



Thank you for choosing The Lindsay School of the Arts. Please see the items below that are needed prior to the first day of school Monday August 14th 2023

Student _____ Grade _____

____ New Student Application or Renewal Application (Online)

____ School Health Entry Exam Form

____ Medical Treatment & Transportation Form

____ Copy of Birth Certificate

____ Copy of Immunization Record or State-recognized exemption form

____ Records Release Form

____ Code of Conduct/ Parent/School Agreement

____ First Tuition payment or proper paperwork to execute scholarship funds (all other payments due on the 1st of each month)

____ Student Information Sheet

____ Allergies, Medication, & Fun Facts Forms

If you have any questions or haven't received a copy of the forms above, please give us a call or email. We look forward to seeing you at the Parent Orientation. This is a required meeting, students will not be able to attend school without parents' attendance at orientation.

Sincerely,

The Lindsay School of the Arts

School year: _____



Student Information Sheet

Student Name: _____

Grade Enrolled in 2023/2024: _____

School Attended Last Year: _____ County: _____

Birthday _____ (Please Include Year) Age _____

Parent or Guardian _____ Relationship: _____

Best Contact #: _____

Parent or Guardian E-mail: _____

Home Address _____

City _____ State _____ Zip Code _____

Clubs Interested in: _____

Emergency Contact or anyone persons who may being picking up/dropping off student:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Returning Families Only Need to Fill Out if Any Information has Changed.



Allergy Information

“Severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that required immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child’s allergic reaction to the food.

No food allergy to report.

FOOD:	Nature of allergic reaction to the food:
Medication:	Nature of allergic reaction to the Medication:
Fun Facts:	List Fun Fact About Students or Things We Should Know:

Student Name: _____

DOB: _____

Parent/Guardian Printed Name: _____ Date: _____

Parent/Guardian Signature _____

SCHOOL MEDICATION ADMINISTRATION AUTHORIZATION FORM

This order is valid only for school year (current) _____ including the summer session.

School: _____

This form must be completed fully in order for schools to administer the required medication. A new medication administration form must be completed at the beginning of each school year, for each medication, and each time there is a change in dosage or time of administration of a medication.

- *Prescription medication must be in a container labeled by the pharmacist or prescriber.
- *Non-prescription medication must be in the original container with the label intact.
- *An adult must bring the medication to the school.
- *The school CSN/RN will call the prescriber, as allowed by HIPAA, if a question arises about the child and/or the child’s medication.

Prescriber’s Authorization

Name of Student: _____ DOB: _____ Grade: _____

Condition for which medication is being administered: _____

Medication Name: _____ Dose: _____ Route: _____

Time/frequency of administration: _____ If PRN, frequency: _____

If PRN, for what symptoms: _____

Relevant side effects: _____ None expected _____ Specify: _____

Medication shall be administered from: _____ to _____
Month/Day/Year Month/Day/Year

Prescriber’s Name/Title: _____

(Type or print)

Telephone: _____ FAX: _____

Address: _____



Prescriber’s Signature: _____ Date: _____

(Original signature or signature stamp ONLY)

(Use for Prescriber’s Address Stamp)

A verbal order was taken by the CSN/RN (Name): _____ for the above medication on (Date): _____

PARENT/GUARDIAN AUTHORIZATION

I/We request designated school personnel to administer the medication as prescribed by the above prescriber. I/We certify that I/We have legal authority to consent to medical treatment for the student named above, including the administration of medication at school. I/We understand that at the end of the school year, an adult must pick up the medication, otherwise it will be discarded. I/We authorize the school nurse to communicate with the health care provider as allowed by HIPAA.

Parent/Guardian Signature: _____ Date: _____

Home Phone #: _____ Cell Phone #: _____ Work Phone#: _____

SELF CARRY/SELF ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL

Self carry/self administration of **emergency** medication may be authorized by the prescriber and must be approved by the school nurse according to the State medication policy.

Prescriber’s authorization for self carry/self administration of emergency medication: _____

Signature

Date

CSN/RN approval for self carry/self administration of emergency medication: _____

Signature

Date

Order reviewed by the CSN/RN: _____

Signature

Date

Income Verification Form 2022-2023

Private school name _____

The purpose of this form is to collect family income data in order to qualify your school for federal Title I funds and services for the 2023-2024 school year. Determining the number of students who qualify for free and reduced lunches and who also resides in Title I school attendance zones, accomplishes this goal.

