosives, or other dangerous object (e.g. pepper gas, mace, brass knuckles, chains, etc.). **Notice:** Any student who is determined to have brought a firearm, as defined in 18 U.S.C. s. 921 or Chapter 790 (F.S.) or a weapon as defined in Chapter 790 (F.S.), to school, any school function, or on any school-sponsored transportation may be dismissed, referred for expulsion and referred for criminal prosecution.

*BULLYING & HARASSMENT

Bullying/Harassment of other students, faculty or staff by media device including but not limited to computer, internet, internet journal, social media (TikTok, Instagram, Snapchat, Discord, etc) e-mail, cell phone or text messaging are subject to disciplinary action including suspension or dismissal from Manatee School For the Arts. Conduct that constitutes as defined below is prohibited. Also, offensive or slanderous written words in items such as notes, "slam books", journals, backpacks, clothing or yearbooks are not allowed. Any of these acts can be socially, emotionally, or physically damaging in nature and are prohibited.

- **Bullying-** As defined by F.S. 1006.147 (a) "Bullying" includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve: Teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious or racial harassment; public or private humiliation; or destruction of property.

- **Cyberbullying-** As defined by F.S. 1006.147 (b) “Cyberbullying” means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a web page or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
- **Dating Violence/Abuse-** Dating violence is a pattern of verbal, physical, emotional, or sexual violence or abuse used by one person in a current or past relationship to exert power and control over the other person. Abuse may include insults, coercion, social sabotage, sexual harassment, threats or acts of physical or sexual abuse. The abusive partner uses this pattern of violent or coercive behavior to gain power and maintain control over the other person.
    A. School employees are required to report to the principal or designee suspected cases of dating violence or abuse.
    B. Students should report suspected cases of dating violence or abuse to the principal or designee and may do so anonymously.
    C. Student victims should report any incidents of dating violence or abuse to the principal or designee as soon after it occurs as possible.
    D. The principal or designee will immediately conduct an investigation of the allegation
- **Harassment-** Any continuing behavior, language, gesture or overt act toward an employee or student which is based on the employee’s or student’s race, sexual orientation, gender identity, age, religion, ethnic origin or disability and which has the effect of creating embarrassment or discomfort for that person. The individual being harassed has an obligation to make the offending person aware that this conduct is offensive to him/her. F.S. 1006.147(c)
- **Hazing-** Hazing is defined by F.S. 1006.135 as any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to: (a) pressuring, coercing, or forcing a student to: 1. Violate state or federal law 2. Consume any food, liquor, drug, or other substance; or 3. Participate in physical activity that could adversely affect the health or safety of the student. (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements

- **Sexting-** Knowingly using electronic devices to distribute, send, transmit any video(s) or photograph(s) that portray any minor(s) nudity. Also, accepting or preserving such material is prohibited. F.S. 847.0141. **Note**: Nudity is defined in F.S. 847.001(9).

*OBSCENE ACTS/SEXUAL SITUATIONS

- **Use of obscene or profane manifestations** (verbal, written, gesture) toward another person.
- **When using computer network access, students shall not use profanity, obscenity, or other language which may be offensive to another user.** When connected to information resources (e.g. Internet, a commercial service, etc.), students shall not download and / or print out any material that is deemed inappropriate by the school, to include obscene, profane, or other materials offensive to other students or staff. When using email services provided through computer networks, students shall not repost personal communications without the author's prior consent.
- **Written or verbal propositions to engage in sexual acts.**
- **Sexual harassment-** Unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation or creates a hostile environment.
- **Lewd or lascivious conduct** including, but not limited to, sexual intercourse, other sexual activity and indecent exposure.

NOTICE: F.S. 794.05.

PROCEDURES FOR SUSPENSION AND DISMISSAL

Since suspension and dismissal of students from school are extreme measures, such action should only be taken when all other available resources have been exhausted in constructively coping with student misconduct. After a due process hearing, if the decision is made to suspend a student, the following provisions will apply:

1. Prior to the suspension, the Principal or his/her designee will make a reasonable effort to inform, by phone, the student's parents of the decision to suspend.
2. Each suspension, with the reason therefore, shall be reported in writing, within twenty-four (24) hours, to the parent and the Superintendent of the School Board of Manatee County. The official suspension letter to the parents must be sent through the mail or delivered in person. A copy of the letter may be delivered to the parents by the student.
3. No one suspension shall be more than ten (10) days.

