

The Villages® *Charter School*

The Villages® *High School*

Student Handbook

2026-2027



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 tvcs.org

CORE IDEOLOGY

VISION

We are a school where a supportive community of students, parents and staff tailor the educational experience to meet individual needs, resulting in successful, well-rounded, responsible individuals with an entrepreneurial spirit.

CORE PURPOSE

We are dedicated to educating a community where all can be successful, discovering and realizing their dreams.

CORE VALUES

Hospitality

We create an atmosphere of support where people feel welcome, comfortable, and challenged to learn and grow.

Hard Work

We are committed to excellence in all we do. Our high expectations and data driven decisions are reflected in our work ethic, in our personal pride at school, and in our community. We strive to exceed everyone's expectations with both effort and results.

Stewardship

We do what is the best interest of the student, family, school, and community. We treat all resources as ours to nourish and protect.

Creativity

We encourage and embrace innovation, risk-taking, and "out-of-the-box" thinking for the purpose of finding a better way.

Our mission is to provide quality learning opportunities that promote personal responsibility and inspire children's thirst for knowledge.

The Villages High School's Five Golden Guidelines

1

Be on time and where you are supposed to be.

2

Be prepared and on task.

3

Ask for the help that you need.

4

Strive for excellence and always do your best.

5

Respect the rights, responsibility, and property of others.

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Academics

AP COURSES

Students at VHS are able to enroll in over 16 different Advanced Placement courses through the College Board. These classes offer rigorous coursework and give students the opportunity to earn college credits through the AP Exam at the end of the year. Students enrolled in AP courses are required to take the associated AP Exam, which is provided at no cost to the student. These courses typically require students to commit more time outside of class to successfully complete assignments.

CREDIT RECOVERY

VHS uses Edmentum Courseware and Florida Virtual School (FLVS) for credit recovery. Courseware offers curriculum facilitated by VHS teachers. Florida Virtual School is an online program that is facilitated by FLVS teachers. Florida Virtual School (FLVS) or Courseware may be required if a student has below a 2.00 unweighted GPA or is credit deficient in a required course at any grade level. VHS provides an after school program where credit recovery courses are offered with teacher support. The VHS administration and the school counselors will work with each student to find the best approach to be successful.

DUAL ENROLLMENT COURSES

The Villages High School is an Early College campus of Lake-Sumter State College. VHS offers 30 college courses on its campus and offers students the opportunity to earn an Associate's Degree alongside their high school diploma. These courses typically require students to commit more time outside of class to successfully complete assignments. **All students must meet enrollment requirements set by Lake-Sumter State College (LSSC).**

GRADING

Report cards are issued digitally every nine weeks. Students and parents may check grades daily through an online grading system. The Villages High School uses numeric and letter grades on a 4.0 scale. Letter grades are assigned as follows:

Letter Grade	Numeric Grade	4.0 Scale
A	90 - 100%	4.0
B	80 - 89%	3.0
C	70 - 79%	2.0
D	60 - 69%	1.0
F	59% and below	0.0

A weighted GPA is used for class ranking. A weighted grade point average will be used based on the following 5.0 scale.

A = 5 grade points B = 4 grade points C = 3 grade points D = 2 grade points F = 0 grade points.

Honors, Advanced Placement, Dual Enrollment and some advanced CTE courses qualify for the weighted points.

GRADUATION REQUIREMENTS

The [VHS Curriculum Guide](#) lists all graduation requirements and course/program opportunities.

HOMework

Students are expected to complete all assignments in a timely manner. Our belief is that high expectations produce high results; therefore, assignments turned in late will be accepted for a maximum of 60%. Assignments must be submitted within the unit or chapter of study to be accepted for late credit. Mastery assignments must be completed, however, a late penalty may be applied.

MEDIA CENTER

The VHS Media Center is open for students from 7:15 a.m. to 4:00 p.m. on Monday through Thursday and from 7:15 a.m. to 3:30 pm on Fridays. Students can access the media center before or after school. Students must have a pass from a teacher or staff member whenever individually using the media center during regular class time. Students must have their ID for access to the media center. Students are not allowed to be in the Media Center unless an adult is present. See media center link for more information. [VHS Media Center](#)

MTSS/RTI

"The Villages Charter School implements an evidence-based Multi-Tiered System of Supports (MTSS) so that all students' educational needs are met and are provided with proactive, timely, and evidence-based interventions. We utilize a three-tier Response to Intervention/Problem-solving (PS/RtI) approach under the umbrella of the MTSS framework with varying levels of support beyond that used as the core curriculum."

REPORT CARDS/PROGRESS REPORTS

Quarter Mid-Points:

September 8, 2026
November 12, 2026
February 5, 2027
April 16, 2027

Grading Period Ends:

October 8, 2026
December 18, 2026
March 10, 2027
May 21, 2027

Report Cards Electronically

Distributed:

October 16, 2026
January 8, 2027
March 17, 2027

Campus Procedures

BEFORE & AFTER-SCHOOL PROCEDURES/TRANSPORTATION

The Villages Charter School (VCS) is committed to student safety on the charter school campus. Due to our unique student eligibility policy, whereby students can reside in any county. VCS does not provide general transportation to school. Except where transportation is required by law, an individual student plan, or the VCS charter, parents are responsible for daily drop-off and pick-up of their children. VCS will implement this policy consistent with each student's IEP or Section 504 plan, the American with Disabilities Act, the McKinney-Vento Homeless Assistance Act, applicable court orders, and other applicable law. An alternative dismissal procedure will be available when use of PikMyKid is not reasonably available. **PLEASE NOTE: Middleton Campus Speed Limit = 15 mph during school hours.** It is illegal to stop your vehicle in a roadway to load or unload passengers. The Villages Charter School will not accept students who arrive at or depart from school on foot or by bike or scooter at the Buffalo Ridge campus. Only students that are residents of Middleton will be allowed to walk / bike home before or after school. Parents are responsible for providing their home address as part of school registration. Any VCS student who does not reside in Middleton and is unaccompanied by an

adult in downtown Middleton during dismissal while under VCS supervision will be escorted to their school of attendance and entered into the Buffalo Adventures / VHS BASE program. Parents will be responsible for all charges, subject to the exceptions stated below. Students who reside in Middleton and attend the Middleton campus will be permitted to walk or ride a bike* or a scooter to and from school within the following guidelines:

- Students in 5th through 12th grade may walk or ride a bike* or a scooter to or from school.
- Kindergarten through 4th grade students may walk or ride a bike* or scooter to or from school if accompanied by an approved adult or a sibling in 5th grade or above.
- Upon arrival to campus, students must walk (not ride) their bike, scooter or any other personal transportation device to the rack provided. It is strongly recommended that students have a lock and use it.
- All students choosing to ride a bike* or scooter will be required to apply for a K-8 student parking permit and adhere a decal to their vehicle. Applications can be accessed through the “Forms and Documents” section in the Administration tab of tvcs.org, under both the Elementary School and Middle School sections.
- All students traveling on bikes* or scooters must follow Florida state statutes regarding proper operation and required safety equipment.
- All students must wear helmets when operating bikes* or scooters.
- Students are only authorized to park their bike* or scooter in the approved bike rack areas. The use of golf carts on VCS campuses will be allowed for student drop-off and pick-up only by adults or students with a valid Class “E” Florida drivers’ license. Student drivers and adults coming on campus using a golf cart must follow all traffic laws and must use the same car line regulations as all other motor vehicles.

Before School Procedures: All campuses are open at 6:30 a.m. for student drop-off. K-8 students will be directed to a designated area with supervision. Note: There is no fee for before school supervision.

After School Procedures:

K-8 Buffalo Ridge & Middleton Carline Procedures:

- All students will be dismissed through the PikMyKid app.
- If picking up in a motorized vehicle, assigned PikMyKid numbers should be visible in the windshield.
- Pets brought to campus for the purpose of dropping off or picking up students must remain in the vehicle at all times except for service animals permitted by law.

Middleton Only:

- Students 5th through 12th grade with a registered address in Middleton may walk or ride a bike* or scooter to or from school.
- Kindergarten through 4th grade students with a registered address in Middleton may walk or ride a bike* to or from school if accompanied by an approved adult or a sibling in 5th grade or above.
- Students walking or riding a bike* or scooter will not be permitted to leave the building prior to dismissal time unless they are checked out with a parent who picks up the student.
- Parents, approved adults, or grade 5 and above siblings walking their student/sibling from school should meet the student at a Buffalo Gathering Spot.
- Pets brought to campus for the purpose of dropping off or picking up students must remain in the vehicle at all times except for service animals permitted by law.
- Students with a registered address in Middleton indicated as walkers in PIKMYKID who walk, ride a bike* or scooter, may not remain on campus after dismissal unless enrolled in a Buffalo Adventures activity or on an official roster for a VCMS sports team.
- Students returning to campus after dismissal for any reason other than a Buffalo Adventures activity or being required to attend an official school-sponsored activity must be accompanied by an adult.
- K-8 students are not permitted to attend any after school events (sports or performances) during the after school time window (3:00 pm - 6:30 pm) as a spectator without an adult accompanying them.
- Programs are provided to keep students safe after school hours who remain on campus due to parents’ employment hours. Students at the high school are to be enrolled in the BASE program. Students at the elementary and middle school building are to be enrolled in Buffalo Adventures. Students remaining on campus for an academic session or school-sponsored activity, and picked up by parents afterward do not have to enroll in Buffalo Adventures. Buffalo Adventures After School Program When carline ends, remaining students in grades K-8 will join the Buffalo Adventures aftercare programs for supervised snack and homework time with optional services that include various extracurricular activities, intramurals, sports, clubs, childcare, and much more. Buffalo Adventures services are available until 6:30 PM at the regular Buffalo Adventures daily fee. No fee will be charged when a student's continued presence is caused by VCS, an emergency, or a service or accommodation required by law,

and unpaid fees will not result in exclusion from the regular instructional program. Buffalo Adventures Walkers/Bike Riders- Middleton Campus for students with a registered address in Middleton.

