



**Ahfachkee School**  
Student/Parent Handbook

2023-2024

*30290 Josie Billie Hwy, PMB 1005 Clewiston, FL 33440  
863-983-6348*

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**SEMINOLE TRIBE OF FLORIDA COUNCIL**

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**AHFACHKEE SCHOOL EXECUTIVE DIRECTOR OF  
ADMINISTRATION**

Lee Zepeda

**AHFACHKEE SCHOOL ADMINISTRATION**

Philip Baer – Principal  
Nuria Suarez– Assistant Principal

**TRADITIONAL PRESERVATION DEPARTMENT**

Program Director - Jeannette Cypress  
Assistant Program Director/Teacher - Danielle Jumper-Frye

**Our Mission**

Our mission is to provide an education rich in the wisdom of the Seminole heritage combined with a challenging and rigorous curriculum. In a caring environment, with a strong partnership of families, Tribal community, and the strength of mind, body, and spirit, our students will be empowered to create a successful and fulfilling future.

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Ahfachkee School  
2023-2024  
Parent/Student Handbook

Welcome to the 2023-2024 school year. This handbook provides our families and students with important information about our school. This handbook will be emailed to each family and available in the main office. Please review the contents before school begins, then keep it accessible for future reference. If you have any questions about the handbook, please contact the Ahfachkee School main office at (863)983-6348. Increasing parental involvement and improving student attendance and academic achievement continue to be major priorities at Ahfachkee School. We are glad you are a part of the Ahfachkee School community and look forward to a wonderful year.

Philip Baer, Principal  
Ahfachkee School

*Ahfachkee School reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. Ahfachkee School reserves the right to modify and/ or amend the content of this handbook at any time during the year. If any written modification or amendment is made to this handbook, a copy of such modification or amendment will be distributed to students and parents.*

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# Ahfachkee School

## “Home of the Warriors”

### Ahfachkee School

### Student/Parent Handbook

### 2023-2024

I have received and read the Ahfachkee School Handbook and I understand the stated policies and consequences.

---

Parent/Guardian Signature

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Student Name (Please Print)

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Date

---

Date

\*Verification needs to be returned by the end of the first week of school to the front office.

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**School Information and Programs**

**Ahfachkee Office Hours**

Office Hours: 7:30 AM to 4:00 PM

**School Day for Elementary Students**

7:30 AM – 8:00 AM Breakfast

8:00 AM - 2:30 PM Instructional Day

**School Day for Middle and High School Students**

7:30 AM – 8:00 AM Breakfast

8:00 AM - 2:30 PM Instructional Day

**Bus Transportation on Big Cypress**

Door to Door

Approximately 6:45 AM – 7:25 AM

**Bus Transportation – Field Office – Immokalee**

Leaves from the parking lot at 6:45 AM

Arrival in Big Cypress at 7:30 PM

# AHFACHKEE

# SCHOOL



*To better support students and families, Ahfachkee School offers a wide array of school services.*

Ahfachkee School offers numerous programs for students. They are as follows:

Exceptional Student Education, Guidance Programs, 21<sup>st</sup> Century after School Learning Program, Gifted & Talented Program, Response to Intervention Programs, and Credit Recovery Programs.

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## **SECTION 1**

### **School Information and Policies**

*The school information section contains general information relevant to all students in Kindergarten through 12<sup>th</sup> Grade.*

#### **Athletic Code**

Ahfachkee School participates in Volleyball, Basketball, Track and Field, and Baseball. We follow the Athletic Code and policies under the FHSAA regulations.

#### **Cell Phones**

HB379 prevent students from using cell phones and other wireless devices during “instructional time.” Under the measure, cell phones could not be used during lessons unless “expressly directed by a teacher solely for educational purposes.” Tiktok is banned from school use.

#### **Clean Campus**

Keeping the Ahfachkee School campus clean is everyone’s responsibility. Students are expected to do their part in picking up litter and making sure trash is properly placed in trash cans. To help maintain the cleanliness of the classrooms, students are not allowed to bring in gum, food, or drinks, unless it involves a special event and they have their teacher’s permission. Loss of privileges may result should an area be left in an unclean condition.

#### **Closed Campus**

Ahfachkee School (“Ahfachkee”) of the Seminole Tribe of Florida (“STOF”) has a closed campus policy. This means that once a student arrives, he/she must remain on campus until the end of the day. Students who leave the building or campus before the school day is over without the permission of the office will not be permitted to return until the following day. Students who violate the closed campus policy will be subject to disciplinary action and parents will be contacted before returning. Loitering in the parking lots is prohibited.

#### **Civility Policy**

Ahfachkee welcomes and encourages visits to the school by parents, other adult residents of the community, and interested educators. Ahfachkee believes that all schools should be a place where mutual respect is practiced and reinforced by all who enter them. At Ahfachkee School all students, parents, staff, and other members of the public will be treated with respect and expect the same in return. The school is committed to keeping the school free from disruptions and preventing all activities that threaten the education process. This policy promotes mutual respect, civility, and orderly conduct by and among council members, teachers, administrators, staff, students, parents, and the public. Civility should permeate the entire organization.

The school’s role is to create an environment where people exhibit behaviors that foster sound, educational practices, allows people to grow socially and academically, and encourages healthy dialogue in respectful ways by presenting teachers and staff as positive role models. We foster positive communication and discourage disrespectful treatment.

The school believes that rude, abusive, or intolerant behavior should not exist. Positive Human interaction is required by and among all council members, teachers, administrators, staff, students, parents, and the public.

The best way to ensure an environment of civility is to constantly practice it. Modeling the behavior we wish will send a sound message that people need to be treated with respect.

## **Co-Curricular Activities**

Co-curricular programs include educationally related, personal, cultural, social, recreational, leadership, and athletic opportunities. These programs are a privilege and are completely voluntary for students. Co-curricular participants are expected to adhere to all school rules and policies. Students should abstain from the use and/or possession of inappropriate substances and refrain from unsafe activities. Failure to do so may result in disciplinary action that may include exclusion from co-curricular activities such as school-wide events and ceremonies (graduation, etc.).

## **Communication**

Ahfachkee strives to increase communication with its families and uses the following methods to keep parents informed of the most current information. It is important to keep contact information updated. Ahfachkee School offers multiple methods of contacting our staff. In addition to in-person or phone, families may send emails to staff members through the STOF Tribal email system or the NASIS portal. In addition to scheduled conferences, staff members are available for parent conferences upon request.

- Infinite Campus: an automated calling system that can contact all families simultaneously through a recorded message via phone, email, or text.
- Letters and flyers will be distributed to students regularly.
- Global Emails: emails sent to all email addresses registered with the STOF Big Cypress Reservation and Immokalee Reservation email list.
- Email Distribution List: emails sent to a parent/guardian's email address listed on the student application.
- Direct Contacts: one-on-one calls and face-to-face contact between staff members and family members.
- STOF WebEx: Virtual conferences may also be created for the Ahfachkee School.
- School Website: [www.seminolewarriors.net](http://www.seminolewarriors.net) is regularly updated with current information. For a list of staff email addresses, refer to the Ahfachkee website, or contact the front office at 863-986-6348.
- NASIS Portal: families and students may review grades and attendance information online or using a phone may be used for parents to send information to the school.
- Office email: If needing to send information or ask questions Ahfachkee office email can be used. The office staff will respond to your requests during regular office hours. [AhfachkeeOffice@semtribe.com](mailto:AhfachkeeOffice@semtribe.com)

## **Confidentiality**

Ahfachkee School will not give out information to an individual, agency, school district, hospital, or any other persons without first obtaining written permission from the parent(s)/guardian(s). Confidential and sensitive information about faculty, other parents, and/or students will not be

shared with anyone, as Ahfachkee School strives to protect everyone's right to privacy.

### **Consent to Search**

It is the policy of Ahfachkee School to conduct unannounced searches of students and their personal effects for the safety of all students and staff. Ahfachkee School reserves the right to use drug detection dogs to conduct periodic searches for contraband and dangerous items.

Ahfachkee School also reserves the right to use authorized school personnel to search the student, any school property, his/her personal transportation, and/or personal effects at Ahfachkee School for any contraband or dangerous items (gun, ammunition, razor blades, knives, illegal or prescription drugs, fireworks, explosives, etc.) including vape pens that may be considered harmful to his/her person or others and to confiscate these items.

### **Dismissal Destination Changes**

Any parent wishing to change his/her child's dismissal destination must submit the desired change in writing or by email to [AhfachkeeOffice@semtribe.com](mailto:AhfachkeeOffice@semtribe.com) no later than 1:00 P.M the day the changes are to take effect. If a parent experiences an emergency after 1:00P.M that requires a dismissal change please call the office directly to make arrangements.

### **Disruptions**

Any individual who: disrupts or threatens to disrupt any school function or office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school or school property promptly by the principal or designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely request the speaker to communicate civilly. If corrective action is not taken by the abusing party, the employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under circumstances outlined in the above paragraphs the Administrator or designee should inform the person that: in all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct, or assisted communication with the person(s) at the source the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal or designee. Individuals are encouraged to work out issues of concern promptly and preferably no later than two days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

### **Dress Code for Students**

Ahfachkee students should adhere to the following uniform policy.

## Traditional Clothing

Students are welcome to wear traditional clothing any day.

- Full Traditional Dress
- Traditional tops with uniform bottoms
- Traditional skirts with uniform tops
- Traditional jackets and vests may be worn over uniform tops

## Tops/Shirts

- Polo style shirt in red, yellow, black, or white
- Long sleeves shirts worn under uniform polo tops must be solid red, yellow, black, or white

## Bottoms

- Pants, shorts, shirts, or skorts must be mid-thigh or longer
- No excessively tight pants, including but limited to leggings, stretch pants, and yoga/exercise pants
- No sagging pants - pants must be worn at the waist
- No pants are to be tucked into socks
- No pants with holes, rips, tears, frays, or extra zippers
- No language or images that are crude, vulgar, profane, lewd/obscene, drug affiliated, sexually explicit, or sexually suggestive

## Head Coverings

For the purpose of creating a safe and conducive learning environment, no hats or hoods should be worn in classrooms. Jackets with hoods may be worn outdoors when the weather is appropriate. Hoods may not be worn inside the buildings. Hats may be worn outside during Physical Education to prevent sun exposure.

## Jackets

Sweaters, jackets, and sweatshirts (with or without hoods) must be worn over a school uniform top. Outerwear attire cannot possess language or images that are crude, vulgar, profane, lewd/obscene, drug affiliated, sexually explicit, or sexually suggestive.

*Special Note: Students should always be identifiable on sight. The privilege of wearing hoods can be revoked if repeated violations become disruptive to the educational process.*

## Shoes

Shoes should be conducive to an educational environment. For the protection and safety of students, shoes must be closed-toe and closed heels (no crocs). No beach shoes, bedroom slippers, clogs, shoes with wheels, or flip-flops should be worn.

*Special Note: Athletic shoes are required for use during Physical Education classes for all grade levels.*

## Exceptions

School administration may temporarily amend the dress code with special consideration for safety and health issues.



Exceptions to the dress code are allowed only on designated school-sponsored Special Events days (such as Jersey Day, Red Ribbon Day, Picture Day, Field Day, etc.) this information will be sent home to families in advance.

### Compliance

Dress or appearance must not present health or safety problems or cause disruption. Clothing, accessories, and tattoos that carry messages which are vulgar or offensive, reference the use of alcohol/tobacco, or any associated logo, drugs, violence, or gang affiliation are not allowed. School inappropriate tattoos must be covered. Clothing must fit appropriately.

If a student does not comply with dress code expectations, the student will be asked to remove the clothing in question and the parent will be contacted to bring alternative clothing that adheres to the uniform policy. Repeat offenses may warrant progressive discipline according to the Discipline Matrix.

A parent/guardian may be notified. Lunch detention will be issued. Subsequent violations could result in the student being sent home with the expectation that the student returns after meeting dress code expectations.

School administration reserves the right to make the final determination when a student's dress or appearance is such that it interferes with the educational process.

## **Early Dismissal and Late Arrival**

### Early Dismissal

\*To keep classroom disruptions to a minimum and learning to a maximum, early dismissal should be reserved for emergencies only. If for any reason your child needs to leave campus before 2:30 P.M you must sign him/her out by 2:00 P.M. Students may only be checked out by the parent/guardian or those individuals listed on the Student Checkout Permission Form located on the student registration application. Please remember to bring proper identification with you. See the procedures below.

- The parent/guardian is to call the main office when they arrive at the gate. The office phone number will be posted at the gate (863-983-6348).
- The office will contact a facilities staff member to open the gate. The parent/guardian will drive up to the drop-off area next to the cafeteria to wait for their child. The parent is to remain in the car.
- The office will call your child's room. The teacher will send the teacher assistant and the child to the office. The teacher assistant will pick up the sign-out log.
- Once the teacher assistant has the sign-out log, she will then walk the child to the parent/guardian's car. She will notify the parent/guardian that she is documenting the student's sign-out with the student's name, parent/guardian's name, date, and sign-out time.

