



Student/Parent
Handbook
&
Code of Conduct



ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF & AGREEMENT TO COMPLY WITH THE STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT

Each L&L Academy parent/guardian must review and familiarize themselves with the L&L Academy Student/Parent Handbook (the “Handbook”) & Code of Conduct, including the technology and internet use provisions, as well as the incorporated Polk County School District Code of Conduct (<https://polkschoolsfl.com/codeofconduct/>), and explain the contents to their child. Parents/Guardians are encouraged to raise any questions or concerns with the L&L Academy administration prior to signing and returning this form. **The uniform policy will be enforced, and every student and parent will be held accountable for violating the uniform policy.**

Once the Handbook & Code of Conduct is reviewed and understood, the **student and parent/guardian must sign, date, and return this form to L&L Academy, which signifies that the student and parent understand and agree to abide by the terms of the Handbook & Code of Conduct, including the technology and internet provisions, and the Polk County School District Code of Conduct.**

A new form acknowledging and agreeing to the Handbook & Code of Conduct is required for each new school year.

To the extent L&L Academy determines the need to amend the Handbook & the Code of Conduct during a school year, the revised version will be provided to parents and students and a newly signed form acknowledging and agreeing to the latest version will be required for continued school attendance.

By my signature below, I acknowledge receipt of the L&L Academy Student/Parent Handbook & Code of Conduct. I further acknowledge that I have reviewed and understand the Handbook & Code of Conduct, including the technology and internet provisions, as well as the Polk County School District Code of Conduct, and have explained the contents to my child. Finally, by signing below, I agree to abide by the Handbook & Code of Conduct, and the Polk County School District Code of Conduct.

Parent’s/Guardian’s Signature

Date

Student’s Signature

Date



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Code of Conduct

To create a safe and inclusive learning environment to nurture academic success, Language & Literacy Academy for Learning (“L&L Academy” or “School”) parents and students must work together with the members of the School. Supporting our students’ behavioral, social, and academic progress is critical to their continued success. To that end, there are fundamental requirements that both the students and the adults supporting them must uphold. This Handbook & Code of Conduct is a resource of such basic information for our students and parents/guardians (parent/guardian will be referred to as “parent”). Please keep this copy of the Handbook & Code of Conduct for reference. This document is also available in the School’s office and on the L&L Academy website.

L&L Academy follows and adopts by reference herein the student code of conduct approved (and as revised from time-to-time) by the Polk County School District, found at:

<https://polkschoolsfl.com/codeofconduct/>

Students and parents must review and agree to the provisions of the Polk County School District Code of Conduct. In addition, this Handbook and Code of Conduct details expectations, responsibilities, and rules that govern L&L Academy, our students, and our parents. Collectively, these materials provide standards of conduct, infractions and consequences for misconduct, discipline, due process, and duties.

Nothing herein restricts the rights and responsibilities of the legal authority and responsibility of the L&L Academy Board and/or its Principal to protect the health, morals, safety, and welfare of students and staff or to unilaterally modify, amend, replace, revise, or revoke this Handbook & Code of Conduct.

Please be aware that the provisions of this Handbook & Code of Conduct, as well as the Polk County School District code of conduct is enforced

- on School property at all times, regardless of whether school is in session.
- during travel to and from School, regardless of the means by which the student travels, including but not limited to waiting for and riding on a school bus or in a carpool vehicle.
- at all times while a student is participating in a school-sponsored event and other activities at which school personnel have responsibility over students. Furthermore, the provisions govern conduct when communicating with any administrator, teacher, staff members (temporary or permanent), student, parent/guardian or third-party vendor of the School regardless of where such communication occurs or if it occurs by any type of telephonic or electronic media.



Finally, the provisions shall govern out-of-school conduct that is determined by the L&L Academy Principal or the School's Board to be a threat to the health, morals, safety or welfare of other students, teachers, staff, administrators, Board members or visitors, harmful to the community, damaging to the reputation of L&L Academy or interfering with the School's ability to conduct school business. In certain situations, out-of-school behavior can result in expulsion from school or placement in an alternative program, as detailed in the discipline procedures set forth in this Handbook & Code of Conduct, the Polk County School District code of conduct or by law.

The contents of this Handbook & Code of Conduct are not contractual and do not give rise to a claim of breach of contract against the School, its directors, school employees or administrators.

Teaching Behavior

All behaviors are skills, and the skills students use are learned from the adults in their lives. These simple steps at-home are important to positive behavior development in students.

- Everyone needs a clear understanding of acceptable behavior.
- Set expectations.
- Teach and model the expected behavior. Show them how to do it both at home and when interacting with School employees and administrators.
- Provide opportunities to practice. Role Play.
- Frequently reinforce the expected behavior through specific praise and incentives.
- Reiterating and complementing desired behavior is 7x more effective than excluding a child for misbehavior.
 - Communication between school and home is essential to a student's success. When parents contact a teacher or administrator at L&L Academy, they can expect a prompt, cooperative response. Similarly, when the teacher/school contacts the parent, the parent must also be responsive and cooperate with the school.
 - Collaboration: Student success depends on everyone working together, sharing ideas, developing common goals, and focusing on the desired outcomes.
 - Relationship: One of the most important factors in student success is a caring relationship with a significant adult who shows an interest in the student's schoolwork, social development, struggles, and victories.
 - Teach responsibility: One good way to do this is by having rules and expectations.
 - Establish routines: Bedtimes, a daily homework/practice time, a location at home for schoolwork to be completed.
 - Let them know school is important to you: Reminding students before they go off to school of what you expect, monitoring achievement and homework through



the parent portal, learning what social/behavioral skills are being taught in school and teaching them at home.

- Listen to their day: Ask questions about what happened at school and listen to their response.
 - What did you learn today?
 - What did you do in class today?
 - How was the bus ride to and from school?
- Advocate for them: Communicate with the School personnel who are important in your child's life. Be a part of every meeting at School. Volunteer for School activities.
- Teach self-advocacy: Students must develop the ability to identify and properly express their needs, wants, preferences, and goals.

Conditions for Student Success

L&L Academy creates the conditions for student success by providing:

- Well-developed School-wide expectations and classroom rules:
 - To be effective, rules must be specific, taught (modeled and practices), prompted, reinforced, and frequently reviewed. They must cover specific expectations such as transitions, entering the room, getting started, and handling materials.
- A positive school climate that emphasizes dignity, respect, safety, relationships, and student engagement.
- Professionals that know how to identify and reinforce expected behaviors.
- Effective parent and student communication:
 - Daily/weekly notes, e-mail, updated agendas, and alerts
 - Timely phone calls to discuss positive progress, challenges, or issues
 - Charting behaviors and reward points earned
 - Monitoring behavior/academic contracts and providing feedback to parent
 - Parent/Teacher conferences are scheduled to accommodate the schedule of both the parent and teacher. Conferences may be in person or by telephone, depending on circumstances, including health or safety concerns, and availability.
- Engagement Strategies:
 - Matching curriculum and tasks to student learning level.



- Using activities that promote engagement, higher pace, and more student responses.
- Identifying expectations and duties for students and recognizing and providing positive reinforcement when the student does it.
- Monitoring and tracking student progress, and teaching students to monitor their own progress.
- Providing students daily reminders about classroom expectations.
- Multiple levels of support for
 - Academics
 - Behavior
 - Attendance
- Alternatives to exclusionary responses to misbehavior
 - Class-wide management strategies, including teaching and rewards, and re-teaching needed behaviors
 - Reinforcement
 - Re-teaching expectations
 - Behavior contracting
 - Increasing parent involvement and communication regarding behavior
 - Referral to the Student Success Team
 - Restorative practices
 - Counseling
 - Peer mediation, Conflict resolution
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 - Development of specific behavior intervention plans

Computer Technology and Networks

L&L Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of the school's operations. However, the use of the school's network and technology resources by students is a privilege, not a right. Further, safeguards shall be established so that the school's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with the other individuals in chat rooms or on blogs; and



recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of school policy, and learning appropriate responses if they are victims of cyberbullying.

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes and the current pandemic health guidelines and restrictions are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the internet and to minimize learning gaps resulting from the Covid-19 pandemic. The school is pleased to provide internet services and remote learning to its students.

The school's internet system is limited to an educational purpose. The school's internet system has not been established as a public access service or a public forum. The school has the right to place restrictions on its use to assure that use of the school's internet system is in accord with its limited educational purpose. Student use of the school's computers, network, and internet services, whether on School property or through remote access, ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. Like with all identified student offenses, student due process rights will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

L&L Academy encourages students to utilize the internet in order to promote educational excellence by providing them with the opportunity to develop the resource-sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the internet will be guided by the school's policy on instructional materials, this Handbook & Code of Conduct, as updated from time-to-time, and any rules, regulations, or instructions issued by the School. The internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The internet connects computers and users in the school with computers and users worldwide. Through the internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process.

Further, the internet provides students and staff with the opportunity to communicate with each other and other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges. First, and foremost, the School may not be able to technologically limit access to only those sites that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials for appropriateness, because the internet serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.