- Buffalo Adventures elementary students approved to walk or ride their bike home after activities will be escorted to a designated Buffalo Gathering Spot.
 - Parents must change the Pickup mode in the PikMyKid app to a time-specific “Walker” mode.
 - K-4th grade walkers/bikers will only be released if accompanied by an approved adult or sibling in 5th-12th grade.
 - Walkers will not be released when inclement weather is present that may place students in harm’s way.
- Escorted Walker After-School Program for:
1. Parents who are employees of Middleton businesses
 2. Parents of VHS student athletes who are officially on a roster during the season of their sport(s).
- All “Escorted Walkers” will be supervised and escorted by a VCS Buffalo Adventures employee.
 - Parents must submit an Escorted Walker Application to the building principal at the VCMS @ Middleton and VCES @ Middleton to apply for permission to be escorted from the K8 campus to either the VHS campus or a designated area.
 - All K8 students who are designated as “Escorted Walkers” will be released and escorted in two groups. The first group being escorted to VHS will be escorted at 2:55 and the second group will be escorted to a location near downtown Middleton at 3:05 pm. The students will be transferred / handed off to the parent/adult (the name of parent/ adult must be on the “Student Pick Up List” within PikMyKid and be prepared to show photo ID if requested). Parents who are employed in downtown Middleton can register to have their child(ren) walk to the designated “Escorted Walker” area near downtown Middleton. Students are required to go with their parents, guardians, or those on the pick up list and not loiter unaccompanied. The transfer will be documented, and VCS supervision under the program ends upon transfer to the authorized adult or release at the authorized destination identified in the parent authorization.
 - No VCS student from the K8 will be released to walk on their own toward downtown Middleton or VHS. All students that are given permission to be escorted to VHS or an area near downtown Middleton will be escorted by a VCS Buffalo Adventures employee.
 - VCMS @ Middleton students that are registered* student-athletes will be escorted to VHS along with other students by a VCS Buffalo Adventures employee. *VCMS @ Middleton students-athletes will register through the VHS Athletic Department and VCMS @ Middleton Administration.
 - VHS students may walk to the K8 Middleton campus with permission from the Buffalo Adventures Director, the VCES or VCMS principal.
 - No VHS student can loiter in downtown Middleton or in a VCS-supervised area and must leave campus, be in a supervised VHS sport, activity or club or in the VHS BASE program.

VHS Only:

All high school students are expected to be off-campus, in an organized activity, or in the cafeteria for academic support time by 2:50 p.m. Students reporting to the cafeteria for academic support time will complete an hour of classwork with certified teachers, and, finally, an hour of supervised flex time. Students will not be charged for the 2:35 p.m. - 4:00 p.m. academic support time. Students remaining after 4:00 p.m. other than for a required academic session, school-sponsored activity, or service or accommodation required by law, will be charged at the published VHS BASE rate. *Permits will be issued for Manual bicycles or pedal-assist e-bikes only.

See Policy 5514 - USE OF PERSONAL TRANSPORTATION DEVICES for additional details (located on tvcs.org).

ATTENDANCE/TARDIES/CHECK-OUTS

Absences are classified as excused or unexcused, as determined by the criteria outlined below. Make-up work must be submitted within a time period equal to the number of days missed +1 day upon return to school; however, if an assignment has a previously determined due date, that date must be observed, unless arrangements are made with the assigning teacher.

Examples of excused absences are:

- An illness with a note from the parent or medical or dental appointments with an appointment slip. A doctor’s statement may be required by school officials.
- An incident resulting in injury to the student.

- A death in the immediate family.
- A subpoena by a law enforcement agency or a required court appearance.
- Insurmountable circumstances as determined by the principal (or designee).

Unexcused absences include those that:

- Are not accepted as excused.
- Are caused by truancy.
- Were not supported with approved documentation to the office.
- Are caused by disciplinary action such as suspension.

To Report an Absence: Absent students must bring in approved documentation verifying that the absence qualifies for excused status (parent's note, doctor's statement, etc.) by the third class meeting after the absence; after that time, the absence will be recorded as unexcused and no documentation will be accepted at any point thereafter. The note should be dated and reflect student name, date of absence, specific reason for the absence, and parent signature.

Planned or future absences require a Pre-Approved Absence Form which must be submitted to the front office at least 3 days prior to the date. These absences may or may not be approved as excused. Pre-Approved Absence Forms can be obtained through the front office or via the TVCS website. Students will be required to obtain teacher signatures prior to submitting the Pre-Approved Absence Form to the front office. All pre-approved absences from school are included in the 10-day absence policy.

Tardies and Late Arrivals: When a student arrives at school after the start of the school day, the student must report to the school office. Once the student properly checks in through the front office, an Admit Slip will be issued and the student will report to class. Students with late arrival tardies must bring in approved documentation verifying that the late arrival qualifies for excused status (parent's note, doctor's statement, etc.) **within three days**; after that time, the late arrival will remain as an unexcused tardy. The note must be dated and reflect student name, date of late arrival, specific reason for the late arrival, and parent signature. A student late to any class is considered tardy.

Examples of excused tardies/ late arrivals are:

- An illness with a note from the parent or medical or dental appointments with an appointment slip. A doctor's statement may be required by school officials.
- An incident resulting in injury to the student.
- A death in the immediate family.
- A subpoena by a law enforcement agency or a required court appearance.
- Insurmountable circumstances as determined by discretion of administration.

Student unexcused tardy to individual classes: Students are expected to arrive at class on time. Any student with excessive tardy infractions will be subject to the following disciplinary actions. Once the classroom door closes after the tardy bell rings any student arriving after will be marked tardy.

5th unexcused tardy for individual class period

Referral initiated by attendance clerk.

Discipline - Admin detention

10th unexcused tardy for individual class period

Referral initiated by attendance clerk.

Discipline - Saturday School and loss of privileges.

15th unexcused tardy for individual class period

Referral initiated by attendance clerk.

Discipline - Out of school suspension, loss of privileges, attendance contract and parent meeting.

Excessive tardies and non-compliance with the Behavior Contract may result in dismissal from The Villages Charter School. Students receive a clean slate at the beginning of each new semester.

Check-Outs during the School Day: Students must bring a note signed by the parent, which must include a contact number to release the student from class. Parent permission to leave school will be verified. Students must report to the office and sign-out before leaving campus. Students returning to school on the same day as they were checked-out must sign-in at the main office before returning to class. Students that do not follow these procedures will face disciplinary consequences. Students checking back into school will only be admitted with a doctor's note or physical note from a parent. **Students are not allowed to check out school to go to lunch and then check back in.**

The Villages High School is required to report students with fifteen (15) cumulative unexcused absences within a 90 day period to the Division of Motor Vehicles for a driver's license suspension.

Senior Attendance: VHS does not sponsor or permit any Senior Skip Days. Seniors finish one week earlier than underclassmen; Senior Week is a privilege and not a right. Seniors may be required to be on campus to complete work that is due or serve a detention or suspension during this time if it is deemed necessary.

ATTENDANCE NOTIFICATION LETTERS

Students with 10 absences, 15 tardies, or excessive early check-outs (excused or unexcused) within a semester grading period are considered to be excessively truant and the Attendance Review Committee will convene and will send home an attendance notification letter. Non-compliance with the specifications of the terms of the letter may result in dismissal from The Villages Charter School.

CAMPUS SAFETY AND SECURITY

The Villages High School is committed to providing a safe environment for our students and staff. Our safety plan is under continuous review, with upgrades and improvements implemented as necessary. The following safety protocols are observed:

- School Resource Officers (Sumter County Sheriff's Deputy) and VCS Guardians are on campus before, during, and afterschool. The School Resource Officer Supervisor and Administrator will be present as needed.
- Cameras are located in strategic locations throughout the campus. These cameras are monitored by the Safety Specialists, Administrators, and the School Resource Officers.
- VCS will conduct active assailant drills as required by Florida administrative code. These drills will vary in scope and detail as determined with input and participation by the Sumter County Sheriff's Department.
- Visitors/late arriving students may only utilize the front main entrance access door. A camera and audio system permits front office personnel to see and talk with any person, prior to allowing them access. All visitors must state the reason for their entry and provide photo Identification.
- Students may not open exterior doors to allow entrance for anybody at any time. Students who open exterior doors to allow entrance will face disciplinary action.
- All students must wear their current school year VHS picture ID at all times while on campus. The ID must be visible, above the waist. Student ID's are not to be altered in any way and must stay in their original format. Wearing a school issued picture ID is part of the campus-wide safety and VCS dress code policy. Parents are vital partners in our safety initiatives by ensuring the importance of students wearing their ID cards daily.

ANIMALS/PETS ON CAMPUS

In order to maintain a safe campus environment, no private pets will be allowed on campus. Pets brought to the campus for the purpose of dropping off or picking up students must remain in the vehicle at all times while on campus. Only registered service dogs will be allowed in campus buildings with the prior approval of administration.

BELL SCHEDULES

Standard Bell Schedule

7:35 a.m. Passing Bell to 1st Period Class

1st Period	7:40 - 8:30
2nd Period	8:35 - 9:25
3rd Period	9:30 - 10:20
4th Period	10:25 - 11:15
<i>A Lunch</i> 5th Period	<i>11:20 - 11:45</i> 11:50 - 12:45
5th Period <i>B Lunch</i>	11:20 - 12:15 <i>12:20 - 12:45</i>
6th Period	12:50 - 1:40
7th Period	1:45 - 2:35

CELL PHONE/META/WEARABLE TECHNOLOGY

Pursuant to 1003.32 F.S., students will be required to place their cell phone in the designated classroom **Tech Locker** during class. Exceptions will be made for students requiring cell phones for necessary medical monitoring. Students who are found to be in possession of a cell phone during instructional time will receive a referral and a two hour administrative detention. **Wearable Technology & Smart Devices:** Smart glasses (including Meta glasses and any eyewear capable of audio, video, photo recording, or internet connectivity) are strictly prohibited on school grounds at all times. Smartwatches are permitted for personal wear; however, they may not be used for any academic purpose, including during instruction, assignments, quizzes, or examinations. Smartwatch functionality must not be accessed during class time.

COMMUNITY SERVICE & PAID WORK HOURS

The Villages High School is identified as a “Charter School in the Workplace” and operates as a Florida non-profit, federally recognized 501(c)3 charitable organization. To support the spirit of volunteerism it is recommended that students accumulate a minimum of one hundred fifty (**150**) hours of service (*community service and/or paid work -hours can be combined*) to their school and/or community in order to be eligible to apply for [The Buffalo Scholarship Foundation Scholarship](#) and qualify for [The Buffalo Promise](#).