Please complete this form as soon as possible and return it to your school office.

To determine your Annual Gross income, multiply your weekly salary by the number of weeks or months you actually worked. Add to that number all other sources of income, including child support, alimony, retirement, SSI benefits, etc. Note that for each additional family member over eight, add \$8 732 to the Annual Gross Income. Then locate your family size and look at the qualifying annual gross income level listed beside it.

Family Size	Annual Gross Income	Monthly Gross Income	Weekly
1	\$25,142	2,096	\$484
2	\$33,874	\$2823	\$652
3	\$42,606	\$3,551	\$820
4	\$51,338	\$4,279	\$988
5	\$60,070	\$5,006	\$1,156
6	\$68,802	\$5,734	\$1,324
7	\$77,534	\$6,462	\$1,492
8	\$86,266	\$7,189	\$1,659
Each additional family member add:	\$8,732	\$728	\$168

- 1) Is your family income less than the amount (Annual, Monthly, or Weekly Gross) listed beside the number in your family size? yes _____ no _____
- 2) Is your family eligible for food stamps? yes _____ no _____
- 3) Are you receiving Temporary Cash Assistance (TCA) or Temporary Assistance to Needy Families (TANF)? yes _____ no _____
- 4) Complete Home Address (Please **do not use a P.O. Box** – must be a physical address including house number, street, and city).

Street Address

City

- 5) Please list the initials, grade level, and birthdates of all children in your family who **only attend this private school**.

Child's Initials

Current (22-23) Grade level

Birth Date

Principal Signature _____ **Date** _____

(Signature indicates that the child(ren) was/were enrolled on January 31, 2022)



STATE OF FLORIDA School Entry Health Exam

To Parent/Guardian: Please complete and sign Part I — Child’s Medical History. State law for school entry requires a health examination by a legally qualified professional. Additional requirements may be determined by local school districts.

(Please Print)

Name of Child (Last, First, Middle)		Birth Date	Sex
Address (Street)		School	Grade
City and ZIP Code	Home Telephone Number	Parent/Guardian (Last, First, Middle)	

PART I — CHILD’S MEDICAL HISTORY

To Parent/Guardian: Please check answers to questions 1 through 8 below in the column on the left. *(Please explain any “Yes” answers in the space provided below.)*

1. Yes No Any concerns about general health (eating and sleeping habits, weight, etc.)?
2. Yes No Any other specific illness or social/emotional or behavioral problems?
3. Yes No Any allergies (food, insects, medication, etc.)?
4. Yes No Any prescription medication (daily or occasionally)?
5. Yes No Any problems with vision, hearing, or speech (glasses, contacts, ear tubes, hearing aids)?
6. Yes No Any hospitalization, operation, or major illness (specify problem)?
7. Yes No Any significant injury or accident (specify problem)?
8. Yes No Would you like to discuss anything about your child’s health with a school nurse?

To Parent/Guardian: Please explain any “Yes” answers from above.

I am the parent/guardian of the child named above. I give permission for the information on PARTS I and II of this form provided about my child to be reviewed and utilized only by the staff of this school and any school health personnel providing school health services in the district for the limited purpose of meeting my child's health and educational needs.



Signature of Parent/Guardian

Date

Partnership for School Readiness Recommendations for Prekindergarten and Kindergarten

To Parent/Guardian: Please obtain the services listed below in order to find any problems. Please work with your health care provider to correct or treat any problems that may reduce your child’s ability to learn in school. **(These services are recommended but not required.)**

1. Comprehensive Vision Examination (3-5 years of age) Date of Exam: _____ Results of Exam: _____ _____ Health Care Provider: _____ <i>(check one)</i> Optometrist <input type="checkbox"/> Ophthalmologist <input type="checkbox"/>	Please describe any corrective action for any problems detected and any accommodations required.
2. Comprehensive Dental Examination Date of Exam: _____ Results of Exam: _____ _____ Dentist: _____	Please describe any corrective action for any problems detected and any accommodations required.
3. Hearing Screening Date of Exam: _____ Results of Exam: _____ _____ Health Care Provider: _____	Please describe any corrective action for any problems detected and any accommodations required.



