

OSCEOLA COUNTY SCHOOL FOR THE ARTS

WHERE PASSION MEETS PURPOSE

STUDENT HANDBOOK



2020-2021

Mr. Dennis Neal, Principal

OSCEOLA COUNTY SCHOOL FOR THE ARTS

3151 N. Orange Blossom Trail

Kissimmee, FL 34744

Tel: (407) 931-4803

www.ocschools.net

OCSA MISSION STATEMENT

OCSA will provide a community that nourishes and nurtures the personal integrity and creative expression of our students in their pursuit of artistic and academic excellence.

ACADEMIC GUIDANCE SERVICES

The Guidance Department provides a valuable service for all students. All matters concerning registration, course selection, credits/records, graduation, testing, counseling, computer scheduling, and grading are processed through this office. Office hours for the guidance department are 8:40 am - 4:10 pm. Students and parents can make an appointment to see their counselor during these hours. This can also be done online by going to the Guidance tab located on the school website. Students may see their counselors without appointment during open counseling available each Wednesday during lunch.

Incomplete Grades –

Any students receiving an incomplete for a specific grading period must have all work completed within 5 days of his/her return to school or when arrangements have been made by the teacher. When extended absences are involved due to a major illness, the student can get an extension of time to make up all work. The student must meet with an administrator and request an extension of time within 5 days of his/her return.

Records –

Students may obtain copies of transcripts and student schedules from the Guidance Department. Graduates who need copies of complete transcripts for applying to colleges and universities should report to the Guidance Department to make the request. Please allow one week for processing of transcript requests. A nominal fee may be charged.

Grading Scale –

The following grade scale is utilized by all the high schools in Osceola County:

<u>Grade</u>	<u>Percent</u>	<u>Grade Point</u>	<u>Definition</u>	<u>AP/DE</u>	<u>Honors</u>
A	90-100	4.0	Outstanding Progress	5.0	4.5
B	80-89	3.0	Above Average Progress	4.0	3.5
C	70-79	2.0	Average Progress	3.0	2.5
D	60-69	1.0	Lowest Acceptable Progress		
F	0-59	0	Failure		

Enrollment Requirements for The Osceola County School for the Arts-

The expectation for students is to participate in at least two classes in their art major each year. Occasionally the need for a remedial or advanced class may interfere with this expectation. Any exception to this expectation must be approved by the Principal or Assistant Principal. **All students must be enrolled in**

at least one course in their art major each semester. Dual enrollment students must arrange to take their courses outside of the time of their required arts classes. Dual enrollment students must plan for their transportation and will not be permitted to remain on campus if they do not have a class in that time slot.

Requirements for the Arts Endorsement:

In order to receive the arts endorsement a student must complete a minimum of 8 courses in their chosen art major.

Online Course Requirement:

All students are required to complete one of their graduation requirements as an online course

Seniors ONLY –

It is highly encouraged to complete your online graduation requirement course before the beginning of senior year. Any senior who has not completed their online course requirement prior to their senior year will be required to be placed in the virtual school lab for one of their class periods in the 12th grade. Any senior who has not made adequate progress, 80% completion by the **start** of 3rd quarter, will not be granted certain privileges such as: school sponsored trips or events (Grad-Bash, Prom), dances, on-campus parking, off-campus lunch privileges, and any other privileges as determined by administration until adequate progress or course completion. Adequate progress will be determined by the Principal or Assistant Principal.

ATTENDANCE

Philosophy OCSA is a performance-driven experiential school environment and, as such, students are expected to be in attendance daily in order to be actively involved in all aspects of learning.

Arrival: Students are to arrive on campus no earlier than 8:40am. **Students will be directed to receive a tardy pass by 9:07am.** Once on campus, starting at 8:40am, students are permitted to visit their lockers and then go to the courtyard or have breakfast.