HOURS & DEADLINES

- Hours must be completed and submitted by April 1st of each year. Hours submitted after the deadline will be credited to the following school year.
- Hours for the **Buffalo Promise** can be accepted up until the Last Day of School, published yearly on the school calendar.

- Hours for the Buffalo Scholarship Foundation Scholarships are due by the time the scholarship application is due-usually around spring break.
- **Senior Year: Deadline for hours MUST be submitted by April 1st. Any hours submitted after the deadline may not count toward [the Buffalo Scholarship Foundation Scholarships](#).**

Having at least one hundred fifty (150) community service hours will also assist seniors on their college applications as they apply to the different universities along with the many scholarships available. Programs such as the Florida Academic Scholars Award (Bright Futures) and many other scholarships.

**Community Service and Paid Work Hours
Guidelines for Bright Futures Scholarships
House Bill 461- [Florida Bright Futures Scholarship](#)**

EXTRACURRICULAR ACTIVITY ELIGIBILITY STANDARDS

In order to participate in extracurricular/co-curricular activities or athletic programs, students must adhere to school board policies, school-based criteria, and applicable law. It is important for students to understand that the behavioral expectations placed upon them by the school can extend beyond the classroom and school campus. Pursuant to Florida Law, the school board has the authority to withhold participation privileges from students.

With this in mind, any student who has been formally charged with a felony or similar offense by a prosecuting attorney may be excluded from participation in extracurricular/co-curricular activities and athletics for a minimum of one calendar year. If the student is not found guilty or if the charges are dismissed, the student may return upon presenting documentation of the court's decision. Any student who has committed a level III hazing offense shall be excluded from participation in extracurricular/co-curricular activities for a minimum of one calendar year.

The Villages Charter School has established student eligibility standards and related student disciplinary actions regarding student participation in extracurricular/co-curricular activities. These eligibility standards are included in the [Code of Conduct for Athletics](#) that is provided to each participating athlete. Athletic eligibility is determined by regulations of the [Florida High School Athletic Association \(FHSAA\)](#)

The following includes a list of examples, such as, but not limited to, which may be considered for inclusion as eligibility standards to participate in extracurricular interscholastic or intra-scholastic activities:

- School attendance policy that may prevent a student from participating
- Alcohol/drug related behavior
- 2.0 GPA Required for Academic Eligibility. A middle/junior high student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (s. 1006.15(3)(a)1, Florida Statutes). Final grades previously earned by the student from another school shall not be converted using the scale in Bylaw 9.4.2. A district may require more stringent academic requirements (i.e. no F's)
- School/classroom discipline issues
- Social Media issues
- Bullying
- Sportsmanship
- Dress Code Policy
- Four Year Limit of Eligibility
- Age Limit – 19 years 9 months (seniors) or 19 years on or after September 1 (all others)
- Physical Evaluation (EL2) and Consent and Release from Liability Certificate (EL3)
- Any other district policy which would remove or prevent a student from participating in extracurricular activities

FIELD TRIPS/SCHOOL-SPONSORED ACTIVITIES

Field trips are planned as extensions of class activities. Student conduct and choices throughout the year will determine eligibility for these exciting educational activities. In some cases, we may ask parents or guardians to personally

chaperone as a condition for participation. Students with a GPA below 2.0 and/or disciplinary referrals may not be eligible to attend field trips or school-sponsored activities, including senior activities, prom, and homecoming. Students who are ineligible due to GPA, attendance, or disciplinary record are permitted to submit an appeal to administration through the activities coordinator.

Please remember that proper behavior is critical to attending future field trips. Students must adhere to all school rules, including dress code, at all times during field trips. If students make poor choices while out of the school building, parents will be called to pick their student up. Students must have a signed VHS permission form and any fees required for the trip returned prior to participating in any field trip. (2026-2027).

Field Trip/School Activity Dress Code

Students will only be allowed to wear a school approved polo shirt and dress down day approved bottoms for any VHS sponsored field trips. Students who fail to comply with the school field trip dress code will not be permitted to participate unless dress code violation is corrected. There will be no refund for any student who is unable to attend the field trip.

All required student medications must be properly documented through the nurse 48 hours prior to field trip departure. This includes prescriptions, vitamins, and OTC medications.

When attending school-sponsored activities, on-campus or off-campus, students will be governed by the authority of school personnel. Failure to comply with school rules and regulations or failure to obey instructions of school personnel may result in consequences as outlined in the VCS Disciplinary Policy. Remember, our students are ambassadors of The Villages Charter School and ultimately of The Villages.

GETTING THE NEWS

The Villages Charter School has a website: www.tvcs.org. This interactive website contains information about the high school campus, as well as a “[Teacher Connection](#)” link that will keep students informed about events and activities in each class. Each teacher page lists their email address. Please enter “student” in the subject line of the email. Students and parents will also find a link titled “[Hot Topics](#)” which is a TVCS information site, and an “[Activities](#)” link that provides information on upcoming events and activities. [Skyward Gradebook Viewer](#) is an excellent source of academic information for parents. A username and password (obtained from the Enrollment Office) are required to access this tool from home using the internet. Please check the email you have on file with the school as many emails from ParentSquare will be sent. Use of these tools will keep parents informed about campus life.

ILLNESS/INJURY/MEDICATION

Students who feel ill during the school day will need a teacher to notify the school nurse and issue a pass before proceeding to the school clinic, located in Student Services. Students will receive appropriate attention and return to class or call home to be picked up. Students will not be allowed to stay in the clinic for extended periods of time. After receiving appropriate care, the nurse will determine whether the student can return to class or must go home. A student who is being checked out of school due to illness, whether they have been seen in the clinic or not, must check out through the VHS Clinic. Students determined to have a fever will be sent home and must be fever free for 24 hours prior to returning to school.

Up-to-date health information regarding allergies, asthma, seizures, etc. and current telephone numbers must be noted on the Emergency Contact Form that is completed for each student, every school year. Before medication can be administered through the clinic, a medication form must be filled out by the appropriate medical professional to include an MD, DO, ARNP, PA, or DDS. Prescription medication and over-the-counter medication must be brought to the clinic by a parent or guardian and must be in its original container with the pharmacy label intact. Students must not have any medication in their possession at school, except for over-the-counter medication that must be in its original container. Consuming or possessing prescription or over-the-counter medication on campus outside this formal procedure may result in disciplinary consequences.

Field Trip Procedure: All required student medications must be properly documented through the nurse 48 hours prior to field trip departure. This includes prescriptions, vitamins, and OTC medications.

Students with Allergies: For all students with allergies, we require that the allergies be noted on the Emergency Contact Form that is completed for each student, every school year. The parent/legal guardian should also contact the clinic staff within the first week of school, and the school will provide a student with a planning form to be completed by a doctor/certified healthcare provider. The plan will outline the specific allergies and the action steps/medication to be given if they are exposed to any of these allergens. It is very important to keep the school updated of any changes to a student's medical conditions so we can provide the very best care.

INTERNET USAGE

The internet can be a vast source of information and we are pleased to be able to provide access to students. All internet access throughout The Villages Charter School is monitored and documented at all times. Access to the internet is provided for school usage, and therefore it is expected that students utilize it in a businesslike manner.

The following internet activities will not be tolerated:

- Use of any AI program to produce academic work unless otherwise approved by the teacher.
- Social media, shopping, gaming, chat rooms, instant messaging, accessing non-TVCS or LSSC web-based email.
- Access of web sites or information that is vulgar, profane, rude, offensive, sexually implicit or explicit in nature.
- Using another person's password, files, or directories.
- Any use which would reflect poorly on The Villages Charter School.

The Villages Charter School reserves the right to restrict access to the internet, as well as to restrict access to specific sites on the internet. Students who abuse the privilege of internet access, will have computer access suspended immediately and further disciplinary action may be taken.

LOCKERS AND LOCKS

All PE students will be assigned a locker and lock. Personal locks are NOT permitted and will be immediately cut off if found. VHS Staff is not responsible for lost or stolen items. There will be a \$10 fee for any lock not returned or damaged during the course of the year.

LOITERING

Students must refrain from loitering and/or congregating in common areas, hallways, bathrooms, parking lots, school grounds, athletic fields, etc. Students engaging in these actions will be subject to disciplinary action, which may include search of person and personal property.

LUNCH

VHS is a closed campus, including during lunch hours. Students leaving for the day or for a doctor's appointment will be allowed to check out. Only parents or legal guardians will be permitted to eat lunch with their students during their scheduled lunch. All food must be eaten in the cafeteria or on the outside dining patio. All other areas on campus are off-limits during lunch, including teacher classrooms, the media center, the athletic center, and parking lots. **Students who leave the designated lunch area without an administrative pass will be subject to disciplinary actions. VHS is considered a closed campus, therefore students are not permitted to check out to get lunch and return to campus.**

*****Students must use the restroom facilities located in the VHS cafeteria during their lunch period, all other campus restrooms will be considered out of area. Students may not bring their backpack into the restroom or in the lunch line while at lunch.*****

Students should be considerate of others while in the cafeteria and are expected to behave accordingly during lunch. Please leave the cafeteria in a condition that allows someone else to have a positive dining experience as well.

Food, gum, and candy are not permitted outside the cafeteria. Bottled water is the only acceptable beverage a student may have in classrooms and hallways.

THE ORDERING AND DELIVERY OF FOOD FROM OUTSIDES SOURCES WILL NOT BE PERMITTED AT VHS DUE TO THE VCS CAMPUS-WIDE SCHOOL SAFETY POLICY; HOWEVER PARENTS/GUARDIANS

WILL BE PERMITTED TO DELIVER FOOD FOR THEIR STUDENT ONLY DURING LUNCH TIME, BUT WILL BE REQUIRED TO CHECK INTO THE FRONT OFFICE WITH VALID PHOTO I.D. DELIVERIES FROM ANYONE OTHER THAN A PARENT/GUARDIAN WILL BE REFUSED. LUNCH DELIVERIES MUST BE DROPPED OFF AT THE FRONT OFFICE BY THE FOLLOWING TIMES: A LUNCH - 11:30 and B LUNCH - 12:25. STUDENTS WILL NOT BE ALLOWED TO EXIT THE BUILDING AT ANY TIME TO PICK UP FOOD. STUDENTS WHO ATTEMPT TO ABUSE THIS PRIVILEGE WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES.