DISCIPLINE REVIEW COMMITTEE

The Discipline Review Committee is a standing committee of faculty and staff who review behavioral records of students to determine whether a student should be recommended for dismissal or other formal action.

MEMBERSHIP

The Principal appoints the chair and all members of the committee. Committee members will represent a variety of grade levels and subject areas.

CAUSES FOR REFERRAL TO THE STUDENT REVIEW COMMITTEE

When a student is given an in-school or out-of-school suspension penalty or is removed from the classroom by a teacher, due to behavior, his/her case is automatically referred to the Discipline Review Committee. Additionally, the Principal or his/her designee may refer a student to the Discipline Review Committee after repeated violations of the Student Code of Conduct.

PROCESS

The process is as follows:

- Suspension or Referred to Review Committee occurs
- Review Committee meets for disciplinary action recommendations
- Written Warning, Academic Probation (30, 60, 90 days), Dismissal
- Recommendations given to Principal for approval
- Approved action results in a letter sent to the parent/guardian

The Principal or his/her designee will present the student's file and record to the Discipline Review Committee. After reviewing the student's file, the Committee, at its discretion, shall use any or all of these sources of information.

- Referred student interview
- Parental interviews
- Teacher and staff interviews
- Other student interviews
- Student Support interviews
- Any other source or resource deemed relative to the inquiry at hand

In the event of a permanent classroom removal, the teacher removing the student will deliver a file with the following written information to the committee:

- Incident reports
- Documentation of dates, infractions, etc.
- Documentation of actions taken and discipline applied.
- Documentation of accommodations, modifications, etc.
- Log of contacts and attempted contacts with parents, including dates, times, etc.
- Report of outcomes of teacher/parent contacts, in person, by telephone or other electronic communications, including conferences, etc.

The Committee will use parliamentary procedure, guided by, but not strictly required to follow, Robert's Rules of Order. A simple majority of committee members must be present before a vote for formal outcome may be taken.

- The committee will review all available information either as a whole during a formal meeting or by passing the collection of data among the members in a timely fashion prior to a formal meeting.
- The committee shall engage in open discussion regarding the gathered information.
- Any member and the chair shall be free to express their opinion and perspective on the case.
- If the student was referred because of Behavioral Probation, Suspension, discipline history or at the request of the Principal**,** after discussion, the committee will vote to recommend one of the following formal outcomes:

    1. No further action against the student
    2. Written Warning
    3. Behavioral Probation
    4. Continued Behavioral Probation
    5. Dismissal

If the student was referred because of removal from class:

1. Student should be returned to class with or without consequence
2. Student should be moved to a different class with or without consequence
3. Student should be dismissed

Following each meeting of the committee, the chair will forward to the Principal all recommendations from the committee. Then the Principal will review the recommendations and make a final determination of action to be taken.

SUSPENSION AND DISMISSAL OF EXCEPTIONAL EDUCATION STUDENTS (ESE) AND 504

Manatee School For the Arts expects all students to comply with the Student Code of Conduct and Rights and Responsibilities of Students and Parents as adopted by the MSA Board of Directors. The school recognizes, however, that in the case of certain exceptional education students, infractions of the Code of Conduct may be a manifestation of the student's coded disability and warrant special consideration and procedures. These procedures do not apply to gifted students.

SUSPENSION OF EXCEPTIONAL STUDENTS (ESE)/504

The procedure for suspension of an exceptional student shall be the same as for a non-disabled student except as noted below:

a. A copy of the notification of suspension shall be forwarded to the School's Coordinator of Exceptional Student Services
b. Under the direction of the Coordinator of Exceptional Student Services, the school will conduct a review of the Individual Education Plan (IEP)/504 Plan for students with multiple suspensions. The IEP/504 review meeting must be held before the tenth day of cumulative suspensions and a manifestation determination must be made.
c. Under the direction of the Coordinator of Exceptional Student Services, if a student has a major infraction warranting a ten day suspension, a manifestation determination will be held as soon as possible.