Name of Child (Last, First, Middle) Birth Date

PART II — MEDICAL EVALUATION

To be completed and signed by the Health Care Provider ONLY:

The child named above has had a complete history and physical exam on the following date:

(Exam must be within one year of enrollment)

Month Day Year

Screening Results:

Height: Weight: BMI%: B/P: Hct/Hgb: Lead: Urinalysis:

Table with 4 columns: Vision - Without Glasses, Vision - With Glasses, Hearing - Right, Hearing - Left. Each cell contains checkboxes for Passed, Failed, Referred.

Gross dental (teeth and gums) Head/scalp/skin Eyes/Ears/Nose/Throat Chest/Lungs/Heart Abdomen Postural assessment. Each item has checkboxes for Normal/Abnormal and a Refer/Tx line.

TB risk assessment done (Please review Targeted Testing Guidelines listed below.)

This child has the following problems that may impact the educational experience:

- Checkboxes for Vision, Hearing, Speech/Language, Physical, Social/Behavioral, Cognitive.

Specify:

This child has a health condition that may require emergency action at school, e.g. seizures, allergies. Specify below. (This form will be stored in the child's Cumulative Health Folder and may be accessed by both school and health personnel.)

Recommendations (Attach additional sheet if necessary):

(Please Check One)

- Checkboxes for: This child may participate fully in school activities including physical education. This child may participate in school activities including physical education with the following restriction/adaptation.

(Specify reason and restriction)

Signature/Title of Health Care Provider, Date, Address (Please print or stamp)

Tuberculosis Targeted Testing Guidelines for Health Care Providers

Tuberculosis Infection Risk:

Review the following risks and administer a Mantoux TB skin test if child is in one or more categories. The TB test is administered confidentially as part of the health examination. Do not record administration of any TB test or related information on this form.

- Recent immigrant (< 5 years), frequent visitor to TB endemic areas
Close contact to active TB case
Frequent contact with adults at high-risk for disease, HIV+, homeless, incarcerated, illicit drug user
HIV+ or have other medical conditions that increase the risk to progress from infection to disease, e.g., chronic renal failure, diabetes, hematologic or any other malignancy, weight loss > 10% of ideal body weight, on immunosuppressive medications

Active TB Disease Risk:

- Does the child exhibit signs/symptoms of tuberculosis (e.g. cough for three weeks or longer, weight loss, loss of appetite)?
If symptoms are present, work-up or refer for TB disease evaluation.



Vehicle Emergency Medical Information / Transportation Agreement

Student's Name _____ Birth Date _____

Address _____ Phone _____

Known Allergies _____ Current Medication _____

Blood Type: _____

Special needs/conditions _____

Father's/Guardian's Name _____ Mother's/Guardian's Name _____

Employer _____ Employer _____

Work Phone _____ Work Phone _____

In case of an emergency and parents cannot be reached:

Name _____ Phone _____

Child's Physician _____ Phone _____

Medical Centers that The Lindsay School of the Arts uses:

Lawnwood Regional Medical Center: 1700 S 23rd Street, Fort Pierce, FL 34950

Phone: 772-461-4000

I give permission for my child, _____, to ride with an LSA designated staff/volunteers or by to be transported to and from field trips and experiential outings. We ask that you discuss vehicle safety with your child.

In the event of an emergency involving my child, if I cannot be reached, I hereby authorize any necessary medical treatment to be given. I also give permission for my child to be transported by car, or ambulance to an emergency center for treatment, and I further agree that I will not hold The Lindsay School of the Arts or its representatives, liable in any way. LSA will attempt to make contact with the person listed as the emergency contact and will follow their wishes if the circumstances allow. In the event that no one can be contacted, LSA will contact a physician, ambulance personnel, or emergency room personnel and will follow the recommendation of these persons. I understand that I will be responsible for all medical expenses incurred during the treatment of my child and agree to pay them in full.

Parent/Guardian: _____ Parent/Guardian: _____

Date: _____ Date: _____

The Lindsay School of the Arts Inc
1717 Orange Ave Suite 4225
Fort Pierce, 34948, FL
admin@thelindsayschoolofthearts.com

PURPOSE: As a parent, guardian or student, you have the right to give permission or not give permission for the release of your child's records with other persons or agencies. This request provides you with the opportunity to approve or not approve such a request unless release of records is allowed under one of the exceptions under the rules implementing the Family Education Rights and Privacy Act, FERPA, (for example, transfer of records from one school district to another).

