



Lone Star MYcroSchool
8050-1 Lone Star Road
Jacksonville, Florida 32211
Student Handbook
2021-2022

Student Handbook

2021 - 2022

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Governing Board of Director Members
2021-2022

Efferem Williams
Chairman

Brandon McCray
Vice Chairman

Sherman Riley
Board Treasurer

Tameiko Grant
Board Secretary

Vision

MY School, MY Way

Mission Statement

Our students

All students will be life-long learners and productive members of society.

Our staff

All staff will have an opportunity to make a difference in an environment of respect, recognition, and professional growth.

Our community

Communities will benefit from the success and contributions of Lone Star MYcroSchool students.

Core Values

Integrity:

Do the right things for the right reasons.

Respect:

Seek to understand, accept, and use input from all.

Service:

Respond to others in need.

Learning:

Pursue opportunities for life-long growth.

Faculty Directory

Principal

LaShanda Evans

lashanda.roberts@lonestarmycroschool.org

Instructional Personnel

Chandra Washington

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School Safety Officer - Carlos Enriquez *carlos.enriquez@lonestarmycroschool.org*

School Truancy Officer - Cedric Evans *cedric.evans@lonestarmycroschool.org*

Parent Liaison - Kecia Williams *kecia.williams@lonestarmycroschool.org*

Administrative Assistant *Doris West* *doris.west@lonestarmycroschool.org*

Registrar *Teresa Lee* *teresa.lee@lonestarmycroschool.org*

School Phones

904-725-5998

904-724-3172 (fax)

Parents/Family/Other—

Please give the school main number to anyone who may need to contact you during the school day 904-725-5998 as cell phones are not to be used during instructional time.

Commitment to Excellence:

Lone Star MYcroSchool is committed to providing students with a safe learning environment. A safe learning environment is one that is free of ridicule, drugs and alcohol, drama, and fighting.

As a Lone Star MYcroSchool student, you are required to meet and maintain the following expectations at all times:

1. Turn off/ turn in your cell phone until your Academic Session is over. The school contact information will be provided to all of your contacts so they may contact the school directly in the case of any emergency.
2. Arrive at school on time, entering directly into the building and signing in to report to your first period class. Tardies can contribute to truancy.
3. Exit school when dismissed by your last period teacher, going directly to the bus stop, car, or pick-up. **Loitering outside the building or neighboring buildings at any time is not permitted.** Students must leave directly when school is out. Car riders must be picked up on time.
4. Appropriately notify your teacher when you need assistance and follow your instructor's directions at all times.
5. Do your own work at all times. Copying the work of others or giving your work to others to copy is cheating and will be dealt with.
6. Earn a minimum of 25 hours of class time per week
7. Treat everyone you encounter with respect at all times.
8. Conduct yourself in an adult-like manner at all times.
9. Adhere to all rules and requirements as defined in this student handbook.

Transportation Policy

JTA Bus Passes:

Students living in excess of two miles from the school campus can earn a bus pass for the bus system by attending school on a daily basis and meeting the **required 25 hours a week of class time requirement**.

- **Bus passes will be awarded to qualifying students upon completion of orientation to the MYcroSchool educational program.**
- Students must be in attendance for the full morning or afternoon session in order to receive a bus pass.
- If a student loses his or her bus pass privileges due to unexcused absences, the student must regain bus pass privileges when 10 consecutive days of attendance have been logged by the student.
- Poor school attendance can cause the revocation of your student pass privileges.
- **School administration reserves the right to permanently revoke bus pass privileges based on poor school attendance or poor behavior in association with Jacksonville Transportation Authority.**

ATTENDANCE POLICY

Statement of Policy

School attendance underscores the significance of learning and the importance of obtaining an education in our society, in addition to helping students develop good work habits that will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required for attainment of the Florida State Standards curriculum. The responsibility of school attendance is that of both parents and students. Students who have ten or more unexcused absences are in danger of retention and are subject to withholding of credits.

Definitions

Truant - any student who, during the school calendar year, has more than five days of unexcused absences.

Excused Absences - Florida law allows a student to be excused from school for the following reasons:

- A. Personal illness
- B. Illness or death in the immediate family
- C. Special recognized religious holidays observed by the student's faith
- D. Mandates by order of a governmental agency
- E. Conditions rendering school attendance impossible or hazardous to the safety of the student.

Appropriate documentation must be submitted to the school to validate that the day missed is an excused absence. The Principal has the authority to require additional proof of the legitimacy of the excuse. For example, the Principal may require doctor's statements justifying the absence of the student, and may require proof that the student's condition rendered the student incapable of attending school.

The student is expected to make up work for all absences. **The parent/guardian must contact the school or send a written note of explanation every time his or her child is absent or tardy.** This information will be taken into consideration by the administrator in determining if the absence is excused or unexcused.

- Teachers will record classroom attendance daily so all students must check in with their scheduled teacher—including the online blended learning virtual course.
- If a student does not attend school the first 3 days of the school year, the student will be DNE or withdrawn from MycroSchool and may not be able to re-enroll.
- If a student is unexcused absent 3-5 days, an attendance letter will be sent to the student advising of possible withdrawal from Lone Star MYcroSchool due to non-attendance.
- If a student has 5 or more unexcused absences a meeting with the Attendance Intervention Team will be scheduled and alternative options will be provided for placement up to and including withdrawal from Lone Star MYcroSchool.
- Over age students may be subject to withdrawal for excessive absences.

TO REPORT ABSENCES, PLEASE CALL:

Lone Star MYcroSchool
Phone: 904-725-5998

PRE-ARRANGED ABSENCES

If it is known in advance that a student is to be absent, that student should give notice to their assigned teachers, if appropriate.



Attendance Procedures

If you are TARDY to class or if you have been ABSENT from class:

- Report to **Ms. Teresa Lee**
 - If you have documentation from a doctor, you are **excused**.
 - If you have documentation from a parent or guardian, employer, or other verifiable source), you may be **excused within Florida state statute guidelines**.
 - If you have no documentation, you are **unexcused**.

