

# Student & Parent Handbook 2024-2025



TALLAHASSEE  
**COLLEGIATE  
ACADEMY**

## **Policies and Procedures**

\*Subject to change as needed

<https://www.tca.fl.edu/>

444 Appleyard Drive, Tallahassee, FL 32304

Phone: (850) 504-6300

Fax: (850) 504-6310





Dear Parents, Students and Community Members:

As we move into our exciting second year at Tallahassee Collegiate Academy, I'm thrilled to welcome you, both our new and returning faces! Building on the successes of our first year, we're committed to providing you with a unique and exciting educational experience that prepares you for your future. We feel privileged to partner with Tallahassee State College to offer a world-class education to your scholars.

I am Jessica Chapman, your proud Principal. I hold a bachelor's degree in Secondary English Education and a Master's Degree in Educational Leadership. Previously, I dedicated two decades to the Leon County School District in various support and leadership capacities. I engage in educational innovation, and I feel strongly that we can change our community through education. I have a wonderful, supportive husband, three amazing children, and a goldendoodle named Charlie who is chaotic and charming all in one.

As the Principal of Tallahassee Collegiate Academy, I believe that all students should have the opportunity to reach their full potential. Our caring faculty and staff share my belief and enthusiasm and are eager to help our students make their dreams a reality. With a meaningful and engaging curriculum focused on STEM, and a four-year pathway to earn a high school diploma and an A.S. degree simultaneously, our students will gain the knowledge, credentials and experiences needed to confidently step into the world Future Ready!

If I can answer any questions or be of service to you, please do not hesitate to reach out to me directly. Our students are my priority, always.

In partnership,

**Jessica Chapman, Principal**

## Office Contact Information:

### Administration

Jessica Chapman- Principal  
Patricia Pagozalski- Assistant Principal  
Matthew Gregory- Dean of Students

### FOCUS Parent Portal:

FOCUS Parent Portal allows parents to access their child's academic, attendance, and discipline records.

For more information visit:

<https://tsc.focusschoolsoftware.com/focus/>

### Bell Schedule:

|                    |  |
|--------------------|--|
| <b>8:00-8:10</b>   | <b><i>Homeroom</i></b>                             |
| <b>8:10-9:55</b>   | <b><i>1<sup>st</sup>/2<sup>nd</sup> Period</i></b> |
| <b>10:00-11:45</b> | <b><i>3<sup>rd</sup>/4<sup>th</sup> Period</i></b> |
| <b>11:45-12:25</b> | <b><i>Lunch *Wednesday Power Hour</i></b>          |
| <b>12:30-2:15</b>  | <b><i>5<sup>th</sup>/6<sup>th</sup> Period</i></b> |

*On-Campus supervision is provided between the times of 7:30am and 2:45pm*



## Vision:

Tallahassee Collegiate Academy graduates will be lifelong learners and contributors to society through STEM careers and continued education.

## Mission:

Tallahassee Collegiate Academy will prepare a diverse population of students for career and higher education opportunities through rigorous coursework leading to professional certification in a wide variety of science, technology, engineering, and mathematics (STEM) fields leading to high-demand, high-wage career opportunities.

## Our Commitment:

Students are at the center of our decisions. Parents are involved in the process. We will work together to ensure that every graduate is *Future Ready*.

## SOAR Values:

SOAR stands for Safety, Ownership, Achievement, and Respect. These four areas of focus will ensure student success at Tallahassee Collegiate Academy. Most every aspect of our student code of conduct falls under one of these values.

**Safety:** If you see something, or hear something, say something. Keep yourself and others safe on both campuses.

**Ownership:** Take ownership of your education and of your work. You are in charge of yourself.

**Achievement:** Commit to doing your best every day. Be excellent on purpose.

**Respect:** Respect yourself, others, our school, the college, and our community.

Mascot: Eagle

School Colors: TSC Blue & Gold

## Student Code of Conduct

## **Introduction:**

This Code of Conduct applies to all students that attend Tallahassee Collegiate Academy. It applies to students enrolled at the Collegiate Academy with regard to their activities both at the High School building and throughout the TSC campus. It applies to activities on school property, the TSC campus, on school buses or other property, on field trips, at athletic events both during and beyond the school day, and other TCA or TSC sponsored activities, regardless of venue. State law and TCA policy also provide for discipline for certain serious offenses by students that occur off campus, at school bus stops, and after school hours.