DISMISSAL OF EXCEPTIONAL STUDENTS(ESE)/504

At the direction of the Principal or upon recommendation for dismissal by the Student Review Committee, the Coordinator for Exceptional Student Education/Student Services and school staff shall conduct a review of the Individual Education Plan (IEP) / 504. The review meeting must be held to determine manifestation. Participants at the meeting shall review all data relating to the recommendation for dismissal, including, but not limited to, eligibility criteria, goals and objectives and the behavior intervention plan as specified in the student's Individual Educational Plan (IEP)/504. If it is determined that the student's conduct is a manifestation of his/her disability, the school shall conduct an IEP meeting to determine the adequacy of the

current special program and related services (FBA/BIP). The IEP/504 meeting may occur in conjunction with the staffing meeting or as a separate meeting. Any such meeting which affects either a change in the IEP/504 or the special education placement shall conform to rules concerning participants at the meeting, procedures for conducting the meeting, procedural safeguards for parents and guardians of disabled students and parental consent for change of placement.

Adjustments to the IEP/504 and/or placement may include options such as:

a. Additional related services
b. A change in disciplinary procedures used
c. Provision of a special program in another setting
d. Involvement with programs funded by other agencies

It is important to ensure that any proposed change in the educational program meets the individual needs of the student, allows for a placement in the least restrictive environment, and takes into consideration the welfare of other students. If it is determined that the student's conduct is not a manifestation of the student's disability, the Principal may follow the school's procedures for dismissal.

Manatee School for the Arts is a public charter school of choice. While we are committed to meeting the needs of all students, including those with disabilities, enrollment at MSA is contingent upon adherence to our academic, behavioral, and attendance expectations.

In accordance with federal and state law, students with disabilities are entitled to a Manifestation Determination Review (MDR) if a disciplinary incident may result in a change of placement. However, the determination that a behavior is a manifestation of a student's disability does not automatically guarantee continued enrollment at MSA.

If, after appropriate interventions, supports, and team review, it is determined that the student's ongoing behaviors—whether a manifestation of their disability or not—substantially impede the learning environment, jeopardize safety, or conflict with the school's educational mission, the student may be subject to dismissal from MSA, with appropriate procedural safeguards and support in transitioning to their zoned public school or another appropriate setting.

Uniform Dress Code

Manatee School For the Arts requires all students to wear a uniform. Uniforms are worn during the school day while on campus and at all school sponsored activities off campus and on the bus. Any exceptions for particular events will be announced in advance. Required uniform shirts and jackets are available only in the MSA uniform store. Call MSA at 721-6800, ext. 1000 for the store hours.

Middle School Uniforms

Shirts: Polo style with band on sleeve
Colors- burgundy and hunter green with logo
Powder blue with logo available for 8th grade students **ONLY**
T-shirt- allowed on **Fridays only**
Color- black with MSA logo
Ash Gray MSA P.E. shirt
MSA production/department shirts with MSA logo

Shirts must be sized to fit and not overly tight or baggy. (to be determined by MSA staff) Failure to comply may result in the student being sent home.
Long sleeved shirts may be worn under uniform shirts.

Jackets*: Hooded zipper front sweatshirt
Color- Gray with white MSA logo
Gray Letterman Jacket
Sweatshirts*: Color-Gray with MSA logo
Hoodie*: Hooded sweatshirt –pullover
Color-Gray with MSA logo
Crewnecks: Color-Gray with MSA logo
Special order only through Manatee Apparel Website

MIDDLE SCHOOL STUDENTS ARE NOT ALLOWED TO PURCHASE OR WEAR **BLACK** MSA SWEATSHIRTS OR JACKETS

* Must be worn with a MSA polo shirt underneath

Uniform bottoms are not available at the MSA uniform store. Please purchase separately using the following information:

Bottoms:
Pants: **Uniform style only (no jean material)**- in colors navy, black and khaki
Shorts: **Uniform style only (no jean material)**- in colors navy, black and khaki
Capris: **Uniform style only (no jean material)**- in colors navy, black and khaki
Skorts: **Uniform style only (no jean material)**-in colors navy, black and khaki
Skirt: **Uniform style only (no jean material)**- in colors navy, black and khaki
Skirts, Skorts, shorts, etc. must be no shorter than a fingertip length

Pants must fit properly; they cannot be overly tight or baggy (to be determined by MSA staff). Overly tight or baggy pants will result in the student being sent home.