All unexcused tardies/absences can be changed to excused if you bring documentation the next school day.

RE-ADMISSION TO CLASSES

Following an absence from school, it is the responsibility of the student to present written documentation from a parent/guardian stating the date and reason for the absence. It is also the responsibility of the student to meet with the instructor in order to obtain make-up work for any assignments that were missed.

Students will not need documentation from a parent/guardian for absences as a result of participation in any activity sponsored by the school such as field trips, athletic events, contests, etc.

EMERGENCY PROCEDURES

EMERGENCY CLOSING OF SCHOOL: DO NOT CALL THE SCHOOL

For weather-related issues, information regarding closing of schools and cancellation/postponement of activities will be announced over the autocall system, TV and radio stations.

FIRE DRILLS

Fire drills are conducted on a monthly basis throughout the year without advance notice.

The sounding of an electric buzzer is the signal to vacate the building for practice or because of a fire.

With their teachers, students must leave their respective classrooms, no talking, walking rapidly, but not running.

Teachers will provide specific instructions for fire and emergency drills Code Red, Yellow, and Green.

Students must clear the building, report to the designated area, and return to the building ONLY when the “all-clear” signal is given by authority and the drill is completed.

BATHROOM USE

Time on task is essential for success. Students should make every effort to use the restroom before their first class. Restroom use during class time should only occur if absolutely necessary.

FOOD AND DRINK

No food or drink shall be allowed in the classroom areas.

UNIFORM POLICY

Lone Star High School's uniform policy was designed to create a professional appearance among our students that supports the focused academic environment maintained at Lone Star. Additionally, it will teach students to dress smartly and take pride in their appearance... Perhaps most importantly, a **uniform** means students don't have to worry about peer pressure when it comes to their clothes. When everyone is dressed the same, worrying about what you look like isn't so **important**. For additional information, please contact the school at 904-725-5998. Thank you for continued support and consideration.

Young Men:

Young men attending Lone Star Mycroschool will be required to wear the following uniform each school day:



- Khaki or black colored pants or shorts
- A belt
- Solid burgundy or black polo style shirt or T – shirt.
- Tennis shoes or boots

Young Women

Young women attending Lone Star Mycroschool will be required to wear the following uniform each school day:

- Khaki or black colored pants and shorts (*the hem of which will be no more than 2 inches above the knee for shorts*)
- A belt
- Solid burgundy or black polo style shirt or T – shirt.
- Dress shoes, tennis shoes or boots

STUDENT APPEARANCE

Lone Star MYcroSchool Charter High School observes the following dress code:

- Clothing should not be sexually suggestive and it should cover and conceal body parts, e.g. chest, midriff, back, legs (to mid-thigh or longer), shoulders (2” wide shoulder straps minimum).
- Clothing should cover all undergarments.
- Shorts or pants should be worn at natural waistline.
- Attire should not illustrate, enhance or depict tobacco/alcohol/drugs, nor have offensive, racial, satanic, gang-related, sexual or violent messages, or images.

- Attire should contribute to the health and safety of all students and staff. Jewelry, shoes, accessories, hair color and hair styles must be free of conditions that could be considered hazardous or disruptive.
- Accessories such as, but not limited to, spiked neck, spiked wristbands, and wallet chains are not permissible.
- Blankets used for jackets and sleepwear (i.e., pajamas, house slippers) are not allowed.

HEAD COVERS

Hats and distracting head covers should not be worn in designated school areas at any time.

CLOTHING

The following administrative guidelines must be followed by all students when wearing shorts, skirts, pants, and dresses:

1. Length of shorts, skirts, and dresses must be mid-thigh or longer when standing (fingertip length).
2. Shorts and pants that are too tight or too baggy will not be permitted (i.e., bicycle shorts, aerobic shorts, etc.)
3. Shorts and pants must be hemmed.
4. Pants that are too tight, too baggy, or too long will not be permitted.

FOOTWEAR

Footwear should contribute to the health and safety of all students and staff. Roller shoes and house slippers are not permitted. Tennis shoes/sneakers may be required for physical activity.

Clothing must be the appropriate size for you, not oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. Baggy/saggy pants are **NOT** allowed.

The principal or designee has the authority to decide if your clothing complies with school policy.

If the principal determines that your clothing does not comply with school policy, you will be asked to change into appropriate clothes for school. If you do not comply, will be asked to leave. Repeated violations may result in progressively more serious consequences.

ELECTRONIC/ENTERTAINMENT DEVICES

Students are not to bring MP3 players, iPods, CD players, flash drives or other electronic/entertainment equipment in the classroom.

CELLULAR PHONE/TELEPHONE USE

Lone Star MYcroSchool understands that cell phones are an important communication tool for students. Lone Star MYcroSchool observes a “Cell Phone Surrender” policy and the following rules will be observed:

Cell phones will be turned off and turned in upon entering school and they are to remain off until your Academic session is over. In Case of Emergency – contact the school. Please record this number now 904-725-5998. Consequences for violating this rule could result in suspension or withdrawal. ***Lone Star MYcroSchool is not responsible for loss, stolen or damage of these items. It is our strong recommendation that they not be brought on campus.***

COPY MACHINES

The copy machine is to be utilized by **staff members only**. Students may not use the office copy machines unless instructed to do so by a staff member.

REGISTRATION

In order to enroll in Lone Star MYcroSchool, students must present an enrollment form, copy of birth certificate, Social Security card, Florida ID or driver’s license, proof of residency in the Duval County Public School district, and proof of immunizations at the time of registration.

SCHEDULE CHANGES

To request a change in schedule, students must contact the Lone Star MYcroSchool designee. The Principal or designee is the only person authorized to approve schedule changes.



