“STUDENTS matter, CHARACTER counts, TEACHERS care”

Literacy Leadership Technology Academy
6771 Madison Ave.
Tampa, FL 33619
Phone: 813-234-0940
Fax: 813-234-0946
Website: www.lltacademy.com
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### LLT Academy Middle School
#### 2011-2012 School Calendar*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open House - New Students</td>
<td>August 19, 2011 @ 4:00 pm – 6:00 pm</td>
</tr>
<tr>
<td>Open House - Returning Students</td>
<td>August 19, 2011 @ 6:00 pm – 8:00 pm</td>
</tr>
<tr>
<td>Students’ First Day of School</td>
<td>August 23, 2011</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 5, 2011</td>
</tr>
<tr>
<td>End of First Grading Period</td>
<td>October 21, 2011</td>
</tr>
<tr>
<td>Veterans Day Holiday</td>
<td>November 11, 2011</td>
</tr>
<tr>
<td>Thanksgiving Holidays</td>
<td>November 21-25, 2011</td>
</tr>
<tr>
<td>Students Return to School</td>
<td>November 28, 2011</td>
</tr>
<tr>
<td>Students Return to School</td>
<td>January 3, 2012</td>
</tr>
<tr>
<td>End of Second Grading Period/First Semester</td>
<td>January 13, 2012</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>January 16, 2012</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>February 20, 2012</td>
</tr>
<tr>
<td>Spring Holidays</td>
<td>March 12 - March 16, 2012</td>
</tr>
<tr>
<td>Students Return to School</td>
<td>March 19, 2012</td>
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<tr>
<td>End of Third Grading Period</td>
<td>March 30, 2012</td>
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<tr>
<td>Easter Holidays</td>
<td>April 6, 2011 and April 9, 2012</td>
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<tr>
<td>Students Return to School</td>
<td>April 10, 2012</td>
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<tr>
<td>Memorial Day</td>
<td>May 28, 2012</td>
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<td>End of Fourth Grading Period</td>
<td>June 8, 2012</td>
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<tr>
<td>Last Day of School/Early Release</td>
<td>June 8, 2012</td>
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*Subject to change*
LLT Academy  
2011-2012 School Year  
Bell Schedule

Drop off time for all Students begins at 8:00am  
First Bell – 8:30am Tardy Bell – 8:33am

### 6th Grade

<table>
<thead>
<tr>
<th>Period</th>
<th>Class Time</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:30-9:45</td>
<td></td>
</tr>
<tr>
<td>Homeroom</td>
<td>9:48-10:03</td>
<td></td>
</tr>
<tr>
<td>Period 2</td>
<td>10:06-11:21</td>
<td></td>
</tr>
<tr>
<td>LUNCH</td>
<td>11:24-11:54</td>
<td>6th Lunch</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:57-1:12</td>
<td></td>
</tr>
<tr>
<td>Period 4</td>
<td>1:15-2:30</td>
<td></td>
</tr>
<tr>
<td>Period 5</td>
<td>2:33-3:48</td>
<td></td>
</tr>
</tbody>
</table>

### 7th Grade

<table>
<thead>
<tr>
<th>Period</th>
<th>Class Time</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:30-9:45</td>
<td></td>
</tr>
<tr>
<td>Homeroom</td>
<td>9:48-10:03</td>
<td></td>
</tr>
<tr>
<td>Period 2</td>
<td>10:06-11:21</td>
<td></td>
</tr>
<tr>
<td>Period 3</td>
<td>11:24-12:39</td>
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</tr>
<tr>
<td>LUNCH</td>
<td>12:42-1:12</td>
<td>7th Lunch</td>
</tr>
<tr>
<td>Period 4</td>
<td>1:15-2:30</td>
<td></td>
</tr>
<tr>
<td>Period 5</td>
<td>2:33-3:48</td>
<td></td>
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### 8th Grade

<table>
<thead>
<tr>
<th>Period</th>
<th>Class Time</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:30-9:45</td>
<td></td>
</tr>
<tr>
<td>Homeroom</td>
<td>9:48-10:03</td>
<td></td>
</tr>
<tr>
<td>Period 2</td>
<td>10:06-11:21</td>
<td></td>
</tr>
<tr>
<td>Period 3</td>
<td>11:24-12:39</td>
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</tr>
<tr>
<td>Period 4</td>
<td>12:42-1:20</td>
<td></td>
</tr>
<tr>
<td>LUNCH</td>
<td>1:21-1:51</td>
<td>8th Lunch</td>
</tr>
<tr>
<td>Period 4</td>
<td>1:53-2:30</td>
<td></td>
</tr>
<tr>
<td>Period 5</td>
<td>2:33-3:48</td>
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</table>
Friday Bell Schedule  
Grade 6-8  
Drop off time for all Students begins at 8:00am  
First Bell – 8:30am Tardy Bell – 8:33am

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:30–9:30</td>
</tr>
<tr>
<td>Homeroom</td>
<td>9:33-9:48</td>
</tr>
<tr>
<td>2nd Period</td>
<td>9:51-10:51</td>
</tr>
<tr>
<td>3rd Period</td>
<td>10:53-11:53</td>
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<tr>
<td>Lunch</td>
<td>11:56-12:56</td>
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<tr>
<td>4th Period</td>
<td>1:00-2:00</td>
</tr>
<tr>
<td>5th Period</td>
<td>2:03-3:00</td>
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</table>

Half Day Bell Schedule  
Drop off time for all Students begins at 8:00am  
First Bell – 8:30am Tardy Bell – 8:33am

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:30–9:10</td>
</tr>
<tr>
<td>Homeroom</td>
<td>9:15-9:25</td>
</tr>
<tr>
<td>2nd Period</td>
<td>9:30-10:10</td>
</tr>
<tr>
<td>3rd Period</td>
<td>10:15-10:55</td>
</tr>
<tr>
<td>4th Period</td>
<td>11:00-11:40</td>
</tr>
<tr>
<td>5th Period</td>
<td>11:45-12:25</td>
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Section 100 – GENERAL INFORMATION

100.01 Introduction

Mission
The mission of Literacy, Leadership, Technology is to create and maintain an environment that ensures every member of our school community has an opportunity to reach a high level of academic achievement, while developing good character and leadership skills to succeed in the 21st Century. Our entire staff pledges itself to these outcomes.

Vision
Literacy Leadership Academy will continue to provide a safe, well maintained environment for both our students and staff. This will be accomplished through all stakeholders, as we believe all those using the facility are responsible for the upkeep. The beautification committee will continue to find ways to improve and beautify our campus while keeping the school green. The security systems will continue to be monitored and maintained as needed to keep our students, staff, and school safe. The culture of Literacy Leadership Technology Academy will continue to be one of warmth and mutual respect between staff, students, and parents. The administration will continue to find ways to foster positive relationships amongst all stakeholders making our school a place where everyone wants to be involved and has a high sense of ownership.

We fully believe all students can reach a level of academic success. Success will be determined through measuring individual student gains during learning in the classroom curriculum, as well as gains made on standardized assessments. Data will be kept, analyzed, and disaggregated by all administrators and instructional staff in order to make well informed decisions regarding our students’ progress. Meetings will continue to be held so information is disseminated to all stakeholders for open discussions about policy, curriculum, and instruction in order to implement any changes needed for our students’ academic success. All curriculums will continue to be research-based and will align with our state standards to give students the best opportunity to succeed academically. Instructional staff will continue to grow in their professional development through training, self-assessment and evaluation in order to offer the best education to our students and feel a sense of accomplishment within themselves.

Parents will continue to be a key factor in the progress of their child. Literacy Leadership Academy will continue to provide multiple avenues for parents to receive all information pertinent to their child’s academic success and encourage them to partner with school staff to ensure this outcome. Parent involvement, through volunteer opportunities, will continue to be valued and appreciated by our school staff as we know this also leads to student success.

The school will continue to provide mandatory character classes in the sixth grade to ensure the students have a firm understanding of what good character is through the six pillars of Character Counts. Those students will take those tenants with them into seventh and eighth grade where the mandatory leadership classes will focus on first being a leader of one before leading others. Leadership skills will then be expanded to enable students to understand the true meaning of leadership through the study of valued leaders throughout history, while learning the art of communication and selflessness in order to benefit others, which in turn, they will learn benefits us all. The whole staff will continue to work on its technological skills in order to pass those skills onto our students so that they can compete in an ever changing technological world. The administration will continue to provide learning opportunities to students, staff and parents through new curriculum, software, hardware and training involving technology.

We pledge, as a staff, to work diligently in each of these areas in order to send self-assured, responsible, knowledgeable, and kind people onto the next phase of their journey as they strive to become successful citizens in the 21st century.
100.02 To the Parents
LLT Academy believes that well-informed parents promote a positive school environment. Consistent with this philosophy, we are requiring that your student bring home a copy of this Handbook so that you may become acquainted with the school’s policies and procedures and school life. In this Handbook, the school has included various regulations, the Code of Student Conduct, activities, and general information, all of which aid students in becoming productive members of the school community.

Suggestions for changes or revisions of this document shall be welcomed and reviewed by school administration and the LLT Board of Directors. Please forward comments and/or suggestions to the school Chief Educational Officer.

100.03 To the Students
This Handbook has been developed for the purpose of informing you of the policies and procedures of LLT. We hope that it will assist you in making your school days pleasant and successful. It is the responsibility of each student and parent/guardian to read, understand, and abide by this Handbook.

100.04 Purpose
The purpose of this Handbook is to inform students and parents of LLT about the school’s program, curriculum and student policies.

- Recognize that self-worth comes from meeting and overcoming challenges and from confidence gained through the acquisition and mastery of skills;
- Recognize that parental and community involvement is crucial to the success of the students and the school as a whole;
- Help guide each child to develop his or her character in a program that builds community and stresses respect;
- Offer engaging, challenging work, and give students the tools they need to succeed in school.

100.05 Philosophy
The philosophy of the school is that every student, regardless of race, ethnicity, language, gender, nationality or socio-economic status is entitled to an educational environment dedicated to lifelong learning. The purpose of the school is to provide excellence in education through collaborative research, effective instruction and the development of positive values. A goal of the school is to ensure that every student will learn and will master the appropriate Sunshine State Standards.

LLT seeks to provide a safe, secure and equal learning environment for each of its students, regardless of race, ethnicity, color, creed, sex, national origin, language, sexual orientation or disability. LLT must be free from disruption that would interfere with the teachers’ right to teach and the students’ right to learn. In order to ensure a safe and hospitable environment, LLT shall offer assistance to parents and guardians in the forms of counseling, peer mediation/conflict resolution, and other school and community programs.

100.06 Civility Policy
The faculty and staff of LLT Academy will treat parents and other members of the public with respect and will expect the same in return. LLT is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

The aim is to promote mutual respect and orderly conduct within the schools, thereby setting a model for children and others in the community. It is not meant to deprive any person of the right to freedom of
expression. Volatile, hostile or aggressive actions and words are discouraged, and individuals who engage in these activities may face legal penalties.

100.07 Statement of Non-Discrimination
LLT Academy is an equal opportunity employer and does not discriminate in its hiring or employment practices on the basis of age, race, sex, color, national origin, sexual orientation or disability. Discrimination in recruitment, examination, appointment, training, promotion, retention, discipline or any other employment practice based on one of these improper motives is prohibited. Furthermore, harassment based on a person’s race, color, gender, religion, age, national origin, sexual orientation, or disability is a form of discrimination and will not be condoned. Any person having questions about LLT’s compliance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, or any other civil rights laws should contact the main office at (813)234-0940.

100.08 Statement of Parent/Family Volunteerism
As a part of the LLT philosophy of setting and maintaining higher standards for students, parents, faculty, staff, administration and board members, each year we encourage families to volunteer their time in service to the school community. The Parent Teacher Organization coordinates this component and reports to administration on a semester basis as to parental involvement. All families are asked to fully support this very important component of being a member of the LLT Network of Families and Friends. LLT shall maintain the highest level of parental and community support as this positively impacts learning and achievement for all children.

100.09 Communication to Home
LLT has an excellent middle school model for parent and community communications. As a student matriculates, our philosophy of middle school fosters a school business climate which promotes maturity and self-responsibility. While we know from time to time that a maturing adolescent “forgets” and we are very supportive with those first few transitions, we believe that it is important to ensure that school information, paper work, homework, newsletters, and the like are delivered to the parent/guardian.

All parents must sign the Communication Statement in the forms section of the handbook.

100.09.1 Means of Communication
- Weekly electronic newsletter through constant contact newsletter
- LLT website (www.lltacademy.com)
- School flyers
- Weekly take home folder
- Parent Link telephone broadcasts by the administration
- Edline Online grading system
- Planner for daily use

100.10 Parental Involvement
The Administration believes that parental involvement in a child’s academic and social life at school is critical to the long term achievement and success of each student at LLT. In that light, administration requires parents to view and sign planner daily and checking that assignments are completed. Also, the weekly folder is to be viewed and the sign sheet signed and returned. Parents are a vital part of the team working towards the student’s academic success and completing these tasks is necessary.
100.11 Parental Input
The administration strongly encourages, and invites parents to attend all PTSO Meetings, the school's Board of Directors monthly meetings, and open houses (tours and scheduled visits). The administration also requests that you email, phone or make an appointment as needed to discuss challenges, issues, concerns, offer recommendations and, of course, that you offer praise.

100.12 Parent Resource Organization
The PTSO will, mid-year, request that all parents fill out a “School Climate Quality Survey.” Results will be published and presented by the Chief Educational Officer/Principal at the March or April board meeting.

100.13 New School Year Paperwork
Beginning with the 2011-2012 school year, a child may forfeit his/her space for the upcoming year if the paperwork required by the school is not returned by the specified date which, each year, will be exactly two weeks prior to the first day of school. If the paperwork is not received by the due date, it is understood that the child will not be attending LLT in the fall and a student on the waiting list will be contacted.