AUTHORIZATION FOR RELEASE OF RECORDS

Student
name: _____

Date: _____

Student
DOB: _____

School District: _____

I hereby authorize the release of records:

From
:

To:

(Name of agency/person)

(Name of agency/person)

Street Address

Street Address

City, State, Zip

City, State, Zip

Describe the records to be disclosed:

The reason for disclosing the record(s) is:

I understand that this information obtained will be treated in a confidential manner by the school district under the provisions of the Family Education Rights and Privacy Act (FERPA). FERPA prohibits disclosure of personally identifiable information without consent except in limited circumstances. Please note that if the request is for health or medical information, the medical information received by the district is protected under FERPA privacy standards and not the Health Insurance Portability and Accountability Act (HIPAA).

This authorization is valid from: _____ to _____ .
Date Date

Note: For release of medical records, the authorization can be no longer than 90 days after this authorization is signed.

I understand that my consent for the release of records is voluntary and I can withdraw my consent at any time in writing. Should I withdraw my consent, it does not apply to information that has already been provided under the prior consent for release.

Parent/guardian/adult student Signature

Date



Authorization for Release of Records by [Office of Superintendent of Public Instruction](#) is licensed under a [Creative Commons Attribution 4.0 International License](#).



Parent/School Agreement

I, the parent or guardian of _____ have received the The Lindsay School of the Arts handbook and am in agreement with their practice.

I understand and agree with the importance of the school, home, and community partnership. I hereby pledge to pay my financial obligations to the school and/or arrange the release of the scholarship funds on the due date and understand that it may be necessary to withdraw my student if proper arrangements are not made on a past-due account. I commit to attending required parent training and any required parent/teacher conferences necessary.

I give permission for my student to take part in all school activities, including sports, physical activities, and school-sponsored trips away from the school premises, and absolve The Lindsay School of the Arts from liability to me or my student because of any injury to my student at school or during any school activity.

I agree to uphold and support the high academic standards of the school by providing a place at home for my student to study and encouraging my students to complete any homework or assignments.

I hereby agree to support all school regulations on the applicant's behalf and authorize LSA to employ discipline per the student handbook as it is deemed wise and expedient for my student's training.

I understand the school reserves the right to dismiss any student who fails to comply with the established regulations at any time per the administration's discretion or whose financial obligations remain unpaid.

I give my permission to use my child's photograph and likeness (still and video) and first name for the purpose of publicity and training efforts by LSA

I have read and agree to abide by the guidelines and terms stated in this agreement.

Parent Signature

Date



Code of Conduct

THE LINDSAY SCHOOL OF THE ARTS STATEMENT OF PROFESSIONAL CONDUCT

This statement outlines the standards of professional conduct expected of students at The Lindsay School of the Arts. Adherence to these principles of conduct – together with good academic standing – maintains a student’s “good standing” status in the School.

As a community, we respect the dignity, individuality, creative expression, and freedom of each member, and we strive to be a place in which individuals and groups learn with and from one another. We aim to foster a sense of shared experience and common purpose along with a collective responsibility for each other’s well-being and for the well-being of the school as a whole. Although we acknowledge the difficulties inherent in creating a community of individuals who are different from each other, we remain unwavering in our commitment to both diversity and community in a context of academic and artistic excellence. We seek to enable all members of this community to pursue their creative, educational, and career interests in an environment that recognizes both the distinctiveness of each person’s experience and the common humanity that unites us all and that permits us to take full educational advantage of the diversity of talents, backgrounds, and perspectives of each member.

In all activities, each graduate student is expected to be personally honest and respectful of the rights and interests of others in the community. All students are expected to conduct themselves in a manner compatible with LSA’s function as an educational institution and to attend, make use of, and enjoy the facilities and benefits of LSA without undue interruption or disruption to them or to others due to their actions. With their professional conduct, graduate students are expected to contribute to a school climate in which all community members feel personally safe, listened to, valued, and treated with fairness and respect.

The key principles of professional conduct include:

1. Professional Behavior: As artists and scholars, we strive to maintain the highest level of effort and investment in our work. Members of the LSA academic and artistic community are committed to

teaching, learning, research, performance, and community engagement, and to assist one another in the creation and maintenance of an environment that fosters and enables professionalism and excellence. This includes communicating in a manner that is respectful and that in no way discriminates against, intimidates, or harasses others, and treats the ideas, scholarship, and creative pursuits of others with respect.