The School has implemented technology protection, utilizing software and hardware measures that monitor, block, and filter internet access to visual displays that are obscene, include child pornography or are harmful to minors. Nevertheless, parents are advised that technology is constantly evolving, and a determined user may be able to gain access to services on the internet that the School has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents assume risks by consenting to allow their child to participate in the use of the internet. Parents are responsible for setting and conveying the standards that their children should follow when using the internet. Pursuant to Federal law, students shall receive education about the following:

- safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications.
- the dangers inherent with the online disclosure of personally identifiable information; and
- the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online.

School staff provide training so that internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The School instructs and expects that staff members will provide guidance and instruction to students in the appropriate use of the internet and will monitor students' online activities while at school, utilizing School online resources or remotely connecting to the School's system. Monitoring may include, but is not limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs; or other tools utilized by or on behalf of the School to monitor and restrict remote access to its system or online resources. All internet users (and their parents if they are minors) are required to sign a written agreement annually to abide by the terms and conditions of this policy and its accompanying procedures. Students and staff members are responsible for good behavior on the school's computers and the internet just as they are in classrooms, school hallways, and other school premises and school sponsored events, whether the computers or virtual resources are accessed on school property or remotely. Communications on the internet are often public in nature. General school rules for behavior and communication apply.

The School prohibits any use of the internet or any of its virtual learning resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures. Students shall not access social media for personal use from the School's network but shall be permitted to access social media for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked and disciplinary action taken against them. Users granted access to the internet through the school's computers or the School's virtual resources assume personal



responsibility and liability, both civil and criminal, for uses not authorized by this policy and its accompanying procedures. School administrators are responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to students' use of the network and virtual resources.

Virtual Learning

L&L Academy reserves the right, to transition to a partial or total virtual learning environment in the event of a health emergency such as a pandemic, a natural disaster or other extenuating circumstance. The School will work with students and parents in an effort to support virtual learning for all students, regardless of circumstances, however, parents must work cooperatively with the School to that end; it is ultimately the responsibility of parents to accommodate virtual learning for their children.

In the event that the School transitions to a virtual learning environment, students are required to maintain the same standards of conduct outlined in this Handbook & Code of Conduct. To the extent that bad behavior is subject to discipline during in-person school attendance, the same disciplinary procedures and possibilities apply to virtual learning. In addition to the behavioral rules outlined for student conduct, the following additional guidelines apply to virtual learning:

- Students may only log into programs and classes that they have been authorized to enter. In other words, students are not permitted to enter into online classes that they are not enrolled in.
- Students must wear appropriate clothing during virtual attendance.
- Students must log into their virtual classrooms on-time and prepared for class.
- Students must respect the virtual classroom environment in the same manner they would during live classes. For example, profanity, bullying, and interruption of the teacher during virtual learning will not be tolerated.
- Students are authorized to use School online and virtual resources only in connection with the educational purposes identified by the School and only for the duration authorized by the School.
- Students are similarly bound by these policies and restrictions when using third party virtual resources offered by or on behalf of the School to support students' virtual learning.
- To the extent students are loaned computers, modems, or any other School resources to support virtual learning, those materials are governed by this Handbook & Code of Conduct and must timely be returned to the School in the same condition as originally loaned upon request by a representative of the School.



Personal Communication Devices

Students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions. Students may use PCDs while riding to and from school on a school bus or other school-provided vehicles or on a school bus or school-provided vehicle during school-sponsored activities.

Technology including, but not limited to, PCDs intended and used for instructional purposes (e.g., taking notes, recording classroom lectures, calendaring due dates) will be permitted, as approved by the classroom teacher or the building principal. However, the use of a PCD to engage in non-education related communications is expressly prohibited. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones), smartphones, (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices) and/or other web-enabled devices of any type.

Students may not use PCDs to access and/or view internet web sites that are otherwise blocked to students at school while on school property, at a school-sponsored activity or any other event over which a School staff member has responsibility over students or traveling to or from the School or a school-sponsored activity or event. Distracting or disruptive behavior related to PCDs that creates an unsafe, volatile, or intimidating environment will not be tolerated.

Ordinarily, PCDs will be kept "Off" during the school day and while attending before or after school academic activities. Under certain circumstances, a student may keep the PCD "On" with prior approval from the School's Principal.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Principal and Board are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on School premises/property (including on School transportation).

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are prohibited from using PCDs to:



- transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and
- engage in "sexting"- *i.e.*, sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature in electronic or any other form.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violation of PCD prohibitions shall result in disciplinary action and/or confiscation of the PCD. Furthermore, such actions will be reported to local law enforcement and child services, where required by law.

Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case, the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement.

School officials will not search or otherwise tamper with PCDs that are in school custody unless they reasonably suspect that the search is required to discover evidence of a violation of law or school rules. Any search will be conducted in accordance with Polk County School District Policy 5571 – Search and Seizure. If multiple offenses occur, a student may lose the privilege to bring a PCD to school for a designated length of time or on a permanent basis. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the Principal. Students are personally and solely responsible for the care and security of their PCDs. The School expressly disavows any responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto School property or School transportation vehicles, or at any off-campus school-sponsored activity. Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

This Handbook and Code of Conduct was developed to inform students and parents of acceptable behavior and the disciplinary alternatives for modifying unacceptable behavior. The School aims to build effective educational environments in which positive behavior is encouraged, so that academic success can be achieved. As such, the School has in place a school-wide behavior management



system based upon proactive, educative, and reinforcement-based strategies that is detailed herein and available to parents, students, and staff at any time on the L&L Academy website.

The School requires teachers to have a consistent proactive behavior management system within the classroom. Rules/expectations are to be displayed, modeled, taught, and reviewed. Teachers are to inform/communicate with parents and students the rules/expectations of the class and to timely alert students and parents of any issues or compliance concerns. In creating a safe and more effective school, our approach to prevent inappropriate behavior is through teaching and reinforcing appropriate behaviors.

Successful School Management for Optimal Learning

A fundamental objective of successful school management is the creation of a safe and non-disruptive environment in which an equal educational offering can be extended to each student. Acceptable behavior is a key element in the creation and maintenance of such an environment. An integral part of the overall learning process is making positive efforts within a safe and orderly environment to correct behavioral as well as academic mistakes. L&L Academy provides a range of interventions that are systemically applied to students based on their demonstrated level of need and addresses the role of environment, as it applies to the development and improvement of appropriate behavior.

Student Discipline

Student discipline, when properly administered, reinforces the educational process in a positive manner. Student discipline is administered in a manner that teaches acceptable social skills and instills within the student a lasting respect for authority.

- **Due Process:** Student discipline that is properly administered can demonstrate the principles of procedural and substantive due process, which are the basic building blocks of an orderly society governed by laws.
- **Procedures:** This Handbook & Code of Conduct provides procedures that shall be strictly adhered to in all student discipline matters resulting in suspension, expulsion or referral to a special placement or an individually designated program.

Health, Safety, and Welfare

L&L Academy is responsible to provide for the health, morals, safety, and welfare of all students and employees.

- **Learning Atmosphere:** L&L Academy, with the cooperation of students and parents, has the responsibility to provide an atmosphere conducive to learning, either in-person or virtual, with competent administrators and teachers who are enthusiastic, understanding, and fair.



- **Criminal Liability for Disruption of Educational Institutions**

Pursuant to Section 877.13, Florida Statutes, it is unlawful for any person to disrupt or interfere with the administration or functions of any educational institution, its Board, or activity on the School's property.

- **School Health Policy**

L&L Academy has a full-time nurse on campus to address the health and medical emergencies that may arise during the school day and to complete mandatory student health screenings. Parents are advised to notify the school nurse of any health problems their child has or develops during the school year and any medications the student is prescribed. Parents are also encouraged to keep an action plan on file from the doctor for chronic conditions such as asthma, life threatening allergies, diabetes, and seizures. Parents are required to have an emergency card on file for each child attending L&L Academy and to notify the school if the information changes during the year. Any student who is absent for more than two days must have a doctor's note in order to return to school.

- **Vaccinations & Physicals**

The State of Florida mandates that all students be up to date on vaccinations. All incoming pre-kindergarten and kindergarten students are required to have a physical exam completed and on file in the nurse's office. Failure to comply with these regulations will result in a temporary removal from school until proof of missing vaccinations, testing or physical is provided by a doctor. Also, sports physicals are mandatory for all students interested in participating in a team sport.

- **Medications**

All medications, including over-the-counter medications must be kept in the nurse's office. No student is allowed to have in their possession any medication unless there is a written doctor's note on file in the nurse's office (*e.g.*, asthma inhaler); this includes all prescription and over-the-counter medications. The school has numerous medications for headache, upset stomach, sore throat available with parent permission on emergency card. A form is available in the nurse's office for a student to carry their asthma inhaler or EpiPen but requires a doctor's signature. Parents who choose this option are encouraged to keep a spare inhaler or EpiPen in the nurse's office in the event a student forgets the medication at home, or their inhaler becomes empty.