******* All lunches, bags or items delivered to students are subject to search.*******

******* Students are not permitted to check out and check back in to go to lunch. *******

OUT OF FIELD TEACHER

Thirty (30) days prior to the beginning of each semester, The Villages Charter School will post a list of the out-of-field teachers on its web-site. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom within the school and grade in which the student is currently enrolled. Any parent may request his or her child to be transferred to another classroom teacher once during a school year. The request must be made in writing and given to the school principal. The parent does not have the right to select the specific classroom teacher. These requests may not put a classroom over the state mandated class size. The principal must approve or deny the transfer within two weeks after receiving the request. If the request is denied, the principal must notify the parent and specify the reasons for denial.

STUDENT CLUBS/ORGANIZATIONS

VHS encourages students to participate in extracurricular activities to allow exploration in extra educational, leadership, socialization, and volunteer opportunities. We believe that when students participate in athletics, school clubs, and/or organizations, they are more likely to have a good sense of confidence, self-esteem, and school spirit, which all contribute to a positive school experience. Students must be in school a minimum of a half day in order to participate in a school sponsored event.

Students interested in establishing a new club may do so by requesting the appropriate form from the Activities Coordinator. The form requires signatures from at least ten (10) students as well as a Faculty Sponsor willing to commit to overseeing membership and creating a club charter. All newly-established clubs will be introduced on a two-year probationary period. All VHS clubs are required to include by-laws and a community service element within the club charter. Please see the Activities Coordinator for more information. New club applications must be turned into the Activities Coordinator by August 25th in order to be considered for the current school year.

A club fair will be held at the beginning of each school year during lunches to allow students to speak to current club members and become aware of established clubs in order to consider membership opportunities.

Student Club Eligibility

- Students must meet membership requirements according to the Club by-laws and be listed on the Club Roster after the membership drive.
- Students must have a minimum 2.0 GPA to participate in any extracurricular activity.
 - **NOTE:** A higher GPA may be required in Club by-laws.
- Students must pay non-refundable VHS club dues for each club joined.
 - **NOTE:** Club due amounts will be outlined in individual Club by-laws. State or national-affiliated clubs may also require membership fees to the organization.
- Students must have a "Student Participation & Parental Approval Form" with a copy of their insurance card attached on file with each Club Sponsor.
- **Students participating in clubs will not be eligible to receive an honor cord. Honor Cords are reserved for honor associations and service organizations.**

STUDENT PARKING

Parking at The Villages High School is a privilege. Student Parking Permits must be completed with the online application. Upon completion of the online application, parents and students will agree to adhere to the rules and guidelines of The Villages High School as outlined in this document. Violating these regulations may result in the loss of parking privileges for the remainder of the school year, and administration may impose additional consequences as deemed necessary.

Golf Cars are only considered approved vehicles for Student Parking when a student possesses a valid State issued Driver's License. Students who drive to school and wish to park on campus must register their vehicles and provide proper licensing and insurance documentation to obtain a \$20 annual parking permit. Parking is strictly limited to designated school parking lots, and students must display the VHS official parking permit assigned to their vehicle. Parking in the town center parking lots or along Dr. Randy McDaniel Way is prohibited and may result in the vehicle being towed at the owner's expense.

Students are not permitted in the parking lot during school hours at any time. Students needing to visit their vehicles during the school day must be granted permission by administration. If permission is granted the student will be escorted by a school employee to their vehicle. Students are expected to drive in a safe manner and obey all traffic laws while on school property. Unsafe driving will not be tolerated and students may lose the privilege of driving to school.

To ensure student safety, loitering in the parking lot is strictly forbidden at all times. Students must vacate their vehicles immediately upon arrival and proceed directly into the building. Also, by 3 PM, any students not participating in school-sanctioned activities must leave the campus.

Any vehicle parked on school property may be subject to search if there is reasonable suspicion of inappropriate activities or behavior.

Offense and Consequence Structure for failure to obtain and display the parking pass will incur the following penalties:

1st Offense: Warning and meeting with Administration and the School Resource Officer.

2nd Offense: Administrative Detention.

3rd Offense: Referral and Revocation of on-campus parking privileges for two weeks.

4th Offense: Revocation of on-campus parking privileges for one month.

5th Offense and Beyond: Behavior Contract and Revocation of on-campus parking privileges for the remainder of the semester or as determined by administration.

VCS ATTENDANCE POLICY

Florida Law requires regular attendance. A full school term for the State of Florida is 180 days for students. The nature of school choice places the responsibility for punctual attendance on each family. Therefore, students with excessive absences, including tardies and early check-outs, will be held accountable and action may be taken by the Attendance Review Committee. The makeup of the Attendance Review Committee at the direction of the Director of Education may include the principal (or designee), the vice-principal, the student's counselor, and a teacher of the student.

Absent/tardy students must submit approved documentation verifying that the absence qualified for excused status (parent's note, doctor's statement, or email from parent or doctor) by the third class meeting after their absence; after that time, the absence will be recorded as unexcused and no documentation accepted at any point thereafter.

To receive credit for missed work due to an absence, a student must turn in assignments upon returning to school within the number of days missed plus one day except as noted under the Consequences section of the Disciplinary Policy. However, any assignment that has a previously determined due date, that due date must be observed unless arrangements have been made with the assigning teacher. Any variation of this must be approved by the administration.

Students with a combination of 10 absences, tardies, or early check-outs (excused or unexcused) within a semester grading period are considered to be excessively truant and the Attendance Review Committee will convene and may initiate an Attendance Contract. Non-compliance with the specifications of the Attendance Contract will result in dismissal from The Villages Charter School.

The function of the committee will be to determine what further action is warranted after reviewing the student's attendance record. Further action that may be deemed appropriate could be the initiation of an Attendance Contract, demonstration of mastery of the course material by passing the semester exam with a 75% or better, and/or other actions. The committee will be responsible for the execution of the Attendance Contract should the student fail to meet the contract requirements.

At The Villages High School, if a student receives 10 or more excused or unexcused absences in any class during a semester, the student will be required to pass semester exams with a minimum of 75% in order to prove mastery and receive appropriate credit for the class.

Tardiness/Early Check-Outs

Criteria for an excused tardy include tardies for religious instruction or a religious function, tardiness due to sickness, injury, court appearance, or any other insurmountable condition as determined by the principal (or designee). Students who are tardy must bring in approved documentation verifying that the tardy qualifies for excused status (parent's note, doctor's statement, subpoena, etc.) **within three days** after the tardy to school; after that time the tardy will be recorded as unexcused and no documentation will be accepted at any point thereafter. When the student arrives at school after the start of the school day, the student must report to the school office. An Admit Slip will be issued at which time the student will report to class to begin activities for the day. Middle and high school students will be marked absent for any class in which they miss the entire class period or are tardy to class that was entered after the bell has rung.

Secondary

Each classroom teacher will monitor unexcused student tardiness/early check-outs from the 1st through the 4th occurrence and assign appropriate and natural consequences that may include, but are not limited to, forfeit of daily bell ringer points, after-school detention, removal of points for class participation, and parent contact. On the 5th occurrence of an unexcused tardy, a referral will be initiated by the attendance clerk and submitted for further consequences.

VCS PERSONAL DEVICE AGREEMENT / CELL PHONES & ELECTRONIC DEVICES

The use of technology to provide educational material is not a necessity but a privilege. Students do not have the implicit right to use their personal laptops, cell phones or other electronic devices while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in the PDA program are expected to act in a responsible, ethical, and legal manner in all areas identified below.

Personal devices include, but are not limited to laptop computers, cell phones, iPods, CD players, MP3 players, iTouch, iPads, and other web browsing devices. The use of cell phones and other electronic devices:

- May only occur during times designated by the teacher and/or school. At ALL other times cell phones and/or electronic devices shall be kept turned OFF and out of sight.
- Will be subjected to all guidelines outlined in this Personal Device Agreement when used on campus or at any school-sponsored event.
- Are prohibited in the locker rooms, bathrooms, and all other locations on campus during school hours at all times with the exception of cell phones to be used in the hallways in between class, VHS cafeteria and VHS media center only during the student's lunch period and may be allowed for educational purposes at a teacher's discretion.

Please read every statement carefully as no student will be permitted to use personal technology devices unless the Handbook Parent and Student Acknowledgement Form is signed and returned.

- Students take full responsibility for their devices. The Villages Charter School, Inc. is *not* responsible for any electronic device that is misused, lost, damaged, or stolen, or for the loss of any data due to faulty connections or equipment failure.
- All laptops used on The Villages Charter School campus are required to use the school-provided Wi-Fi connection.
- Students understand that bringing devices on the premises with the intention of infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information in violation of the PDA policy will result in disciplinary actions.
- Students MAY NOT modify, damage, or compromise any technological device, computer system, or network, or attempt to gain unauthorized access to technological devices, network systems, the Internet, or the work of others, or use any type of computer hacking software, pirated software, or P2P (peer to peer) file sharing software.