It is the parent’s responsibility to make sure the paperwork is returned to the school on or before the date due each year. No follow up phone calls shall be made to notify parents that their paperwork has not been received.

SECTION 200 Conduct, Climate, Discipline
200.01 Learn To Earn Program/Discipline

LLT ACADEMY
Learn To Earn Program, a Character Development Program

Purpose:
- Provide each student with a knowledge base of how character choices affect their learning and production in a working environment.
- Teach students basic banking skills based on school being their job.
- Develop an economy system that rewards students for mastering character qualities and learning academic outcomes based on their work performance.

The “Learn to Earn” Program is a character development program, designed to reward students for exhibiting character qualities in the classroom and on campus (the student’s workplace). Rewards will be given on a regular basis throughout the year. Weekly, homeroom and subject area teachers may reward qualifying students who maintain a certain account balance. In addition, students maintaining certain weekly account balances will be entered into a drawing for “Character Cash”. At the end of each quarter, LLT Academy will treat all students to a shopping day on campus. This is where the students may spend their account balances on games, movies, gift cards, and other incentive items. Accounts will then be cleared out for the beginning of each new grading period.

Character Credits
- Students will be issued a checking account to maintain for the year. Each student will earn $10.00 per class period in the “Character Credit.” Students have the opportunity to earn $400.00 per week based on a five day work week. Students are accountable for their character choices at LLT.
Students may also earn credits to their account for displaying exemplary character qualities in the workplace, improved effort, academic successes, etc. Each teacher will have a weekly amount to draw from to credit the deserving students for the positive character choices.

Each student will receive a weekly account balance in their weekly folders, distributed by their homeroom teacher. The accounts run from Monday to Friday of the previous week.

Character Debits

- Students will write a check (debit) to their teacher whenever a negative character choice is made.
- Checks will be neatly written, by the student, with the amount of the debit, the character code, and made payable to the teacher.
- A record of the debit will be made by the teacher and turned in to our data processor on a daily account sheet.

Parents are expected to check their student’s take home folder weekly to determine what types of character choices are being made by their child.

LLT Academy
Learn To Earn Character Codes

1. TRUSTWORTHINESS
   - Taking textbooks without permission/not returned on time $25
   - Parent sign sheet or account balance sheet not signed $50
   - Cheating $100

2. RESPONSIBILITY
   - Late or unprepared for class $50
   - Agenda not signed or homework not completed $50

3. RESPECT
   - Not following directions (uncooperative) $50
   - Violating school policy (gum, uniform, cell phone, etc.) $100
   - Disrespectful response or attitude* $100

4. FAIRNESS
   - Talking out of turn $50
   - Excessively disruptive $100

5. CARING
   - Inappropriate behavior $50
   - Teasing, name calling $50

6. CITIZENSHIP
   - Bullying and harassing other students $150

*LLT reserves the right to assign an immediate detention/suspension for any character choices that are determined to be in excess or of serious nature.

The character choices will be posted in each classroom to remind the students that LLT is their workplace and that they will be held accountable for their choices. If a student makes a negative character choice, debits will be made to the student’s account. Positive character choices will result in credits being made to the student’s account in the amount of $50 in any character area appropriate.
STUDENTS/EMPLOYEES ARE ACCOUNTABLE FOR DISPLAYING CHARACTER QUALITIES DURING ALL CLASS PERIODS, BETWEEN CLASSES, BEFORE AND AFTER SCHOOL, DURING LUNCH, AND AT ALL SCHOOL SPONSORED EVENTS.

Consequences of Negative Character Choices

As a result of an excessive number or a pattern of negative character choices in a week’s time, a student will be assigned detention. Detentions will not be assigned randomly or without just cause. In the event of questions pertaining to specific debits made to a student’s account, please contact the teacher(s) for whom the debits were made. A “Detention Notice” will be sent home in the student’s planner if a detention is issued. It should be signed by the parent and returned before the day of detention.

ALL DETENTIONS WILL BE SCHEDULED ON FRIDAYS FROM 11:56-12:56. Work detail may be assigned. Parents are responsible for complying with the scheduled date, time, and conditions of assigned detentions.

Per 9 weeks:

1st Detention:
- Detention notice will be sent home in student's planner.

2nd Detention:
- Detention notice will be sent home in student's planner.

3rd Detention:
- Detention notice will be sent home in student's planner.
- A meeting will be scheduled with administration and any teachers involved in the student’s behavior, and with parents.
- A behavior contract and/or academic plan may be drawn up to help the student be successful.

4th Detention:
- Notice of 4th detention will result in a one day suspension.
LLT Academy
Notification of Learn To Earn Program
(Please Sign and Return to School)

Student Acknowledgement:

I have received specific instructions of the contents of the LLT Academy “Learn To Earn” Program, a character development program. I have also been informed that compliance with the program is mandatory and understand that it is my responsibility to give detention notices to my parents and returned them signed. Failure to notify my parents will result in a conference with the Administration, who will determine disciplinary action.

Student Signature: ____________________________

Name of Student (PRINT): _______________________

Grade: ___________ Date: ________________

Parent Acknowledgement:

We are aware of the contents of the LLT Academy “Learn To Earn” Program and agree to comply with any and all detentions that may be assigned and will schedule pick up times in accordance with this program. I understand that the assigned detention dates and times are non-negotiable and cannot be postponed or rescheduled without an administrator's approval.

Parent/Guardian Signature: _______________________

Name of Parent/Guardian (PRINT): _______________________

Date: ____
LLT Academy Detention Notice

Date: ____________  Detention #__________

Dear Parent,

This letter is to notify you that your child __________________________ has debits to their account from the previous week that are the result of a pattern of negative character choices or an excessive number of debits made on their account. Our “Learn to Earn” character development program is designed to hold students accountable for their choices. On the other side of this notice you will find your child’s weekly balance summary for the previous week’s debits and credits and the choices they made.

Your child will serve detention this Friday, ____________ from 11:56-12:56.

Parents we need your help and support as we issue this consequence. With that in mind, please remember to:

- Direct specific debit questions to the teacher who issued the debits.
- Refer to your “Learn to Earn” program for further information about repeat detentions. A one day suspension will be given upon receiving the fourth detention.
- Sign and return this form with your child by the day of detention.

*** Assigned detention dates and times are non-negotiable and cannot be postponed or rescheduled. ***

__________________________
Parent Signature

A copy of this form is on file as a record of this notification.
200.02 Discipline

1. LLT has established a comprehensive Code of Conduct that students must follow and LLT enforces uniformly. LLT does not tolerate behavior that disrupts or interferes with the education of other students or the school learning environment. Students are responsible for understanding and adhering to this Code of Conduct. Parents are responsible for helping students understand and abide by these policies, for recognizing that unacceptable behavior is subject to disciplinary action, and for supporting the enforcement of these policies.

2. Administration, including Chief Educational Officer and Assistant Principal, or designee is responsible for discipline and determines the level of the offense and its appropriate consequence. Terms are defined in the handbook’s glossary. The LLT Board of Directors gives the administration reasonable degree of discretion in determining the level of the offense and the resulting consequences. The factors considered include, but are not limited to:
   a) Seriousness of offense;
   b) Premeditation, impulse, or self-defense;
   c) Strength of evidence;
   d) Cooperation or remorse;
   e) Disciplinary history;
   f) Gang-relationship;
   g) Age or disability;

3. Three levels of offenses and consequences include graduated levels of offenses and consequences with the most serious offenses listed first. Administration of discipline includes violations of the Code of Student Conduct occurring on school property and at school-sponsored functions and events. In addition, the reassignment to another school may be recommended if a student commits a crime off of LLT property.

4. LEVEL ONE—ZERO TOLERANCE OFFENSES: (Handled only by an Administrator)

LLT has adopted a zero-tolerance policy for serious crimes involving violence, weapons, drugs and behaviors that threaten the safety and/or well-being of students or personnel; illegal activities will not be tolerated.

Zero tolerance offenses include, but are not limited to, the following:

 a) Alcohol possession, use or sale of;
 b) Arson;
 c) Battery; fighting of any form, type degree or level of intensity;
 d) Assault on, threat, or intimidation of a LLT student, employee, or agent;
 e) Bomb threats or general threats to the school population;
 f) Breaking/entering/theft/robbery;
 g) Defiance, swearing and offensive language used toward a student or faculty member;
 h) False fire alarms;
 i) Homicide;
 j) Kidnapping;
 k) Creating a major disruption at a school function on or off campus;
 l) Motor vehicle theft;
 m) Physical contact of ANY type
 n) Possession, use, sale of firearms, bombs, explosives, weapons;
 o) Possession, use, sale, distribution or being under the influence of a controlled substance or tobacco;
 p) Possession of drug paraphernalia;
q) Sale or distribution of any substance represented by the student as being a controlled substance;

r) Sexual assault;

s) Use of a non-weapon as a weapon;

t) Willfully and knowingly attempting to do bodily harm to a LLT student, teacher, employee, or agent;

u) Misrepresentation of facts resulting in public slander toward a LLT student, teacher, employee, agent or the school, either written, spoken, or electronically transmitted;

v) Threat or intimidation or a LLT student, teacher, employee or agent, either written, spoken or electronically transmitted;

w) Any activity that is punishable as a criminal offense under Florida or federal law (i.e. the commission of a crime);

x) Crimes against LLT students, teachers, employees, agents or property that, when referred to law enforcement, could result in criminal charges;

y) Any other offense, which at the judgment of Administration or designee, is deemed to endanger the safety, security, and well-being of students, teachers, employees, agents, and/or visitors to LLT or any school activity;

z) Technology abuse; sexting, pornographic material on cell phone or other electronic device, cyber bullying

aa) Racial slurs

Consequences of a Level One Offense shall include, but may not be limited to the following:

a) Notification of parent or guardian;

b) Out-of-school suspension, up to ten days;

c) Referral to law enforcement agency as appropriate;

d) Referral to LLT Board of Directors with recommendation for dismissal as appropriate;

e) Referral to Hillsborough County School District (HCSD) for expulsion as appropriate

Students who are on behavior contracts or who have committed Level 1 offenses will automatically have their field trip privileges revoked (as long as it does not affect their grade) and should not participate in other non-academic activities such as sports, pep rallies, dances, etc. for that semester or for the remainder of the school year as determined by administration. Administration will communicate revoked privileges for suspensions.

Students who have been suspended for non-Level 1 offenses or have multiple referrals should not be able to attend field trips (that don’t affect their grade) or activities (dances, sports events, pep rallies, etc.) for that semester.

Administration will send home a suspension notification/letter which includes revoked privileges.

Exceptions and recommendations for students to regain privileges may be made to administration in cases where a student has completely improved behavior.

5. LEVEL TWO—MAJOR OFFENSES:

Major offenses are serious acts of misconduct. Major offenses include, but are not limited to the following:

a) Technology misuse;

b) Continuous and/or repeated disruptive behavior;

c) Disorderly conduct;

d) Fighting;

e) Sexual harassment or other sexual offenses; non-assault;

f) Bullying (assault)

g) Trespassing;

h) Vandalism;
i) Leaving campus without permission;
j) Pattern of continuous disruptive behavior;
k) Participation in disruption of school function;
l) Texting and/or cell phone use during school hours, possessing a cell phone on campus;
m) Academic dishonesty;
n) Falsifying a signature.

Consequences of a Level Two Offense shall include, but may not be limited to the following:

a) Notification of parent or guardian;
b) Verbal and/or written reprimand;
c) Detention or multiple detentions;
d) Out-of-school suspension, up to ten days;
e) Referral to LLT Board of Directors with recommendation for dismissal, as appropriate;
f) Referral to law enforcement agency, as appropriate;
g) Referral to HCSD for expulsion.

NOTE: When a pattern of continuous disruptive behavior has been documented by a third out-of-school suspension, a letter from Administration or designee shall be sent to the parent(s) or guardian(s) stating that further out-of-school suspensions may result in dismissal from LLT and/or expulsion by the HCSD.

6. LEVEL THREE OFFENSES

Other acts of misconduct that violate this Handbook or otherwise interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student’s own learning process shall be subject to a range of consequences as determined by Administration or designee.

Level Three Offenses include, but shall not be limited to the following:

a) Violations of dress code;
b) Tardiness;
c) Gum chewing – automatic detention;
d) Dishonesty/misrepresentation;
e) Vulgar or inappropriate language;
f) Throwing objects;
g) Visible cell phone/cell phone turned on. Cell phones are not permitted on campus.

Consequences for Level Three Offenses include, but shall not be limited to the following:

a) Notification of parent or guardian;
b) Verbal and/or written reprimand;
c) Detention or multiple detentions;
d) Assignments or duties other than class tasks;
e) Consultations with administrative personnel;
f) Counseling by guidance personnel or by teachers;
g) Parent conference with teacher and/or Administration;
h) Work detail;
i) Behavior contract;
j) Restitution;
k) Out-of-school suspension, up to ten days;
l) Referral to LLT Board of Directors with recommendation for dismissal as appropriate;
m) Revocation of privileges

SECURITY THREATS/TERRORISM/POSSESSION OF WEAPONS
Threats of any type on the safety of student(s), teachers, employees, agents, of the school facility will be handled by the appropriate party including, but not limited to Chief Educational Officer, and law enforcement agency if deemed necessary by Administration. Consequences will be in compliance with Florida Department of Education, School District of Hillsborough County, local and federal law enforcement agency policies and procedures on such matter.

200.03 Detention
Detention authorized by assigning teacher or staff member will be held after school according to the schedule announced by each grade level for students who misbehave or otherwise violate the Code of Conduct. Parent will be given 24 hour prior notice that the student will be serving a forthcoming detention. Written notification to parent or guardian shall be signed and returned to school the next day. Failure to return detention notice will result in addition detention(s). Depending upon the offense, single or multiple detentions may be assigned. Students not showing up for detention will receive an automatic one day out of school suspension.