Absences:

According to **School Board Policies**, absences shall be excused for the following reasons:

- a. Illness or injury of the student
- b. Illness, injury, or death in the immediate family of the student

School approved and related trips are not considered absences. Any other absence will be marked as an “accountable” absence. Accountable absences are still “unexcused.”

In cases of excused absences, the student shall be allowed to make up the work within two class meetings for each absence. Make-up work / tests should be done outside the regular class period unless there are extenuating circumstances.

Accountable absences are still "unexcused." After each absence, a parent handwritten note needs to be sent to the school with the child within forty-eight hours of the absence. We will not accept a written excuse after forty-eight hours, unless accompanied by a medical note from a physician. In cases of excused absences, the student shall be allowed to make up the work within two class meetings for each absence. Make-up work/tests should be done outside the regular class period unless there are extenuating circumstances. It is the responsibility of the student to ask for this work, and teachers shall give reasonable assistance. **Please note the time limit on make-up work; therefore, it is important for the absence to be excused immediately. Calls or parental note to excuse absence will be accepted up to one week after absence. Please call or email the Attendance Office at Barbara.Gleason@osceola.k12.fl.us or (407) 931-4803.**

Early departure from School or Class:

Early departure is defined as a student who has attended part of the school day and is released from school prior to the closing of the school day. **Students will not be released from school or class after 3:30pm on Monday, Tuesday, Thursday, or Friday; 1:45 pm on early release Wednesdays.** Students will not be called out of recital or Masterclass, we will not interrupt the performance if your student needs to leave during these events they should be picked up prior to 1:45pm. Normally Masterclass is the First Wednesday of the month and Recital is the last Wednesday of the month.

The person who is picking up the student must be on the Emergency Contact List. A note, fax, or email will no longer be accepted.

Pre-arranged absences:

Pre-arranged excused absences are excused absences but are planned for in advance. Pre-arranged absence forms are available in the front office. These absences are limited to three (3) days for the year. The principal will have the final authority to grant such absences. Supporting documentation will be required for these types of absences, which must be submitted by the parent prior to the absence.

Unexcused Absences/Truancy/Skipping class:

No work may be made up for credit if an absence is unexcused. Student will receive a zero for all work missed. Students are responsible for validating any

questionable absences from school or from each class. No credit will be allowed for any work missed without medical documentation in cases of truancy or skipping.

Students found skipping class or leaving campus without permission will result with a disciplinary consequence.

Tardy to School or Class:

Students arriving late to school or to class will be assigned a lunch detention after THREE unexcused instances. A student is considered "tardy" when the bell rings for students to be in class/school.

Additional tardies, beyond the initial 3 unexcused tardies to school or class, will result in additional consequences, such as: after school detention, off-campus lunch privileges (juniors and seniors), Wednesday detention, Saturday school, driving privileges revoked, attendance contract.

Juniors and Seniors who are late to school or are late returning to school from lunch will forfeit their privilege to leave campus during lunch. Late is determined when the bell rings for students to be in class.

PLEASE NOTE: IN ORDER TO PARTICIPATE IN AFTERSCHOOL ACTIVITIES/REHEARSALS AND/OR SPONSORED EVENING PERFORMANCES, STUDENTS MUST NOT HAVE AN UNEXCUSED ABSENCE OR TARDY ON THE DAY OF THE EVENT!

REAUDITIONS FOR ENTERING HIGH SCHOOL

Beginning in the 2019-2020 school year students who were accepted in OCSA for Middle School will be required to audition for placement in High School for OCSA. Auditions for current OCSA students transitioning to High School will occur prior to new student auditions. Students wishing to change majors will have the opportunity to audition at the same time as those wishing to continue in their current major. This practice will continue for the 2020-2021 school year.

BRING YOUR OWN DEVICE (BYOD)

CELLPHONES, MP3 PLAYERS, IPODS, IPADS, etc.

The use of devices in classrooms is solely at the discretion of the teacher or staff in charge and may vary with the individual instructor. These devices may be utilized only with headphones in common areas. Devices may be confiscated and/or banned if this policy is abused. OCSA assumes no responsibility for the loss of these items. Device Registration is mandatory! See our OCSA Device Registration Form in your first day packet.