- Students are required to enable password protection on their devices. Passwords are to be protected as private information and shall not be disclosed by the student to others.
- Chrome books should not be labeled with any kind of sticker.
- Personal technology, including computers, smartphones, or network access devices may be used only with teacher permission in the classroom. The Villages High School restricts bringing and using personal devices at school unless requested by the individual teacher.
- Personal electronic devices cannot be used during assessments unless specifically required by the instructor.
- Teachers are facilitators of instruction in their classrooms. They cannot spend time fixing technical difficulties with students' personal devices in the classroom.
- Students must *immediately* comply with teachers' requests to shut down their devices or close the screen.
- Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum.
- Students agree to follow copyright laws and fair use** practices. Words, photographs, music, video, and all intellectual property belongs to the creator and are protected by copyright. Students will never post the work of others without providing proper citation. All material on the Internet is considered copyrighted unless otherwise stated.
- **Copyright and Fair Use guidelines may be found at:**
<http://copyright.columbia.edu/copyright/fair-use>
- Students should not expect that files stored on or transmitted via VCS resources will be confidential.
- Students of The Villages Charter Schools, Inc. **MAY NOT** use the school's network or technology resources for accessing, submitting, posting, publishing, uploading, downloading, transmitting, displaying, or distributing inaccurate, obscene, profane, sexually oriented, racially offensive, harassing, sexually explicit, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, images, or other content at any time. Cyber bullying is specifically prohibited.
- All digital transmissions are subject to inspection and/or monitoring by VCS employees, members of the IT team, and other officials. In addition, VCS reserves the right to view ALL communications generated on school systems, on school property, or at any school-sponsored event. This policy expressly applies to students' personal electronic devices.
- Students suspected of violating school policy using their personal electronic device understand the VCS administration can search their personal electronic device as part of normal discipline infraction protocols.
- Personal devices are to be charged prior to bringing them to school and run off their own batteries while at school.
- Printing directly from personal laptops will not be possible at school.
- Student abuse or misuse of school technology will result in one or more of the following penalties and will be assessed at the discretion of the school administration:
- Students will face suspension or revocation of computing and other technological privileges
- Students will face disciplinary action assigned by administrator
- Students will be required to make full restitution to The Villages Charter School, Inc. for resources consumed. Students and/or parents and guardians may face legal action to recover damages.

Students MAY NOT:

- access the data of another user.
- erase, rename, move, or make unusable anyone else's files, equipment, or programs.
- alter files of another user-this is considered vandalism.
- authorize anyone else to use their account name or files for any reason.
- conduct any illegal activities that utilize network resources.
- access resources for gambling, gaming, shopping, trading, etc.
- use network resources for any commercial purposes, private advertising, or personal hobbies, specifically, but not limited to: web hosting, game server, chat rooms, etc.
- download copyrighted material for other than legal personal use.
- post pictures, videos, or other recordings of another person.
- post material authored or created by another without his/her consent.
- construct, own, or contribute to a web site that negatively affects the name of the school or any of its students, faculty, staff, or administration.
- installing or running any software on the VCS network.

VCS does not have control of the information on the Internet or incoming e-mail, and although the Internet filter is utilized across the campus, it does not always prevent users from accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of The Villages Charter School, Inc.

VCS CHROMEBOOK DEVICE USAGE AGREEMENT

The Villages Charter School (VCS) has committed to a multi-year timeline of issuing a technology device to every student, a project referred to as the VCS 1:1 Initiative. VCS believes that technology integrated into effective instructional practices will support students and staff to grow as creators, contributors, and empowered, connected learners so that each person is prepared to achieve a lifetime of personal success.

Providing and issuing Chromebooks for instructional use by VCS students is an important part of our school's instructional program. The student will use the device every day to support and guide his or her learning. Certain guidelines are necessary to protect the Chromebook and the school network. These guidelines are also in place to ensure that this technology serves as an effective instructional tool.

The student will be provided with one VCS issued Chromebook, one VCS issued charger, and one VCS issued protective case.

Before being issued a device, students and their families must participate in an orientation process and agree to the following terms and conditions.

Computer Loan Agreement (Google Chromebook)

- The student and parent will understand and sign the Acceptable Use of Technology Resources policy when given.
- The student agrees to follow all VCS regulations and policies governing the use of the Chromebook as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
- The student is responsible at all times for the care and appropriate use of the VCS issued Chromebook, charger, case.
- The student must adhere to these terms each time the device is used, including when it is not on school grounds.
- The student shall not remove or alter any VCS identification labels attached to or displayed on the Chromebook.
- The student will not deface the device or adhere stickers or other markings to the Chromebook or protective case.
- The student agrees to ensure the device is kept secure and safe.
- The student agrees to handle the device carefully and protect it from potential sources of damage.
- The student must report theft (or suspected theft), loss, damage, or malfunctioning of the Chromebook to school personnel immediately.
- Upon request, the student agrees to deliver the issued Chromebook to VCS staff for technical inspection or to verify inventory or other information. The student will make available for inspection by any school administrator or teacher any messages, communication, or files sent or received on any VCS-issued device and account including, but not limited to, the issued Chromebook.
- The student will bring the issued Chromebook fully charged to school every day.
- The student will use the issued protective case at all times to protect the Chromebook.
- The Chromebook and all data on the Chromebook are the property of VCS. All such issued Chromebooks, cases and chargers shall be returned to VCS prior to the student's withdrawal from the school. Failure to return all VCS issued Items will result in the replacement cost charged to the student's account.
- VCS may install apps or extensions on the Chromebook at any time to ensure the safety and security of VCS equipment and to maintain a productive learning environment for all students. The student may not attempt to delete or modify these apps or extensions in any way.
- The student may install only VCS approved apps or extensions.
- The VCS network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.
- The Chromebook utilizes a proxy service which directs any online activity through our school's web filter. The filtering process collects web URL's and search activity for all traffic generated by the Chromebook regardless of the physical location of the device.
- The student acknowledges that his/her use of VCS equipment is a privilege.
- The student has been assigned a Google Suite for Education (G Suite) account with specific privileges and capabilities. The account is intended for the exclusive use of the student to which it has been assigned. The student may not attempt to change or allow others to change the privileges or capabilities of this account. The student may not attempt to add, delete, access or modify other user accounts.
- By agreeing to these terms the student acknowledges his/her responsibility to protect and safeguard their G Suite account, Chromebook, charger, and case at all times and to return the equipment in good condition and repair.
- Failure to abide by any of the terms may result in loss of privileges and/or disciplinary action as determined by

administration.

Google Suite for Education (G Suite) Accounts

VCS offers all students a G Suite account to use on a variety of school-related projects. G Suite provides a variety of online collaboration tools including productivity software, shared calendars, website authoring tools, and internal email. Student accounts may include Drive, Docs, Sheets, Slides, Drawings, Classroom, Contacts, Gmail, Sites, Calendar, Tube, Maps, Takeout, and Earth. Email can only be sent to or received from others with school accounts. The charter school believes that learning to use these types of tools in safe and productive ways is essential in preparing students for a lifetime of personal success.

Student technology use, including the use of G Suite accounts, is subject to school board policy and any local, state, and federal laws. Two specific federal statutes are worth noting in regards to G Suite:

- **Children's Online Privacy Protection Act (COPPA):** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for all VCS G Suite accounts, and no personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. For more information about COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtml>
- **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records and gives parents the rights to review student records. Any information relating to the student's G Suite account is subject to FERPA rules and regulations. For more information about FERPA, please visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

In addition, the following guidelines apply to all student G Suite accounts.

- **Official Email Address:** Students will be assigned an email account through G Suite that ends in @TVCS.org. This account will be considered the student's official VCS email address. Students can only send and receive emails with other students and teachers within the @TVCS.org domain for school-related purposes only. They cannot send or receive any email outside of our domain.
- **Conduct:** VCS Core Values apply to all students when using technology. Staff may establish additional expectations for the use of technology depending on their instructional objectives, and students are required to follow the terms and protocols outlined by the teacher. Technology should never be used in a manner that disrupts the educational environment.
- **Access Restriction:** Access to and use of G Suite accounts is considered a privilege accorded at the discretion of VCS. VCS maintains the right to immediately withdraw access to the account if there is reason to believe that violations of law or policies have occurred. In such cases, the alleged violation will be referred to the building administration for investigation and/or disciplinary action.
- **Security:** VCS cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place and VCS maintains a comprehensive web filter for all student internet traffic, The Villages Charter School cannot assure that users will not be exposed to non-educational materials. Families are encouraged to report any suspicious online activity to VCS for review.
- **Privacy:** VCS reserves the right to access and review content in a student's G Suite account at anytime. VCS complies with all student privacy laws.

As with any educational endeavor, a strong partnership with families is essential to a successful learning experience, and VCS welcomes any comments, questions, or concerns about G Suite.

Technology Fines

The family and student will assume the risk of loss by theft, destruction, or damage. Devices reported as stolen outside of school require parents to notify police and provide a copy of an official police report to the school administration. Under no circumstances should a student, parent, guardian, etc... attempt to repair a damaged device or pay for the device to be repaired by an agency other than VCS. Any questions or concerns regarding technology fines may be directed to the building administrator. All actual costs for repair or replacement will be charged as follows:

- Full price of repair or replacement for a damaged device, charger and carrying case.

➤ Full replacement cost for lost/stolen device, including charger and carrying case.

Prices for Chromebook Parts

Model:	HP 11 G8 EE	Samsung XE310XBA	Acer 311 C723	Acer 311 N26Q5
Battery	\$24.00	\$43.00 \$28 Amazon	\$33.00	Not available
Bezel	\$10.00	\$12.00	\$10.00	Not available
Bottom Case/Cover	\$15.00	\$29.00	\$30.00	Not available
Camera Board	\$6.00	\$7.00	\$15.00	Not available
Camera Cable	\$7.00	\$19.00	\$17.00	Not available
Hinge/Trim Cover	\$5.00	n/a	n/a	n/a
Hinge Set	\$9.00	\$12.00	\$18.00	Not available
Keys	\$15.00	\$15.00	\$15.00	\$15.00
Keyboard	see palmrest		\$19.00	Not available
LCD Cable	\$5.00	\$19.00	\$17.00	Not available
LCD Panel/Screen	\$25.00	\$25.00	\$25.00	\$25.00
LCD Top/Back Cover	\$15.00	\$25.00	\$22.00	Not available
Motherboard	\$88.00	\$80.00	\$190.00	Not available
Palmrest	\$34.00	\$34.00	\$62.00	Not available
IO/USB Daughterboard	\$13.00	\$5.00	\$24.00	Not available
Speaker Set	\$5.00	\$10.00	\$20.00	Not available
Touchpad/Trackpad	\$12.00	\$12.00	\$17.00	Not available
Touchpad Cable	\$8.00	\$5.00	\$9.00	Not available
USB-C AC Adapter	\$22.00	\$22.00	\$22.00	Not available
Wi-Fi/Bluetooth Card	\$7.00	n/a	\$19.00	Not available
Full Unit Replacement	\$190.00	\$110.00	\$240.00	\$320.00

Student Conduct

BEHAVIOR CONTRACTS

Students who receive a discipline referral may be placed on a behavior contract. The behavior contract will provide a framework for students, parents, and faculty to collectively understand the behavioral expectations of the student to ensure continued success and enrollment at The Villages High School. All students new to VHS will be subject to a discipline review and may be placed on a behavior contract as a condition of enrollment. Non-compliance with the specifications of the Behavior Contract may result in dismissal from The Villages Charter School.