200.04 School Uniform
LLT students are REQUIRED to wear school uniforms to school each day. This dress code includes the following requirements:

<table>
<thead>
<tr>
<th>Article of Clothing</th>
<th>Style</th>
<th>Acceptable Colors</th>
<th>Unacceptable Attire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Uniform</td>
<td>Polo/Golf Shirt</td>
<td>All colors of polos</td>
<td>Shirts that when arms are raised reveal stomach</td>
</tr>
<tr>
<td>LLT Academy Logo Shirt (Monday-Thurs)</td>
<td>Solid Colors Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bottoms for boys</td>
<td>Boys: Pants, shorts</td>
<td>Khaki, olive green, navy, brown</td>
<td>Boys pants not belted and undergarments revealed</td>
</tr>
<tr>
<td>Bottoms for girls</td>
<td>Girls: Pants, shorts, skorts, skirt, capris</td>
<td>Khaki, olive green, navy, brown</td>
<td>Shorts, skorts, or skirts that are to short or tight</td>
</tr>
<tr>
<td>Must wear belt with bottoms that have belt loops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fridays Only</td>
<td>LLT Logo Spirit shirt</td>
<td>Chosen by school</td>
<td>Non-uniform clothing or defaced or torn T-shirts</td>
</tr>
<tr>
<td>&quot;Jeans (without any holes or any color besides blue jeans)&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;Spirit Fundraiser day- students pay $1 to wear jeans.&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Shoes | Flip flops for P.E. | Slippers, or slip ons with socks
|       | Combat shoes | Construction boots
|       | High heels | |

| Outerwear/Cold Weather | School provided hoodie only | Outerwear with brand name logos, stripes, designs or wording
| Black hoodie with LLT logo | Or solid black zip up jacket | Non-uniform leggings
| Plain black sweatshirts may be worn over polos and leggings and undershirts | | Thigh high socks

**ACCESSORIES**
- Sunglasses, hats, bandanas, or feathers in the hair, etc. may not be worn during school hours, except during P.E. as permitted by P.E. teachers when activities are held outside.
- Jewelry must be appropriate and tasteful and may not be hanging out of pockets.
- Piercings or other jewelry should never be a distraction in the classroom or on campus.
- Heavy chains, leather collars, and/or spiked jewelry that could be considered a weapon are not permitted.
- No facial piercings permitted.

**HAIR AND GROOMING**
- Hair must be neatly groomed.
- Hair must not fall over the eyes.
- No shaved numbers, phrases or other designs into hair is permitted.
- No hairstyles, colors, or combinations thereof, which may cause a distraction are permitted. Examples are bright red, green, blue, pink. Natural hair colors are the safest choice.
- Make-up worn should be tasteful

Administration shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students’ religion or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective, safe, secure and respectful learning environment. If a student’s dress is not in compliance with the Dress Code Policy, Administration may require the student to change his or her dress. A second or repeated violation of this policy may result in disciplinary action and would be considered as defiance of public school authority. Parents may be required to bring a change of clothes.

**200.04.1 Non-uniform dress**

Prior approval by administration is required for a non-uniform day. A “Dress-Down” Day is a privilege earned by students. Any student who chooses not to follow the non-uniform dress rules will be asked to call home or will be provided a uniform from the clothes closet if one is available. Students may also lose the privilege to participate in future dress-down days and disciplinary action may be taken for not following the dress policy.
Shirts:
- Must have sleeves
- Must fully cover chest and stomach area
- May not be see-through
- May not be tied or cinched

Bottoms:
- No more than 3” above the knee even with leggings
- May not have writing across the backside of the pants/shorts/skirt
- Must not be worn below the hips
- No knit or spandex bottoms

Shoes:
- Same as uniform dress day for safety purposes

*No clothing may have rips, holes, inappropriate pictures, words, logos, advertisements including but not limited to anything discriminatory, violent, and may not be suggestive of drug/alcohol/illegal substances.
*Any questionable clothing not delineated here is subject to administrative review.

200.05 Identification Badges
As required by LLT Academy, all students will be issued a school identification badge. Students shall carry the ID badges daily while on the LLT campus and are required to produce the ID badge upon request made by any and all LLT employees. All LLT faculty, staff, and visitors are required to wear and display a LLT ID badge AT ALL TIMES while on campus. ID Badges will be issued to students during the first month of school. FAILURE TO BE IN POSSESSION OF AN ID BADGE WILL RESULT IN A $5.00 REPLACEMENT FEE AND POSSIBLE DISCIPLINARY ACTION AS FAILURE TO BE IN POSSESSION OF AND/OR REFUSAL TO PRODUCE UPON REQUEST. THIS IS CONSIDERED BEING IN DEFIANCE OF PUBLIC SCHOOL AUTHORITY. This ID badge is the property of LLT Academy; therefore students will treat the ID like school property. Defacing ID badges (coloring on, writing on, cutting, and tearing) will result in a $5.00 replacement fee being assessed and possible disciplinary action.

Procedure for ID Badge:
Each morning before entering the school building, students are expected have in their immediate possession their student ID badges. Students should have their ID badges available while on campus, either in their school book bag, pocket, and purse or somewhere on their person. A student may opt to display the student ID badge by wearing it on a lanyard while on campus. This means that ID badges shall be on a student’s person at all times.

Any student who does not have an ID badge or is unable and/or unwilling to produce his/her ID badge when requested will be noted and documented by the student’s Homeroom teacher who will keep a record of ID badge violations. Failure to fully abide by this policy may result in an immediate referral as a level two violation of Defiance of Public School Policy and Personnel.

200.06 Sexual Harassment
LLT does not tolerate sexual harassment by any of its students. Students who engage in such conduct shall be subject to a range of punishment which may include, but shall not be limited to, notification to parent or guardian, verbal or written reprimand, detention, out-of-school suspension, or dismissal from LLT (sexual harassment occurring in cyberspace would result in appropriate punishment as well).
1. Examples of sexual harassment may include, but are not limited to, the following unwanted and unwelcome behavior:

(a) Verbal harassment or abuse of a sexual nature;
(b) Subtle pressure for sexual activity;
(c) Repeated remarks to a person with sexual or demeaning implication (for example, a person’s body);
(d) Display of, being shown, given or left sexually suggestive objects, pictures, illustrations, messages or written materials;
(e) Sexual or suggestive comments, jokes or gestures;
(f) Being “sexually rated” by an individual, for example, on a scale from 1 to 10;
(g) Being pressured to go out with someone;
(h) Being the recipient of whistles, jeers, or catcalls;
(i) Being touched, grabbed, or brushed up against or pinched in a sexual way;
(j) Spreading sexual rumors about a person;
(k) Having clothing pulled/removed in a sexual manner;
(l) Being forced to view centerfolds, photographs, posters, or drawings of a sexual nature;
(m) Having one’s way blocked in a sexual way;
(n) Placing messages or graffiti written about that person on a computer screen, restroom walls, in locker rooms, or any other public site;
(o) Being forced to kiss someone or do something sexual other than kissing;
(p) Being called a name that identifies one’s sexual orientation: i.e., gay, lesbian, straight, hetero, homo, etc;
(q) Being spied on or photographed while dressing or showering;
(r) Requesting sexual favors;
(s) Creating, sending or possession of sexual graphic text or pictures on a cell phone.

2. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

3. A student has the right at any time to raise the issue of sexual harassment with appropriate school and/or district personnel without fear of reprisal. Do not think that if you just ignore the problem, it will go away.

4. Allegations of sexual harassment shall be promptly investigated, giving due regard to the need for confidentiality.

5. Those being sexually harassed should take the following steps:

(a) Clearly tell the harasser to stop.
(b) Make a written record of the incident including date, time, witness or witnesses and parties involved in the incident.
(c) Report the incident immediately to an adult at the school, such as a teacher, Assistant Principal, or Chief Educational Officer or designee.
(d) Report the incident immediately to your parents or guardian.
(e) Avoid being alone with the person who has harassed you.

6. If harassment continues and you feel uncomfortable reporting this fact to adult personnel at the school, contact someone on the following list:

(a) Hillsborough County Schools Guidance Services, 273-7505
(b) Hillsborough County Schools Social Work, 273-7090
7. When a person is alleged to have engaged in any sexual harassment, the common reaction of that person is to be angry and want to pay him or her back (retaliate). Retaliation is defined as meaning "to pay back (an injury) in kind." LLT does not tolerate retaliation. Some examples of retaliation include, but are not limited to, the following:

(a) Attempting to discuss the matter in any way while it is under investigation;
(b) Spreading rumors;
(c) Following the person;
(d) Becoming physical in any way;
(e) Destroying property;
(f) Using the telephone, computer or other electronic means to retaliate in any way.

8. To minimize the risk of being accused of sexual harassment:

DO:
(a) Keep your hands to yourself.
(b) Think before you speak.

DON'T:
(a) Touch anyone in an inappropriate way.
(b) Keep asking a person to go out with you after he/she has said "No".
(c) Be in a room alone with a person with the door close
(d) Make remarks that have sexual overtones or implications

200.07 Bullying and Harassment

Bullying is defined as: systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve, but is not limited to:

1. Teasing;
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Physical violence;
6. Theft;
7. Sexual, religious or racial harassment;
8. Public humiliation; or

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

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying or harassment is prohibited:
(a) During any education program or activity conducted by a public K-12 educational institution;
(b) During any school-related or school-sponsored program or activity or on a school bus of a public K-12 educational institution;
(c) Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 educational institution.

*This policy is aligned with Proposed Florida Law HB 669, Legislative Session 2008.

What can you (student) do if you are being bullied?

- Tell an adult you trust. This is not tattling; it is reporting. All students have the right to be safe and adults will take action to make certain bullying stops.
- If you feel you have solved the problem on your own, tell an adult anyway in the event it happens again.
- An adult you trust may be a teacher, the school’s principal or assistant principal, a parent, a family member, or a friend’s parent. If you find it difficult to talk about being bullied, you might find it easier to write down what has been happening and give it to an adult you trust.

200.08 Vandalism

LLT is a publicly funded school run, on a charter from the School District of Hillsborough County. LLT equipment, supplies, furniture and classroom instructional tools, which are purchased through state funds, are indirectly owned by the state.

F.S. 1002.01 Vandalism and the defacing of school property is a serious offense. Students committing these infractions shall face severe disciplinary action, which may include suspension, restitution and/or dismissal and/or reporting to the appropriate law enforcement agency. This includes spray painting buildings, writing on walls or furniture and similar types of vandalism.

200.09 Search and Seizure

1. The Chief Educational Officer, Assistant Principal, a teacher or any other school staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing or is about to commit a violation of Florida law or school rules and regulations.

2. In accordance with Florida Statutes, school authorities may search any area without notice if he or she has a reasonable suspicion that a prohibited or illegally possessed substance or object is contained in the other area.

300 Electronics

300.01 Computer Education

LLT provides its students with many opportunities for computer and Internet usage. In order to participate in these opportunities, each student and family must fully understand and agree to the principles that guide this usage. Any student or family member that is not willing to accept these responsibilities will not be afforded computer or Internet access.

All LLT student behavior is governed by this Handbook. The acceptable use of technology and Internet privileges is an extension of the Handbook. The Internet is a global database system providing access to information from around the world. Students will have limited and supervised access to the Internet. The following principles guide this usage:

(a) Personal Safety and Personal Property: No personal contact information or pictures of self or other students, faculty or staff may be posted by students on an Internet site or other LLT locations. Personal information includes a home address, telephone number, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. Students will promptly
disclose to a teacher or school employee any message received that is inappropriate or makes them feel uncomfortable. It is required and incumbent on the parent to counsel their child regarding inappropriate internet usage as defined. Should the parent elect for their child to not have access to the school’s internet program, a notarized statement to that effect must be submitted to the school’s Assistant Principal prior to the first day of school.

(b) Illegal Activities: Students will not attempt to gain unauthorized access to any computer system, including the LLT network, or to go beyond their authorized access. This includes attempting to log in through another person’s account or access another person’s files. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other illegal act. Such an act will result in immediate notification to the school Chief Educational Officer for his/her action.

(c) Security System: Students are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a student provide his/her password to another person. Students will immediately notify a teacher if they have identified a possible security problem. Students should not go looking for security problems, as this may be construed as an illegal attempt to gain access.

(d) Inappropriate Language: Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause damage or a danger of disruption. Students will not engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass other students. If a student is told by another individual to stop sending messages, that student must stop. Students will not knowingly post false or defamatory information about a person or organization.

(e) Respect for Privacy: Students will not repost a message that was sent to them privately. Students will notify teachers immediately should they receive a message via the network. Students will not post private information, including personal contact information, about another person.

(f) Respecting Resource Limits: Students will use the system only for educational activities. Students will not download large files unless absolutely necessary. Students will not post chain letters or engage in “spamming.” Students shall not check their personal email accounts utilizing LLT hardware, software, and network. Such action shall be deemed a level one offense with an immediate suspension from LLT.

(g) Plagiarism: Students will not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as one’s own.

(h) Copyright: Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright.

(i) Inappropriate Access to Material: Students will not use LLT computers to access material that is not related to educational pursuits, is designated for adults, is obscene or profane, advocates illegal or dangerous acts, or advocates violence or discrimination toward other people. If a student mistakenly accesses inappropriate information, he/she should immediately tell a teacher and/or the Chief Educational Officer/Assistant Principal. LLT parents should instruct their children further, if there is additional material that they think
would be inappropriate for their children to access. LLT fully expects that students will follow their parents’ instructions in this matter.