Please Note - Pants, shorts and other items similar to uniform bottoms are often available at several stores. However, the following are not permitted:

- No Jeans of any color - **solid color** jeans are permitted on Fridays only
- No leggings worn by themselves
- No pants designed to fit below the top of hip bone
- Pants, jeans, shorts and skirts must have a hem and no frayed edges. No rips, tears or other damage may be worn.

General Rules for Middle School Uniforms

- **Uniform guidelines are to be followed at all times**
- **Uniform shirts, jackets and pants are NOT to be altered in any way**
- **Shirts and pants cannot be overly tight or form fitting-** to be determined by MSA staff
- School logo must be visible at all times
- Student ID must be current, worn on upper body,visible at all times, and not altered or covered in any way
- Shirt sleeves may not be rolled
- Shorts may not be rolled up or down
- Uniforms with tears, holes, written on or other damage may not be worn
- Waist of pants must sit at the top of the hips or higher
- No leggings are allowed to be worn as pants. Leggings may be worn under shorts/skirts.
- No sweatpants, no knitted joggers, no athletic pants/shorts are allowed to be worn as pants.
- No fishnet stockings as part of the regular uniform.
- No long belts, no suspenders or straps hanging off bottoms, no ties, scarves, ribbons, around neck/waist
- Non-uniform jackets or sweaters may not be worn in school and must be placed in backpack
- Jackets must be worn properly, not tied around waist or worn only over arms
- Hood of jacket or hoodies may not be worn on head while in the building
- Shoes are to be worn at all times (except in those classes that require otherwise)
- No open- backed shoes (no flip-flops, slippers or Crocs.) Straps or backs of shoes must be worn around the heel at all times.
- No skate shoes (Heely's, etc.)
- No spiked jewelry, dog collars, handcuffs, safety pins or bandanas
- No jewelry depicting handcuffs, guns, weapons, bullets, skulls, illegal substances or symbols of a sexual nature
- No chains or chain wallets; keys must be kept in pocket, not hanging from belt
- No chains connecting piercings or overly distracting piercings (decided at discretion of administration). Any distracting piercings must be removed.
- Visible tattoos must not be offensive or distracting (decided at discretion of administration) Any offensive or distracting tattoos must be covered.
- No sunglasses (on face, head or shirt)
- No gloves
- No hats, caps, tiaras, crowns, capes, bandanas of any style or print, goggles, animal accessories or headband with attachments or any other head covering of any kind
- No spiked hair stiff enough to create a safety hazard
- No toys– this includes pacifiers, leis, stuffed animals, Mardi Gras beads, stuffed backpacks, etc.

Uniforms for Dance and TKD- Information on required uniforms will be available from the appropriate teacher. Do not purchase clothing prior to notice.

NOTE: Individual faculty may request a student to alter his/her clothing, accessories, make-up, etc. if it is distracting to the teacher or other students in the class. If the student declines to comply, the teacher should call Student Support for assistance. Student Support will make the determination of a student's uniform being improper or ill fitting. The decision of Student Support will be final.

The Dress code will be strictly enforced.

Failure to comply may result in a student being sent home or disciplinary action.

Uniform Dress Code

Manatee School For the Arts requires all students to wear a uniform. Uniforms are worn during the school day while on campus and at all school sponsored activities off campus and while on bus. Any exceptions for particular events will be announced in advance. Required uniform shirts and jackets are available only at MSA. Call MSA at 721-6800, ext. 1000 for the store hours.

High School Uniforms

Shirts: Polo style with band on sleeves
Colors- black, red, navy, gray, and purple with MSA logo
T-shirt-allowed on **Fridays only**
Color- black with MSA logo
Ash Gray MSA P.E. shirt
MSA production/department shirts with MSA logo

Shirts must be sized to fit and not overly tight or baggy. (to be determined by MSA staff)
Failure to comply may result in the student being sent home.
Long sleeved shirts may be worn under uniform shirts.