### Late Arrival/Returning From Doctor Appointments

- The parent is to call the main office when they arrive at gate 863-983-6348. The office number is posted on the gate.
- The office will contact a facilities staff member to open the gate. The parent will drive up

to the drop-off and wait for a teacher assistant to pick up their child. The parent is to remain in their car.

- The office will call your child's room. The teacher will send the teacher assistant to the office to pick up the sign-in log.
- Once the teacher assistant has the sign-out log, she will then walk to the parent's car to get the child. She will notify the parent that she is documenting the student's sign-in log with the student's name, date, and sign-out time. The teacher assistant will return to the room with the child.

## **Exceptional Student Education (“ESE”)**

Exceptional Student Education (“ESE”) is the designation for student special education. Students who meet eligibility requirements for the gifted and talented program also receive services through this department. Although we are located in the State of Florida, Ahfachkee Schools' federal funding is processed through the Bureau of Indian Education. Ahfachkee School reports information regarding students receiving gifted education, special education, and related services including the following therapies Occupational, Speech and Language, Physical, Behavior, and clinical counseling annually, as required. There are fourteen areas of ESE eligibility:

- Autism Spectrum Disorder
- Hearing Impairments
- Developmentally Delayed – for ages 3 to 5 only
- Deaf-Blindness
- Intellectual Disabilities/Cognitive Impairment
- Speech and Language Impairments
- Orthopedic Impairments
- Other Health Impaired
- Emotional Disturbance
- Multiple Disabilities
- Specific Learning Disabled
- Traumatic Brain Injury (TBI)
- Deafness
- Visual Impairments

Detailed information on the process for determining eligibility in one or more of these categories can be found by contacting your child's teacher, the school office, or the ESE Coordinator. Services are provided to exceptional students based on the identified needs as per the Individual Education Plan (IEP)

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Parents or eligible students have the right to inspect and review the student's education records

maintained by the school. Schools are not required to provide copies of records unless, for reasons such as a great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

### **Field Trips**

School field trips are conducted throughout the year to enrich and extend the students' academics and experimental learning beyond the classroom setting. Field trips are a privilege and students are expected to follow school rules while on field trips. Students who have been referred to the office for behavioral reasons within 45 days of the trip may be ineligible to attend.

### **Fines and Fees**

Ahfachkee School reserves the right to withhold a student's records if outstanding fines or fees exist including the textbook, technology, athletic equipment, athletic uniforms, and library books or materials.

### **Gifted & Talented Programs**

The mission of the Ahfachkee School Gifted Program is to identify gifted and talented Seminole youth (grades K-12) and to provide them with challenging and enriching opportunities. This can be within any of the five areas of giftedness: intellectual, specific academic achievement, leadership, creativity, and/or visual/performing arts.

The goal of the Gifted Program is that students become increasingly represented in occupations and roles that contribute significantly to the growth and development of Ahfachkee School and the Seminole community. For more information on this program, please contact the ESE coordinator, guidance counselor, and/or the gifted teacher.

### **Guidance Program**

Ahfachkee Schools' guidance program provides counseling in the three domains: academic, career, and social/emotional. The guidance program gives the students the tools and resources they need to help students resolve emotional, social, and behavioral problems, which helps them, develop clearer focus and a sense of direction. The school counselor will provide prevention/interventions with academic/career and personal development activities. These activities will include classroom guidance lessons, small groups, individual counseling for students with specific needs, and a variety of other resources and tools to support students throughout the school year. Ahfachkee Schools' guidance program strives to fulfill the mission statement in taking the responsibility for entrusting students with a promising future of their choice. It shall consider their spiritual, mental, physical, and cultural needs. For more information, please contact the school office or the guidance counselor.

### **Homework**

Homework is defined as written or non-written tasks assigned by teachers to students to be completed outside the classroom. Homework is an extension of the school day and is an important part of a student's educational experience. Failure to complete assigned homework may have an impact on the student's class grade.

### **Recommendations for parents to assist with students' homework success**

1. Communicating regularly with the student's school or teacher about homework.
2. Check your child's planner daily.
3. Establish a routine for the child's homework completion.
4. Set expectations for the quality of homework.
5. Check to see if homework was turned in to the teacher.

## **Individual Education Plan (IEP)**

An Individualized Educational Plan (IEP) describes the educational plan that has been designed to meet a child's unique needs. Each child who receives special education and related services must have an IEP. Each IEP must be designed for one student and must be a truly individualized document. The IEP creates an opportunity for teachers, parents, and school administrators to improve educational results for children with disabilities. The IEP is the cornerstone of quality education for each child with a disability.

Parent(s)/Guardian(s) will be informed of their child's progress through Progress Reports according to Ahfachkee Schools schedule at least as often as their non-disabled peers will. The IEP is a legally binding document. Please contact your child's teacher, the school office, and/or the ESE Coordinator for more information.

## **Internet Usage**

Ahfachkee School follows STOF Internet Usage Policy. This policy can be found online through the STOF Intranet. Ahfachkee School Technology Policy can be found online at [www.seminolewarriors.net](http://www.seminolewarriors.net). Additional information on technology usage can be found under the Discipline Matrix listed in the Student Behavior section of this handbook.

Ahfachkee School firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the schools.

Students and parents should be aware that as with any school's property or activity, inappropriate use of the Internet connection, school network, or an individual workstation is prohibited. Examples of inappropriate behavior include the accessing, downloading, and/or distributing of inappropriate materials, materials that belong to another person, vandalism, or any other use incompatible with school or individual school policies.

GoGuardian has been installed on all Chromebooks. GoGuardian allows the IT Department to monitor student Internet usage. If an inappropriate site is activated an alert will be sent to administration/designee. Example: Inappropriate language, lyrics, images.etc

Ahfachkee School reserves the right to inspect all devices and/or electronic files on campus and will take appropriate action where necessary. Electronic files, materials, or communications on student workstations or the school's systems are not confidential.

Any violation as related to the Internet, school, and/or building network, school hardware, or software will result in the withholding of computer access and/or disciplinary action. A violation of the Internet Code or the abuse of a computer that is illegal, unsafe, or includes explicit material

will be addressed as outlined in the Code of Conduct.

### **Lost and Found**

A lost and found area is in the School Nurse's office.

### **Makeup Work**

Students have two school days to complete makeup assignments for each day of the absence.

### **McKinney-Vento Homeless Education Assistance Act**

The *McKinney-Vento Homeless Education Assistance Act* is Title IX, Part A, of the [Every Student Succeeds Act \(ESSA\)](#). This legislation ensures that children and youth experiencing homelessness have full and equal access to appropriate public education and that they experience success in school.

### **Multi-Tiered System of Supports Team (MTSS)/Response to Intervention (RTI)**

The purpose of the Ahfachkee School MTSS-RTI is to identify students who have been experiencing instructional and/or behavioral difficulties. The team has many stakeholders and consists of the classroom teacher, instructional coaches, guidance counselor, ESE coordinator, and parent(s)/guardian(s). The team engages in a process of identifying and defining the problem(s) using triangulated data which is based on formal & informal assessments, state assessments, and classroom observations. The team develops targeted interventions using research-based resources. Subsequent meetings are scheduled to assist in monitoring the effectiveness of the intervention and to ensure that the students are making adequate progress. MTSS referral forms are available from the Instructional Coaches.

### **Process of Appeals**

Occasionally situations arise that are beyond the control of the student and that may warrant an exception from certain rules, procedures, or deadlines. Appeals are meant to address unusual circumstances. Every effort shall be made by school administrators and staff to resolve problems utilizing effective interventions and open communications. If a student or parent/guardian should so desire, they may request an informal conference with the Ahfachkee School Administration/designee to discuss any concerns.

Should the grievance not be resolved at the Ahfachkee School level, a student or parents/guardians may request in writing to submit an appeal to the Executive Administrative Office.

Please make sure that your child arrives before the start of the instructional day so that we can maximize class time.

### **Personal Property**

The student assumes the risk of all personal property that is brought to Ahfachkee. Students are discouraged from bringing money and valuables to school unless it is related to an upcoming class

or school field trip. Ahfachkee School cannot and does not assume responsibility for the care or protection of such property.

## **Pets and Animals**

Ahfachkee administrative pre-approval is necessary for any animals that are brought onto the school campus. While every effort will be made to ensure the safety of all, Ahfachkee does not assume responsibility for the care or well-being of such animals brought or left on the school premises; or for any injury to a student, school visitor, or staff member resulting from having an animal brought to Ahfachkee School.

## **Playground**

Due to construction, the Elementary play area has been moved to the area next to the 12 classroom portable unit. Middle and High School Students will continue to use the gymnasium for Physical Education.

## **Records Requests**

### K – 8<sup>th</sup> Grade Record Requests

Official written record requests must be received in order to release records for students in Kindergarten through the 8<sup>th</sup> grade. If authorized records need to be released quickly, unofficial student records may be picked up by the parent/guardian or faxed to another school. Official records will be mailed within 7 days.

### High School Transcript Requests

Official written Transcript requests must be received in order to release records for students in High School. If authorized records need to be released quickly, unofficial copies can be picked up by the parent/guardian or student. Sealed official copies can be made available but may or may not be viewed as official by the receiving school. If considering this option, check the policies at the receiving school. Please provide 7 days to process requests.

## **School Meals**

Breakfast and lunch will be available for Ahfachkee students free of charge. These meals are prepared by standards of healthy nutrition.

For the safety of your child, parents are required to provide notification, in the form of a doctor/nutritionist note, of any allergies (food or otherwise) dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat-free/gluten-free diets), traditional medicine, or other medical conditions; with written instructions for treatment should a child have an allergic reaction.

## **School Supplies**

Students are expected to bring or have school supplies available daily. Although some classes may require special supplies, general supplies are as follows:

- Pencils
- Pens
- Loose-leaf paper and/or spiral notebooks

A recommended list of school supplies for all grades is available in the school office and online at [www.seminolewarriors.net](http://www.seminolewarriors.net)

## **School Uniforms**

Uniforms are available for purchase at Ahfachkee School. Please contact the school bookkeeper.

## **Section 504 Plan**

Section 504 of the Rehabilitation Act of 1973 states:

“No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.”

In order to become eligible for services and protection from discrimination on the basis of a disability under Section 504, a student must be determined to have a physical or mental impairment that substantially limits one or more major life activities.

### Possible Conditions Covered under a Section 504 Plan (non-inclusive)

- Attention-deficit/hyperactivity disorder
- Allergic reactions/asthma
- Cancer
- Cerebral palsy
- Communicable disease (e.g., hepatitis, tuberculosis)
- Depression
- Drug/alcohol addiction(in remission)
- Diabetes
- Eating disorder(e.g., anorexia, bulimia)
- Heart disease
- Hemophilia
- Post-traumatic stress syndrome
- Temporary conditions due to illness or accident

### When to Consider Section 504 Plan Eligibility

- When a student returns to school after a serious illness or injury
- When a student exhibits signs of a chronic health condition
- When a parent requests a 504-eligibility evaluation, or a 504-accommodation plan because of perceiving a handicap
- When a student is evaluated and is found not to qualify for Special Education services
- When substance abuse has been documented, treatment has been received and the student is not currently using drugs or alcohol. Students who are currently using drugs or alcohol are not 504 eligible
- When a handicap of any kind is suspected

For more information on this program, please contact the school nurse and/or the ESE Coordinator.

## **Student Entrance Age for Kindergarten**

Children entering the Kindergarten program must be 5 years of age on or before September 1<sup>st</sup> of the school year.

## **Skateboards, Scooters, Bicycles, and Skates**

To ensure the safety of all students, skateboards, scooters, bicycles, and skates may not be used on school grounds.

## **Record Requests Grades K-8**

Official written record requests must be received in order to release records for students in Kindergarten through the 8<sup>th</sup> grade. If authorized records need to be released quickly, unofficial student records may be picked up by the parent/guardian or faxed to another school. Official records will be mailed within 7 days.

## **Record Requests Grades Middle and High School**

An official written Transcript request must be received in order to release records for students in High School. If authorized records need to be released quickly, unofficial copies can be picked up by the parent/guardian or student. Sealed official copies can be made available but may or may not be viewed as official by the receiving school. If considering this option, check the policies at the receiving school. Please provide 7 days to process requests.

## **Traditional Preservation Department**

Ahfachkee School works in collaboration with the Traditional Preservation Department (“TPD”) of the Seminole Tribe of Florida (“STOF”) to ensure that the Seminole culture and language are infused throughout all aspects of the school. TPD staff members consult with the Ahfachkee administration and teachers advice on the best practices of honoring the student’s culture in the classroom. We are fortunate to have a camp area on campus where students can experience firsthand traditional teachings.

An essential focus of the TPD is to foster the preservation of the Eláponke language. The highest priority established by the TPD is the creation of a safe, open learning environment for students to practice and explore their cultural heritage.

## **Transportation**

### **Personal**

Student vehicles must be parked in their designated areas. Please remember that students riding ATVs, motorcycles, rhinos, golf carts, etc., to and from school who are 16 and over are strongly encouraged to wear a helmet. Students who are 15 or younger are required to wear a helmet when operating an ATV. Students who transport themselves to Ahfachkee are strongly encouraged to adhere to all safety rules and speed limits. Ahfachkee is not responsible for the safety of students’ vehicles that are brought on campus. Students who drive to Ahfachkee in a vehicle that requires a driver’s license to operate **must have a valid Florida driver’s license and proof of insurance on file at the school office.** All vehicles that are driven to Ahfachkee by students are subject to search for illegal substances and weapons.

