

Potter's House
Academy



"Home of the Gladiators"

Potter's House Academy

Student's Code of Conduct

2010-2011



Potter's House Academy has developed the Code of Student Conduct to help students, parents, and school personnel understand the guidelines for maintaining a safe and orderly learning environment. The code applies to all Potter's House Academy students from K5 to 12th grade.

Each student must obey school rules:

While on school grounds

While being transported to or from school

During school-sponsored events, such as field trips, athletic functions, and similar activities

Schools also have authority to discipline students for acts near or related to the school, when a student's conduct has a detrimental affect on the health, safety or welfare of the student, of other students, of the school or of school personnel.

While students may be disciplined for infractions according to the responses outlines in this code of conduct, be aware that there could be additional consequence through law enforcement for acts that violate the law.

Notice of Limited Responsibility for Supervising Student

PHA employees are not responsible for supervising students who arrive on school grounds more than 30 minutes before school and 30 minutes before a school sponsored activity is scheduled to begin or students 30 minutes after school and 30 minutes after school sponsored activities ends. (This does not correspond to students that are registered for before and after school care)

Safe, Positive, and Receptive Learning Environment

Students Rights

To attend school in a positive learning environment

To have school personnel who are receptive to students needs and concerns

To feel safe from crime, violence, intimidations, bullying, harassment, racism, and other discrimination in the school.

Student Responsibility

To maintain a decorum that enhances a positive learning environment

To express needs and concerns in an appropriate manner

To know and obey district and school behavior expectations and to report unsafe situations to school or law enforcement personnel or Speak Out Hotline (1-800-226-7733)

Attendance

Student Rights

To be informed of school policies and school rules about absenteeism and tardiness

To appeal a decision about an absence

To make up work within 5 days after an excused absence/suspension.

Student Responsibility

- To attend classes daily and be on time
- To explain or document the reason for an absence
- To request make-up work after an absence/suspension and to complete it within 5 days, no work will be accepted after 5 days

Privacy and Property Rights

Student Rights

- To have privacy of personal possession unless school personnel have reason to believe a student is in possession of materials prohibited by law or school board policy.
- To have personal property respected

Student Responsibility

- To keep materials prohibited by law or school policy away from school or school activities
- To respect others' personal property

Safe Harbor Provision

A student may approach a school official and voluntarily surrender an object, the possession of which is prohibited by the Code of Student Conduct, provided the object is one that the student could lawfully possess off school grounds and is not a firearm.

If a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to disciplinary action.

This safe harbor provision does not apply if a search is ongoing in the school. The parent/guardian will make arrangements to pick up the object from the school, if applicable.

If a student discovers an illegal item such as drugs, a weapon or other contraband on school property, including on a school bus, the student may approach a school official and report the discovery. A student shall not be in violation of the Code of Student Conduct solely by making such a report. School officials shall adhere to policies and procedures concerning further investigation of the report.

Student Dress Code

The dress and grooming of Potter's House Academy students shall contribute to the health and safety of the individual, promote a positive environment, and not disrupt the educational activities and process of the school. These minimum standards of dress and grooming apply to all students of Potter's House Academy, and will be strictly enforced.

Elementary Students-

(Student Uniform Monday-Thursday)

- Burgundy Polo shirt monogrammed with school logo
- Shirt must be tucked in at **ALL** times

Khaki Uniform Bottoms (ex. Long pants, shorts (to the knees), skirts (no less than 2 inches above the knee), Skorts

Pants must be worn at waistline

Excessive loose pants are not allowed

Pants cannot be skin tight

Cargo pants are not permitted

Black shoes, or sneakers (open toe shoes are NOT allowed)

Belt must be worn at all times

(Student Uniform Fridays ONLY or FIELD TRIPS)

Spirit shirt or Burgundy Polo

Shirt must be tucked in at ALL times

Blue Jeans

Pants must be worn at waistline

Excessive loose pants are not allowed

Pants cannot be skin tight

Jeans must not have any designs on it

Black shoes, or sneakers (open toe shoes are NOT allowed)

Belt must be worn at all times

Student Jackets, Sweaters or Coats

The student must wear a monogrammed jacket, sweater or coat while on campus

If a student does not have a monogrammed jacket, sweater or coat we will ask them to remove their personal one, and will not be allowed to wear it.

Piercing and Hair Color and Styles

No facial piercing or tongue piercing allowed NO EXCEPTIONS

Boys are not permitted piercing during school hours

No Mohawks, No high afros, or decorative lines on hair

Hair color should be natural, no bright colors allowed

Boys hair should not pass neckline, hair must be well groomed

No distracting hair accessories can be worn

Violation of Dress Code

If the student arrives at school and they are not in complete uniform, parent/guardian will be contacted and student must either go home for the day or parent can drop off appropriate uniform.

1st Violation- no elective class for the day

2nd Violation- Lunch detention

3rd Violation- Detention (which requires a \$5 fee)

Meeting with parent/guardian

4th Violation- In school suspension (which requires a \$10 fee)

Meeting with parent/guardian

5th Violation- Out of school suspension- meeting with parent/guardian

Abuse of Electronic and Internet/Communication Devices

Potter's House Academy is committed to providing a safe, positive, productive and nurturing educational environment. The use of the internet or an electronic device to convey any communication, image or illustrations that causes or contributes to the intimidation, harassment, abuse, or disparagement of students and staff is strictly prohibited. This includes any such communication, image or illustration that is prepared or originates off school grounds and adversely impacts the educational environment at school for students or staff.

The following electronic communication conveyed by internet or an electronic device is prohibited: cyber-stalking, bullying/cyber-bullying, coercion, extortion, making threats of violence or harm or other computer related crimes that impact the educational environment.

Violation of the Abuse of Electronic and Internet/Communication Devices policy may result in discipline in accordance with the Code of Student Conduct.

Any student who learns of any offensive internet content or electronic communication, image, or illustration that relates to any PHA school, student or staff member should immediately report the matter to school staff. Each report will be evaluated to determine the appropriate action.

Code of Civility

The education of a child happens only through partnership, and among partners must be the child, the school faculty, and staff, the parent(s) and or guardian(s). Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. But not two people will always agree and that can make a partnership difficult. The partnership is most powerful-as children are educated to reach their potential-when we agree on how to disagree. We must be civil in our discourse.

Therefore, Potter's House Academy requires that as we communicate, students PHA faculty and staff, parents, and or guardians shall:

- Treat each other with courtesy and respect at all times
- Cooperate with one another
- Take responsibility for our own actions
- Treat each other with kindness

Report Cards and Progress Reports

Report cards are sent home every nine weeks to provide information about your child's progress in school, behavior and attendance. Grades reflect a teacher's assessment of your child's classroom performance based on tests, projects, classroom assignments and classroom observation. A teacher may indicate on the report card that a conference is needed.

Midway through the grading period, each child takes home a progress report so that the student and the parents or guardians will have an idea of how the student is progressing. The principal/director has the responsibility for all final decisions regarding initial placement, non-promotion and promotion with remediation. Decisions will be based on the instructional needs of the child.

Attendance Policy

State law requires that written excuses stating the nature of the student's absence be submitted when a student returns to school. All excuses are to include the date, reason for absence, and need to be signed by the parent/guardian. This information is necessary to minimize the possibility of spreading contagious diseases. In certain instances, a doctor's release may be required before returning to school.

The Attendance Policy is based on Florida law and requires that when a student accumulates five (5) unexcused absences, the parent/guardian will be notified. When the student accumulates ten (10) unexcused absences, the school must report the student to the social worker. When the student accumulates fifteen (15) days of unexcused absences the student will be reported as a habitual truant.

Absences shall be excused for the following reasons:

1. Illness or injury to the student.
2. Illness or death of a member of the student's immediate family.
3. Recognized or established religious holidays and/or religious instruction.
4. Medical appointments. (If possible, please schedule late in the day)
5. Participation in an approved activity or class of instruction held at another site.
6. Head lice infestation (up to four days) during the school year.

Tardies

Students who arrive at school after 8:45 a.m. must report to the school office accompanied by an adult and get a tardy slip for admission to class. Repeated unexcused tardies will be reported to the Office. Dentist and doctor appointments are excused tardies, please bring verification of the appointment.

*****Excess absences and tardies can and will affect your child from being promoted to the next grade.*****

Student Discipline and Code of Conduct

Student and Parent/Guardian verification of Receipt and Review

This is to certify that I have received and reviewed the student code of conduct and understand that this document governs the standard of behavior for each student in Potter's House Academy. I understand that these standards of behavior for students apply to school sites, off-site school sponsored activities, and on any form of transportation provided by Potter's House Academy.

Student's Signature _____

Date: _____

Parent's Signature _____

Date: _____