# STELLAR LEADERSHIP ACADEMY

# PARENT/STUDENT HANDBOOK 2026 - 2027

**STELLAR LEADERSHIP ACADEMY**
**7900 NW 27TH AVENUE, SUITE# F1**
**MIAMI, FLORIDA 33147**
**305.693.2273**

Charter school students are students of Miami-Dade County Public Schools.
"**HOME OF THE LIONS**"

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## *Mission*

Stellar Leadership Academy Charter School provides a quality, empowering, and personalized educational choice option for at-risk and under-served students in grades 9-12.

## *Vision*

To educate, train, and inspire our students in a learning environment that models the values of integrity, teamwork, perseverance, and personal responsibility, and where respect is the foundation of productive relationships, such that each of our graduates possesses the knowledge and character to meet the challenges of learning, working and living in the 21st Century.

## *Values*

- We promote honesty, transparency, ethical conduct, and uphold strong morals and principles for creating a better self, school, and community.
- We work collaboratively and collectively so that we can succeed together.
- We recognize that learning is a life-long process and requires the support of all stakeholders.
- We encourage students and staff to take ownership of learning and to support the learning and well-being of others.
- We value and honor the diverse perspectives, identities, and worth of all stakeholders.

## *Educational Belief*

We believe in providing quality education that enables the acquiring of skills essential to daily living, learning social norms, developing judgement and reasoning, and learning how to discern those characteristics needed to be responsible and self-reliant.

### Philosophy of Education

Stellar Leadership Academy Charter School has distinguished itself as a beacon of hope, opportunity, and educational successfully achieved its mission, vision, and specific goals that include a high enrollment of students. This has been successfully achieved through the provision of a dual module quality education with a blended model of instruction that utilizes both technology and direct instruction designed to meet the individual learning and instructional needs of students.

The school seeks to continue its goal of achieving high standards of excellence in education and life-long success among its population of students and families, as well as through its continued partnerships in the community. The mission will also continue through its employment and retention of highly effective leaders, teachers, and staff to build upon the school's success in prior years and into the future.

## *Student Application Process*

1. Complete a Stellar Leadership Academy of Excellence (SLA) admission/waiting list application online or in-person at the school.

2. To submit a completed application, you will also be required to submit copies of your Birth Certificate, a monthly utility bill, lease, or mortgage statement. A photo ID is also required.

3. Once you have submitted an application and all required documentation, you will meet the school registration to proceed with the enrollment process.

4. If enrollment exceeds capacity, Stellar Leadership Academy of Excellence (SLA) will implement its enrollment/selection & lottery process. Any students that inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first serve basis. Admission preferences may only be given to existing students and siblings of existing students.

## *Student Enrollment Process*

1. An admission/waiting list application is completed.

2. A student will need to provide all required documents.

   - Completed Registration Packet

   - Withdrawal Form, Withdrawal Grades/Inactive Grade Reports, & Official Transcript (Transcript must be enclosed in a sealed envelope) If a student is currently attending a private school, the latest report card and/or official transcript and standardized score report will be requested (for initial scheduling purposes only).

   - Picture Identification Card (ID) (Driver's License/State ID, Previous High School ID, Passport or Residency Card)

   - Original Birth Certificate or Alternative (Affidavit or Passport) must be presented

   - Health Requirements due at the time of registration:
     - Student Health Examination (DH3040 form)
     - Florida Certificate of Immunization (HRS 680 form)

   - Two Proofs of Residency
     - Broker's or Attorney's statement of parents' purchase or residence; or properly executed lease agreement.
     - Current Homestead Exemption Card, Electric deposit receipt or electric bill showing name and service address (Water, Cable, or Phone Service)

3. If accepted, the student will participate in a mandatory orientation transitional lab meeting.

    - Attend Orientation & Transition Lab/Complete Individualized Student Learning Plans

        - All students are issued individualized student learning plans after enrolling at the Stellar Leadership Academy of Excellence (SLA). This is the roadmap, or individual plan of study, which includes development of an academic plan/goal setting, a flexible career focus and an education plan that is clearly defined and relevant to assure a successful and efficient transition to the school's pathways; college preparatory and/or vocational workforce preparation.

        - The foundational element of the individualized student learning plans are to place the students in the appropriate courses, develop targeted intervention strategies, acclimate the student into the blended online/direct instruction model and to inform the student of the graduation requirements, approved coursework for the student's educational and career goals, as well as to plan out the work-based learning experiences available.

        - The individualized student learning plans are developed cooperatively with the student and the student's counselor/academic advisor, an administrator, the enrollment specialist (school registrar) and the intervention specialist. The plan is reviewed quarterly throughout the year.

## *Enrollment/Selection & Lottery Process*

If the number of applications for enrollment received exceeds the openings in each grade level, shift, or overall school enrollment capacity, applications will enter a random selection process based upon Florida Statute 1002.33, subsection (10), article (b).

**Stellar Leadership Academy, Inc. (SLA) guidelines for lottery selection are as follows:**

1. All applications that are turned in between August 1st through December 1st are logged and assigned a confirmation number.

2. After the December 1st deadline, SLA will assess the number of applicants submitting completed applications compared to openings in a grade level, the total number of students on each shift, or overall school enrollment capacity.

3. If the number of applications exceeds enrollment capacity, SLA will hold a random draw (lottery) to fill the available vacancies as applicable. If the number of applications received is less than the number of openings, then all eligible students are admitted, according to the open enrollment process and procedures.

4. The random draw, or lottery process, starts with a container containing all confirmation numbers of eligible applicants.

5. A designee, who is not an employee of SLA nor a current SLA governing board of directors' member, will draw one confirmation number at a time out of the container for which there are openings. This confirmation number is then checked against the application list for sibling applicants to allow sibling applicants an automatic position if there are openings.

6. After all vacant seats have been filled, SLA will then continue the lottery process by drawing from the remaining confirmation numbers of applicants who submitted their applications during the priority window of August 1st to December 1st. These applicants will be assigned a waiting list number in the order that they are drawn. If openings occur during the summer or the school year for which the applicants apply, they will be offered a position in the order of the lottery-assigned waiting list number.

7. Any applications received after the December 1st deadline will be accepted but will not be considered unless all applicants from the first lottery have either filled vacancies or turned down offers of enrollment. After that time, SLA will put all applications received after the December 1st deadline into a lottery system to fill openings. This is not first come first served, but an additional lottery for all applicants who turned in an application after December 1st.

8. Students drawn for the first round of admissions (and their siblings, if applicable) will be notified by the second week in January. If offers of enrollment are turned down or there is a vacancy identified for some other reason, additional applicants will be notified in the order of their lottery assigned waiting list number.

9. Students who are not admitted may reapply for the subsequent school year during the next enrollment window beginning August 1st. Applications and all associated confirmation numbers and waiting list positions expire after one school year.

10. Student Enrollment Continues (May 30th of each year) - Conduct Lottery if necessary.

11. Second Registration Period (July 15th through July 31st) Conduct Lottery if necessary-if number of applicants exceeds capacity again).

12. If any information on the application is false or not openly disclosed, it will be grounds for immediate withdrawal.

## *School Admission Fees*

Stellar Leadership Academy (SLA) is a tuition-free school with Miami-Dade County Public Schools and no fees are required for applying and enrolling.

## *Non-Discrimination Policy*

Enrollment will not be denied to any eligible applicant based on sex, race, religion, national origin, ancestry, pregnancy, marital/parental status, sexual orientation, physical, mental, emotional or learning disability. Stellar Leadership Academy (SLA) will not discriminate in its student admissions policies or practices whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school. If you feel that you have been discriminated against, please contact Mrs. Dannie McMillon, Conflict Resolution Contact Person, at 305-693-2273 for further assistance.

# *Student Immunizations*

NO STUDENT WILL BE ADMITTED TO SCHOOL WITHOUT PRESENTING TANGIBLE DOCUMENTATION THAT IMMUNIZATION AND HEALTH REQUIREMENTS HAVE BEEN MET.

The following documentation is required to meet the requirements of Miami-Dade County and Stellar Leadership Academy:

1. **Florida Certification of Immunization** DH-680.
2. **State of Florida School Entry Health Exam** DH-3040, including proof of tuberculin screening, reading of the test, and appropriate follow-up.

Parents/guardians are encouraged to contact their medical provider for information regarding the required school entry vaccines. If parents/guardians are experiencing financial difficulties or if a parent/guardian do not have a private medical provider, they can contact the Florida Department of Health in Miami-Dade County Special Immunization Unit at (786) 845-0550 to schedule an appointment to receive **FREE** school entry vaccines. Parents/guardians can also contact "The Children's Trust" Helpline at 211 to obtain a list of medical facilities that will provide immunizations at a reduced price.

Exceptions may be made for a period of 30 days for students currently in transition (Project Up-Start Program), under the Juvenile Justice System and children of Military families.

State of Florida School Entry Health Exam, (DH-3040)

Parents/guardians of ALL students are required to present evidence of a health examination performed within twelve (12) months by a medical provider prior to initial entry into a Miami-Dade County Public School. The school health exam MUST include a tuberculosis clinical screening. If the screening indicates that a follow-up skin test is needed, the student may enroll ONLY with a medical provider's statement that the student is free of communicable tuberculosis and can attend school.

Students transferring from within the state of Florida or within the county are NOT required to be re-examined. However, ALL students' initially entering Miami-Dade County Public Schools health screening must include a tuberculosis clinical screening, and evidence of appropriate follow-up if necessary.

The school entry health exam should be completed on the State of Florida School Entry Health Exam form (DH-3040). When using this form, parents/guardians must complete page one (1). A health care provider may complete page two (2) or submit their own documentation of the medical information detailed on the form.

Florida Certification of Immunization, (DH-680)

Florida Statue 1003.22, states that the Florida Department of Health requires the school board of each district shall require each student prior to admittance, or attendance in a Florida public or private school in PK-12th grade, to present or to have on file a Florida Certificate of Immunization (DH-680).

The following vaccinations are needed for students attending kindergarten through twelfth grade:

Grade Levels (including retained for the grade)

Immunization Requirements Kindergarten through twelfth grade (K-12th)

• Four or five doses of diphtheria-tetanus-pertussis (DTap) vaccine
    - The fifth dose of DTap vaccine is not necessary if the fourth dose was administered at age 4 years or older.

• Three doses of hepatitis B (Hep B) vaccine

• Three, four or five doses of polio (IPV) vaccine
    - If four or more doses are administered before age 4 years, an additional dose should be administered at age 4 through 6 years and at least six months after the previous dose. A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least six months after the previous one.

• Two doses of measles-mumps-rubella (MMR) vaccine

• Two doses of varicella (chicken pox) vaccine
    - Varicella (chicken pox) vaccine is not required if the child has a documented history of the varicella (chicken pox) disease.

Seventh grade (7th)

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine Students enrolling in school for the first time or transferring into Miami-Dade County Public

Students enrolling in school for the first time or transferring into Miami-Dade County Public Schools from out-of-state MUST present one of the following:

1. Florida Certificate of Immunization Form
    - Complete Florida Certificate of Immunization form should be marked only when ALL kindergarten or seventh grade immunization requirements are met.

2. Temporary Medical Exemption
    - Temporary Medical Exemptions should only be marked when a medical provider indicates that the child has received as many immunizations as are medically indicated at this time. An additional Florida Certificate of Immunization form MUST be presented on or before the expiration date. If the additional certificate is not presented on or before the expiration date, the student must be excluded from school.

3. Permanent Medical Exemption
    - A Permanent Medical Exemption is provided when a child cannot receive one or more vaccines due to medical reasons. The medical provider MUST list the vaccine(s) that are contraindicated on the Florida Certificate of Immunization form.

4. Religious Exemption
    - A request for a religious exemption from immunization requirements is issued ONLY by the Florida Department of Health in Miami-Dade County for a child who is not immunized because of his/her family's religious tenets or practices.

- The Religious Exemption from Immunization form (DH-681) MUST be kept on file at the school to facilitate identification of unimmunized/susceptible children needing exclusion during an outbreak of a vaccine-preventable disease.

## *Re-enrollment*

Students who have withdrawn from Stellar Leadership Academy during a school year and want to enroll again will re-enroll according to the enrollment process as previously outlined. Any variation to this process requires the Principal's approval.

## *Annually Required Documents*

At the beginning of each academic year (August), the school must distribute and collect the following forms and documents from all students who have rolled over from the previous school year:

- Current school year Board-approved Parent/Student Handbook (no collection necessary)
- Current school year Miami-Dade County Public School Student Code of Conduct Handbook (no collection necessary)
- Current school year Board-approved School Calendar (no collection necessary)
- Emergency Medical Authorization – must be completed, signed by the parent or student (if over 18), and collected.
- Title One Compact – must be completed, signed by the parent or student (if over 18), and collected for both school wide and targeted schools (if applicable).
- Family Education Services (FES) consent forms (if applicable).

## *Change of Address/Phone Number*

It is the student's/parent's responsibility to inform Stellar Leadership Academy office of any change of address or phone number. Any other relevant information must also be updated in the office.

## Non-Sectarian School

Stellar Leadership Academy is a public, non-sectarian school.

## *Title I*

Stellar Leadership Academy is a Title I school. Title I is a major component of the Elementary and Secondary Education Act (ESEA), passed in 1965 as part of President Lyndon B. Johnson's War on Poverty. The current reauthorization of ESEA is Every Student Succeeds Act (ESSA), signed into law by President Barack Obama on December 10, 2015.

Title I is the part of ESSA that supports programs in schools and school districts to improve the learning of children from low-income families. Title I is the largest federally funded education program designed to provide students with additional help in Reading, Language Arts, Mathematics, Science and Social Studies. The Title I Program is committed to helping schools close the achievement gap between disadvantaged and minority

students and their peers.

Title I funding flows from the U.S. Department of Education (as appropriated by Congress) to the Florida Department of Education (FDOE), which then allocates funds to Miami-Dade County Public Schools (M-DCPS). Title I Schoolwide Program funding is provided directly to eligible schools above the 75 percent poverty threshold. Title I schools spend the funds allocated based on formalized School Improvement Processes approved by M-DCPS and FDOE.

## *Title IX*

Stellar Leadership Academy adheres to the provisions of Title IX regulations prohibiting sex discrimination in education as administered by the Office for Civil Rights of the U.S. Department of Health, Education, and Welfare.

Specifically, Title IX states: "No person in the United Sates shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

### *Title IX Complaints Appeals*

The purpose of this Title IX Complaint form is to gather the essential basic facts of the alleged actions to facilitate prompt and equitable resolutions of complaints of sexual harassment prohibited by Title IX of the Education Amendments of 1972 ("Title IX"). This form applies only to complaints alleging sexual harassment and/or retaliation related to sexual harassment, with sexual harassment defined as conduct on the basis of sex that satisfies one or more of the following: a quid pro quo; unwelcome conduct so severe, pervasive and objectively offensive that it effectively denies a person equal access to the School Board's education program or activity; sexual assault; dating violence; domestic violence; and/or stalking.

The dismissal of a formal complaint or allegations contained therein, or of the findings of responsibility or non-responsibility in the Final Determination Report, may be appealed by either the Complainant or the Respondent by submitting a request to the District's Title IX Coordinator using this form within three (3) business days of the written Notice of Dismissal or issuance of the Final Determination Report.
https://mdcdhr.entest.org/civilrights/Title%20IX%20Appeal%20Request%20Form.pdf

The school Title IX Coordinator/Reviewer is Dr. Angel P. Chaisson and can be contacted at 305-693-2273 ext. 106.

# Student Responsibilities

## *A. Code of Conduct*

Stellar Leadership Academy recognizes that a positive learning environment cannot occur without maintaining order and discipline conducive to learning. The District Code of Conduct is intended to standardize procedures to guarantee the rights of every student at the Center.

Students at Stellar Leadership Academy are required to understand the District Student Code of Conduct. When students do not follow the rules, they are expected to accept the consequences. The student's attitude toward the rules of SLA is very important. "An explanation of the responsibilities of each student with regard to appropriate dress, respect for self and others, and the role that appropriate dress and respect for self and others has on an orderly learning environment" was signed into law and effective July 1, 2011. The law provides penalties for students who wear clothing that exposes underwear or body parts in an indecent or vulgar manner. Finally, the law includes adherence to the dress code and code of student conduct as a condition for participation in extracurricular activities.