Jackets*: Hooded zipper front sweatshirt
Color-Black with white MSA logo
Black Letterman Jacket
Hoodie*: Hooded sweatshirt –pullover
Color-Black with MSA logo
Crewnecks: Color-Black with MSA logo
Special order only through Manatee Apparel Website
*Must be worn with a MSA polo shirt underneath

HIGH SCHOOL STUDENTS ARE NOT ALLOWED TO PURCHASE OR WEAR **GRAY** MSA SWEATSHIRTS OR JACKETS

Bottoms: High school students choose their own bottoms using the following guidelines:
Pants must be sized to fit-not oversized, nor overly tight-to be determined by MSA staff
Pants may not drag on the ground
Pants, shorts and skirts must have a hem and no frayed edges
No body hugging, clingy or jersey material
No athletic shorts or overalls
Capri pants may be worn but cannot be of body hugging materials
Skirts, Skorts, shorts, etc. must be no shorter than the tips of your fingertips when standing

General Rules for High School Uniforms

- **Uniform rules are to be followed at all times**
- **Shirts and pants cannot be overly tight-** to be determined by MSA staff
- Uniform shirts and jackets are not to be altered/written on in any way
- School logo must be visible at all times
- Student ID must be current, worn on upper body,visible at all times, and may not altered or covered in any way
- Shirtsleeves may **not** be rolled
- Uniforms or bottoms that have tears, holes or other damage may not be worn
- Waist of pants must sit at the top of the hips or higher
- No stretch or spandex may be worn outside of dance class. **No yoga pants or pajama bottoms.**
- No leggings are allowed to be worn as pants. Leggings may be worn under shorts/skirts. Fishnet stockings may not be worn as a part of the regular school uniform.
- No overalls, suspenders or straps hanging off bottoms
- Non-uniform jackets or sweaters may not be worn in school and must be placed in backpack
- Jackets must be worn properly, not tied around waist or worn only over arms
- Hood of jacket or hoodies may not be worn on head while in the building
- Shoes are to be worn at all times (except in those classes that require otherwise). No slippers or skate shoes
- No Croc charms/Jibbitz that are inappropriate for school
- No spiked jewelry, dog collars, handcuffs, safety pins or bandanas
- No jewelry depicting handcuffs, guns, weapons, bullets, skulls, illegal substances or symbols of a sexual nature
- No chains or chain wallets; keys must be kept in pocket, not hanging from belt
- No chains connecting piercings or overly distracting piercings (decided at discretion of administration). Any distracting piercings must be removed.
- Visible tattoos must not be offensive or distracting (decided at discretion of administration). Any offensive or distracting tattoos must be covered.
- No ties, scarves ribbons, etc. around neck
- Key chains must be kept in pocket, not hanging from belt loops
- No sunglasses (on face, head or shirt)
- No gloves
- No hats, caps, tiaras, crowns, goggles, bandanas of any style or print, costume ears or head bands with attachments, or any other head covering of any kind, with the exception of non-bandana pattern head scarves. Those are permitted.
- No spiked hair stiff enough to create a safety hazard
- No toys-this includes pacifiers, leis, stuffed animals, stuffed backpacks and Mardi Gras beads

Uniforms for Dance and TKD- Information on required uniforms will be available from the appropriate teacher. Do not purchase clothing prior to notice.

NOTE: Individual faculty may request a student to alter his/her clothing, accessories, make-up, etc. if it is distracting to the teacher or other students in the class. If the student declines to comply, the teacher should call Student Support for assistance. Student Support will make the determination of a student's uniform being improper or ill fitting. The decision of Student Support will be final.

The Dress code will be strictly enforced.

Failure to comply may result in a student being sent home or disciplinary action.

Cell Phone Policy Addendum:

Dear Families,

As part of new Florida House Bill 1105 and our ongoing efforts to support student success, wellness, and focus, we are introducing a new school wide cell phone policy that will go into effect on August 11th, 2025. All students will be required to secure their personal cell phones in locking cell phone pouches during the school day, with the exception of high students in the High School Student Center during lunch and study hall.

These cell phone pouches allow students to keep their phones with them while preventing access during instructional time. This initiative is designed to minimize distractions, promote engagement, and create a healthier learning environment for all.

Key Details:

- Students will receive their assigned cell phone pouch on Day 1 and 2 of school.
- Phones must be placed in the cell phone pouch and locked upon arrival to school.
- Cell phone pouches remain with the student all day but cannot be opened until dismissal or sign out, with the exception of high students in the High School Student Center during lunch and study hall.
- Unlocking stations will be located near exits and supervised by staff.
- In case of emergency, parents may contact Student Support directly at Ext. 1154.