### **Bus**

Ahfachkee School provides transportation to and from school and is responsible for your child’s safety while riding the bus. It is the responsibility of the student to obey rules and regulations while



on the school bus at all times. To ensure on-time arrival, students are expected to be ready to board the bus when the bus arrives. Bus drivers are unable to wait for students who are not ready to board. Students in grades K-5<sup>th</sup> will only be dropped off at destinations where an adult or older sibling is available to care for the child.

If a child is not able to be dropped off and parent contact can not be made the child will be returned to the school. If we are unable to reach an emergency contact or family member we will contact the Seminole Police Department.

Riding the bus is a privilege and can be denied to a student by the school administration for inappropriate behavior. If bus privileges are revoked, the parent or guardian will be responsible for transporting the child to and from school. Following a conference with the school administration, bus privileges may be restored.

## **Bus Rules**

The rules all students must abide by when riding school transportation are below:

- Walk when getting on and off the bus.
- Sit in your seat at all times with your seat belt on.
- No food or drinks on the bus.
- Follow instructions the first time given.
- Use polite words and actions.
- Speak in level one voice.

Examples of inappropriate bus behavior include, but are not limited to, the following:

- Distracting the bus driver
- Graffiti/Vandalism
- Disobeying safety rules
- Littering
- Disruptive or disrespectful behavior
- Getting out of the seat when the bus is in motion
- Fighting or name-calling on the bus
- Eating or drinking on the bus
- Throwing objects
- Opening the emergency exit without the bus driver's permission

Riding the bus is a privilege and can be denied to a student by the school administration for inappropriate behavior. If bus privileges are revoked, the parent or guardian will be responsible for transporting the child to and from school. Following a conference with the school administration, bus privileges may be restored.

## **Textbooks**

Textbooks are issued to the student at the beginning of the year. Some textbooks are consumable meaning that the student may write in them. They may also be taken home at the end of the year. Most consumable books have soft covers.

Students are expected to use care in handling their books. Students are instructed to write their

names in the assigned area on the inside cover of the book. Textbooks are numbered and your child's teacher is responsible for keeping track of the issued textbooks. Students are responsible for the condition and/or loss of their books at the end of the school year.

Report cards and transcripts may be withheld until the cost of the missing or damaged textbooks is covered.

### **Virtual Learning**

We will continue to use the Virtual Learning format when face-to-face instruction is not possible. Virtual Education guides are available to download and view on our website. [www.seminolewarriors.net](http://www.seminolewarriors.net)

### **Visitors**

School visits should be arranged ahead of time with the school office. During instructional times, visiting students will not be allowed on campus. All visitors must check in using Visitors Management System in the front office..State

## **SECTION 2 Student Behavior and Discipline**

*Appropriate student behavior supports a safe and productive school climate. Misbehavior interrupts the purpose of the educational system and may prohibit Ahfachkee from reaching its goals as a safe and productive environment. Therefore, when misbehavior occurs, that misbehavior must be addressed fluently, calmly, and consistently. Additionally, appropriate behavior must be reinforced in a systematic and continual way. When misbehavior is effectively addressed and when appropriate behavior is promoted, the environment of Ahfachkee can become positive, and productive.*

### **Appropriate Behavior**

Appropriate student behavior is behavior that supports a school climate that is safe, civil, and productive. Appropriate student behavior includes, but is not limited to the following: Physically, emotionally, and mentally respectful using safe words and actions to all staff, students, visitors, and school property as related to:

- Compliance and cooperation with adult requests, school and classroom rules, and expectations
- The right of all students to learn and the right of staff to teach
- Dress and appearance that is in compliance with the school dress code
- Possession of hall pass that is dated, timed and signed by a staff member when not in an assigned classroom or assigned activity
- Daily attendance at school, including on-time arrival to school and classes
- Timely completion and submission of all assignments including homework
- Respecting school property such as textbooks, technology, furniture, and anything that the school has identified as an asset.

Appropriate student behavior should be reinforced, promoted, and recognized by all Ahfachkee School stakeholders. Award ceremonies are scheduled, as follows, to recognize students for demonstration of appropriate behavior and accolades such as:

- Appropriate student behaviors: quarterly
- Excellence in athletics: per season
- Academic achievement: quarterly
- Recognition for Attendance: quarterly
- Student of the Month: monthly

Individual classroom teachers and/or departments may recognize students for appropriate behaviors more often than the schedule reflects. Additional school-wide recognition may occur to support and maintain a positive school climate.

Students need to know during the day when in the school setting what are acceptable voice levels. Classroom teachers review these voice levels with students. The staff at Ahfachkee follow the same guidelines. Voice levels guide students and staff in the amount of volume that is for a given setting.

Voice Level 0 – No Sound/Talking

Voice Level 1 – Whisper (no vocal cords)

Voice Level 2 – Quiet Conversational Voice

Voice Level 3 – Presentational Voice

Voice Level 4 – Outside Voice

## **Responsibilities of Students and Parents/Guardians**

Students can expect to be taught and held accountable for procedures associated with Ahfachkee School's approach to building a safe and productive environment. Students are required to abide by the policies and procedures set forth in this handbook and other approved rules and regulations subject to such disciplinary action as school officials shall determine. Student responsibilities extend to transportation to and from Ahfachkee, and to all school-related activities on and off-campus. Parents/guardians are requested to read and review the handbook with their child supporting the commitment to a safe and productive educational environment.

## **Discipline Matrix**

Students who receive referrals will also receive consequences. These consequences are based on the number of times an infraction has occurred and are outlined in the Discipline Matrix.

The Discipline Matrix establishes guidelines for assessing consequences for violations of Ahfachkee School Policy.

Severe misconduct behaviors are outlined in the matrix below. Please refer to the matrix for more detailed information. Severe misconduct are acts that require immediate administrative attention, written documentation, and require the involvement of the Seminole Police Department as well as notification to the Executive Administrative Office. Students who are suspected, charged with, or convicted of a crime on or off-campus during a school function, may

be disciplined, suspended, or expelled. Severe misconduct may include, but is not limited to the following:

- Assault, including fighting
- Possession or use of a weapon or explosive device, including replicas
- Bullying, intimidation, and harassment (including sexual, verbal, cyber, and/or physical)
- Tampering with alarms
- Indecent exposure
- Illegal possession, trading, selling, or using of drugs, alcohol, tobacco products, paraphernalia, and/or igniters
- Inappropriate technology usage

<b>ALCOHOL</b>	<b>Minimum Consequences K-5</b>	<b>Minimum Consequences 6-12</b>
<p><b>Alcohol – Sale/ Attempted Sale</b> /Transmittal Sale, attempted sale or transmittal of alcoholic beverages. The person is caught in the act of selling/attempting to sell or transmitting alcoholic beverages. Additionally, during an investigation, it is discovered another person sold/attempted to sell/transmitted alcohol.</p>	<p><b><u>First Offense</u></b> Parent Conference/ Out of School Suspension for 5 days/ Notify EAO/ Notify SPD</p> <p><b><u>Second Offense</u></b> Parent Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD</p> <p><b><u>Third Offense</u></b> Parent Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD</p>	<p><b><u>First Offense</u></b> Parent Conference/ Out of School Suspension for 10 days/ Notify EAO/ Notify SPD</p> <p><b><u>Second Offense</u></b> Parent Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD</p> <p><b><u>Third Offense</u></b> Parent Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD</p>
	<b>Minimum Consequences K-5</b>	<b>Minimum Consequences 6-12</b>

<p><b>Assault (Verbal) Threat - Low Level</b>  A threat that poses minimal risk to the victim and/or public safety. The threat is vague and indirect. Information contained within the threat is inconsistent, implausible or lacks detail; the threat lacks realism; and the content of the threat suggests the person is unlikely or unable to carry it out.</p>	<p><b><u>First Offense</u></b>  Parent  Conference/  Out of School  Suspension for 3 days/  Notify EAO/ Notify SPD</p> <p><b><u>Second Offense</u></b>  Parent  Conference/ Out of School.  Suspension – 5 days/  Notify EAO/ Notify SPD</p> <p><b><u>Third Offense</u></b>  Parent  Conference/ Out of School.  Suspension - 10 days/  Notify EAO/ Notify SPD</p>	<p><b><u>First Offense</u></b>  Parent  Conference/ Out of School  Suspension for 5 days/  Notify EAO/ Notify SPD</p> <p><b><u>Second Offense</u></b>  Parent  Conference/ Out of School.  Suspension - 10 days/  Notify EAO/ Notify SPD</p> <p><b><u>Third Offense</u></b>  Parent  Conference/ Out of School.  Suspension - 10 days/  Notify EAO/ Notify SPD</p>
<p><b>Battery</b></p>	<p><b>Minimum Consequences K-5</b></p>	<p><b>Minimum Consequences 6-12</b></p>
<p>Battery-  The use of force or violence by an individual  The act must include all of the following elements:  1. Contact must be intentional and not incidental and not accidental  2. The contact must be without the consent of the victim  The contact must result in <b><u>no injury or harm</u></b> to the intended victim</p>	<p><b><u>First Offense</u></b>  Parent  Conference/  Out of School  Suspension for 3 days/  Notify EAO/ Notify SPD</p> <p><b><u>Second Offense</u></b>  Parent  Conference/ Out of School.  Suspension - 5 days/  Notify EAO/ Notify SPD</p> <p><b><u>Third Offense</u></b>  Parent</p>	<p><b><u>First Offense</u></b>  Parent  Conference/ Out of School  Suspension for 5 days/  Notify EAO/ Notify SPD</p> <p><b><u>Second Offense</u></b>  Parent  Conference/ Out of School.  Suspension - 10 days/  Notify EAO/ Notify SPD</p> <p><b><u>Third Offense</u></b>  Parent</p>

	Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD	Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD
<p>1. Battery on STOF employee The contact must be without provocation;</p> <p>2. The contact must be intentional, rather than accidental or incidental; <b>and</b></p> <p>The contact must be with the intent to cause physical harm to the person</p>	<p><b><u>First Offense</u></b></p> <p>Parent Conference/ Out of School Suspension for 5 days/ Notify EAO/ Notify SPD</p> <p><b><u>Second Offense</u></b></p> <p>Parent Conference/ Out of School. Suspension – 10 days/ Notify EAO/ Notify SPD</p> <p><b><u>Third Offense</u></b></p> <p>Parent Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD</p>	<p><b><u>First Offense</u></b></p> <p>Parent Conference/ Out of School Suspension for 10 days/ Notify EAO/ Notify SPD</p> <p><b><u>Second Offense</u></b></p> <p>Parent Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD</p> <p><b><u>Third Offense</u></b></p> <p>Parent Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD</p>
<b>Bullying</b>		
<p>Bullying- Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.</p>	<p><b><u>First Offense</u></b></p> <p>Parent Conference/ Referral to Guidance/ Out of School Suspension 2 days/ Notify EAO/ Notify SPD</p> <p><b><u>Second Offense</u></b></p> <p>Parent Conference/ Required In- School Counseling/ Out of</p>	<p><b><u>First Offense</u></b></p> <p>Parent Conference/ Referral to Guidance/ Out of School Suspension 3 days/ Notify EAO/Notify SPD</p> <p><b><u>Second Offense</u></b></p> <p>Parent Conference/ Required In- School</p>

<p>The use of verbal, written or electronic statements to tease or express hurtful comments to be mean to another person(s). The incident must include <b><u>no more than two</u></b> of the following elements:</p> <ol style="list-style-type: none"> <li>1. Repeated behavior/name calling</li> <li>2. Imbalance of Power</li> <li>3. Purposeful</li> </ol>	<p>SchoolSuspension 4 days/ Notify EAO/ Notify SPD/ Referral to Center forBehavioral Health</p> <p><b><u>Third Offense</u></b> Parent Conference/ Required In- School Counseling/ Out of SchoolSuspension 5 days/ Notify EAO/ Notify SPD/ Notify Center for Behavioral Health</p> <p><b><u>Subsequent Offenses</u></b> Parent Conference/ Out of SchoolSuspension 10 days/ Notify EAO/ Notify SPD/ Notify Center for Behavioral Health</p>	<p>Counseling/ Out of SchoolSuspension 6 days/ Notify EAO/ Notify SPD/ Referral to Center for Behavioral Health</p> <p><b><u>Subsequent Offenses</u></b> Parent Conference/ Out of School Suspension 10 days/ Notify EAO/ Notify SPD/ Notify Center for Behavioral Health</p>
<p>Cell Phone/Electronic Device/Headphone Violation (Punitive Action Begin on 2nd Offense) The use of Wireless Communication Devices (including, but not limited to, cellular telephones, camera telephones, MP3 players, iPods, etc.) is <b>banned</b> during instructional time.(HB 379) The use of electronic devices (wireless or otherwise) to possess, display or transmit offensive images, images that depict nudity or sexual content, video other images of people which violates reasonable expectations of</p>	<p><b><u>First Offense</u></b> Parent notification, verbal warning, Confiscation, and returned at the end of the school day.</p> <p><b><u>Second Offense</u></b> Parent notification, Confiscation/3 day external suspension Device held for <del>parent</del>Pickup at end of day</p> <p><b><u>Third Offense</u></b> Parent notification, Confiscation/5 day external suspension. Device held for parent pickup at</p>	<p><b><u>First Offense</u></b> Parent notification, Confiscation/1 day external suspension Device held for <del>parent</del>Pickup at end of day</p> <p><b><u>Second Offense</u></b> Parent notification, Confiscation/3 day external suspension Device held for <del>parent</del>Pickup at end of day</p> <p><b><u>Third Offense</u></b> Parent notification, Confiscation/5 day external suspension.</p>