BUFFALO STUDENT EXPECTATIONS

The faculty and staff of The Villages High School are committed to excellence. Our belief is that high expectations produce high results, and we make a daily effort to provide an environment that produces student learning. The most important members of our educational team are our students. Ultimately, students are responsible for their own success. Student responsibility begins with good attendance, participation, preparation, and includes making quality decisions. Students are expected to be an active stakeholder in their education by:

- **Attending school daily**
- **Being on time to all classes**
- **Completing and turning in all assignments on time**
- **Preparing for all tests**
- **Staying organized**
- **Arriving to class with all materials, including a charged Chromebook**
- **Using restroom facilities between classes or during lunch**
- **Reflecting a positive attitude at all times**
- **Portraying our school's core values on and off campus**
- **Being kind to others; speaking with the appropriate tone and language**
- **Protecting others' property, including school property**

- **Following instructions the first time given**
- **Arriving in and remaining in approved school uniform**

The Villages High School provides a unique privilege for families that have dedicated their lives to The Villages of Lake Sumter, Inc. Our charter school is a school of choice providing an alternative outlet from traditional educational settings. The expectations of The Villages Charter School, Inc. are reflective of the core values and vision of the larger corporation that we serve. Parents have the opportunity to choose the best educational facility for their children, either within the charter school system or outside our area of influence. The Director of Education of The Villages Charter School, in consultation with building principal(s), has the authority to dismiss students for cause including but not limited to failure to maintain eligibility per Board policy or failure to comply with school rules and regulations found in The Villages Charter School's Disciplinary Policy. Families who do not meet the charter school expectations or are not in alignment with the core ideology may be reassigned to their home school districts. Dismissal and re-enrollment of students who have been previously dismissed is at the discretion of the Director of Education of The Villages Charter School. Students who have been dismissed from The Villages Charter School will be ineligible for re-enrollment for one full calendar year from their date of dismissal. Dismissed students that may be eligible to reapply for admission must satisfy all conditions and requirements as stated in the formal dismissal letter before being able to formally reapply for admission to VHS.

BULLYING/HARASSMENT

Bullying, harassment and/or hazing will not be tolerated. All incidents of possible threats, signs or discussions of weapons, signs of gang activity, inappropriate use of technology, social media, or the conditions that might invite or encourage violence MUST be reported to an adult. This may also include, but not be limited to, teasing, name calling, intimidation or spreading of rumors. Informational link on The Villages Charter School website is <http://www.stopbullying.gov/>

Bullying and Harassment: The Villages Charter School Board will not tolerate bullying and harassment of any type. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. Conduct that constitutes bullying and harassment, as defined in Board Rule (5.321), is prohibited.

Policy of Sexual Harassment: Sexual harassment occurs when one person (student, adult, staff, or teacher) subjects another person (student, adult, staff, or teacher) to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Anyone who engages in such conduct or falsely accuses another of similar conduct will be subject to a range of punishment up to and possibly including dismissal from our school. Sexual harassment is illegal under both state and federal laws. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct laws.

Examples of sexual harassment may include but are not limited to the following: verbal harassment or abuse of a sexual nature; subtle pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication (for example, a person's body, clothes, or sexual involvement, accompanied by implied or explicit threats; display of sexually suggestive objects, pictures or written materials). Any forms of harassment, no matter how apparently minor, must be reported to any school personnel. School personnel will then report to the Administration to initiate a formal investigation process. The outcome of the investigation will be shared with all parties associated with the event and their parents, if applicable.

Hazing: The Villages Charter School Board will not tolerate hazing. Hazing means any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. It includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements (po5516).

Reporting Bullying, Harassment, or Hazing: Procedures for reporting alleged bullying, harassment, or hazing incidents include self-reporting, peer reporting, parent reporting and/or staff reporting. In order for all students to feel that school is a safe environment, located in the VHS Student Services office is a "Speak Out Box". This box allows students and parents to inform administration and school counselors of students they feel are bothering them or a peer. School counselors empty the box daily and meet with students to find out more about their concerns. Depending on the

situation, administration may become involved. Students and parents are also encouraged to talk to, call or email their child's administrator with any concerns regarding alleged incidents of bullying or harassment which will result in an investigation being conducted as further outlined in The Villages Charter School Board Bullying and Harassment Policy (p05517.01).

Bullying on the part of any student or group of students at any time will not be tolerated. Students who bully any other student will be held accountable for such actions whether the bullying takes place on or off school grounds, at a school sponsored event or function. Remember, we are all here to have an outstanding academic experience and by learning to cooperate and support each other we will add to the richness of our environment. Our diversity is our strength, and each one of us has a place in our school. Each individual's talents and gifts will benefit us all.

WHAT IS BULLYING?
Bullying is repeated, unwanted behavior that involves an imbalance of power and causes physical or emotional harm.
Examples include:

- Threats or intimidation
- Physical violence
- Cyberbullying
- Social exclusion
- Public humiliation
- Name calling
- Harassment
- Stalking or cyberstalking

 See Policy 5517.01

WHAT IS HARASSMENT?
Harassment is behavior that creates fear, a hostile learning environment, or interferes with learning.
It targets someone because of:

- Race
- Religion
- Disability
- Gender / Gender Identity
- Sexual Orientation
- National Origin
- Age
- Pregnancy

 and other protected characteristics.
See Policy 5517

WHAT IS HAZING?
Hazing is never a tradition—it is abuse.
Examples include:

- Forced activities
- Humiliation
- Sleep deprivation
- Dangerous dares
- Forced consumption of food, alcohol, or drugs
- Physical abuse

 No student organization or club may require hazing.
See Policy 5516

CYBERBULLYING COUNTS
Bullying doesn't stop at school.
Electronic harassment through:

- Text messages
- Social media
- Gaming
- Email
- Apps
- Websites

 may still violate district policy when it impacts a student's education.
See Policies 5517.01 & 5517

SEE SOMETHING, SAY SOMETHING.
Students, staff, parents, volunteers, and visitors should report concerns immediately.
Report to:

- School Principal
- Teacher
- School Administrator

 Reports may be made verbally or in writing.
Anonymous reports are accepted.

WHAT HAPPENS NEXT?

- Report received
- Investigation begins
- Parents notified
- Support provided
- Appropriate consequences assigned
- Counseling and interventions available

HOPE SCHOLARSHIP
Students who experience incidents of bullying or violence may be eligible for a Hope Scholarship.
Eligible students may:

- Transfer to another public school with capacity
- OR
- Apply for a scholarship to attend an eligible private school.

HOPE SCHOLARSHIP

CHEATING/PLAGIARISM

All academic work, written or otherwise, submitted by a student to an instructor, is expected to be the result of the student's own thought, research, or self-expression. Students should consult with a teacher to obtain clarification pertaining to any plagiarism or cheating concerns.

Cheating: The use of Google, A.I. Programs, internet search engines, or any unauthorized chromebook usage during a quiz, test, or assignment is considered cheating. Cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. Copying from others, copying or pasting from any source, or providing information during quizzes, tests, or in the preparation of projects and homework assignments, is a form of cheating. Students in violation of the individual teacher's established expectations for any assignments may be considered as cheating.

Plagiarism: All directly quoted material, all paraphrased material, significant ideas, and organization must be acknowledged by proper citation and documentation as deemed acceptable by the instructor of the course. Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were the student's own product. Plagiarism includes the use of any artificial intelligence (AI) programs, such as ChatGPT, to generate answers, ideas, or words that are presented as a student's original work.

Instances of cheating or plagiarism will result in a zero on the assignment and a referral to administration, which will include 1 day OSS. Students enrolled in Dual Enrollment classes will also be subject to consequences determined by LSSC.

DETENTION

Detentions may be scheduled before school, after school, or during lunch. Students will not be admitted late into detention. If students are late or fail to report to detention, they will have additional consequences assigned at the administration's discretion. **If a student is unable to attend their assigned detention date, they are responsible for rescheduling the detention with the assigning teacher, an administrator or via email and providing a documented excuse prior to the date scheduled for detention. Students will be provided with only one opportunity to reschedule a detention. Failure to report to detention after the provided make-up date will result in assignment to Admin detention.** Students will work on academic assignments during time served during their detention. Detention may also include campus maintenance activities. See School Wide Behavior Management Plan. Students who have been assigned detention must bring academic work to complete, may not utilize any electronic devices, and may not socialize with other students in detention.

Lunch Detention may be assigned as a disciplinary consequence by administration. Students who have been assigned lunch detention must report directly to administration after collecting their lunch and may not utilize any electronic devices or socialize with other students while in lunch detention. Students will be provided with one opportunity to reschedule a missed lunch detention. Failure to report to lunch detention after the provided make-up date will result in assignment to Administrative Detention or Saturday School.

Administrative Detention may also be assigned as a disciplinary consequence by administration. This will be an extended, two-hour detention from 2:45pm - 4:45pm on the day designated by the supervising administrator. Students who have been assigned administrative detention must bring academic work to complete, may not utilize any electronic devices, and may not socialize with other students in detention. **If a student is unable to attend their assigned detention date, they are responsible for rescheduling the detention with an administrator via email and providing a documented excuse prior to the date scheduled for detention. Students will be provided with only one opportunity to reschedule a detention. Failure to report to Administrative Detention will result in assignment to Saturday School or OSS.**

DRESS CODE

Uniform Policy for Kindergarten - 12th Grade

This uniform policy has been created to ensure all students have the opportunity to learn and grow in a business-like environment conducive to learning. It is our hope that holding them accountable for these expectations will continue our success in growing students into responsible, well-rounded individuals with entrepreneurial spirits.

ID Lanyards

The student's current VHS school issued I.D. must be worn around the neck on a lanyard or on an ID clip above the waist. Student I.D. 's must be visible at all times. **Non-Negotiable.**

Uniform Shirts

Logo shirts are available in five different colors. "VHS logo" shirts are for VHS students only. VCS approved apparel may only be purchased through Custom Apparel.

Outerwear

All outerwear must have a VCS logo and must be purchased at the school store or through school programs, this includes sweatshirts and all outer garments.