To view the text of the new law, please visit the link:
http://www.flsenate.gov/Session/Bill/2011/0228/BillText/er/PDF

Corporal punishment is not permitted. No employee should threaten, inflict, or cause unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

The rules of the Code of Conduct apply to any conduct that occurs:

1. On school grounds during the school day or immediately before or after school hours;
2. On school grounds at any other time when the school is being used by a school group;
3. On or off school grounds at any school activity, function or event;
4. Traveling to and from school, including actions on any school or public conveyance.

## ***School Wide Discipline Plan***

1. **Teachers will enforce the school-wide discipline plan by**:
   -Having high expectations of students
   -Posting expectations in classroom (Have a class meeting to engage the students in setting the expectations)
   -Reviewing expectations with class regularly
   -Include school wide discipline plan in substitute plans

**2. Establishing classroom routines/procedure for the following**:
-Arrival
-Entering the classroom
-Sharpening pencils
-Transition from one activity to another
-Walking through the hallways
-Going to the restroom
-Dismissal

3. **Fidelity to the implementation of the following:**
   -School Wide Expectations
   -Tardy/Absent Expectation
   -Arrival/Dismissal Expectations
   -Maintaining consistency

**Sexting**

Board Policy 5136.02 - Sexting prohibits "sexting" which is the act of sending or forwarding sexually explicit, nude, or partially nude photographs/images through cellular telephones and other electronic media.

Sexting is prohibited and will not be tolerated. The policy 5136.02-Sexting, Sexting addresses sexting, and will be enforced pursuant the Code of Student Conduct.

The levels of sexting offenses are:

Sexting (1)

- A personal, 1-to-1 student-to-student exposure/transmission which is not coerced and not intended for redistribution.

    - As an example, a student may voluntarily send a provocative sext that includes a nude photograph/image to his/her boyfriend or girlfriend. The Sexting 1 offense is a Level III violation in the Code of Student Conduct. The principal must conduct a parent/guardian conference and apply at least one of the additional disciplinary strategies from Level III.

Sexting (2)

- Transmission or re-transmission of a sext to an expanded group of recipients.

    - As an example, a student who has received a sext proceeds to re-transmit the message to a few other students. A second or multiple offense of a Sexting 1 act also constitutes a Sexting 2 offense. The Sexting 2 offense is a Level IV violation of the Code of Student Conduct. The principal/designee must conduct a mandatory parent/guardian conference and apply at least one of the additional disciplinary strategies from Level IV.

Sexting (3)

- Broad exposure/distribution of a sext without consent and/or transmittal with the intent to victimize another individual.

    - As an example, a student who has received a sexting message posts the photograph/image on a social networking website in order to subject the individual photographed to ridicule, derision, scorn, etc. A Sexting 3 offense is also the repeated commission of sexting Level 1, 2 and/or 3 offenses. A Sexting 3 offense is a Level V violation of the Code of Student Conduct because it involves extreme behaviors that seriously endanger the health and well-being of others and/or damages property or character. The principal/designee must conduct a parent/guardian conference and apply at least one of the additional disciplinary strategies from Level V.

All sexting cases require a Student Services Referral (R7).

A first sexting offense committed by a minor is a non-criminal violation punishable by up to eight (8) hours of community service or subject to a $60 fine, and/or required training or instructional classes on the dangers of sexting. A second offense is a misdemeanor and the third is a felony with a possible maximum of five (5) year prison sentence.

**Threats of Violence**

Students are prohibited from making direct or indirect threats of violence against individuals or groups. Even threats made in jest or in exaggeration must be treated as serious threats. Any threat of such violence must be reported immediately to a teacher or school administrator. A threat to use a dangerous instrument or weapon on school grounds, on school sponsored transportation, or at any school sponsored activity, is prohibited.

All threats of violence (oral, written, electronic, or symbolic) will be reported to law enforcement and investigated by school officials. A student, regardless of age, found to have made a threat of violence shall be referred to mental health services and is subject to appropriate disciplinary consequences, up to and including assignment to

Alternative Educational Setting, suspension, expulsion, arrest, and/or prosecution, and may be referred to the school's Threat Assessment Team. When students use social media to threaten other students or school employees which has a direct effect on school property, law enforcement may be requested to conduct a "home visit" and/or law enforcement may be involved which could result in criminal prosecution.

It is unlawful for any person to threaten to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person, and any person convicted thereof commits a felony of the second degree pursuant to F.S. 790.162.
It is unlawful for any person to make a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, and other deadly explosive, or weapon of mass destruction pursuant to F.S. 790.166, or concerning the use of firearms in a violent manner against a person or persons, and any person convicted thereof commits a felony of the second degree pursuant to F.S. 790.163.

Any person who writes or composes and also sends or procures the sending of any letter, inscribed communication, or electronic communication, whether such letter or communication be signed or anonymous, to any person, containing a threat to kill or to do bodily injury to the person to whom such letter or communication is sent, or a threat to kill or do bodily injury to any member of the family of the person to whom such letter or communication is sent, or any person who makes, posts, or transmits a threat in a writing or other record, including an electronic record, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat, commits a felony of the second degree pursuant to F.S. 836.10.

**Under the Influence**

The impairment of one's normal faculties, such as walking, talking, etc., as may be evidenced by, but not limited to bloodshot eyes, slurred speech, odor of alcohol/elicit substance, stumbling, imbalance, drowsiness, flushed face."

Special Note: These observations may be made by a lawyer (non-expert) witness. An administrator may conclude that a student is under the influence of alcohol or an illicit substance based on the totality of the

circumstances. An administrator should first rule out that the student is having a reaction to food or authorized prescription medication or experiencing a medical condition.

**Wireless Communication Devices**

Wireless communication devices include two-way communication devices, such as cellular phones, mobile phones, iPads, Air Pods, wireless headphones MP3 players, electronic games, beepers, pagers, portable computers including but not limited to laptops, personal digital assistances (PDA), tablets, eReaders, personal organizers and similar wireless devices. Possessing a wireless communication device is a violation of the Code of Student Conduct unless authorized by the principal or a designee.
Possessing an Apple watch is not a violation of the Code of Conduct. However, a student shall not disrupt the educational process or interfere with the safety-to-life issues of students by using the wireless communication device inappropriately.

When using electronic devices (laptops/iPads) for the purposes of learning consistent with the educational objectives of the district during the instructional day, students must comply with Board Policy 7540.03 – Student Responsible Use of Technology, social media, and District Network Systems, Student Network and Internet Acceptable Use and Safety.

The following rules must be followed regarding the possession, use, and display of wireless communication devices:

- Students may only possess, display and use wireless communication devices (i.e. texting, email, telephone etc.) before or after the instructional day.
- **Students must ensure that the telephone is turned in before their respective shift.**
- • Students shall avoid classroom disruptions, by not displaying, using, or activating the data on authorized devices access portion of their wireless communication devices during the instructional day unless instructed to do so by the teacher and/or authorized school personnel under the Bring Your
- Own Device initiative outlined in Board Policy 7540.03. This includes during class, during lunch breaks, during class changes and during any other structured activity.
- Unless using its data access capabilities for instructional purposes as directed by their teacher and/or authorized school personnel as outlined in Board Policy 7540.03.
- • Students may only access data utilizing the school's wireless network during this time.
- • The school is not responsible if a student's wireless communication or any electronic device is lost or stolen.

**Zero Tolerance Policy**

The School Board enforces the Florida Department of Education Zero Tolerance Policy on school violence, crime, and the use of weapons. As an approach to reducing school violence, the intent of the policy is to provide a safe school climate that is drug-free and protects students' health, safety, and civil rights.

This policy requires the school district to impose the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts, such as:

• bringing or possessing a firearm or weapon to school, any school sponsored activity, or on
School-sponsored transportation; shall also result in a referral for expulsion and mental health services pursuant to Section 1006.13 F.S.

**Zero Tolerance Policy**

• making a threat or false report, respectively, involving school or school personnel's property, school transportation, or school-sponsored activity; shall also result in a referral for expulsion and mental health services pursuant to Section 1006.13 F.S.
• Homicide;
• Assault, battery, and culpable negligence;
• relating to kidnapping, false imprisonment, luring or enticing a child, and custody offenses;
• Sexual battery;
• Lewdness and indecent exposure;
• Child abuse;
• Robbery;
• Robbery by sudden snatching;
• Carjacking; and
• Home-invasion robbery

A student may also be referred to for mental health services if deemed necessary by the threat assessment team.

The State of Florida Juvenile Justice Reform Act of 1965 requires the School District to link juvenile violent incidents to the action taken by the student's school and the district. The district is required to collect data about violent incidents involving students during each school year and transmit a report to the state. Certain infractions in the Code of Student Conduct may result in criminal penalties as well as administrative corrective strategies.

**Zero Tolerance Downloading Policy**

Students that access any other website besides Edgenuity without the permission will be subject to Administrative review which can include suspension or even expulsion. Downloading or even bypassing websites is considered hacking under the computer crime statues (Reinhart, 2012). The law punishes unauthorized access to a computer or computer network, with penalties ranging from a class B misdemeanor to a class D felony (Reinhart, 2012).

A person commits a "computer crime" when he or she commits the following:

1. Access a computer without authorization
2. Accesses or uses a computer system to obtain unauthorized computer services.
3. Intentionally or recklessly disrupts, degrades, or causes a disruption or degradation of computer services.
4. Under this Code of Conduct, the following definitions will apply:

**Student:**
A person, adult or minor, enrolled in Stellar Leadership Academy.

**Parent**:

a) Official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including any and all State of Florida government case workers and/or group home employees as identified at the time of admission or amended in writing thereafter; or an emancipated minor (proof required);
b) For dependent adult student, ages 18-20, parent, guardian, etc. with whom he/she lives
c) For married and independent adult students ages 18-20 and for all students 21 years old or above, the student him/herself.

**Spouse**:
The legal spouse of a student as expressed in a marriage certificate of any state, the commonwealth of Puerto Rico, or sovereign nation.

The following behaviors are considered **OFFENSES** at Stellar Leadership Academy and will result in corrective action, up to and including a suspension, expulsion at the discretion of the principal.

1. **Truancy** – absent without permission from the school or parent/guardian.
2. **Dress Code Violation** – not dressed according to Stellar Leadership Academy's dress code.
3. **Disruption** – interfering with school policies or classroom routine.
4. **Cellular Phone Usage** – See Wireless Communication Device Policy.
5. **Cheating** – copying someone else's work or in any way trying to take credit for work not done by the student himself/herself.
6. **Profane Language** – use of profane or unacceptable language.
7. **Sexual Misconduct** – including, but not limited to improper public display of affection in the school building or at any school related activity including but not limited to kissing, touching, etc. The prominent display of "hickies" or "passion marks" is prohibited.
8. **Smoking** – smoking in the school building and on school grounds is strictly prohibited.
9. **Sleeping** – activity which results in student non-performance.
10. **Disobedience to the lawful instructions of a staff member–** disobeying the lawful instructions of the principal, teacher, or other staff member of Stellar Leadership Academy.
11. **Out-of-Bounds –** being in any part of the building or grounds including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority. If a student is in an area of the building without permission, other than classroom, it is grounds for removal from the school.
12. **Non-completion of assigned activities** – failure to finish academic work.
13. **Failure to provide name or identification to school employees** –refusal to provide SLA staff with their name identification, or other necessary information including, but not limited to current phone number, address, etc.
14. **Theft** – taking the property of another without right or permission
15. **Fighting or violence** – participating in physical contact and/or verbal abuse with one or more students.
16. **Vandalism** – purposeful destruction of school or student property.

17. **Gang Activities** – participating in gang activities.
18. **False fire and/or bomb alarm** – willful intent to cause panic by submitting false information.
19. **Arson or attempted arson** – setting fire or attempting to set fire to any school or building property.
20. **Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance.**
21. **Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, etc.**
22. **Wrongful conduct –** actions that impede, obstruct, interfere with or violate the Center's mission, philosophy, and regulations.
23. **Destruction and or intentional harm to person or property.**
24. **Sexual harassment, misconduct, and or improper language or inappropriate touching.**
25. **Disrespect of the rights of others or other's property –** willful destruction or rudeness towards others (staff or students).
26. **Conduct which endangers themselves or others –** any form of physical contact which jeopardizes others including but not limited to horseplay and throwing objects.
27. **Harassment, Intimidation, or Bullying –** behavior whether in the classroom, on school property, to and from school, or at school-sponsored events, is expressly forbidden.
28. **Unauthorized websites and misuse of Internet** –Students misuse or actions related to the Internet may lead to the loss of his/her privileges and/or disciplinary action (See Internet Safety Policy).
29. **Any other behaviors that the principal deems as offenses that will result in corrective action.**

## B. Dress Code & Uniform Policy

The appearance of the members of the Stellar leadership Academy charter school family is of paramount importance to us. We believe that pride in our appearance is fundamental to good character development and success. Our goal is to prepare students for future success in the business world. Our dress code mirrors the standards that are acceptable in that world. Certain parts of the uniform code have been adopted to meet safety requirements. The following is the uniform policy that is endorsed by the school. Students are required to follow this policy and failure to do so will result in administrative action against the students.

1. All students are required to wear khaki or black pants/shorts. These pants may not be manufactured from jean material and must be fitted to the student correctly. Pants that are too big or too tight, frayed, torn, or distressed are not acceptable and will be deemed in violation of the uniform code.
2. **Belts must be always worn**; these belts must be fastened securely at waist level. Loose or low hanging pants will not be tolerated.
3. Shirts must be maroon, gold, white, or royal blue shirts bearing the Stellar Leadership Academy logo. Alternatively, no pins; stapled, taped or handheld logos will be permitted. Shirts must be sized to allow for a 3–4-inch overlap to be tucked into the uniform pants. All shirts must be correctly always tucked inside of the pants and secured in place with a belt. A maximum of one button may be left unfastened at the top of any shirt.
4. During cooler weather, a plain white long sleeve turtleneck may be worn underneath polo shirts.

5. Non School sweaters can only be solid white, royal blue, gold, or maroon sweaters without lettering or a hood may be worn under the school uniform shirt or you may purchase the sweatshirts with the school logos. (See uniform order form)
6. Heavy coats may only be worn outside of the school. No outside jackets will be allowed inside the school building.
7. **Shoes must be close toe. No hats, No flags, No du rags/ Scarves, No silk bonnets, No flip flops, No sandals, No slides, No Crocs, No jeans, No camouflage, No rips or tears, No designs on pants, No hoodies, No cut off shorts/ pants, No sweat-pants, No joggers, No tight clothing, No leggings/ tights, No sagging, No gym shorts, No jeggings, No button ups, No shirts/ Pull-overs worn on top of the uniform shirt.**
8. All uniforms must be clean and always pressed. Good grooming of hair, skin and fingernails is always expected.
9. All headgear is forbidden on school property.
10. No buttons, tags, or labels may be worn on the school uniform unless approved by the administration.
11. School approved spirit / club sponsored gear may be worn on Fridays.
12. Jeans are pre-determined by school administrators.

**Note: If a student is deemed to be out of school uniform, the school will confiscate the article of clothing or accessory in question, and the student will have the option of:**

- Contacting the parent / guardian for the correct article of clothing.
- Purchasing the correct article of clothing from the school. If the student does not have money for the purchase, a financial obligation will be issued.
- The confiscated articles of clothing or accessory will be returned only to the parent / guardian.
- After the third incident with the same student, the school will confiscate the article of clothing or accessory until the end of the year, and progressive disciplinary measures will begin. **(Examples of accessory discipline include but are not limited to detention, Saturday school and / or outdoor suspension.)**

**The student must comply with the uniform policy to be allowed into the school. Students will be retained at the school's office or in another part of the building prior to being admitted into the school.**

If a student enters your room without being in uniform. Security should be notified and a referral should be written to give to the grade level administrator.

## SCHOOL IDENTIFICATION BADGES (ID)

In accordance with Miami-Dade County Public School policy, all students of Stellar Leadership Academy must have an official school identification badge on school property and at any off-campus function in order to assist in ensuring student safety. The school ID is a required component of the SLA Dress Code for the safety of our students and staff.
Students must not change, alter, or deface their badges, nor should the badge be in possession of any other person other than those whose name and face appear on the badge.
The first badge will be issued early in the school year at no charge. A replacement ID may be purchased for a fee of $4.00 and an extra lanyard may be purchased for $1.00, as needed.