## **Dual-Enrollment:**

Dual-enrollment students are to abide by BOTH the TCA and TSC conduct guidelines, as the nature of dual-enrollment is to be enrolled in two institutions at once. For those dual-enrollment students, they will always fall back to their school of enrollment. For purposes of this scenario:

The School of Enrollment vs. The School of Instruction – Students who are enrolled in Tallahassee Collegiate Academy may enroll at Tallahassee State College and take classes at TSC, however, their school of enrollment remains Tallahassee Collegiate Academy. Thus, ALL Collegiate Academy students should abide by these Code of Conduct guidelines regardless of their School of Instruction status.

Academic Conduct Guidelines – Dual-enrollment students must follow the academic conduct guidelines based on the school of instruction that is offering the particular class. For example, if a student is taking classes at TCA and at TSC, the academic conduct guidelines will follow the guidelines set forth by the school of enrollment on a per-class basis as reflected on the student’s high school schedule. ALL dual enrollment courses will be reflected on the student schedule and dual-enrollment will be indicated.

## **Informal Consequences:**

Some infractions involve informal, natural or logical consequences and should be handled by the classroom teacher or supervising staff member prior to referral or formal consequences, utilizing appropriate procedures consistently applied to all students. Such offenses should be handled on an individual basis without formal

discipline procedures. Should repetition of these offenses occur, or if they are severe in nature, formal discipline may be considered necessary.

Examples Include:

- Tardiness
- Failure to be prepared for class (materials, homework, equipment)
- Cheating or Plagiarism (first offense only, high school classes only)
- Unauthorized use of school property
- Display or use of toys, games, audio equipment, or other disruptive items throughout the school day without express authorization from supervising teacher
- Use of cell phone during class – either talk or text – without express authorization from supervising teacher
- Minor dress code infractions
- Failure to comply with established health, safety and welfare protocols, unless severe in nature

## **Informal Teacher Interventions:**

The basic responsibility for the maintenance of appropriate conduct and discipline in the classroom shall rest with the teacher. Teachers are expected to utilize positive classroom management procedures in their classroom to maintain appropriate classroom conduct.

Teachers may consider the following alternatives with regard to students who present a disciplinary infraction:

- Work with the student one-on-one to determine the source of the problem and recommend alternative solutions
- Adjust the curriculum or instruction delivery or procedures should that be warranted
- Contact parents/guardian if necessary to discuss behaviors, conversation must be solutions-based
- Refer the student to Student Services
- Refer the student's name to the SOAR Intervention Team for a solutions-based discussion at team student intervention meetings
- Contact outside social agencies as approved by the Principal

Teachers shall maintain objective and accurate records IN FOCUS of all attempts at intervention related to student misconduct. Records should reflect a progressive approach to intervention, unless the situation warranted an additional approach, with such cases the Administration of TCA will be involved.

## **Students with Disabilities:**

It is the responsibility of the classroom teacher to obtain a copy of the IEP from the IEP team and know and understand each student's IEP that they serve. It is the responsibility of the teacher to ensure that the behaviors reflected by the student are not expressly related to a disability. Should students present perceived discipline situations that may be related to a disability, teachers must ask for support from the administration and/or the ESE teacher.

## **Formal Consequences:**

The infractions that occur requiring formal consequences are those where the infraction is repeated or elevated in nature. The appropriate school authority may suspend or recommend for expulsion any student who is enrolled, and their presence substantially disrupts or interferes with the orderly educational process, destroys TCA or TSC property, endangers the health and safety of the student or others, or infringes on the rights of others.