If a student requires prescription medication or an over-the-counter medication that is not provided by the school, a parent permission form must be on file in the



nurse's office. Prescription medications must be brought in by a legal guardian and be in the original pharmacy bottle with the label showing the student's correct name, time to be administered, dosage, prescribing doctor's name, and date. Over-the-counter medications sent in must be in the original sealed box. The nurse will assess the student and determine if other measures can be used before the medication is given. A doctor's note is required if a prescription or over-the-counter medication is needed daily for a period extending beyond one week. If a student is caught with medication in the building without permission, the medication will be confiscated, and the student may face disciplinary action as detailed in this Handbook & Code of Conduct. The medication will be returned directly to a parent. All medications must be picked up at the end of the school year or they will be disposed of.

- **Illness/Injury**

If a student becomes ill or injured during the day, it is their responsibility to tell their teacher at the time of the injury or illness so they may see the nurse for proper medical care.

If a student becomes ill during the day and the nurse decides the student needs to go home, the nurse will contact the student's family and the student **MUST** be picked up **within two hours**. All families need to have a back-up plan in place in the event this occurs, and they are not available. The school retains the right to call the Department of Human Services if no one is able to come and pick up their child within the allotted two hours. Students are not allowed to leave without an adult to pick them up.

There are certain contagious diseases that require a student to stay home until a doctor authorizes the student to return to school. These include, but are not limited to, impetigo, chicken pox, strep throat, and Covid-19. Also, if a student is sent home sick and is prescribed a medication for that illness, the student may return to school after medication treatment has been in effect for 24 hours or sooner with a doctor's note. Students with any of the following must be kept home until they have no symptoms for 24 hours, or, in the case of Covid-19, have quarantined without symptoms for 14 days or received a negative test result and doctor's note:

- fever greater than 100 degrees
- vomiting and/or diarrhea
- flu-like symptoms
- sore throat, coughs, chills, and/or body aches
- rashes, yellow eye drainage, or greenish-yellow phlegm from a cough or cold



- **Highly Contagious Diseases**

The School is authorized to implement safety measures to address health emergencies as necessary for the health and safety of students, teachers, and staff. To ensure a safe environment for all, parents must inform the school if a student is out sick with a diagnosed communicable illness such as COVID-19, meningitis, measles, etc.

Has been in contact with anyone diagnosed with a communicable disease within the last 14 days.

Any L&L Academy parent or student who has been diagnosed with Covid-19 must notify the School of the diagnosis and assist the School in contact tracing to notify persons who may have come in contact with the student or parent at or through the School. L&L Academy will comply with CDC guidelines, federal and state law in conducting such contact tracing. A student diagnosed with Covid-19 cannot return to School property (including School vehicles) without first providing a negative Covid-19 test result and must be symptom-free. Any student who has come in contact with someone who has been diagnosed with Covid-19 must quarantine at home for 14 days. The student may access the School's virtual learning tools to keep up with schoolwork during illness or quarantine.

Given the highly contagious nature of Covid-19 and the possible life-threatening effects, failure to comply with this provision shall result in discipline, at the discretion of the School, based on the level of knowingly and intentionally disregarding the health of our school community.

Please see the nurse with any questions.

Management of Student Behaviors

The School is authorized to adopt rules and regulations for the control and discipline of students and shall decide all cases in which expulsion is recommended.

This Handbook & Code of Conduct outlines the rights and responsibilities of the School, parents, and students with regard to conduct at school or a school-sponsored activity or event at which school staff are responsible for students, while on school property or a school vehicle, while traveling to or from school or a school event or activity, or while participating in our using school virtual learning forums or tools. It also includes discipline and appeal procedures, as well as consequences for violations of the Code of Conduct.



- **Instruction and Distribution:** Specific instruction about their responsibilities and rights, as well as offenses and potential discipline under the Code of Conduct is provided to all students, and this Handbook & Code of Conduct is distributed to all students for delivery to their parents at the beginning of each school year and is available at the L&L Academy website at all times.
- **Acknowledgment:** Both parents and students have the responsibility to be familiar with the contents of this Handbook & Code of Conduct (including the Polk County School District code of conduct) and to complete and return the Acknowledgment Form, documenting that parent and student are familiar and agree to the rules, responsibilities, and possible repercussions for violations.

Parent/Guardian Roles & Responsibilities

To maintain the positive, nurturing environment necessary to promote learning and social development for our students, the adults interacting around our students are held to the same standards and expected to model the behavior we are encouraging in our students. L&L Academy administrators, teachers and staff encourage communication with parents/guardians and will schedule conferences (either telephonic or in person, as circumstances permit) for professional, respectful discussions of any issues or concerns. Any parent or guardian who acts in an unacceptable manner (*i.e.*, gross disrespect, threatening or causing disruption to professional or academic environment) towards any administrator, teacher, staff member, student, other parent, or guest while on school property and school vehicles, as well as during travel to or from school or school-sanctioned functions or activities, is in violation of this Handbook & Code of Conduct. A parent or guardian who violates this provision may be asked to immediately leave the premises. It is within the discretion of L&L Academy to ban the parent or guardian from the school and off-campus school activities for the remainder of the school year. In addition, if such behavior is extreme or continues, it may constitute grounds for dismissal of a student from the school. The L&L Principal has the authority to determine when this consequence is appropriate.

Parent/Guardian Classroom Visitation Policy

L & L Academy encourages parents/guardians to take an active role in their children's education. To respect the privacy and safety of students and to maintain a safe learning environment, parents are typically not permitted to be present in a classroom or watch the security cameras in the classrooms. Parents/guardians are encouraged to meet with the child's teacher frequently and must schedule an appointment 48 hours in advance. To schedule the appointment, a parent/guardian can contact the main office at 863-268-2903. If the parent/guardian is in school for a visit, he/she must sign in at the main office,



provide their driver's license to be screened by RAPTOR, and put on a visitor badge, at which point someone may escort the visitor to the classroom. On occasion, a parent may be asked to accompany a child in class to support their academic and/or behavioral progress. During such an instance, the parent/guardian is expected to act as a silent bystander so as to not disrupt the learning process of the classroom.

Parent/Guardian Volunteer Opportunities

To further the School's mission and purpose, which includes developing well-rounded, engaged students, active parental participation will be required at the School. Parents are required to participate in their child's education. We have determined that active parental participation is essential to the delivery of our educational goals and is the key to the success of the overall program. To take advantage of volunteer opportunities at L&L Academy, a parent/guardian can contact the main office at 863-268-2903. The volunteer process includes successfully passing a background check through Polk County School Board. The cost is at the parent/guardian's expense. Once the background check has cleared, a Polk County volunteer badge will be administered by Polk County School Board. If the parent/guardian is in school for a visit, he/she must sign in at the main office, provide their driver's license to be screened by RAPTOR, and put on a visitor badge, at which point someone may escort the visitor to the classroom/designated area to volunteer.

Revisions

Except for administrative revisions mandated by law, the Handbook & Code of Conduct is reviewed, and revisions considered at least every year by a school-wide committee. L&L Academy reserves the right to amend this Handbook & Code of Conduct at any time to adequately address current conditions, new situations or for any reason deemed by L&L Academy to warrant amendment or revision.

Principal

The School's Principal has authority to review and modify recommendations for disciplinary actions:

Stay Order: The Principal shall have authority to grant a stay whereby the student shall remain in school pending conclusion of the appeal process.

Expulsion: The Principal has authority to make recommendations for expulsion to the Board. When Board action on a recommendation for expulsion of a student is pending, the Principal may extend the assigned suspension beyond ten (10) school days if such suspension period expires before the next regular or special meetings of the Board.



Rules & Management: The Principal or designee may develop school rules and may delegate responsibility for the management of student behavior and direction to school administrators, instructional staff, and/or bus drivers or attendants as the Principal or designee may consider appropriate.

General Welfare of the School Community: The Principal's authority to control students and administer discipline includes all facilities, transportation, and extracurricular activities or functions provided by L&L Academy. Such authority shall not be confined to the school campus or school functions, if the act of the student directly affects the education or general welfare of the school community or member(s) thereof.

CONFLICT RESOLUTION/MEDIATION

It is the philosophy of the L&L Academy that students and staff should be proactive in their approach to behavior management. Therefore, conflict resolution and mediation strategies will be employed in a proactive manner to assist students and staff in addressing conflict and discipline issues.

COUNSELING

Personal needs or concerns can seriously threaten and interfere with the educational development of students. Schools have the responsibility to provide counseling services for students and to inform students of services provided by other agencies.

Students Have the Responsibility:

- To identify and/or report personnel or school related problems, concerns or issues to appropriate staff, counselors/advisors.
- To use counseling services for their educational and personal development, where appropriate.
- To schedule appointments in advance unless the problems or concerns are of an emergency nature. Parents and students have the responsibility of providing information that may be useful in making intelligent educational decisions.
- To use counselors'/advisors' services for personal or school related problems, concerns, or issues.

Students Have the Right:

- To be accurately informed as to the nature, kind, or type of guidance services available in their school and community.



- To receive appropriate counseling for personal and educational problems within a reasonable timeframe.
- To have access to counselors/advisors on the staff.

PARTICIPATION IN SCHOOL ACTIVITIES

- Students participating in extra-curricular programs and activities are expected to maintain the L&L Academy standards of behavior in their school and community as defined by the Student Code of Conduct.
- Any student placed on a probationary agreement or behavior contract will be ineligible to participate in any school-sponsored extra-curricular activity or program for 90 school days.
- Any student who violates L&L Academy team or group pledges or rules may become ineligible to participate in school-sponsored extra-curricular activities or programs for 45 school days if recommended by the Principal.
- L&L Academy administration may also declare a student ineligible to participate in any or all school-sponsored extra-curricular activities and programs for a set period of time when that student's behavior results in a threat of harm to the health, safety, or welfare of staff or students or to the reputation of the school.
- Participation is a privilege which may be forfeited due to misconduct or failure to attain and maintain passing grades in all classes.

Dress Code

Students are required to wear appropriate clothing according to the situation and grade level. Inappropriate clothing and appearance are disruptive to the school program and the Principal will enforce adherence to this policy. School administrators have final authority to decide if clothing complies with school rules. Dress code applies while on campus, off-campus at school events or activities or during virtual learning. Dress code is not to be used as a barrier to access education. No student will be denied attendance at L&L Academy or otherwise penalized if failure to comply with dress code is due to financial hardship. Responsible timeframes may be established for compliance for financial hardship and for students new to the school.

- Disruptive Behavior and/or Minor Infractions: Repeated violations of the dress code shall be treated as disruptive behavior. However, dress code violations shall not carry over on the student's discipline record to subsequent semesters.
- Florida Statutes requires L&L Academy to adopt a dress code policy that prohibits a student, while on school grounds during the regular school day, from wearing



clothing that exposes underwear or body parts in an indecent or vulgar manner or disrupts the orderly learning environment. Each student is responsible for compliance with appropriate dress, respect for self and others, and the role appropriate dress and respect for self and others has on an orderly learning environment. Any student who violates the dress code is subject to the following disciplinary actions:

- For a first offense, a student shall be given a verbal warning and the school principal or designee shall call the student's parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period not to exceed 5 days and the school principal or designee shall meet with the student's parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal or designee shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.
 - **Shirts and Blouses:** Shirts or blouses shall be tucked into the waistband of the pants or skirt. Exceptions will be allowed in individual cases based upon the discretion of the principal or designee.
 - **Pants:** Pants with belt loops shall be worn with a belt that is properly fastened. Pants shall be worn so that the waistband is worn at the waist and not below the waist. Acceptable colors for bottoms are navy, khaki, or black. Jeans are only worn on Fridays.
 - **Skirts and Dresses:** The hem of skirts or dresses shall be no shorter than mid-thigh as determined by the principal or designee.
 - **Appropriate Sizes:** Students shall wear clothing of appropriate size as determined by the principal or designee.
 - **Shorts:** Students may wear hemmed walking or Bermuda shorts and skorts, provided that such shorts or skorts are no shorter than mid-thigh as determined by the principal or designee. Athletic shorts including spandex-style "bicycle" shorts, cut-off jeans, frayed jeans or pants, cut-off sweatpants, short shorts, running shorts, and see-through boxer type shorts are prohibited.



Unacceptable Attire: Students are not allowed to wear clothing (including bandanas), jewelry (including body piercing jewelry and “grills”), buttons, haircuts, tattoos or other attire or markings which are offensive, suggestive, disruptive, or indecent such as:

- Clothing associated with gangs.
- Clothing encouraging the use of tobacco, drugs, alcohol, or violence.
- Clothing associated with discrimination based on age, color, handicap, national origin, marital status, race, religion, sexual orientation, or gender.
- Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or minidresses, halters, backless dresses, tube tops or tank tops without over blouses or shirts, spaghetti strap garments without over blouses or shirts, bare midriff outfits, or shirts or blouses tied at the midriff.
- Clothing not properly fastened or with tears.
- Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery, and sleepwear.
- Clothing or footwear that is construed by the principal or designee as hazardous or dangerous to the health of the student or others.
- Overalls – any bibbed pants or shorts (with an inseam).
- Trench Coats.
- Hooded sweatshirts are acceptable, but hoods may not be worn during school hours.

Textbooks and Library Obligations

A textbook or library “obligation” consists of school property lost by a student. It is not a fine assessed by a school for late fees. “School Fees” do not include library fines. Late fees are not transferable and are removed at the end of the school year.

Instructional Materials and Equipment

If the School lends any equipment to a student, such as laptop or other electronics for virtual learning, the equipment remains school property and the parent and student agree that use is temporary. Protection and backup of data on the equipment is the sole responsibility of the parent and student. Student and parent may not make any alterations in or add attachments, hardware, or software to the equipment without express written permission from L&L Academy. Student and parent are responsible for the security, care and maintenance of the equipment and must immediately notify L&L Academy if school property is lost, damaged or malfunctioning in any way. Student and parent are financially responsible for any loss or damage to school equipment.



Failure on the part of student and parent to provide payment for the damage or loss to instructional materials or equipment loaned to them may result in the suspension of the student from participation in extra-curricular activities, or the debt may be satisfied by the student performing community service activities at the school site, as determined by the school principal. Parent/student will be offered the following for satisfying the obligation:

- Replace a library book with a book in the same condition. The title must be approved by the library media specialist.
- Replace the same textbook title and edition from an outside source through purchase, a receipt is required to verify the purchase.
- Replace the equipment, such as a laptop, with equipment that is substantially similar, with the same specifications and capabilities. The replacement equipment will be inspected and evaluated by the School, must be accompanied by a receipt if new, and the principal has sole discretion to determine if the replacement is an acceptable substitute.
- Allow the student to work off the obligation through duties assigned by the school at the rate of \$5.00/hour, to occur outside of instructional time.

False Accusations Against Administrators, Teachers or Staff

Accusations against administrators, teachers or staff made by students, parents or members of the community will be promptly and thorough investigated and, where violations of the law are implicated, will be reported to law enforcement and the School will work in cooperation with the relevant authorities. However, false accusations against administrators, teachers or staff are a serious violation of this Handbook & Code of Conduct as well as the rights and legal protections of the wrongly accused individual. The principal or the principal's designee will enforce progressive discipline against any student making such accusations, depending on the intent and severity of the false accusations. The principal or the principal's designee may recommend the expulsion of any student or group of students found to have intentionally conspired to make false accusations or made false accusations that jeopardize the professional reputation, employment, or professional certification of an administrator, teacher, or other member of the school staff. False accusations made by parents against administrators, teachers or staff may result in the parent being barred from school premises and school activities or the expulsion of the student, if it is determined that the parent intentionally made false accusations or conspired with others to make false accusations that jeopardize the professional reputation, employment, or professional certification of an administrator, teacher, or other member of the school staff. Nothing in this section limits or restricts in any way any legal remedies available to an individual administrator, teacher or staff member who has been the object of false accusations.

Harassment/Discrimination/Bullying Prohibited

L&L Academy vigorously enforces its prohibition against harassment based on race, color, national origin, sex (including sexual orientation, transgender status or gender identity) religion,



or disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), military status, ancestry, or genetic information, which are classes protected by state and/or federal law (collectively, "protected classes") and encourages those within the

school community, as well as third parties, who feel aggrieved to seek assistance to address the issue. The School will investigate all allegations of unlawful harassment and in those cases where legally prohibited harassment is substantiated, the School will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The School will not tolerate harassment/discrimination by any of its employees or students, or nonemployee volunteers who work under the control of school authorities. Discrimination and harassment threaten the safety, security, and well-being of not only those against whom such actions are directed, but everyone who has an interest in our school. For these reasons, L&L Academy has adopted a zero-tolerance commitment to requiring and ensuring that all school activities will take place without harassment or discrimination being directed against any person.

Any substantiated violation of this policy will be deemed a serious violation and shall be addressed accordingly. All administrators, teachers, and staff are expected and required to ensure that this policy is fully implemented and vigorously enforced.