## C. Attendance Policy

All students must strive to maintain an 80% in-seat attendance rate (i.e.: four out of five days per week) while enrolled at Stellar Leadership Academy. Attendance rates of less than 80% are subject to disciplinary action. Students at Stellar Leadership Academy are expected to attend their academic session and be on time.

If the student needs to miss school, the student or parent/guardian (if student is under 18) must call the school **on the day of the absence** and a written excuse must be brought to school upon the student's return. Unexcused absences will reduce the student's overall attendance percentage. Excused absences will also reduce the students' overall average attendance percentage but will be considered should the total attendance percentage drop below 80%

**To graduate, a student must maintain at least an 80% in-seat attendance rate (i.e.: four out of five days per week) prior to completion of all other graduation requirements.**

***EXCUSED ABSENCES***

A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider to receive excused absences from school.

B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.

C. Death in immediate family.

D. An approved school activity (absences recorded but not reported).

E. Other absences with prior approval from the principal.

F. Attendance at a center under Department of Children and Families supervision.

G. Significant community events with prior permission of the principal. When more than one school is involved, the Region Superintendent will determine the status of the absence.

H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed. The religious holiday must be listed on the district's approved list of religious holidays.

I. Military Connected Students – M-DCPS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. To ease the burden of our students who have parents that may be deployed or on "Block Leave", schools will allow up to

a total of five days of excused absences each academic year to allow families time together.

- The absences are to be pre-approved by the school principal.
- Students shall have a reasonable amount of time to complete make-up work.

Attendance Correction Form (FM-5556) will be sent to the Federal and State Compliance Office, via Self Service at http://selfservice.dadeschools.net. for processing

Furthermore, attendance recordkeeping programs have been modified to ensure that students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level. Deployment-related absences will not negatively impact a school's percent of attendance.

J. Event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal: The student must receive advance written permission from the principal. Examples of special events include public functions, conferences, and Regional, State and National competitions.

K. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.

L. Outdoor suspensions. (this code should not be used)

M. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal, require documentation related to the condition.

***UNEXCUSED ABSENCES***

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.

Unexcused absences include:

- Vacations, personal services, local non-school events, program or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt).

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs. Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator; Disciplinary action should include notification to parents.

***EXCESSIVE ABSENCES***

A student accumulating ten or more class unexcused absences in an annual course or five or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee

***EARLY SIGN OUTS***

No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness). No student shall be permitted to leave school prior to dismissal at the request of, or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent is provided. No parent may have access to the student or may grant permission to allow the student to leave school prior to dismissal if there is a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary. The Emergency Student Data Form governs early release/withdraw of the students. The person who signs/verifies the form is responsible for providing information that is consistent with the most recent court order governing such matters as divorce, separation, or custody. No student shall be sent from school grounds to perform an errand or act as a messenger except with the approval of the principal and only for urgent and necessary school business and with the consent of the student's parents. No student who has a medical disability which may be incapacitating may be released without a person to accompany them. No student shall be released to anyone not authorized by the parent.

**NO STUDENT WILL BE ALLOWED TO SIGN THEMSELVES OUT OF SCHOOL.**

## *D. Truancy Policy*

Stellar Leadership Academy will act according to any federal, state, county and/or local laws or rules for any student who is deemed truant.
According to Florida Statute 1003.26, Enforcement of school attendance, if a student has at least 5 unexcused absences within a calendar month or ten (10) unexcused absences within a 90-calendar period, or absences for which reasons are unknown, districts must enforce school attendance for all students of compulsory school age.

**Truancy procedures are itemized below.**

1. The school principal is required to contact the parents to determine the reason for each unexcused absence for which the reason is unknown.

2. If students accumulate five (5) unexcused absences, within a calendar month, or absences for which reasons are unknown or ten (10) absences within 90 calendar days, the classroom teacher is required to report to the principal the students with patterns of non-attendance.

3. The school principal, if there is no evidence that absences were authorized in alignment with district policies regarding attendance, must refer students with patterns of non-attendance to the school's Truancy Child Study Team to determine the cause of the absences. If a pattern of non-attendance has developed, the TCST must schedule, at a mutually convenient time, an initial meeting with the parent to encourage regular school attendance. The Truancy Intervention Program – Parent Letter FM 6951 may be used to document notification of truancy to parent. *Available in English, Spanish, and Creole

4. The Truancy Child Study Team is comprised of principal, school counselor, school social worker, and other school staff as appropriate, along with parent and student (optional). This team implements intervention to resolve non-attendance that may include: frequent

attempts of communication between teacher and family; mentoring; counseling; tutoring; daily/weekly progress monitoring; evaluation for alternative programs; home visit by social worker; student schedule modification; attendance contract; psychological evaluation; referral to other district departments such as One Stop Center and The Parent Academy; and referral to outside social service agencies for family intervention.

5. Once efforts to enforce school attendance have been exhausted, the child study team will complete the Truancy Intervention Program Referral 6007 (student packet). During this process, parents are to be informed that a complaint of truancy will be filed with the Florida Department of Juvenile Justice (DJJ) through the referral to social service agencies for additional truancy diversion services, and to the Florida Department of Motor Vehicles for suspension of driving privileges, if students meet age requirement.

6. The Truancy Intervention Program Referral FM 6007 is to be signed by the child study team members, along with the parent; three members of the Truancy Child Study Committee are to sign the document if the parent is not present. The following documents are to be included:

a. Consent for Mutual Exchange of Information FM 6006* signed by the parent and team members; If parents are not available for signature, the school principal must request verbal authorization from the parent and must sign the form to officiate the consent.
*Available in English, Spanish and Creole.
b. Daily Attendance Summary Screens – DSIS
c. Student Schedule- DSIS

7. Although not required, the child study team may implement additional interventions to rectify attendance concerns. As provided below, the team may include the following in the student packet:

a. The School Attendance Agreement FM 6952 *available in English, Spanish and Creole
b. The Home Visit Form FM 5869 to record home visit/s; if no contact is made at the home, the visit should be noted and recorded on the form.
c. The Student Progress Report FM 7245 for teachers that measure students' progress.
d. Any other school site instrument that documents efforts made by the school to engage students and parents (i.e. Telephone logs, etc.).

8. Staff at the school must document in DSIS the required escalating services for truancy. Prior to submitting the Truancy Intervention Program Referral (student packets), the following codes are to be entered in the Student Case Management System (SCMS)

## *E. Tardy Policy*

1. For security reasons, the doors to Stellar Leadership Academy are locked at the beginning of each session.
2. Students are required to arrive at school on time. Students arriving after the start of their session must be accompanied by a parent.
3. Students who are tardy more than three (3) times within any one month may be subject to disciplinary action. (see the school wide progressive discipline plan)

4. Students must call in before their scheduled class to notify the receptionist that they will be late.

The principal will handle all special circumstances on a case-by-case basis.

**1st Shift Tardy Plan**

- On the student's first offense, he or she will be placed on Indoor suspension for the duration of the current period.
- On the student's second offense, he or she will be placed on Indoor suspension for the duration of the current period.
- On the student's third offense, he or she will be placed in Indoor suspension for the duration of the period. During their time in indoor suspension, the student will be required to sign a Tardy Warning Notice acknowledging that they have been about counseled about repetitive offenses and should this behavior continue further action be taken.
- On the student's fourth offense, he or she will be placed in Indoor suspension for the duration of the period. During their time in indoor suspension, the student will be required to sign a Final Tardy Warning Notice which states that they acknowledge that their next tardy will result in that student being moved to second shift.
- On the student's fifth offense, he or she will be placed on Indoor suspension for the duration of the period. During their time in indoor suspension, the student will be moved from first shift to second shift acknowledging that the student cannot make it on time and needs a later time to come to school.

**2ndshift Tardy Plan**

- On the student's first offense, he or she will be placed on Indoor suspension for the duration of the current period.
- On the student's second offense, he or she will be placed on Indoor suspension for the duration of the current period.
- On the student's third offense, he or she will be placed in Indoor suspension for the duration of the period. During their time in indoor suspension, the student will be required to sign a Tardy Warning Notice acknowledging that they have been about counseled about repetitive offenses and should this behavior continue further action be taken.
- On the student's fourth offense, he or she will be placed in Indoor suspension for the duration of the period. During their time in indoor suspension, the student will be required to sign a Final Tardy Warning Notice stating that if the behavior continues, he or she will be placed on indoor suspension for the entire day.
- On the student's fifth offense, he or she will be placed in Indoor suspension for the entire school day and will not be allowed to attend class in normal population. F. Suspension & Expulsion Procedures

Rules of suspension and expulsion follow due process requirements as mandated by the district in which the school operates.

**Suspension**

1. The principal may suspend students or the principal's designee (i.e. Assistant Principal).
2. No suspension shall exceed ten (10) school days. *
3. The Principal or Principal's designee must give written notice of the intention to suspend and the reason to the student.
4. The student shall be given the right to appear at an informal hearing before the principal and has the right to challenge the reason for the intended suspension or otherwise explain. This informal hearing can take place within three (3) days, if practicable, immediately following the infraction.
5. A written notice of suspension shall be sent or given within one calendar day of the anticipated suspension to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Principal or Board of Directors.
6. Any student suspended under the age of 18 must have a Student/Parent/Administrative Staff meeting prior to returning to school.
7. A parent/guardian has the right to appeal the suspension, which must be submitted, in writing, to the principal within fourteen (14) school days of the written notice of suspension. The principal shall immediately forward this written appeal to Stellar Leadership Academy's appeal hearing designee.

**Rule 6A-6.03312, Florida Administrative Code, Discipline Procedures for Students with Disabilities states that students may not be removed from the school for more than 10 consecutive school days for any violation of school rules, unless his behavior is a manifestation of his disability.*

**Expulsion**

1. The principal may recommend expulsion to the school district.
2. Expulsion is the removal of a student from school for the remainder of the year plus one additional year.
3. The principal shall provide the student and the parent/guardian with written notice of the recommendation for expulsion. The written notice shall include reasons for the intended expulsion.
4. The principal will abide by all the school district policies regarding expulsion.
5. All expulsion proceedings will be handled by the school district.
6. The time frame for expulsion will be determined by the school district.

## *F. Emergency Outdoor Suspension*

The school Principal may perform an emergency outdoor suspension of a student from curricular or extra-curricular activities or from the grounds if the student's presence poses a threat and/or danger to any person or property, or if the student's presence poses an on-going disruption to the educational process. This outdoor suspension may be done without immediate notice or hearing.

Any student removed will be given written notice and provided with a hearing within three (3) school days after the removal as defined in the Suspension section of this Handbook. If it is probable that the student is going to be expelled, the procedures outlined in the Expulsion section of this Handbook will be followed.

### *G. Withdrawal Policies and Procedures*

Mandatory Withdrawals – Students Aged 21 and Older
At the time a student reaches the age of 21 for regular education students, 22 for special education students will be withdrawn from Stellar Leadership Academy, unless they are ready for graduation. The appropriate withdrawal letters will be sent to the students if they are not ready for graduation.

Voluntary Withdrawals
If a parent wishes to withdraw from Stellar Leadership Academy, they must complete and sign a Withdrawal form.

Curricula Cut-Off
All curricula *in progress* at the time of withdrawal will be deleted from the system. Should a student choose to re-enroll, he/she will begin those classes again. The principal will handle all special circumstances on a case-by-case basis.

### *H. Parent & Student Surveys*

By contract, parents and students are asked to complete a Parent & Student Satisfaction Survey as well as any other school surveys deemed appropriate by the school's Principal.

## Academics

### *A. The Curriculum*

The curriculum is a combination of academic, life skills preparation and workplace instruction and experience. Each student works on an individualized computer program, participates in small group sessions and completes independent work to earn credits for graduation and pass any mandatory state testing. Students also have access to electronic educational software programs and the Internet for their academic lessons and vocational exploration. One-on-one tutoring is also available if needed.

Students receive an Individual Academic and Career Plan (IACP) based upon their academic needs and vocational/employment plans. Employability Specialists work with each student to assist with job placement, vocational opportunities and career advancement.

### *B. Academic Sessions*

Students are designated to attend one, five (5) hour academic session per day, Monday – Friday. Check with the Enrollment Specialist for an updated schedule and list of available sessions.

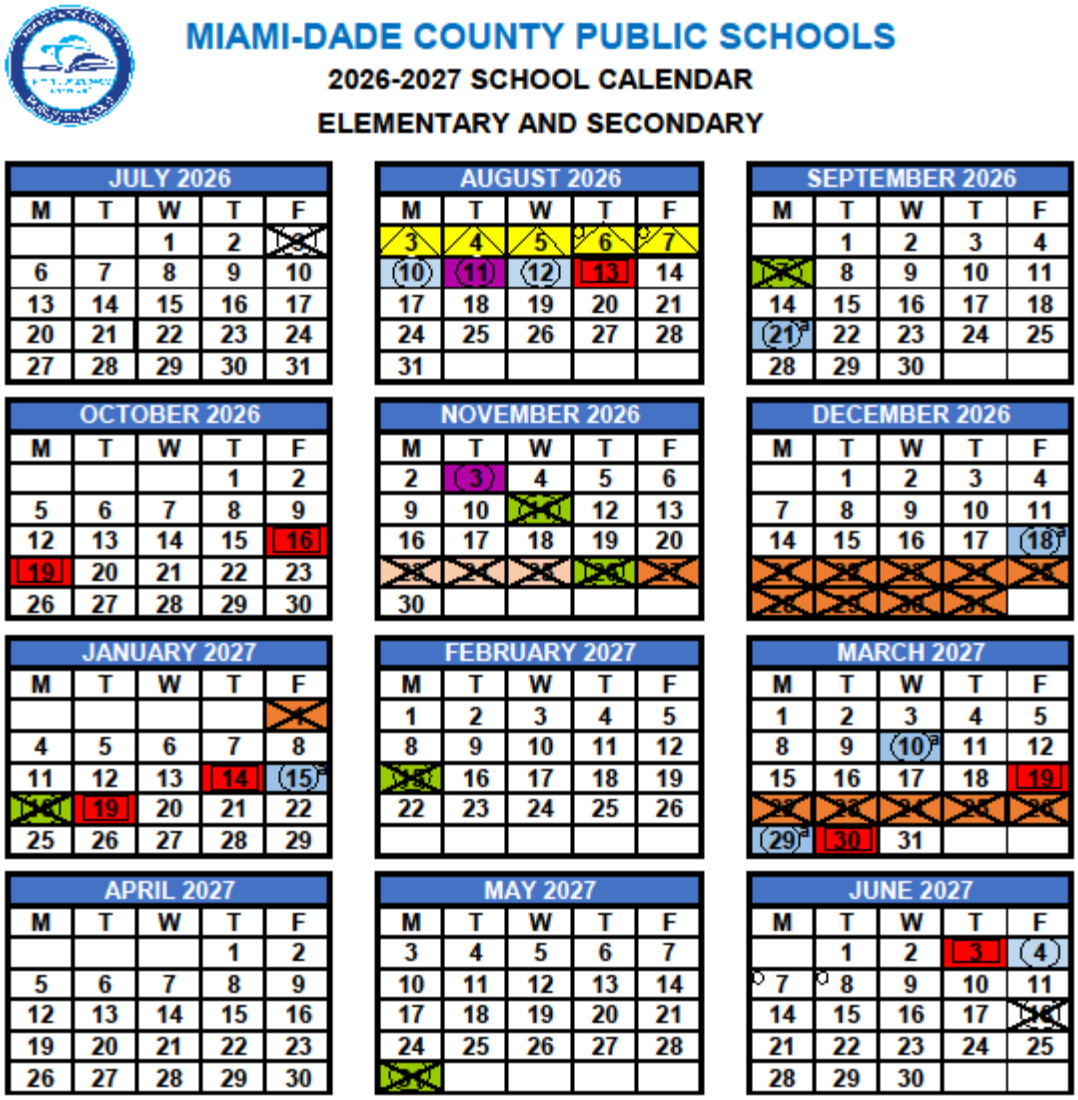
**Academic Session Times**

| | |
|---|---|
| Session 1 | 7:15 a.m. to 1:26 p.m. |
| Session 2 | 9:05 a.m. to 3:18 p.m. |

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## 2026-2027 SCHOOL CALENDAR