These infractions include:

- Disruption or obstruction of the orderly educational process
- Defacement or destruction of TCA or TSC school property
- Disrespect or disobedience of school officials acting pursuant to their official responsibilities, which results in a disruptive effect upon the education of other students
- Interference with, or intimidation of school personnel by actual threat, or actual force or violence creating a hostile environment that includes harassment
- Interference with or intimidation of other students by threat or actual force or violence



- Behavior that is inappropriate or detrimental to the welfare or safety of other students including fighting on school grounds, or on the TSC campus, on a school bus, at a school bus stop, or while participating in a school-sponsored function or activity
- Interference with or disruption or obstruction of the operation of a school bus or severe infractions at a school bus stop
- Failure to correct repeated misconduct that has been addressed both formally and informally – behavior must have been addressed formally before this action may be taken
- Illegal possession, distribution, use, sale, or attempted sale of drugs, including any alcoholic beverage or controlled substance according to F.S. 893
- Theft or larceny
- Burglary
- Extortion
- Possession of self-defense pepper spray or laser pointer
- Indecent exposure
- Malicious mischief including intentional damage to personal property or vandalism
- Robbery
- Trespassing
- Rioting, leading or participating on TCA or TSC campus grounds
- Intentionally making false accusations that jeopardize the professional reputation, employment or professional certification of a teacher or other member of the school staff or college staff;
- Failure to comply with established requirements for student health, safety, welfare, including dress code and safety protocols
- Creating a hostile environment which includes harassing physical, verbal, graphic or written conduct that is sufficiently severe, pervasive or persistent as to interfere with an individual's ability to participate in or benefit from school activities
- Discrimination including sexual, racial, disability, or national origin discrimination or harassment
- Formal charges with felony, or a delinquent act that would be a felony if charged as an adult

**Each of these offenses calls for four immediate responses by the TCA administration:**

1. Reference to the TSC Police Department, either formally or informally
2. If the offense involves a victim, notice to the victim and the victim's parents or legal guardian of the offense and the victims right to press charges against the offender
3. Action to suspend or expel from TCA
4. School personnel's full cooperation with any investigation by TSC PD or other proceedings leading to the victim's exercise of rights as provided by law.

\*At the discretion of the administration, heavier or lighter consequences may be assigned if warranted by individual circumstances.

## **Off-Campus Incidents:**

Serious incidents that occur off campus grounds may result in a recommendation for suspension or expulsion if the presence of the student will substantially impact or disrupt the educational process or endanger the health or safety of other students. This includes the following:

When a student is arrested for an off-campus delinquent act that would be a felony if committed by an adult, or if the Principal determines that the student's presence on the school grounds may threaten the health and safety of others.

When the student is formally charged with a felony, the Principal shall determine if there may be an adverse impact on the school that may warrant a suspension or recommendation for expulsion.

## **Zero-Tolerance Offenses:**

Offenses that pose a serious threat to the health or safety of students, staff or others are those in which appropriate punishment is expulsion from Tallahassee Collegiate Academy, and referral to the criminal justice or juvenile justice system. The Principal shall recommend expulsion pursuant to this section, any student who has been found to have committed the following offenses:

- Homicide (murder or manslaughter)
- Sexual battery

- Armed robbery
- Aggravated battery
- Battery or aggravated battery on a TCA or TSC instructor, or other school personnel
- Kidnapping or abduction
- Arson
- Possession, display, transmission, use, or sale of any firearm or weapon, or object utilized as a weapon while the student is on school property, in attendance at a school function, in a school vehicle or at a school bus stop. Weapons shall include those defined in F.S. 790, or any other object that can be reasonably considered a weapon
- Threat or intimidation using a pointed or sharp object with intent to inflict bodily harm
- Making a threat or deliberate false report of any explosive or destructive device
- Social media posts that depict direct or veiled threats towards the school, staff, students, or TCA or TSC campus

## Attendance:

All students are expected to attend all classes each day that school is in session. Repeated unexcused absences will result in a parent conference and attendance contract. Violation of the attendance contract will result in recommendation for student to return to their home-zoned school.

All absences must be excused with a written notice. The following absences may be excused with the proper documentation:

- Illness and/or medical care
- Death in the family
- Legal reasons
- Financial conditions
- Religious Holidays
- Prearranged absences for educational purposes approved by an administrator

Attendance in college classes is mandatory. There are no excused and unexcused absences in college, so should a student have to be out for a valid reason, he/she should work with the individual professor, but must also inform their TCA School Counselor. As the school of enrollment, TCA reserves the right to intervene to ensure students are attending college classes at TSC as their non-attendance falls on the school of enrollment to document. Consistent non-attendance in college classes could result in students being dropped from the courses, which would impact their ability to enroll in dual-enrollment courses in the future. This impact could mean that they would be recommended to return to their home-zoned school as the educational programming is largely dependent on dual-enrollment coursework.

