



Legacy Academy  
 3201 W. Waters Ave.  
 Tampa FL, 33614  
 (813) 440-3474  
 Email: [info@legacyprivateacademy.com](mailto:info@legacyprivateacademy.com)

## DISCIPLINE POLICY

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**Notes:**

The administration reserves the right to revise, add, combine or change these statements at their discretion. This document is also attached to the Parent Contract Handbook.

If the student accumulates more than 3 ISS OR 2 OSS, they will be brought before the Discipline Committee.

Violations that are not written in this Discipline Policy document will be evaluated by the administration and the Discipline committee.

ISS: in school suspension / OSS: out of school suspension

Code	Violations	Administrative Actions
8.10.1	<b>Uniform Code Violation</b>	Step 1: Verbal warning Step 2: Written warning Step 3: Parents contact Subsequent: ISS
8.10.2	<b>Gum</b>	Step 1: Verbal warning Step 2: Written warning Step 3: Parents contact Subsequent: ISS
8.10.3	<b>Unauthorized electronic devices</b> ( <i>cellphones, walkie-talkie, tablets, smart watches, etc.</i> )	Step 1: Confiscate item. Parents pick up item Step 2: Confiscate item. Parents pick up item / ISS Step 3: Confiscate item. Parents pick up item / 2-days ISS Subsequent: Item confiscated permanently/ Parents contact
8.10.4	<b>Tardies to class</b> ( <i>upper school only</i> )	Step 1: Verbal warning Step 2: Writing warning Step 3: Parents contact/Silent break and lunch Subsequent: 1-day ISS (Each additional tardy will be 3-days ISS)
8.10.5	<b>Skipping school</b>	Step 1: 1-Day ISS Step 2: 2- days ISS Step 3: 3-days ISS Subsequent: OSS
8.10.6	<b>Physical display of affection</b> ( <i>includes physical contact including, but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing at school or a school-sponsored activity between two students typically in a relationship.</i> )	Step 1: Verbal warning Step 2: Written warning. Teacher/ Student conference Step 3: Parents contact Subsequent: ISS
8.10.7	<b>Disruptive Behavior</b>	Step 1: Verbal warning Step 2: Written warning/ Parents contact Step 3: Parents contact / ISS Subsequent: Parents contact / OSS- Discipline Committee



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Code	Violations	Administrative Actions
8.10.8	<b>Lying, Forgery, Cheating</b>	Step 1: Zero on test/work, Parents contact Step 2: Zero on test/work, Patents contact, ISS Step 3: Zero on test/work, Parents contact, OSS Subsequent: Zero on test/work, OSS, Discipline Committee
8.10.9	<b>Inappropriate use of Internet</b>	Step 1: Administration discretion/ Parents contact Step 2: Parents contact/ Loss of privilege Step 3: Administration discretion/ Patents contact Subsequent: Administration discretion/ Parents Contact
8.10.10	<b>Failure to serve detention or ISS</b>	Step 1: Double time Step 2: 1-day OSS Step 3: 2-days OSS Subsequent: Discipline Committee
8.10.11	<b>Driving/Parking Violations</b>	Step 1: Verbal warning Step 2: Written warning/ Parent contact Step 3: Loss of Privilege Subsequent: Discipline Committee
8.10.12	<b>Weapons, Chemicals, Explosives, or those that appear to be a weapon (toy)</b>	Step 1: EXPULSION- Police will be called
8.10.13	<b>Illegal Drugs (use or distribution)</b>	Step 1: EXPULSION- Police will be called
8.10.14	<b>Drugs, Alcohol, Tobacco, Pornography (physical or cyber)</b>	Step 1: OSS- Police called at administrative discretion. Step 2: EXPULSION
8.10.15	<b>Fighting, Threatening harm</b>	Step 1: OSS, Parents conference before returning to school. Police will be called at administrative discretion. Step 2: OSS, Parents conference before returning to school. Police will be called at administrative discretion. Step 3: EXPULSION
8.10.16	<b>Cursing, Profanity, Vulgarity, Gestures, any kind of harassment</b>	Step 1: 1-day ISS Step 2: 2-days ISS Step 3: 3-days Subsequent: OSS- Discipline Committee
8.10.17	<b>Disrespect to teacher: arguing, failure to obey, cursing, etc.</b>	Step 1: 1-day OSS, Parents conference before returning to school Step 2: 2-days OSS, Parents conference before returning to school Step 3: EXPULSION
8.10.18	<b>Theft, Vandalism, including setting off fire alarms and vandalizing fire extinguishers.</b>	Step 1: 1-day ISS, Parents conference and Repayment Step 2: 3-days OSS, Parents conference and Repayment Step 3: EXPULSION
8.10.19	<b>Leaving school campus without permission</b>	Step 1: 1-day ISS, Parents conference Step 2: 2-days ISS, Parents conference Step 3: 3-day ISS, Parents conference Subsequent: OSS- Discipline Committee
8.10.20	<b>Plagiarism, Copying work</b>	Step 1: Zero on the assignment and Detention Step 2: Zero on the assignment and ISS Step 3: Zero on the assignment and OSS
8.10.21	<b>Bullying or Cyberbullying (text messages or emails, Rumors sent by email or posted on social network sites, Sending or posting embarrassing pictures or videos through text messages, email, or websites, Creating fake profiles, etc)</b>	Step 1: 1-day OSS, Parents conference before returning to school Step 2: 2-days OSS, Parents conference before returning to school Step 3: EXPULSION



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# DISCIPLINE POLICY AGREEMENT

*Please Print all Information*

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

School: Legacy Academy Grade: \_\_\_\_\_

## **Student Agreement:**

I have read, understand and will abide by the:

- **Discipline Policy Schedule**, and
- Terms and Conditions mentioned in **Section 8** of the Parent Contract Handbook,

and I further understand that any violation of the L.A. Discipline Policies will not be tolerated. Violations may result in losing privileges, school disciplinary sanctions (**section 8.6**), and/or appropriate legal action.

As a L.A. Student, I promise to comply with all the L.A. Discipline Policies, understanding all consequences for failure to follow rules.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent or Guardian Agreement:**

As the parent or guardian of this student, I have read, understand and will comply with the:

- **Discipline Policy Schedule**, and
- Terms and Conditions mentioned in **Section 8** of the Parent Contract Handbook,

And I have discussed these policies, terms and conditions with my child. I also understand that if he/she fails to comply these Discipline Policies and rules, they may be removed from the School without abatement of tuition paid or due.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

THIS FORM IS REQUIRED TO COMPLETE REGISTRATION. AN INCOMPLETE REGISTRATION PACKET WILL RESULT IN THE LOSS OF YOUR CHILD'S SEAT.