2. Integrity: The Lindsay School is an institution of learning, research, scholarship, and creative pursuit that is strengthened by an environment of integrity. As members of this academic and artistic community, students are responsible for maintaining this environment and are expected to subscribe to the practice of academic and artistic integrity and to accept individual responsibility for their work and actions. Violations are unacceptable and will not be tolerated because they devalue the teaching and learning experience for the entire community. Observing basic honesty in one's work, words, ideas, and actions is a principle to which all members of the community are required to subscribe.
3. Respect for People's Rights and Dignity: Respect for the rights, privileges, and sensibilities of each member is essential to maintaining the spirit of our community. Actions that create an intimidating, threatening, or hostile environment are therefore regarded as serious offenses. Free speech and peaceful assembly are basic requirements of LSA as a center of free inquiry and the search for knowledge and insight; these rights involve a concurrent obligation on the part of all members of LSA, guests, and visitors to maintain an atmosphere conducive to scholarly pursuits and to respect the rights of all individuals.
4. Respect for Diversity: LSA seeks to promote the full inclusion of all members and groups in every aspect of LSA life. Diversity – in terms of race, creed, color, sex, gender identity or expression, age, national origin, ancestry, religion, physical or mental disability, veteran status, marital or domestic partnership status, affective or sexual orientation, socio-economic background, and other protected characteristics – is a source of strength for the school and contributes to a positive creative and educational environment. We do not tolerate any discriminatory and/or harassing behavior based

on protected characteristics and will take immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

5. Creative Sensitivity: As artists, students in the Lindsay School of the Arts may be called upon to explore topics and practices that touch on deeply felt emotions and/or closely held personal beliefs; as a result, students may experience upsetting reactions or feelings of interpersonal conflict. Students must commit to working through such conflicts and challenges with open and respectful communication, addressing the topics at hand while honoring the personhood of all involved.
6. Appropriate Sexual Conduct: LSA does not tolerate sex or gender discrimination, including sexual misconduct such as sexual harassment or sexual assault, stalking, intimate partner violence, or offensive or intimidating sexual language.
7. Appropriate Use of Electronic Media: When acting as representatives of the school or interacting on official LSA platforms, students must be responsible in their use of social media and should not violate our professional and academic standards in their social media activities. Students also must respect parameters set by professors or directors on the use of electronic devices during class time, rehearsal, and performance.

Accountability

The school will maintain a clear structure to address complaints involving the professional conduct of students, staff, and faculty. Allegations of improper behavior will be treated seriously and promptly. All members are entitled to know what is expected of them and be treated to a timely, fair, and meaningful evaluation of their contributions to the issue at hand. Proper training and orientation will be available to all members of the community.

Observance of LSA Policies

No set of rules can possibly address all situations that may arise. The School reserves the right to find that other conduct not specified in this Code or LSA policies constitutes a violation of good academic or

professional standing. If situations arise that seem ambiguous, please consult with department heads.

The LSA Student Code of Conduct defines behavior expected of all LSA students. It is each student's responsibility to know and comply with the Lindsay School of the Arts Student Code of Professional Conduct. In addition, any jurisdiction's violation of the laws, whether local, state, federal, or foreign, may subject an individual to disciplinary action.



Student Private School Handbook

****A copy must be signed and saved. Please read in its entirety!!!**

SAFETY AND SECURITY

Maintaining a safe and secure environment is the primary priority of the The Lindsay School of the Arts (LSA). It is the belief of the School that all students have the right to attend school and school functions free of fear, harm or harassment. The policies and procedures outlined in the *Student Conduct and Discipline Code* have been adopted in support of this fundamental premise.

Dress Code: (Students & Staff)-

No shorts, unless tights are worn underneath.

No belly shirts or midriff showing.

Shoes must be on your feet at all time, Closed Toed Shoes

All pants must be pulled up and worn around the waist.

Movement classes will have required dress codes within reason.

No Spaghetti Strapped Shirts

Injury Policy: The Lindsay School of the Arts does not carry medical insurance for its students. It is required that all students be covered by their own family insurance policies and if injury occurs it is understood that the student's own policy is your only source of reimbursement. Liability Waivers must be signed to attend school.