**Driver's License Consequences-** Students between the ages of 14 and 18 who accumulate 15 unexcused absences within 90 calendar days may lose their driver's license or become ineligible for driving privileges. The school district shall notify the Division of Highway Safety and Motor Vehicles pursuant to law and rule.

## **Visitors:**

All visitors to campus must sign in and out, have identification, and obtain a pass from the office. All visitors must wear a visitor's badge before going to other parts of the school. Any person who is not an employee of TCA must be accompanied by a TCA employee to any area where students are present.

## **Cellphones:**

Florida passed a ban on cell phone use during class time. Florida public schools must prohibit student cell phone use during instructional time. TCA's Instructional time is 8:00 am-11:45 am and 12:25-2:15 pm. Lunch is not considered instructional time and students may use their cell phones. TCA instructors are asking students to place their cell phones in pockets at the front of the room, so they are out of reach. Students should follow the individual teacher procedures related to cell phones in the classroom. We will be working with students to enforce this law and policy. Discipline referrals will be issued for students who do not follow teacher instructions related to this law. Due to our academic program, we understand that as students go to TSC, they will need their cell phones. Thank you for assisting us with enforcing this.

## **Safety in Private Spaces Act:**

Following Florida's Safety in Private Spaces Act, schools are required to designate restrooms for the exclusive use of "males" and one for the exclusive use of "females," with these terms defined as referring to an individual's assigned biological sex at birth. Individuals may only enter these designated restrooms if they correspond with their assigned biological sex at birth. TCA **does** have single occupancy restrooms on each floor. The single occupancy restrooms have a floor-to-ceiling wall and a full door with a secure lock preventing others from entering while in use. TCA does not currently have student locker rooms, as the school does not provide offerings or sports that necessitate changing facilities.

### **Access to Restrooms and Changing Facilities**

A person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:

- To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in F.S. 825.101, or a person with a disability as defined in F.S. 760.22 or a developmental disability as defined in F.S. 393.063.
- For law enforcement or governmental regulatory purposes.
- For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk.
- For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use.
- If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

**Violations of This Policy** Any student who willfully enters, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex of the School's facilities is subject to discipline in accordance with the Student Handbook and TCA School Policy.

### **Complaint Notification**

Parents, students, administrative personnel, faculty members, and security and law enforcement personnel have the right to file a complaint with the Attorney General alleging that the educational institution failed to meet the minimum requirements for restrooms and changing facilities under s.553.865(4) and (5), F.S

## Dress Code:

All students are expected to dress in a way that presents their personal style and individual preference in a professional manner. Athletic and/or smart casual clothing options are recommended. On community involvement days, students are required to dress as they would if on the job or interviewing for a job. Should students need support with these clothing options, support is available.

Prohibited clothing items:

- Items worn together that is indicative of gang membership
- Apparel that contains an obscene message or promotes illegal activities, drugs, alcohol, tobacco, discrimination or offensive in nature
- Clothing that exposes undergarments or body parts

Students with a dress code violation will be given the following consequences:

- First Offense: Student will be given a verbal warning, and will be asked to change, parent/guardian will be contacted.
- Second Offense: Student will be given a warning and will be asked to change, parent/guardian will be contacted, parent and student conference will be held.
- Third Offense: Student will be given a warning and will be asked to change, parent/guardian will be contacted, student will be sent home for the day.

Additional Offenses: The Principal or designee will make every effort to work with the parent and student to come up with a solution. If blatant dress code violations continue, student will be given a notice of exit at the end of the school year.

## Medication Use:

Parents may administer medication or treatment to their own children at school or during school-sponsored events. Before any prescribed medication, OTC medication, or medical treatment may be administered to any student by TCA personnel or before a student is permitted to self-administer a medication or treatment, as approved by statute, during school hours or at school-sponsored events, the school shall require the written authorization of the parent on the Medication Permission Form, which shall be valid for the school year in which it is signed by the parent. A separate Medication Permission Form shall be signed and placed on file at the school for each prescription or nonprescription medication or medical treatment. This does not include low-hc medical marijuana. In such cases, parents would need to assist with the administration of this medication in an off-campus setting.

## **Bullying and Harassment:**

TCA is committed to providing an educational setting that is safe, secure and free from harassment and bullying of any kind for all of its students, and school employees. The school will not tolerate bullying or harassment of any type. Should students feel that they are being bullied or harassed, they must tell a trusted member of TCA faculty or administration immediately.