## ELEMENTARY AND SECONDARY



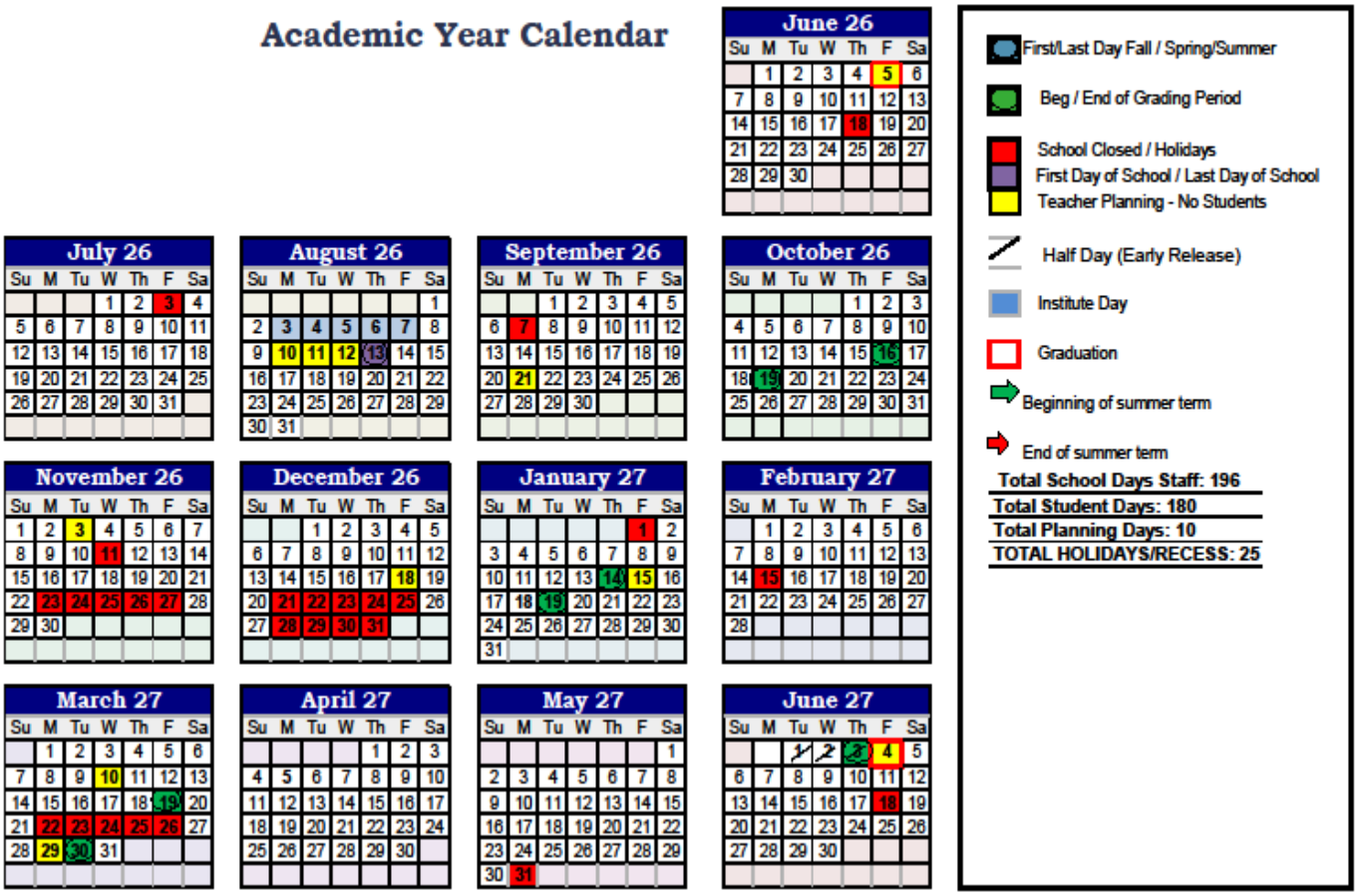

For information on employee opt days, please refer to the back of calendar.

*Board Approved 08.11.2026*

# STELLAR LEADERSHIP ACADEMY

# 2026 - 2027

## Academic Year Calendar




*Board Approved 08.11.2026*

## *C. State Assessments*

All students enrolled in tested grade levels/subjects participate in administrations with or without accommodations, per s.1008.22(3)(a), Florida Statutes (F.S.). Students should take the test(s) appropriate for the grade level/subject in which they are receiving instruction. Students may test above grade level but may not test below grade level.

Most students, including English language learner (ELL) and exceptional student education (ESE) students, enrolled in the tested grade levels or courses participate in Florida Statewide Assessment administrations. Allowable accommodation is provided to ELL and ESE students who have accommodations documented on their Individual Education Plans (IEPs) or Section 504 Plans.

Please visit the FDOE website and the Florida Statewide Assessments Portal for more information about the statewide assessment program.

**Students to Be Tested**

- Students enrolled in grades 3–10 participate in ELA assessments.
- All students participate in ELA Reading.
- Students enrolled in grades 4–10 also participate in BEST Writing.
- Retained grade 10 or grades 11–12 students who have not yet met the grade 10 ELA graduation requirement may participate in the ELA Retake assessment.
- Students enrolled in grades 3–8 participate in mathematics assessments.
- Students enrolled in Algebra 1 or Geometry must take the corresponding EOC assessment, not the grade-level mathematics assessment.

## *D. Grading*

By School Board Policy 5410, academic grades are to reflect the student's academic progress based on the standards/benchmarks for the grade level course in which the student is enrolled. The grade academic grades must not be based on the student's effort or conduct. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms which would be appropriate for the grade or subject. Letter grades shall be used to measure student success in grade 6 through grade 12 courses with each letter grade corresponding to a specific percentile from zero to one hundred percent. The academic grades of "A," "B," "C," "D," "F," or "I" are not related to the student's effort, conduct, attendance or tardiness.

Each student is required to complete weekly academic activities on the computer. In addition, workbooks, newspapers, magazines and resource materials are available for student use while completing off-line assignments. Students must receive 80% or better to master the activities.

Each student is also required to keep a portfolio of his/her accomplishments. The school's Graduation Committee and Principal review the portfolio on behalf of the Board of Directors before the student is deemed ready for graduation.

Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject based on grade level standards. The determination of the specific grade a student receives must be based on the teacher's best judgment, after careful consideration of all aspects of each student's performance during a grading period. In authorized semester courses, the student's final grade will be determined as follows: 50% value for each of two nine-week grading periods. A teacher may administer an assessment at the

end of each nine-week grading period. The value of the assessment may not exceed 10% of the grade for each nine-week grading period; there is a provision for teacher override.

In authorized annual courses, the student's final grade will be determined as follows: 25% value for each of four nine-week grading periods. A teacher may administer an assessment at the end of each nine-week grading period. The value of the assessment may not exceed 5% of the grade for each nine-week grading period, with a provision for teacher override. In order to pass an annual course in grades 9-12, a student must earn a minimum of 10 grade points, of which a minimum of five must be earned in the second semester. Teacher override (either up or down) can be used. For senior high school students, the forgiveness policy for required courses is limited to replacing a grade of D or F with a grade of C or higher earned subsequently in the same or comparable course. The forgiveness policy for elective courses is limited to replacing a grade of D or F with a grade of C or higher earned subsequently in another course. In either situation, when a student attempts forgiveness for a grade, only the new grade will be used to compute the student's GPA. Any course not replaced according to this policy will be included in the calculation of the cumulative grade point average required for graduation.

In both authorized semester courses and authorized annual courses, the criteria for grading certain students with disabilities may be modified by the Individual Educational Plan (IEP) team.

## *E. Interim Progress Reports*

Stellar Leadership Academy uses a Complete/Incomplete grading system. Interim Progress Reports and Report Cards are issued to each student every nine (9) weeks.

## *F. Grade Levels*

Unlike traditional high schools, there are no grade levels at Stellar Leadership Academy. However, from time to time, we must designate a grade equivalent for a student for various administrative purposes. The equivalent grade level will be determined for each student by the following:

- To be a **10th grader**, 4 credits (including one English* **or** one mathematics credit)
- To be an **11th grader**, 9 credits (including two English*credits, one mathematics credit, and one science credit **or** one English* credit, two mathematics credits, and one science credit)

- To be a **12th grader** 16 credits (including three English* credits, two mathematic credits, and two science credits **or** two English* credits, three mathematics credits, and two science credits)

*English through ESOL as appropriate.

## *G. Conferences/Open House*

Conferences are strongly encouraged throughout the year. Parent Teacher Conferences will be held after school hours or during teacher planning periods.

## *H. Transferring Credits*

Student credits from former high schools do transfer to Stellar Leadership Academy.

**Note:** An official transcript has a raised seal. Stellar Leadership Academy MUST have an official transcript for a student to graduate.

# *I. Graduation Requirements*

**Overview**

High school graduation requirements for Miami-Dade County Public Schools are established by the Florida Legislature, the Florida Board of Education, and The School Board of Miami-Dade County

According to section (s.) 1003.4282, Florida Statutes (F.S.), students must meet certain academic requirements to earn a standard high school diploma from a public school, including passing required courses, earning a minimum number of credits, earning a minimum grade point average, and passing certain required statewide assessments. Students who meet these requirements but do not pass the required assessments will receive a certificate of completion, which is not equivalent to a standard high school diploma. Passing scores for the statewide assessments are determined by the State Board of Education (SBE) and defined in Rule 6A-1.09422, Florida Administrative Code (F.A.C.).

**Assessment Graduation Requirements**

On October 18, 2023, the SBE adopted new score scales and passing scores for the statewide, standardized assessments aligned to the Benchmarks for Excellent Student Thinking (B.E.S.T.), which include the Florida Assessment of Student Thinking (FAST) and B.E.S.T. end-of-course (EOC) assessments. The FAST assessments and B.E.S.T. EOC assessments were administered for the first time during the 2022–23 school year, and the passing scores adopted by the SBE are effective beginning with the second administration (PM2) of FAST during the 2023–24 school year and the Winter 2023 B.E.S.T. EOC administration. The passing standard for a student is determined based on when they took or will take the required assessment, as outlined in the sections and tables below. Students who took these tests for the first time and passed prior to the rule adoption have met the assessment graduation requirement.

**Grade 10 FAST English Language Arts (ELA) Reading Assessment**
The ELA assessment students must pass to graduate with a standard high school diploma determined by the student's year of enrollment in grade 9. The FAST Grade 10 ELA Assessment is the required assessment for graduation purposes for students who entered grade 9 in 2021–22 and after. The FAST assessments, aligned to the B.E.S.T. Standards, were administered for the first time during the 2022–23 school year. Students must earn a passing Grade 10 FAST ELA Reading score in the third progress monitoring window (PM3) to meet this graduation requirement (see Table 1). In accordance with s. 1008.22, F.S., all students enrolled in grade 10 are required to participate in the grade 10 ELA assessment regardless of whether they have a passing concordant score on file.

For more information on the Grade 10 FAST ELA Reading Assessment, please see the Florida Department of Education FAST Assessments webpage.

**B.E.S.T. Algebra 1 EOC Assessment**

The Algebra 1 EOC assessment students must pass to graduate with a standard high school diploma determined by when students completed Algebra 1 or an equivalent course. Students who complete an applicable course in the 2022–23 school year and beyond are required to pass the B.E.S.T. Algebra 1 EOC Assessment (see Table 1). In accordance with s. 1008.22, F.S., students enrolled in Algebra 1 or an equivalent course are required to participate in the Algebra 1 EOC assessment, regardless of whether they have a passing comparative score on file. For more information on the B.E.S.T. Algebra 1 EOC Assessment, please see the B.E.S.T. Assessments webpage.

***End-of-Course (EOC) Assessments***

Algebra 1 and Geometry EOC assessments measure student achievement of the Florida Standards and the FCLE, Biology 1, and U.S. History EOC assessments measure student achievement of the Next Generation Sunshine State Standards (NGSSS), as outlined in their course descriptions.
Students must participate in the following EOCs, and the score will count for 30% of the final grade in the course: Algebra 1, Geometry, Biology, and U.S. History.

Students are to be counseled by the School Counselor and/or Administration regarding increases in the graduation requirements.

Passing Scores and Alternate Passing Scores for all grade levels and subjects, the minimum scale score in performance level 3 is identified as the passing score. Earning passing scores on the Grade 10 ELA and Algebra 1 EOC assessments is required for graduation with a standard high school diploma. A passing score on the Geometry EOC assessment is required for students to qualify for the Scholar Designation but is not a graduation requirement. Students who took the Grade 10 ELA or Algebra 1 EOC assessment in the Spring 2015 FSA baseline administration are eligible to use an alternate passing score for these assessments. In addition, students may earn a comparative or concordant score to meet an assessment graduation requirement. Passing scores, alternate passing scores, concordant, and comparative score options and policies are explained in Graduation Requirements for Florida's Statewide Assessments.

**Concordant and Comparative Scores for the Statewide, Standardized Graduation Assessments**

All grade 10 students must take the Grade 10 Florida Assessment of Student Thinking (FAST and students enrolled in Algebra 1 must take the B.E.S.T End-of-Course (EOC) assessment in Algebra 1. If a student does not receive a passing score on either assessment he/she may apply a concordant/comparative score achieved on a designated college readiness assessment to meet the high school graduation test requirements. The State Board of Education adopted new concordant scores that took effect on June 28, 2018, that align with Grade 10 FAST ELA and comparative scores that align with the B.E.S.T Algebra 1 EOC, per Florida Statutes. The new concordant scores required to meet graduation test requirements for the Grade 10 FAST ELA, for students who entered grade 9 in 2018-2019 and beyond are: an average of ACT English and Reading 18 or SAT EBRW 480. The new comparative scores required to meet graduation test requirements for the B.E.S.T. EOC in Algebra 1, for students who entered grade 9 in 2018-2019 and beyond are: PSAT/NMSQT 430 or SAT Math 420 or ACT Math 16 or Geometry EOC level 3.

**Requirements for Certificate of Diploma**

Same as standard diploma, except for a passing ELA score.

**Requirements for Certificate of Completion**

Met all course requirements for a high school diploma but haven't achieved a 2.0 GPA or met reading and math testing benchmarks.

**Requirements for Special Diploma**

Diploma awarded to students who have been properly identified as intellectually disabled, deaf or hard-of hearing, specific learning disabled, emotional/behavioral disabled, orthopedically impaired, dual sensory impaired, other health impaired, traumatic brain injury, autism spectrum disorder, or language impaired.

Effective with the 1994-95 school year, school boards may award Special Diplomas based on two (2) options:
**a)** Option one shall include procedures for determining and certifying mastery of student performance standards for exceptional students as prescribed in Rule 6A-1.09961(1)(a), FAC. (W07)
**b**) Option two shall include procedures for determining and certifying mastery of demonstrated employment and community competencies in accordance with Rule 6A-1.09961(1)(b), FAC. (W27)

***J.* Guidelines for Instruction Pertaining to the Flag and Pledge of Allegiance**

The flag and the pledge of allegiance to the flag are important symbols of the democratic heritage of the United States. It is required that the pledge of allegiance be said at the beginning of the day in every elementary and secondary public school, as per 6Gx13- 6a-1.08.pdf.

# *Administration*

## *A. Student Records Policy*

Stellar Leadership Academy will allow access to records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect student records. Parents are required to submit their request to inspect student records in writing to the principal to allow him/her to schedule a reasonable and appropriate time and date for the parent to review the record. Records will be provided for parental inspection only under the direct supervision of Principal or his/her designee. Stellar Leadership Academy must comply with the parent's request for inspection within forty-five (45) days. Copies of records only will be provided as required under FERPA.

Parents have the right to request corrections to student records. Requests for corrections must be submitted in writing to the principal in a letter that includes the basis for such correction. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Parents and students eighteen or older (or a former student eighteen or older) have the right to request a school to amend information contained in the student's records that is deemed inaccurate, misleading, or violation of the student's privacy or other rights.

1. Parents and students eighteen and older must submit requests for correction in writing to the principal in a letter that includes the basis for such correction.
2. The principal must respond to the request in writing or in person within fourteen (14) days of receipt as to whether or not the school will comply with the request.

3. If the school refuses to amend the record, it must inform the requesting parent or student and advise him/her of the right to a hearing.
4. The parent or student can then request a hearing in writing to the Chairperson of the Board of Directors.
5. The Chairperson responds to the hearing requests in writing within thirty (30) days.
6. Hearings will be scheduled for the Board meeting that immediately follows the date of the Chairperson's response and the requesting parent or student must be given notice of the date, place, and time of the hearing.
7. Regardless of the decision whether to change the record, the decision must be put in writing and must include a summary of the evidence presented and reasons for decision.
8. If the school determines that the record in question should be amended, the school must do so and notify the parent or student in writing.
9. If the school determines that the record in question should not be amended, the school must inform the parent or student of the right to place in the student's records a statement commenting upon the challenged information and/or setting forth any reasons for disagreeing with the school's decision.

10. Parents have the right to file a complaint with the Department of Education if they think the school is not complying with the federal laws or regulations regarding student records.

## *B. Non-Custodial Parent Records Access and Release*

Stellar Leadership Academy will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

1. Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file)
2. Health records
3. Psychological records
4. Parent conferences and lab observations

Only the custodial parent can have access to Due Process where the child is classified as being handicapped and only the custodial parent can make decisions about the child.

Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians.

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

## *D. Student Directory Information*

It is the policy of Stellar Leadership Academy not to release any personal information such as names, home address, and phone numbers or any directory information, as that term is defined by Florida and Federal law, to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law, such as military recruiters, etc. Unless a parent/guardian or adult student permits the distribution of any personal information, the School will not release the information.

Directory Information consists of:

- Student's Name
- Student's Address
- Student's Telephone Number
- Student's Date of Birth
- Dates of Attendance
- Date of Graduation
- Scholarships Received
- Awards and Honors Received
- Participation in Officially Recognized Activities and Sports

## *E. Audio-Visual Information*

Stellar Leadership Academy recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and /or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include Stellar Leadership Academy newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the school, should you have any questions or concerns. You may also notify the school in writing if you prefer that we do not use your student's name, picture and/or work product for presentations or other uses.

## *F. Child Find*

Stellar Leadership Academy is participating in an effort to assist the State of Florida in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education).

School districts across the state of Florida are also participating in this effort to identify disabilities such as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities, cognitive impairments, physical impairments, autism, traumatic brain injury, and other health impairments.

We are committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, in order to accomplish this, we must know that a need is present.

Stellar Leadership Academy is interested in meeting the needs of children with disabilities. If you know a child who may have disabilities, contact the Center for more information.

## *G. Parent's Right to Know Teacher Qualifications*

The Center will annually notify parents of their right to request the following regarding their child's teacher(s):

Licensure and certification information
Emergency or provisional status
Educational background

Qualifications of Instructional Aides (if applicable)

## *H. Parent Involvement Policy*

Stellar Leadership Academy Title I program is intended to foster and enhance parent-involvement in the school. The goal of Stellar Leadership Academy is to involve parents in their children's learning and to form an open line of communication between school and home. This will be accomplished through the following policies:

1. Information. Parents are informed about school activities and events through interim progress reports, report cards, and notes sent home, parent newsletters, parent/teacher conferences and informal personal and telephone conferences.

2. Open Door Policy. Parents are invited to come to the school to observe the education of their children on any day with prior notification.

3. Volunteer Program. All parents are invited to volunteer in the school on any given day of the week with prior notification.

4. Curriculum. We provide a high quality curriculum to enable our students to meet high standards, and prepare for the state graduation exam. We share these results with parents and provide an explanation of the results with parents during the course of the school year.

## *I. Family Education Services (FES) / Family Advocate*

During each school year, Stellar Leadership Academy will be offering students an opportunity to work with our Family Education Services (FES) Advocate. This school staff member will be in the building during normal hours of operation.

Family Advocates provide support to students who are experiencing difficulties. Advocates assist students with learning new behavioral skills, developing self-confidence, becoming more aware of how others see then etc. Advocates also discuss how to practice new behaviors, and better understand how to deal with the many problems life presents.

Your child may be asked to participate in individual/group sessions held at Stellar Leadership Academy. These sessions will include discussions on attitudes, ideas, behaviors, feelings, and opinions. Participants will have the opportunity to learn new skills and behaviors that my help their personal development and adjustment.

The FES Advocate will keep all information shared by the student confidential except in certain situations in which there are ethical and/or legal responsibility to limit confidentiality. The proper authorities will be notified if the student reveals information about hurting him/herself or another person; if the student reveals information about child abuse; and/or for any other situations which ethically and/or legally compel disclosure.

Please contact the school if you have any questions or concerns, or do not wish your student to participate in these sessions.

**Please Note**: Should you, the parent/guardian, elect to seek family assistance (i.e. counseling, family counseling, case management, etc.) before or during the school year, our FES Advocate can assist with the following:

- Provide a list of community agencies you can contact for service.

- Act as a school liaison between outside agencies and families.
- Provide a starting point for discussing services in the school or community setting.

As noted on Stellar Leadership Academy application, the student and parent/guardian acknowledged and agreed to abide by all policies and procedures as stated in Stellar Leadership Academy Parent/Student Handbook.

## *J. Test Security Policy*

So that the measurement accuracy of our students' achievement is not compromised, test security for all tests is of extreme importance. Accordingly, security measures are to be followed, as set forth below.

The principal, along with the School Assessment Coordinator (SAC), is responsible for all test security during the entire time such tests are in their possession (from the moment materials are received by the School until after the testing is completed and they are shipped back to the appropriate provider).

The principal is responsible for designating a test coordinator for his site and that individual will serve as the contact person for all testing programs.

The testing coordinator will conduct pre-testing workshops for all testing Administrators and Proctors to administer the spring and fall testing programs in accordance with the Test Manual/ Handbook prepared and distributed by the Department of Education.

The SAC is responsible for all correspondence/materials received concerning all formal tests.

Upon receipt at the School, the Principal or SAC shall be the only person to open all tests.

It shall be the SAC's responsibility to check received tests to ensure they are correct in number and form.

At no time shall any test materials be left unattended or unsecured.

All testing materials shall be secured in a dedicated, locked storage cabinet that is only accessible to the Principal or the SAC. Except when tests are being distributed, used, and/or collected, they are to remain secured or attended at all times.

The principal shall develop a list of all persons designated as Test Administrators and the SAC will determine the number of test copies each Test Administrator is to be given.

For each testing location and session, the Test Administrators shall maintain, monitor, and implement a sign in/out system, which shall include, where applicable, the code numbers of each test distributed, as well as the signature of the person taking/returning the tests.

All Test Administrators shall abide by the test publishers designed testing procedures and will not participate in the reproduction of any tests or procedures or distribute such materials to any person other than the appropriate person(s) at the time of testing.

Each Test Administrator is responsible for ensuring that all test security provisions are met while each test administration session is in progress. He/she must account for all test materials received from the SAC. Each day at the end of the testing session, each Test Administrator will return all test materials to a secured location.

Only the Principal or authorized personnel may be present in the testing room while the tests are being administered.

Any suspected test security violations, including, but not limited to cheating or missing test materials, shall be reported to the principal immediately upon discovery.

Within ten (10) school days of the conclusion of the principal's investigation of a possible violation, he/she shall notify the proper authorities at the Department of Education if a violation has, in fact, been found or remains unresolved.

If circumstances warrant that the Department of Education needs to assign an investigator to hold a hearing regarding any alleged breach, a school representative shall be present at any and all such hearings. It is imperative that all employees testify honestly and openly.

If the result of the investigation reveals cheating or wrongdoing by a staff member, it shall be grounds for termination.

In addition to the above policy guidelines, all Department of Education guidelines for test security shall be followed.

K. Automated External Defibrillator Policy

Stellar Leadership Academy shall have an automated external defibrillator as referenced in F.S. 768.1325. An "automated external defibrillator" is a medical device approved by the United States Food and Drug Administration for performing the process of "automated external defibrillation."

"Automated external defibrillation" means applying the specialized defibrillator to a person in cardiac arrest, allowing the defibrillator to interpret the cardiac rhythm, and, if appropriate, delivering an electrical shock to the heart to allow it to resume effective electrical activity.

A sufficient number of staff members from Stellar Leadership Academy will successfully complete an appropriate training course on the use of an automated external defibrillator and cardiopulmonary resuscitation. The course must be offered or approved by the American Heart Association or another nationally recognized organization.

After a staff member has received the above training, he or she may perform automated external defibrillation, regardless of whether that person is a registered nurse, licensed practical nurse, physician, or emergency medical service provider. However, when automated external defibrillation is not performed as part of an emergency medical services system or at a hospital, an emergency medical services system shall be activated as soon as possible.

The Board of Directors shall direct Stellar Leadership Academy to assign at least one (1) staff member from the school to do the following:

Maintain records of when and which staff members from the school building successfully completed the required training as described above;
Maintain and test that Stellar Leadership Academy's automated external defibrillator in accordance with the manufacturer's guidelines, and report any malfunctions to the designated Stellar Leadership's staff member;

Consult with a physician regarding compliance with required training for, and maintenance of the automated external defibrillator;
Notify the designated emergency medical services organization of the location of the automated external defibrillator in the Stellar Leadership Academy.

Except in the case of willful or wanton misconduct, or when there is no good faith attempt to activate an emergency medical services system in accordance with F.S. 768.1325(3), no person shall be held liable in civil damages for injury, death, or loss to person or property, or held criminally liable, for performing automated external defibrillation in good faith, regardless of whether the person has obtained the appropriate training described above.

## *L. Wellness Policy*

With the passing of the Child Nutrition and Women, Infants, and Children WIC Reauthorization Act of 2004 by Congress, the school recognizes the role it can play in building nutrition knowledge and skills in children to promote healthy eating and physical activity choices. This law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The objectives of the wellness policy are to improve the school nutrition environment, promote student health, and reduce childhood obesity.

The main goal of nutrition education is to influence students' eating behaviors. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns.

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity, and meets the requirements of the Child Nutrition and Women, Infants and Children WIC Reauthorization Act of 2004. These requirements include, but are not limited to the following:

1. Goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
2. Nutrition guidelines for all foods available during the school day;
3. A plan for measuring implementation including designating one or more persons charged with operational responsibility; and
4. Involving parents, students, school food service providers if available, school administration, and the public in developing a wellness program.

## *M. Medication Administration*

No medication will be administered by the staff at Stellar Leadership Academy including asthma inhalers. Unless otherwise mentioned in students 504 ACC Plan.

However, pursuant to the F.S. 1002.20(3)(h) students are permitted to possess and use a metered dose or dry powder Asthma Inhaler to alleviate or prevent asthmatic symptoms. In addition, F.S. 1002.20(3)(i) permits a student to carry and use an epinephrine auto injector to treat anaphylaxis (an intense allergic reaction) aka epi-pen.

To carry either an inhaler or an autoinjector, written approval must be obtained from the student's physician, and, if the student is a minor, from the student's parent or legal guardian.

The physician's written approval must include the following information:

1. The name and address of the student;
2. The school in which the student is enrolled;
3. The name and dose of the medication contained in the inhaler or auto injector.
4. The name of the drug and the dosage to be administered;
5. The times or intervals at which each dosage of the drug is to be administered;
6. The date of the administration of the drug is to begin;
7. The date of the administration of the drug is to cease (if applicable);
8. Acknowledgement that the prescriber has determined that the student is capable of possessing and using the auto injector appropriately and has provided the student with training in the proper use of the auto injector.
9. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency;
10. Special instructions for administration of the drug by the student;
11. Instructions outlining procedures to follow if the medication does not provide adequate relief;
12. A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
13. And any other special instructions.

Stellar Leadership Academy must have the above stated documentation provided by the physician and parent or guardian, if the student is a minor, in order to allow a student to use an asthma inhaler or epinephrine auto injector or any other necessary self-administered medication.

A school employee will request assistance from an emergency medical service provider whenever a student is administered epinephrine at a public school or at an activity, event, or program sponsored by the school or in which the school is a participant. This request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

## *N. Complaint Policy and Procedure*

The Board of Directors ("Board") and "Stellar Leadership Academy" believe that complaints from parents or other members of the community should be addressed thoroughly and completely. The people involved should treat one another with the highest level of respect and dignity. Complaints are best resolved where the issue originated, typically with the teacher. Initially, complaints shall be addressed formally or informally with the school teacher. Complaints must be made in a civil/respectful manner in order to be considered by school personnel. Where appropriate, the complaint should be in writing on a form developed by the principal and should contain a statement of the facts and the specific outcome desired by the parent/guardian or other person making the complaint ("Complainant"). The Complainant may sign the complaint and should be given a copy. The teacher should work with the Complainant to resolve the issue in a timely, professional, and courteous manner. The efforts used to resolve the complaint, and the outcome should be noted on the form. Allegations involving illegalities should be reported immediately to the principal, who will advise "Stellar Leadership" Designated Representative, their counsel, and the Board's legal counsel.

Complaints unresolved through a parent/teacher communication or complaints involving teachers or staff members should be in writing as noted in above and directed to the principal. The principal shall investigate and

attempt to resolve the issue in a fair and timely manner. The outcome should be noted on the form and further documented by letter or email as appropriate under the circumstances. If the Principal cannot resolve the issue, the complaint (with documented history or preceding steps) is forwarded in written form to the SLA Designated Representative.

The Stellar Leadership Academy's Designated Representative shall conduct an independent investigation by contacting appropriate persons involved. The outcome of the investigation should be noted on the form and further documented by letter or email as appropriate under the circumstances. If the Stellar Leadership Academy's Designated Representative cannot resolve the issue, the complaint (with documented history of preceding steps) shall be forwarded to the Sponsor Representative assigned to the school and the Board's attorney. The Sponsor Representative shall conduct an investigation by contacting all parties involved and report the results to the Board, Stellar Leadership Academy, and the Sponsor. The Board shall inform the Complainant, and any other necessary parties about the results of its investigation. The Complainant may address the Board during the Public Comment period at a Board meeting. Where appropriate, it should also be slated as an item for report on the Board's next meeting agenda and handled in accordance with all confidentiality restrictions.

The resolution of any complaint reaching the Board shall be filed as part of the Board's records.

Complaints received directly by the Board, the Sponsor or the District shall be handled in accordance with the Board's Complaint Policy and Procedure and should go through steps 1 and 2 when possible. Upon receipt of a Complaint, the Sponsor shall forward it to the principal to address the Complaint at the local level first. Upon receipt of a complaint from the Sponsor, the Principal shall forward a copy of this Complaint Policy and Procedure to the Complainant and request that the Complainant complete the designated Complaint form. The Sponsor shall facilitate the complaint by:

Directing the complaint to the appropriate school official first;
Notifying the appropriate Stellar Leadership Academy Designated Representative of the complaint;
Investigating the complaint if warranted or if requested by school officials; and reporting the resolution of the complaint to the Sponsor so that the complaint may be tracked and closed.

Upon closure of a complaint, the principal will issue a letter to the Complainant of one of the following:
Compliance – (findings were unsubstantiated and school has complied); or
Non-Compliance – (Noting the areas of non-compliance, recommending possible changes/technical assistance and statement that the school will respond to complainant with a corrective action(s) plan letter)

All documentation of the complaint, findings and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

# STELLAR LEADERSHIP ACADEMY
## PARENT/ STUDENT COMPLAINT FORM

- A School complaint must be signed by the complainant (faxed or e-mail signatures will not be accepted). The individual filing the complaint must forward a copy of the complaint to the school.
- A School complaint must include:
  - A statement that Stellar Leadership Academy has violated a requirement or State law/regulation related to students with disabilities;
  - Facts on which the statement is based;
  - Contact information of the person filing the complaint;
  - Alleging violations with respect to a specific student, include:
    - Name and address of the student;
    - Case of a homeless student or youth, available contact information for the child and
  - Description of the nature of the problem of the student (the concerns that led you to file the complaint), including the facts relating to the problem; and
  - Proposed/sought resolution of the problem to the extent known and available at the time the person is filing the complaint.
- The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received.
- The School will give the procedural safeguards notice to persons in parental relation to student's parent at the beginning of each school year.
- The parent, individual or organization filing the complaint has the opportunity to submit additional information, either orally or in writing, about the allegations in the School complaint.
- The Staff Member(s) has the opportunity to respond to the School complaint, including, at a minimum: (a) a proposal to resolve the complaint and (b) an opportunity for the school/staff and the parent who filed the complaint to voluntarily engage in mediation.
- Within 30 calendar days after a complaint is filed (received), the School will issue a written decision to the complainant that addresses each allegation in the complaint and contains findings of fact and conclusions and the reasons for the final decision. The School will include, if needed, procedures for effective implementation of its final decision, including technical assistance, negotiations and corrective actions to achieve compliance.