Attendance Policy: Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

Grade Policy:

Grade "A" equals 90 through 100 percent, has a grade point average (GPA) value of four, and is defined as "outstanding progress."

Grade "B" equals 80 through 89 percent, has a GPA value of three, and is defined as "above average progress."

Grade "C" equals 70 through 79 percent, has a GPA value of two, and is defined as "average progress."

Grade "D" equals 60 through 69 percent, has a GPA value of one, and is defined as "lowest acceptable progress."

Grade "F" equals zero through 59 percent, has a GPA value of zero, and is defined as "failure."

Grade "I" equals zero percent, has a GPA value of zero, and is defined as "incomplete."

LSA will be committed to students academics, there will be in house services to help student who may need extra help, such as tutoring, also resources in place to help student advance such as dual enrollment.

Failing courses/classes can and will result in lose of LSA After School Classes, Extra circular actives, events, and activities. Student must maintain a 2.5 GPA to join any clubs, teams, or LSA classes.

Regular school attendance is a necessary part of a student's education. Excessive absences impair a student's educational progress, impacts whether the student passes or fails a grade, and may result in court proceedings and/or the loss of driving privileges. Students will be considered absent when they miss 50% of their school day. Absences shall be classified and treated as follows:

Excused Absences

Students must be in school unless the absence has been excused for one of the reasons listed below. Excused absences include the following:

- Personal Illness.
- Illness of an immediate family member.
- Death in the family.
- Religious holidays of the student's religious faith.
- Required court appearance or subpoena by a law enforcement agency.
- Special events, including, but not limited to, important public functions, student conferences, student state/national competitions that are school-sponsored, administrative approved post-secondary educational institution visitation, as well as exceptional cases of family need. Students must get permission from the principal at least five days in advance.
- Scheduled doctor or dentist appointments.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of three (3) days excused absence for an infestation of head lice.

Unexcused Absences

Unexcused absences include, but are not limited to, the following:

- Shopping trips
- Pleasure trips
- Suspension from school
- Appointments without prior approval except in case of emergency
- Truancy
- Other avoidable absences.

Tardiness

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness (more than 1 time per week) will be addressed on a case-by-case basis. Disciplinary action for unexcused tardiness shall be progressive, may include Level 1 consequences, and will be specifically defined in each individual school's discipline plan.

Driver's License/ Driving to School

Florida law requires that minors who fail to satisfy attendance requirements will be ineligible for driving privileges. The School District is required to notify the Department of Highway Safety and Motor Vehicles of the following:

- Students ages 14-18 who accumulate fifteen (15) unexcused absences, not including out of school suspensions, in a ninety (90) calendar-day period.
- Students between the ages of 16-18 who have signed a declaration of intent to terminate school enrollment.
- Students ages 14-18 who are expelled.
- Students ages 14-18 who did not enter school and for whom the school has received no indication of transfer to another educational setting.

If Student is going to be driving to school, LSA will need copy of Car Insurance, Student will be assigned where to park during school, Parent must provide written consent if any of students are permitted to ride to or from school with student, written consent will also be needed any riders parents.

Drop Off/Pick Up/ Hours of Operation:

LSA doesn't provide transportation. Our Hours of Operation are 7:30am-5:30pm for Private School to provide before and after school options for families. School Starts at 8:30am and end at 3:00pm. Student must be in school the entire day to count for a full days attendance record keeping. We understand many of our families may car pool we just need written consent via, text, email, and written to confirm your student is allowed to leave with anyone that is not listed on their emergency contacts.

11. Illness in School

A student with a temperature above normal or who is exhibiting other signs of illness shall be evaluated by the school nurse and sent home. The specific guidelines and recommendations for exclusion from school due to illness are referenced in each of the St. Lucie County School District's Health Manuals, on file at each school.

Bullying/ Harassment/ Cyberbullying/School Treats/False Reports:

Bullying in schools is of increasing focus for Florida schools, districts, and for the Florida Department of Education. Florida Statute 1006.147, also known as The Jeffrey Johnston Stand Up for All Students Act, requires school districts to adopt an official policy prohibiting bullying and harassment of students and staff on school grounds, at school-sponsored events, and through school computer networks.

(a) "Bullying" includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing;
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Physical violence;
7. Theft;
8. Sexual, religious, or racial harassment;
9. Public or private humiliation; or
10. Destruction of property.

(b) "Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a web page or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted

content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

(c) “Harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

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

(d) “Within the scope of a public K-12 educational institution” means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

(d) School Threats: A threat is a communication of intent to harm someone that may be spoken, written, gestured or expressed in some other form, such as via text messaging, email or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) or whether the intended target is aware of the threat. Threats may be implied by behavior that an observer would reasonably regard as threatening, planning or preparing to commit a violent act. Not all types of misbehavior that may warrant discipline or even criminal consequences are threats. It is limited to instances where there is a threat to harm someone else. If there is doubt, the communication or behavior should be treated as a threat and a threat assessment should be conducted.

(e) False Reporting is any and all false threats of schools safety.

Drug Free/ Alcohol Free Policy:

LSA is committed to providing a campus and workplace environment free from the abuse of alcohol and the illegal use of alcohol and other drugs. In compliance with the provisions of the Federal Drug-free Schools and Communities Act of 1989, the Drug-free Workplace Act, and the Florida Drug-free Workplace Program Requirements, the president or the president’s designee will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by the LSA students or employees on school premises or part of any school activity. In furtherance of this policy, the president or the president’s designee shall establish procedures for drug and alcohol testing of employees and students.

The following standards of conduct apply to students and employees:

- Students and employees are prohibited from engaging in the unlawful manufacture, distribution or use of illicit drugs and/or alcohol on LSA property, LSA BOD properties, and/or during school activities.
- Students are prohibited from attending class while under the influence of illegal drugs or alcohol.
- Employees are prohibited from reporting to work while under the influence of illegal drugs or alcohol.
- Employees and students shall notify the college of any criminal drug statute conviction for a violation occurring in the workplace or during school-sponsored activities no later than five days after such conviction.

Zero Tolerance: Petty acts of misconduct and misdemeanors to a law enforcement agency, including, but not limited to, disorderly conduct, simple assault or battery, affray, theft of less than \$300, trespassing, and vandalism of less than \$1,000, abuse of drugs or alcohol on school property or school related events.

AUTHORITY OF THE TEACHER

Florida Statute 1003.32 vests teachers and other school staff members with authority for the control and discipline of students on a school campus and in other places they are assigned to supervise students. Students are **required** to follow the lawful directions of all district or school level administrators, teachers, school staff members and chaperones when on School Board owned property or at other places where they are under the supervision of School Board personnel.

Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the offense written on a **referral form** provided by the administration.

REASONABLE FORCE

Florida Statute 1003.32(1)(J) authorizes teachers and other instructional personnel to use reasonable force to protect himself/herself or others from injury. The Department of Education has defined reasonable force as, “appropriate professional conduct including physical force as necessary to maintain a safe and orderly environment.” The Department of Education has also clarified that school personnel have the right and the authority to protect against:

1. conditions harmful to learning;
2. conditions harmful to student’s physical and mental health;
3. conditions harmful to safety; or
4. conditions harmful, causing injury to self, school personnel, and others.

Note: Florida Statute 1003.32 and State Board Rule 6A-1.0404, and 6A-6.03312 authorize teachers and other school or school district personnel to file charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school-sponsored transportation, or during school-sponsored activities.

Note: Florida Statute 1003.32(4) authorizes teachers to remove a student who is unruly, disruptive, or abusive, or who repeatedly interferes with the teacher’s ability to communicate with the class or the ability of the student’s classmates to learn in accordance with the provisions of 1003.32(5) & (6).

Note: Florida Statute 1006.11(2) further provides that a principal, teacher, other staff members, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules

regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force, or cruel and unusual punishment.

School incidents that must be reported to law enforcement:

- Battery
- Homicide
- Kidnapping
- Sexual Battery
- Weapons Possession

School incidents that are expected to include consultation law enforcement:

- Alcohol
- Arson
- Breaking & Entering/Burglary • Disruption on Campus
- Drug Sale/Distribution
- DrugUse/Possessions
- Hazing
- Physical Attack
- Robbery
- Larceny/Theft
- Sexual Assault
- Sexual Offenses (Other) • Threat/Intimidation
- Trespassing
- Vandalism
- Other Major

Student Discipline Subject to District Discretion

Students subject to control of school

Nothing shall prohibit a district school board from having the right to expel, or to take disciplinary action against, a student who is found to have committed an offense on school property at any time if:

The student is found to have committed a delinquent act which would be a felony if committed by an adult; The student has had adjudication withheld for a delinquent act which, if committed by an adult, would be a felony; or The student has been found guilty of a felony.

ISS vs. OSS

- In-school suspension: the temporary removal of a student from the student's regular school program and placement in an alternative program, such as that provided in s. 1003.53, under the supervision of district school board personnel, for a period not to exceed 10 school days.
- Out of school suspension: the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student's parent with specific homework assignments for the student to complete

Abuse

In section 39.01(2), Florida Statutes, the term "Abuse" means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

Neglect

Sample policy on ethical conduct of instructional personnel and school administrators
In section 39.01(44), Florida Statutes, an act of "Neglect" occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

Rights & Responsibilities

- No Drama
- No Cell Phones are not Permitted
- No gum due to safety.
- No food in the classrooms to cut down on having a bug issue (because that's not fun).
- No using supply for things not relating to a class, supplies don't come easy.
- Never let anyone inside the building without a staff pass, or a student/parent pass. Any other persons need to be approved. (All staff, students, and parents will have a pass).
- No profanity will be tolerated; we are a facility for kids, keep it clean.
- No shoes in the dance studio Ever!!
- No student unattended in any classroom.
- Never leave any classroom or area without showing it love and cleaning up after yourself.

Disciplinary Actions:

Our Organizational Values

To Create, Motivate, and Inspire!

Quality (applies to every subject and every class) Every student will be treated fairly and uniquely. Every student will be held to standards, and rules that staff will enforce, and follow themselves. If any child shows an interest in the arts, we want to encourage them, and prepare them for the highest degree of excellence.

Confidence- A skill taught in and outside of the classroom for every day life. Not only train you how to convincingly deliver a message, but also build the confidence you need to take command of yourself as an artist.

Self Expression- Expression of one's feelings, thoughts, or ideas, especially in writing, art, music, acting or dance is a big part of impacting for everyday life settings. A safe space to express who you are, and how you feel in a positive way.

Problem Solving and Perseverance- Students may need another way to view things, so they can learn better from what we are here to teach them. Teaching student no matter how much practice it may take to NEVER give up. They will learn that there are many different pathways to develop a skill or technique.

Empathy and Compassion- This is something that seems very easily forgotten, but is critical to their futures. Creativity involved in performing arts extends to emotional creativity and can open children to new ways of seeing the world, and the people in it.

Creativity – the use of the imagination or original ideas, especially in the production of an artistic work. In the many ways you find as an instructor or artist to make creativity come alive with your students we practice this day in and day out, so students will be quick to think on their feet. Student will become leaders, and their own independent person.

Focus- The ability to focus is a key skill developed through ensemble work. Keeping a balance between listening and contributing involves a great deal of concentration and focus.

Discipline- the practice of training people to obey rules or a code of behavior, using punishment to correct disobedience.

Team Work and Collaboration- Most arts disciplines are collaborative in nature. Through the arts, children practice working together, sharing responsibility, and compromising with others to accomplish a common goal. Student roles in and out of the classroom and performance can not happening without the help from them and everyone that surrounds them. Work through all sorts of environments.

Receiving Constructive Feedback- Children learn that feedback is part of learning and it is not something to be offended by or to be taken personally. It is something helpful. The goal is the improvement of skills and evaluation is incorporated at every step of the process.

Accountability – When children practice creating something collaboratively they get used to the idea that their actions affect other people. They learn that when they are not prepared or on-time, that other people suffer. Through the arts, children also learn that it is important to admit that you made a mistake and take responsibility for it.

Have Fun- is the biggest thing for students and staff, there is never a reason it should not be anything but a fun learning experience for all. Teach and learn not to be so hard on yourselves. We are here to give these students all we have to give through ourselves as artists. We are all always students, as long as you are constantly willing to learn.

Sign & Submit



Signature of Student

Date

Signature of Parent

Date

Signature of Director

Date

Please Read before Signing

This signed handbook will remain on file, and if any of the items listed upon are abused in any way it could, and will result in student being asked to leave the program.

*Please note we cannot accept every student every year, students are given a seat (a chance).

We are not here to force anyone to be here if this is not where they want to be, and we are not here to deal with behavior. This is a place for students interested in the Arts, and has decided they would like to take classes. LSA has waiting lists through the year, and we can give a student's seat away if student does not protect their seat.