Conduct that constitutes bullying and harassment as listed below is prohibited:

B/H during any education program or activity at TCA or TSC

B/H during any TCA related, TSC related, TCA sponsored, or TSC sponsored program or activity or on a school bus, van, or motor vehicle

B/H through the use of data or computer software, computer system, or computer network of TCA or TSC

B/H through an electronic device

## **Transportation Procedures:**

Student Pickup:

- Students are permitted to be dropped off for school at 7:30 a.m. and will be released for pick-up at 2:15 p.m.

- When dropping students off, parents should utilize the designated drop-off points and have their child(ren) exit the vehicle as directed by staff.
- No parking is permitted in the carlines. If there is a need to bring something into the school, please park in an appropriate designated parking spot and proceed to the front office.
- No parking in the car line is permitted.
- No use of cell phones will be permitted in the carline due to safety. If you have an emergency, please pull out of line and park, complete your phone call, and reenter the line. Safety is our top priority.

## **Control of Communicable Diseases:**

When there is good reason to believe a student has a contagious or infectious disease, the parent/guardian will be contacted, and the student sent home. The student may return to school when well and/or released by a physician. Students should be fever free without assistance from fever reducing medication for 24 hours before returning to school.

## **Immunization Requirements:**

State law requires that all students, kindergarten through grade 12, be immunized against certain diseases. At the time of the first day of attendance, the school is required to have proof that your child has received all currently due immunizations. Please reference requirements for Florida on the Health Department website. Religious Exemptions must be obtained through the Health Department.

## **National School Lunch Program (NSLP):**

TCA encourages all families to apply for the NSLP Application through the front office.



## **Fortify Florida:**

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information. This link should be utilized for reporting, FortifyFL Reporting Link. This link can also be found on all school issued devices and our website for ease of access for our students

# CURRICULUM INFORMATION

## Parent Involvement

A student's high school program is an important link to his or her future. Parents are encouraged to become actively involved in helping their child choose the courses he or she will take while they are in high school. A cooperative effort can help make the student's high school years meaningful and productive. Parents are invited to contact the school counselor if they have questions.

## Student Involvement

High school course selection should be based on information which students receive from their school counselor, teachers, and parents. Careful review of available electives will benefit students in preparing for what they plan to do beyond high school.

## School Counselor Duties

The school counselor supports academic achievement and student development. They provide direct services to students through interactions in the classroom, small and large group activities, individual student planning, and responsive services with counseling and crisis response. They also provide indirect services through consultation and collaboration with parents, teachers, other educators and community organizations. School counselors also serve as student advocates to promote academic, career, personal and social development.

Furthermore, school counselors:

- Give personal attention to each student in accordance with individual needs
- Assist the student in understanding his/her environment so that wise career choices may be made
- Help the student select appropriate studies and training in high school
- Help the student become aware of the available course offerings and to guide the student and parents in appropriate course selections
- Discover the educational, vocational, social, and emotional needs of the student and

to assist in meeting those needs

- Provide in-depth information regarding educational opportunities related to career and academic interests after high school graduation

One of the challenges faced in making wise career choices is the rapid change in occupations in contemporary society. Students need to learn as much as possible about their career interests in order to develop flexible skills in the area(s) of their greatest ability.

Throughout the instructional program students have opportunities to expand their knowledge of various careers and to participate in simulated and/or actual vocational experiences. Specialized on-the-job training programs are also offered through career and technical education courses as described in this publication. The school counselor has many materials that may help students to know themselves better and to become informed about the many types of work and jobs that are available. These services are a valuable aid in planning the future.

## Grading Scale

Florida Uniform Grading Scale for grades 9-12 is as follows:

Grade – Percentage- Quality Points Value Progress

A - 90 - 100 -4 Outstanding

B - 80 - 89 -3 Above Average

C - 70 – 79- 2 Adequate

D - 60 – 69- 1 Lowest Acceptable

F - 0 - 59 -0 Failure

## Honor Roll

Honor roll certificates are issued each nine weeks based on the following:

Honor Roll: A 3.0 GPA with no Ds or Fs & no more than one C.