To file a formal complaint, please fill out this form completely and submit it via email, hand delivery, fax, or U.S. mail to the principal. All complaints will be heard in accordance with the governing board Complaint Policy.

**Complaint Contact Information (Complainant)**

| | |
|---|---|
| Name of Person/Organization filing the complaint: | Date: |
| Relationship to the Student/School-Check One: | |
| o Parent or Person in Parental Relationship<br>o Surrogate Parent<br>o Parent's Attorney | |
| Mailing Address of Complainant: | Telephone:_____<br>Day:_____<br>Work:_____ |
| What is the best time to contact you (the complainant) and at what phone number? | |

**Student Information (if you are alleging a violation with respect to a specific student)**

| | |
|---|---|
| Student's Name: | |
| Address of Student's Residence (if any): | |
| Name and Address of the School the Student Attends: | |
| Additional Contact Information for Homeless Student or Youth (if available): | |
| Parent's Name (if different): | |

| |
|---|
| Parent's Address (if different): |

| |
|---|
| Nature of Complaint (summary: |

| |
|---|
| This form must be signed, or it cannot be processed and will be returned to you for signature. |

**Complainant Please Print:**

_____

**Complainant Signature**:

_____

Have you sent a copy of this complaint to the principal of the school district or public agency that you are alleging violated special education law or regulation? Yes □ No □

**Complaint Information**

If you have more than one complaint issue, please complete a separate page for each alleged violation of law or regulation relating to the education of students with disabilities.

| |
|---|
| **Allegation Information**<br>Provide a statement of how you believe the school district or public agency has violated Part B of IDEA or a State law or regulation relating to the education of students with disabilities. You do not need to know specifically what law or regulation might have been violated. Attach additional pages if necessary. (The complaint must allege a violation that occurred not more than one year prior to the date that the State complaint is received.) |
| |
| **What are the facts upon which the above allegation statement is based?** |
| |
| **If you are alleging a violation with respect to a specific student:** |
| 1. Describe how the alleged violation affected the student and include facts to support this allegation. |
| 2. If you have a proposed resolution for an allegation regarding a violation with respect to a specific student, describe what you believe should occur to correct the problem or how the district could resolve the alleged violation. Attach additional pages if necessary. |
| This issue is currently/or has been addressed in a due process impartial hearing. Yes □ No □ |

# School Facilities

## *A. Hours of Operation and School Address*

Stellar Leadership Academy hours of operation are **7:00 a.m. 4:00 p.m. Monday – Friday**. If you need to contact the school after hours, voice mail is available. The hours of operation may vary based on the needs in each community. The address is: 7900 NW 27th Avenue F1, Miami, Florida 33147. The phone number is 305.693.2273.

## *B. Lunch Hours: 11:02 a.m.-11:32 a.m.*

Schools Meals
Stellar Leadership Academy offers a free well- balanced nutritious breakfast and lunch to all students.

## *C Smoking and Eating*
The law prohibits smoking in the building or on the school grounds of Stellar Leadership Academy.

Food and beverages are allowed in the classroom or the computer labs only during designated lunch time. Vending machines are also available for student use during assigned break times.

## *D. Parking*
If you drive, you may only park in the area designated for students.

## *E. Transportation*
The school does not provide transportation. However, the school is easily accessible to various city public bus services. **The school provides city transit passes to students who live more than two (2) miles from the school and satisfy the attendance and academic requirements.**

## *F. Visitors*
Stellar Leadership Academy is a closed campus school. If an emergency arises the student will sign out and if need be, the party picking up the student will also sign with information as required by the school. All students must and will be accounted for while on campus.

Parents, graduates, and other visitors are always welcome with advanced notice and approval of Stellar Leadership Academy office. Exceptions to the advance notice and approval are made in the event of an emergency. No children are permitted in the classroom at any time. If children would like to visit the school, an appointment for a tour must be scheduled with the main office.

All visitors are required to report to the school office prior to their visit and may be escorted while in the building. All visitors must sign in upon arrival and sign out before leaving the building and must wear a visitor's pass while in the building. Visitors will need to have a valid picture ID or Driver's License upon signing in; this information may be input into the national sexual predator database system for safety and security of our students based on the Jessica Lunsford Act.

Visitors must pre-arrange any meetings or visits with teachers or Administrators prior to entering the building. Visits should be limited to 1/2 hour unless other arrangements have been made for an extended period of time.

Parents are asked not to attempt a parent teacher conference while students are in the classroom.

## *G. Emergency Phone Calls*
Students may give the school's phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible.

## *H. School Closure Policy*
Should it be necessary to close Stellar Leadership Academy due to weather or other unforeseen emergencies, information will be given over radio, phone calls and television stations.

*Board Approved 08.11.2026*

# Safety

## *A. Fire Alarm*
When the fire bell rings, exit the building through the nearest exit in an orderly fashion according to instructions given by the attending adults. Instructions are also posted in each classroom.

## *B. Reporting Injuries*
If a student is injured at Stellar Leadership Academy, he/she must immediately report the injury to a teacher or Administrator. The main office will complete a copy of the injury report.

## *C. Drug-Free School*
In accordance with Federal Law, Stellar Leadership Academy prohibits the use, possession, concealment, or distribution of drugs by a student on school grounds, or in the school building. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by State statute, or any substance that could be considered a "look alike." Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Stellar Leadership Academy.

If a student comes to school under the influence of drugs, he/she shall be sent home for the day and the parent/guardian shall be notified if the student is under the age of 18.

The complaint process in effect ensures that all matters will be investigated and resolved in accordance with the steps outlined in the Board of Director's Complaint Policy and Procedure.

## *D. Weapon-Free School*
Stellar Leadership Academy is also a Weapon-Free School. No student at any time, for any reason, shall knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on the property of Stellar Leadership Academy or at any Stellar Leadership Academy sponsored activity held away from school property. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Stellar Leadership Academy.

The complaint process in effect ensures that all matters will be investigated and resolved in accordance with the steps outlined in the Board of Director's Complaint Policy and Procedure.

## *E. Gang Activity*
Students are prohibited from engaging in gang activities while at School, on school property, to or from school, or at a school related function or event.

## *F. Lost and Found*
Any personal items that have been left at Stellar Leadership Academy will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. Stellar Leadership Academy is not responsible for lost money, jewelry, or other personal items.

## *G. Backpacks, Desks, and Other Personal Storage Areas*
Desks and other storage areas provided to students for their use remain the property of Stellar Leadership Academy. Students by State Statute have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any storage area.

Upon authorization of the principal, backpacks, desks, and other personal storage areas may be searched at any time for any reason. The principal may at any time, with reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein.

## *H- Cell Phone Policy*

Stellar Leadership Academy fosters a learning environment that is free from the distraction of personal communication devices including, but not limited to cellular phones, mobile communication devices, tablets, portable music devices, etc. In order to ensure that students make the most of their time at SLA, these devices must be surrendered by the student at the beginning of their respective shift. The device will be signed over by the student, placed in an individually numbered bag by the student, and held in the administrative offices under lock and key until the conclusion of the respective shift. The student will have the mobile device returned to them prior to exiting the building. SLA maintains a "zero tolerance" policy as it pertains to students and mobile devices. If a student is seen in possession of a prohibited device, they will incur automatic disciplinary actions for a failure to comply with the school rules.

## *I. Bullying, Harassment and Hazing Policy*

**Introduction**

It is the policy of Stellar Leadership Academy ("the school") that all its students, administrator(s), educators and staff have an educational setting that is safe, secure and free from bullying, harassment or hazing in any form. The school will not tolerate bullying, harassment and/or hazing of any type. Conduct that constitutes bullying, harassment and/or hazing is prohibited. Students who engage in bullying, harassment and/or hazing are subject to disciplinary action, which may include counseling, suspension or expulsion from school.

Bullying, harassment and/or hazing are conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. It is important to change the social climate of schools and the social norms regarding bullying, harassment and/or hazing. This requires the efforts of everyone in the school environment - administrators, educators, staff, parents or legal guardians, and students. The purpose of the "Bullying, Harassment and Hazing Policy" ("the policy") is to assist in the prevention and to respond to acts of bullying, harassment and/or hazing.

This policy applies not only to students, administrator(s), educators, and staff who directly engage in an act of bullying, harassment and/or hazing, but also to students or school administrator(s), educators, and staff who, by their conduct, condone or support another student's act of bullying, harassment and/or hazing.

The misuse of technology to tease, intimidate, defame, threaten, or terrorize a student, administrator, educator, staff, volunteer, or visitor by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying and/or harassment regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.

This policy applies to any student or school administrator, educator or staff whose conduct at any time or in any place constitutes bullying, harassment and/or hazing that interferes with, or obstructs, the mission or operations of the school or the safety or welfare of the student, other students, or administrator(s), educators or staff subject of the conduct.

***Title IX Complaints***

The purpose of this Title IX Complaint form is to gather the essential basic facts of the alleged actions to facilitate prompt and equitable resolutions of complaints of sexual harassment prohibited by Title IX of the Education Amendments of 1972 ("Title IX"). This form applies only to complaints alleging sexual harassment and/or retaliation related to sexual harassment, with sexual harassment defined as conduct on the basis of sex that satisfies one or more of the following: a quid pro quo; unwelcome conduct so severe, pervasive and objectively offensive that it effectively denies a person equal access to the School Board's education program or activity; sexual assault; dating violence; domestic violence; and/or stalking.

These are the attachments in all languages.
7803
The school Title IX Coordinator/Reviewer is Dr. Angel P. Chaisson and can be contacted at 305-693-2273 ext. 106.

***Statement of Policy***

The school prohibits bullying, harassment and/or hazing of any type directed at a student, administrator, educator, or staff by either a student or a group of students, administrator, educator, staff, volunteer or visitor. Bullying, harassment and/or hazing are expressly prohibited on school property or at school related functions.

1. No administrator, educator, staff, volunteer or visitor shall permit, condone or tolerate bullying, harassment and/or hazing.
2. The apparent permission or consent by a student being bullied, harassed or hazed does not lessen the prohibitions contained in this policy.
3. Reprisal or retaliation against a victim, an individual who reports the conduct in good faith, or a witness of bullying, harassment and/or hazing is prohibited.
4. False accusations or reports of bullying, harassment and/or hazing against another student are prohibited.
5. A person who engages in an act of reprisal or false reporting of bullying, harassment and/or hazing, or permits, condones or tolerates bullying, harassment and/or hazing shall be subject to discipline for that act in accordance with school policy.
6. The school will act to investigate all complaints of bullying, harassment and/or hazing and will discipline or take appropriate action against any student, administrator, educator, staff, volunteer, or visitor of the school who is found to have violated this policy.
7. The submission of a good faith complaint or report of bullying, harassment and/or hazing will not affect the grades or employment of the individual reporting the conduct.

**Definitions**

*Bullying* means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school administrator(s), educators or staff. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an individual including students, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; that may involve, but is not limited to:

1. Teasing
2. Social exclusion

3. Threat(s)
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial/ethnic harassment
9. Public humiliation
10. Damage to or destruction of property
11. Placing a student in reasonable fear of harm to his or her person or property
12. Cyber bullying, as defined herein.
13. Cyber-stalking as defined herein.

*Course of conduct* means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct." Such constitutionally protected activity includes picketing or other organized protests.

*Cyber bullying* means the use of electronic communication or technology devices, including, but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social websites (e. g. Instagram, Twitter, Facebook, etc.), internet chat rooms, internet postings, digital pictures or images, and defamatory websites to engage in acts of bullying and/or harassment regardless of whether such acts are committed on or off school property and/or with or without the use of school resources. Cyber bullying includes off-campus conduct, when the off-campus conduct causes, or threatens to cause, a substantial disruption at school or interference with the rights of students to be safe and secure.

*Cyber stalking* means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

*Harass* means to engage in conduct directed at a student, administrator(s), educator or staff that causes substantial emotional distress in such person and serves no legitimate purpose.

*Harassment* means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written or 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 the school.

*Hazing* means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student enrolled at the school for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of the school. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not

include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

*Bullying and Harassment* also include:

Any act of retaliation by a student, administrator, educator or staff against another student, administrator, educator, or staff member who alleges, asserts or reports a violation of this policy or participates in the investigation of a bullying, harassment and/or hazing complaint. A report of an act of bullying, harassment and/or hazing that is not made in good faith is considered retaliation.
Perpetuation of conduct listed in the definition of bullying, harassment and/or hazing by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student, administrator, educator, or staff by:

1. Incitement or coercion;
2. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school's system;
3. Acting in a manner that has an effect substantially similar to the effect of bullying and/or harassment;
4. Cyber stalking as defined herein; or
5. Hazing.

*Unwanted harm* means conduct directed towards a student with regard to his/her actual or perceived traits or characteristics, including, but not limited to, age, gender, race, creed, national origin, handicap, religion, marital status, sexual orientation, gender expression and/or identity, physical attributes, physical, mental or educational ability or disability, ancestry, socio-economic background, political beliefs, linguistic preferences, or familial status.

*Immediately* means as soon as reasonably possible but within 24 hours or the next school day.

*On school property or at school-related functions* means all school buildings, school grounds, and property adjacent to school grounds, bus stops where students enter/exit public transit, public transit buses used by students to travel to and from school, and the grounds where school related functions, school-sponsored activities, events or trips. School property includes a student's route to or from school by foot travel for purposes of attending school or school related functions, activities or events. Notwithstanding the school prohibiting bullying, harassment and/or hazing, the school is not responsible for providing supervision, nor does the school or the educational service provider (WHLS of Florida, Inc.), assume any responsibility or liability for the conduct at the referenced locations and/or school related functions, activities or events.

**Expected Conduct on School Property or at School Related Functions**

The school expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students, administrator(s), educators and staff and the care of school facilities and equipment. In addition to conducting themselves in an appropriate and professional manner with supervisors, colleagues, and students, the school administrator(s), educators, staff, volunteers and visitors will treat others with civility and respect, and will refuse to tolerate bullying, harassment and/or hazing. The school finds that bullying, harassment and/or hazing, in an active or passive form, of any student or school administrator, educator or staff, volunteer or visitor is prohibited:

The school believes that standards for student behavior must be set cooperatively through interaction among the students, parent(s) or legal guardian(s), administrators, educators, staff and community members, to create an

atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school property on the part of students, the administrator(s), educators and staff.

All administrators, educators, and staff will collaborate with students, parents, guardians, and community members to incorporate methods to recognize and promote, through positive reinforcement, good conduct, conformance to reasonable standards of socially acceptable behavior by respecting the person, property, and rights of others, obedience to authority, responsiveness to those who hold that authority, self-discipline, and good citizenship.

Students are encouraged to support other students, refrain from acts of bullying, harassment and/or hazing, and report such acts to the school Principal or his/her designee.

Students are expected to conform to reasonable standards of socially acceptable behavior; respect other persons, property and rights; obey authority; and respond to the principal, educators and staff at the school.

**Prohibited Conduct**

During school and any school related program, function or activity, bullying, harassment and/or hazing is prohibited;

1. During school and any school-related or school-sponsored program, function or activity;
2. While on school property as defined by this policy; or
3. Through the use of any electronic device, computer, or computer software that is accessed through a computer, computer system, or computer network of the school. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

**Investigation of Complaints**

The school shall investigate any complaint filed or otherwise complained of which, if legally sufficient, would be caused to substantiate a violation(s) of the policy.

When it is alleged that a school administrator(s), educator, or staff has violated this policy, and if the conduct affects the health, safety, or welfare of a student, the school will immediately suspend the administrator(s), educator, or staff from regularly assigned duties, with pay, and reassign the suspended administrator(s), educators, or staff to a position that does not require direct contact with students. Said suspension shall continue until the completion of the investigation and the determination of sanctions, if appropriate.

**Consequences for Prohibited Conduct, False Reporting and Reprisal or Retaliation**

To determine that conduct constitutes a violation of this policy requires that an investigation be conducted to determine the facts and circumstances of the alleged conduct. The location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. When an act of bullying, harassment and/or hazing, false reporting, reprisal or retaliation is committed, the following consequences shall be applicable:

1. Students who commit an act of bullying, harassment and/or hazing shall be disciplined up to and including suspension or expulsion.