ADDITIONAL INFORMATION:

Lone Star MYcroSchool students are not required to log “seat time” to earn course credits in academics. *You earn the credit when you demonstrate mastery of the subject.*

Students may demonstrate mastery with a Proficiency Test in order to exempt a module or unit of study under special circumstances and approval of the Principal. According to Florida state statute, students passing the state EOC’s will be given credit for the course if they haven’t already earned the credit.

Attendance verification letters will be filled out as long as the student’s attendance is in good standing. Otherwise, social security, WIC, and other government forms will not be completed by the school designee.

TESTING REQUIREMENTS

High school students are required to pass the Florida Comprehensive Achievement Test (FCAT), Florida State Assessment (FSA) or other State mandated graduation tests in order to receive a standard high school diploma from the state of Florida.

Students enrolled in the Lone Star MYcroSchool program must take a Baseline and Growth test in reading, writing, and math. All students are expected to demonstrate two or more years of growth in reading and math upon completion of their academic program at Lone Star MYcroSchool. They are expected to demonstrate an increase of one rubric point on their growth assessment in writing upon completion of the Language Arts curriculum.

ACTIVITY TRANSPORTATION

Students who participate in field-trip activities shall ride to and from the activity on school-sponsored transportation approved by Duval County Public Schools. At no time will students be allowed to ride home with other students or younger adults. While at the activity, students are to remain with the group at the site of the activity or other assigned site or staging area unless excused by the school sponsor. This policy has been created for the safety of students and for the convenience of the parents, instructors, and sponsors. *

****If a student is riding home from an activity with a parent, a parental note may be presented to the coach/sponsor.***

STUDENT ALCOHOL/DRUG/TOBACCO POLICY



Lone Star MYcroSchool is a Zero-Tolerance School

Possession, distribution, use, or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, imitation controlled substances, inhalants, or being under the influence of any of the above on school grounds or at school-sponsored or school-related activities or in a vehicle owned, leased, or contracted by a school, or in a vehicle being driven for a school purpose by a school employee or his or her designee are prohibited and shall be considered an act of student misconduct which shall be subject to disciplinary action. Such activities may be violations of Florida law, and, if so, will be reported to appropriate authorities.

CODE OF STUDENT CONDUCT

As a tuition-free public charter school, Lone Star MYcroSchool is a **School of Choice**. As such, parents and students who choose to enroll in and attend Lone Star MYcroSchool choose to follow and abide by all of the school rules and policies set forth by school administration and the Governing Board of Directors. Students who choose **NOT** to abide by the school policies may be subject to re-assignment to his or her home school. Lone Star MYcroSchool administrative designees will work together with parents and students to help find the correct placement for the scholar.

The purpose of this code is to provide students in the Lone Star MYcroSchool Charter High School an effective and safe learning environment. This information has been prepared in accordance with the Duval County Public Schools' Code of Student Conduct, however, we are not required to follow disciplinary procedures exactly like the district as we are a Choice School. It contains information for school personnel, students, and parents. Included in the handbook are an outline of expected behaviors and the consequences relating to various violations.

Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and their parents need to know and understand this code in order to achieve these goals.

Students MUST:

Attend Orientation before they will be able to begin course work.

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.



Avoid behavior that impairs one's own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey directions, use acceptable and courteous language, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and participation of others. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected.

When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

STUDENT REFERRALS TO SCHOOL ADMINISTRATION

Lone Star MYcroSchool teachers will use every means necessary to deal with student behavior in the classroom before referring students to administration to include the following:

- One-on-one conferences with students outside the classroom environment
- Behavior contract to improve behavior
- Parent conferences and/or appointments with student

If the above actions do not work and student behavior results in three (3) or more referrals to school administration, the following actions will take place and the student will be subject to withdrawal or referral back to his or her home school.

STUDENT DISCIPLINE – BOARD POLICY

Lone Star MYCROSCHOOL POLICY NO. 5103

The Board of Directors (“Board”) of Lone Star MYcroSchool desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and student involvement in their learning can minimize the need for discipline. Lone Star MYcroSchool staff shall use preventative measures and positive conflict resolution techniques whenever possible.



Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Lone Star MYcroSchool shall develop disciplinary rules in accordance with law to meet the school's needs.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. At all times, the safety of students and staff, and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Lone Star MYcroSchool staff shall enforce disciplinary rules fairly, consistently and without discrimination.

STUDENT EXPULSIONS, SUSPENSIONS, DISMISSAL

LONE STAR MYCROSCHOOL POLICY NO. 5103

It is the goal of Lone Star MYcroSchool that every student will be free of drugs and violence, be offered an orderly environment conducive to learning and develop competence in those areas of life which are essential to individual and group living.

Student Expectations:

Each student **shall obey** all rules and regulations of Lone Star MYcroSchool, including but not limited to:

- Respect all requests, and directives from the employees of Lone Star MYcroSchool;
- Exercise self-discipline and self-control;
- Attend all classes and be on time;
- Respect the rights of individuals and their property, as well as the school's equipment and property;
- Adhere to the dress code policy;
- Demonstrate acceptable student behavior.

Criminal Sanctions:

The policy of Lone Star MYcroSchool to report criminal incidents to the proper authorities. The intentional use of force or violence on another person, with or without a weapon, and/or the intentional placing of another person in reasonable apprehension of receiving a battery are crimes under the laws of the State of Florida.

BULLYING OR VERBAL THREATS

Lone Star MYcroSchool is committed to providing a safe and orderly learning environment and considers bullying or verbal threats a serious manner.



Students shall **refrain from making** statements that might be considered threatening, such as the following:

- Stating that one has a weapon or bomb in his/her possession at the Site and/or in the classroom
- Stating that one plans to bring a weapon or bomb to the school and/or classroom
- Stating that one plans to cause physical harm to another student and/or staff member
- Making a false statement that there is a bomb or other destructive device at the Site and/or in the classroom

Any behavior related to verbal threats such as the above, may result in consequences that range from suspension and/or expulsion from Lone Star MYcroSchool, to possible arrest and prosecution.

In addition to student and staff having a right to feel safe, everyone also has a responsibility to contribute to keeping the facilities safe. These responsibilities include:

- Reporting any knowledge of possession of weapons or a person's plans to engage in actions that would cause physical injury or death
- Never fabricating a report as a joke or to cause problems with another person
- Avoiding promising others that a secret will be kept with regards to anything related to physical safety

Disciplinary Procedures and Measures

Lone Star MYcroSchool shall maintain a record of disciplinary action for each student subject to disciplinary action, including, but not limited to: expulsions, suspensions, probation, detentions and/or student conferences.

Progressive discipline shall be employed unless otherwise provided for in this policy or under criminal sanctions. For example, when appropriate, a disciplinary report and/or detention might be used with a student for nonviolent offenses. Where a student chooses to violate the code of conduct, the following consequences may be imposed:

- an oral or written reprimand to the student;
- student referral to a counseling session that may include, but not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, and stress management;
- written notification in the form of a discipline report documenting the student's disruptive or unacceptable behavior;
- conference with the student;

- temporary removal from the classroom;
- suspension of privileges;
- out-of-school suspension;
- recommendation for expulsion.

Discipline Report

The discipline report shall be used by staff to document the student's behavior.

SUSPENSION and EXPULSION

Level One Offenses are Zero Tolerance Policy violations and shall result in immediate expulsion from Lone Star MYcroSchool per expulsion procedures in accordance with the policies and procedures of Duval County Public Schools. The violations include:

- Possession of a gun or illegal weapon on campus
- Physical assault that causes bodily harm to students or staff
- Sexual Assault
- Robbery, extortion, arson
- Possession or sale of drugs on campus
- Conviction for drug use, possession or sale off-campus
- Use of drugs as evidenced by a positive second drug test conducted

Level Two Offenses are very serious offenses that may result in expulsion from Lone Star MYcroSchool, and include:

- Physical assault with intent to cause bodily harm
- Theft
- Gang activity
- A pattern of inappropriate behaviors
- Threats
- Intimidation
- Insubordination
- Any possession or sale of alcohol on campus
- Disruptive behavior
- Obscene or abusive language

A recommendation to expel a student may be appropriate when other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or

when due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

SUSPENSION AND EXPULSION PROCEDURES

Upon occurrence of the offense, a student may be suspended or expelled according to the following procedures:

- Prior to imposition of a disciplinary action, the student shall be informed of the particular misconduct of which he/she is accused and shall be given an opportunity at that time to explain his/her version of the facts.
- The student is notified of the offense resulting in the suspension, as well as the length of the suspension.
- Should a recommendation for expulsion be made, the school shall notify in writing the student and parents (or guardian or custodian) of the specific act or acts alleged and the date(s) thereof.
- The school shall act in accordance with Florida state law provisions as provided and described in Florida statutes and in accordance with all fair and lawful standards of due process using the policies and procedures (including appeals) of Citrus County Schools.
- If the student has an active IEP, under federal and state regulations, a meeting will be scheduled to review the IEP, develop a behavior plan, and/or determine whether a Manifestation Determination is needed. If the student has a active 504 Plan, a meeting may be scheduled to review the plan, if appropriate.
- All due-process requirements will be followed in meeting federal and state laws governing expulsion of students with active IEP's or 504 plans as described by Citrus County Schools' policies and procedures.

COMPUTER AND INTERNET USE AGREEMENT

These policies, regulations, and procedures ("Policy") provide students, parents, and staff at Lone Star MYcroSchool with information about the privileges and responsibilities of using the Internet and school computer networks and resources. Lone Star MYcroSchool requires an Acceptable Usage Policy and a Computer Internet User Agreement to be read and signed by students, their parent/guardian (when appropriate), and staff. It becomes a legally binding agreement when signed. Major points in this document will be discussed as highlighted below.

1. Introduction/Purpose

a. Lone Star MYcroSchool, referred to in the following as MYcroSchool, provides MYcroSchool Net (defined below) to students and staff as a tool for achieving



academic excellence. MYcroSchool Net is the property of MYcroSchool and may only be used for approved purposes. MYcroSchool Net's educational purpose is to allow students and staff to accomplish the academic objectives of MYcroSchool.

b. This Policy governs the use of MYcroSchool Net. The purpose of this Policy is to ensure uniform and appropriate use of MYcroSchool Net. The rules, obligations, and standards described in this Policy apply to all MYcroSchool employees, students, independent contractors, agents, and other computer users, wherever they may be located.

c. It is your duty to use MYcroSchool Net responsibly and in a professional, ethical, and lawful manner. In addition, you are responsible for ensuring the security of MYcroSchool Net.

d. Violations of this Policy will be taken seriously and may result in disciplinary action, up to and including those described in Section 18 of this Policy and potential civil and criminal liability. Use of MYcroSchool Net is a privilege which may be limited or revoked at any time, in the sole discretion of MYcroSchool.

2. Definitions

a. "MYcroSchool Net" means "Lone Star MYcroSchool" entire computer network, including, but not limited to, the following: host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, network hardware, printers, Personal Digital Assistants, palmtop computers, software, applications, data files, and all internal and external computer and communications networks (e.g., Internet, commercial online services, value added networks, e-mail systems), and peripherals that may be accessed directly or indirectly from the MYcroSchool computer network.

b. "E-mail" means messages sent from one person to one or more individuals or groups (or addresses on a distribution list) via electronic media, either through an internal network or over an external network (e.g., the Internet). Messages may consist of text and/or file attachments.

c. "Firewall" means hardware and/or software systems placed between the MYcroSchool Net and the Internet. The primary function of a firewall is to limit unauthorized access to and use of the MYcroSchool Net.

d. "Internet" means a global collection of interconnected computers and networks that use TCP/IP (Transmission Control Protocol/Internet Protocol) to communicate with each other. The Internet provides a means for file transfer, remote

login, e-mail, news groups, and other services, including access to the World Wide Web.

e. “Intranet” means a computer network designed to be used within a particular organization. An intranet is so named because it uses much of the same technology as the Internet, including TCP/IP. Web browsers, e-mail, newsgroups, HTML documents, and Web sites are all found on intranets.

f. “Listserv” means an automatic distribution method for e-mail on the Internet. Users can subscribe to a listserv, typically a discussion list, and receive copies of e-mail sent to the list by other subscribers.

g. “Server” means a computer running administrative software that controls access to a network and its resources, such as printers and disk drives, and provides resources to computers functioning as workstations connected to the network.

h. “Users” means all employees, independent contractors, consultants, temporary workers, and other persons or entities who use the MYcroSchool Net, wherever they are located.

i. “Virus” means a destructive program that infects computer files and systems, often with destructive results (e.g., loss of data, unreliable operation of infected software and systems).

j. “World Wide Web (WWW or Web)” means a hypertext-based, graphical user interface for locating and accessing information on the Internet.

k. “Workstation” means the individual computers assigned to one or more Users.

3. Acceptable Use

You will only be allowed to use MYcroSchool Net resources in your academic activities. You may use MYcroSchool Net resources only for classroom activities, career development, and facilitator-approved activities, including e-mail and research on the Internet. You may not use MYcroSchool Net for personal reasons during class time and you may not receive or initiate any unauthorized e-mail. You may not use MYcroSchool Net for access to networking sites which include but are not limited to Facebook, Plaxo, LinkedIn, Twitter, and MySpace. You must obey all MYcroSchool policies, as well as all software licenses, copyrights, local, state, federal, and international laws in your use of MYcroSchool Net.

4. No Expectation of Privacy

a. Academic Purposes Only: MYcroSchool Net is provided to you for academic activities only. You cannot expect that anything you create, store, send, or receive using MYcroSchool Net will be private. Your files, your e-mail, and/or the history of Web sites you have visited may be read by MYcroSchool if the administration believes you may have violated this Policy, the discipline code, the Academic Honesty Policy, or the law. Your data may be given to law enforcement authorities in an investigation of illegal activities. Your parent or legal guardian may request to see your files.

b. Monitoring of Internet Use: Files and e-mail are backed up on a regular basis; therefore, their contents may still be available even though you have deleted them. The history of Web sites you have visited is monitored and recorded.

c. Waiver of Privacy Rights: You expressly waive any right of privacy, as to MYcroSchool, in anything you create, store, send, or receive using MYcroSchool Net. You understand and consent to MYcroSchool's use of human and/or automated means to monitor the use of MYcroSchool Net, including e-mail and Internet access.

5. Restriction of Free Speech

MYcroSchool Net is not a public access service or a public forum. MYcroSchool has the right and responsibility to restrict material, including text, graphics, and all other forms of expression, that you access, post, or store on the system.

6. Inappropriate or Unlawful Material

a. Prohibited Material: You may not intentionally create, post, send, display, or store information that:

1. IS A PERSONAL, PREJUDICIAL, OR DISCRIMINATORY ATTACK ON A PERSON OR GROUP;
2. IS FALSE OR DEFAMES A PERSON, GROUP, OR ORGANIZATION;
3. COULD DAMAGE OR DISRUPT THE NORMAL ACTIVITIES OF MYCROSCHOOL OR MYCROSCHOOL NET;
4. COULD CREATE A THREAT TO PUBLIC SAFETY OR SECURITY OR THREAT TO THE SAFETY AND SECURITY OF ANY INDIVIDUAL OR GROUP; OR

5. IS FRAUDULENT, EMBARRASSING, OBSCENE, PROFANE, SEXUALLY EXPLICIT, LEWD, VULGAR, RUDE, INFLAMMATORY, THREATENING, DISRESPECTFUL, UNLAWFUL, OR INAPPROPRIATE.

b. Harassment: You must not use MYcroSchool Net to harass, intimidate, or threaten anyone, MYcroSchool students, teachers, and staff. This means you may not repeatedly act in a manner that threatens, distresses, or annoys another person.

Harassment includes, but is not limited to, sending e-mail or posting text or graphic images that threaten or demean on the basis of race, age, gender, ethnicity, religion, political beliefs, disability, or sexual preference. Text or images that are displayed but not sent to a specific recipient (such as screen wallpaper or screen savers) may be interpreted as harassment.

c. Responsive Measures: If you encounter or receive such material, you should immediately report the incident to your direct supervisor, Site Administrator, or Director of Information Technology. If you are told by another person to stop sending the messages, you must stop.

7. Illegal Activities

You must not, under any circumstances, use MYcroSchool Net to encourage, plan, help, commit, or conceal any illegal activities, including but not limited to, arranging the sale or purchase of drugs, arranging the sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of any individual or group, or engaging in any other illegal act.

8. Commercial Activities

You may not use MYcroSchool Net to engage in any commercial activities, including but not limited to, buying or selling or offering to buy or sell any goods or services using MYcroSchool Net. You may not provide any commercial services using any MYcroSchool Net resources.

9. Intentional Harm

a. Disruption of MYcroSchool Net: You must not try to disrupt MYcroSchool Net intentionally. This means that you must not try to gain control or modify any part of

MYcroSchool Net either through your own or someone's account (whether or not it was freely given to you) or by hacking the system.

b. Improper Activities: You may not use MYcroSchool Net to improperly access, hack, modify, or cause harm to any other computer system or Web site. You may not improperly read, write, modify, or delete any files on any other system or Web site. You may not use MYcroSchool Net intentionally to introduce viruses or any other form of malicious or destructive software to MYcroSchool Net or any other system or Web site.

c. Modification or Deletion of MYcroSchool Net Resources: You must not vandalize any hardware or software in MYcroSchool Net. This means you must not destroy, damage, or deface any hardware equipment without prior written authorization from the Director of Information Technology or his/her designee. You must not change, delete, reverse engineer, disassemble, modify, revise, adapt, recast, transform, or decompile any software application that is accessible through MYcroSchool Net. You must not change or delete any data that does not belong to you. If you become aware of any misuse of software or violation of copyright law, you should immediately report the incident to your direct supervisor.

10. System Security

a. Security of Passwords: You must not share your access to MYcroSchool Net with anyone, and you must be careful to prevent anyone else from using your account. You are responsible for safeguarding your passwords for access to MYcroSchool Net. This means you may not give anyone else any of your passwords and you must keep them secret, even if the person already has an account. Passwords should not be printed or stored online. You must not provide anyone with information that might allow them to gain improper access to MYcroSchool Net. You are responsible for all transactions using your passwords. You may not access MYcroSchool Net using another's password or account.

b. Passwords Do Not Imply Privacy: Use of passwords to gain access to the MYcroSchool Net or to encode particular files or messages does not imply that you have an expectation of privacy in the material you create or receive on MYcroSchool Net. MYcroSchool has global passwords that permit it access to all material stored on its computer system -- regardless of whether that material may have been encoded with a particular User's password.

c. Security Failures: If you believe that the security of MYcroSchool Net has been compromised by hacking, a virus, or any other means, you must report the

problem immediately to a teacher or staff member. If asked, you must shut down your workstation immediately in case of a security problem.

d. Probing of MYcroSchool Net: You must not try to probe any MYcroSchool Net resources for security problems or weaknesses; such an activity could be interpreted as an effort to gain improper access.

e. Accessing Another User's Files: You may not alter or copy a file belonging to another User without first obtaining permission from the owner of that file. The ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of others by unnecessarily reviewing their files and e-mail.

f. Accessing Other Computers and Networks: Your ability to connect to other computer systems using the MYcroSchool Net or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

g. Computer Security: You are responsible for ensuring that your use of outside computers and networks, like the Internet, will not compromise the security of the MYcroSchool Net. This duty includes taking reasonable precautions to prevent intruders from accessing MYcroSchool Net without authorization and to prevent the introduction and spread of viruses.

h. Restricted Activities: Without prior written authorization from the Director of Information Technology or his/her designee, you must not do any of the following:

- (1) COPY SOFTWARE FOR USE ON YOUR HOME COMPUTER OR PROVIDE COPIES OF THE SOFTWARE TO ANY INDEPENDENT CONTRACTORS OR CONSULTANTS OF MYCRO SCHOOL OR TO ANY THIRD PERSON.
- (2) LOAD ANY SOFTWARE ON ANY WORKSTATION, INCLUDING YOUR OWN, OR ON ANY SERVER. THIS INCLUDES SOFTWARE DEMOS, SHAREWARE, AND FREeware THAT YOU HAVE BOUGHT, DOWNLOADED FROM THE INTERNET, WRITTEN YOURSELF, OR OBTAINED BY ANY OTHER MEANS.
- (3) CHANGE THE SYSTEM SETUP OF ANY WORKSTATION OR SERVER. IF YOU NEED SOFTWARE LOADED, DELETED, OR UPDATED, OR YOUR SYSTEM SETTINGS CHANGED, YOU MUST CONTACT A MYCRO SCHOOL TEACHER OR STAFF MEMBER.

11. Use of E-mail

a. In General: You should endeavor to make your electronic communications truthful and accurate. You should use the same care in drafting e-mail and other electronic documents as you would for any other written communication. The quality of your writing will reflect on MYcroSchool. Always strive to use good grammar and correct punctuation. Please keep in mind that anything created or stored on the

computer system may, and likely will, be reviewed by others and that even deleted files may be recovered.

b. Etiquette Guidelines: In preparing e-mail and other electronic communications, the following guidelines should be followed:

- (1) IDENTIFY YOURSELF AND THE PURPOSE OF THE MESSAGE. WRITE A SUBJECT LINE THAT IS CONCISE AND DESCRIPTIVE;
- (2) DON'T BE VERBOSE. AS PUBLISHER AND EDITOR OF THE MESSAGE, AVOID WRITING LONG, RAMBLING SENTENCES THAT DO NOT GET THE POINT ACROSS. EFFECTIVE USE OF E-MAIL REQUIRES SHORT, COHERENT SENTENCES AND EFFECTIVE PUNCTUATION. A CONVERSATIONAL STYLE IS PREFERRED OVER A FORMAL STYLE;
- (3) BE CAREFUL WITH HUMOR. TRY NOT TO ANNOY SOMEONE WITH A THOUGHTLESS JOKE OR IRONIC STATEMENT THAT MAY BE TAKEN THE WRONG WAY;
- (4) DON'T USE ALL CAPITAL LETTERS. TYPING A MESSAGE IN UPPERCASE LETTERS IS KNOWN IN THE E-MAIL WORLD AS SHOUTING, AND MAKES THE MESSAGE MORE DIFFICULT TO READ; AND
- (5) PAUSE AND REREAD THE MESSAGE BEFORE SENDING IT.

c. Altering Attribution Information: You may not alter the "From" line or other attribution of origin information in e-mail, messages, or postings. Anonymous or pseudonymous electronic communications are forbidden.

d. Forwarding E-mail: You should use your good judgment in forwarding e-mail to any other person or entity. When in doubt, request the sender's permission to forward the message.

e. Attorney-Client Communications: E-mail sent from or to an attorney representing MYcroSchool should include the following warning header on each page of the message: "ATTORNEY-CLIENT PRIVILEGED/DO NOT FORWARD WITHOUT PERMISSION."

f. Additional Guidelines: You are prohibited from sending or threatening to send a sufficient number of electronic mail ("e-mail") messages to another person to overload, interfere with, or cripple his/her e-mail system (including but not limited to "e-mail bombs"). Additionally, you are prohibited from accessing another person's e-mailbox, intercepting another person's e-mail message(s) and/or reading, repositioning, or destroying e-mail messages which are addressed to or otherwise intended for another individual. You may not use MYcroSchool Net to transmit unsolicited e-mail or other electronic communications. You may not transmit unsolicited e-mail to any e-mail address found on MYcroSchool Net or to anyone whose e-mail address includes a domain used on this site. You may not use the MYcroSchool Net domain name as a pseudonymous return e-mail address for any communications.

12. Viruses

a. Virus Detection: Viruses can cause substantial damage to computer systems. You are responsible for taking reasonable precautions to ensure that you do not introduce viruses into the MYcroSchool Net and for timely reporting discovered viruses to your immediate supervisor. To that end, all material received on floppy disk or other magnetic or optical media and all material downloaded from the Internet or from computers or networks that do not belong to MYcroSchool MUST be scanned for viruses and other destructive programs before being placed onto the MYcroSchool Net. You should understand that your home computers and/or laptops may contain viruses. All disks transferred from these computers to the MYcroSchool Net MUST be scanned for viruses.

b. Preventing the Spread of Viruses: To prevent the spread of viruses, you must do the following:

- (1) Scan your individual hard disks for viruses at least once a month;
- (2) Obtain prior approval from the Director of Information Technology or his/her designee before installing or loading any software or data, including demos, shareware, or freeware, on any of MYcroSchool's workstations or servers;
- (3) Obtain prior approval from the Director of Information Technology or his/her designee before downloading, transmitting, or otherwise electronically exchanging computer files with sources outside of MYcroSchool system; and
- (4) Avoid using disks and other removable storage media on more than one computer system.

13. Encryption Software

a. Use of Encryption Software: You may not install or use encryption software on any of MYcroSchool's computers without first obtaining written permission from the Director of Information Technology or his/her designee. You may not use passwords or encryption keys that are unknown to your supervisors.

b. Export Restrictions: The federal government has imposed restrictions on the export of programs or files containing encryption technology (e.g., e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States without prior written authorization from the Director of Information Technology or his/her designee.

14. Internet Access

a. Non- MYcroSchool Related Internet Use: The use of the Internet is a privilege and not a right. You may not use MYcroSchool Net to visit any Internet sites that are not directly related to academic or career development activities. MYcroSchool Net monitors and records the history of Internet usage for each workstation. Internet users are prohibited from creating, receiving, uploading, downloading and/or transmitting inappropriate material as described in Section 6 of this policy.

b. Offensive Material: Many Internet sites contain information that is defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive, or illegal. It is your responsibility to avoid visiting any such site or any other inappropriate site. *MYcroSchool does not approve any use of these materials and does not permit use of them in the school environment.* You *must not* bring such materials into the school environment, and you *must not* access such materials at any MYcroSchool site, or on any MYcroSchool equipment. If you violate the rules set forth in this Policy you will lose your privilege to use the Internet and you may be subject to additional disciplinary action described in Section 18 of this Policy.

c. Firewall: To ensure security and avoid the spread of viruses, you must access the Internet through an approved Internet firewall when using a computer attached to MYcroSchool Net. Accessing the Internet directly, by modem, from a workstation is strictly prohibited unless the computer is not connected to MYcroSchool Net.

15. Personal Safety

a. Personal Information: You may not jeopardize your personal safety or the safety of anyone else through MYcroSchool Net. This means you may not post any personal contact information about yourself, students, trainees, teachers, staff, friends, or relatives. You may not give your name, address, telephone number(s), home address, school address, work address, photograph, credit card number, social security number, or any other information that could identify you to anyone except MYcroSchool staff. You must not give contact information to anyone else, whether or not the person asks you to do so.

b. Parent/Guardian Approval: Students may not agree to meet with someone you have met online without your parent/guardian approval; your parent/guardian should accompany you if you do meet with someone. You must promptly inform a MYcroSchool teacher or staff member or parent/guardian if you receive any message that is inappropriate or makes you feel uncomfortable.

16. Resource Limits

a. Waste of MYcroSchool Net Resources: MYcroSchool Net resources are limited; therefore, you must use them responsibly. You may not deliberately perform

acts that waste MYcroSchool Net's resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, downloading files (including videos and music files) that are not related to your educational objectives, e-mailing mass mailings and chain letters, engaging in spam (sending e-mail to a large number of recipients who have not requested it), subscribing to a non-MYcroSchool related listserv, spending excessive time on the Internet, playing games, engaging in non-MYcroSchool related online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic. You may subscribe only to news groups that are related to your educational objectives.

b. Large File Transfers: You should schedule communications-intensive activities such as large file transfers, mass e-mailings, and streaming audio or video for off-peak times (i.e., before 8:00 a.m. and after 3:00 p.m., Monday through Friday). Because audio, video, and picture files require significant storage space, these types of files may not be downloaded unless they are MYcroSchool related. All files that are downloaded must be scanned for viruses and other destructive programs.

17. Plagiarism and Copyright Violation

a. Plagiarism: **You may not use MYcroSchool Net to plagiarize. This means you may not copy the ideas or writing of someone else and present it as your own, even if it is just part of someone else's work.**

b. Copyrights: MYcroSchool respects the intellectual property rights of others and expects that users of the MYcroSchool Network do the same. You may not use MYcroSchool Net to violate copyrights. This means that you must not improperly reproduce a work that is protected by copyright, such as music, art, photographs, and literature. If you are unsure whether you can use a work, you should request permission from the copyright owner or ask your MYcroSchool teacher or supervisor. If you believe that a user of the MYcroSchool Network has infringed your intellectual property rights please notify the lead administrator in charge of IT for MYcroSchool.

18. Disciplinary Actions

a. In General: Violation of this Policy may result in disciplinary action. If you are accused of a violation, you will receive a written notice of the violation, and you may offer an explanation to a neutral administrator.

b. Types of Disciplinary Actions: Discipline may include, but is not limited to, the following actions:

- (1) ACCESS TO MYCRO SCHOOL NET MAY BE DENIED FOR A SPECIFIC PERIOD, OR PERMANENTLY;

- (2) SUSPENSION FROM MYCRO SCHOOL FOR A SPECIFIED PERIOD;
- (3) REMOVAL FROM THE PROGRAM;
- (4) PAYMENT OF DAMAGES TO COMPENSATE MYCRO SCHOOL FOR LOSS OF TEACHER AND/OR STAFF TIME, DAMAGE TO MYCRO SCHOOL NET (HARDWARE AND/OR SOFTWARE), ATTORNEY'S FEES, ETC.; AND
- (5) CRIMINAL CHARGES UNDER LOCAL, STATE, OR FEDERAL LAWS

c. Revocation of Access; Illegal Activities: If your access is revoked, information you have stored on MYcroSchool Net, including files and e-mail, may be withheld from you. MYcroSchool will cooperate fully with local, state, or federal officials in any investigation of illegal activities conducted through MYcroSchool Net.

19. Limitation of Liability

a. No Guarantee of MYcroSchool Net Resources: MYcroSchool makes no guarantee that the functions or services provided by or through MYcroSchool Net will be error-free or without defect. MYcroSchool will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruption of service. MYcroSchool is not responsible for the accuracy or quality of the information obtained through or stored on MYcroSchool Net. MYcroSchool will not be responsible for financial obligations arising through your unauthorized use of the MYcroSchool Net.

b. Parental Notice; Offensive Material: Parents/guardians of MYcroSchool students will receive written notice that MYcroSchool students will have access to the Internet. Parents/guardians of MYcroSchool students will also receive written notice of the rules for Internet users which are contained in this Policy. MYcroSchool is not responsible for material you view or download from the Internet. MYcroSchool does not control the content of information or resources accessible on the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. You are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive content. You access the Internet at your own risk.

c. Exclusion of Damages: MYcroSchool Net will not be liable to you or any third party for any consequential, incidental, indirect, punitive or special damages (including damages relating to lost profits, lost data, or lost good will) arising out of, relating to, or connected with the use of the network or services, based on any cause of action, even if advised of the possibility of such damages.

20. Arbitration/Choice of Law

All disputes arising out of or relating to this use agreement (including its formation, performance or alleged breach) of your use of MYcroSchool's services or network will be exclusively resolved under confidential binding arbitration held in San Diego, California before and in accordance with the rules of the American Arbitration Association. The arbitrator's award will be binding and may be entered as a judgment in any court of competent jurisdiction. To the fullest extent permitted by applicable law, no arbitration under this use agreement will be joined to an arbitration involving any other party subject to this use agreement, whether through class arbitration proceeding or otherwise.

21. Miscellaneous

a. Other Policies Applicable: In your use of the MYcroSchool Net, you must observe and comply with all other policies and guidelines of MYcroSchool, including, but not limited to the following:

(1) STUDENT HANDBOOKS

(2) MYCROSCHOOL EMPLOYEE AND/OR STUDENT HANDBOOKS

b. Amendments and Revisions: This Policy may be amended or revised by MYcroSchool from time-to-time as deemed necessary. You will be provided with copies of all amendments and revisions.

c. No Additional Rights: This Policy is not intended to, and does not grant, any contractual rights to Users.

Letter of Commitment

In signing this letter of commitment, the student and the school acknowledge the following:

In order to ensure the highest level of academic success for each student, it is Lone Star MYcroSchool's policy to have regular and open communication with the student and the parent or guardian regarding all aspects of the student's program. **All students enrolled in Lone Star MYcroSchool are Duval County Public School students.**

- Lone Star MYcroSchool will provide the student or student's parent, guardian, or advisor with regular academic reports on the student's progress.
- If the student is aware of a serious academic or ongoing interpersonal problem, he or she should inform the school.
- The teacher or principal will communicate by phone, fax, or letter if there is any concern about the student's work. It is essential that we have a phone number where we can reach you.
- Whenever the student is absent, the school office will notify the parent to confirm the student's absence.
- **STUDENTS ARE REQUIRED TO ABIDE BY THE Lone Star MYcroSchool DRESS CODE. At Lone Star MYcroSchool, the atmosphere of Lone Star MYcroSchool is intended to be safe, friendly and devoted to serious academic pursuit.**
- Lone Star MYcroSchool will expect high standards of **personal conduct** of every student, both towards adults and other students as fully defined in the handbook.
- **School behavioral procedures, as outline in the parent/student handbook, will be fairly and consistently enforced.**
- The student is undertaking a commitment to serious academic work, which will require a sustained effort in the classroom throughout the day and a minimum of one hour of work outside of the normal school day. Lone Star MYcroSchool will ensure both a suitable study environment and time for the student to achieve

academic success. If you need to pass any part of the FCAT or EOC exam, participation in FCAT Preparation classes is **required**.

LETTER OF COMMITMENT

By signing this document, I agree to the Letter of Commitment as defined in this handbook.

(PRINT Student Name) _____ (Student **Signature**) _____ (Date) _____

REVIEW OF STUDENT HANDBOOK AND STUDENT CODE OF CONDUCT

This is to verify that I, _____, received and read the 2021 - 2022 Student Handbook and Duval County Public Schools Student Code of Conduct which includes the policies and other rules and regulations of Lone Star MYcroSchool Charter High School.

In addition, I also understand that as a student of Lone Star MYcroSchool Charter High School, I am also a Duval County Public School student.

(PRINT Student Name) _____ (Student **Signature**) _____ (Date) _____

(Parent **Signature**) _____ (Date) _____

Contact Information:

Phone 1: _____

Phone 2: _____

COMPUTER AND INTERNET USE AGREEMENT

THIS IS TO VERIFY THAT I, _____, RECEIVED AND READ THE 2021 - 2022 _____ **Computer and Internet Use Agreement** WHICH INCLUDES THE POLICIES AND OTHER RULES AND REGULATIONS OF MYCRO SCHOOL CHARTER HIGH SCHOOL.

Name: (print)

Signature:

Date:

Email Address: _____