High Honor Roll: A 3.6 GPA with no Cs, Ds or Fs

## Semester Grades

Each semester is made up of two nine-week grading periods, each worth 40% of the semester grade, and a midterm/final exam worth 20%. Semester grades for each course are determined by totaling the points for each of the two nine-week grading periods and the semester examination. The sum of these points determines the final semester grade.

(Exemption: Some courses are subject to state exams, which may have a part in determining the grade).

| GRADE | 1ST GRADING PD | 2ND GRADING PD | SEMESTER EXAM | SEMESTER GRADE |
|-------|----------------|----------------|---------------|----------------|
| A     | 8 points       | 8 points       | 4 points      | 18-20 pts.=A   |
| B     | 6 points       | 6 points       | 3 points      | 13-17 pts.=B   |
| C     | 4 points       | 4 points       | 2 points      | 8-12 pts.=C    |
| D     | 2 points       | 2 points       | 1 point       | 3-7 pts.=D     |
| F     | 0 points       | 0 points       | 0 point       | 0-2 pts.=F     |

## Semester Exams

All students in non-EOC courses must take a written or performance final semester exams in each of their classes. All students with more than nine unexcused absences in a semester must pass the exam to earn credit. All students must either pass the last 9 weeks in a semester or pass the semester exam to earn credit.

\*Grade & credit information is subject to change by state policy

## Calculating Grade Point Average

Grade point averages (GPA) shall be computed by grade weight averages. A student's overall (cumulative) grade point average shall be computed by adding together the grade point average for each course and dividing it by the total number of credits attempted.

GPA must be computed to four decimal places (e.g., 1.9555 cannot be rounded up to 2.0). All semester grades are averaged to determine a student's cumulative grade point average (GPA) and class rank. Class rank will be calculated on both an unweighted and weighted basis.

Final grades for EOC courses are averaged per district policy as follows:

- First Semester 35%
- Second Semester 35%
- Semester exam or End of Course Assessment (EOC) 30%

## Grade Forgiveness

FS 1003.4282(5) In order to improve GPA and assist with graduation requirements, a student may retake a course in which a "D" or "F" was attained. In cases where a course is no longer offered or where scheduling does not permit, the closest equivalent may be substituted.

When the grade forgiveness policy is used, only the higher grade will be averaged into the GPA.

- All grades, whether replaced or not, will appear on the student transcript.
- Courses must be taken in the proper sequence as much as possible.
- Honors courses can only be repeated during a regular school year.
- If a student chooses to take a general level class to replace a failed honors course, then the general course and grade obtained will replace the honors course. The original honors grade will not be used to compute the student's GPA.
- For courses in which a "D" or "F" was earned, the "D" or "F" earned will be replaced with the grade earned subsequently in the same or comparable course.
- Any course grade not replaced shall be included in the calculation of the cumulative grade point average.

## VOLUNTEER / COMMUNITY SERVICE

Community service hours are NOT required for a high school diploma.

They are required for the Florida Bright Futures Scholarship as described below.

A. One Hundred (100) hours must be documented for the:

- Bright Futures Academic Scholars Award

B. Seventy-Five (75) hours must be documented for the:

- Bright Futures Medallion Award

C. Thirty (30) hours must be documented for the:

- Bright Futures Gold Seal Award

D. Recommended for many scholarships (local, state, national, and college/university)

E. Some colleges and universities also review student's community service endeavors

F. Can be documented by using correct official paperwork

Requirements for Documenting Volunteer/Community Service Hours

A. Be considered capable of representing the school well in the community site

B. Be capable of participating in activities off-campus without the direct supervision of school personnel

C. Be able to arrange own transportation to and from the site

D. Middle school students may begin accumulating community service hours once they have completed 8th grade.

Criteria for Documenting Volunteer/Community Service Hours for the Bright Futures Scholarship

The student must:

A. Obtain prior approval from his/her school counselor to ensure that the community service site meets the criteria, and that the student will receive community service hours for volunteering. (Paperwork available in the office)

B. Volunteer services to a local non-profit community agency that meets the following guidelines:

1. All services are of an altruistic nature, unpaid, and not for personal gain

2. All services are supervised by an approved adult representative of the agency
3. Service does not interrupt a student's regularly scheduled school day
4. Service must be completed by the last semester of the student's senior year
5. The site is related to service, humanitarian/caring, community needs and does not involve:
  - a. direct supervision/ownership/operation by a family member
  - b. the presence of illegal substances or unsafe conditions
  - c. the use of students for financial gain
6. The student will be responsible for identifying a social, civic or professional area of interest as well as:
  - Developing a plan for personal involvement in addressing the issue or learning about the professional area, as well as evaluating and reflecting on such experience through a paper/reflection.
  - Obtain documentation of service hours from the site supervisor, on agency letterhead, of student hours, dates of service and service activities.