(j) Disciplinary Actions: Any student who violates these principles will be disciplined by the Chief Educational Officer/Assistant Principal in accordance with this Handbook. In addition to other consequences, future computer use may be fully or partially taken away from the student.

Students and Parents: Technology is a very powerful and effective learning tool. LLT students that abuse in any form of the utilization of technology while on campus or while off campus as it directly impacts LLT will be considered a Level One Offense, and the offending student subject to immediate removal from LLT by the Chief Educational Officer.

300.02 Electronic Devices

No electronic devices (cell phones, radios, CD players, iPods etc.) shall be allowed on campus, at any time. All electronic devices shall be confiscated the first time seen, unless these devices have been approved for educational purposes. The devices will only be released to a parent or guardian.

The school shall not accept the responsibility for damaged personal property or cost of replacement.

LLT’s Board and Administration have chosen to not allow cell phones on the campus due the historical and consistent misuse of cell phones on campus. In spite of strict guidelines students are tempted to use their cell phone during the school day for non-emergency situations. Texting to students, parents and friends who are not in school is a distraction to a student’s academic agenda. Photos taken by students on campus can become a legal issue, as well as photos taken off campus, and are in the possession of students.

There is no state or Federal law that gives a student the right or need to have a phone while at school. Students have access to a phone in the school office if they have a need to contact a parent. Parents can contact the school office in case of an emergency.

400 Student Rights and Responsibilities

400.01 Patriotism

1. Students are encouraged to show respect for their country and allegiance to its flag.

2. Students have the right to recite and display their feeling of patriotism providing they do not interrupt the educational rights of others, and participate in or refrain from activities involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag, or taking part in a patriotic ceremony.

3. Students have the responsibility not to interfere with the rights of other students to express or refrain from expressing patriotism.

400.02 Religion

1. Students at LLT are free to study, examine, and discuss religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education.

2. Students have the right to:

(a) Be released from school to observe religious holidays (with written parental permission);
(b) Practice their religion as long as their acts do not endanger the physical health or safety of themselves or others or disrupt the educational process.

(c) Decide for themselves whether they wish to participate in extracurricular activities that are religious in content but not sponsored and/or promoted by the board and/or administration (i.e., Praying at the Flagpole).

3. Students have the responsibility to:

   (a) Develop tolerance and respect for the beliefs of others;

400.03 **Assembly and Association**

Students shall be free to join school organizations and lawfully assemble in such a manner, so as not to disrupt the orderly process of the school’s programs and environment.

1. Students have the right to:
   
   (a) Lawfully assemble;
   
   (b) Organize associations within the school and approved by the school administration for social, athletic, and other proper and lawful purposes, providing that no such group denies membership to any student because of race, sex, religion, or for any reasons other than those related to the purpose of the organization.

2. Students have the responsibility to:
   
   (a) Exercise the right to assemble so that the assembly does not disrupt the school program or the orderly conduct of the school;
   
   (b) Know and observe qualifications for membership in student activities and to refrain from activities that interfere with school discipline;
   
   (c) Conduct themselves in a manner that is representative of the school and the organization of which they are members.

400.04 **Rights and Responsibilities**

The total purpose of the school program and the personnel who support that program in any way is to provide for the maximum personal and educational development of each and every student who is in attendance and is affected by that program in a safe, secure and respectful environment. Therefore:

1. Students are entitled to the protection of themselves and their property. To enjoy a safe school environment, students must understand and respect people and the property of others.

2. Students have the right to:

   (a) Be protected from threats, assaults, or physical injury;
   
   (b) Have their property protected from misuse, damage, or theft;
   
   (c) Be protected from conditions that may be harmful or injurious to their health, safety, or property;
   
   (d) Be informed of the established rules and regulations that govern their conduct and discipline;
   
   (e) A meaningful curriculum that shall meet their immediate and future needs;
   
   (f) Voice their opinions in the development of their curriculum;
   
   (g) Pursue their education under competent instruction;
   
   (h) Participate in school (instructional) activities and decide if they want to participate in after-school (co-curricular) activities.

3. Students have the responsibility to:
(a) Not threaten, assault, or cause physical injury to others;
(b) Not possess, handle, transmit, or use weapons, drugs, or other materials that may be harmful to themselves or others;
(c) Be informed and observe all the established rules and regulations that govern their conduct and discipline;
(d) Attend all classes regularly and on time;
(e) Contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
(f) Do all classroom assignments (except in the case of an unexcused absence) and meet all requirements of all classes;
(g) Respect the rights of others and to respect the views and backgrounds of those different from their own;
(h) Meet the approved criteria required for participation in instructional and co-curricular activities.

400.05 Grievances

1. A “grievance” is another name for a complaint. A student/parent grievance exists when a student/parent believes that he/she has been treated unfairly. Students/parents wishing to register a school level grievance must do so within ten school days from the time that they became aware of the alleged infraction. The grievance procedure is available only to enrolled LLT students or parents of currently enrolled LLT students. Students should involve their parents or guardians in resolving school grievances.

2. Ask the teacher or school staff person who allegedly treated you unfairly to schedule a conference for the purpose of discussing your complaint.

3. If the person charged with the alleged infraction does not resolve your complaint, arrange to talk with the Assistant Principal or Chief Educational Officer regarding the issue.

4. Most student grievances can be resolved at the school level through informal conferences with teachers or other school personnel. If efforts to resolve the grievance with school level administrators fail, the student may file a Level I Grievance Form with the Chief Educational Officer. Forms for filing grievances are available in the school office and shall be provided upon request. The Chief Educational Officer shall provide the grieving with a response and/or resolution to the issue within fifteen days.

A student wishing to appeal the Chief Educational Officer’s Level I decision must file a Level II grievance with the LLL Board of Directors no later than ten school days from the date of said decision. Forms for filing grievances are available in the school office and shall be provided upon request. A Level II grievance shall be forwarded to the Board for review. Within thirty days of receiving the Level II grievance, the Board shall meet to discuss the grievance. The grievant shall be invited to participate in the meeting and bring evidence in support of his or her complaint. The Board shall render a resolution as to the grievance in writing.

400.06 Records (see Appendix 1 “Public Notice on Student Records”)

1. Students have the right to be protected by legal provisions prohibiting the release of personal information to other than legally authorized persons without the consent of the parent, guardian, or student. LLT will abide by Hillsborough County School Board Public Notice and policies governing student records.

2. Parents, guardians, or eligible students (eighteen years or older who are self-supporting) shall have access to their records. Information about grades, test scores, evaluations, promotions, and
counseling services shall be provided. Records kept by the school shall contain useful information for setting educational goals, planning instructional programs, and evaluating pupil progress.

3. Parents, guardians, or eligible students have the right to inspect, review, and challenge the information contained in the records directly relating to the student.

4. Parents, guardians, or eligible students may appeal any disagreement of records to the Assistant Principal.

5. Parents, guardians, or eligible students have the responsibility to provide the school with any information that could be useful in making appropriate educational decisions.

6. Parents, guardians, or eligible students have the responsibility to authorize the release of information to those individuals or agencies who are working for the benefit of the student.

7. Parents, guardians, or eligible students have the responsibility to follow LLT policies for release of student information through the school.

8. Parents, guardians, or eligible students have the responsibility to make an appointment with the school when they wish to review a record.

**400.07 Sales and Advertising**

Students should be exposed to experiences that enhance competitive attitudes and improve their ability to succeed in a free enterprise system.

1. Students have the right to:

   (a) Advertise and sell items approved by proper school authorities that promote the cause of wholesome education;

   (b) Sell or advertise items at specified locations and designated times that are related to clubs, classes, and departments associated with the school.

2. Students have the responsibilities to:

   (a) Refrain from advertising and selling any items or products for outside agencies;

   (b) Refrain from advertising and selling any products that are obscene and/or disruptive to class procedures as well as those items that have not been approved by proper school authorities;

   (c) Get approval from the proper school authorities on the time and place for making all sales and advertisements and to adhere to school policy regarding sales and advertising.

**400.08 Textbooks**

1. Students are expected to take good care of textbooks. Laptops and textbooks may be furnished by LLT and all students must assume full responsibility for the care of items issued to them. Should a textbook/issued item be damaged, student and parent assume full responsibility for replacement and/or repair costs.
2. Books are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or upon withdrawal from school. All textbooks must be covered with a paper or cloth (NEVER ADHESIVE) cover at all times during the course of the school year.

3. Responsibility for textbooks rests with the student to whom the textbook is issued.

4. Lost books are no excuse for not doing class assignments. It is the student’s responsibility to get the needed information.

5. The full purchase price shall be collected for lost or damaged, or unnecessarily damaged textbooks.

6. Failure on the part of any student/parent to pay the full purchase price of a damaged or lost book may deprive the student of further issuance of free textbooks.

7. Loss of books due to theft or other circumstances shall not be accepted as an excuse for non-payment. If the book is found and returned, the school shall issue a refund to the student.

8. Textbooks or replacement textbooks will not be issued until all textbook indebtedness has been paid.

**400.09 Telephones**

1. Telephones shall not be used by students except in emergency cases, such as a change in transportation plans, or an illness. **No student shall request permission to use the phone to ask a parent to bring his/her forgotten assignments, books, projects, or P.E. clothing.**

2. Only emergency messages shall be taken for students.

3. Students shall not be called from class to the telephone

**400.10 Publications**

1. Students should play an important part in providing for and participating in activities that express their views and should consider the rights and freedoms of those with differing views.

2. Students have the right to:
   
   (a) Express their opinions verbally and in writing;
   
   (b) Publish leaflets, newspapers, and other materials that are not offensive or disruptive to others with permission from the school administration.

3. Students have the responsibility to:
   
   (a) Express their opinions and ideas in such a manner so as not to offend or defame others;
   
   (b) Consider and respect the rights of all persons involved in the educational process when publicizing information;
   
   (c) Select periods for the distribution of petition materials that do not interfere or conflict with class procedures with the permission of the school administration.

**Section 500 General Safety**

**500.01 Clinic, Health Issues, Medication**
1. Students too ill to remain in class must request permission from their course teacher to report for admittance to the clinic. Parents or guardians shall be contacted and the determination made whether the students shall go home or return to class. Whenever possible, medication schedules should be arranged so all medication is given at home. Students bringing medicine to school must have on file a “Parental Authorization for Student to Self-Medicate,” which applies only to inhalers. (See #9 below.)

2. **Prescription Medications** - If your child is on prescription medication it must be accompanied by a physician’s order and be brought in the pharmacy-issued container by a parent or legal guardian. Medication shall not be transported between home and school on a daily or weekly basis. Under no circumstances will the medication be sent home with the student.

3. A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis. If it is necessary for the medication to be brought home, the parent/guardian must come to the school and pick up the medication in person. Under no circumstances will the medication be sent home with the student.

4. The medication label must indicate the student’s name, name of medication, physician’s name, dosage (amount), and time (frequency).

5. If the medication requires equipment for administration (cup, spoon, or dropper), the parent/guardian is responsible for supplying the articles labeled with the student’s name.

6. New parental authorization forms shall be requested periodically any time there is a change in medication or dosage, as well as at the beginning of the new school year.

7. When medication is discontinued or the end of the school year arrives, medication not taken home by the parent shall be destroyed.

8. Special arrangements must be made if a student is self-medicating (INHALERS ONLY). The school nurse has the authority to decide which students may carry their inhalers with them during school hours.

9. School Health Services Program conducts health-screening activities at various times during a student’s school experience. Screening activities occur on a schedule, dependent on guidelines established by the Department of Children and Family Services and local school health personnel. Health screening may include the following activities: vision screening, hearing screening, measurement of height and weight, dental screening, scoliosis screening, and screening for hypertension (high blood pressure). Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.

10. Students with symptoms indicating the possible presence of a communicable disease shall be isolated from other students. The parent or guardian shall be contacted and asked to take the student home. The student shall be readmitted with a written statement from a licensed physician and/or when in the Chief Educational Officer’s or designee’s judgment the student meets the criteria for readmission set forth in the School Health Services Manual, Chapters IV and V.

11. Hillsborough County’ has a “No Nit” policy. Nits are the white eggs that lice lay which adhere to the strands of hair. If a child is identified as having head lice, he/she shall be excluded from school and shall not be permitted to return to school until his/her head is free from lice and nits. Parents or guardians are responsible for providing the appropriate treatment to eliminate head lice and nits before the child returns to school. Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law.
12. **Students with a temperature of 100.0 F or greater may not attend school under any circumstance.** The student’s parent/guardian is required to come to school to pick up the child.

13. Only ill or injured students may stay in the clinic. Well students are not allowed to come to the clinic unless they need to speak to the school nurse.

14. NO STUDENTS are allowed in the clinic without adult supervision.

15. A student may be exempted from the regular physical education program by a written request from the attending physician. A note from the school nurse, parent/guardian, or doctor may excuse a student from P.E. for a short time (i.e., one or two days). A doctor’s note will be required if the student needs to be excused from physical activity for more than two days.

**500.02 Visitors to Campus**

1. Visitors to the campus must sign and present a current valid picture I.D. A pass shall be issued to those persons who have legitimate business with the school. Persons on campus without permission from the school administrative staff may be arrested for trespassing.

2. LLT students shall not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy shall be subject to school disciplinary action.

3. Visitors must have arranged a date and time with the teacher or teachers at least two days in advance and receive approval from the Assistant Principal in order to observe classroom(s).

4. Visitors (including parents) cannot stop or interrupt classroom activities or instruction, nor may they approach students in the breezeway (area between the two buildings) without first having signed in at the front desk. LLT volunteers may not use volunteer opportunity to interrupt classroom activities or instruction; nor, may they approach staff to discuss their child.