<p>privacy.</p>	<p>end of day</p>	<p>Device held for parent pickup at end of day.</p>
<p><b>DEFIANCE OF AUTHORITY</b></p>	<p><b>Minimum Consequences K-5</b></p>	<p><b>Minimum Consequences 6-12</b></p>
<p>1. Disobeying or disregarding school personnel or school rules.</p>	<p><b><u>First Offense</u></b> Parent notification, verbal warning, and detention.</p> <p><b><u>Second Offense</u></b> Parent/teacher conference. Behavior Contract. In-School Suspension or Out-of-School Suspension (minimum: 1 day)</p> <p><b><u>Third Offense</u></b> Parent/teacher conference. In-School Suspension or Out-of-School Suspension (minimum: 2 days)</p> <p>The principal or principal's designee may assign a more severe punishment based on the offense.</p>	<p><b><u>First Offense</u></b> Parent notification, verbal warning, and detention.</p> <p><b><u>Second Offense</u></b> Parent/teacher conference. Behavior Contract. In-School Suspension or Out-of-School Suspension (minimum: 1 day)</p> <p><b><u>Third Offense</u></b> Parent/teacher conference. In-School Suspension or Out-of-School Suspension (minimum: 2 days)</p> <p>The principal or principal's designee may assign a more severe punishment on the first, second, and third offense up to and including expulsion, based</p>



		On the severity of the offense.
<b>Dress Code</b>	<p><b>First/Second Offense</b> K – 2<sup>nd</sup> Grade: Parent Contact/ Verbal Warning/ Dress Code Policy sent home 3<sup>rd</sup> – 5<sup>th</sup>: Lunch Detention/ Verbal Warning/ Parent Contact/ Dress Code Policy sent home</p> <p><b><u>Subsequent Offense</u></b> Parent Conference/ Parents bring dress-code compliant clothing or student goes home to change and return dressed compliant</p>	<p><b>First/Second Offense</b> Lunch Detention/ Parent Contact/ Verbal Warning/ DressCode Policy sent home</p> <p><b><u>Subsequent Offense</u></b> Parent Conference/ Parents bring dress-code compliant clothing or student goes home to change and return dressed compliant</p>
<p><b>Drug – Use/Possession of Leaf Marijuana, CBD/THC vape pen, and or CBD/THC edibles of any substance.</b> Any equipment, product, or material of any kind, which is used, intended for use, or designed for use by ingesting, inhaling, or otherwise introducing and/or causing a chemical, substance, or drug to be entered into the human body.</p> <p>Possession of leaf marijuana/cannabis/THC/CBD with intent to sell /distribute/transmit. It must include evidence that proves there was intent/attempt to sell/distribute/transmit the product or that a transaction has or is about to occur.</p>	<p><b><u>First Offense</u></b> Parent Conference/ Out of School Suspension for 5 days/ Notify EAO/ Notify SPD</p> <p><b><u>Second Offense</u></b> Parent Conference/ Out of School. Suspension – 10 days/ Notify EAO/ Notify SPD</p> <p><b><u>Third Offense</u></b> Parent Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD</p>	<p><b><u>First Offense</u></b> Parent Conference/ Out of School Suspension for 10 days/ Notify EAO/ Notify SPD</p> <p><b><u>Second Offense</u></b> Parent Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD</p> <p><b><u>Third Offense</u></b> Parent Conference/ Out of School. Suspension - 10 days/ Notify EAO/ Notify SPD</p>

Possession of Vape pen that contains CBD or THC.		
<b>DRUGS/ UNAUTHORIZED SUBSTANCES</b>	<b>Minimum Consequences K-5</b>	<b>Minimum Consequences 6-12</b>
<p>1. <b>Over-the-counter medication or supplement</b>, including aspirin, possessing, accepting, or dispensing.</p> <p>2. <b>Drug possession of unauthorized substances</b> other than topical for which the student has a valid prescription, but does not have a valid care plan allowing him/her to carry the medication on their person; i.e. Inhaler, epi-pen, insulin, etc.</p> <p>3. <b>Dispensing prescription medication to another student</b></p>	<p><b><u>First Offense</u></b> Warning/parent notification/ confiscation/ Notify EAO's office</p> <p><b><u>Second Offense</u></b> Warning/parent notification/ confiscation/ Notify EAO's office</p> <p><b><u>First Offense</u></b> Confiscation/ Notify parent/ Notify EAO's office/ Notify SPD/ Referral to RtI/ Out of School Suspension – 3 days</p> <p><b><u>Second Offense</u></b> Confiscation/ Notify parent/ Notify EAO's office/ Notify SPD/ Referral to RtI/ Out of School Suspension – 9 days/ Referral to Center for Behavioral Health Services</p> <p><b><u>First Offense</u></b> Confiscation/ Notify parent/ Notify EAO's office/ Notify SPD/ Referral to RtI/ Out of School Suspension – 3 days</p> <p><b><u>Second Offense</u></b> Confiscation/ Notify parent/ Notify EAO's office/ Notify SPD/ Referral to RtI/ Out of School Suspension – 10</p>	<p><b><u>First Offense</u></b> Warning/parent notification/ confiscation/Notify EAO's office</p> <p><b><u>Second Offense</u></b> Warning/parent notification/ confiscation/Notify EAO's office</p> <p><b><u>First Offense</u></b> Confiscation/ Notify parent/ Notify EAO's office/ Notify SPD/ Referral to RtI/ Out of School Suspension – 5 days</p> <p><b><u>Second Offense</u></b> Confiscation/ Notify parent/ Notify EAO's office/ Notify SPD/ Referral to RtI/ Out of School Suspension – 9 days/Referral to Center for Behavioral Health Services</p> <p><b><u>First Offense</u></b> Confiscation/ Notify parent/ Notify EAO's office/ Notify SPD/ Referral to RtI/ Out of School Suspension – 4 days</p> <p><b><u>Second Offense</u></b> Confiscation/ Notify parent/ Notify EAO's office/ Notify SPD/</p>

<p><b>4. Tobacco and Electronic Cigarettes</b> (This refers to all forms of tobacco, including smokeless tobacco. This also refers to all forms of electronic cigarettes.)</p>	<p>days/ Referral to Center for Behavioral Health Services <b><u>First Offense</u></b> Parent Conference/ Out of School Suspension for 3 days/ Notify EAO/ Notify SPD <b><u>Second Offense</u></b> Parent Conference/ Confiscation/Referral to Behavioral Health Services/ Out of School Suspension/ 5 days Notify EAO/ Notify SPD  <b><u>Third Offense</u></b> Out of School Suspension/ 10 days</p>	<p>Referral to RtI/ Out of School Suspension – 10 days/Referral to Center for Behavioral Health Services <b><u>First Offense</u></b> Parent Conference/ Confiscation/ Referral to Center for Behavioral Health/ Out of School Suspension 3 Days/ Notify EAO/ Notify SPD  <b><u>Second Offense</u></b> Parent Conference/ Confiscation/ Referral to Center for Behavioral Health /Out of School Suspension 10 Days/ Notify EAO/ Notify SPD  <b><u>Third Offense</u></b> Out of School Suspension up to 10 days</p>
<p>False Accusation Against School Staff Intentionally making a false accusation against a member of the school staff that could jeopardize the employee’s employment, professional reputation or certification.</p>	<p><b><u>First Offense</u></b> Parent notification, verbal warning, and detention.  <b><u>Second Offense</u></b> Parent/teacher conference. Behavior Contract. Out-of-School Suspension (1 day) <b><u>Third Offense</u></b> Parent/teacher conference. Out-of-School Suspension (minimum: 3 days)  The principal or principal’s designee may assign a more severe</p>	<p><b><u>First Offense</u></b> Parent notification, verbal warning, and detention.  <b><u>Second Offense</u></b> Parent/teacher conference. Behavior Contract. Out-of-School Suspension (3 days)  <b><u>Third Offense</u></b> Parent/teacher conference. In-School Suspension or Out-of-School Suspension (minimum: 5 days)  The principal or</p>

	punishment based on the offense.	principal's designee may assign a more severe punishment on the first, second, and third offense up to and including expulsion, based on the severity of offense.
<p><b>Harassment</b> Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that:</p> <ol style="list-style-type: none"> <li>1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;</li> <li>2. Has the effect of substantially interfering with a student's educational performance; opportunities, or benefits; <b>or</b></li> </ol> <p>Has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.</p>	<p><b><u>First Offense</u></b> Parent Conference/ Refer to Guidance/ Verbal Warning/ Out of School Suspension up to 1 day</p> <p><b><u>Second Offense</u></b> Parent Conference/ Notify Guidance/ Behavior Contract/ Out of School Suspension 5 days</p> <p><b><u>Third Offense</u></b> Parent Conference/ Notify Guidance/ Behavior Contract/ Out of School Suspension 10 days</p>	<p><b><u>First Offense</u></b> Parent Conference/ Refer to Guidance/ Verbal Warning/ Out of School Suspension up to 1 day</p> <p><b><u>Second Offense</u></b> Parent Conference/ Notify Guidance/ Behavior Contract/ Out of School Suspension 5 days</p> <p><b><u>Third Offense</u></b> Parent Conference/ Notify Guidance/ Behavior Contract/ Out of School Suspension 10 days</p>
<p>Leaving School Grounds Without Permission Unauthorized leaving of the school grounds.</p>	<p><b><u>First Offense</u></b> Parent notification, verbal warning, and detention.</p> <p><b><u>Second Offense</u></b> Parent/teacher</p>	<p><b><u>First Offense</u></b> Parent notification, verbal warning, and detention.</p> <p><b><u>Second Offense</u></b></p>

	<p>conference. Behavior Contract. In-School Suspension or Out-of-School Suspension (minimum: 1 day)</p> <p><b><u>Third Offense</u></b> Parent/teacher conference. In-School Suspension or Out-of-School Suspension (minimum: 2 days)</p>	<p>Parent/teacher conference. Behavior Contract. In-School Suspension or Out-of-School Suspension (minimum: 1 day)</p> <p><b><u>Third Offense</u></b> Parent/teacher conference. In-School Suspension or Out-of-School Suspension (minimum: 2 days)</p> <p>The principal or principal's designee may assign a more severe punishment on the first, second, and third offense up to and including expulsion, based on the severity of the offense.</p>
<p><b>Out of Assigned Area</b> Out of the assigned area without permission and/or in a restricted access area without permission.</p>	<p><b><u>First Offense</u></b> Parent Conference/ Verbal Warning</p> <p><b><u>Second Offense</u></b> Parent Conference/ School Specific Consequence (Loss of privileges)</p>	<p><b><u>First Offense</u></b> Parent Conference/ Refer to Guidance/ Verbal Warning/ Out of School Suspension up to 1 day</p> <p><b><u>Second Offense</u></b> Parent Conference/ Notify Guidance/ Behavior Contract/ Out of School Suspension 2 days</p>
<p>Profanity (Insulting/Obscene Language) Use of insulting, abusive, profane, obscene, or vulgar language in any form (verbal, written, or gesture). This includes, racially or</p>	<p><b><u>First Offense</u></b> Parent Conference/ Verbal Warning</p> <p><b><u>Second Offense</u></b> Parent Conference/ School Specific</p>	<p><b><u>First Offense</u></b> Parent Conference/ Refer to Guidance/ Verbal Warning/ Out of School Suspension up to 1 day</p> <p><b><u>Second Offense</u></b></p>

sexually offensive conduct that does not have the potential to escalate into a disruption on campus or substantial disruption of the learning environment.	Consequence (Loss of privileges)	Parent Conference/ Notify Guidance/ Behavior Contract/ Out of School Suspension 1-2 days
Profanity Directed Towards Staff Member Use of insulting, abusive, profane, obscene or vulgar language or conduct in any form (verbal, written, or gesture) directed toward an employee of the Seminole Tribe of Florida	<b><u>First Offense</u></b> Parent Conference/ Verbal Warning  <b><u>Second Offense</u></b> Parent Conference/ Notify Guidance/ Behavior Contract/ Out of School Suspension 3 days	<b><u>First Offense</u></b> Parent Conference/ Refer to Guidance/ Verbal Warning/ Out of School Suspension for 3 days <b><u>Second Offense</u></b> Parent Conference/ Notify Guidance/ Behavior Contract/ Out of School Suspension 5 days
Robbery or Attempted Robbery Using force to take or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances of force, the <b>threat</b> of force or violence and/or by putting the victim in fear.	<b><u>First Offense</u></b> Parent Conference/ Refer to Guidance/ Verbal Warning/ Out of School Suspension up to 1 day  <b><u>Second Offense</u></b> Parent Conference/ Notify Guidance/ Behavior Contract/ Out of School Suspension 3-5 days	<b><u>First Offense</u></b> Parent Conference/ Refer to Guidance/ Verbal Warning/ Out of School Suspension up to 3 day  <b><u>Second Offense</u></b> Parent Conference/ Notify Guidance/ Behavior Contract/ Out of School Suspension 5 days
<b>Sexting</b>	<b>Minimum Consequences K-5</b>	<b>Minimum Consequences 6-12</b>
Sexting Knowingly using a computer or any other device capable of electronic data transmission or distribution, to transmit or distribute to another minor/student any photograph or video which depicts nudity, as defined in F.S. §847.001(9).	<b><u>First Offense</u></b> Parent Conference/ Refer to Guidance/ Verbal Warning/ Out of School Suspension up to 3 day <b><u>Second Offense</u></b> Parent Conference/ Notify Guidance/ Behavior Contract/ Out	<b><u>First Offense</u></b> Parent Conference/ Refer to Guidance/ Verbal Warning/ Out of School Suspension up to 3 day <b><u>Second Offense</u></b> Parent Conference/ Notify Guidance/ Behavior Contract/ Out