2. Administrators, educators or staff who commit an act shall be disciplined in accordance with the SLA policies. Additionally, an act of bullying, harassment and/or hazing by certified educators may result in a sanction against an educator's state issued certificate.
3. Parent(s), guardian(s), visitor(s) or volunteer(s) who commit an act of bullying, harassment and/or hazing shall be addressed as determined by the principal.
4. Consequences for a student, administrator, educator, staff, parent, guardian, volunteer, or visitor may include reporting the conduct to a law enforcement agency or the district.
5. The principal is responsible for the imposition of any disciplinary sanction.

**Reporting of Prohibited Acts**

The school Principal or designee shall be responsible for receiving a complaint alleging violations of this policy.

1. Any person who believes he or she has been subject of bullying, harassment and/or hazing or any person with knowledge or belief of conduct that may constitute bullying, harassment and/or hazing shall report the alleged acts immediately to the school Principal or designee.
2. All educators and staff who receive a report of, observe, or have other knowledge or belief of conduct that may constitute bullying; harassment and/or hazing shall inform the school Principal or designee immediately.
3. The school Principal shall establish and prominently publicize to students, educators, staff, volunteers, visitors, parents, and guardians how a report of bullying, harassment and/or hazing may be filed and how the report will be addressed.
4. A student, parent or guardian, volunteer or visitor may report bullying, harassment and/or hazing incidents anonymously, on a designated complaint form, or in-person to the school Principal or designee. However, a student may make a report of bullying, harassment and/or hazing to any school employee. The school employee will assist the student in reporting the conduct to the school Principal or designee.
5. The school Principal or designee will develop a procedure for the anonymous filing of a report of bullying, harassment and/or hazing by a student, parent, guardian, volunteer or visitor. Such formats may include electronic, drop-box, or telephone techniques for reporting, but the chosen format must promote safety and privacy. Although a report may be made anonymously by a student, parent, guardian, volunteer or visitor, formal disciplinary action may not be based solely on an anonymous report. Independent evidence corroborating the anonymous report will be necessary in order for any disciplinary action to be imposed.
6. Any written or oral reporting of an act of bullying, harassment and/or hazing will be considered an official report of said conduct.

**Investigation of Complaints**

1. The investigation of a reported act of bullying, harassment and/or hazing is deemed to be a school related activity and begins with a report of said conduct.
2. The school Principal or designee will conduct a prompt investigation of the reported incident, but such investigation shall be commenced no later than the following school day. The individual investigating the conduct may not be the accused perpetrator or the individual subject to the conduct. The investigation will be conducted during the subsequent ten (10) school days. The investigation will be completed on or before the tenth school day, unless good cause is present to extend the period for a reasonable time.
3. The investigation will include interviews of the individual subject to the conduct, alleged perpetrator, and witnesses. Interviews will be conducted individually, in private, and will be confidential. Each individual (subject to the conduct), alleged perpetrator, and witnesses will be interviewed separately. At no time will the alleged perpetrator and individual subject to the conduct be interviewed together. The individual

conducting the interview will document the interview(s) by preparing a written document to memorialize the interview.

The individual investigating the conduct will collect and evaluate the following, including, but not limited to:

1. Description of conduct, including the nature of the behavior;
2. Context in which the alleged conduct(s) occurred;
3. How often the conduct occurs;
4. Whether there were past incidents or a continuing pattern of behavior;
5. The relationship between the parties involved;
6. The characteristics of parties involved, i.e. age, gender, physical or mental status of the individuals involved, etc.
7. The identity and number of individuals who participated in bullying, harassing and/or hazing behavior;
8. Where the alleged incident(s) occurred;
9. Whether the conduct adversely affected the student, subject of the conduct, education or educational environment;
10. Whether the student, subject of the conduct, felt or perceived an imbalance of power as a result of the reported conduct; and
11. The date, time and method in which parents or guardians of all parties involved were contacted.
12. Whether a particular action or conduct constitutes a violation of this policy shall require a determination based on the facts and circumstances. The determination shall include:
13. Recommended remedial steps necessary to stop the bullying, harassing and/or hazing behavior;
14. The individual investigating the conduct will prepare a written report that includes the above referenced information to memorialize the investigation, including the findings; and
15. A written final report by the school Principal will be prepared if the Principal did not conduct the investigation.
16. If the school Principal or designee is directly involved with a complaint, either as an alleged perpetrator, witness or victim or has a close relationship with the party involved in the complaint, the school Principal shall excuse himself/herself from the process. In response, the management company will be responsible for conducting the investigation.

**Notification to Law Enforcement**

The principal may, as a result of the allegations made, submit the complaint concerning bullying, harassment and/or hazing to a law enforcement agency or the district for investigation.

**Notification to Parents or Guardians**

The principal or designee shall promptly report to the parent or guardian of a student who has been reported as an individual subject to bullying, harassment and/or hazing, and the custodial parent or guardian of the alleged perpetrator of the act of bullying, harassment and/or hazing. Said notification will occur at the start of an investigation, and may be made by telephone, electronic mail, U.S. mail, or personal conference. All notifications shall be consistent with the student privacy rights.

If the incident results in the perpetrator(s) being charged with a crime, the school Principal or designee shall by telephone, electronic mail, U.S. mail or personal conference, inform the parent or guardian of the student subject of the investigation.

**Publication, Training and Education**

This policy shall be referenced in the Board Manual Policy and the SLA Parent/Student Handbook, and other means as determined by the school Principal.

The school may implement programs and other initiatives to prevent bullying, harassment and/or hazing to respond to bullying, harassment and/or hazing in a manner that does not stigmatize the individual subject of the conduct, and to make resources or referrals to resources available to victims of bullying, harassment and/or hazing.

**Reporting of Bullying and Harassment**

Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline required under Section 1006.09(6), Florida Statutes. The school Principal or designee will report each incident of bullying and harassment, and the resulting consequences, including discipline and referrals, in the Safety Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data. The report shall also include bullying/harassment as an incident code, as well as the "bullying-related" element code to situations that meet the definition of bullying along with an accompanying behavior, i.e. "Battery, Bullying-related," as required by state laws.

***How to report bullying/harassment anonymously***

If you have information regarding bullying/harassment and would like to report this information anonymously, you may do so by:

1. Filing the "Miami-Dade County Public Schools – Bullying and Harassment Anonymous Reporting Form located at the following internet web address: http://forms.dadeschools.net/webpdf/7229.pdf
2. Calling 305-995-CARE (2273)
3. Texting anonymously to 274637 (CRIMES) and type in the words: Be safe and then you report.
4. Submitting an online report by visiting BESAFE at https://new.tipsubmit.com/en/createreport/anonymous/dadeschools.net

Information and/or resources on bullying and harassment can be found on the Student Services Crisis Management Services website located at http://studentservices.dadeschools.net/bullying/

**On-going Reporting to Target's Parents/Guardians**

Following an appropriate investigation, the school Principal or designees will report to the parent or guardian of the student subject of the conduct what steps have been taken to protect the student. Follow-up reports will be designed based on the interventions and will continue in a manner that is deemed necessary by the school Principal. Notification will be consistent with the student's privacy rights.

**Privacy and Confidentiality**

To the greatest extent possible, all complaints will be treated as confidential and in accordance with Fla. Stat. § 1002.22(3) (d); the Family Educational Rights and Privacy Act ("FERPA"); and any other applicable laws.

Limited disclosure may be necessary to complete a thorough investigation as described above. The school's obligation to investigate and take corrective action to ensure the health, welfare and safety of the students may supersede an individual's right to privacy.

The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed.

**Constitutional Safeguard**

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions or debate that is conducted at appropriate times and places during the school day and is protected by federal and state laws).

## *J. Safe School Policy*

Florida law establishes a zero-tolerance policy concerning crime and victimization on school grounds or at school activities, events and functions. The goal is to allow students to learn in a safe environment.

In conjunction with the Stellar Leadership Academy's ("SLA" or "the school") rules for a "Drug Free School," a "Weapons Free School," the "Administrative Search Policy" and other SLA policies, the "Safe School Policy" ("the policy") is established. The policy is adopted to place all students who attend SLA, as well as and their respective parents and guardians on notice that the school will have "zero-tolerance" for:

1. Crime and substance abuse, including the failure to report delinquent acts and crimes occurring at school and school related activities, events and functions, whether on school premises or off the premises where the school related activity, event or function is conducted; and
2. Victimization of students, including the failure to take appropriate steps to protect the victim of any violent crime from further victimization at school or at school related activities, events and functions on the school premises or off the premises at school related activities, events or functions.

**Definitions**

1. "Firearm" means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime.
2. "Weapon" means any dirk, metallic knuckles, slingshot, tear gas gun, stun gun, chemical weapon or device, or other deadly weapon carried on or about a person in such a manner as to conceal the weapon from the ordinary sight of another person.
3. "Controlled substance" means any substance named or described in Schedule IV of s. 893.03, Florida Statutes. Controlled substances are deemed to be contraband.
4. "Drug paraphernalia" means all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, transporting, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of s. 877.111, Florida Statutes. Drug paraphernalia is deemed to be contraband.
5. "False report" means willfully providing, orally or in writing, false information or a report regarding the possession of a firearm or weapon or the threat to use a firearm or weapon.
6. "Possess" means to have personal charge of or exercise the right of ownership, management, or control over the firearm or weapon.

7. "School" means the Stellar Leadership Academy facility and/or grounds.

**Prohibited Acts**

SLA will have zero-tolerance for a student who commits the following acts. The student shall not:

1. have within his/her possession a firearm or weapon at school, on school grounds or at any school activity, event or function;
2. make a threat concerning the use or discharge of any firearm or weapon with intent to do bodily harm to any person or with intent to do damage to any property;
3. make a false report, with intent to deceive, mislead or otherwise misinform concerning the possession or use of any firearm or weapon; and
4. victimize a student who has been subject previously to any act or conduct that violates school policy and/or the laws of this state.

A student who commits a zero-tolerance offense is subject to expulsion by the school for one (1) year from the date of the expulsion.

## *K. Internet Safety Policy*

The use of technology is a privilege and an important part of the school's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted. The school always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user. The school will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

It is the policy of the School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

**Access to Inappropriate Material**

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to, or other forms of electronic communications containing, inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a member of TRI-STAR LEADERSHIP'S Information Technology Team or its designated representatives.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy. By using the filter program as well as staff monitoring student use, the School is attempting to provide a safe and secure medium by which students can use the Internet, World Wide Web, electronic mail, chat rooms and other forms of direct electronic communications.

To the extent reasonable, steps are taken to promote the safety and security of users of the School online computer network. Other inappropriate network usage that the School intends to eliminate includes:

1. Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Parent/Student Contract**

By signing the Parent/Student Contract Page at the end of the Parent/Student Handbook, the parent and student agree:

1. To abide by all School policies relating to the use of technology;
2. To release all School employees from any and all claims of any nature arising from the use or inability to use the technology;
3. That the use of technology is a privilege; and
4. That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

**Disciplinary Actions**

1. The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:
2. Altering system technology, including but not limited to, software or hardware;
3. Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
4. Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the School believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
5. Using technology resources for commercial, political, or other unauthorized purposes since the School technology resources are intended only for educational use;
6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
7. Disrupting technology through abuse of the technology, including but not limited to, hardware or software;
8. Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks;
9. Interfering with others' use of technology;
10. Installation of software without consent of the School;
11. Allowing anyone else to use an account other than the account holder; and
12. Other unlawful or inappropriate behavior.

**Loss of Access Privileges and/ or Appropriate Legal Action**

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.

The user must also know and further agrees that:

1. Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs;
2. The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
3. Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs; and
4. Violation of this Internet Safety Policy is also a violation of the School Code of Conduct and may result in any in other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

**Definitions**

1. CIPA defines the above referenced terms as follows:
2. A minor is anyone under the age of 18.
3. "Technology Protection Measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
4. Obscene, as that term is defined in section 1460 of title 18, United States Code;
5. Child Pornography, as that term is defined in section 1226 of title 18, United States Code; or
6. "Harmful to minors" means any picture, image, graphic image file or other visual depiction that:
7. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
8. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
9. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
10. "Sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

***L. Search Policy***

Florida law establishes a zero-tolerance policy concerning school violence, crime, and the possession or use of firearms and weapons on school grounds or at school functions. The zero-tolerance policy is part of a comprehensive approach to reduce violence in schools. Federal Law also allows schools to take reasonable steps in an effort to provide a safe, drug-free environment for students. The goal is to allow students to learn, in a safe environment, while their respective civil rights are protected.

In conjunction with the Stellar Leadership Academy ("SLA") rules for a "Drug-Free School" and a "Weapon-Free School," and the SLA policies, an "Administrative Search Policy" ("the policy") is established. The Administrative Search Policy permits a search of any student and/or visitor who enter the SLA charter school facility or grounds, or any student who attends any SLA activity, function, or event regardless of whether the activity, function, or event is at the SLA charter school. The administrative search authorized, pursuant to this policy, provides for the search and seizure of any firearm(s), weapon(s) and/or contraband found in possession or controlled by the individual searched, or in his or her possession. Illegal firearm(s), weapon(s) and contraband

include any item(s) that are in violation of local, state or federal law, and/or in violation of any Stellar Leadership Academy Code of Conduct rule, policy, or guideline.

The Administrative Search Policy outlines the Stellar Leadership Academy policy and is supplemental by the "Procedures for School Officials" that outlines how searches will be conducted. While this is a comprehensive policy, nothing outlined in this policy restricts or limits school officials, school police officers, school security officers, or law enforcement from searching students or visitors where reasonable suspicion or probable cause, independent of an administrative search, exists. If a metal detecting device alerts to the presence of metal during the course of an administrative search, it gives rise to reasonable suspicion. This policy also outlines searches performed when reasonable suspicion exists where an administrative search has not been conducted.

**Definitions**

1. "Firearm" means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime.
2. "Weapon" means any knife, dirk, metallic knuckles, slingshot, billie, tear gas gun, stun gun, chemical weapon or device, or other deadly weapon carried on or about a person in such a manner as to conceal the weapon from the ordinary sight of another person.
3. "Controlled substance" means any substance named or described in Scheduled IV of s. 893.03, Florida Statutes. Controlled substances are deemed to be contraband.
4. "Drug paraphernalia" means all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, transporting, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of s. 877.111, Florida Statutes. Drug paraphernalia is deemed to be contraband.
5. "School" means the Stellar Leadership Academy facility, and/or grounds as well as anywhere a Stellar Leadership Academy sponsored or sanctioned event may be held.
6. "School official" includes any administrator, teacher, staff, school police officer and school security officer.
7. "School police officer" means a law enforcement officer who is employed by the school for security purposes.
8. "School security officer" means an individual who is employed by a private security service who provides security pursuant to a contract.
9. "Search Team" means the school Principal or employee who is trained in conducting metal detector searches and any combination of teachers and/or staff whose primary purpose is to facilitate the administrative or reasonable suspicion search. The school police or security officer will be part of the Search Team and will provide security and oversee an administrative search.

**Administrative Searches**

Introduction to Administrative Searches and General Considerations

1. The primary purpose of the metal detector searches authorized, pursuant to this policy, is to locate any firearm(s), weapon(s) and/or contraband in order to provide a safe school environment for students, teachers, staff, and administrators. The primary purpose of the searches is not to collect evidence for criminal prosecution or to penalize students. However, law enforcement authorities will be summoned and may arrest the individual while seeking criminal prosecution against an individual if a search reveals that the individual is in possession of any firearms (s), weapon(s) or contraband.

2. Administrative searches using a metal detector may be conducted randomly or may be at a set location at locations at the school facility, on the school grounds, or at locations where a SLA activity, function or event is held.
3. The searches will be conducted in the least intrusive manner so that individuals' rights are balanced with the requirements of this policy. Administrative searches using a metal detector may be conducted by any member of the Search Team, regardless of gender, if the Search Team member has been trained to properly conduct searches using an approved metal detector. Pat-down searches will be conducted by an individual of the same gender as the individual being searched. Under no circumstances will a "strip search" be conducted by school officials pursuant to this policy.
4. The Search Team, including the school Principal or designee(s), will oversee any and all metal detector searches. The school Principal or designee(s) will be required to follow the policy with regard to administrative searches and will be required to address the discovery of firearm(s), weapon(s) or contraband as set forth within the search policy procedures.
5. The Search Team will be trained to conduct administrative and reasonable suspicion searches.
6. Nothing in the Administrative Search Policy shall limit the authority of the school Principal, or designee(s), law enforcement, or school security officers to search an individual or an individual's possessions when reasonable suspicion or probable cause exists that the individual is in possession of an illegal firearm(s), weapon(s) or contraband.
7. All students and legal guardians are required to sign a written acknowledgement prior to attending school, concerning this policy in addition to the SLA Student/Parent Contract. The acknowledgement will provide written notice to the student(s), parent(s) and legal guardian(s).
8. Signs will be posted at the school facility notifying students and visitors that any student or visitor is subject to random administrative searches.

**Procedures for Conducting Administrative Search**

1. All students and visitors entering the Stellar Leadership Academy facility or grounds or any student in attendance at any SLA activity, function, or event regardless of whether the activity, function, or event is at the SLA facility or grounds are subject to a hand-held metal detector search for firearms, weapons, and/or contraband. The determination as to the random searches of students and visitors will be made pursuant to the procedures for conducting metal detector searches. The search will be random and will use neutral and even-handed criteria for determining individuals subject to the search.
2. No student or visitor shall be selected to be searched based solely upon his/her gender, race, ethnicity, physical appearance, manner of dress, or association with any group of people.
3. Pursuant to the administrative search policy, school officials are prohibited from selecting a specific individual(s) to be searched without reasonable suspicion that the individual is in possession of a firearm, weapon, and/or contraband. This policy may not be used as a pretext to "single out" a particular individual or group of individuals.
4. Searches will be performed on random days, times, and locations. Advance notice of a search will not be provided.
5. Students and visitors to be searched will be advised that an administrative search is being conducted; will be advised of the procedures; and will have the opportunity to ask questions prior to the search.
6. Students and visitors may refuse to submit to the search.
7. No student/visitor selected to be searched will be allowed to enter or remain in the facility or on the grounds if the individual does not submit to the search. School officials should immediately advise the school police officer or security officer and contact law enforcement when an individual objects to an administrative search.
8. The individual to be searched will be asked to remove any firearm(s), weapon(s), and/or contraband from his/her person or personal possessions before the search. These items will be placed in a designated container

or space, in public view, until the search is completed. Any firearm(s), weapon(s), and/or contraband removed for the search will be confiscated and seized by the school police officer or security officer.

9. Subsequent to the removal of items referenced above, students and visitors will be searched with a hand-held metal detecting device. For each individual searched, there will be a body scan for any firearms, weapons, and/or contraband. Any personal possessions (i.e., backpacks, briefcases, bags and containers) of the individual will also be scanned for firearms, weapons, and/or contraband.
10. Reasonable efforts will be made to avoid bodily contact with the individual being searched and the device.
11. If the hand-held metal detector alerts during the body scan, the school official conducting the scan will direct the individual being searched to remove any remaining metal objects from his or her person or possessions and place the item(s) in the designated container. Any firearm(s), weapon(s), and/or contraband removed will be confiscated and seized by the school police officer or security officer. The school official will then conduct a second scan.
12. If the metal detector alerts to the presence of metal during the second scan, the individual will be subject to a pat-down search. This expanded search will be based on reasonable suspicion and include a limited pat-down of the area for which the device was activated. The search will be further expanded should the pat-down, or some other grounds for reasonable suspicion, indicate a concealed firearm(s), weapon(s), and/or contraband may be in the possession of the individual. Expanded or more intrusive searches will be conducted as outlined pursuant to the Reasonable Suspicion Searches section of this policy.
13. Any weapon(s) and/or contraband will be confiscated and seized by the school police officer or security officer. Any item(s) confiscated during the search will subject the individual possessing the item(s) to discipline pursuant to school policy. Additionally, the student and/or visitor will be subject to criminal prosecution, including arrest, detention, and incarceration.
14. Any item(s) that is not prohibited such as a firearm(s), weapon(s) and/or contraband will be returned to the individual at the conclusion of the search. A school official shall have the sole discretion with regard to making the determination that the item(s) does not pose any threat to the health and/or safety of individuals within the facility and/or grounds.
15. If a student or visitor is subject to a medical condition, or pregnancy, that prevents or inhibits the use of a metal detector, the individual will be required to present proper documentation to the school Principal or designee(s) when enrolling at the SLA charter school or prior to an administrative search. If a student who is subject to an administrative search fails to provide proper documentation, the student will not be excused from an administrative search. This documentation will be verified and kept on file by the school Administration. Documentation will be valid for the current academic year, for the duration of the medical condition or pregnancy, or if the student or visitor has a terminal or permanent condition, until the end of the current academic year. For individuals providing proper documentation for a valid medical reason, administrative searches will be conducted pursuant to a pat-down search.

**Reasonable Suspicion Searches**

Introduction to Reasonable Suspicion Searches and General Considerations

1. Reasonable suspicion depends on the information and observations available to the school official in determining whether there is reasonable suspicion to conduct a search. Reasonable suspicion depends on both the content of information possessed by a school official and its degree of reliability. Both factors, the quantity and quality of the information and the degree of reliability, are considered with regard to the totality of the circumstances. All available information must be considered when evaluating whether there is reasonable suspicion to conduct a search. Thus, if the information available has a relatively low degree of reliability, more information will be required than if the information were more reliable.
2. Reasonable suspicion may exist independent of an administrative search. School officials may conduct searches of any student, at any time, if reasonable suspicion exists that the individual is in possession of a

firearm(s), weapon(s), and/or contraband. Where reasonable suspicion is developed concerning the possession of a firearm(s), weapon(s) and/or contraband, an expanded or more intrusive search is necessary via a pat-down search.

3. Prior to conducting the search, the school Principal or designee(s), overseeing the search, will request the student sign a Consent to Search Form. If the student refuses to consent, school officials retain the authority to conduct a search even though the student does not execute a consent form. The student is subject to discipline, including expulsion, for the failure to consent to a search. The search will be limited to the basis of reasonable suspicion, i.e., information and/or observations obtained with regard to the individual's possession of a firearm(s), weapon(s), and/or contraband. Failure of a student to consent may result in discipline, pursuant to the policy.
4. When there is reasonable suspicion that an individual is in possession of a firearm(s), weapon(s), and/or contraband, school officials will contact the school police officer or security officer to conduct the search.
5. During the search, if other illegal contraband is found, the item(s) will be confiscated and seized by the school police officer or security officer. The individual possessing a firearm(s), weapon(s), and/or contraband will be subject to the discipline pursuant to school policy.

**Reasonable Suspicion Search Procedure**

1. A search based on reasonable suspicion involves a pat-down of an individual and/or a physical inspection of the individual's possessions.
2. The pat-down search will be conducted at the school facility or on school grounds in an area a safe distance from other students. If the search is to be conducted at a SLA school activity, event, or function, the search will be conducted in an area a safe distance from other individuals. The search will be conducted by a school official, school police officer, or security officer of the same gender as the individual being searched, whenever possible. All searches will be witnessed by school official(s), in addition to the school official, school police officer, or security officer conducting the search.
3. Where a reasonable suspicion search is conducted as the result of a metal detector activating, the search shall be conducted only in the area of the body for which the device alerted. The search will include patting-down the exterior of the individual's clothing for the limited purpose of discovering the item(s) which may have caused the metal detector to alert to the presence of metal. If the device alerts to the individual's personal possessions, the possessions will be inspected and opened to determine the presence of a firearm(s), weapon(s), and/or contraband.
4. If the school official, school police officer, or security officer conducting the search observes or feels an object which may have caused the metal detector to alert, and there is a reasonable belief that the object may be a firearm(s), weapon(s), and/or contraband, the school official, school police officer, or security officer conducting the search will ask the individual being searched to remove the item(s). If the individual refuses, the school official, school police officer, or security officer has the authority to remove the item from the individual's person or possessions without consent.
5. If the item(s) removed is determined to be what caused the metal detector to alert the search will cease, unless reasonable suspicion still exists. If reasonable suspicion exists sufficient to continue the search, the search will continue.
6. If the item(s) removed is determined to be what caused the metal detector to alert to the presence of metal, the search will cease. No further reasonable suspicion will exist. The individual and/or his/her possessions will then be re-scanned with the metal detector. If the device alerts again, the individual or his/her possessions will be subject to an additional search. If the device does not alert again, the search is complete.
7. If the removed item is a firearm(s), weapon(s), and/or contraband, it will be confiscated and seized by the school police officer or security officer. Any item(s) confiscated during the search will subject the individual possessing the item(s) to discipline pursuant to school policy. Additionally, the student and/or visitor will be subject to criminal prosecution, including arrest, detention, and/or incarceration.

8. Any item(s) that is not prohibited as an illegal firearm(s), weapon(s), and/or contraband will be returned to the individual at the conclusion of the search. A school official shall have the sole discretion with regard to the determination that the item(s) do not pose any threat to the health or safety of individuals within the facility and/or grounds.

## *M. MARJORY STONEMAN DOUGLAS HIGH SCHOOL SAFETY ACT*

**The Marjory Stoneman Douglas High School Public Safety Act includes the following provisions:**

**Keeping Guns Away from Dangerous and Violent Individuals**

- Creates "Risk Protection Orders," which allows a court to prohibit a violent or mentally ill individual from purchasing or possessing a firearm or any other weapon. If a law enforcement officer believes that a person poses a danger to themselves or others by possessing a firearm, they can petition a court to have the individual immediately surrender the firearm and prohibit them from possessing or purchasing firearms;
- Allows law enforcement to seize firearms when a person has been detained under the "Baker Act." Also prohibits a person who has been "adjudicated mentally defective" or who has been "committed to a mental institution" from owning or possessing a firearm;
- Requires all individuals purchasing firearms to be 21-years-old or older. Exceptions are included for the purchase of rifles and shotguns by law enforcement officers, correctional officers, active duty military members and all members of the Florida National Guard and United States Reserve Forces. Also, licensed firearm dealers are prohibited from selling or transferring any firearm to a person younger than 21 years of age;
- Establishes enhanced criminal penalties for individuals who make threats to schools, such as social media threats of shootings or bombings;
- Bans sale or possession of bump stocks; and
- Creates a three-day waiting period for all firearms sales. This does not apply to law enforcement officers, correctional officers, active duty military members or members of the Florida National Guard or United States Reserve Forces who are purchasing a rifle or shotgun. The waiting period does not apply to the purchase of a rifle or shotgun for those who have completed a hunter safety course and possess a hunter safety identification card, or anyone who is exempt from the hunter safety course requirements and holds a valid Florida hunting license.

**$400 Million Investment to Keep Students Safe & Enhance Mental Health Treatment**

- Provides $162 million for safe-school officers and requires a safe-school officer at each school in the state. Safe-school officers must be sworn law enforcement officers;
- Creates the Coach Aaron Feis Guardian Program under the purview of locally-elected sheriff's offices. **Participation in this program is 100 percent voluntary and optional and does not allow classroom teachers to carry firearms** with exceptions made for those involved in Junior Reserve Officer Training Corps (JROTC), current or retired armed service members and current or retired law enforcement officers. Participation in the Coach Aaron Feis Guardian Program must be agreed upon by the locally elected school board members and the local sheriff's office. Each member of school personnel must complete 132 hours of comprehensive firearm safety and proficiency training to be eligible for participation in the Coach Aaron Feis Guardian Program;
- Requires mandatory active shooter training in schools every semester. Students, district school safety specialists, threat assessment teams, faculty, staff and designated first responders must participate in these drills;

- Provides $99 million to address specific school safety needs within each school district. This includes school hardening measures such as metal detectors, bulletproof glass, steel doors and upgraded locks. The Florida Department of Education (DOE) will establish the Office of Safe Schools and will work in consultation with sheriffs and police chiefs to approve school safety plans and provide school hardening grants to school districts;
- Increases the sharing of information between sheriff's offices, the Florida Department of Juvenile Justice (DJJ), the Florida Department of Children and Families (DCF), the Florida Department of Law Enforcement (FDLE) and any community behavioral health providers to better coordinate services and provide prevention or intervention strategies. In addition to the legislation, the Governor will also direct DCF Secretary Mike Carroll to establish a process between DCF and each sheriff's office in Florida to better collaborate and coordinate services for those most in need;
- Establishes an, anonymous K-12 "FortifyFL" suspicious activity reporting tool, which would allow students and members of the community to anonymously report dangerous threats through a mobile app;
- Provides $75 million for dedicated mental health counselors to provide direct counseling services to students and youth mental health assistance training. Every student in Florida will have access to a mental health counselor;
- Requires **every school in Florida** to have a threat assessment team with expertise in mental health counseling, academic instruction, law enforcement and school administration to meet monthly to review any potential threats to students and staff at the school;
- Requires crisis intervention training for all school resource officers;
- Establishes the Marjory Stoneman Douglas High School Public Safety Commission to investigate system failures in the Parkland school shooting and prior mass violence incidents and develop recommendations for system improvements; and
- Provides $28 million to expand mental health service teams statewide to serve youth and young adults with early or serious mental illness by providing counseling, crisis management and other critical mental health services.

## N. SARS-COVID-19 POLICY

The uniform policy will be enforced, and facial coverings will not be mandatory for the 2021-2022 school year. However, when inside of school; facial coverings will be strongly encouraged for non-vaccinated staff, students, and school visitors. In addition, appropriate social distancing protocols will continue to be implemented, as well as other recommendations that may be made by the CDC, Department of Health, and the school district. The school reserves the right to make adjustments to its health and safety related protocols as may be necessary and / or recommended by appropriate officials through the school year.

Frequent handwashing will be encouraged. Hand sanitizing stations will be available during school. Anyone leaving a classroom during a class period, will be expected to wash their hands or use hand sanitizer prior to returning to the classroom.

**What is the procedure if a child arrives at school exhibiting COVID-19 like symptoms?**
The student will be assessed, and the parents will be notified immediately to pick-up the student. Based on signs and symptoms, the student may be placed in insolation until the parent pick-up occurs.

**What is the procedure to report a COVID-19 diagnosis in a household?**
If anyone in the student's household tests positive for COVID-19, the parents/guardians must immediately self-report the result to the school(s). After school hours and on weekends, cases can be reported by calling 305-995-3000. The school principal will then report the case to the DSHO.

**If a student is ill, when may he or she return to school?**
Students presenting general illness symptoms that are non-COVID related will need to remain home until they are symptom-free without the use of medication for 24 hours. Students presenting COVID-like symptoms, but no known COVID contact, MUST remain home in isolation for at least 10 days since symptoms first appeared AND 24 hours have passed since last fever without the use of fever-reducing medications AND symptoms have improved, UNLESS student obtains a clearance letter from health care provider.

**If a student is confirmed by the Florida Department of Health (FDOH) in Miami-Dade as testing positive for COVID -19, what type of clearance is needed for the student to return to school?**

The FDOH will notify the District School Health Office (DSHO) when the student is cleared to return to school. The DSHO office will notify the school principal who will notify the student's parents/guardian.

**How to stay informed- Websites and Social Media**
Parent's are encouraged to contact the school and visit the school website at www.stellarleadershipacademy.net and on facebook at https://www.facebook.com/stellar.la.7015 they can also visit social media sites and handles that the District will use to provide up-to-date information to parents and the community.

*Education that fits your life*

**STELLAR LEADERSHIP ACADEMY**

Parent/Student Contract

2026 - 2027

Student's Name: _____

Parent/Guardian's Name: _____
(If student is under 18 years of age)

I/We have read and understood all the information contained in the Parent/Student Handbook. I/We agree to abide by and support the school's rules and regulations, **INCLUDING THE CODE OF CONDUCT AND ALL OTHER POLICIES**, as outlined in the Parent/Student Handbook.

Although this Parent/Student Handbook reflects the current policies of Stellar Leadership Academy, it may be necessary to make changes from time to time to best serve the needs of the Center and its students.

Agreed by:

_____

Student's Signature Date

_____

Parent/Guardian's Signature (if student is under 18 years of age) Date

This agreement will be placed in the students' file.

This student is a Miami Dade County Public School student and therefore is held to the MDCPS Code of Student Conduct and Stellar Leadership Academy's Disciplinary Plan Handbook.