All community service documentation is returned to the school counselor once service hours are completed. The service hours will be placed on the student's transcript after an evaluation is completed by the school counselor.

### Grade Level Classification and Placement

A student's learning path is unique to that student's academic needs and college or career interests. Students will be considered freshmen, sophomores, juniors, seniors based on the credits they have achieved.

In order to be classified as a sophomore (grade 10), the student must have completed one year of high school with a minimum of five credits to include one credit in mathematics and one credit in English.

In order to be classified as a junior (grade 11), the student must have completed two years of high school and been awarded eleven credits to include two credits (of four) in mathematics and two credits (of four) in English.

In order to be classified as a senior (grade 12), the student must have completed three years of high school and been awarded a minimum of 16 credits, or at the beginning of the third year of high school, the student must have declared the intent to graduate under the 18 credit ACCEL Diploma Option.

High schools may promote retained students from grade 9 to grade 10, grade 10 to grade 11, or grade 11 to grade 12 at the end of the first semester upon documentation of awarding the required make-up credit(s).

A junior who is enrolled in a 24-credit diploma program may be moved to senior status at the end of the first semester if enrolled in the necessary coursework to graduate in the spring.

When students do not meet classification requirements, they may only proceed to the next grade level on the recommendation of the Administrative Team and the approval of the Principal. A Certified School Counselor's recommendation to modify grade level classification procedures of any student must have the prior permission of the school's Principal or designee.



# FLORIDA GRADUATION REQUIREMENTS

## **State Graduation Requirement for 24/Credit Standard Diploma**

- 4 English Credits (must include English 1, 2, 3 or equivalent, 4 or equivalent)
- 4 Math Credits (must include Algebra 1 or equivalent, and Geometry)
- 3 Science Credits (must include Biology)
- 3 Social Studies Credits (Must include World History, US History, ½ Credit Economics & US Government)
- 8 Elective credits to include ½ credit of Personal Financial Literacy
- 1 HOPE credit or equivalent
- 1 Performing Art for Fine Art credit
- Passing score on Algebra 1 EOC, BEST ELA Grade 10
- Minimum unweighted GPA of 2.0
- 1 online course (requirement can be met by taking a hybrid course)

## **State Graduation Requirement for 18/Credit ACCEL Standard Diploma**

- 4 English Credits (must include English 1, 2, 3 or equivalent, 4 or equivalent)
- 4 Math Credits (must include Algebra 1 or equivalent, and Geometry)
- 3 Science Credits (must include Biology)
- 3 Social Studies Credits (Must include World History, US History, ½ Credit Economics & US Government)
- 3 Elective credits to include ½ credit of Personal Financial Literacy
- 1 Performing Art for Fine Art credit
- Passing score on Algebra 1 EOC, BEST ELA Grade 10
- Minimum unweighted GPA of 2.0

# TCA Device Program Expectations

## Student and Parent Guide

Tallahassee Collegiate Academy is a 1:1 institution, providing a device for each student enrolled within our school. These devices use a variety of software that allow teachers and students to use technology to enhance the learning experience.

All students need to adhere to the acceptable use policies in the TCA Code of Student Conduct. Student use of school devices, network, and Internet services is a privilege and may be limited, suspended, or revoked if a student or students violate the Student Use Policies. Students are also expected to follow these rules and any specific instructions from TCA personnel.

### **Privacy Expectation**

There is no expectation of privacy when using TCA devices, network, e-mail, files stored on school accounts or Internet Services. The school retains control, custody, and supervision of all computers, networks, and internet services owned and leased by the school. The school reserves the right to monitor all computer and internet activity of all school devices.

### **Student Devices**

TCA students will receive a Dell Laptop that will be taken home by the student. Students will be responsible for ensuring that they come to school with their device fully charged. These devices will be used by students for classes for the majority of the day. These laptops are designed to have a long battery life and should not need to be charged during the day.