Important Notes:

- Tampering with or damaging the cell phone pouch may result in disciplinary action and a replacement fee of $10.
- Students with verified medical or emergency needs will work with administration on a **case-by-case basis**.

We appreciate your support in the implementation of state statute and reinforcing the importance of focus, respect, and responsibility. If you have any questions, feel free to contact the front office or your student's administrator.

Sincerely,

Administration

Cell Phone Policy Q&A:

How will the process work at arrival and dismissal each day?

- As students arrive to school, they will:
    - 1. Turn their cell phone off.
    - 2. Place their cell phone inside the cell phone pouch, lock it, and show arrival gate staff or before care staff.
    - 3. Store it in their backpack for the day.
- At the end of the day, students will unlock their cell phone pouch on the bus or at designated areas, remove their phone, close their cell phone pouch and put it in their backpack. Students must bring their cell phone pouch to school with them each day. Students arriving late will follow the above procedure when checking in at the fish bowl.

What if a student needs to leave the building before regular dismissal?

- If a student needs to leave school early for an approved early dismissal, medical emergency, athletic event, or other event, students will be able to unlock their devices prior to their departure in the exit corridor to the right of the fish bowl. If returning to school during the instructional day, the cell phone pouch would be locked upon re-entry to the building.

Will my student's phone be in their possession?

- Yes. Phones never leave the possession of students. The cell phone pouches should be stored in their backpacks all day.

What if a parent or guardian needs to reach their child during the school day?

- We understand that emergencies will occur. Parents may contact student support at Ext. 1154 to speak with their child if the need arises.

What happens if there is an emergency at school?

- Every school and school staff is equipped to execute safety and emergency procedures, including calling 911. Students will follow the school's emergency procedures in the case of an emergency. Schools will communicate with parents through the district's mass notification and communication tools as well as the school's social media platform.They will be provided access to their phones once at a safe location.

What if a student does not comply or damages the locked case to access their phone?

- Students who are found to unlock the cell phone pouches, cause damage to the cell phone pouch, or use an alternate phone will be subject to disciplinary action and be responsible for purchasing a new one at the amount of $10.
    - If a student damages their cell phone pouch, staff will:
        - Collect the phone and cell phone pouch
        - Label the cell phone pouch/phone with the name of student, date, time, and name of the confiscating adult
        - Send the phone to student support or call student support Ext. 1154 to pick it up.
        - Call home to inform the family/guardian of the violation
        - Students will be charged $10 for a new cell phone pouch.
    - If a student is using their phone during the school day:
        - Student phones will be confiscated and a call home will be made by student support or their teacher. Students are responsible for picking their phone up at the end of the day.
        - Students will be subject to disciplinary action or be put on a check in/out for their phone with student support.

What if a student needs their personal device for a medical issue?

- Students who have a documented medical condition and who need a personal device for monitoring their condition will be provided with a pass and an alternative non-locking cell phone pouch for storage upon approval of access request form.

What if there is a building-wide emergency and students are unable to return to the building, how will they open their cell phone pouch?

- There will be mobile unlocking devices available for these types of circumstances.

What happens if a student doesn't have their cell phone pouch?

- The student will report to Student Support to receive a new cell phone pouch and their student account will be charged the five dollar replacement fee.

What happens if a student violates the cell phone policy?

- **1st Offense**: Phone Confiscated and Parent Contact
- **Repeat Offences**: Parent contact, Referral and possible suspension

Student Code of Conduct
Student Acknowledgement
2025-2026

By signing this document, I affirm that I have read and understand the Student Code of Conduct for Manatee School For the Arts. I understand that I have an obligation to follow the Student Code of Conduct and that consequences may arise if I disobey.

Grade: _____

Student Print Name:	Student Signature:	Date:

Student Code of Conduct
Parent Acknowledgement
2025-2026

By signing this document, I affirm that I have read and understand the Student Code of Conduct for Manatee School For the Arts. I understand that I have an obligation to follow the Student Code of Conduct and that consequences may arise if I disobey.

Parent Print Name:	Parent Signature:	Date:

Please sign and return to your **first period teachers.