- Discrimination is conduct which deprives the victim of the proper opportunity to participate in employment, educational programs or activities, school-sponsored activities, or in any other activities or events offered or provided by L&L Academy or at which L&L Academy teachers, staff or administrators are responsible for students, on account of race, color, national origin, gender, sexual orientation, religion, disability, or, in certain contexts, age.
- Harassment is a form of discrimination. It is conduct directed by a person or persons against another person on the basis of race, color, national origin, gender, sexual orientation, disability, pregnancy, marital status, age, religion, military status, language spoken, homelessness or genetic information which are classes protected by state and/or federal law that is severe, persistent, pervasive, and objectively offensive to the point that the prohibited conduct impairs the victim's participation in employment, educational programs, school-sponsored activities, or any other activities or events offered or provided by L&L Academy or at which L&L Academy teachers, staff or administrators are responsible for students, as more specifically defined below.
- Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:



- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment, an individual's education, or participation in any school function, activity, or event.
- Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting that individual.
- Such conduct interferes with an employee's work performance or student's academic performance, or creates an intimidating, hostile, or offensive work or school environment.
- Harassment/Discrimination, as defined above, may include, but is not limited to, the following:
 - Verbal, nonverbal, graphic, electronically transmitted, and/or written harassment or abuse.
 - Pressure for sexual activity.
 - Repeated remarks to a person with sexual or demeaning implications.
 - Unwelcome or inappropriate touching.
 - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's employment or academic record.
- It is harassment/discrimination for school employees or nonemployee volunteers to use their authority to solicit sexual favors or attention from subordinates or students, including but not limited to incidents when the subordinate's or student's failure to submit will result in adverse treatment, or when the subordinate's or student's acquiescence will result in preferential treatment.
- Racial harassment consists of verbal or physical conduct that denigrates or shows hostility or aversion toward any person based upon race when such conduct has the purpose or effect of creating an intimidating, hostile or offensive work or school environment; or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or any school activity. Racial harassment, may include, but is not limited to, the following conduct referring to or targeting race:
 - Epithets and slurs.
 - Negative stereotyping.
 - Threatening, intimidating, or hostile acts.



- Electronically transmitted, written or graphic material that shows hostility or aversion toward an individual or group.

It is racial harassment for a school employee, nonemployee volunteer or student to create or be responsible for a racially hostile environment—*i.e.*, harassing conduct that is sufficiently severe, pervasive, or persistent as to interfere with or limit the ability of an employee or student to participate in or benefit from services, activities, or privileges provided by the school.

- Disability harassment are oral statements or physical conduct, or any act taken as relating, referring to or targeting an individual's disability that denigrates or shows hostility or aversion toward such person or is sufficiently severe, pervasive, or persistent so as to limit or interfere with the ability of the individual to participate in or benefit from school programs or activities; harassment that has the effect of unreasonably interfering with an employee's performance or creating an intimidating, hostile, or offensive working or school environment. Disability harassment may include, but is not limited to conduct directed at the characteristics of a disabling condition such as:
 - Imitating manner of speech.
 - Interfering with necessary equipment.
 - Negative stereotyping.
 - Threatening, intimidating, or hostile acts.
 - Electronically transmitted, written or graphic material that shows an aversion or hostility towards an individual or group with disabling attributes.

It is disability harassment when a school employee, nonemployee volunteer or student seeks to involve a student or employee with a disability in antisocial, dangerous, or criminal activity where the student or employee, because of disability, is unable to comprehend fully or consent to the behavior.

- **Procedures**
 - Any student who alleges harassment/discrimination by another student or employee may report the action directly to the principal or a teacher.
 - Filing of a complaint or otherwise reporting harassment/discrimination will not affect the student's status, extracurricular activities, future grades, or work assignments.
 - The right to confidentiality, both for the complainant and of the accused, will be respected consistent with the school's legal obligations to investigate all allegations of harassment/discrimination and to take corrective action when such conduct has occurred.
 - In determining whether alleged conduct constitutes harassment/discrimination, the totality of the circumstances, the nature of the conduct, and the context in



which the alleged conduct occurred will be investigated. The principal or designee has the responsibility of investigating complaints of harassment/discrimination and documenting the findings. The principal or designee shall assist in resolving complicated factual situations.

- A substantiated charge of harassment/discrimination against a student shall subject that student to disciplinary action, including but not limited to suspension or expulsion, consistent with other provisions contained herein as determined by the principal or designee.
- A substantiated charge of harassment/discrimination against a school employee shall subject that employee to disciplinary action, including but not limited to termination of employment, as determined by the principal or designee.

- **Bullying**

Bullying is defined as:

- Any behavior that is unwanted, offensive, threatening, intimidating, insulting, causes discomfort or humiliation, or interferes with the individual's school performance and results in the victim feeling stressed, injured, or threatened; The behaviors are repeated; and
- There is an imbalance of power between the bully and the victim.
- Bullying behavior can take the form of:
 - Physical aggression including but not limited to hitting; pushing; spitting, stalking, destruction of property, etc.
 - Verbal aggression including but not limited to name-calling, teasing, making remarks that are insulting, intimidating, threatening, publicly humiliating, or disrespecting or demeaning a person's race, religion, disability, appearance, gender, or sexual orientation.
 - Emotional (relational) aggression including but not limited to spreading rumors.
 - Sexual aggression including but not limited to any unwanted sexual advances or actions intended to make the other person uncomfortable, embarrassed, or humiliated, and might include obscenities or gestures, exposure, or physical contact.
 - Cyberbullying/Cyberstalking includes, but is not limited to using the internet, interactive and digital technologies, or mobile phones to communicate words, images, or language, directed at specific persons that has the harmful effects described above.



Grievance Procedure

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

- Carefully analyze the problem and be sure you have ALL the FACTS.
- Ascertain that you have a rational attitude about the problem.
- Seek to resolve the problem with the teacher, if applicable, through appointment.
- If you believe the problem is not resolved, meet with school administration.
- If left unresolved, you should contact chair of the Board of Directors for L & L Academy.
- If still unresolved, you should contact the Board of Directors. Please call the school for contact information.

RETENTION AND PROMOTION

Academic grades are a reflection of student mastery of the standards being taught. Students' academic work is not graded based on behavior. For example, students will not be academically penalized for turning in a late assignment. However, they will receive a behavioral consequence for not following the teacher's directions. The same principle will apply for cheating. Students will receive a behavioral consequence if caught cheating, and will be required to take a new, different assessment to measure mastery. Grading a student's work solely on the standards taught allows teachers to have a true indicator of the proficiency level of the student. Students are given ample opportunity to practice what is taught in order to demonstrate what they have learned both in class and through home learning assignments, which are reflective of student practice grades. Students are afforded reteaching and reassessment opportunities. Parents will have real-time access to grades in the electronic grade book, and teachers will frequently communicate with families before a report card with final grades is issued to address any concerns about students who are failing their assignments.

The following rubric outlines the translation of numeric grades into letter grades that will appear on your child's report card:



A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59-below

SPECIAL EDUCATION STUDENTS

Special education students must meet the same requirements for promotion as prescribed for all other students. However, if a special education student does not meet these requirements, decisions on promotion and retention may be made by the student’s IEP team after evaluation of progress under the student’s IEP. If the student fails to make satisfactory progress, administrative assignments will be made, as determined by state or federal law or regulations, for:

- Limited English Proficient (LEP) students whose progress is impeded by a language barrier
- Students who have already been retained for 2 years for academic reasons.

APPEALS

Parents have the right to appeal the Principal’s decision on either the placement or promotion of their children. Appeals should be made in writing to the Principal. A parent who disagrees with the Principal’s final determination may appeal that decision to the Board, provided the appeal is made in writing within 30 days of notification of the Principal’s decision.

Search & Seizure

Students shall be free from unreasonable search and seizure of property as guaranteed by the Fourth Amendment to the U.S. Constitution. Student lockers, desks, cubbies, and similar storage areas are the property of the school and may be subject to search by an administrator at any time with or without reasonable suspicion to protect the health, safety, and welfare of others. Search of individual students shall be based upon reasonable suspicion that the student's person or property contains illegal substances, items, or material detrimental to the safety and welfare of other students or staff or in violation of the law or rules of this Handbook & Code of Conduct. Students are responsible and accountable for the contents of all items found in their lockers, book bags, backpacks, purses, and any bags or containers used to carry personal property.



All alcohol, drugs, drug-like substances, look-alike substances and/or drug paraphernalia found in a student's possession shall be turned over to the principal or designee. All confiscated substances shall be sealed and documented and, in the case of illegal drugs or other “controlled substances” as defined in Florida law, turned over to police.

Students have the responsibility:

- To refrain from possessing or concealing any illegal or disruptive substances or objects.
- To monitor and control access to their lockers, cubbies, backpacks, purses, book bags, or similar containers and to check their contents.

Students have the right:

- To privacy in their personal possessions unless the principal or designee has reasonable suspicion to believe that the student possesses or is concealing illegal substances/objects.
- To be notified that a seized substance is believed to be illegal contraband. The student and student's parent have 3 days from the date of notification to dispute, in writing, that a seized material or substance is an illegal substance/object.

Student Transportation

Rules and Regulations Governing Behavior for Students who Ride a School Bus: A student's violation of school transportation policies set forth in *School Bus Safety Rules and Serious Misconduct on a School Bus*, and disruptive behavior on a school bus or at a designated school bus stop may be grounds for: suspension of the student's privilege of riding on a school bus or other school sponsored or promoted form of transportation, like a carpool; in-school suspension; out-of-school suspension; expulsion; or any other appropriate disciplinary action recommended by the principal and approved by the school, and may also be reported to law enforcement officials with the possibility of criminal penalties being imposed.

Attendance Policy

ABSENCES

- Your children must be in school every day as mandated by state law.
- Parents will call the office to notify the school if the student is going to be absent. Parents have two days to excuse the absence. Failure to do so will result in an unexcused absence.
- When absences become a concern (5 or more unexcused absences in a calendar month/15 or more unexcused absences in a 90-day period), the attendance clerk will first confirm medical excuse notifications received and recorded for absences.
- The attendance clerk will contact the parent regarding excessive absences (5 or more unexcused absences in a calendar month/15 or more unexcused absences in a 90-day



- period) or early dismissals via phone conference, email, teacher/parent conference or letter.
- If absences continue, a formal referral letter for attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral and proper district and school procedures will follow.
- A student must be present for a minimum of 4 hours of instructional time to be considered present.
- Students with excused absences will have 10 days to complete make up work.
- If a student is picked up early, they will be marked absent for any classes they miss. When a student returns to school after an absence, a note MUST be brought from home.

EXCUSED ABSENCES

Students must be in school unless the absence has been permitted or excused for one of the following reasons. Please note that vacations are considered unexcused absences.

- Death in the family
- Illness of the student
- Illness of an immediate family member
- Religious holidays of the student's own faith
- Required court appearance or subpoena by a law enforcement agency
- Special event (public functions, competitions, exceptional cases of family need)
- Scheduled medical appointments, dental appointments, and absences for treatment of a disability or medical condition
- Students who have, or are suspected of having communicable disease



EARLY PICK-UP

Students in grades K – 12 who are picked up from school prior to the end of the day will be marked as tardy. The tardy will be excused if the parent provides written documentation that the need to leave school early was for the same reason(s) that an absence from school would be excused. The parent 's notation in the school's early pick-up log may be sufficient for meeting the written documentation requirement. Every fifth unexcused tardy for students in grades K - 12 will convert to an unexcused absence and can be used to meet the criteria to file a truancy petition in circuit court. For all students in grades K – 12, once the student has accumulated 3 excused tardies or absences due to leaving school early for medical/dental reasons within a semester, the parent must provide documentation from a physician that the student had a

medical/dental appointment for subsequent class absences or tardies to be excused. The school principal or designee may approve an early pick-up or release beyond these limits after taking into consideration the reason, as well as the student's attendance history, both daily and by period, and the number of early releases.

PLANNED EXTENDED ABSENCES

Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

TARDIES

A child is tardy when he/she is not in their classroom by 8:15 am. All late students must enter the front office and be issued a tardy pass. A student is considered tardy if they are absent at the time attendance is taken provided the student is in attendance before the close of the day. If tardy for half a period or more, a student is considered absent for that period.

Excused Tardies: A student will be considered as excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason. The reasons for excused tardies are as follows:

- Doctor appointments with notes from the doctor/orthodontist or
- Extreme emergencies approved by administration Excused tardies will not count toward the student's tardy record.



Unexcused Tardies: A tardy will be considered as unexcused due to alarm clock failures, “parent’s fault”, car trouble, and inclement weather conditions. Unexcused tardies will count toward the student’s record. Your children must be in school and ON TIME by state law. The procedures for abiding by state law are as follows:

- At five tardies, the attendance clerk will double check for medical excuses or extreme emergencies approved by the administration for tardies turned in and recorded.
- At five tardies, the attendance clerk will contact the parent regarding excessive tardies or early dismissals via phone conference, email, teacher/parent conference or letter.
- If tardies continue, a referral letter will be given to administration with supporting documentation of parent contact and non-medical or emergency tardies stapled to the referral.

DISCIPLINE POLICY

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience. Though few students desire discipline, they often need structure and clear expectations to reach their full potential. Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. The following list is not all-inclusive:

- 1. Students are expected to respect the authority of school personnel which includes but is not limited to: administration, teachers, staff, and substitutes.
- Malicious destruction of school property will result in the replacement, repair, or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
- Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on school grounds.
- Items such as water pistols, matches, iPods, skateboards, hand-held game devices, toys, weapons of any sort, etc. are not permitted on school grounds.
- No items will be permitted that carry pictures or slogans referring to drug culture or alcohol. No profane, abusive or slang language is to be used.



- All students will follow the established school cell phone policy. Cell phones or other personal electronic devices should not be brought to school and use is prohibited during school hours. School phones are available in case of emergency. Possession of a cell phone or other personal electronic devices during the school day will result in the equipment being collected and returned directly to the parent.
- There is zero tolerance for aggression, drugs, and alcohol on campus. Students that push, hit, bite, kick, harass, bully, or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school.

LEVELS OF DISCIPLINARY ACTION

There are three (3) levels of disciplinary action, and the levels are determined by the seriousness of the act and the Polk County Schools Code of Student Conduct.

Level I Actions

In order to resolve Level, I discipline problems, the following options are available:

- Conference with teacher
- Parent Contact
- Conference with teacher and parent(s)
- Conference with Principal or designee
- Conference with counselor
- Behavioral Contract
- Detention (lunch)

Level II Actions

In order to resolve a Level II offense, more formal disciplinary actions shall be used. Formal actions include, but are not limited to:

- Detention (after school administrative)
- Detention (after schoolteacher)
- Time Out
- Conference with Principal or designee
- Saturday School
- Out of school suspension if repeated offense
- Alternative to External Suspension



Level III Actions

In order to resolve Level III offenses, the options available are:

- Out of school suspension
- Dismissal from school
- Administrative review and reassignment

Students' Rights

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in exclusion from participation in class activities,

detention, suspension or expulsion or other disciplinary action. Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the Administration.

At no time may parents approach the student or their parent directly. All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, or another verbal or physical conduct against a student or employee will NOT be tolerated. Police will be called when necessary.

Suspension and/or Expulsion

The Principal may recommend to the Governing Board to expel a student for any of the following in accordance with the Polk County Schools Code of Student Conduct: Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct. Offenses include but are not limited to the following:

- Fighting or other dangerous and/or disruptive behavior (hitting, kicking, harassing, pushing, or biting).
- Possession or use of drugs and tobacco.
- Being under the influence or having alcoholic beverages on school grounds.
- Defacing or vandalism of school property.
- Igniting any flammable substance.
- Continual disruption of class.
- Emotional outburst.
- Profanity.
- Insubordination.
- Disrespect.



- Peer Conflict.

The following listing includes the usual disciplinary actions for inappropriate student conduct at L&L Academy for Learning. No attempt is made to include every possible infraction. The following apply to at school or any school sponsored function. OSS= Out of School Suspension

ALCOHOL:

Possession, distribution, or consumption on campus

Expulsion + sheriff's department

"Under the influence" at school

Expulsion + sheriff's department

CHEATING & PLAGERISM:

Three-day

suspension at the discretion of the principal

CONFRONTATION:

Minimum of 2 hour

detention, may be suspended

CUTTING SCHOOL:

First offense – 6 hours

detention, 2nd offense – suspension

DISOBEDIENCE:

Minimum 2 hours detention,

may be suspended

DISRESPECT TO FACULTY & STAFF:

Minimum 1 day OSS, may be recommended for

expulsion

DISRUPTIVE BEHAVIOR:

Minimum 2 hours detention, may be suspended



DRESS CODE VIOLATION:

Minimum 2 hours
detention, may be suspended if problem continues.

DRUGS:

Possession, distribution, or consumption on campus
Expulsion + sheriff's department
"Under the influence" at school
Expulsion and sheriff's department

ELECTRONIC EQUIPMENT:

All electronic equipment such as: Cell phones, tablets, personal laptops, or MP3 players during school hours. These items will be confiscated and turned in to the office until a parent pick them up. The school will not be responsible for the safety of confiscated equipment.

FAILURE TO SERVE HOURS:

Minimum 1 day suspension

FIGHTING:

1st offense – minimum 3 days OSS +
sheriff's department 2nd offense – recommendation for
expulsion + sheriff's department. Parents to pick up
child at Sheriff's Department

FOOD/GUM:

Eating or chewing gum in
halls/classrooms – 2 hours detention

FORGERY:

1st offense – minimum 1 day OSS
2nd offense – 2 days OSS



GAMBLING:

Minimum 1 day OSS No card playing
– cards will be confiscated

HARASSMENT:

Will not be tolerated.

report to administrator or counselor – minimum 2
hours detention, may be suspended

INAPPROPRIATE DISPLAY OF AFFECTION:

Minimum 2 hours detention

LITTERING:

2 hours detention

LYING:

to school personnel – minimum 1 day
suspension

NO HALL PASS:

2 hours detention

CELL PHONES/TABLETS:

Will be confiscated Minimum 1 day OSS

POOR ATTITUDE:

Minimum 2 hours detention,
may be suspended

PROFANITY:

Inadvertent – 2 hours detention
Directed toward another individual – minimum 1-3
day OSS, may be recommended for expulsion



SEXUAL MISCONDUCT:

Suspension and
recommendation for expulsion

THEFT:

1st offense – minimum 3 days OSS up to
recommendation for expulsion 2nd offense –
recommendation for expulsion + sheriff’s department

THREATS:

Minimum 6 hours detention, may
recommend expulsion

TOBACCO USE & POSSESION:

Tobacco products are not allowed on campus.
They will be confiscated. 1st offense – 1 day OSS
2nd offense – 3-day OSS

TRESPASSING:

On another campus – suspension warrant for arrest

VANDALISM:

Minor - suspension
Major - recommendation for expulsion + sheriff’s department

WEAPONS:

Possession – expulsion + sheriff’s
department



TYPES OF DISCIPLINARY ACTION

Students who are assigned detention by an administrator on Monday - Friday must serve the detention by Saturday of the following week or they will be suspended the following Monday or Tuesday.

- IN SCHOOL DETENTION** – Student sent to the office for one class period.
- EVENING DENTENTION** – Office, 3:00-6:00, one day a week after school. Students must sign in and must have study/reading materials. Students are expected to follow the posted rules, which include no talking, eating sleeping, etc. Failure to cooperate requires dismissal from evening detention and no credit for time served.
- SATURDAY WORK DETAIL** – Office, 8:00-12:00pm Sat. Detention begins promptly at 8:00am. Each student signs in on the proper form. Each hour served on Saturday equals two hours of detention time. Failure to cooperate requires dismissal from SWD and no credit for time served.
- OUT-OF-SCHOOL SUSPENSION** – General absence – student not allowed on school grounds or at any school related function.
- EXPULSION** – Student removed from school for remainder of year – loses all credits. May not return to school.



Dismissal Policies and Procedures

Under the Individuals with Disabilities Education Improvement Act (IDEA), students who have been identified as a student with a disability and are receiving Exceptional Student Education services are subject to additional disciplinary guidelines that are different than those for nondisabled students. The following procedures are designed to supplement the disciplinary procedures for nondisabled students found in the Code of Student Conduct. The disciplinary guidelines contained herein are for explanatory purposes only and are not intended to impose any obligations on Polk County Schools other than those contained in federal or state law. If this document conflicts with state or federal law, the state or federal law shall control. Except as set forth herein, students with disabilities may not be excluded from educational programming based on behavior that is a manifestation of their disability(ies). In addition, students with disabilities cannot be excluded from school without following the specific "change in placement" procedures as provided under the law. Students with disabilities cannot be removed from school until all the procedures set forth below have been followed.

It is the responsibility of the Language & Literacy Academy for Learning at all IEP meetings to ensure that the rights of students and parents are not violated. It is important that the opinions of all team members involved are considered in the decision-making process.

GENERAL REQUIREMENTS FOR ALL SUSPENSIONS/EXPULSIONS OF IDEA ELIGIBLE STUDENTS:

Administrators may not suspend students with disabilities for more than ten (10) school days (consecutively or cumulatively) in a school year without following the procedures set forth below. The law provides that suspension or expulsion of a student for more than ten (10) consecutive school days in a school year is a "change of placement" that can only be made by following the procedures set forth in the IDEA. The IDEA also provides for significant procedural safeguards for students who are suspended for more than ten (10) cumulative school days.

A. **Accurate Record:** An accurate record must be maintained as to the number of days that a student with disabilities are suspended from school during each school year and each school must input the required suspension data on the appropriate FOCUS screen.

B. **Alternatives to Suspension:** Administrators and deans must also consider alternatives to out of school suspension for students. This list includes but is not limited to the following:

1. Modifications to the IEP including Positive Behavioral Intervention Plan (PBIP) in current placement; change of current placement for additional services
2. Parental assistance
3. Office intervention
4. Referral to guidance or other student services
5. Behavior agreement with student and/or parents
6. Detention



7. Work detail
8. In-school suspension
9. Referral to a crisis intervention team for additional assessment
10. Referral for mental health services

Suspensions of Less than the Ten (10) Day Maximum: If suspension of the student has not already exceeded ten (10) days for the school year, the student may be suspended for the remaining days. At this juncture, the student and the student's parent(s)/guardian(s) must be informed in writing of the disciplinary action that will be taken and all other procedures must be followed as required for short-term suspension of nondisabled students.

Suspensions of More than the Ten (10) Day Maximum: Beginning on the eleventh (11) consecutive/cumulative school day of removal in a school year, the School District must provide services to a student with a disability, consistent with the following:

The school must provide services to such a student to the extent necessary to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

C. IEP Review: A review of the student's IEP must occur if a suspension that will result in an excess of ten (10) days during the school year is contemplated. The IEP review meeting is convened as any other IEP meeting would be and all appropriate procedures must be followed for convening the Team.

1. **Prior Written Notice must be Provided to the Parents:** Reasonable written notice of the meeting must be provided to the parent(s)/guardian(s). Because disciplinary IEP meetings may need to be held more quickly than a typical IEP meeting, "reasonable notice" could include telephone contact with the parent(s)/guardian(s) to obtain their agreement to attend, followed immediately with the written notice.

2. **Manifestation Determination:** A manifestation determination must be made any time disciplinary procedures result in a change of placement. The IEP team must decide as to whether the behavioral incident at issue was a manifestation of the student's disability. This is required because a student with disabilities cannot be excluded from school for more than ten (10) cumulative/consecutive days in a school year on the basis of behavior that is caused by his/her disability or be subject to a series of removals which constitutes a pattern because the removals cumulate to more than ten (10) school days in a school year. A manifestation determination, consistent with the following requirements, will be made within ten school days of any decision to change the placement of a student with a disability because of a violation of the Code of Student Conduct.



a) In conducting the review, the school district, the parent, and relevant members of the IEP team will:

i. Review all relevant information in the student's file, including any information supplied by the parents of the student, any teacher observations of the student, and the student's current IEP.

ii. Determine whether the conduct in question was the direct result of the school's failure to implement the IEP or whether the conduct in question was caused by or had a direct and substantial relationships to the student's disability.

b) If the school, the parent, and relevant members of the student's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the student's disability. Immediate action to remedy those deficiencies must be taken.

c) If the school, the parent, and relevant members of the IEP team determine that the conduct was a manifestation of the student's disability, the IEP team will either:

i. Conduct a functional behavioral assessment (FBA), unless the school district had conducted an FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan (BIP) for the student; or

ii. If a BIP has already been developed, review and modify it, as necessary, to address the behavior; and iii. Return the student to the placement from which the student was removed, unless the parent and the school district agree to a change in placement as part of the modification of the BIP.

D. Prior Written Notice of the IEP Team's Recommendations must be Provided to the Parents:

At the IEP meeting, the opportunity for parent participation in the decision-making process is essential. However, if the parents do not attend, a copy of any minutes and other documentation created by the IEP team shall be provided to the parents. In addition, documentation sufficient to provide written notice of the IEP team's decisions must be provided to the parents, along with the Procedural Safeguards form. Once the parents have received notice of the IEP team's decisions and the Procedural Safeguards, the IEP team's recommendations may be implemented.

INTERIM ALTERNATIVE EDUCATION SETTING (IAES): Students with disabilities may be removed to an IAES for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student at school or on school premises, or to a school function, carries or possess a weapon, knowingly possesses or



uses illegal drugs, or sells or solicits the sale of a controlled substance, or has inflicted serious bodily injury upon another person.

Procedures: On the date on which the decision is made to make a removal to an IAES the school must notify the parent of the decision and provide the parent a copy of the notice of procedural safeguards. A manifestation/IEP meeting must be held within ten (10) school days of the removal.

Prior Written Notice of the IEP Team’s Recommendations Must Be Provided to the Parents: At the IEP meeting, the opportunity for parent participation in the process is essential. However, if the parents do not attend, a copy of any minutes and other documentation created by the IEP shall be provided to the parents. Documentation enough to provide written notice of the IEP team’s decisions must be provided to the parents, along with the Procedural Safeguards form. The appropriate Prior Written Notice Form must be provided to the parents.

APPEALS: In most cases, it is expected that school officials and parents, through the IEP team process, will be able to resolve change in placement issues. However, when parents disagree with the IEP team decision, and files an appeal, the student remains in the IAES determined by the IEP team pending the decision of the appeal or until the expiration of the time period specified by school personnel.



Physical Restraints

Emergency Use of Manual Restraints

The use of manual restraints at L&L Academy will be determined properly by the school staff. The School will follow all rules and regulations listed in this Handbook & Code of Conduct.

Emergency Use of Manual Restraints Policy

1. It is the policy of L&L Academy to promote the rights of persons served by this program and to protect their health and safety during any emergency use of manual restraints.

“Emergency use of manual restraint” means using a manual restraint when a person poses an imminent risk of physical harm to self or others, and it is the least restrictive intervention that would achieve safety. Property damage, verbal aggression, or a person’s refusal to receive or participate in treatment or programming on their own does not constitute an emergency. Positive support strategies and techniques must be used to attempt to de-escalate destructive behavior before it poses an imminent risk of physical harm to self or others.

2. Permitted actions and procedures

Use of the following instructional techniques and intervention procedures on an intermittent or continuous basis are permitted. When used on a continuous basis, the technique(s) and/or procedure(s) must be included in a student’s Behavior Intervention Plan (BIP).

Physical contact or instructional techniques may be used when it is the least restrictive alternative possible to meet the needs of the person to:

- a. Calm or comfort a person with no resistance or physical contact.
 - b. Protect a person known to be at risk of injury due to frequent falls because of a medical condition.
 - c. Facilitate the person’s completion of a task or response when the person does not resist, or the person’s resistance is minimal in intensity and duration.
 - d. Block or redirect a person’s limbs or body without holding the person or limiting the person’s movement to disrupt a behavior that could result in an injury to self or others, with less than 60 seconds of physical contact by staff; or
 - e. Redirect a person’s behavior when the behavior does not pose a serious threat to self or others and the behavior is effectively redirected with less than 60 seconds of physical contact by staff.
3. Restraint may be used as an intervention procedure to:
 - a. Allow a licensed health care professional to safely conduct a medical examination or to provide medical treatment ordered by a licensed health care professional



- necessary to promote healing or recovery from an acute, short-term, medical condition (such as from a possible injury sustained from a fall on the playground, etc.);
- b. Assist in the safe evacuation or redirection of a person in the event of an emergency or imminent risk of harm.
 - c. Position a person with physical disabilities in a manner specified in the student's BIP.
 - d. Any use of manual restraint as allowed in this paragraph must comply with the training and certification provided by the Professional Crisis Management Association guidelines.
4. Use of adaptive aids or equipment, orthotic devices, or other medical equipment ordered by a licensed health professional to treat a diagnosed medical condition do not, without more, constitute the use of mechanical restraint.

Prohibited Procedures

Use of the following procedures as a substitute for adequate staffing or failing to institute a behavioral or therapeutic program to reduce or eliminate behavior, or when used as punishment, or for the convenience of the staff, is prohibited by this program:

1. Chemical restraint.
2. Mechanical restraint.
3. Manual restraint.
4. Time out.
5. Seclusion; or
6. Aversive or deprivation procedure.

Conditions for Emergency Use of Manual Restraint

According to the Professional Crisis Management Association (PCMA), the criteria for implementing transportation (or removing an unsafe student from a situation) is when the student is demonstrating:

1. Continuous aggression,
2. Continuous high magnitude disruption; and/or
3. Continuous self-injurious behavior.

If the student continues with behavior that is not safe/controllable then the criteria for implementing a horizontal immobilization (when two or three certified Level 2 Practitioners lower the student onto a regulation safety mat, the trunk is not compressed but the limbs are secured in a natural, neutral body position to pose the least discomfort) are:

1. Imminent breakdown of transportation procedures (one arm wrap transportation, wrist/tricep transportation, or Sunday stroll or Double Sunday stroll procedure).
2. Availability of safety mat; and



3. Only certified Level 2 practitioners can implement the procedure.

Restrictions When Implementing Emergency Use of Manual Restraint

Emergency use of manual restraint:

1. Requires the appropriate number of Certified Professional Crisis Management (PCM) Practitioners at the appropriate Level (1 or 2). Vertical Mobilizations are the most invasive procedure permitted by a Level 1 Practitioner. A Level 2 Practitioner can perform Horizontal Mobilization with the proper number of Level 2 Practitioners and the safety mat.
2. Must not be used as a substitute for adequate staffing, for the convenience of staff, as punishment, or if the person refuses to participate in treatment or services provided by this program.
3. Back pressure may not be applied while a person is in a prone (face-down) position.
4. Must not be implemented in a manner that is contraindicated for any of the person's known medical or psychological limitations. Manual restraint, even during emergency situations, will not be used when the School is provided with a written proscription by a physician or mental health provider that manual restraint is medically or psychologically contraindicated for the student.

Possible medical conditions that CONTRAINDICATE the use of PCM include:

1. Cardiac conditions, previous heart MI, Congestive Heart Failure, severe hypertension, angina, severe heart valve defects, those receiving anticoagulants (Coumadin/heparin)
2. Respiratory Condition such as COPD, history of fractured ribs, temporary tracheostomy, bronchial asthma, Gastrointestinal Conditions such as hiatal hernia, GI reflux, recent abdominal surgery, those with colostomies, ileostomies, G-tubes, etc.
3. Other conditions such as severe scoliosis, recent fractures, and surgical history; pregnancy (only use 2-person transportation procedure) and Down Syndrome (only vertical immobilization due to the possibility of instability of cervical spine/neck).

Monitoring Emergency Use of Manual Restraint:

1. Practitioners must monitor the student's health and safety during emergency use of a manual restraint to ensure that:
 - a. **only** manual restraints allowed by PCMA are implemented (one arm wrap transportation, wrist/tricep transportation, or Sunday stroll or Double Sunday stroll procedure, One Person Brief Assisted Required Relaxation BARR, Two Person Brief Assisted Required Relaxation BARR, Immobilization).



- b. manual restraints that have been determined to be contraindicated for a person are not implemented with that person.
 - c. allowed manual restraints are implemented only by staff trained in their use.
 - d. the restraint is being implemented properly as required; and
 - e. the mental, physical, and emotional condition of the person who is being manually restrained is being assessed and intervention is provided when necessary to maintain the person's health and safety and prevent injury to the person, staff, or others.
2. Whenever possible, a separate staff person, who is not implementing the emergency use of manual restraint, should monitor/witness the procedure.
 3. A manual restraint form must be completed for each incident involving the emergency use of a manual restraint.

Reporting Emergency Use of Manual Restraint

1. Attempts to contact the student's parent will be made the same day as the incident requiring the use of emergency manual restraint. If the parent cannot be reached, all information surrounding the incident shall be available as of the time of the initial call. The Behavior Team and the school's principal will be promptly provided with an initial incident report, which will trigger an opportunity for either or both to investigate. A follow up call to the student's parent will be placed within 24 hours of the use of manual restraint.
2. The same day of an emergency use of a manual restraint, the staff person who implemented the procedure will provide an initial incident report to the program's designated Behavior Team and the school's principal to include the following information (the full report must be completed by the practitioner and submitted to the Behavior Team and school principal in writing within 24 hours):
 - a. Who was involved in the incident leading up to the emergency use of a manual restraint, including the names of all staff members and others present and the student(s) receiving services?
 - b. A description of the physical and social environment at the time and place of the incident.
 - c. A description of what least restrictive alternative measures were attempted to de-escalate the incident and maintain safety before the emergency use of a manual
 - d. Restraint was implemented. This description must identify when, how, and how long the alternative measures were attempted before the manual restraint was implemented.



- e. A description of the mental, physical, and emotional condition of the student **who** was manually restrained, leading up to, during, and following the manual restraint.
 - f. A description of the mental, physical, and emotional condition of the other persons involved leading up to, during, and following the manual restraint.
 - g. Whether there was any injury to the person who was restrained before or because of the use of a manual restraint; Whether there was any injury to other persons, including staff, before or because of the use of a manual restraint; and
 - h. Whether there was a debriefing with the staff and, if not contraindicated, with the person who was restrained and other persons who were involved in or who witnessed the restraint, following the incident. Include the outcome of debriefing. If the debriefing was not conducted at the time the incident report was made, the report
 - i. should identify whether a debriefing is planned and if so, with whom and the date scheduled.
3. A copy of the full incident report will be maintained in the L&L Academy Behavior Incident Binder (in paper or electronic form or both, at the School's discretion).
 4. Each single incident of emergency use of manual restraint must be reported separately. The following constitutes a single incident:
 - i. after implementing manual restraint, staff begin to release the person once it appears the person's conduct no longer poses an imminent risk of physical harm to self or others and less restrictive strategies can be implemented to maintain safety.
 - ii. upon relieving manual restraint, the person's behavior immediately re-escalates; and
 - iii. staff must immediately re-implement the manual restraint to maintain safety.

Staff Training

To be a practitioner authorized to implement manual restraint at L&L Academy, staff members admitted into the program must receive proper training.

1. The program provides staff with an initial orientation and annual updated training.
2. The program provides instruction on the following:
 - a. staff responsibility for ensuring prohibited procedures are not used.



- b. defects in prohibited procedures that make them ineffective for reducing or eliminating symptoms or undesired behavior.
 - c. the ways in which prohibited procedures are not safe; and
 - d. the safe and correct use of manual restraint on an emergency basis, according to the requirements of PCMA and this policy.
 3. Within 60 days of being admitted into the L&L Academy program, staff members are provided instruction on the following topics:
 - a. alternatives to manual restraint procedures, including techniques to identify events and environmental factors that may escalate conduct that poses an imminent risk of physical harm to self or others.
 - b. de-escalation methods, positive support strategies, and how to avoid power struggles.
 - c. simulated experiences of administering and receiving manual restraint procedures allowed by the program on an emergency basis.
 - d. the communicative intent of behaviors; and
 - e. relationship building.
2. Training on these topics received from other sources may count toward these requirements if received in the 12-month period before the staff person's admission into the L&L Academy program and deemed equivalent by L&L Academy administration based on the quality of materials and depth of instruction received.
3. The L&L Academy program maintains documentation of the training received and of each staff person's competency.