Students will receive a Laptop, Charging Cable, and Protective Sleeve. Students will also be responsible for returning or paying replacement costs for their device, charger, and sleeve at the end of the school year or when transferring out of school.

### **Student Responsibility**

Each student will have their own device and they will be responsible for any damage

caused to the device.

Damage includes but not limited to:

- Damaged screens or broken Screens
- Keys removed from the keyboard
- Items broken off in the headset jack or other ports
- Liquid Damage
- Damage to protective case

Issues related to non-student interaction will be covered by the institutions. Examples of these issues include battery problems, cameras, and Wifi cards. Costs associated with repairs are listed at the bottom of this document. Charges may change based on costs to the school at time of replacement or repair.

### **What to do If your device is not functioning correctly or damaged**

Please follow these steps:

1. Notify Your Teacher
2. With the teacher's permission, take the device to the IT office and leave it with IT personnel. Do not just leave the device without speaking to an IT representative. If you are given a temporary replacement, it **MUST** be returned at the end of the day.

### **Safe Internet Browsing**

It is the intent that Student Devices are configured for safe browsing. In order to achieve the safest experience online, it is imperative that the student learner have supervision by school, parents, ensure the student learner understands appropriate digital citizenship, and they make every effort to avoid inappropriate sites. Please know we work diligently to create a multi-level system of protection at school, but there is no perfect system. Parents, please be aware that safety controls are impacted by the network the child is connected to for internet access. We do not have control over public Wifi or home Wifi Connections. Please ensure you are monitoring accordingly.

### **Device Use Expectations**

Electronic devices that are checked out to students are the sole responsibility of the

student and the parent/guardian. Students must return the device in the same working condition it was in when checked out, absent normal wear and tear.

**Lost, stolen, or damaged devices will result in the parent/guardian being charged the replacement or repair costs plus the cost of any lost software licenses.**

Students are required to abide by the following policies: ● The student and parent/guardian understand that the device, along with all software installed on the device, are the property of TCA School.

- Devices must be returned no later than the date indicated on this form. A late fine of \$15 may be charged for devices that are returned late. The parent/guardian will be charged the full replacement cost of any device that is more than thirty (30) days late.
- Devices may only be used for academic purposes and students must adhere to the school's policies and the Student Code of Conduct when using the device. Devices must not be used for recreational purposes.
- The student is the only individual authorized to use the device, except that the parent/guardian may assist the student in using the device for academic purposes.
- All online activity through the device is subject to content filtering and monitoring.
- Students are prohibited from using the device to access obscene, inappropriate, or illegal content. The use of an electronic device for any improper purpose may result in disciplinary action being taken against the student. Violations of the law will be reported to law enforcement.
- The student and parent/guardian must comply with the manufacturer's terms of service related to the device. The student and parent/guardian should never remove screws, plating, or otherwise attempt to access the internals of the device. Contact the school if you need technical support or are having issues with your device.
- The student and parent/guardian are responsible for complying with any and all hardware, software, and service provider licensing agreements and terms of service, and users shall not infringe the copyrights, trademarks, or other intellectual property rights of any third-party. Any copying, modification, or distribution of software is prohibited.

- Devices must not be left unattended. The user is responsible for the device and its peripherals the entire time it is checked out.
- Electronic devices should be used on a flat solid surface. No device should be exposed to extreme temperatures or liquids. All devices should be securely put away when not in use.
- The student is responsible for any damage, whether intentional or accidental. The parent/guardian will be charged accordingly based on the cost to repair or replace the device and any lost software licenses.
- It is recommended that students save their data to an external data source in the event the device fails the parent/guardian agrees to indemnify TCA school against any third-party claims, suits, demands, damages, or costs that result from the use of the device while it is being checked out to the student.
- The parent/guardian must immediately notify the school if the device is lost, stolen, or damaged.

### **Device Replacement Cost**

Students are responsible for their device and must ensure the device is well taken care of during the school year. If a device is lost, stolen, or damaged the student will be held responsible. Students with outstanding fees will not be permitted to participate in extracurricular activities, including Clubs or field trips, till all fees are paid.

\*See our full student handbook and more posted on our website:

<https://www.tca.fl.edu/>