	<p>of School Suspension 5 days</p> <p><b><u>Third Offense</u></b>  Parent Conference/  Notify Guidance/  Behavior Contract/ Out of School Suspension 10 days</p>	<p>of School Suspension 5 days</p> <p><b><u>Third Offense</u></b>  Parent Conference/  Notify Guidance/  Behavior Contract/ Out of School Suspension 10 days</p>
<p><b>Sexual Assault</b>  An incident that includes a <b>threat of:</b>  rape, fondling, indecent liberties, and child molestation, . Both male and female students can be victims of sexual assault. The threat must include <b>all</b> of the following elements:</p> <ol style="list-style-type: none"> <li>1. Intent;</li> <li>2. Fear; and</li> </ol> <p><b>Capability</b>  Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation</p>	<p><b><u>First Offense</u></b>  Parent Conference/  Refer to Guidance/  Verbal Warning/ Out of School Suspension up to 10 days. EAO, SPD CBH notified.</p> <p><b><u>Second Offense</u></b>  Parent Conference/  Notify Guidance/  Behavior Contract/ Out of School Suspension 10 days  EAO, SPD CBH notified.</p> <p><b><u>Third Offense</u></b>  Parent Conference/  Notify Guidance/  Behavior Contract/ Out of School Expulsion.  EAO, SPD CBH notified.</p>	<p><b><u>First Offense</u></b>  Parent Conference/  Refer to Guidance/  Verbal Warning/ Out of School Suspension up to 10 days. EAO, SPD CBH notified.</p> <p><b><u>Second Offense</u></b>  Parent Conference/  Notify Guidance/  Behavior Contract/ Out of School Suspension 10 days  EAO, SPD CBH notified.</p> <p><b><u>Third Offense</u></b>  Parent Conference/  Notify Guidance/  Behavior Contract/ Out of School Suspension  Expulsion  EAO, SPD CBH notified.</p>
<p><b>Sexual Harassment:</b> - Lewd and lascivious conduct. Any person who handles, fondles, or demonstrates unwelcome conduct of a sexual nature.</p> <ol style="list-style-type: none"> <li>a. Conduct of a sexual nature may include</li> </ol>	<p><b><u>First Offense</u></b>  Parent contact/  Behavior Contract/ In-School Suspension 1 – 2 Days/ Notify EAO/  Referral to Guidance</p> <p><b><u>Second Offense</u></b></p>	<p><b><u>First Offense</u></b>  Parent contact/ RtI Referral/  Guidance Referral/ Out of School Suspension 10 Days/  Notify EAO/Notify</p>

<p>verbal or physical sexual advances including subtle pressure for sexual activity; touching, pinching patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually oriented kidding, teasing, or jokes. Such conduct by a student is specifically prohibited.</p> <p>b. Verbal or physical conduct of a sexual nature will constitute sexual harassment where the allegedly harassed individual has indicated, by his/her conduct, that it is unwelcome.</p> <p>c. All victims of sexual harassment are required to report such activity to an administrator, guidance counselor, or teacher.</p> <p>Possession and/or distribution of pornographic materials. *.</p>	<p>Parent contact/ RtI Referral/ Attendance-Behavior Contract/ Out of School Suspension 10 Days/ Notify EAO/ Notify SPD/ Referral to Center for Behavioral Health Services</p> <p><b><u>Additional Offenses</u></b></p> <p>Out of School Suspension</p>	<p>SPD/ Referral to Center for Behavioral Health Services</p> <p><b><u>Subsequent Offenses</u></b></p> <p>Parent contact/ RtI Referral/ Guidance Referral/ Out of School Suspension 10 Days/ Notify EAO/ Notify SPD/ Referral to Center for Behavioral Health Services</p>	
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<p>Technology (Illegal use of Computers or Networks) The illegal use of a computer, including, but not limited to, breaking into restricted accounts or networks, modifying or destroying files/records without permission, illegally copying software, entering, distributing or printing unauthorized files/records, and any other misuse or violation GoGuardian is installed to monitor student Internet website access.</p>	<p><b>First Offense</b> Parent Conference/ Out of School Suspension for 1 days/ Notify EAO/ Notify SPD</p> <p><b>Second Offense</b> Parent Conference/ Out of School. Suspension - 5days/ Notify EAO/ Notify SPD</p> <p><b>Third Offense</b> Parent Conference/ Out of School. Suspension – 10 days/ Notify EAO/ Notify SPD</p>	<p><b>First Offense</b> Parent Conference/ Out of School Suspension for 3 days/Restitution Notify EAO/ Notify SPD</p> <p><b>Second Offense</b> Parent Conference/ Out of School. Suspension – 5 days/ Restitution Notify EAO/ Notify SPD</p> <p><b>Third Offense</b> Parent Conference/ Out of School. Suspension – 10 days/ Restitution Notify EAO/ Notify SPD</p>
<p><b>Disruptive(Unruly)Behavior:</b> Unruly Behavior that interferes with or disrupts the learning environment.</p>	<p><b>First Offense</b> Parent Conference/Loss of Privilege <b>Second Offense</b> Parent Conference/Lunch Detention <b>Third Offense</b> Parent Conference/ Internal Suspension – 1 Day</p>	<p><b>First Offense</b> Parent Conference/Loss of Privilege <b>Second Offense</b> Parent Conference/Lunch Detention <b>Third Offense</b> Parent Conference/ Internal Suspension – 1 Day</p>
<p><b>WEAPONS</b> <b>Firearms/Knives/Other Dangerous Objects</b></p>		
<p>1. <b>Firearms and Destructive Devices:</b> Any weapon (operable or inoperable, loaded or unloaded) which will, is designed to, or may readily be converted to expel a</p>	<p><b>Any Offense</b> Parent Contact/ Confiscation/ Notify EAO/ Notify SPD/ Out of School Suspension for 10 days</p>	<p><b>Any Offense</b> Parent Contact/ Confiscation/ Out of School Suspension for 10 days/ NotifySPD/ Notify EAO</p>

<p>projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm silencer; any destructive device; or any machine gun. Examples include, but are not limited to: handgun, starter gun, zip gun, pistol, shotgun, rifle, bomb, pipe bomb, grenade and/or missile.</p> <p>2. <b>Weapons:</b> Any dirk, metallic knuckles, slingshot, billy, tear gas gun, chemical weapon or device, electric weapon or other device which can be used to inflict physical harm on another</p> <p>3. <b>Dangerous Object:</b> BB gun, airgun, paintball gun pellet gun and martial arts weapons.</p> <p>4. <b>Knives:</b> Knives or objects that can be used to cut, including but not limited to, razor blade, box cutter, or knife.</p> <p>5. <b>Hazardous Items:</b> Items including, but</p>		
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<p>not limited to: mace, chemicals and other objects used to threaten, intimidate, or cause a disruption.</p> <p><b>Contraband:</b> Potentially harmful object including but not limited to cigarettes lighter, lighter fluid, laser pointers and fireworks.</p>		
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### **Dispute Resolution**

Any student who violates a rule can expect to receive appropriate consequences for his/her actions as determined by the Discipline Matrix; every effort shall be made by school administrators and staff to resolve problems utilizing effective interventions and open communication. If a parent/guardian should so desire, they may request an informal conference concerning the discipline with Ahfachkee School Principal/designee.

In the event that an agreement cannot be reached, students who are suspended are entitled to follow the Process of Appeals. These rights include the opportunity to review the findings of the investigation into the incident leading to the suspension and an opportunity to respond to the findings. Should the grievance not be resolved at the Ahfachkee School level, a student or parents may proceed to the executive Administrative Office (EAO).

### **Electronic Devices/Cell Phones**

Cell phones and any electronic devices (iPods, video games, etc.) must be turned off during school hours and stored unless otherwise directed by a staff member for an approved activity. All electronic devices are to be stored in the student's book bag or an area designated by the classroom teacher. See Discipline Matrix page 31

The student assumes the risk of all personal property that is brought to school. The school cannot and does not assume responsibility for the care or protection of such property. Students who are discovered with any electronic device that is in use or powered on may be subject to the following corrective actions:

Headphone usage is only allowed during instructional time with teacher permission.

1<sup>st</sup> offense: Warning

2<sup>nd</sup> offense: Device confiscated and turned in to administration. Students can pick up the device at the end of the day from the office.

3<sup>rd</sup> offense: Device confiscated and turned in to administration. Referral generated by the teacher. Parent contact and Student/Parent conference. A parent can pick up the device from the administration.

## **Emergency Expulsion**

An emergency expulsion is a temporary suspension until all information has been gathered and an informed decision can be rendered. Upon completion of the investigation, the expulsion can be downgraded or upheld.

## **In-School Suspension (“ISS”)**

An in-school suspension may be used to separate a student from peer contact by placing the student in a supervised area separate from other students.

## **Internet Usage**

Ahfachkee School firmly believes that the valuable information and interaction available on the internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Students and parents should be aware that as with any school property or activity, inappropriate use of the internet connection, school network, or an individual workstation is prohibited. Examples of inappropriate behavior include the accessing, downloading, and/or distributing of inappropriate materials, materials that belong to another person, vandalism, or any other use incompatible with school or individual school policies.

Ahfachkee School reserves the right to inspect all devices and/or electronic files on campus and will take appropriate action where necessary. Electronic files, materials, or communications on student workstations or the school’s systems are not confidential.

Any violation as related to the internet, school, and/or building network school hardware or software will result in the withholding of computer access and/or disciplinary action. A violation of the internet Code or the abuse of a computer that is illegal, unsafe, or includes explicit material will be addressed as outlined in the Code of Conduct.

## **Public Display of Affection**

Ahfachkee School recognizes that genuine feelings of affection may exist between students. However, being overly affectionate in school is not in good taste and will not be allowed. There is a difference between casual demonstrations of affection and contact of a sexual nature, which is inappropriate. Students should refrain from inappropriate, intimate behaviors on campus or at school-related events & activities.

Lewd and/or inappropriate Public Displays of Affection such as kissing, touching, etc. will not be tolerated and will result in a parent/guardian meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is personal between two individuals and not of others surrounding them.

## **Safe and Civil Schools/School Positive Behavior Plan**

Ahfachkee School follows the behavior management philosophy as defined by Safe and Civil Schools.

All students must be treated with dignity and respect.  
Students should be taught the skills and behaviors necessary for success.  
Motivation and responsibility should be encouraged through positive interactions and building relationships with students.  
Student misbehavior represents a teaching opportunity.

The components of the Safe and Civil Schools systems listed below are expected to be posted, taught, and utilized in all grade levels and classrooms.

### **Sleeping in School**

Students are not permitted to sleep in class or during other school functions. Continual attempts to sleep in class will result in parent contact, a referral to the guidance department, and a referral to the school nurse. It may result in a recommendation that the child is sent for a health physical or drug/alcohol assessment. Students who are inappropriately sleeping at school may be sent home.

## **SECTION 3 Student Attendance**

*Ahfachkee School maintains an attendance response plan for all students regardless of Tribal affiliation and strives to achieve an average daily attendance of 97% or better. All students are expected to attend school and pursue the educational opportunities and challenges presented to them. Success in school is greatly affected by attendance and punctuality. When students are absent from their class, they fall behind in their required coursework. Absent students miss lectures, group projects, audiovisual presentations, labs, and demonstrations that are part of each class. Students who are frequently absent may receive a failing grade. It is essential that students regularly attend Ahfachkee School.*

### **Absenteeism Calculation**

For calculating, the number of days absent, the following formulas will be used.

- K-5<sup>th</sup> Grades: The sum of the student's AM and PM absences will be divided by two resulting in the number of total absences.
- 6<sup>th</sup> – 12<sup>th</sup> Grades: The sum of the student's course absences will be divided by seven resulting in the number of total absences.

The total number of absences will be used to determine a student's absentee rate. The total number of unexcused absences will be used when reporting to the STOF Truancy Committee. Students must attend 50% of their classes not to be marked absent.

### **Attendance Hotline**

If your child will be absent, please call the main school number, 863-983-6348 to leave a message on the attendance hotline. To ensure your absences are documented properly, please include the following information in your message: your name, child's name, grade, date of absence, times

of absence (if the absence will not be for the full day), and reason for absence.

## **Excused Absences**

Absences for the following reasons will be excused.

- Illness of the student
- Death in student's family or student's Clan
- Corn Dance
  - i. Students are afforded a maximum of four (4) days for Corn Dance participation.
  - ii. Participation in one Corn Dance per year per student may be excused.
- Required court appearance or subpoena by a law enforcement agency
- Scheduled medical or dental appointment
- Students having or suspected of having a communicable disease or infection
- Exceptional Circumstances-Family Emergency (birth of a sibling, family wedding, flat tire on way to school, etc.)
- Special Events (Cultural Events, Competitions, etc.)
  - i. The school must be notified at least five (5) days prior to the event
- STOF Education Department sponsored field trips
  - i. The student must notify the school and obtain authorization from the STOF Education Department at least five (5) days prior to the event.

If your child will be absent, please use one of the methods below to notify the school.

- Call the school office at 863-983-6349 and report the absence.
- Email [ahfachkeeoffice@semtribe.com](mailto:ahfachkeeoffice@semtribe.com) and report the absence.

Written documents for excused absences must be submitted within 5 school days of the absence.

A student who is absent for three (3) or more consecutive days will need to submit a written note from an official source (clinic, court, etc.).

Students may be asked to submit additional documentation from official sources for excessive absences.

## **Minimum Required Attendance**

Per 25 CFR § 36.31 – Standard XI: A student who has not been in attendance a minimum of 160 instructional days per academic term or 80 instructional days per semester without a written excused absence shall not be promoted. Tribal Council or a school committee may review a promotion decision and, if warranted due to compelling and/or extenuating circumstances, rescind in writing such action on a case-by-case basis.

## **Tardiness**

Students should be in their classrooms prior to the start of class. For an excused tardy, please contact the front office when there has been an unusual circumstance or emergency.

Multiple first-period unexcused tardies are compiled and counted as unexcused absences. Five (5) unexcused tardies will result in one unexcused absence.

## **ISEP Withdrawal**

Per Title 25, Chapter I, Subchapter E, Part 39 ISEP §39.210, the Bureau of Indian Education requires a mandatory withdrawal on the 10<sup>th</sup> consecutive day of absences. Re-admission after an ISEP withdrawal may be denied. Families seeking consideration for re-admittance must seek a conference with the school administration to begin the process.

## **Truancy Policy of the Seminole Tribe of Florida**

The Seminole Tribe of Florida values academic excellence and the attainment of quality education that will lend to well-rounded Tribal members. Student absenteeism can lead to low academic achievement and school dropout. The Truancy Policy herein applies to all enrolled Tribal member students and is applicable to students in public school, private school, charter schools, home education, GED program, treatment programs, and all other educational settings or institutions.

### **Defined Terms:**

1. **STOF Truant** – is a student who has five (5) unexcused absences within a calendar month, or ten (10) unexcused absences within a school year. The truant student will be referred to Truancy for a truancy referral by a school, K-12 Advisor, or other sources.

2. **Excused Absence** – Students must be in attendance unless excused for one of the reasons listed:

- Illness of the student
- Death in student's family or student's clan
- Required court appearance or subpoena by law enforcement agency
- Scheduled medical or dental appointment
- Students having or suspected of having a communicable disease or infestation
- Special events, including Corn Dance
  - i. The student must notify the school and obtain authorization from the STOF Education Department at least five (5) school days prior to the event.
  - ii. Students are afforded a maximum of four (4) days for Corn Dance participation.
  - iii. Corn Dance participation is limited to one Corn Dance per year per student.
- STOF Education Department sponsored field trips

3. **Unexcused Absence** – is any absence other than those above. A parent may write no more than five (5) notes to excuse absences each year.

\*\*\*Please note **1 Absence = 360 minutes** of early removal from school.

4. **Tardy** – is recorded when students are late for school. Multiple tardies are compiled and tabulated as unexcused absences.

**Student Attendance** – once referred to Truancy

- The K-12 Advisor will closely monitor the student's attendance. The K-12 Advisor will discuss the attendance issues with the parent/legal guardian and collect any documentation supporting an absence.
- Upon the tenth (10<sup>th</sup>) unexcused absence, the K-12 Advisor will create a Truancy Referral.  
*Note: Five (5) tardies will result in one unexcused absence.*
- Absences with a parent note will be limited to five (5) parent notes per school year.
- Upon the 3<sup>rd</sup> consecutive school days of absences due to illness, the parent/legal guardian

will be required to present a certified medical note to the school. A copy of the certified medical note must be submitted to the K-12 Advisor within five (5) school days.

- A signed notification from the parent/legal guardian is required in the event of absences due to a death in the immediate family and/or Clan and must be submitted to the K-12 Advisor within five (5) school days of occurrence. (A maximum of four (4) days of absence will be excused for death in family or Clan.)
- Failure to provide medical notes, within the required five (5) school days to the school and/or to the K-12 Advisor will result in the absence being deemed unexcused.
- A notarized letter from an attorney or copy of a subpoena must be provided to the K-12 Advisor for absences due to a court appearance within five (5) school days of appearance.
- A student who has ten (10) or more unexcused absences within a school year will not be eligible for any scholarship provided by the STOF Education Department.
- If truancy issues continue, a referral will be sent to the appropriate STOF Department to provide additional assistance.
- Students receiving a STOF private school scholarship must adhere to attendance guidelines and truancy policies and procedures regardless of age.
- Students who are attending a public school, private school charter school, home education, or treatment program must adhere to attendance guidelines and truancy policies and procedures regardless of age.

*Note: The student's primary institution's policy must meet the standards no less stringent than those stated within the STOF Education Truancy policy. If the institution's policy is less stringent than the Tribe's Truancy policy, the Tribe's Truancy policy will supersede and prevail.*

Additional information about the STOF Truancy Policy is available by contacting your local K-12 Advisor or found at <https://www.seminoleeducation.com/>.

## **SECTION 4**

### **Academics, Pupil Progress Plan and Monitoring Progress**

*Ahfachkee School strives to educate students with a challenging and rigorous curriculum that prepares students for high school graduation and post-secondary endeavors.*

#### **NASIS PORTAL-Infinity Campus Student Information System**

Ahfachkee School uses "NASIS" to record student data. Parents/Guardians are encouraged to use the NASIS Parent Portal online or the Infinite Campus Mobile App on their phones to access all their children's information through one account. Through these, parents can view the most current record of their children's schedules, attendance, immunizations, missing assignments, and grades. Student NASIS accounts can be created to allow students to access their individual records. For more information about accessing your portal account, contact the Ahfachkee School office.



## Grading Scale

### Kindergarten through 1<sup>st</sup> Grade

The Pre-Kindergarten through 1<sup>st</sup> Grade progress reports and report cards are standards-based and will report the marks earned by students in courses as follow. The following codes will be used on progress reports and report cards by the teachers as a measure of the student's developmental and academic achievement:

1	<i>Has mastered the skill(s) independently</i>
2	<i>Is learning a skill(s) with assistance</i>
3	<i>Area(s) of concern</i>
4	<i>Not applicable</i>

### Grading Scale for 2<sup>nd</sup> through 12<sup>th</sup> Grade:

The standardized 2<sup>nd</sup> -12<sup>th</sup> Grades transcripts, progress reports, and report cards will report the grades earned by students in courses as follows. The Following letter grades will be used on progress reports and reports and report cards by the teachers as a measure of the students' academic achievement:

<b>A</b>	4.0	<b>C+</b>	2.3	<b>F</b>	0.0
<b>A-</b>	3.7	<b>C</b>	2.0	<b>P</b>	Pass – performing at an acceptable level on a pass/fail basis
<b>B+</b>	3.3	<b>C-</b>	1.7	<b>NC</b>	No Credit Granted
<b>B</b>	3.0	<b>D+</b>	1.3	<b>INC</b>	Incomplete – grade becomes an “F” if work is not completed by the end of the next semester
<b>B-</b>	2.7	<b>D</b>	1.0		

### Progress Reports and Report Cards

Progress reports will be distributed in the middle of each quarter, approximately every 4½ weeks. Parents/guardians are welcome to contact their child's teacher about academic progress at any time. Report cards will be given to parents/guardians during Parent/Teacher Conferences, which are held at the end of the first three grading periods. The fourth-quarter report card will be distributed on the last day of school.

### Elementary School Progression

In order for a student to be promoted to the next grade, a student must successfully complete the promotion criteria for their grade level. See Pupil Progression Plan.

### Kindergarten – 5<sup>th</sup> Grades Core Courses

- English Language Arts/Reading

- Math
- Science
- Social Studies which includes Seminole Culture
- Physical Education

### **Middle School Course Progression**

In order for a student to be promoted to the next grade, they must successfully complete the promotion criteria for their grade level. Promotion from Grade 8 to Grade 9 requires that students successfully complete three years of middle school level or higher courses, as specified, in the following areas:

- ELA
- Mathematics
- Science
- Social Studies ( One course must be Civics Education which has an End of Course Assessment (EOC) that will constitute 30 percent of the final course grade.

Middle School students are required to take one semester of Physical Education each year during grades 6-8. This requirement shall be considered waived if:

- The student is in a remedial course.
- The student participated in physical activity outside of the school equal to or in excess of the requirement.
- The parent requests an optional elective.

## High School Course Progression

The recommended Course Progression for Ahfachkee High School students is as follows:

High School	Suggested Course Progression
9 <sup>th</sup> Grade	English I – Core Algebra I or Liberal Arts Math 1 Core Marine Science – Core World Cultural Geography – Core Intensive Reading – Elective Intensive Math – Elective HOPE – Core Elective
10 <sup>th</sup> Grade	English II - Core Geometry or Algebra 1 - Core Biology - Core Intensive Reading (if needed) -Elective Intensive Math (if needed) -Elective Elective Elective
11 <sup>th</sup> Grade	English III – Core Algebra II – Core Physical Science – Core American History – Core Intensive Reading (if needed) – Elective Intensive Math (if needed) – Elective Elective
12 <sup>th</sup> Grade	English IV - Core Math - Core American Government/Economics - Core Intensive Reading (if needed) Elective Intensive Math (if needed) -Elective Elective Elective

## High School Class Standing

Students in High School accumulate credits toward graduation, which determine their official class standing see Pupil Progression Plan for detailed information.

## Graduation Progress Report Meetings

Parents of 9<sup>th</sup> through 12<sup>th</sup>-grade students will be invited to a parent conference each semester updating them on the progress of their child towards graduation. This meeting will address the five graduation requirements, which are credits, GPA, community service hours, online course completion and testing requirements.

## Graduation Requirements

Students Entering Grade 9 in 2015-2016 and after:

<b>4 Credits English/ELA</b>
<ul style="list-style-type: none"><li>• A student must pass the statewide, standardized grade 10 ELA assessment or earn a Concordant score to graduate with a standard diploma.</li></ul>
<b>4 Credits Mathematics – see Mathematics Progression in Appendix</b>
<ul style="list-style-type: none"><li>• One credit must be Algebra I and one credit must be Geometry</li><li>• A student who takes Algebra I must pass Algebra I EOC assessment, the Geometry EOC, or earn a comparative score, in earn a standard high school diploma. The EOC results constitute 30 percent of a student’s final course grade*</li><li>• A student who takes Geometry must take the Geometry EOC assessment. The EOC results constitute 30 percent of a student’s final course grade*</li><li>• A student must pass the statewide, standardized Algebra 1 EOC diploma or other math exit exam as defined by the State of Florida or earn an acceptable concordant score in order to obtain a standard diploma</li></ul>
<b>3 Credits Science</b>
<ul style="list-style-type: none"><li>• One credit must be Biology I, two credits must be equally rigorous science courses</li><li>• Two of the three required credits must have a laboratory component</li><li>• A student who takes Biology I must take the Biology I EOC assessment. The EOC results constitute 30 percent of a student’s final course grade*</li></ul>
<b>3 Credits Social Studies</b>
<ul style="list-style-type: none"><li>• One credit in World History</li><li>• One credit in U.S. History</li><li>• A student who takes U.S. History must take the EOC assessment. The EOC results constitute 30 percent of a student’s final course grade*</li><li>• One-half credit in U.S. Government</li><li>• One-half credit in Economics, which must include financial literacy</li></ul>
<b>1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts</b>

<ul style="list-style-type: none"> <li>Eligible courses are specified in the Florida Course Code Directory at <a href="http://www.fldoe.org/policy/articulation/ccd">http://www.fldoe.org/policy/articulation/ccd</a>.</li> </ul>
<b>1 Credit Physical Education •To include the integration of health.</b>
<b>8 Elective Credits</b>
<b>1 Online Course</b>
* Exception: If the state EOCs in Algebra, Geometry, Biology, Geometry, Civics, and US History are not administered due to a pandemic, or natural disaster, the requirement for the EOC to be 30% of the final grade may be waived by the Florida Department of Education (FDOE)

### **Graduation Cohort**

A student’s cohort is based on the year the student first enters 9<sup>th</sup> grade. That group will be identified by the year that the group is scheduled to graduate high school. (For example, the new 9<sup>th</sup>-grade class entering in August 2023 will be identified as the Cohort of 2026.) Students are expected to work towards their cohort graduation date. Twice yearly, graduation progress report meetings are scheduled for students and parents to review a student’s progress towards graduation. At these meetings, a student who is ‘off-cohort’ will collaborate on a plan to rejoin his/her cohort.

### **Graduation Ceremony Eligibility Requirement**

A student is eligible to participate in the graduation ceremony when the following are completed:

- 2.0 or higher GPA
- Completion of the requisite number of community service hours
- Completion of the 24 required credits
- Passing score or higher on required assessments

*Note: Students, who are waiting on the outcome of a required assessment may participate in the ceremony. The diploma will be issued once a passing score has been achieved.*

### **Graduation Ceremonies**

Students are expected to adhere to school policies. Graduation ceremonies will be conducted in the following manner:

- Each graduate must participate in the graduation ceremony rehearsal.
- Caps and gowns must be worn in the proper manner, as designated by the school administration.
- Students who participate will be expected to use good taste in their choice of accessories for their attire.
- Each student who participates will be expected to cooperate with the graduation planning committee and to participate in all parts of the graduation ceremonies.
- Failure to comply with the above requirements may forfeit a student’s privilege of participating in the graduation ceremony.

## **Graduation Rate**

Ahfachkee School's graduation rate is determined by the number of students in a given cohort who receive a standard diploma within 4 years. This number is divided by the total number of students who began in the cohort in 9<sup>th</sup> grade and is adjusted for students who transfer in or out of Ahfachkee during the 4 year time period.

## **Senior Activities**

Students who are on track to complete their graduation plan within the same calendar year may participate in all spring Senior Activities for which they meet the eligibility criteria: senior events, trips, photos, yearbook pages, etc.

## **Community Service**

The purpose of the community service program is to provide all high school students the opportunity to have a positive impact on our local community while learning that service to others is an ongoing part of life. The hours will be documented and signed at the place of service. Transfer students may request their community service hours from their prior school. Class of 2020 and beyond: 40 hours of Community Service is required.

## **Grade Forgiveness**

Students are eligible to receive grade forgiveness by the procedures set forth by the State of Florida to increase their high school GPA. Please speak with the Guidance Counselor to seek information regarding eligibility criteria.

## **Makeup Assignments**

Students have two days to submit makeup assignments for each day absent. The determination of a student's eligibility to receive makeup work, particularly when issued after the close of a quarter, will be made in collaboration between the classroom teacher and school administration.

## **Parent/Teacher Conferences**

At the end of the first quarter, Ahfachkee School holds Parent/Teacher Conferences. Parents/Guardians shall attend the conferences to pick up report cards and discuss their child's grades, behavior, attendance, time management, graduation plans, and post-secondary transitions with staff.

## **School-Wide testing**

Ahfachkee School monitors and measures student academic growth in a number of ways. Parents are encouraged to review and discuss their child's assessment data with teachers. Below are the types of assessments used.

## **Progress Monitoring**

All Ahfachkee School students are involved in ongoing assessments in core academic areas to ensure ongoing academic growth. Based on the beginning of the year benchmark assessments, students will be progress monitored in reading and math. Data derived from these assessments will assist teachers in developing instructional planning that specifically targets a student's academic needs.

## Benchmark Testing

Ahfachkee School students participate in benchmark testing to ensure academic progress and growth in the subjects of reading and math three times a year. Assessments are given at the beginning, middle, and end of the year. The results of these assessments are used to determine the resources needed to remediate or enrich student performance.

## Florida Standardized Testing

The *Florida Assessment of Student Thinking* (FAST), Florida State Alternative Assessment, and End of Course exams measure student success on Florida State Standards and Florida Access Points. These include assessments in English Language Arts in grade, English Language Arts with a Writing Component in grades 4-10, Mathematics in grades 3-8, Algebra I, ND Geometry. Florida Standardized testing starting with the 2022-2023 school year, the state will implement a new education assessment law that measures student progress throughout the year in the form of three tests, including a comprehensive final test in May.

## College Preparatory Testing

Students in grades 10 or higher are eligible to take the PSAT, which is a formally administered college entrance practice exam. Students will have the opportunity to take the SAT and/or ACT college entrance exams. For more detailed information, please see the guidance counselor.

GRADES 6-8	
Student fails <b>ONE</b> core* course based on annual grade.	<b>Conditional Promotion</b> <i>Students must pass the failed course in a summer recovery program or the next school year.</i>
Student fails <b>TWO</b> core* courses based on annual grades.	<b>Conditional Promotion</b> <i>Students must pass the failed courses in a summer recovery program or the next school year.</i>
Student fails <b>THREE</b> core* courses based on annual grades.	<b>Retention</b> <i>A retained student who has already passed a course with a C or higher may enroll in the next sequential course, pending schedule availability.</i>

- Promotion from 6th to 7th and 7th to 8th Grades  
A student must pass a minimum of four year-long courses or the equivalent, two of which must be in English, mathematics, science, or social studies.
  
- Promotion from 8th to 9th Grade  
In order for a student to be promoted to high school from a school that includes middle grades 6, 7, and 8, the student must successfully complete three middle grades or higher courses in the following subjects (F.S. 1003.4156(1)):
  - a. English Language Arts (ELA)
  - b. Mathematics
    - 1) Successful middle grades credit for a high school level Algebra I or Geometry course is not contingent upon the student's performance on the statewide, standardized End-of-Course (EOC) assessment.
    - 2) To earn high school credit for Algebra I or Geometry a middle grades student must take the respective statewide, standardized EOC assessment and pass the course.
    - 3) Performance on the Algebra I and Geometry EOC assessments constitutes 30 percent of the final course grade.
  - c. Social Studies
    - 1) Must include at least a one-semester civics education course that includes the roles and responsibilities of federal, state, and local governments; structures and functions of the legislative, executive, and judicial branches of government; and the meaning and significance of historic documents, such as the Articles of Confederation, the Declaration of Independence, and the Constitution of the United States.
    - i. Performance on the statewide, standardized EOC assessment in civics education constitutes 30 percent of the student's final course grade (F.S. 1008.22).
    - ii. A middle grades student who transfers into the State's public school system from out-of-country, out-of-state, a private school, or a home education program after the beginning of the second term of 8th grade is not required to meet the civics education requirement for promotion from the middle grades if the student's transcript documents passage of:
      - a) Three courses in social studies, or b) Two year-long courses in social studies that include coverage of civics education.
  - d. Science
    - 1) Successful middle-grade credit for a high school level Biology I course is not contingent upon the student's performance on the statewide, standardized End of- Course (EOC) assessment.
    - 2) To earn high school credit for a Biology I course, a middle grades student must take the statewide, standardized Biology I EOC assessment and pass the course.
    - 3) Performance on the Biology I EOC assessment constitutes 30 percent of the student's



final course grade.

*\*Core courses are identified as follows: Math, Language Arts, Reading, Science & Social Studies.*

**GOOD CAUSE:** Promotion in extraordinary circumstances: The Principal may promote a student based on extraordinary circumstances, which impacted the student’s performance.

*Note: This cannot be used to promote a student from the 8<sup>th</sup> grade to the 9<sup>th</sup> grade.*

<b>GRADES 9-12</b>		
<b>CREDITS EARNED</b>	<b>STATUS</b>	<b>GRADE LEVEL</b>
0 – 6 credits	Freshman	9 <sup>th</sup> Grade
6.5 – 12 credits	Sophomore	10 <sup>th</sup> Grade
12.5 – 18 credits	Junior	11 <sup>th</sup> Grade
18+ credits	Senior	12 <sup>th</sup> Grade

The State of Florida and Ahfachkee School require a minimum of 24 credits in appropriate content areas to complete the standard 4-year high school graduation plan

High school students must work to remain in or rejoin their designated Graduation Cohort. Earning 6 credits each year is required to remain in the cohort. Students who are off-cohort must engage in after-school or summer school credit recovery options to rejoin their cohort. Students who are unable to rejoin their cohort prior to the designated graduation date may be referred to alternative educational programming. Students who are making satisfactory progress toward their graduation plan and maintain continuous enrollment in Ahfachkee School may remain active as a student.

<b>First Entry into 9<sup>th</sup> Grade</b>	<b>Cohort Year</b>
Fall, 2023	Cohort of 2027
Fall, 2022	Cohort of 2026
Fall, 2021	Cohort of 2025
Fall, 2020	Cohort of 2024

# Pupil Progression Plan

<b>KINDERGARTEN PROMOTION CRITERIA</b>	
Criterion #1	<p><b>READING:</b> Recognizes 48 of 52 Letter Names AND Distinguishes 20 of 26 Letter Sounds AND understands 15 of 21 Concepts of Print</p> <p><b>*MATH:</b> Count to 100 by ones and tens AND read and write numerals from 0 to 20 AND represent a number of objects with a written numeral from 0 to 20.</p>
<b>GOOD CAUSE EXEMPTION</b>	
Criterion #2 Alternative Assessment	Student achieves Typical Growth as measured by the iReady Reading Diagnostic End of the Year Assessment and is no more than ONE year below grade level OR scale score indicates that student is on grade level.
Criterion #3 Alternative Assessment	Scores 10 <sup>th</sup> percentile or higher on Florida’s Assessment of Student Thinking (FAST) for English Language Arts on PM3
Criterion #4 Alternative Assessment	<p><b>READING:</b> Scores 70% or greater on the Benchmark Advanced Interim 4 (Pre/Post Test)</p> <p><b>*MATH:</b> Scores 70% or greater on the Savvas enVision Cumulative Assessment</p>
Criterion #5 Alternative Assessment	Scores Instructional Reading Level B or greater on the Benchmark Assessment System (BAS).
Criterion #6 Previous Retention	Student received intensive reading and/or math intervention and was previously retained in Kindergarten.
Criterion #7 ESE Alternate Assessment	Student is making progress towards mastery of his/her IEP goals based on Florida Access Points.
Criterion #8 ESE Retention Deferral	Student with a disability whose parent chooses to defer retention (maximum of one retention in K-5 unless parent requests additional retention).
Criterion #9 Intervention through RtI Process	Student receives intensive Tier 2 or Tier 3 intervention through the RtI process. He/she demonstrates increased performance based on progress monitoring data. Student will continue to receive intensive intervention in the subsequent grade level.

Criterion #10 Extraordinary Circumstances	Student receives an Administrative Exemption from retention due to extraordinary circumstances.
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\*MATH Indicates grade level expectation, NOT part of promotion criteria

<b>FIRST and SECOND GRADE PROMOTION CRITERIA</b>	
Criterion #1	Scores 10 <sup>th</sup> percentile or higher on Florida’s Assessment of Student Thinking (FAST) for English Language Arts on PM3
<b>GOOD CAUSE EXEMPTION</b>	
Criterion #2 Alternative Assessment	Student achieves Typical Growth as measured by the iReady Reading Diagnostic End of the Year Assessment and is no more than ONE year below grade level OR scale score indicates that student is on grade level.
Criterion #3 Alternative Assessment	First Grade: Scores Instructional Reading Level I or greater on the Benchmark Assessment System (BAS). Second Grade: Scores Instructional Reading Level M or greater on the Benchmark Assessment System (BAS).
Criterion #4 Previous Retention	<b>READING:</b> Scores 70% or greater on the Benchmark Advanced Interim 4 (Pre/Post Test)  <b>*MATH:</b> Scores 70% or greater on the Savvas enVision Cumulative Assessment
Criterion #5 Previous Retention	Student has received intensive reading and/or math intervention and was previously retained in K-1 for a maximum total of two years, not to exceed one retention per grade level.
Criterion #6 ESE Alternate Assessment	Student is making progress towards mastery of his/her IEP goals based on Florida Access Points.
Criterion #7 ESE Retention Deferral	Student with a disability whose parent chooses to defer retention (maximum of one retention in K-5 unless parent requests additional retention).
Criterion #8 ESE Previous Retention	Students with an Individual Learning Plan (IEP) or Section 504 Plan participating in districtwide assessments, and has received intensive instruction for more than two years, and was previously retained.
Criterion #9 Intervention through RTI Process	Student receives intensive Tier 2 or Tier 3 intervention through the RtI process. He/she demonstrates increased performance based on progress monitoring data. Student will continue to receive intensive intervention in the subsequent grade level.
Criterion #10 Extraordinary Circumstances	Student receives an Administrative Exemption from retention due to extraordinary circumstances.

**\*MATH** Indicates grade level expectation, NOT part of promotion criteria.

<b>THIRD GRADE PROMOTION CRITERIA</b>	
Criterion #1	Scores at Level 2 or greater on the FAST, Florida Assessment of Student Thinking for English Language Arts on PM3.
<b>GOOD CAUSE EXEMPTION</b>	
Criterion #2 Alternative Assessment	Student achieves Typical Growth as measured by the iReady Reading Diagnostic End of the Year Assessment and is no more than ONE year below grade level OR scale score indicates that student is on grade level.
Criterion #3 Alternative Assessment	<b>READING:</b> Scores 70% or greater on the Benchmark Advanced Interim 4 Reading Assessment Session 1 (26 Items) AND Session 2 (26 Items) OR <b>*MATH:</b> Scores 60% or greater on the Savvas enVision Cumulative Assessment
Criterion #4 Previous Retention	Student has received intensive reading and/or math intervention and was previously retained in K-3 for a maximum total of two years, not to exceed one retention per grade level.
Criterion #5 ESE Alternate Assessment	A. Student working at his/her current potential successfully and is demonstrating continuous progress on IEP goals making progress towards mastery of the Florida Access Points. B. Consideration for promotion of ESE students who are pursuing Florida Standards Access Points will be made based on classroom performance, standardized testing or an alternate assessment, and social development. Florida Standards Access Points are included in ESE courses. Passing courses in which modified standards are included is sufficient documentation of mastery of standards.
Criterion #6 ESE Retention Deferral	Student with a disability whose parent chooses to defer retention (maximum of one retention in K-5 unless parent requests additional retention).
Criterion #7 ESE Previous Retention	Student with an Individual Learning Plan (IEP) or Section 504 Plan participating in districtwide assessments, and has received intensive instruction for more than two years, and was previously retained.
Criterion #8 Intervention through RTI Process	Student receives intensive Tier 2 or Tier 3 intervention through the RtI process. He/she demonstrates increased performance based on progress monitoring data. Student will continue to receive intensive intervention in the subsequent grade level.
Criterion #9 Extraordinary Circumstances	Student receives an Administrative Exemption from retention due to extraordinary circumstances.

**\*MATH** Indicates grade level expectation, NOT part of promotion criteria.

**FOURTH and FIFTH GRADE PROMOTION CRITERIA**

<p>Criterion #1</p>	<p>Scores at Level 2 or greater on the FAST Florida Assessment of Student Thinking in English Language Arts  <b>AND</b>                  Scores at Level 2 or greater on the FAST Florida Assessment of Student Thinking in Mathematics on PM3</p>
<p><b>GOOD CAUSE EXEMPTION</b></p>	
<p>Criterion #2 Alternative Assessment</p>	<p><b>READING:</b> Scores 70% or greater on the Benchmark Advanced combined Unit 6 (19 Items) and Unit 9 (18 Items) Reading Assessment OR Benchmark Advanced Interim 4 Reading Assessment.  <b>AND</b>  <b>MATH:</b> Scores 60% or greater on the Savvas enVision Cumulative Assessment OR the Savvas Envision Progress Monitoring Assessment Form C</p>
<p>Criterion #3 Alternative Assessment</p>	<p><b>READING:</b> Student achieves Typical Growth as measured by the iReady Reading Diagnostic End of the Year Assessment and is no more than ONE year below grade level OR scale score indicates that student is on grade level.  <b>AND</b>  <b>MATH:</b> Student achieves Typical Growth as measured by the iReady Math Diagnostic End of the Year Assessment and is no more than ONE year below grade level OR scale score indicates that student is on grade level.</p>
<p>Criterion #4 Alternative Assessment</p>	<p><b>READING:</b>                  Fourth Grade: Scores Instructional Reading Level S or greater on the Benchmark Assessment System (BAS).                  Fifth Grade: Scores Instructional Reading Level V or greater on the Benchmark Assessment System (BAS).  <b>AND</b>  <b>MATH:</b> Scores 70% or greater on the Savvas enVision Progress Monitoring Assessment Form C</p>
<p>Criterion #5 Previous Retention</p>	<p>Student has received intensive reading and/or math intervention and was previously retained in K-4 for a maximum total of two years, not to exceed one retention per grade level.</p>
<p>Criterion #6 ESE Alternate Assessment</p>	<p>A. Student working at his/her current potential successfully and is demonstrating continuous progress on IEP goals making progress towards mastery of the Florida Access Points.                  B. Consideration for promotion of ESE students who are pursuing Florida Standards Access Points will be made based on classroom performance, standardized testing or an alternate assessment, and social development. Florida Standards Access Points are included in ESE courses. Passing courses in which modified standards are included is sufficient documentation of mastery of standards.</p>

Criterion #7 ESE Retention Deferral	Student with a disability whose parent chooses to defer retention (maximum of one retention in K-5 unless parent requests additional retention).
Criterion #8 ESE Previous Retention	Student with an Individual Learning Plan (IEP) or Section 504 Plan participating in districtwide assessments, and has received intensive instruction for more than two years, and was previously retained.
Criterion #9 Intervention through RTI Process	Student receives intensive Tier 2 or Tier 3 intervention through the RTI process. He/she demonstrates increased performance based on progress monitoring data. Student will continue to receive intensive intervention in the subsequent grade level.
Criterion #10 Extraordinary Circumstances	Student receives an Administrative Exemption from retention due to extraordinary circumstances.

<b>GRADES 6 – 8</b>	
Student fails <b>ONE</b> core* course based on annual grade.	<b>Conditional Promotion</b> <i>Student must pass the failed course in a summer recovery program or the next school year.</i>
Student fails <b>TWO</b> core* courses based on annual grades.	<b>Conditional Promotion</b> <i>Student must pass the failed courses in a summer recovery program or the next school year.</i>
Student fails <b>THREE</b> core* courses based on annual grades.	<b>Retention</b> <i>A retained student who has already passed a course with a C or higher may enroll in the next sequential course, pending schedule availability.</i>

1. Promotion from 6th to 7th and 7th to 8th Grades  
A student must pass a minimum of four year-long courses or the equivalent, two of which must be in English, mathematics, science, or social studies.
2. Promotion from 8th to 9th Grade

In order for a student to be promoted to high school from a school that includes middle grades 6, 7, and 8, the student must successfully complete three middle grades or higher courses in the following subjects (F.S. 1003.4156(1)):

a. English Language Arts (ELA)

b. Mathematics

1) Successful middle grades credit for a high school level Algebra I or Geometry course is not contingent upon the student's performance on the statewide, standardized End-of-Course (EOC) assessment.

2) To earn high school credit for Algebra I or Geometry a middle grades student must take the respective statewide, standardized EOC assessment and pass the course.

3) Performance on the Algebra I and Geometry EOC assessments constitutes 30 percent of the final course grade.

c. Social Studies

1) Must include at least a one semester civics education course that includes the roles and responsibilities of federal, state, and local governments; structures and functions of the legislative, executive, and judicial branches of government; and the meaning and significance of historic documents, such as the Articles of Confederation, the Declaration of Independence, and the Constitution of the United States.

i. Performance on the statewide, standardized EOC assessment in civics education constitutes 30 percent of the student's final course grade (F.S. 1008.22).

ii. A middle grades student who transfers into the State's public school system from out-of-country, out-of-state, a private school, or a home education program after the beginning of the second term of 8th grade is not required to meet the civics education requirement for promotion from the middle grades if the student's transcript documents passage of:

a) Three courses in social studies, or b) Two year-long courses in social studies that include coverage of civics education.

d. Science

1) Successful middle grades credit for a high school level Biology I course is not contingent upon the student's performance on the statewide, standardized End of- Course (EOC) assessment.

2) To earn high school credit for a Biology I course, a middle grades student must take the statewide, standardized Biology I EOC assessment and pass the course.

3) Performance on the Biology I EOC assessment constitutes 30 percent of the student's final course grade.

*\*Core courses are identified as follows: Math, Language Arts, Reading, Science & Social Studies.*

**GOOD CAUSE:** Promotion in extraordinary circumstances: The Principal may promote a student based upon extraordinary circumstances, which impacted the student's performance.

**Note:** *This cannot be used to promote a student from the 8<sup>th</sup> grade to the 9<sup>th</sup> grade.*



9 <sup>th</sup> – 12 <sup>th</sup> GRADES		
CREDITS EARNED	STATUS	GRADE LEVEL
0 – 6 credits	Freshman	9 <sup>th</sup> Grade
6.5 – 12 credits	Sophomore	10 <sup>th</sup> Grade
12.5 – 18 credits	Junior	11 <sup>th</sup> Grade
18+ credits	Senior	12 <sup>th</sup> Grade

The State of Florida and Ahfachkee School requires a minimum of 24 credits in appropriate content areas to complete the standard 4-year high school graduation plan.

First Entry into 9 <sup>th</sup> Grade	Cohort Year
Fall, 2023	Cohort of 2027
Fall, 2022	Cohort of 2026
Fall, 2021	Cohort of 2025
Fall, 2020	Cohort of 2024

## SECTION 5 Health and Safety

*This section contains information relevant to all Kindergarten through 12<sup>th</sup>-grade students needed to ensure a safe and secure school environment.*

### Communicable Diseases and Medical Conditions

Students having or suspected of having a communicable disease or infestation which can be transmitted is to be excluded from school. Students will not be allowed to return until they have been successfully treated and present a note from a physician stating that they no longer present a health hazard to others. Examples of communicable diseases and infestations include, but are not limited to, the following: head lice, ringworm, impetigo, scabies, and any suspicious or unidentified rash.

#### Head Lice

Ahfachkee School has a no-nit policy. If a student is found to have live head lice and/or lice eggs (nits), the student will be sent home for treatment. The maximum allowed excused absences for head lice and nits is 2 days per incident and a total of 4 days for the school year. To re-enter class, a student must be brought to school by an adult, re-examined, and cleared by the school nurse. If lice or nits are still present, the student will be sent home for further treatment. Due to the high

risk of transmitting lice blankets, pillows, and stuffed animals will be prohibited on the school bus and in the school building.

## **Homebound**

In the event a student encounters a serious health problem and must be absent for an extended period, the situation may warrant arrangement for homebound instruction. Medical documentation is required. The nurse must be contacted to determine the requirements.

## **Illness**

Any student with a fever of 100.5 degrees or higher, diarrhea, and/or vomiting may not be sent to school. The student must be fever free and have not vomited for at least 24 hours before returning to school. A child sent to school feeling ill will remain in the nurse's office until a parent or an emergency contact arrives to take the child home.

## **Immunization Records**

Immunization records must be current and on file on the first day of the new school year. Students must be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, Hepatitis B, and varicella. All students entering the 7<sup>th</sup> grade must have a TDAP booster. Students may be excluded from Ahfachkee School if their booster requirements are not up to date. Immunization form 680 (see Appendix) must be up to date and on file with the school office.

## **Injury**

When a student becomes injured during school hours, the school nurse or staff will contact the parent or emergency contact. The student will remain in the nurse's office until the Parent/Guardian or emergency contact arrives. The adult picking up your child must sign the student out at the office. An accident report form will be filled out by the staff that witnessed the incident and must be signed by the parent/guardian. If need be, an injured or ill student may be transported to the clinic or to the nearest medical facility for medical attention via EMS.

## **Medication**

It is recognized that medications may be essential for some students. When possible, all medications should be administered at home. When necessary, the school nurse will administer or dispense medication (either prescription or non-prescription) to a student after the parent/guardian has completed the school written authorization form. Such medication will be kept in the school nurse's office. Students are not permitted to keep medication in their possession on the school grounds or on the school bus. Parents/guardians must drop off and pick up their child's medication from the school nurse. The medication authorization form must be fully completed and signed before medication can be dispensed. This form can be found in the Appendix.

## **Pandemic Disease**

In the event of a pandemic disease such as influenza and COVID-19 Ahfachkee may continue school virtually following the guidance of STOF, CDC, and Ahfachkee School's pandemic plan.

## **Special Health Needs**

To address your child's special health conditions such as asthma, allergies, or diabetes, the school nurse will require a physician's letter to be kept on file at the school. The letter should state the required medication, Physical Education limitations, and/or emergency care and actions necessary at the school. Special health needs and information will then be shared with the appropriate school staff that cares for your child.

## **Severe Weather Plans**

In the event of severe weather during the school day or at dismissal time, students may remain inside until the severe weather passes. Buses may be held at the school until the administration deems it is safe to travel. On days when the weather is forecast to turn drastically for the worse, e.g., approaching hurricanes, the School Administrator will collaborate with the STOF Emergency Management Department to determine the next steps.

In all severe weather cases, Ahfachkee School will follow the decisions made by the Seminole Tribe of Florida. If tribal offices close due to severe weather, Ahfachkee School will close accordingly. In the event of emergency schedule changes, families will be contacted through School Messenger. Please keep the office updated with your most current phone number/email address to receive these messages.

## **Suspected Child Abuse/Neglect (SCAN)**

Mandated reporters are required to report any suspicion of child abuse or neglect by a caregiver to the appropriate authority. Ahfachkee School staff members are considered mandated reporters and are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authority, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Ahfachkee takes this responsibility very seriously and will make all warranted reports to the appropriate authority. As mandated reporters, Ahfachkee staff will not be held liable for reports made to the appropriate authority which are determined to be unfounded, provided the report was made in "good faith."