5. Students cannot arrange for their friends or relatives from other schools to visit the school at any time.

6. Parents or family members may not go directly to their student’s class without proper permission.

**500.03 Background Screening of Volunteers**

*Search of registration information regarding sexual predators and sexual offenders required prior to appointment or employments.—Florida Statute 943.04351 requires a state agency or governmental subdivision, prior to making any decision to appoint or employ a person to work, whether for compensation or as a volunteer, at any park, playground day care center, or other place where children regularly congregate, must conduct a search of that person’s name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under s. 943.043. The agency or governmental subdivision may conduct the search using the Internet site maintained by the Department of Law Enforcement. This section does not apply to those positions or appointments within a state agency or governmental subdivision for which a state and national criminal history background check is conducted.*

As a result of this statute, schools are required to screen all volunteers against the Florida Department of Law Enforcement Sexual Offender/Predator website before they begin working in a school.
At the beginning of each school year, all parents or community members who wish to participate in school-related functions will be required to complete a form from SERVE, which authorizes the school to perform a background check for volunteers, daytime chaperones, overnight chaperones, tutors and mentors.

If the parent has a different last name than the student child, there is a space available at the top of the form to provide your child’s name and grade level. THE FORMS ARE FILED BY THE STUDENT’S LAST NAME, NOT THE PARENT’S NAME. The member of the community should complete the form without adding the student's name.

A member of the administrative team will be responsible for checking on the Florida Department of Law Enforcement’s Sexual Predator and Offenders website.

The administrative team member will forward the original forms to the SERVE Office, School Mail Route 7, and copies are kept in a locked, fireproof safe in order to safeguard personal information and guard against identity theft.

All parents who chaperone on overnight trips must be fingerprinted and cleared through SERVE. Please check with the Trip Coordinator, who will give you instructions. This should be completed two weeks prior to the scheduled overnight event. Failure to comply may result in barring parent/guardian from chaperoning the event.

This policy will also apply to anyone who enters the school in order to deliver goods. The Hillsborough County School District has an approved list of vendors who have undergone the background checks.

It is required by the SERVE office that, when completing their application, the parent or community member’s social security number and date of birth must be provided on the form. These are vital pieces of information for processing the background check. The form will be returned to the parent for completion.

A new form must be on file for each school year; if one is completed for the 2011-2012 school year, another one must be completed and processed each year until the student leaves LLT.

500.04 Interview/Conference of a LLT Student by a Non-LLT Person(s) while Student is on Campus

Rationale: Safety and Security Protection of LLT Student and Disruption to Student’s Right to a Peaceful, Safe and Productive Learning Environment as set by SBE Regulations.

Exclusive of child abuse allegations which, by statute require intervention by local and/or state law enforcement or other agencies, a LLT student is not permitted to be interviewed and/or be in conference with any non-LLT person(s) unless the following has been satisfied and then approved by Chief Educational Officer/Assistant Principal:

- Parent or guardian has given approval for such interview or conference in writing or verbally, with verification and logged by LLT
- An LLT teacher or administrator is present during the duration of the interview/conference,
- Interviewer, provides identification, purpose for interview in writing and has been cleared through FDLE check; and
- Final approval is given by the Chief Educational Officer.

500.05 Policy on Non-Motorized Transportation from School
It shall be the policy of LLT that students are not allowed to walk or ride bicycles from home to school and from school to home. The exception(s) to this rule shall be as follows:

   a) The parent(s) or guardian has communicated the desire for the student to walk by email, or phone.  
   b) The parent(s) or guardian has spoken personally with Chief Educational Officer.  
   c) Student’s parent(s) or guardian must send a letter to school administration releasing LLT of any liability.  
   d) The final destination of the student is no more than 2 miles (+ ¼) from the school  
   e) The student does not have to navigate across thoroughfare where there is no crossing guard and flashing cross walk lights to slow speed, or an overhead enclosed pedestrian bridge that allows for safe passage across the thoroughfare.

500.06 Bus Transportation Fees

The Administration requires all field trips, and any and all other school related events and activities which require student transportation to be provided by district and commercial bus service to be self funded.

Students may not be charged more than $25.00 (as stated in the employee handbook) for a trip unless otherwise waived by the CEO; and done for item specific reasons. Sponsor/teacher must provide in writing the rationale for charging students more that the $25.00 maximum bus fee.

Sponsors/teachers are strongly encouraged to seek alternative means for seeking funds to pay for buses, i.e. solicitation of donations from local businesses and individuals.

Section 600 Compulsory School Attendance

600.01 Attendance

1. Because LLT is a public school of choice of the state of Florida, students may attend even if it is outside of their attendance area.

2. Students have the right to:  
   (a) Receive information concerning attendance policies at the school;  
   (b) Make up any work missed because of excused absences and/or an excused tardy within the appropriate amount of time.

3. Students have the responsibility to:  
   (a) Attend classes daily and on time;  
   (b) Request make-up work from their teachers within the appropriate amount of time.  
   (c) Complete any work that was requested in advance upon return to school.

4. Parents have the responsibility to:  
   Refrain from sending their child to school with a fever or within 24 hours of having a fever.

600.02 To Report an Absence

   (a) It shall be the responsibility of the student’s parent or guardian to explain a student’s absence to the school office in person or by telephone on the day of the absence. Parents or guardians are expected to call the school to report an absence when students are absent for all or any part of the day. These calls should be made to the school by 9:00 a.m. Parents or guardians should leave a message on voice mail if no one is available to take the call.

The parent/guardian who is unable to speak to someone in the office and leaves a voice mail, the message will constitute notification. However, the office may contact parent to ensure accuracy of
date, time and reason for the request of an excused absence. Please keep a record of your call(s) in to the office for purposes of requesting that a student's absence be considered excused.

A student is considered absent from compulsory school attendance if student is not attending classes for more than 50% of the instructional day, as determined by the Administration. The student must be in attendance for a minimum of 166 minutes of instructional time.

A student absence is considered excused after the parent/guardian contacts the school’s administration to verify said absence within 24 hours of the date of the absence. After that time period, the absence shall be considered unexcused. There are no exceptions made to this policy statement.

(b) If the parent or guardian does not call, school personnel will attempt to contact the parent or guardian at home or at work if necessary to verify the student's absence. If there is no answer or communication with the parent/guardian, the absence shall be considered unexcused.

Students and parents must provide school personnel with accurate telephone contact numbers (home, work and cell for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must be given on the emergency contact card provided by the school at the beginning of the school year and updated as changes occur.

(c) If a student is going to be absent for any length of time (i.e. death in the family), or a scheduled event (such as “Take Your Child To Work Day”), the purpose of the trip as well as the dates that the student will be absent must be submitted in writing or via e-mail to the Attendance Clerk least three days in advance of the planned absence. The Chief Educational Officer/Assistant Principal may or may not issue an approval and the documentation will then be passed on to the teachers.

Please send the note directly to the Attendance Clerk. Please do not e-mail the child's teacher with the information.

(d) A student who is absent six or more days in a nine-week grading period may be required to present medical evidence or have the parent visit the school to verify absences.

(e) A student who is not in class at least one half which is equivalent to 37 instructional minutes of the class period shall be counted absent from that class. A student who is absent from class but is not listed on the absentee bulletin shall be reported by the teacher to the school office. A student who is absent more than three periods in a six period day is considered absent for the entire day.

(f) On the 5th and 10th absence, student and parent will receive an electronically generated letter from the school Attendance Clerk as to the excessive absences and possible truancy consequences as in compliance with the state compulsory education policy.

600.03 Excused Absences

(a) Examples of excused absences are:

(1) An illness of the student or a medical or dental appointment that cannot be scheduled outside of school hours (a doctor’s statement may be required by school officials);
(2) An accident resulting in injury to the student;

(3) A death in the immediate family of the student;

(4) An observance of an established religious holiday (documentation of the religious affiliation of the student may be required by school officials);

(5) A pre-planned absence for a personal reason that is acceptable to the Chief Educational Officer/Assistant Principal or designee; in order for the absence to be excused, the Chief Educational Officer/Assistant Principal or designee must be informed three days prior to the absence;

(6) A subpoena by a law enforcement agency or a required court appearance;

(7) An emergency for a reason acceptable to the Chief Educational Officer/Assistant Principal or designee for an emergency such as severe weather conditions, a major personal or family problem, fire, flood, or other major damage to the home.

600.04 Unexcused Absences
(a) Unexcused absences are absences that:

(1) Are not accepted as excused;

(2) Are caused by truancy of the student;

(3) Are caused by a parent failing to report the absence.

(4) Result from the student being suspended.

A student whose absence is unexcused shall receive a grade of “zero” for tests and/or graded work missed.

For any absence, a student may not participate in any extracurricular activity after school on the day of the absence.

600.05 Tardiness to School

Punctuality is paramount to success in school, career and life. LLT fosters learning and working environment that fully supports this belief.

1. A student is tardy when the student arrives after the beginning of the school day or when the student is not in the assigned seat or station when the tardy bell rings. Any student arriving to school after the session has begun must report to the school office. An admit slip shall be issued indicating excused or unexcused tardy or absence. For the student to receive an excused sign-in, a parent or guardian must do the following: accompany the student to the school office with an acceptable excuse, as stated below; send a note with the student explaining the reason the child is late. Failure to do so will result in an unexcused sign-in. More than four sign-ins per nine-week period may require medical or other documentation.
2. A student’s tardiness shall be excused when the reason given is acceptable to the Chief Educational Officer or designee. Examples of excused tardiness include the following:

   (a) Medical or dental appointments (doctor’s statement may be required);
   (b) Automobile accident;
   (c) Death or funeral;
   (d) Emergency situations acceptable to the Chief Educational Officer or designee;
   (e) Required court appearance (subpoena may be required);
   (f) Established religious observance;
   (g) Severe weather;

3. Unexcused tardies include the following:

   (a) Heavy traffic;
   (b) Overslept;
   (c) Returned for forgotten items (for example, books, lunch, money, homework, projects, P.E. clothing, and absentee notes).

600.06 Tardiness to Class

1. A student should make every effort to be in class on time. A student failing to make an effort to attend class shall be considered truant and subject to disciplinary action.

2. A student’s excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action. At three tardies to class, parent contact should be made.

3. Teachers may deal with the first four tardies per nine weeks by:
   - Holding a student conference.
   - Holding lunch detention or after school detention
   - Notifying home, giving 24 hours notice for detention or whatever consequences the teams within the school have determined.

When the student reaches five (5) tardies to class, parents should be notified again, explaining that a sixth tardy will result in a referral to administration for defiance of public school policy on compulsory attendance.

Teachers are to handle the 6th tardy, which is considered excessive by writing a referral for defiance of public school policy. Upon this sixth violation, this now becomes a referral directly to Administration. The referral must be written in such a manner as to clearly indicate the student is in Defiance of Public School Authority and/or Policy.

4. Entering tardy during testing - Students entering school beyond the start time of a session of state mandated testing will not be allowed to start that session of the test. The student will be allowed to enter a class at the start of the next session, or when testing is complete.

600.07 Release of Students

For safety and security LLT has the following policy:

1. A student will not be released between 3:00PM and the dismissal bell.

During school hours, the Chief Executive/Assistant Principal shall permit a child to leave school only in the custody of one of the following adults:

   (a) Parent(s) or guardian(s) of the student;
(b) An individual with written, verified parent permission (must present a photo ID);
(c) A law enforcement officer;
(d) An authorized worker from the Department of Children and Families.

2. At the end of the school day, students are released at a specified time and place and are required to go directly home. If there is a change in a student’s mode of transportation, please call the school office prior to 12:30 pm so that the student can be notified in a timely manner. ALL LLT STUDENTS MUST BE OFF CAMPUS NO LATER THAN 4:00 PM OR PARTICIPATING IN AN INTRA/EXTRAMURAL ACTIVITY. TEACHERS AND ADMINISTRATION ARE NOT LIABLE FOR STUDENTS NOT PICKED UP BY 4:15 PM. THE GATE WILL BE CLOSED AT THIS TIME.

3. Car riders shall be picked up immediately in the area designated by the school. Students will be required to walk to the vehicle. Students in CARPOOLS must be pre approved in writing by parents. Students who are being picked up by someone else other than approved designated person must have a written note from their parents approving this.

4. Students riding home with a friend must provide in writing to the school that they will be doing so.

5. During “closed campus” times of the year (i.e., state mandated testing, semester exams testing days) students are not permitted to be released (unless it is an absolute emergency) during testing so as not to disturb the testing environment. Only the Chief Educational Officer/Assistant Principal or designee is permitted to approve the release of a student during testing.

600.08 Sign-Out Procedures

PRE-ARRANGED DOCTOR’S APPOINTMENTS SHALL BE SUBMITTED IN WRITING TO THE TEACHER IN ORDER FOR THE STUDENT TO BE RELEASED FROM CLASS AT A SPECIFIC TIME. PARENT SHALL NOTIFY THE ATTENDANCE OFFICE BY 9 AM THE DAY OF THE EARLY RELEASE FOR SUCH TO OCCUR. THIS IS FOR YOUR CHILD’S PROTECTION AND SAFETY.

1. Once students arrive on campus, they may not leave without permission from the Chief Educational Officer/Assistant Principal or designee. Students who must leave school during school hours shall be permitted to do so only upon the parent or guardian submitting a written request to the school office in order to obtain pre-approval.

2. Students who become ill during the day must contact their parent/guardian in order to receive permission to leave campus. When students become ill at school, every effort shall be made to notify parents, guardians, or an emergency contact person.

3. An Emergency Information Card must be on file in the school office. Students shall be released ONLY to persons listed on the Emergency Card unless otherwise notified by the parent. PHOTO ID WILL BE REQUIRED FOR ANYONE REMOVING A STUDENT FROM SCHOOL DURING THE INSTRUCTIONAL DAY. OFFICE PERSONNEL MAY WAIVE THE REQUIREMENT IF THE ADULT IS A KNOWN FAMILY MEMBER AND LISTED ON THE EMERGENCY CARD.