School Uniform Tops & Outerwear

School uniform tops and outerwear may be purchased at Custom Apparel's locations in the Southern Trace Shopping Plaza and in downtown Middleton.

**3451 Wedgewood Lane, The Villages, FL 32162
Phone: 352-750-1600**

**7612 Middleton Dr. Middleton, Fl. 34762
Phone: 352-321-4015**

Uniform-Style Bottoms

Pants, capris, jumpers, skorts, and shorts are allowed and must be in solid navy or beige khaki material. Embellishments such as contrast stitching, sparkles, glitter, lace and embroidery, as well as holes, cut-offs, or frayed hems are not allowed. No denim of any color is allowed.

Pants or capris in solid navy or solid beige-khaki material may be purchased from any store and do not require an approved school logo. All other bottoms must come from our VCS approved vendor(s) selected from the school approved options and must have the VCS approved logo in the designated hemline area. Our school approved vendor information is listed on the VCS website.

Students wearing shorts, skorts or jumpers must follow the appropriate length guideline of no more than 2" above the knee. If a student is not following the specified length requirement then they will be required to wear pants or capris until their school-approved items are purchased from our school approved vendor(s).

Shoes

VHS requires all students to wear closed toe shoes with a back.

Examples of footwear that is NOT PERMITTED:

- **Crocs or croc style shoes.**
- **Slides.**
- **Sandals.**
- **House shoes/slippers.**
- **Flip-flops.**
- **Clogs or clog style shoes.**

To ensure that all students meet our high expectations, Administration reserves the right to determine if any part of a student's physical appearance is a distraction to the learning environment.

The following rules will be observed:

- Shirts will be worn tucked in at all times. Please help with this expectation by making sure your child is prepared upon exiting the family car.
- All undershirts must be plain white or the exact color of the uniform shirt worn (no writing or graphics).
- Shorts, skorts and jumpers must be worn at no more than 2" above the knee.
- School issued picture ID must be worn at all times while on campus and are not to be altered in any manner.
- Undergarments cannot be exposed while standing, sitting or bending over.
- Tights or leggings are permitted; however, leggings must be worn under the uniform bottoms and be the same color as the bottoms (only colors allowed are khaki/beige or navy); any length is acceptable as long as it looks like it is part of the uniform bottoms.
- Belts must be worn with all clothes having belt loops.
- VHS students are required to dress out for P.E. (uniforms sold at Custom Apparel).
- On special dress-up days, if a student is not dressing in appropriate "theme" clothing they must wear their regular uniform.
- Hair must be of a color that occurs naturally in human nature. Hair should be styled in a way that is not deemed a distraction to others. Examples of unacceptable hair styles would be Mohawks or unnatural coloring.
- Facial piercings or other body alterations/displays and tattoos that are visible are prohibited.
- Hats or hoods on outerwear may not be worn indoors during the school day.
- In all dress, professionalism and appropriateness will be expected.

VHS Academy Uniforms (for Grades 11-12 Only)

VHS Academies have a uniform that best fits the workplace of each academy. Each academy's syllabus will indicate the specific dress code required for the specific academy. Orders for academy specific uniforms can be made at Custom Apparel. Students are expected to wear their Academy uniforms to school every day.

VHS Jeans Days

VHS Jeans Days must be approved by the VHS Administration.

Students must adhere to the following guidelines when participating in VHS Jeans Days:

1. Jeans must be BLUE - no colored jeans of any kind and no other bottoms accepted.
2. Jeans must be free of frays, holes, rips, tears, and embellishments.
3. Shorts and skorts must be worn at no more than 2" above the knee and free of frays, holes, rips, tears, and embellishments.
4. Sweatpants, leggings, athletic bottoms, pajamas, yoga pants, and loungewear are not permitted.
5. Undergarments must not be visible.
6. Tops must cover the chest, midriff, stomach and hip areas and be free of frays, holes, rips, and tears. No tank or sleeveless tops for male or females.
7. Crocs, slides, sandals, house shoes/slippers, flip-flops, and clog type shoes are not permitted. Closed-toe shoes with a closed back are required.
8. Hats may **NOT** be worn.
9. Inappropriate graphics may **NOT** be worn.
10. If not participating in Jeans Day, students must be dressed in school uniform.
11. Lanyards and current year IDs **MUST** be worn and visible at all times and not allowed to be altered in any way

VHS Physical Education Uniforms

All VHS Physical Education Students must wear the school approved uniform when participating in Physical Education class.

Any student out of dress code or wearing non-approved uniform items will be subject to disciplinary action. Students may not remain in school while out of dress code and will be required to comply with the VCS dress code policy in order to remain in class. Students out of dress code will be subject to classroom management policy and must become dress code compliant. Students who are unable to become compliant will be sent home following parent notification. In addition to faculty and staff monitoring of student dress code compliance, random uniform sweeps will be conducted by administration to ensure students are in compliance with VHS uniform policy. Chronic dress code violations will result in additional discipline, a parent conference, and possibly limited dress code options as determined by VHS Administration.

GUIDELINES FOR STUDENT CONDUCT

The purpose of behavior guidelines is to ensure an enjoyable, cooperative, respectful, and safe environment for learning. Students at The Villages Charter School (VCS) are responsible for their personal behavior at all times. Members of the school community are expected to be polite and considerate of the rights of others. Our guidelines provide an environment that is conducive to learning and promotes academic excellence.

Students are expected to cooperate with all teachers and staff members. Student teachers, substitutes, visitors, and volunteers are to be treated with the same respect as teachers and staff. Physical violence and threats are considered to be serious forms of misbehavior and will not be tolerated. Remember, we are members of the same team, and we are all here to accomplish the same goal.

A student may be excused from instruction and/or reciting the pledge of allegiance, including standing and placing the right hand over his or her heart when his/her parent(s), as defined by Florida Statutes, files a written request with the school principal.

All students are expected to abide by the rules established in their classrooms and by the school. Rules are established to ensure a safe climate that promotes learning. Students who make choices that compromise the environment established, should expect appropriate consequences to be assigned. Bullying and/or harassment will not be tolerated. All incidents of possible threats, signs or discussions of weapons, signs of gang activity, inappropriate use of technology, or the conditions

that might invite or encourage violence MUST be reported to an adult. This may also include, but not be limited to, teasing, name calling, intimidation or spreading of rumors. Informational link is Stopbullying.gov

The administration is primarily responsible for any student discipline that is referred to the office and has the authority to assign appropriate consequences

OUT OF AREA / SKIPPING CLASS

Students are to remain in their assigned teacher's classroom for the duration of their assigned period. Students may not go to another classroom or area without their teacher's explicit permission and permission of the teacher or staff member whom they are visiting. Students who go to an unpermitted area will be considered out-of-area, including restrooms. Students are only permitted to use the restroom that is closest to their current classroom/location, as designated on their Securly electronic hall pass.

Students who are considered out-of-area will receive a disciplinary referral and assignment to Administration Detention/Saturday School/OSS.

Students who do not report to class but are on campus, who come in excessively tardy to class without an approved excuse, or who leave class early without permission will be considered skipping class.

Students who skip class will receive a disciplinary referral and assignment to Administration Detention/Saturday School/OSS. Students who do not report to class and have left campus without permission will be subject to a disciplinary referral and 1 day of OSS.

PUBLIC DISPLAYS OF AFFECTION

The Villages Charter School is an institution of learning. Appropriate gestures of affection such as holding hands, handshakes, and brief hugs are acceptable. Inappropriate displays of affection may lead to disciplinary action.

SCHOOL WIDE VHS BEHAVIOR MANAGEMENT PLAN

Classroom Behavior: (Level 1 infractions)

All classroom teachers will incorporate this Classroom Behavior Management Plan when students choose to disregard classroom/school rules, disrupt the learning environment, or any other **Level 1 infractions:** such as food/gum/candy/beverage, inappropriate displays of affection, refusal to work, dress code etc.

Intervention Steps: To clarify, this is not daily but cumulative for the semester

1. Private conference with the student - warning
2. Private conference with the student – warning, next step will result in parent contact.
3. Parent Contact – warning that the next occurrence will result in an assigned after-school detention.
4. After-school detention. **Room 6-117- 2:45-3:25**
A missed detention will result in an Administrative detention or a Saturday School.
5. Parent Contact and Referral - See progression below

Schoolwide Referral Progression:

ALL REFERRALS ARE CUMULATIVE DURING THE SEMESTER WITH THE EXCEPTION OF THOSE WRITTEN FOR TARDIES.

- 1st Referral** = Documentation of referral on behavior/discipline record and Administrative Detention,
2nd Referral = Administration Detention/Saturday School,
3rd Referral = Administration Detention/Saturday School,
4th Referral = Administration Detention/Saturday School,
5th Referral = Out of School Suspension (OSS) & Behavior Contract/Parent meeting with Administration.
6th Referral = Review Behavior Contract for possible dismissal from VHS.

STUDENTS WHO DO NOT ATTEND AN ASSIGNED SATURDAY SCHOOL or ADMINISTRATIVE DETENTION WILL BE GIVEN A REFERRAL AND ASSIGNED AN ADDITIONAL SATURDAY SCHOOL OR FURTHER CONSEQUENCES DETERMINED BY ADMINISTRATION.

SUSPENSIONS

There are two different types of suspension: In-School and Out-of-School. Students assigned In-School Suspension (ISS) are given an ISS Instruction and Assignment Form. Instructions include the responsibility to go to each teacher to obtain assignments for the assigned ISS day. On the ISS Day, the student will report to a classroom with an ISS teacher to complete all assignments. ISS days do not count as absences. Students may be assigned ISS for reasons including, but not limited to, failing to attend assigned after-school detention, as the consequence for a disciplinary referral, and failing to follow ISS instructions. Students assigned to Out-of-School Suspension (OSS) will be given an OSS Instruction and Assignment form. Students are not to be on school property on the day(s) assigned. This includes any sporting, extracurricular, or other after-school activity. Any day(s) missed due to OSS will be considered **unexcused** included in the 10-day absence rule (please see attendance policy). Students are expected to stay current with their classwork while on Out-of-School Suspension via email/classroom platforms like Google Classroom or Canvas. OSS days do NOT extend any deadlines for projects/assignments and students are responsible for scheduling make-ups for any missed tests or quizzes with their teachers.