BUS TRANSPORTATION

Bus transportation is a privilege, not a right. The bus driver oversees students and has the authority to issue discipline referrals and will report any infractions to the administration for disciplinary action. Students will ride the bus assigned to them and cannot board or depart the bus at any stop other than their regular stop, unless authorized by the Principal and the Transportation Department. School bus misconduct may result in the suspension of the student from riding the bus for the remainder of the year; parents are then responsible for transportation. For further information, please contact the Transportation Department at 407-518-4540.

CAFETERIA

The Osceola County School for the Arts offers a single one-hour lunch period.

Open Lunch Privilege

Juniors and seniors are eligible for off campus lunch privileges. All students must have a properly completed, notarized parent permission slip AND paid a fee of **\$10.00** in order to take part in this privilege. Students may not bring food back onto the campus, either for themselves or for others. No student will be permitted to leave campus for lunch after the first 30 minutes of the lunch period has passed. **Off-campus lunch privileges may be suspended due to attendance, academic, or disciplinary concerns at the discretion of Administration.**

CARE OF SCHOOL PROPERTY

As an arts school, we expect our campus to be a place of beauty, a source of pride, and an inspiration to great achievement. We want everyone to share in this pride by keeping all parts of the campus, all equipment, and all books in the best possible condition. Students are urged to properly care for all school books, supplies, and furniture, as these resources will be needed by others for years to come. Students who deface property or equipment will be required to pay for the damage or to replace the item. Willful acts of damage or destruction to property are totally unacceptable and beneath the high purpose and ideals of our school. Any willful damage or destruction will be grounds for disciplinary action.

CELLULAR PHONES, SMART WATCHES, TABLETS, CAMERAS

Possession or Use of Personal Communication Device Violation - The act of possessing, carrying, and/or transporting any personal communication device such as alarm devices, pagers/beepers, cellular phones, or other one-way/two-way communication devices without proper authorization on school grounds, or in any building owned or operated by the School Board, except as otherwise allowed in the School Board rules is denied.

Authorized possession and/or use shall be defined as follows:

- The device must always be turned off during the regular school hours unless authorized by the teacher.
- Devices are permitted to be used during the lunch period unless the student is in a classroom
- Pictures may ONLY be taken with approval of teachers or administration.
- The school shall not be responsible for lost or stolen communication devices.
- The item will be confiscated and only returned to the parent/guardian.

CHANGING ARTISTIC MAJOR

Only high school students will be eligible a change in artistic major. If a student is not in good standing at the time of auditions, they may audition but their approval will be contingent on their final grades. Names of students who are approved by the art area for a change in major will be forwarded to the administration for a review of their academic standing. The student will then be notified if their request is **approved, approved with conditions** or **denied**. Requests for a change in major are only completed in the first semester, and if accepted the actual change will take place at the beginning of the following school year. Eighth grade students moving to 9th will be allowed this privilege. Any other student who desires to change majors will be addressed on an individual basis with approval from administration. **Changing majors will not eliminate financial obligations to the previous major.**

CHEATING

Academic honesty is essential to students' pursuit of knowledge and their learning process. Therefore, cheating, plagiarism, presenting work done by another person as one's own, and other forms of academic dishonesty will **NOT** be tolerated under any circumstances. Violations of this policy will result in grade **and** disciplinary consequence.

CLOSED CAMPUS

The Osceola County School for the Arts operates under a closed campus policy. Upon arriving on campus, students are to remain on campus until they are properly dismissed. Any students who walk off campus once they have entered school grounds will be considered as skipping.

Off-Campus Passes - Off-campus passes will be issued to the students through parent/guardian request. It is required that parents make these requests in writing with proper identification to ensure student safety. This policy applies to all students.

Hall Passes - Students are not allowed in the hall during class OR lunch time without a hall pass.

COMMON AREAS

Students may assemble in the courtyard during lunch and before and after school. Designated outdoor dining areas are available for student use. Students are expected to keep these areas clean and trash free.

No students are to loiter in an unauthorized area once they arrive on campus. Unauthorized areas include but are not limited to; The Expo Hall, The Theater, The Green Room, Dressing Rooms, or inside Academic Hallways. Any students found in the parking lot during the school day without an administrative pass will be considered skipping.

Students are not to congregate in outlying areas of the campus without permission. If in doubt, check with staff.

COMPUTER USAGE

Access to the Internet has been established for a limited educational purpose and shall be consistent with the district's curriculum and Florida State Standards. The term "educational purpose" includes academic activities and career development. Access has not been established as a public service or a public forum. Nothing done using the District system or hardware is private.

Students are expected to follow the rules set forth in the Code of Student Conduct, the Data Network Acceptable Use Policy, and the law in their use of the Internet and network resources. Students shall not eat or drink near the computers. Due to limited available bandwidth within the district, students are not allowed to download or stream any audio or video information on any computer without prior authorization from an instructor. Students are not allowed to play games on computers while at OCSA. Students are not to engage in instant-messaging or any kind of chatting while at OCSA. Students should not load any programs, accessories, pictures/photos, or any other kind of software on school computers.

DISCIPLINE

All discipline will be subject to an Administrator's discretion or administrative designee depending upon the circumstances and will be consistent with the Osceola County School Board's Student Code of Conduct.

DRIVING/PARKING POLICY

Transportation is provided for all Osceola County students via school bus. Driving and parking at school is a privilege. Like any other student privilege driving and parking can be restricted, suspended or revoked if the privilege is abused. Any 11th and 12th grade student of legal driving age, holding a valid driver's license (with permission of parent and proof of insurance), may drive to school. Students may only park in the school's front lot, in front of the auditorium. Vehicles parked in a restricted area or without a permit will be towed away at owner's expense.

Students may not go to the parking area or sit in their cars during the school day. Students are to leave the parking area within one minute of their arrival. Students with permission to drive to school must obtain a parking permit from the front office. Permits are necessary in order to identify authorized vehicles that are on campus and to ensure that students have parking during other scheduled events. A charge of **\$30.00** is made for each permit. This charge covers printing and processing fees. If a permit is lost students should report the loss to the office and obtain a new permit for \$5.00. **Students who are placed on academic or artistic intervention, violate the Student Code of Conduct, OR violate attendance/tardy contract may lose driving and parking privileges.** A student's vehicle is subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects.

Students who drive to school that need to leave campus for an appointment must get an off-campus permit from the attendance office. The parent or guardian of a student needing to leave campus must call into the school regardless of the students age. The parking permission form will include a question asking if the student is able to leave campus without the parent coming in to sign the student out. If this question is affirmed the form will need to be notarized, and the parent will need to call the office to have the student released on the day needed. Affirming that statement does not give the student to sign themselves out at any time. The student will be released only if the parent notifies the office on the day in question. This is only intended to be an occasional occurrence for appointments or emergency situations. This only applies to students who drive. A student driver may not sign out any other student.

DROP-OFF/PICK-UP

The student drop-off/pick-up location will be in the covered area in front of the school, following the car loop in the southwest area of the campus.

Students must be in class by 9:00am to be considered on time. Students cannot be signed out after 3:30 pm on M, T, TH, F and 1:45 pm on Wednesdays.

Student entrance will open at 8:40am and close at 4:40pm (M,T,TH,F) and 3:40pm on Wednesdays.

DUAL ENROLLMENT

Dual enrollment students (students attending class at a location other than OCSA) must attend OCSA for at least two periods in their performing arts major. Students must not be on campus when they do not have a scheduled class on the OCSA campus. Students needing to return for rehearsals should return to campus at the end of the school day. DE students who are available are encouraged to come to recital and Masterclass. Students must see their

counselor for the necessary requirements form and must make their own transportation arrangements. Failure to comply with this practice will result in disciplinary action and may lose the privilege of participating in dual enrollment.

EARLY DISMISSAL

Students may not be called from class by a parent or guardian for early dismissal after 3:40 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesday, the cut off time is 1:45 p.m. Emergencies will be handled on a situational basis. This policy was endorsed by the School Advisory Council in order to provide the best possible learning environment for all students. Student entrance will close at 3:40pm. All students will be directed to front of school at 4:15 pm (3:15 pm on Wednesdays) to wait for pickup if they do not go home by bus.

EMERGENCY PROCEDURES

Inappropriate behavior by a student during an emergency or emergency drill will result in disciplinary action. Safety drills will be conducted periodically. All students must obey orders/directions promptly.

FIELD TRIPS

School-sponsored field trips are a part of the educational program and are not to be considered as absences, but written permission of the parent is required to participate. Students attending either an art or academic field trip must make the necessary prior arrangements with teachers concerning assignments.

Students must maintain a "C" average in every class in order to participate.

FOCUS PARENT PORTAL

<https://osceola.focusschoolsoftware.com>

Parents are encouraged to access FOCUS to check their student's current grades as well as attendance, course history, and discipline record. For instructions on how to access focus please visit our website at <http://ocsa.osceolaschools.net> or you may pick up instructions at the front desk of the school.

FOOD IN CLASSROOMS

Students are not allowed to eat in classrooms. Soda, juice, milk or other beverages are not allowed in classrooms. Water is the only acceptable beverage in normal classroom situations. Students may keep a water bottle with them throughout the day and are encouraged to keep well hydrated. Food or water is not acceptable in the computer rooms or in the theater. Outside food is not allowed during lunch hours (i.e. fast food, UberEats, Door Dash, take out, delivery, etc.). Juniors and seniors leaving campus for lunch **cannot** bring

outside food back to campus.

FUNDRAISING

After approval from Administration, selling fundraising items is allowed before school, after school, and during lunch; it is not allowed during class time and is discouraged during passing time. Selling of unauthorized items that are not approved by OCSA administration school is prohibited (i.e. selling candy for personal gain, selling personal goods to friends, selling food to friends, etc.).

HEALTH SERVICES

If a student becomes ill in school, he/she should report to the health room. Parents will be contacted by the health room nurse or administrative staff if student is too ill to remain in school. Students will be allowed to use the health room phone to contact parents if they have questions or health concerns. Students are not to call parents during school hours from their personal cell phone and must follow protocol listed above. Students must have administrative authorization prior to leaving campus.

School personnel will administer medications that are provided by parents/guardians specifically for their children. Students needing to take medication at school, please note the following procedure:

- Parents/Guardians must complete the "Authorization for School Personnel to Administer Medication Form".
- Keep the medicine in original container with label affixed by the physician or pharmacy, showing the student's name, the dosage, and the schedule for administration. If student needs to take the medication at home as well, please ask the pharmacist to divide the medication in two bottles one for school and one for home.
- Only parents, guardians or adult family members may drop off medications to the health room.
- No medication will be given to a child without a written request from his/her parents.
- Students are not allowed to carry, use, or dispense aspirin, cold tablets, or any other drug.

Every accident or injury in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office.

***SPECIAL NOTE TO DANCE STUDENTS:** If a dance student is unable to participate in class due to a medical excuse, the student is not allowed to take part in dance class for the duration of the excuse.

Notice to Parents - In the school setting, if any possible infectious, contagious, or transmittable condition is suspected by the nurse, the parent of the student will be contacted to come and remove the child from the school immediately. The

student may not come back into contact with other students until a medical doctor clears him or her. Head lice are a common problem in the school setting. Students found with head lice or nits in their hair are sent home with instructions for treatment. In the case of head lice, students must be treated.

A parent must accompany the child to school to be cleared by the health aide. Students cannot return to the classroom until the nurse has cleared them.

LOCKERS

Students will be provided with a student locker. Rent for the locker will be **\$5.00**, and students are required to purchase a school approved lock which they must purchase at the school. **These locks are available from the office for \$5.00 and will become the student's property.** Only school approved and supplied locks may be utilized; unauthorized locks will be removed from the locker. Student lockers may be searched if officials have a reasonable suspicion that illegal, prohibited, stolen or harmful items or substances may be concealed by the student or hidden therein. Lockers should not be shared. Items found in unassigned lockers will be discarded.

LOITERING

Students may not remain in the buildings or on the grounds before or after school hours unless accompanied by a teacher/sponsor. No students may be on campus prior to 8:40am or after 4:30 p.m. (3:30 on Wednesday) unless they are participating in a supervised, school-sponsored activity or event, such as a rehearsal, performance, class meeting, etc.

Student entrance will open at 8:40am and close at 4:30pm (M,T,TH,F) and 3:40pm on Wednesdays.

Students should make transportation arrangements to leave campus within thirty minutes of the end of the activity or event. Students are not allowed to remain on campus after school when not in a supervised activity or event. Students staying beyond this time may be reported to the Osceola County Sheriff's Department as abandoned children.

LOST AND FOUND

Lost items – please check in the front office. The school cannot assume the responsibility for money and valuable property brought to school by students. Also, each student is responsible for property loaned to him/her such as textbooks and library books. Please consider the following suggestions: Never bring large amounts of money or extremely valuable objects to schools. Be sure to take your purse, valuables, etc., with you when you leave the room. Never leave your purse or other property unattended. This includes textbooks. Lock them in your school locker. Leave your valuables in a secure area. Report any theft you may witness personally or any information you might have concerning

a theft. **If it is necessary to bring valuables to school, check them into the office until needed. With reasonable cause, the school administration may search students or their property. Contraband will be removed from the student's possession.**

MASTER CLASS

Traditionally held the first Wednesday of the month providing a collaborative, instructive master class presentation from varying ARTS Area. With a focus on the common ARTS "vocabulary" ART Area directors share their insight and expertise within the applicability of their art and the connective similarities through means of a varying performances platforms.

MEDIA CENTER

The Media Center provides a comfortable and inviting environment for all students to engage in their academic, intellectual, and artistic pursuits. Students who are not actively engaged in a purposeful activity may be asked to relocate. Students with a valid ID may check out books for a two-week period. While there is no late fee, students will not be allowed to check out additional material until overdue materials are returned. Students will be charged for lost or damaged books. All District and School rules concerning computer access must be followed. No food may be brought into the Media Center.

STUDENT FEES

The Band, Orchestra, Choral, Dance and Drama Departments all have associated student fees. These fees should be paid in the Cashier's office or may be paid online through the My School Bucks website. Credit or Debit cards may be used in either location. Fees should be paid either up front for the school year or on an instalment plan with regular payments made throughout the year with the final payment being made by the end of the 3rd 9 weeks. Any unpaid fees at the end of the 3rd 9 weeks will be turned into the obligations list. See the Obligations section below.

Current Fees for each department are as follows:

High School Band \$250 per year

Middle School Band \$175 per year

High School Jazz Fee \$95 per year

Middle School Jazz Fee \$75 per Year

High School Orchestra \$200 per year

Middle School Orchestra \$150 per Year

Middle and High School Choral Fees \$90 per year

High School Dance \$100 per Year

Middle School Dance \$75 per Year

Drama \$100 per Year

OBLIGATIONS

Any student owing money for fees, fines, fundraising, etc., will be placed on the obligation list. Students on this list may not be granted certain campus privileges, such as on-campus parking, off-campus lunch privileges, dances, field trips, graduation ceremony and any other privileges as determined by administration.

PARTICIPATION IN SCHOOL ACTIVITIES

Students must be at school by 12:00pm to take part in evening activities unless prior administrative approval is given with an **EXCUSED** absence or Tardy. Please see the attendance portion of the handbook for clarification.

INTERVENTION / ACADEMIC AND ARTISTIC ASSISTANCE

Artistic and Academic Intervention - In order to remain a student in good standing at The Osceola County School for the Arts students must maintain a C average in all courses. Evaluation of grades may take place at the close of progress report and report card. If a student's grade falls to a D or F the student may be placed on Intervention for the following grading period. If a student fails to improve his/her grades by the end of the following grading period, the student's record will be reviewed by the Intervention Committee. A recommendation will be made for the student to either continue under probationary status or for the student to be withdrawn from artistic performances and/or other student privileges. Teachers may assign temporary intervention to any student who does not turn in an assignment. **Off-campus lunch privileges may be suspended due to attendance, academic, or disciplinary concerns at the discretion of Administration.**

PUBLIC NOTICE

The School District of Osceola County does not discriminate based on race, sex, color, religion, age, national origin or disability in its provisions of programs, services or employment. The district has designated Section 504 Facilitator to coordinate the District's compliance with federal nondiscrimination laws. This number for the district 504 Facilitator is 407.870.4877. Additionally, The Osceola County School for the Arts has designated Mr. Christopher Arrington to coordinate the school's efforts to ensure compliance with federal nondiscrimination laws. The contact number for MTSS (Multi-Tier Systems of Support) at the district level is 407-870-4995.

RECITALS

Recitals are usually held the last Wednesday each month beginning at approximately 2:00pm to showcase student talent. Students are expected to display the proper decorum at each recital. Parents and community members are welcome to attend and must check in at the Main Office prior to the recital. Food or drinks are not allowed in the theater.

RETURNED CHECKS

Envision Payment Solutions™ is pleased to have been selected by **School District of Osceola County, FL** as its check service provider. Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees. Specifically, per *Florida Statute § 68.065*, the service fee for returned checks is as follows:

- \$25, if the face value does not exceed \$50;
- \$30, if the face value exceeds \$50 but does not exceed \$300;
- \$40, if the face value exceeds \$300 or 5% of the face amount of the check, whichever is greater. (Note that the fee structure will change according to any amendments made to FL law during a school year.)

If you wish to inquire about a returned check written to **School District of Osceola County, FL**, please contact:

Envision Payment Solutions™
Tel 877.290.5460, or 770.709.3100
Fax 770.709.3007
P.O. Box 157
Suwanee, GA 30024-0157
customerservice@envisionpayments.com

Cheques Devueltos

El Distrito Escolar del Condado de Osceola ha seleccionado a **Envision Payment Solutions™** como su proveedor de servicios de cheques. Tenga en cuenta que si el banco devuelve su cheque, podrá tratar de endosarse nuevamente de forma electrónica. Asimismo, si decide efectuar su pago con cheque, autoriza la deducción de la misma cuenta de cualquier cargo o tarifa de tramitación si se rechaza dicho cheque. Estos cargos, en acuerdo con la ley estatal vigente, podrán debitarse por medio de giro físico o transferencia electrónica de fondos, a nuestra discreción. Cada cheque rechazado estará sujeto a los cargos estatales aplicables por cheque rechazado. Específicamente, según el *Estatuto*

de Florida § 68.065, los cargos por servicio para los cheques rechazados son los siguientes:

- \$25, si el valor no excede los \$50;
- \$30, si el valor es superior a \$50 pero no excede los \$300
- \$40, si el valor es superior a \$300 o el 5% del monto del cheque, lo que sea mayor. (Tenga en cuenta que el monto de los cargos cambiará de acuerdo con cualquier modificación de la legislación de Florida durante el año escolar).

Si desea obtener más información acerca de un cheque rechazado a nombre de *School District of Osceola County, FL* comuníquese con:

Envision Payment Solutions™

Tel 877.290.5460, or 770.709.3100

Fax 770.709.3007

P.O. Box 157

Suwanee, GA 30024-0157

customerservice@envisionpayments.com

SKATEBOARDS

Riding skateboards on campus at Osceola County School for the Arts is prohibited, if a student rides a skateboard to or from school, the board should be brought to the front office immediately upon arrival where it can be retrieved at the end of the day.

STANDARDS OF CONDUCT

The administration, faculty and staff believe that students selected for attendance at The Osceola County School for the Arts are mature in action and are held responsible for their own proper behavior and efforts at school and while representing OCSA. In order to maintain an atmosphere conducive to learning and performing, certain standards are expected at The Osceola County School for the Arts. Every circumstance may not be specifically outlined, but all rules and expectations in the County Code of Conduct will be strictly enforced. As a performing arts institution the highest of audience decorum is expected from each member of our student body, without exception.

STUDENT AGENDAS

All students will be issued a student agenda within the first week of school. Students are required to bring their agendas to each class. The agendas contain hall passes which must be used whenever the student leaves the classroom during normal class time. Replacement agendas may be purchased in the Front Office for \$5 each.

STUDENT IDs

All students will be issued an ID badge within the first week of school. Students are required to wear their IDs either on a lanyard worn around the neck or clipped to the collar of their shirt whenever they are on campus. ID badges will be used for Media Center checkouts, lunch purchases, and attendance. The ID is an important security precaution and will enable staff and students to immediately identify individuals who do not belong on the campus. IDs are the property of the school and should not be defaced or otherwise intentionally damaged. Defacing or damaging an ID may result in disciplinary action.

The first ID issued is free. **Replacements for lost IDs must be purchased in the Media Center for \$5.** For students who have forgotten to bring their ID to school, a **temporary, one-day ID will be issued.** *Students not having an ID will receive disciplinary consequences.*

TELEPHONES

Students will not be called from class to receive phone calls or permitted to leave class to make phone calls. Office phones are for official business and not for personal use. If students need to be reached by a parent/guardian, they may call the front office and leave a message for the student. Students cannot accept phone calls or texts while in class. If there is an emergency, please call the school. Students will be able to use their phones and other devices before school, after school, and during lunch.

THEATRE ETIQUETTE

- Arrive to the theater on time.
- Turn off your cell phone or, if it must be on, put it on vibrate. Do not speak on the phone during the performance. If you must call the person back, do it outside during intermission or after the show has finished.
- Pay attention to announcements that are made prior to many shows about the rules of the theater you are attending and the location of the fire exits.
- Do not speak during the performance...whispering is still speaking, so only in an emergency.
- Do not take pictures during the performance. It can be very distracting to the actors and can cause a mishap.
- Remain in your seat for the entire performance. If you need to use the restroom, please wait for an appropriate break in the show.
- Do not eat or drink in the theater.
- Do not put your feet up on the seats or balcony and do not kick the seat in front of you.
- Do laugh when the performance is funny.
- Do applaud when it is appropriate during the performance.

- Do applaud when the performance is over...this tells the performers and crew that you appreciate their work.
- Stand and applaud if you really thought the show was great.

VISITORS TO CAMPUS

Any visitor (not a current student or current employee of the OCSD) to The Osceola County School for the Arts must check in at the administration office. **Current picture identification is required for campus access.** Visitors who are meeting with or picking up students **must be on the student's emergency information card** and will wait in the reception area. Visitors who are remaining on campus will be issued a visitors' badge.

- Any person on campus without checking in and proper registration will be considered trespassing.
- At no time will students be allowed to bring a guest to attend classes or to visit the campus during the school day.
- Graduates of OCSA will be able to visit classes **ONLY** after having made **prior** arrangements with the teacher – teachers must provide prior notice to the administration of the anticipated visit. Students must stay with the supervising teacher at all times when visiting.
- Parents are welcome to contact administration to arrange a brief visit to their child's classes. Twenty-four-hour notice is required as a professional courtesy to our instructional staff.