4. IT IS IMPERATIVE THAT THE SCHOOL HAVE A CURRENT TELEPHONE NUMBER WHERE PARENTS/GUARDIANS MAY BE REACHED AT ANY TIME DURING THE DAY. THE SCHOOL SHOULD BE IMMEDIATELY NOTIFIED AS CHANGES OCCUR. AN EMERGENCY NUMBER MUST BE ON FILE IN THE SCHOOL OFFICE.

5. More than four sign-outs in a nine-week period shall require medical or other documentation and/or a parent must be present in order to be considered excused.
6. Excused sign-outs include the following:
   (a) Medical or dental appointments (doctor’s statement may be required);
   (b) Death or funeral;
   (c) Emergency situations acceptable to the Chief Educational Officer/Assistant Principal or
designee;
   (d) Court appearance (subpoena may be required);
   (e) Illness;
   (f) Personal reasons acceptable to the Chief Educational Officer/Assistant Principal or
designee.

7. Unexcused sign-outs include the following:
   (a) Forgotten items (for instance, books, lunch, money, homework, projects, P.E. clothing,
adsits);
   (b) Violation of dress code (to obtain appropriate dress)

600.09 Make-up Work
A student who has excused absences is permitted to make up the work that was assigned during the
absence(s). It is the student’s responsibility to inquire about and/or obtain missed assignments
immediately upon return to school. Students will have 1 day for each day of excused absence to
complete assignments. We ask that parents do not call or e-mail teachers to request homework to be
picked up at the end of the day. Teachers may, if feasible, e-mail absent students to inform them of
missed assignments. Students will make arrangements with teachers as to due dates for missing work
when 3 or more consecutive days of absences have occurred. If a student arrives tardy to school it is the
student’s responsibility to turn in assignments due that day for all classes missed.

SCHOOL BUSINESS:

1. Students on official school business shall be counted present and will be required to make up
work missed.

2. Examples of official school business are:
   (a) Taking a day off from school to shadow at a public high school;
   (b) Participating in an academic activity directly related to the instructional outcomes of one
or more courses;
   (c) Participating in a regularly scheduled, school-sponsored intra mural sports event;
   (d) A summons to one of the school offices;
   (e) Other approved co-curricular activities such as Student Government, National Junior
Honor Society, class meetings, or an event that is designated by the Chief Educational
Officer/Assistant Principal or designee as being official school business.

   All of the above must be approved by the Principal.

Section 700 Registration, Immunization and Withdrawals

700.01 Registration and Immunization
Requirements for registration are listed below. A parent must accompany all students at registration and bring the proper documents.

1. If coming from a public school within Florida, the following items are required:
   (a) report card or a copy of a transcript from the last school attended (LLT shall send for the permanent record);
   (b) Immunization records showing proof of proper immunization, including MMR (See #6 below).

2. If coming from a public school outside of Florida or from ANY private school, the following items are required:
   (a) Physical examination by a private physician or the Hillsborough County Health Department, 1105 East Kennedy Boulevard;
   (b) Report card or transcript from the last school attended (LLT shall send for the permanent record);
   (c) Birth certificate;
   (d) Immunization records showing proof of proper immunization, including MMR (See #6 below).

3. All students must reside with one parent or legal guardian. A photocopy of the court order appointing guardianship shall be acceptable as proof of guardianship.

4. Because LLT is a public charter school (considered a “school of choice”), the school accepts students from all of Hillsborough and other outlying counties. A student who wishes to attend LLT from a county other than Hillsborough must request an out-of-county transfer from his/her respective district. Special assignment forms are available in the school office.

5. Immunization requirements for school entry.
   (a) Every child entitled to entrance to kindergarten or entitled to any other initial entrance to a Florida school (K-12) shall present a certification of a school entry health examination performed within one year prior to enrollment into a Florida school. A pupil shall be exempted from this requirement only upon written request of the parent or guardian stating objections on religious grounds.
   (c) Seventh and eighth grade students are required to have the following immunizations:
      (1) 5 doses DPT (diphtheria, pertussis, and tetanus);
      (2) 4 doses OPV (oral polio vaccine);
      (3) 2 doses MMR (measles, mumps, rubella);
      (4) 3 doses Hepatitis B vaccine (HBV) given over a six-month period;
      (5) 1 dose TD (tetanus, diphtheria).

THESE REQUIREMENTS MUST BE COMPLETED PRIOR TO THE FIRST DAY OF SCHOOL. STUDENTS NOT IN COMPLIANCE ARE NOT PERMITTED TO ATTEND SCHOOL UNTIL COMPLIANCE IS MET.

Parents of seventh grade students who have not met the requirements listed above will be notified by letter by the RN who is assigned to LLT by the School District. A letter will be sent home with the child. If the shot requirements are not met by the date stated on the letter, another notice will be sent home. Any student who does not have his or her immunizations completed will not be allowed to return to school. A
notice will be given to the student and the student is responsible for calling his/her parent from the office to advise the parent of the receipt of this letter. This procedure is in compliance with the policy of the SDHC and is a LLT requirement.

700.02 Student Withdrawals

1. Any student who wishes to withdraw from the school must report to the school office with a parent or guardian and receive a clearance from that office. Any request for a withdrawal from LLT must be made in writing by the parent/guardian at least 24 hours prior to the withdrawal.

2. The withdrawal form must be signed by all of his/her teachers and by the school’s administrators. These signatures indicate that the student is clear of obligations, including textbooks, library books, and any other school equipment that might have been in his/her possession. If there is any outstanding debt, the student will not receive his/her report card.

Section 800 Food Services

LLT does not participate in the School District of Hillsborough County satellite food service. We offer our students limited menu choices from restaurants in the area. Currently those vendors are: Chick Fil A, Dominoes, and Subway. These vendors and the menu choices are subject to change if necessary.

LLT does not participate in the Federal Free and Reduced lunch program. Hardship is required to qualify under the Federal Guidelines. Please contact the administration for further information.

Ordering from the menu

Menus are published on our website in advance, due to the time necessary to prepare the orders for each vendor. Payments are made directly to the school. Lunch forms will also be available in the café and school office for families who do not have access to the internet.

All lunches must be ordered and paid for on a monthly basis. Menus are posted online well in advance of the due date; NO LATE ORDERS WILL BE ACCEPTED. New menus will be posted online early morning and closed at midnight on the due date.

Brown bag lunches

Microwaves are available for student use. Please try to send items that take 5 minutes or less to heat. There are a limited number of microwaves for a large number of students. If your student brings a lunch from home please provide all utensils needed for the meal. Forks, spoons and bowls are available for purchase in the school store.

Emergency lunches

Emergency lunches are available to students who forget their lunches or money to purchase a lunch. Students will have a choice of macaroni and cheese of instant cup of chicken noodle soup, chips or cookies and a drink. The students who are purchasing an emergency lunch will sign for each meal received and parents will be billed $1.50 per meal charged. Emergency lunches can be paid at any time in the care or during lunch order billing.

Snack Shop

The snack shop is available during the student’s lunch period. Items to purchase include easy lunch items, snacks and drinks. A limited selection of regular, diet and caffeine-free soda is also available. Please do not send bills larger than $10.00.

Vendors subject to change throughout the year.
You may order from the menus OR provide your child with a bagged lunch.

- Microwaves are available for student use.
- All lunches must be ordered on a monthly basis…no exceptions!
- Please write one check for the full amount of the order
- The lunch order forms can be found on-line on the “Resources” section of the website. PLEASE BE AWARE OF THE DEADLINE FOR THE ORDERS TO BE RETURNED TO THE OFFICE. NO LATE ORDERS WILL BE ACCEPTED.
- If you do not have access to the internet, you may request an order form from the main office.
- Our Lunch Manager will be responsible for reviewing lunch orders, placing orders with vendors, coordinating student’s daily menu items to be distributed.
- NO REFUNDS FOR MISSED LUNCHES DUE TO ILLNESS OR OTHER ABSENCES, scheduled field trip days listed, holidays listed, lunches not picked up.

Section 900 Finances

900.01 Check Policy

1. Checks written by parents of current students must have the most current information on file at the school. Any non-parent will be required to produce a photo I.D. before acceptance of the check. Any check that is returned for any reason will result in a fee of $25.00 to be paid in cash to cover administrative costs of collection. Any check returned for any reason will be re-deposited once as a courtesy. However, if the check is returned again, it will be deemed worthless and another $25.00 fee, as well as the amount of the check, will be due in cash.

2. If any family has two (2) checks that are returned at any time during the time the student(s) is (are) enrolled at LLT, checks will no longer be accepted from that family for any reason. Any fees or costs throughout the year for whatever reason will then have to be paid in cash or by money order only.

3. Any outstanding debt not paid by the end of the school year may result in the student being prohibited from participating in end-of-the-year festivities. In addition, if any outstanding debt has not been resolved by the end of the year, the matter of attendance at LLT will be reviewed by the administration. In addition, any student who has an outstanding debt at the end of the year will not receive his/her report card until said debt is resolved.

900.02 Administrative Fee Policy

Should a student leave LLT to attend a private or out of county school, the new school requires copies of the student’s cumulative files. The actual files are the property of the School District of Hillsborough County and cannot be forwarded to the new school. Before the end of the school year, your student will receive his/her records.

LLT will issue one copy of the records for delivery to the new school by the parents. If, during the course of the summer, a request for records is received by the child’s new school, a phone call will be made to your home to inquire if the records had been delivered to the new school.
If another set of copies is required, an administrative fee of $15 will be charged, which will cover the administrative costs associated with this second issuance.

900.03 Collection of Student Fees
All money for any activity, field trip, fundraising event, etc. is to be turned in by students during homeroom. No money will be accepted at the main office during the school day. This policy was created so that students will not have to carry money with them throughout the day. Teachers will not have money in and about their desks, nor will personnel in the front office.

900.04 Fees for Certain Elective and Core Area Classes
From time to time, an elective and/or core area class may require a small supply fee to be paid by the student. However, a notice of this required fee will be posted yearly in the course description as well as notification posted on the web site. For example, Art class, Spanish class, Music Class and Physical Education class may require a supply or uniform fee depending on the situation.

900.05 Field Trip Fees
Students may not be charged more than $25.00 for a one day field trip (excluding transportation charges) unless otherwise waived by the CFO, and done for item specific reasons. Sponsor/teacher must provide in writing the rationale for charging students more than the $25.00 maximum bus fee.

Sponsors/teachers are strongly encouraged to seek alternative means for seeking funds to pay for buses (i.e. solicitation of donations from local businesses and individuals).

900.06 Fundraising
1. The Chief Educational Officer must approve all fundraising, both internal and external.
2. All fundraising activities will be placed on the school calendar prior to the start of the school year.
3. No fundraising activity will be in direct competition with another.
4. An account of all internal and external fundraising will be filed with the Chief Educational Officer at the end of the activity. Failure to comply will result in cancellation of any future fundraising events requested by the sponsor.

Section 1000 Property Insurance
1000.01 Personal Insurance for Property
1. LLT does not provide any insurance coverage and assumes no liability for damage to or theft of students’ property, for example, electronics, textbooks, etc.
2. Students have the responsibility of securing their personal property. Damage to or theft of students’ property should be covered by personal insurance policies.

Section 1100 Extracurricular

1100.01 Athletics and Co-Curricular Activities
It is the policy of LLT to conduct an interscholastic extracurricular and intramural sports program and co-curricular activities that provide fun and enjoyment, build self-worth, and improve the development of skills. It is the school's goal that participation in competitive athletics and co-curricular activities be a positive experience for all. LLT expects the highest standards of sportsmanship and respect for
teammates, opponents, officials, coaches, advisors/moderators, and spectators and in line with middle
school philosophy. Both intramural and extramural sports may be offered, depending on available
resources.

1. Students are aware that the school’s athletics and co-curricular activities, such as, pep teams,
and student government, have visible, built-in systems of recognition, reward, and championship,
which may not be observable in other school areas. Because of this, students place a significant
value on involvement in the school’s athletics and co-curricular activities, and participation in
those activities affect the learning climate of the school. Therefore, LLT organizes athletics and
co-curricular activities designed to complement other school areas in building social skills and
social sensitivities. Furthermore, LLT promotes the shaping of student athletics and student
activities into instruments of student involvement.

2. The academic mission and calendar of the school takes precedence over athletics/co-curricular
scheduling. Students in Resource or intervention classes are unable to play sports due to early
dismissal time interfering with learning.

3. **School behavioral issues and consequences such as suspension, detention, and other
infractions prevail over any sports schedule and co-curricular activities participation.**

4. Impartiality is the standard at LLT. Equitable distribution of assets exists for male/female
students in all athletics and co-curricular activities.

5. To be eligible to **continue participation** in an extracurricular club/sport, a student must maintain a
minimum of a C average or higher in all core courses (Language Arts, Mathematics, History, and
Science). Weekly academic checks (on Fridays) will be done by the club/sport sponsor to
determine the next week’s eligibility to participate. In addition, there can be no failing grades the
previous quarter of entering the club/sport. A petition for participation based on academic
improvement can be made. The petitioning student must have a passing average in the failed
subject at the time of the petition.

Weekly conduct checks will be done by club/sport sponsors to determine if the student has
maintained satisfactory conduct. A level 1 offense or suspension automatically disqualifies a
student for membership in the extracurricular club/sport for no less than one quarter or indefinitely
as determined by administration.

Academic exceptions may be made for ESE students. The students’ teachers and club/sport
sponsor will determine eligibility.

6. **A student who is absent from school may not participate in ANY extracurricular activities
the day of the absence from school.** After school performances which are part of a student’s
grade are not considered extracurricular.

7. Information regarding these activities is available upon request. If additional information is needed
or desired, after reading the requirements for membership, contact the Athletic Director.

8. All student athletes must provide the school with written permission of the student’s parent or
guardian and must pass a physical exam annually.

9. **All students practicing or participating in any type of athletics shall provide proof of
accident insurance covering medical expenses of any injury sustained in a sport. The
student and/or the student’s parent or guardian shall be responsible for providing proof,
as evidenced by a copy of an insurance card of the student’s insurance prior to practice or
participation in athletics.**
10. **Pursuant to Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care of treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.**

11. **All students have the responsibility to seek proper consent from school administrators before the organization of student associations. All students shall meet the approved criteria for membership in clubs, organizations, and activities of their choosing.**

12. **Students are expected to participate regularly in their respective organizations, conduct themselves in an appropriate manner, and operate according to the school rules and regulations. Students should select co-curricular activities that do not interfere with their academic progress.**

13. **All students must have a sports physical on file in the office. NOTIFICATION OF RISK.** All students should be aware that playing or practicing to play/participate in any sport can be dangerous in nature and involve many risks of injury. It is understood that the dangers and risks of playing or practicing in interscholastic sports may result in complete or partial paralysis, brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the muscular/skeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body, and general health and well-being. Students should understand that the dangers and risks of playing or practicing interscholastic sports may result in serious injury. Because of the dangers of participating in interscholastic sports, it is important to follow and obey all instructions regarding playing techniques, training and team rules.

### 1100.02 Booster Clubs

**A. Purpose**

1. It is a purpose of the Board of Directors to support and encourage auxiliary or “booster” support of LLT programs.

2. In support of this purpose, this policy provides guidance for booster clubs formed in support of the LLT music or other programs.

**B. General Principles**

1. The LLT principal and Board shall support and cooperate with LLT booster clubs.

2. All LLT booster clubs shall enter into transactions in the name of the LLT booster club only. All LLT booster clubs shall be prohibited from entering into contracts or otherwise incurring any liability or obligations on behalf of LLT.

3. All fundraising activities shall not be conducted during students’ instructional time, and shall have the prior approval of the LLT principal.

4. All fundraising projects and other activities sponsored by LLT booster clubs shall contribute to the educational and extracurricular experiences of the students and shall not be in conflict with the overall LLT educational program.

5. Participation in LLT booster clubs shall be voluntary, and no student or parent shall be compelled to make a purchase or contribution.

6. Door-to-door solicitation is strongly discouraged. Any form of gambling is prohibited.
7. LLT booster clubs shall be organized and operated as separate and distinct legal entities from LLT.

8. LLT booster clubs shall indemnify and hold harmless LLT against all reasonable expenses (including attorneys’ fees), judgments, fines and amounts paid in settlement actually and necessarily incurred by LLT in connection with any threatened, pending or completed action, suit, proceeding or arbitration, resulting from or in connection with any act or omission made by or on behalf of a LLT ACADEMY booster club.

C. Funds

1. LLT booster clubs shall be encouraged to maintain accurate financial and activity records.

2. LLT shall have no liability or responsibility in connection with the collection, custody and/or handling of LLT booster club funds.

3. Funds raised by LLT booster clubs shall be expended in such a way as to not discriminate on the basis of race, color, national or ethnic origin.

4. LLT booster clubs shall provide LLT with monthly bank statements reflecting all funds received and expended.

1200 Academic/Curriculum Information

1200.01 Placement and Course Offerings

Placement is done at LLT Academy through the Chief Educational Officer. Students are placed in accordance with their ability and achievement throughout the previous school year, using several measurement tools. Each student will be scheduled into specific courses according to each grade level:

- **6th Grade** - Language arts, mathematics, science, social studies, art appreciation, introduction to foreign language (if available), and physical education.

- **7th Grade** – Language arts, pre-algebra, science, social studies, Spanish, band, art, technology, team sports and physical education

- **8th Grade** - Language arts, algebra 1 honors for high school credit, IPS honors science for high school credit, social studies, art, technology, physical education or Spanish I for high school credit – (placement in Spanish 1 may only be assigned by teacher recommendation in compliance with district and school academic requirements).

Initial placement of a new student will be based upon a reading and math screening. Students seeking initial placement from a home education program or private school may be screened by LLT to determine the most appropriate grade-level placement. Criteria to be considered may include age, maturity, standardized achievement test results, state assessments, records, and evidence from student’s portfolio of work and achievement while in home schooling. In no instance shall placement be considered automatic or based solely on the recommendation of the private school or home educator. The placement decision is subject to review and revision, after school personnel have had the opportunity to observe the student's work.

1200.02 Grading/Progress Reports

**Grading Scale**
The following is used by LLT to determine quality points earned.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Lowest Acceptable Progress</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>No Grade</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**Reports**
LLT Academy uses Edline, an online grading system to keep students and parents up to date on grades. Students are assigned a password at the beginning of the school year. Edline provides information on all student grades: tests, quizzes, homework, classwork and participation. Missing work is also listed, as well as notes from the teachers. Parents may also email their student’s teachers through Edline system. It is mandatory for LLT teachers to update Edline on a weekly basis.

**Grading & Commentary**
Feedback is vital to the learning process. Students must have significant response to their work from their teachers. Feedback must be given in two forms: grading and commentary. Semester grades will be given at the end of the second and fourth quarters for the courses that earn high school level credit.

Grading will take place four times per year given at the end of each quarter. Each quarter will last approximately nine weeks.

**Grading:**
(a) Students shall be informed by the school of their academic progress and shall have periodic reviews of their instructional achievement by the school staff.

(b) Students’ academic marks in each class should represent fairly and impartially their academic progress in that class. They should have the opportunity to periodically review their marks with their teacher.

(c) Students shall be graded on their progress and class work. Conduct, while not a part of a student’s grade, may bear a relationship when a student is absent from a class and unable to make up work due to misbehavior.

The second type of feedback, commentary, is just as important. Students must receive frequent or periodic responses to their work, both positive and critical. Faculty must provide feedback, oral or written, on all assignments. Brief notes, a short meeting before or after class, or an e-mail will provide instant feedback to students regarding their work and progress.

**Incomplete Grades**
When a teacher gives an incomplete grade, the grade becomes an “F” if the work is not made up during the first three weeks of the next grading period, unless special arrangements are made. Incomplete grades are not given at the end of the second semester, unless special arrangements.
It is LLT Academy’s philosophy to not assign a lot of nightly homework.

1200.04 Exception to Homework

Homework will only be assigned to reinforce the concepts taught in the classroom during the day. Students are responsible for completing the assigned work in accordance with the teacher’s instructions. Parents are responsible for signing the planner to indicate that the assignment was completed. Students are expected to study for tests during the school week.

Exception for the homework policy is to complete work missed during an excused absence(s) or suspension (with approval from Assistant Principal or the Chief Educational Officer’s permission). Classwork is expected to be completed during the class and the teacher is not required to allow the student to complete the missed work at home. Late homework will be accepted at the discretion of the teacher.

Students and parents should have one job to focus on during the school day. Hours of homework can interfere with the family dynamic in the evening and actually impede a student’s academic success, as well as, the parent/child relationship. Some homework in Mathematics, Language Arts, Science, and History may be assigned on Wednesdays, weekends or holidays. All projects will be conducted in the classroom under the facilitation of the teacher.

1200.05 Heading Identification

At the direction of the Assistant Principal, all LLT faculty members are required to have the same format on each student’s written, typed or created work. Therefore, each student must comply with the above requirement which is formatted below:

Student’s Full Name
Date
Grade Level, Course/Subject
Teacher, Period

1200.06 Research Papers

Prior to promotion and graduation from LLT, a student will have experienced the process of completing a research paper that meets the standards as set by the Language Arts department. Using technology and other standard formats, each student must successfully demonstrate in the paper her/his ability to access knowledge, analyze and synthesize the information and demonstrate application through the process. Yearly, the Language Arts Department Subject Area Leader should meet with the other department Subject Area Leaders to ensure that a grade level research project is developed and monitored across the curricular and instructional programs so that every affected teacher has input and is responsible and accountable for the student’s learning process.

1200.07 Student Assistance

1. When students are experiencing learning or behavioral difficulties, the LLT Child Study Team provides support and assistance to teachers in developing and implementing interventions.

2. Child Study Team members can consult without formal written referral and include such professionals as administrators, special education teachers/consultants, other regular education classroom teachers, social workers, school psychologists, guidance counselors, educational diagnosticians, and health professionals.
3. In the process of consultation, students may be observed and/or counseled for curriculum-based assessment.

4. The Child Study Team is the recommended first step in providing teachers and parents with assistance in dealing with a student’s unique educational adjustment problems.

1200.08 Scheduling and Administration of Exams

Fall and spring semester exams in compliance with state statute governing such and in accordance with LLT standards, for courses provided for high school credit, will be administered to 8th grade students.

1200.09 Promotion

Promotion will occur when a student demonstrates that acceptable skills have been acquired in the subjects enrolled.

(a) To be promoted from grade six to grade seven, a student must pass four or more annual subjects or their equivalent, including mathematics, language arts, science and social studies.

(b) To be promoted from grade seven to grade eight, a student must pass four or more annual subjects or their equivalent, including mathematics, language arts, science and social studies.

(c) A student promoted from grade eight to grade nine will demonstrate acceptable progress toward mastery of grade eight skills as determined by the FCAT.

(d) In addition, to be promoted from grade eight to grade nine, a student must pass four or more annual subjects or their equivalent, including mathematics, language arts, science and social studies. Promotion shall be effective on the date that final grades are submitted by the teachers at the end of the regular academic year.

(e) Promotion Requirement for Showing Mastery of an Annual Course: A student will pass an annual course when a 60 or above average grade is earned.

1200.10 Retention

A student that has not acquired the passing average in the state mandated annual subjects will be retained. Any student who is recommended by the Chief Educational Officer for retention must meet, along with the student’s parent/guardian with the Chief Educational Officer for final disposition. Should the CEO uphold the recommendation for retention in 6th, 7th or 8th grade a student will have the option to withdraw and re-enroll at a school site which may better serve the student’s academic needs. The receiving site administration has the option to override the LLT retention for the student and place the student in the next grade level, under the State of Florida’s Good Cause Clause.

If the student is to be retained and the parent/guardian and student request to remain at LLT they will meet with the Chief Educational Officer to draft an Academic Improvement Plan that must be agreed to by the parent and student with specific and attainable goals, objective, a time frame and desired student learner outcomes. The student must, at the parent’s expense, receive summer tutoring and then take a placement test for the failed subjects. The plan shall be signed by all parties involved in the educational process with initial approval by the Chief Educational Officer. The CEO may elect to deny placement and remand the student to his/her home school for placement there.
Should the tenets of the Academic Improvement Plan not be satisfactorily met the parent understands that the parent/guardian will immediately withdraw their child and re-enroll their child to the student’s districted school, or in a school of their choice or in a special placement arranged through the district.

1200.11 High School Credit

- Students shall earn a minimum of a “C” average per semester to remain enrolled in the course. (Each quarter and semester exam are weighted equally at 1/4.)
- Semester final exams are mandatory for high school credit courses.

*Failure to earn the high school credit in the first semester automatically removes the chance to receive it in the second semester. The first ½ credit is a prerequisite for the second ½ credit.*

For Math:
Students who do not meet the requirements to receive Algebra I Honors and earn 4 points in a semester from two quarterly grades and the semester exam shall earn *regular* Algebra I high school credit. This option is only available during semester one.

Students who earn 3 points or less in a semester shall receive MJ3A Advanced 8th grade math on their transcripts and will retake Algebra I in 9th grade.

For Science:
Students who do not meet the requirements to receive Physical Science Honors high school credit and earn 4 points or less in a semester will receive MJ3A Advanced 8th grade science on their transcripts and will retake PSH in 9th grade.

1200.12 End of Year Awards Policy

LLT will honor one student per grade level, with the Falcon Award. This award honors the most improved student. Perfect Attendance Awards are presented to those with zero missed days in a nine week period.

1200.13 Field Trips

1. Field trips are an integral part of education at LLT. It is the school’s policy to use field trips to enhance the curriculum being taught to students throughout the year.

2. Field trips are considered *privileges* that must be earned by the students. That means that students whose grades are not what they should be or those who have not exhibited exemplary behavior, may not be allowed to go on field trips. The Chief Educational Officer or Assistant Principal has the authority to exclude a student from participating in school related activities if the student’s conduct, at school or outside of school, is deemed unacceptable.

3. Parents may have to pay a fee in order for a student to participate in a field trip. Field trips shall not be of a prohibitive cost to a student. *Any money that is paid toward a field trip is non-refundable. This includes students who are suspended and/or not permitted to attend due to behavioral issues.* There will be no exceptions. Reservations for field trips are made based on a good faith estimate of the number of students going and costs are considered accordingly; therefore, additional costs due to cancellations will not be incurred by the remaining students going on the field trip or incurred by the school.
4. Parents or guardians shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, time of departure, time of return to the school and any costs. Any student making a trip shall present a note from his/her parent or guardian giving permission to make the trip. The field trip form is to be completed by the parent/guardian giving permission.

5. Students who are ill the day of the field trip or who have not been free of a fever for at least 24 hours shall not attend the field trip. This is in the best interest of the student. If a student becomes ill during the field trip, the teacher will contact the parent so the parent can pick up the student.

The Administration requires all field trips, and any and all other school related events and activities which require student transportation to be provided by district and commercial bus service to be self funded.

1200.14 LLT Guidelines for Teaching Politics and Religion

Following are the LLT guidelines regarding teaching religion.

- The LLT approach to religion is academic, not devotional.
- LLT strives for student awareness of religions, but will not press for student acceptance of any religion.
- LLT may expose students to a diversity of religious views, but will not impose any particular view nor will it promote or denigrate any religion.
- LLT informs students about various religious beliefs; it will not seek to conform students to any particular belief.

Following are the LLT guidelines regarding teaching politics.

- The LLT approach to politics is academic and non-partisan.
- LLT strives for student awareness of diverse political processes.
- The school may expose students to a diversity of political viewpoints but will not impose any particular bias.
- LLT will not seek to conform students to any particular belief.

GLOSSARY

Aggravated Battery: when a person intentionally or knowingly causes great bodily harm or permanent disfigurement, or uses a deadly weapon.

Alcohol: alcoholic beverages of any amount, including, but not limited to, beer, wine or wine coolers, and liquor.

Arson: setting a fire on or in school property.

Assault: intentional unlawful threat by word or act to do violence to the person of another, coupled with the apparent ability to do so, and doing some act which creates a well founded fear in such another person that such violence is imminent. (Quoted directly from FL State Statute)

Battery: an actual and intentional touching or striking of another person against his/her will or intentionally causing bodily harm to an individual.
**Bomb/Explosive:** any chemical compound, mixture, or device, with the primary purpose of function by explosion. The term “explosion” is defined as a rapid buildup of gases that overcome the structural or material resistance of its container and a blast.

**Breaking/Entering:** the unlawful entry into a building or other structure or vehicle with the intent to commit a felony or theft.

**Bullying:** systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve, but is not limited to: teasing, social exclusion, threat, intimidation, physical violence, theft, sexual, religious or racial harassment, public humiliation; or destruction of property.

**Cheating:** the act or the intent to fraudulently deceive.

**Computer (Technology) Misuse:** inappropriate use including, but not limited to, breaking into restricted accounts or networks, modifying files without permission, illegally copying software, and entering or distributing inappropriate or unauthorized files (for example, pornographic files); vandalism of computer equipment.

**Continuous Disruptive Behavior:** behavior which disrupts a classroom or the school, continually engaging in behavior which jeopardizes the health, safety, and welfare of others on campus, or school-sponsored transportation.

**Controlled Substance:** any medication, drug, or substance that is regulated by law. Prescribed medications must be registered and distributed by school personnel using the LLT Academy Board procedures.

**Copyright:** exclusive rights that regulate the use of an idea or expression

**Cyber bullying:** the act of using information and communication technologies such as e-mail, cell phone, text messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, hostile behavior by an individual or group, that is intended to harm others.

**Defiance:** blatant refusal to follow school directive.

**Detention:** supervised before school, at lunch time, or after school

**Dismissal:** the removal of the right and obligation of a student to attend LLT ACADEMY.

**Disrespect:** display of a lack of respect, regard, or esteem towards a school employee or student.

**Disorderly Conduct:** any act which substantially disrupts the orderly conduct of a school function, behavior substantially disrupting the orderly learning environment or posing a threat to the health, safety, and/or welfare of students and/or staff.

**Drugs:** drugs which require a physician’s prescription, or the possession of which is prohibited by law, or those classified as “designer drugs” under Florida Statutes. Also prohibited is the sale or distribution of any substance represented by the student to be a controlled substance, the use of any legal substance to attain a mood-altering effect, and the possession of any equipment or device for preparing or taking drugs.

**Electronic Devices:** radios, mp3 players, tape players, digital recorders, beepers, laser pointers, electronic games, or any unnecessary devices deemed potentially disruptive shall not be allowed at school unless authorized by the teacher or school administrator. Students bringing any of these for a class project must make arrangements with the teacher or an administrator for safekeeping.
**Firearms:** operable or inoperable, loaded or unloaded firearms of any kind. Included in this list are pellet or BB guns and starter pistols. (See Weapons.)

**Forgery:** the making of a false or misleading written communication with the intent to deceive.

**Gambling:** any participation in games (or activities) of chance for money and/or other things of value.

**Gang-related Activity:** any activity or behavior that indicates involvement with a gang (for instance, hand signals, graffiti, gang attire, wearing of colors).

**Harassment:** any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

**HCSB:** Hillsborough County School Board.

**Homicide:** murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.

**Kidnapping:** the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian(s).

**Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles, and mopeds.

**Out-of School Suspension:** the temporary removal of a student from all classes of instruction on school grounds and all other school-sponsored activities, except as authorized by the Chief Educational Officer or designee for a period not to exceed ten school days.

**Plagiarism:** the unauthorized use or close imitation of another’s thoughts, writings, or ideas without permission and representing them as one’s own original work.

**PRA:** Parent Resource Association.

**Profanity:** disrespectful language or gestures that are deemed vile, vulgar, or debasing.

**Restitution:** restoring or paying for damaged or stolen property.

**Robbery/Extortion (using force):** the taking or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force, or by threat of force or violence, and/or by putting the victim in fear.

**Sexual Assault (includes attempted):** any sexual act directed toward another person, forcibly and/or against the person’s will, or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.

**Sexual Offenses:** sexual behavior or conduct without force or threat of force and where the victim is capable of giving consent, includes, but is not limited to, consensual sexual acts, indecent exposure, obscenity, and the possession or distribution of pornographic materials.
Sexual Harassment: when a person offends another person using sexual words, pictures, gestures, or conduct. Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive. It also consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical contact of a sexual nature, when such conduct creates a disruptive, intimidating, hostile, or offensive school environment. It includes, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome or inappropriate touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Skipping: unexcused absence(s) from class period(s) or unexcused absence(s) for school days.

Tardy: late for school or class.

Theft/Larceny (Personal or School Property): the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession, of another person, including, but not limited to, pocket-picking, purse or backpack-snatching, and theft of bicycles.

Threat/Intimidation: forcing another to do something or preventing another from doing something by threatening, bullying, or making him/her afraid.

Trespassing: to enter or remain on school property without proper authorization or invitation and with no lawful purpose for entry.

Vandalism: the willful and/or malicious destruction, damage, or defacement of public or private property without the consent of the owner or the person having custody or control of it, including, but not limited to, graffiti.

Weapons (other than firearms): any pointed, sharp, or blunt instrument which has no legitimate educational purpose for the student at school, and items that closely resemble weapons (look-a-likes) or operate similarly, such as pellet guns, BB guns, and starter pistols. Toy guns, water pistols, facsimiles, or gun look-a-likes that are used in a threatening or disruptive manner shall be considered weapons. Also, any article or substance not normally considered to be a weapon, for instance, rocks, pens, pencils, scissors, laser pointers.

Willful Disobedience: deliberate failure to follow directions given by school personnel or follow established rules and regulations of the school.

Work Detail: supervised activities related to the upkeep and maintenance of school facilities as an alternative to other disciplinary responses.

Appendix 1  Public Notice on Student Records

PUBLIC NOTICE
Student Records Maintained by the Hillsborough County School System
Adopted by the School Board, April 18, 1978
Updated and Revised in Accordance with the Family Educational Rights and Privacy Act (FERPA)
Federal Register, November 21, 1996

WHAT ARE STUDENT RECORDS?
Education records are records maintained by the school and are directly related to a student. Education records of students are sometimes maintained at several locations. The Chief Educational Officer has a list of all the types and locations of education records maintained by the school system and the titles and
addresses of the school officials responsible for these records. Parents, guardians, and eligible students over the age of eighteen may inspect and review that list upon oral or written request.

WHY MAINTAIN STUDENT RECORDS?
Florida Statutes mandate that each Chief Educational Officer maintains a permanent cumulative record for each student enrolled in a public school. Such record shall be maintained as prescribed by regulations of the State Board of Education. Student records are used for planning instructional programs, for guidance of students, for preparation of State and Federal reports, and for research.

WHAT INFORMATION IS IN A STUDENT’S RECORD?
Education records are maintained in accordance with policies of the School Board of Hillsborough County and contain identifying data (student and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports, and anecdotal records of professional staff. The Chief Educational Officer may maintain a separate disciplinary file for students involved in misconduct to include, but not limited to, description of misconduct, suspension notice(s), record of disciplinary action(s) taken. These records are updated annually and information no longer pertinent is removed.

WHO HAS ACCESS TO STUDENT RECORDS?
The following persons can access a student’s records: parent, eligible student over the age of eighteen, school officials, a party with the written permission of the parent or eligible student, certain state and local officials who are part of the juvenile justice system, federal grand jury or other law enforcement agency issuing a subpoena directing information to a particular party. Note: Court may order nondisclosure of a subpoena or information provided in response to a subpoena. Footnote: A release of information without parent or student (over the age of eighteen) consent can be made to school officials with a legitimate educational interest. A school official is considered to have a legitimate educational interest if the official needs to review a student record in order to fulfill his/her professional responsibility. A school official is a person employed by LLT, such as an administrator, teacher or support staff (including health and medical staff), a person serving on the LLT Board, a person or company with whom the school has contracted to perform a certain task (such as an attorney, auditor, consultant, or therapist), or a parent or student on an official committee, such as disciplinary or grievance committee, or another school official performing his/her professional responsibility.

WHAT ARE THE RIGHTS OF A PARENT?
Parents or eligible students over the age of eighteen have the right to inspect and review all education records. A parent’s or eligible student’s request to inspect and review a student’s education records must be in writing. The request shall be granted within a reasonable period of time, not to exceed thirty days. The inspection and review of records shall be held in the presence of an official of the school system. A parent or eligible student has the right to a response to reasonable requests for explanations and interpretations of the records. A parent or eligible student has the right to obtain copies of the education records of a student. The schedule of fees for copies is on file with the Chief Educational Officer. No fee for copying may be charged to any parent if it would effectively prevent that parent from exercising his/her right to inspect and review the records.

A parent or eligible student who believes that information contained in the education records of a student is inaccurate, misleading, or violating the privacy or the rights of the student, may request in writing an informal conference with the Chief Educational Officer for the purpose of amending the records. The Chief Educational Officer shall decide whether to amend the education records within a reasonable period of time. If the Chief Educational Officer refuses to amend the records, he or she shall inform the parent or eligible student of that refusal, and advise the parent or eligible student of the right to file a grievance (refer to Grievance Procedure).
Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the school to comply with the requirements of FERPA. (see address below.) Whatever rights are vested in the parent shall pass to the student whenever the student has attained eighteen years of age or is attending an institution of post-secondary education. (Parents shall have access to their dependent children’s records regardless of age and shall have the right of signing for the release of dependent children’s records.

WHAT INFORMATION IS RELEASED WITHOUT PARENT PERMISSION?
Copies of a student record may be sent to a school outside the Hillsborough County Public School System upon receipt of a written official school request. Parents or eligible students are to be notified of such transfers. Requests for records from all other sources require written permission of the parent or eligible student. Schools reserve the right to release “directory information” without prior permission of the parent or eligible student for school publications, yearbooks, programs for school events, handbills, rosters, and news releases. Such information shall be limited to name, grade level, age, participation in school sponsored activities, height and weight of athletic team members, graduation dates, and awards and honors received. Parents objecting to this use of directory information must notify the Chief Educational Officer no later than ten days after receipt of this Handbook.

Schools shall furnish data to state agencies when an agreement between the said agency and the school existed prior to November 19, 1974. Such information may include “directory information” plus address, telephone number, date and place of birth, dates of attendance, and former schools attended.

In the preparation of cases for prosecution under the Compulsory School Attendance: Child Welfare Law, the school is authorized to release pertinent school data in interpretative form to the State Attorney’s Office, to the Office of Youth Services, and to the Circuit Court, Juvenile Division, without parent consent. It is not necessary for parents and students (over the age of eighteen) to be notified if information from the student record is requested by subpoena from a federal grand jury. In addition, if a court or other agency with the power to issue a subpoena does so for law enforcement purposes and orders the school not to disclose the existence or the contents of the subpoena, the school is not required to notify the parent or student before compliance with the subpoena.

In cases of child abuse, school officials are authorized and mandated by Florida Statute to report the same to the Department of Children and Families and to provide them with the necessary information to pursue such complaints.

WHERE CAN COPIES OF POLICY BE OBTAINED?
Parents of students or eligible students may obtain copies of Hillsborough County School Board policies at any public school location.

ADDRESS:
LLT ACADEMY
Acknowledgement of Student Handbook 2011-2012

Parents:

I have read and agree to follow the guidelines of LLT Academy’s Student Handbook. I understand the consequences related to discipline policies and the process that will follow if my student requires disciplinary action. I understand the requirements and expectations for my child as set forth by LLT Academy. I look forward to partnering with my child, teachers and the Administration of LLT Academy for a successful 2011-2012 school year.

Parent or Guardian Signature and Date

Students:

I have read and agree to follow the guidelines of LLT Academy’s Student Handbook. I understand the consequences related to discipline policies and the process that will follow if my choices result in disciplinary action. I understand the requirements and expectations as set forth by LLT Academy. I look forward to partnering with my parents, teachers and the Administration of LLT Academy for a successful 2011-2012 school year.

Student Signature and Date

Lesley Logan/CEO Signature and Date

“STUDENTS matter, CHARACTER counts, TEACHERS care”

6771 Madison Ave ~ Tampa, FL 33619 ~ (813) 234-0940 ~ Fax (813) 234-0946
At LLT Academy, we consider communicating with our families, one of our main priorities. In order to communicate in a timely and efficient manner, the majority of our communication is sent by way of constant contact electronic mail newsletters. These emails contain information that is time sensitive. Our calendar updates, field trip information, PTSO events, and letters from administration are just a few examples of what we include in the email newsletters.

Parent link phone calls will also be sent when the communication message is of urgent nature.

It is very important that the school office has your email address correct. If your email address changes within the school year please email sconnolly@lltacademy.com. We thank you in advance for doing your part.

Parents:

I am the parent of ____________________________ (Print student name and homeroom teacher) and I understand that it is my responsibility to check email within 48 hours and keep my email current with the school office.

______________________________  ______________________________
Parent or Guardian Signature and Date  Parent or Guardian Email

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