VAPE/NICOTINE/TOBACCO USE

Any person, regardless of age, will not be allowed to use tobacco, electronic cigarettes (Vapes), or nicotine products while on campus or at any school sponsored or affiliated event. Any student violating this policy will be subject to disciplinary consequences.

It is unlawful for any person under the age of 21 in the state of Florida to use tobacco or nicotine products in, on, or within 1000 feet of the real property comprising a public or private elementary, middle, or secondary school between the hours of 6:00 a.m. and midnight. This section does not apply to any person occupying a moving vehicle or within a private residence (Florida Statute 386.212). Further it is unlawful for any person under 21 years of age to knowingly possess any tobacco or nicotine products such as: snuff, chewing tobacco, cigars, cigarettes, electronic cigarettes (Vapes), any type of liquid tobacco/nicotine product or tobacco paraphernalia.

Nicotine product - means any product that contains nicotine, including liquid nicotine, that is intended for human consumption, whether inhaled, chewed, absorbed, dissolved, or ingested by any means. [Section 569.31, Florida Statutes]

Nicotine dispensing devices – means any product that employs an electronic, chemical, or mechanical means to produce vapor or aerosol from a nicotine product, including, but not limited to an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product, any replacement cartridge for such device, and any other container of nicotine in a solution or other form intended to be used with or within an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, vape, pen or other similar device or product. [Section 569.31, Florida Statutes]

Anyone violating this statute commits a noncriminal violation punishable by a 3-5 day out of school suspension, behavior contract, and will receive a citation and a fine by the Sumter County Sheriff's office.

VCS DISCIPLINARY POLICY

The design of the VCS Disciplinary Policy enables consistent and uniform enforcement of its provisions. The Administration is responsible for determining the level of the offense as well as determining the appropriate consequence. In all disciplinary actions, the appropriate level of due process shall be observed.

The factors to consider prior to corrective measures being taken include, but are not limited to:

- Seriousness of offense
- Premeditation or impulsiveness
- Strength of evidence

- Cooperation or remorse
- Disciplinary history
- Age or disability

All students will be held accountable for their behavior during all aspects of the school day, including Buffalo Adventures and any other school-sponsored activity. Any behavior occurring off campus requiring law enforcement action is expected to be reported to school officials so that a full circle of support and an action plan can be created. If the behavior is deemed to be of a nature as to not maintain respect for all stakeholders of VCS the student may be asked to return to their home school.

Consequences

Students are faced with a barrage of choices each day. These choices come with consequences, good or bad. In an effort to provide the best environment for learning to take place, it is anticipated that everyone will behave and abide by the expectations previously stated. When students make choices that do not follow school rules, appropriate consequences will be assigned. The consequences may include, but are not limited to:

- **Conferences** – Conferences are scheduled: these meetings will serve to inform all stakeholders of behaviors and possible solutions.
- **Contracts** – An agreement between the school, the student and the student's family identifying the future possible dismissal of the student if specified requirements are not met. Contracts are used to improve behavioral choices as well as attendance (including tardies and early check outs).
- **Detentions** – Detentions will be scheduled before school, after school, or during lunch. Students will not be admitted late into detention. If students are late or do not show up for detention they will have additional consequences assigned. Students will work on academic or behavioral assignments.
- **Felony Transfer** –The Villages Charter School has the ability to deny access to our educational system based on felony charges from the Judicial System.
- **In-School Suspension (ISS)**– Students will be in a supervised area and be expected to be on task with assigned school work at all times during the day. Full credit will be given as earned for completed work. Failure to attend or comply with all rules during in-school suspension will result in additional disciplinary action.
- **Loss of Privileges** – The Administration has the authority to exclude students from participating in school-related activities if the conduct at school or outside of school, is deemed unacceptable. The period of time is to be established by the Administration.
- **Out-of-School Suspension (OSS)** – Students are not to be on school property on the day(s) assigned and this/these absences will be considered unexcused (please see attendance policy). This includes any sporting, extracurricular, or other after-school activity. All schoolwork missed while serving an out-of-school suspension is due the number of days out of school plus one.
- **Restitution** – Students will restore or pay for damaged or stolen property.
- **Saturday School** – The session runs from 8:00 a.m. – 11:00 a.m. Students will not be admitted late into Saturday School. If a student is late or does not show up for Saturday School, it will not be rescheduled and missed Saturday School will result in ISS or OSS. Students are responsible for bringing academic school work to be completed during this time. Students must wear their approved school uniform. Please bring drinking water.
- **Temporary Removal from Setting** – Students will be removed from an academic setting for a specific amount of time to be established by the Administration.

If students are referred to the office for behavioral choices, the following events will occur to ensure that they are treated fairly and that an appropriate consequence is decided upon and carried out:

- Students will be given the opportunity to explain their behavior.
- If additional information is needed, it will be obtained in the most efficient manner possible.

- The Administrator will evaluate the severity of the infraction and associated corrective measures outlined in the disciplinary policy.
- Parents will be notified verbally or by email about their child's referral. A copy of the referral will be available via Skyward. In order to maintain timely and efficient communication with parents, school personnel rely on the provision of current and accurate phone numbers including cell, home, and work phone numbers and email addresses. **Emergency contact forms are provided at the beginning of each year and should be updated as needed throughout the course of the year.**

Students' individual needs will be considered and appropriate actions will be taken to ensure the integrity of the school and learning environment are protected. The disciplinary policy is created to address each situation as unique and to determine actions that will deter the behavior from repeating itself. The listing below is grouped in levels, with the minor levels listed first.

The level of the infraction and the corresponding and appropriate corrective measure is coded according to the Sumter County Schools Conduct Report from PP-SR-004 for Elementary and PP-SR-037 for Secondary.

Multiple Level III infractions may result in dismissal from The Villages Charter School. The Director of Education of The Villages Charter School has the authority to dismiss students for cause including, but not limited to, failure to maintain eligibility per Board policy or failure to comply with school rules and regulations that are found in the VCS Disciplinary & Attendance Policy. Dismissal and re-enrollment of students who have been previously dismissed or have withdrawn from school is at the discretion of the Director of Education of The Villages Charter School after consultation with the building principal. Additionally, the building principal and the Director of Education may deny enrollment to new students based upon a review of their discipline & attendance records from their previous school using the VCS Disciplinary & Attendance Policy as a guide. Any previously dismissed student, who is approved for re-enrollment will automatically be placed on a behavior and/or attendance contract. An appeal of any dismissal of a student may be made to the Board of Directors of The Villages Charter School, Inc. by written request within ten (10) days of the dismissal date.

Sumter County School Board and home school county will be notified when dismissal of a Sumter County student occurs as a result of discipline infractions. All appropriate discipline documentation will be forwarded to the receiving school when applicable.

Other Infractions

Incidents may occur that require an immediate referral to administration for action precluding the steps listed above. Consequences for these types of referrals include Saturday School, In-School Suspension (ISS), Out of School Suspension (OSS) or loss of privilege from attending VHS. Incidents that result in an immediate referral to administration may include but are not limited to the following examples:

- Cheating
- Bullying/CyberBullying
- Harassment
- Disrespectfulness to Staff
- Fighting
- Vandalism
- Skipping Class
- Technology Misuse, etc.

A student that receives a referral for a level 3 or 4 offense will face potential dismissal from VHS.

WEAPONS/DRUGS/ALCOHOL

Any person, regardless of age, will not be allowed to possess weapons, drugs, or alcohol while on campus or at any school sponsored or affiliated event. Any student found in violation of this policy will be referred to local law enforcement and dismissed from The Villages High School.

Weapons and Dangerous Items:

Students are strictly prohibited from bringing, possessing, displaying, or using any weapons or dangerous devices on school grounds or at school-sponsored events. This includes any object that may be reasonably perceived as a weapon.

Prohibited items include, but are not limited to:

- Firearms, real or replica
- Knives of any kind
- Metal knuckles, clubs, tasers or daggers
- Chemical sprays, inhalants, or explosives
- Any item with the potential to cause harm or disrupt safety

Drugs and Alcohol:

The health, safety, and academic success of all students are of the highest priority. Therefore, The Villages High School is committed to maintaining a drug and alcohol free learning environment. The Villages High School maintains a zero-tolerance policy regarding drugs or alcohol. Students are strictly prohibited from the use, possession, sale, distribution, or being under the influence of drugs or alcohol on campus or during any school-sponsored events.

Drug Use/Possession:

The use or possession of any illicit drug, narcotic, or controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation. Students found in violation of this policy may be dismissed from The Villages High School.

Prohibited Substances include but are not limited to:

- Alcohol in any form
- THC: Any product containing a THC derivative
- Illicit drugs or controlled substances including prescription medication

Violations of this policy will result in:

- Immediate confiscation of the substance or item
- Notification to law enforcement
- Parent/guardian notification
- Disciplinary action up to and including suspension and potential dismissal from The Villages High School.

Search and Seizure - School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The Villages High School recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure. No student will be searched without reasonable suspicion or in an unreasonable manner.

Disruption of School Operations

To ensure a safe and focused learning environment, The Villages High School maintains a zero-tolerance policy for actions that disrupt school operations. Any student who causes a significant interruption to the daily function of the school—requiring staff or students to deviate from normal procedures—will face disciplinary consequences and may be referred to law enforcement.

Any violations of policies contained in The Villages High School Student Handbook may result in disciplinary action, potential dismissal, and/or referral to law enforcement authorities.

The Villages®

High School

PARENT AND STUDENT HANDBOOK ACKNOWLEDGEMENT

PLEASE SIGN AND RETURN

My student and I have reviewed/will review The Villages Charter School Student Handbook including: The Villages Charter School Disciplinary, Attendance Policy, Personal Device Agreement, and Chromebook Agreement for 2026-2027 and understand the contents described. This document is available on the Forms/Document section of The Villages High School website. By signing below, I am indicating my review of each of these policies, possible corrective measures, and my alignment with the philosophies of The Villages Charter School. Printed copy of the handbook in Student Services.

This signed document is due to the student's 1st period teacher by **Friday, August 14th.**

Failure to return this signed acknowledgement waives the privilege of attending The Villages Charter School.

Student Name:

Student Signature:

Student Grade: _____ Graduation Year: _____

Parent Name:

Parent Signature:

Date:
