

Code of Student Conduct

Elementary Schools 2011-2012



ALACHUA COUNTY PUBLIC SCHOOLS

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PARENT AND STUDENT ACKNOWLEDGMENT

The Code of Student Conduct has been developed to help you succeed in school. It defines your responsibilities and rights and states the rules you must follow. It also states consequences for misbehavior. You are expected to show responsible behavior at all times. You should be well informed as to what is considered proper behavior in school and during extracurricular activities.

Parents/guardians and students are asked to please read and discuss this important booklet together. After reviewing the contents of the Code of Student conduct, please sign the **"NOTICE OF RECEIPT"** on the next page and return it to your child's school. Your signature does not mean that you agree or disagree with the contents, just that you have received a copy of the code and are aware of its contents. Thank you in advance for your attention to this most important document and for returning the signed receipt.

The Notice for Directory Information, attached as Appendix A, explains your rights and obligations about the disclosure of personal information.



(See Policy 5780, *Student Privacy and Parental Access to Information*)

The Alachua County Public Schools do not discriminate on the basis of race, color, religion, national origin, sex (gender), marital status, disability (Section 504/ADA), sexual orientation, gender identity, age or legally-protected characteristics in its educational programs and activities. The District's 504/ Equity Coordinators are:

For Students

William Goodman, Supervisor
Guidance/Student Support
620 East University Avenue
Gainesville, FL 32601
(352) 955-7671, ext 264

For Employees

William Calsam, Supervisor
Human Resources Department
620 East University Avenue
Gainesville, FL 32601
(352) 955-7654, ext 222



See Policies: 2260, *Nondiscrimination and Access to Equal Educational Opportunity*
2260.01, *Section 504/ADA Prohibition Against Discrimination Based on Disability*

NOTICE OF RECEIPT

PLEASE SIGN AND RETURN THIS FORM

Failure to return this form will not relieve you or your parent/guardian from responsibility to know the contents of the Code of Student Conduct and will not excuse your non-compliance with the Code of Student Conduct.

Student Name (please print)

Grade

School

I have received a copy and am aware of the contents of the Alachua County Code of Student Conduct. I am aware that supervision is provided 30 minutes before school begins and 30 minutes after school ends.

Parent/Guardian (print name)

Date

Parent/Guardian Signature

Parent/Guardian (print name)

Date

Parent/Guardian Signature

Telephone

STUDENT SIGNATURE

I have received a copy of and instruction on the contents of the Alachua County Code of Student Conduct.

Student Signature

Date


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INTRODUCTION

This Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents, and the School District regarding student behavior. The School Board also has other policies governing students and those policies are available on the District's website at [www.sbac.edu].

This Code applies to every elementary student (pre-kindergarten through grade 5) who is under the authority of the Alachua County Public Schools.

 (See Policy 5500, *Student Conduct*)

The Code is in effect on school property, at school-sponsored events, at school bus stops, and on school buses. You may also be subject to discipline for violation of the Code if your misconduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or if your misconduct is directed at a Board official or employee or the property of such official or employee. The principal or designee may take administrative action if your misconduct on the way to or from school has a harmful effect on the health, safety, or welfare of other students.

It is the policy of the School Board that misbehavior of any kind will not be tolerated. In order for instruction to occur in a safe environment, there must be a cooperative relationship between students, parents/guardians, and the school system.

STUDENTS are expected to:

- assume responsibility for their own behavior;
- be in school and on time every day, if well, and be ready to learn;
- respect individuals and property;
- use appropriate, responsible behavior at all times; and
- help maintain a safe, alcohol, drug, and weapon-free environment.

PARENTS/GUARDIANS have a responsibility to encourage their child's career in school by:

- supporting the schools in requiring their child(ren) to follow all school rules and regulations and to accept responsibility for their willful in-school behavior;
- sending their children to school clean, appropriately dressed and in good health;
- having an active interest in their child's school work and making it possible him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- reading all communications from the school, signing, and returning documents promptly when requested; and
- cooperating with the school in attending conferences and sharing information with school personnel.




The **SCHOOL SYSTEM** is expected to:

- provide and maintain a safe atmosphere which will encourage positive behavior and high achievement;
- provide courses of study, programs, and activities to meet the needs of all students;
- show respect for all individuals by treating them fairly and impartially;
- encourage open communication among students, parents/guardians, community agencies, and school personnel;
- discipline any student under its supervision, subject to limitations of the law and district policies; and
- treat parents and other members of the public with courtesy and respect.

STUDENTS WITH DISABILITIES

For discipline procedures for students with disabilities, please refer to the following documents made available to parents and school personnel:

See:

-  *Summary of Procedural Safeguards for Parents of Students with Disabilities ("Parents' Rights");*
-  *Policies and Procedures for the Provision of Specially Designed Instruction and Related Services (Board adopted);*
-  *Board Policy 2465, Discipline of Students With Disabilities*

SECTION ONE

RIGHTS AND RESPONSIBILITIES

This section summarizes the rights of students. With each right comes a responsibility.

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

Effective learning takes place in an atmosphere where students, parents/guardians, teachers, support staff and school administrators know the rules for all students and the consequences for students who violate the Code of Student Conduct.

STUDENT	<u>Responsibilities</u>
	<ul style="list-style-type: none">➤ <i>To know and observe school rules and procedures which govern your conduct.</i>➤ <i>To become familiar with the Code of Student Conduct, school rules, classroom rules, and bus rules.</i>
	<u>Rights</u>
	<ul style="list-style-type: none">➤ <i>To receive a copy and explanation of the rules of student conduct.</i>➤ <i>To expect the rules to be enforced fairly and without discrimination.</i>

RIGHT TO LEARN AND PARTICIPATE

You have the right to be involved in your education. Age, grade, and maturity are factors which determine the level of your involvement. Participation in school activities is part of learning.

STUDENT	<u>Responsibilities</u>
	<ul style="list-style-type: none">➤ <i>To request participation in academic programs and extracurricular activities that match with your abilities.</i>➤ <i>To cooperate with teachers and help create a safe environment.</i>➤ <i>To cooperate fully and strive to achieve mastery of the basic skills.</i>➤ <i>To treat others equitably and fairly.</i>➤ <i>To act in a way so as to not harass others and to report harassment or discriminatory incidents to school administrators.</i>
	<u>Rights</u>
	<ul style="list-style-type: none">➤ <i>To attend school in a learning environment where all students and adults are treated equitably without regard to race, color, religion, national origin, age, gender, marital status, disability, sexual orientation, or gender identity. This list is not all inclusive.</i>➤ <i>To receive instruction under competent teachers.</i>

RESPECT FOR PERSONS AND PROPERTY

To be safe in public and private are important safeguards. You, your parent(s) and the school's staff should work together to see that these rights are preserved. You are expected to respect other persons and their property.

STUDENT	<u>Responsibilities</u>
	➤ <i>To treat other students, school personnel and campus visitors with respect.</i>
	➤ <i>To respect others' property by not damaging or taking it.</i>
	➤ <i>To treat school property with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and/or safety of others.</i>
	➤ <i>To avoid conflict and to report and seek adult help, first, when conflict arises.</i>
	➤ <i>Protect yourself from harm if no other options are available.</i>
	<u>Rights</u>
	➤ <i>To be treated with respect by other students, school personnel and campus visitors.</i>
	➤ <i>To expect that your property will be respected by other students and school personnel.</i>
	➤ <i>To have a safe and orderly school.</i>
➤ <i>To protect yourself and your property against injury or damage attempted by another.</i>	

ATTENDANCE

Your parents are responsible for your attendance as defined by the state's Compulsory School



Policies: 5200, *Attendance*
5223, *Absences for Religious Instruction*
5225, *Absences for Religious Holidays*

Attendance laws [F. S.1003.24]. **You are required to attend school from age 6 through age 16.** [F.S. 1003.21]

The Superintendent may file a truancy petition or child-in-need-of-services petition for students who have five (5) or more unexcused absences in a calendar month or fifteen (15) or more unexcused absences in a period of ninety (90) calendar days. [F.S. 1003.27]

STUDENT	<u>Responsibilities</u>
	➤ <i>To attend and be on time to school and classes daily.</i>
	➤ <i>To provide the school with an adequate explanation of absences.</i>
	➤ <i>To request and complete make-up assignments as required by the school.</i>
	➤ <i>To complete make-up work with honesty and integrity.</i>
	<u>Rights</u>
	➤ <i>To be informed of School Board policies and individual school rules about absences and tardies.</i>
	➤ <i>To appeal a decision pertaining to an absence.</i>
	➤ <i>To make up work and tests missed due to excused absences within the time required by the school.</i>
	➤ <i>To make up nine (9) week exams when there is an unexcused absence, in accordance with Board Policy 5200, Attendance.</i>

EXCUSED ABSENCES: You must be in school unless you have an excused absence for one of the reasons listed below. It is the responsibility of your parent/guardian to explain the absence from school in a way acceptable to the principal. The reasons for excused absences include:

- Sickness, injury, death in the family, or some other insurmountable condition (up to six (6) absences for illness per semester with a parental note are allowed).
- Documented appointments with health care professionals.
- Documented absence for religious instruction or for religious holidays.
- Participation in an academic class or a school-sponsored activity approved by the principal.
- Court appearances (a copy of the subpoena is required).

Absences due to other individual circumstances may be excused by the principal. All other absences are considered unexcused.

FREE SPEECH, STUDENT PUBLICATION, AND ASSEMBLY

Citizens are guaranteed self-expression under the First and Fourteenth



Policy: 5520, *Disorder and Demonstration*

amendments of the United States Constitution and Article One Section Four of the Florida Constitution. One of the basic purposes of education is to prepare you for responsible self-expression and the free exchange of ideas.

STUDENT	<p><u>Responsibilities</u></p> <ul style="list-style-type: none"> ➤ <i>To recognize the rights of others by expressing yourself in a manner which does not disrupt the process of education, violate school rules, or interfere with the rights, safety, and/or welfare of others.</i> ➤ <i>To observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons.</i>
	<p><u>Rights</u></p> <ul style="list-style-type: none"> ➤ <i>To express your viewpoints responsibly without jeopardizing your relations with your teachers or school.</i> ➤ <i>To print and distribute publications only under the supervision of the principal/designee.</i>

PRIVACY

Federal and state laws provide persons with reasonable



Policy: 2416, *Student Privacy and Parental Access to Information*

expectation of privacy in addition to freedom from unreasonable search and seizure of person and property. Such guarantees are not unlimited and must be balanced by the school's need to protect the health, safety, and welfare of all. The Family Educational Rights and Privacy Act (FERPA) is a federal law pertaining to maintenance and disclosure of student records as explained in Appendix A of this Code.

STUDENT	<u>Responsibilities</u>
	<ul style="list-style-type: none">➤ <i>Not to carry or conceal any prohibited material.</i>➤ <i>To learn how information is gathered, used, and what it means in your school records.</i>
	<u>Rights</u>
	<ul style="list-style-type: none">➤ <i>To keep private your personal possessions unless appropriate school personnel have reasonable cause to believe you have an object or material which is prohibited by law or the School Board.</i>➤ <i>To expect that schools will keep your records safe and private.</i>

SECTION TWO

DISCIPLINE BY LEVELS

The principal or designee is responsible for school discipline and has a reasonable degree of discretion in determining the severity of misconduct and the appropriate consequence. Administrators and teachers may develop specific rules and disciplinary practices which supplement this Code but do not conflict with it. If a principal or designee needs to deviate from the range of consequences shown, he/she will write the rationale and place it in the discipline folder. The principal is authorized to take disciplinary action in response to all misbehavior. Corporal punishment is prohibited by the School Board of Alachua County.



(See Policy 5630, *Corporal Punishment*)

For any misbehavior, the teacher or principal/designee will listen to your explanation and, when needed, talk to other persons involved and investigate further. The teacher or principal/designee may contact your parents.

A number of factors will be considered in determining the level of misbehavior and the resulting consequences. These factors include, but are not limited to:

- Seriousness of offense
- Planning, impulse, or self-defense
- Age
- Disability, if any
- Strength of evidence
- Cooperation/remorse
- Disciplinary history, if any

Behaviors and their consequences are divided into four levels. Each level represents progressively more serious misbehavior and consequence.



(See Policy 5600, *Student Discipline*)

LEVEL IV DISCIPLINE

Level IV offenses are the least serious acts of misconduct which interfere with orderly classroom or school functions, or with learning. These offenses may be handled first by the teacher or other professional staff members. You may also be referred to the principal/designee.

The following actions may be taken in response to Level IV misconduct:

- Verbal reprimand
- Time out
- Withdrawal of privileges
- Parent notification
- Counseling

LEVEL III DISCIPLINE

Level III offenses are serious acts of misconduct which require administrative action. Such offenses include repeated minor misconduct and acts directed against persons or property. These offenses do not seriously endanger the health or safety of you or others.

The following actions may be taken in response to Level III misconduct:

- Time out
- Withdrawal of privileges
- Parent notification
- Counseling
- Work detail
- Restitution
- Detention
- Behavior contract
- Saturday school
- In-school suspension/detention

LEVEL II DISCIPLINE

Level II offenses are more serious acts of misconduct, including repeated misbehavior of the same type, serious disruptions of school and threats to health, safety, or property. These offenses are reported to the principal/designee and may result in your suspension from school, the school bus, or from extracurricular activities.

The following actions may be taken in response to Level II misconduct:

- Behavior contract
- Saturday School
- After-school detention
- In-school suspension/detention
- Suspension from extracurricular activities
- Bus suspension
- Out-of-school suspension

LEVEL I DISCIPLINE

Level I offenses are the most serious acts of misconduct; they must be reported immediately to the principal/designee. These violations may require a report to a law enforcement agency. If you commit a Level I offense, you will be suspended from the regular education program and the principal/designee may recommend alternative placement or expulsion. Such acts may also result in criminal penalties.

The following actions may be taken in response to Level I misconduct:

- Bus suspension
- Out-of-school suspension
- Recommend long-term bus suspension
- Recommend alternative placement
- Recommend expulsion
- Report to law enforcement

Note: Your school zoning exception may be revoked by the principal if you accrue one (1) or more Level I or II discipline referrals within the school year, or if you accrue three (3) or more Level III or Level IV offenses. The zoning exception may also be revoked by the principal if you accrue six (6) or more unexcused absences within a school year, or ten (10) or more tardies within a school year.

SECTION THREE

RULES AND NOTICES

You are expected to behave appropriately at school. Misbehavior that violates the rights of others, disrupts the school, or interferes with learning is not acceptable. These misbehaviors include, but are not limited to the following, as defined in the glossary:

- Abusive Language
- Assault/Threat
- Battery
- Burglary
- Cheating
- Classroom Disruptions
- Computer Misuse
- Defiance
- Disorderly Conduct
- Fighting
- Forgery
- Gambling
- Harassment
- Public Displays of Affection
- Robbery
- Sex Offenses
- Skipping
- Tardy
- Theft
- Trespassing
- Unsafe Actions
- Vandalism

VIOLENCE AGAINST SCHOOL DISTRICT PERSONNEL

Battery or assault against any school employee by a student is a Level I violation of this Code. If you deliberately and knowingly use force or violence against school personnel you will be suspended from school and the principal will recommend that you be expelled.

Subject to federal and state law, if you are formally charged with a violation of F.S. 784.081, assault, aggravated assault, battery, or aggravated battery upon a school employee, you will be removed from the classroom immediately and placed in an alternative school setting pending disposition of your case. If you are found by the court to have committed a violation of F.S.784.081 you will be expelled or placed in an alternative school setting for a minimum period of one year. [F.S. 1006.13(5)]

ZERO TOLERANCE OF SCHOOL-RELATED CRIMES

The School Board has zero tolerance for crimes, violence, weapons and drugs. This includes the reporting of acts that pose a serious threat to school safety whenever and wherever you are under the authority of the School Board. Such acts include, but are not limited to: [F.S. 1006.13].



Policy: 5600.01, *Zero Tolerance for School-Related Crimes*

- homicide (murder, manslaughter);
- sexual battery;
- armed robbery;
- aggravated battery;
- battery or aggravated battery on a teacher or other school personnel;
- kidnapping or abduction;
- arson;
- possession, use or sale of illegal drugs;
- possession, use or sale of any firearm;
- possession, use or sale of any explosive device; or
- making a threat or false report about placing or discharging any destructive device, bomb or explosive.

If you are a victim of a crime at school you have the right to press charges against the offender.

WEAPONS



Policy: 5772, *Weapons*

Weapons and use of weapons are prohibited on school property, including buses, at school-sponsored activities and in any vehicle brought onto school property or to a school-sponsored activity. You may not possess common pocket knives, plastic knives or blunt-bladed table knives. Violation of this prohibition is a serious breach of conduct.

1. Firearms/Explosives

You may not **have in your possession, sell, distribute, display, transfer or use** any firearm or explosive, whether operable or inoperable. If you do, you will be suspended from school for ten (10) days, and the principal will recommend that you be expelled.

If you **bring** or **are in possession of** a firearm at school you will be expelled from the regular school for not less than one year and referred for criminal prosecution. [F.S. 1006.07]

2. Other Weapons

If you **possess, sell, distribute, display** or **transfer** a weapon of any type, other than a firearm or explosive, you will be suspended from school for five (5) to ten (10) days and the principal may recommend that you be expelled. Fireworks of any type are included in this category.

If you **bring** a weapon, as defined in Chapter 790, F.S. to school, you will be expelled from the regular school for not less than one year and referred for criminal prosecution. [F.S. 1006.07]

If you **use** a weapon of any type, including pointed or sharp instruments such as ice picks, penknives or razor blades, you will be suspended from school for ten (10) days and the principal will recommend that you be expelled.

3. Non-Weapons Used as Weapons

If you **use as a weapon** any article or substance not normally considered a weapon (like rocks, pens, pencils), you will be suspended for ten (10) days, and the principal will recommend that you be expelled.

For students with disabilities, the mandatory penalties in this policy are subject to the procedures for discipline of students with disabilities.

ALCOHOL AND DRUGS



Policy: 5530, *Drug/Alcohol Prevention*

The use of illegal drugs and the unlawful possession and use of alcohol are wrong and harmful and are violations of this Code.

You may not **possess, sell, transfer, distribute or use**

- any alcoholic beverage,
- any controlled drugs,
- hallucinogens, or
- similar substances

on school property, including buses, and at school-sponsored activities, except medications specifically prescribed by a licensed physician.

1. Violation of this prohibition is a serious breach of conduct. The school will notify law enforcement officials and your parent(s) or guardian(s).
2. If you **possess, use or are under the influence of** any item listed above, except under the direction of a licensed physician, you will be suspended from school for a period of five (5) to ten (10) days for the first offense and the principal may recommend that you be reassigned to an alternative placement or be expelled. For a second offense, you will be suspended for ten (10) days and the principal will consider alternative educational placement or expulsion. The principal may consider your record in other schools and school districts.
3. If you **sell** any item listed above or that you represent to be any item listed above, you will be suspended from school for ten (10) days for the first offense and the principal will recommend that you be expelled. If you **solicit a sale, transfer, or distribution** other than selling, you will be suspended from school for five (5) to ten (10) days and the principal may recommend that you be expelled. For a second transfer or distribution offense, you will be suspended for ten (10) days and the principal will recommend that you be expelled.
4. You may not **use any legal substance to attain a mood-altering effect** and you may not **possess** any equipment or device for preparing or taking drugs.
5. If you are found to be guilty of a felony under Chapter 893, Florida Statutes, you may be recommended for expulsion or transfer to an alternative schools.
6. You may be entitled to a waiver of discipline or expulsion if you divulge information leading to the arrest and conviction of the person who supplied such controlled substance to you or if you voluntarily disclose your unlawful possession of such controlled substance prior to your arrest. A waiver also may be granted if you successfully complete a state-licensed drug abuse treatment program. [F.S. 1006.09]

7. If you are charged with any drug or alcohol offense, you will be referred to a School Board-approved counseling program and you may be granted a reduction in your consequence if you satisfactorily participate in and complete such program, i.e., family counseling, substance abuse awareness, etc. Failure to complete such program will result in the reinstatement of the original consequence.

If you have a doctor's orders to take prescription medicine at school, it is important to first notify the school principal/designee so that you know the proper procedures to follow.

For students with disabilities, the mandatory penalties provided by this policy shall be subject to the procedures for discipline of students with disabilities.



TOBACCO PRODUCTS

You may not ***use, possess, distribute or sell*** tobacco products (including papers used to roll cigarettes) on school property, at school-sponsored events, at school bus stops or on school buses. In addition, it is unlawful for any person under 18 years of age to ***knowingly possess*** any tobacco product. [F.S. 386.212; 569.11] You also may not use electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.



Policy: 5512, *Tobacco Products*

BULLYING AND SEXUAL HARASSMENT

The School Board will not tolerate bullying or harassment of any type, including sexual harassment



Policies: 5517, *Anti-Harassment*
5517.01, *Bullying and Harassment*

- During any school education program or activity;
- During any school-related or school-sponsored program or activity or on a school bus or school bus stop; or
- Through the use of computers, cell phones or any other electronic means.


If you are found to have committed an act of bullying or harassment, including sexual harassment, or are found to have falsely accused another as a means of bullying or harassment, you may receive positive behavioral interventions or be disciplined up to and including suspension or expulsion.

If you or your parent/guardian believes you have been the victim of bullying or harassment, immediately report the situation to your teacher, school counselor, school principal/designee, or other school staff.

Filing of a complaint or otherwise reporting sexual harassment will not affect your status, participation in extracurricular activities, future grades or work assignments.


HAZING

The Board prohibits hazing activities at any time on school property or at school-sponsored events. Even if you are only a by-stander, you may be deemed to be a participant if you stay present during a hazing incident. Student by-standers are expected to leave the area immediately and are encouraged to report the incident. [F.S. 1006.135]

 Policy: 5516, *Student Hazing*

DATING VIOLENCE AND ABUSE

The Board prohibits any act of dating violence or abuse by one student against another student on school property, during a school-sponsored activity or during school-sponsored transportation. [F.S. 1006.14]


 Policy: 5517.03, *Dating Violence and Abuse*

FALSE ACCUSATIONS

It is a Level I violation to intentionally make false accusations that jeopardize the professional reputation, employment or professional certification of a teacher or other member of the school staff. [F.S. 1006.09]

PERMANENT REMOVAL OF STUDENT FROM CLASS

You may be removed from class by a teacher for chronic misbehavior which interferes with the teacher's ability to communicate effectively with the class, or interferes with the ability of your classmates to learn. The circumstances and facts of your case shall be sent to the school's Placement Review Committee for their consideration. The Placement Review Committee has among its options to permanently remove you from a teacher's classroom. [F.S. 1003.32]

 Policies: 5610.01, *Removal of Students*

WIRELESS COMMUNICATION/ELECTRONIC DEVICES

1. You may possess wireless communication or electronic devices at school but they may only be used after the final dismissal bell.
2. To avoid classroom disruptions, you may not display, use, or activate wireless communication or electronic devices prior to the final dismissal bell. The prohibited time of use shall include study halls, lunch breaks, class changes and any other structured or non-structured activity.
3. You are responsible to ensure that your device is turned off and out of sight until the final dismissal bell.
4. After the final dismissal bell, you may use wireless communication or electronic devices, but not on school buses.

5. At school-sponsored activities, including extended day and other after-school programs, you may use a wireless communication or electronic device provided the use does not interfere with the activity and follows the directives of the school administration. You may be disciplined for disruptive or inappropriate behavior related to the possession or use of wireless communication or electronic devices.
6. On regular school bus runs, you may carry wireless communication or electronic devices, but the devices must be concealed in a backpack, pocket, pocketbook, or other container. You may not use, activate, or display any wireless communication or electronic device on a bus.
7. Under no circumstance should your wireless communication or electronic device be used inappropriately. Such inappropriate use includes, but is not limited to: texting, phoning, or web surfing until the final dismissal bell; taping conversations, music or other audio; photographing or videoing self or others; and any other activity that could in any way infringe on the rights of others including, but not limited to, teachers, students and staff.

The School Board is not responsible under any circumstances for the loss, destruction, damage and/or theft of wireless communication or electronic devices or any communication bill associated with the authorized or unauthorized use of the wireless communication devices. You are responsible for locating any lost or stolen items.

The misuse of a wireless communication or electronic device may result in the imposition of disciplinary action by the school and/or criminal penalties if the device is used in a criminal act. Misuse may also result in the confiscation of the device.

THREATS OR FALSE REPORTS: BOMB/DESTRUCTIVE DEVICES



Policy: 5600.01, *Zero Tolerance for School-Related Crimes*

If you are found to have made a threat or false report as defined by F.S. 790.162 and F.S. 790.163 involving school or school personnel's property, school transportation, or a school-sponsored activity, you will be expelled from the regular school for not less than one year and referred for criminal prosecution. [F.S. 1006.07]

STANDARDS FOR USE OF REASONABLE FORCE



Policy: 5630, *Corporal Punishment*

Administrators, teachers, and support staff may use and apply reasonable force and restraint for self-protection or for the protection of other students from physically disruptive students.

DRESS CODE



Policy: 5511, *Code of Student Conduct - Dress Code*

How you dress for school makes a difference. If you respect yourself and others and wear appropriate clothes at school, you will help to make the school a safe and orderly place to learn.

School Uniforms

You are required to wear a school uniform at all times while attending school or any school-sponsored activity *during* the school day.

Girls: The basic uniform for girls is a long or short-sleeved, solid-colored collared blouse or polo shirt with plain solid-colored skirt, pants, walking shorts, jumpers, or skorts of corduroy, cotton, twill, or denim fabric. Jeans need to be solid color, without color trims, embroidery, or other decorations. Dresses may be worn but must be solid color with short or long sleeves and follow the other requirements of this policy.

Boys: The basic uniform for boys is a long or short-sleeved, solid-colored collared shirt, such as a polo, oxford, or dress, with plain solid-colored pants or walking shorts of corduroy, cotton, twill, or denim fabric. Jeans need to be solid color, without color trims, embroidery, or other decorations.

Clothing must be the appropriate size for you, not be 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. You may not wear baggy/saggy pants.

Shirts/blouses/dresses must cover midriff, back, and sides at all times; should be fastened with no visible cleavage or undergarments; and may have a small manufacturer's logo.

Shorts/skirts/jumpers/skorts/dresses shall be worn no shorter than "mid thigh." Mid thigh is determined by extending the arms to the sides of the body and finding the tip of the longest finger (using normal posture).

In addition to the above basic uniform, the principal may designate:

1. Collared shirts with a school logo;
2. School-sponsored T-shirts with a crew neck; and
3. More restrictive dress code requirements, if approved by the school's SAC.

Each school will provide students/parents with a copy of the school's dress code.

Exceptions

If you enter the Alachua County Public School system after the start of the school year, you will have a grace period of ten (10) school days before being required to wear the school uniform.

You may wear special clothing necessary for a school-sponsored activity, as permitted by the principal.

If you are enrolled in a career academy, you may wear the uniform of that program.

The Superintendent, in consultation with the principal, may waive the school uniform policy on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held religious belief.

Shoes

Shoes must be safe and appropriate. You may not wear bedroom slippers or shoes with wheels. A manufacturer's logo/image is acceptable. You must wear shoes that are closed toe and closed heel and/or athletic shoes; you may not wear platforms, sandals, flip flops, crocs or jellies.

Outer Garments

You may wear coats, jackets, sweatshirts, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons. The outer garments must be of the appropriate size for you and shall not be overly baggy or violate any other provisions of the dress code.

You may not wear

- A. Clothing that is not properly fastened;
- B. Clothing that disrupts the orderly learning environment;
- C. Clothing that is torn, has holes, or pants that are frayed;
- D. Athletic shorts, cut-off pants, short-shorts, or running shorts;
- E. Clothing that exposes body parts in an indecent and vulgar manner;
- F. Sleepwear or outer garments traditionally designed as undergarments such as boxer shorts, or bras;
- G. Outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:
 - promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or
 - denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender.A manufacturer's logo/image is acceptable;
- H. Hats, headgear, or other head coverings inside the school building, except when approved by the principal/designee;
- I. Body piercings, except for earrings on the ears. All other body piercing jewelry must be removed or concealed;
- J. Jewelry or accessories that may be used as weapons, such as chains, spiked jewelry or arm bands;
- K. Combs, curlers, or hair picks; or
- L. Sunglasses inside the school building.

You may wear sunglasses, hats or other sun-protective wear while outdoors during school hours.

General Dress Code Requirements

This general dress code applies to students who are exempt from the uniform requirement **and** to all students while attending school-sponsored activities **after** the regular school day.

You may not:

- A. wear clothes and accessories that are dangerous to health or safety or are distracting or disruptive to the orderly learning environment;
- B. dress in a way that reveals private body area(s) or undergarments in an indecent or vulgar manner; or
- C. wear clothing or accessories that have slogans, signs, images, or symbols that:
 - promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior; or
 - denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender.

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

Violations of the Dress Code

If the principal determines that your clothing does not comply with Board policy, your parent/guardian may be asked to bring an appropriate change of clothes to school, or you may be asked to leave an after-school activity. You may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences.

If you wear clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment, the school will take the following actions:

For the first offense:

- You will receive a verbal warning; and
- Your parent or guardian will be called.

For the second offense:

- You will not be allowed to participate in any extra-curricular activity for up to five (5) days; and
- The principal will meet with your parent or guardian.

For the third or subsequent offense:

- You will be sent to in-school suspension for up to three (3) days;
- You will not be allowed to participate in any extra-curricular activity for up to thirty (30) days; and
- The principal will call and send a letter to your parent or guardian about your in-school suspension and exclusion from extracurricular activities.

You may appeal the principal's decision through the Student Grievance Procedure.

You will not be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the school uniform, if such failure is due to financial hardship. Your parent/guardian should notify the principal if assistance is needed.

SCHOOL BUSES/BUS STOPS

It is a privilege to ride a school bus. You may receive a bus misconduct referral for behavior that distracts the driver, disrupts order on the bus or at the bus stop, or endangers the health or safety of others. Cameras may be used to record your behavior on the school bus.



Policy: 5610.04, *Suspension of Bus Riding/Transportation Privileges*

You must:

1. Be at the bus stop five (5) minutes before your scheduled pick-up time and follow all school rules.
 - *2. Not cross the road before the bus arrives at the stop **or** after the bus departs from the stop.
 3. Stand off the roadway while waiting for the bus.
 4. Cross the road ten (10) feet in front of the bus, when boarding or departing, **after** the driver signals that it is clear to cross.
 5. Obey the driver.
 6. Sit according to the seating chart.
 7. Remain seated when the bus is in motion.
 8. Keep your arms, legs, head and objects inside the windows.
 9. Remain quiet. Unnecessary conversation with the driver is dangerous.
 10. Observe classroom conduct at all times while aboard the bus.
 11. Not eat, drink or have or use tobacco products/illegal substances.
 12. Ride only the assigned bus to and from school. You may not get off at a different stop or ride a different bus unless your parent has given written permission, with principal approval, and room is available on the bus. Parents assume responsibility.
 13. Not bring large boxes, cages, firearms, knives, glass bottles, animals, reptiles, offensive materials, skateboards, etc., on the bus. Band instruments too large to fit in your lap or under the seat are not permitted.
 14. Pay for any damage you do to a school bus or to School Board property within ten (10) days after billing.
- *Note:** Your safety is our primary concern. Bus stops are carefully selected so that it is not necessary for you to cross more than two (2) lanes of traffic to reach the bus stop. Therefore, do not cross a road wider than two (2) lanes to reach your stop. **If you need to cross a two (2) lane road to reach the bus stop, wait on your side of the road until the bus arrives.** If your place of residence changes after being assigned a stop, please notify the school so that a new stop can be arranged.

If you misbehave on the bus or at the bus stop, you may have your bus riding privileges suspended and/or you may be suspended from school.

COMPUTER USE

You are responsible for appropriate behavior on computers at school. Computer files, including e-mail, are not private. The use of the school's computers and computer networks, computer software, data files, Internet, and intellectual property is intended for educational purposes only and is a privilege. The privilege may be revoked or other disciplinary action taken for violation of any of the following rules.



Policy: 7540.03, *Student Network and Internet Acceptable Use and Safety*

You may **not**:

1. Share computer account IDs and passwords, except when authorized.
2. Create, copy, receive, or use data, language or graphics which are obscene, abusive, harassing, or otherwise inappropriate at school.
3. Access, change or delete computer programs, data files or electronic mail belonging to others, without express permission.
4. Steal or destroy the school's computer hardware or peripherals (printers, mice, monitors, modems, cables, connectors, etc.).
5. Steal or destroy computer software or data files owned by the school or other persons.
6. Violate or attempt to violate the security of the computer/network systems; you may not attach or install any personal communication device to the District's computer/network systems.
7. Take unauthorized actions which deny access to, disrupt, or destroy the service of the computer/network systems.
8. Make unauthorized or unlawful installation of personal computer software on the school's computers or the computer networks, including, but not limited to, games, virus programs, and applications software. Student-provided software must be used only in accordance with the license agreement.
9. Use computers, computer networks, or computer peripherals (printers, mice, monitors, modems, etc.) to commit a forgery or to create a forged instrument.
10. Reveal personal address, phone numbers, or other personal information of self or classmates without approval of teacher or parent.
11. Use the District's network resources or the internet for product advertisement, commercial activities, political campaigning, or solicitation.
12. Use computers, computer networks, computer software, data files or intellectual property in any unauthorized way. Messages relating to or in support of activities that are prohibited by law or Board policy will be reported to the authorities and may result in the loss of user privileges and/or other discipline.

SECTION FOUR

PROCEDURES

STUDENT DETENTION, SEARCH AND SEIZURE

You may be temporarily detained and questioned about possible violations of School Board rules. The principal or designee may search your locker or other storage areas upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. [F.S. 1006.09(9)] In addition, metal detectors and trained dogs may be used to screen for prohibited weapons and substances.



Policy: 5771, *Search and Seizure*

EXCLUSION FROM EXTRA-CURRICULAR ACTIVITIES



Glossary

Extra-curricular activities are offered to enhance your overall educational experience.



Policy: 5610.05, *Exclusion from Extra-Curricular Activities*

These activities are supplemental to the school curriculum and are privileges, not rights. This includes participation in and/or spectator attendance at any extra-curricular activity or event.

You are expected to exhibit the appropriate behavior at all times while participating in or attending these activities. All school and Board rules and regulations are in effect during the extra-curricular activities, whether held on or away from campus.

In order to participate in extra-curricular activities, you must maintain satisfactory conduct as determined by the principal. The principal may revoke participation in or spectator attendance for one (1) specific extra-curricular activity or for all extra-curricular activities, for a period not to exceed the remainder of the school year in which the offense took place.

If you are convicted of, or be found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, you shall not be eligible to participate in interscholastic extra-curricular activities for a period of one (1) year from the time of such conviction or finding.

If you fail to pay charges assessed for replacement of lost or damaged materials or equipment loaned to you, then you may be suspended from participation in extra-curricular activities pursuant to Policy 2520, *Instructional Materials*.

IN-SCHOOL SUSPENSION/DETENTION



Glossary

In-school suspension will only be offered at the discretion of the principal for offenses found in Section Three: Rules and Notices.



Policy: 5610.02, *In-School Suspension/Detention*

You may be detained up to one (1) hour after school is dismissed. If you are detained after the close of the regular school day, your parent/guardian will be contacted and informed that you will be detained. If your parent/guardian cannot be contacted, you will be detained on another day. Your parent/guardian is responsible for transportation following the detention.

OUT-OF-SCHOOL SUSPENSION

The principal or administrative designee has the right to suspend you from school for a serious act of misconduct (Level I or II offense under the Code) The procedure below shall be followed for suspension from school:



Policies: 5610, *Suspension and Expulsion of Students*
5611, *Due Process Rights*

1. **Notice.** You will receive oral and written notice of the charges and an explanation of the evidence against you. In a conference, you will have an opportunity to respond to the charges and to explain your behavior.
2. **Suspension.** If the principal or designee determines that there are sufficient grounds for suspension, then you will be informed that you are being suspended from school and for what length of time. You will normally be suspended effective at the end of the school day.
3. **Parent Contact.** The principal or designee will make a good faith effort immediately to contact your parent(s)/guardian(s) by telephone and will also send written notice to your parent or guardian. The notice will state the length of the suspension and the reasons for it.
4. **Homework.** If suspended, you will be released to your parents/guardians with specific homework assignments to complete.
5. **Appeal.** You or your parent may appeal a suspension decision through the Student Grievance procedure. See Section Five of this Code.
6. **Temporary Suspension.** In an emergency the principal may temporarily suspend you prior to a conference when the safety or health of students, staff or other persons in the school may be threatened by your continued presence. When temporary suspension is necessary, the principal will inform your parent(s)/guardian(s) by the most rapid means (including telephone). As soon as feasible under the circumstances, the principal will hold a conference with you and your parents. Following the conference, the principal may formally suspend you; however, in no case shall the principal's temporary and formal suspensions exceed ten (10) days for the same offense.

If you are a student with a disability, the principal will follow the discipline procedures for students with disabilities.

SUSPENSION FROM BUS-RIDING PRIVILEGES

The principal/designee has the right to suspend a student from bus-riding privileges for a period of time up to 10 (ten) days. On recommendation of the Superintendent, the Board may suspend your bus riding privileges for a longer period of time. Long-term suspension of bus privileges will be based on persistent misconduct which disrupts order on the bus and endangers the health, safety or welfare of other students riding the bus, or upon a single incident of conduct which shows reckless or willful disregard of the safety of the driver or others.



Policy: 5610.04, *Suspension of Bus Riding/Transportation Privileges*

1. **Principal Recommendation.** If you have received three (3) or more bus misconduct referrals within a school year, the principal may forward a report to the Superintendent with a recommendation for long-term bus suspension. Your parent or guardian will receive written notice of the principal's recommendation.

2. **Notice of Board Meeting Date/Request for Hearing.** If you are recommended for long-term suspension of bus privileges, the Superintendent will notify your parent or guardian of the time and place when the Board will consider the matter. Your parent/guardian may request a hearing before the Board-designated hearing agent, within ten (10) calendar days from receipt of the Superintendent's notice.
3. **Extension of Suspension.** When Board action on a recommendation for long-term bus suspension is pending, the Superintendent may extend the bus suspension beyond ten (10) days until the next meeting of the Board. Your parent/guardian will be notified in writing of any extension.
4. **Notice of Board Action.** When the Board reaches a decision concerning suspension of bus riding privileges, notice of that decision will be sent to all parties by hand delivery or U.S. mail. The decision of the Board is final.

If you are a student with a disability, the principal will follow the discipline procedures for students with disabilities.

EXPULSION



Glossary

The school principal may recommend to the Superintendent that the School Board expel any student who has committed a serious breach of conduct (Level I offense under the Code). The following procedure shall be used:



Policies: 5610, *Suspension and Expulsion of Students*
5611, *Due Process Rights*
5612, *Student Hearings*

1. **Notice.** You will receive oral and written notice of the charges and an explanation of the evidence against you. In a conference, you will have an opportunity to respond to the charges and to explain your behavior. You may give the principal the names of witnesses to the incident, so that they may be questioned.
2. **Suspension/Recommendation.** You will be informed that you are being suspended from school for ten (10) days and that a recommendation for expulsion is being forwarded to the Superintendent.
3. **Parent.** The principal/designee will make a good faith effort to contact your parent/guardian by telephone immediately and will also send written notice to your parent or guardian. The notice will state that you have been suspended for ten (10) school days, that a recommendation for expulsion has been forwarded to the Superintendent and the reasons for the action taken.
4. **Conference Opportunity.** Upon request, your parent or guardian will be given an opportunity to attend a conference with the principal to discuss the reasons for suspension and the recommendation for expulsion. This opportunity will be provided within 48 hours of the request (excluding Saturday, Sunday and school holidays).
5. **Investigation.** The Superintendent/designee will investigate the incident. Alternatives to expulsion shall be considered.

6. **Notice of Charges/Request for Hearing.** If the Superintendent finds a sufficient basis for an expulsion recommendation to the Board, a notice of charges will be sent to your parent or guardian. Your parent/guardian may, within ten (10) calendar days from receipt of the Superintendent's notice, request a hearing on the charges before the Board-designated hearing agent within ten (10) calendar days from receipt of the Superintendent's notice. Failure to timely request a hearing or failure to appear at a hearing after notice of the date of hearing shall be deemed a waiver of any hearing on the matter.
7. **Extension of Suspension.** When Board action on a recommendation for expulsion is pending, the Superintendent may extend the suspension beyond ten (10) school days until the next regular or special meeting of the Board. Your parent or guardian will be informed in writing of any extension.
8. **Board Action.** The hearing agent's Recommended Order will be submitted to the Board. The Superintendent will notify you and your parent/guardian of the Board's action.

If you are a student with a disability, the principal will follow the discipline procedures for students with disabilities.

SECTION FIVE

GRIEVANCE PROCEDURES FOR STUDENTS AND PARENTS/GUARDIANS


Student Right

- You have a right to file a complaint if you feel that you have been treated in an unfair way.

Student Responsibility

- You have a responsibility to learn about and follow procedures for filing a complaint.

A grievance procedure is used when a student believes there has been a violation of the procedures in the Code of Student Conduct. Unless otherwise provided, a student grievance may be pursued in order through three levels.

 See Policy 5710, *Student Grievances*

LEVEL **1** INFORMAL DISCUSSION

You or your parent/guardian should discuss your complaint with the person responsible for what you or your parent/guardian believes to be unfair treatment under the Code of Student Conduct. A meeting and discussion should occur within five (5) school days after the time of the alleged unfair treatment. No grievance will be processed until after such informal discussions have taken place.

LEVEL **2** SCHOOL PRINCIPAL

If the grievance has not been resolved at Level 1, the informal level, you and/or your parent/guardian may submit a completed Student Grievance Form to the principal within five (5) school days after the Level 1 discussion. The principal will have five (5) school days after the receipt of the grievance in which to hold a conference and provide a written response.

LEVEL **3** SUPERINTENDENT'S OFFICE

If the grievance has not been resolved at Level 2, you and/or your parent/guardian may, within five (5) school days after receipt of the principal's decision, submit the Student Grievance Form to the Superintendent's designee, who will review the grievance and will respond in writing to all parties within ten (10) school days after receipt of the grievance form.

Student grievance forms are available in each school's office.

The Superintendent's designee for coordinating all student grievances under this Code is Ms. Kathleen Black, Executive Director, ESE and Student Services. Ms. Black may be reached at 620 East University Avenue, Gainesville, FL 32601, from 8 a.m. to 5 p.m. on school days. Call 955-7671 to schedule an appointment.

GLOSSARY OF TERMS

Abusive Language: Using insulting/offensive language, swearing, cursing, or vulgar words.

Aggravated Battery: When a person intentionally or knowingly causes great bodily harm or permanent disfigurement, or uses a deadly weapon.

* **Alcohol:** Possession, sale, purchase, or use of alcoholic beverages.

* **Arson:** Intentionally setting a fire on/with school property.

Assault/Threat: See **Threat/Intimidation** below.

* **Battery:** The physical use of force or violence by an individual against another.

* **Breaking and Entering/Burglary:** The unlawful entry into a building or other structure or vehicle with the intent to damage or remove property or harm a person(s).

* **Bullying:** Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment or unreasonably interfere with the individual's school performance or participation. May involve teasing; threats; intimidation; stalking; cyberstalking; cyberbullying; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or damage to or destruction of property.

Cheating: Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test.

Classroom Disruptions: Any act which disrupts the orderly learning environment.

Computer Misuse: Inappropriate use, including but not limited to: breaking into restricted accounts or networks, modifying files without permission, illegally copying software, and entering or distributing unauthorized files.

Cyber-bullying: Includes tormenting, threatening, taunting, ranking, degrading, harassing, humiliating or otherwise targeting a student or staff member using the Internet, interactive and digital technologies or cell phones or inviting others to join in these acts.

Dating Violence or Abuse: Verbal, sexual, or physical behavior used by one person who is in a current (or was in a past) dating relationship to harm, threaten, intimidate or control the other person in that relationship. May include insults, coercion, social sabotage, sexual harassment, stalking or threats. May be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. May occur via electronic devices such as cell phones and computers, as well as harassment through a third party.

Defiance: Boldly resisting or openly challenging school authority.

Detention: Remaining after school as an alternative to suspension for certain misconduct.

* **Disruption on Campus:** Disruptive behavior that poses a serious threat to the learning environment, health, safety, and/or welfare of others.

- * **Drugs** (excluding alcohol): The possession, sale, transfer, distribution, or use of any controlled drugs. Also includes sale of any substance represented by the student to be a controlled substance; the use of any legal substance to attain a mood-altering effect; and the possession of any equipment or device for preparing or taking drugs.

Expulsion: The removal of the right and obligation of a student to attend a public school for a period of time not to exceed the remainder of the term or school year and one additional year of attendance.

Electronic Devices: See **Wireless Communication Devices** below.

- * **Fighting** (Mutual altercation): At least two students mutually participating in use of force or physical violence that requires physical restraint or results in injury.

Forgery: The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

Gambling: Any participation in games (or activities) of chance for money and/or other things of value.

Gang Identification: Grooming, accessories or clothing which local law enforcement or other community agencies currently consider to be gang related are prohibited. These may include but are not limited to items with gang names, initials or monikers, gang related tattoos or scars, and any manner of grooming or dress which by its color, arrangement, trademark or other attribute is gang related.

- * **Harassment:** Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes a substantial emotional distress in such person and serves no legitimate purpose.

Hazing: Any action or situation, whether on or off school premises, that recklessly or intentionally, endangers the mental or physical health or safety of a student for purposes such as, but not limited to, initiation or admission into or affiliation with any school-sanctioned activity or organization.

- * **Homicide:** The unlawful killing of one human being by another.

In-School Suspension/Detention: The temporary removal of a student from the student's regular school program and placement in an alternative program, under the supervision of school district personnel, for a period not to exceed ten (10) school days. The student remains in attendance for the school day(s) assigned and is allowed to continue appropriate curriculum standards without academic penalty.

- * **Kidnapping:** Forcibly or by threat, confining, abducting or imprisoning another person against his/her will and without lawful authority.

- * **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles, and mopeds.

Out-of-School Suspension: The temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal/designee, for a period not to exceed ten (10) school days, beginning at the end of the school day, and remanding of the student to the custody of the parent with specific homework assignments to complete. [F.S. 1003.01(5)].

Progressive Discipline: When a student commits the same offense repeatedly, the consequence may become more serious.

Public Display of Affection (PDA): Inappropriate public display of affection on a school campus or at a school-related activity is not allowed. Any such display may be subject to disciplinary action. PDA may include, but is not limited to, kissing, fondling, "dirty dancing," sitting on laps, inappropriate touching, etc.

Restitution: Restoring or paying for damaged or stolen property.

- * **Robbery/Extortion (Using force):** The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force, or threat of force or violence, and/or by putting the victim in fear.

Saturday School: An alternative to out-of-school suspension where students attend school on Saturday under supervised conditions.

- * **Sex Offenses:** Sexual behavior or conduct without force or threat of force. Includes, but is not limited to, lewd, sexual gestures, and indecent exposure.

- * **Sexual Battery (Includes attempted):** Any sexual act of attempted or actual forcible penetration.

- * **Sexual Harassment:** Consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical contact of a sexual nature when such conduct substantially interferes with a student's academic performance or creates an intimidating, hostile or offensive school environment. It includes, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome or inappropriate touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Skiping: Intentionally missing class(es) or days of school without knowledge or permission of parent/guardian.

- * **Smoking/Tobacco:** The use, possession, distribution, or sale of tobacco products on school property, at school functions, on school buses, or at extracurricular/co-curricular activities.

Stealing: See **Theft/Larceny** below.

Tardy: Unexcused lateness to school or class.

- * **Theft/Larceny (\$300 or more):** The unlawful taking, carrying, concealing or riding away with property of another person.

Theft/Petit Larceny (less than \$300): The unlawful taking, carrying, concealing or riding away with property of another person.

- * **Threat/Intimidation:** Placing another person in fear of physical harm with or without the use of a weapon. Must include all the following elements: intent, fear of physical harm, and capability (also may be known as "assault").

Tobacco Products: Cigars, cigarettes, pipe tobacco, smokeless tobacco, chewing tobacco, snuff or any matter or substances that contain tobacco, and papers used to roll cigarettes.

- * **Trespassing:** To enter or remain on public school property or at a school sponsored event without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion.

Unsafe Act/Action: Any behavior which compromises the safety of any individual, including, but not limited to, hitting, kicking, slapping, or use of laser pointers.

- * **Vandalism (more than/less than \$1,000):** The intentional destruction, damage, or defacement of public or private property, without the consent of the owner or the person having custody or control of it including, but not limited to, graffiti.

- * **Weapons:** Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether operable, inoperable, loaded or unloaded), sword, sword cane, knives (except common pocket knives, plastic knives and blunt-bladed table knives), box cutters, razors, clubs, electric weapons or devices, metallic knuckles, martial arts weapons, ammunition, destructive devices, and explosives and look-alike items that closely resemble weapons or operate similarly. The term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm, as well as endangering the health and safety of persons. For purposes of student and campus parking, the Board waives the exception in subparagraph 3 of s. 790.115(2)(a), F.S. Weapons are prohibited in vehicles at school-sponsored events and in vehicles on the property of any school.


Wireless Communication/Electronic Devices: Portable telecommunication devices, including cellular telephones, beepers, walkie-talkies, personal digital assistants, electronic computing devices, games and mp3 players. This term will also include any new technology developed for similar purposes.

Work Detail: Supervised activities related to the upkeep and maintenance of school facilities, as an alternative to other disciplinary action. May only be used after parental approval.

- * **SESIR Incident Report required**

APPENDIX A

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School Board, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. The School Board may, however, disclose appropriately designated directory information without written consent unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School Board to include this type of information in certain school publications.  [See policy 8330, *Student Records*](#)

Examples include:

- a playbill showing your child's role in a production
- the yearbook
- the honor roll or recognition lists
- graduation programs
- sports activity sheets, e.g., for a wrestling meet, showing weight/height of team members
- photographs and videotapes

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office (U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920) if it is believed that a violation of the act has occurred.

You must notify the District in writing by September 30, 2011 or within six (6) weeks of school enrollment, whichever ever is later, if you do not want the School Board of Alachua County to disclose directory information from your child's education records without your prior written consent.

The Board designates the following personally identifiable information contained in District education records as "Directory Information."

1. student's name
2. student's address
3. student's telephone number if it is a listed number
4. major field of study
5. date and place of birth
6. school photographs
7. date of attendance
8. participation in officially recognized activities and sports
9. degrees and awards received
10. weight/height of members of athletic teams
11. most recent previous educational agency or institution attended

APPENDIX B

Who to Contact

ELEMENTARY SCHOOLS

Alachua.....	(386) 462-1841	Littlewood.....	(352) 955-6712
A. Quinn Jones	(352) 955-6840	Metcalfe.....	(352) 955-6713
Archer	(352) 495-2111	Newberry Elementary	(352) 472-1100
Chiles	(352) 333-2825	Norton.....	(352) 955-6765
Duval.....	(352) 955-6703	Rawlings.....	(352) 955-6715
Finley.....	(352) 955-6705	Shell	(352) 481-1901
Foster	(352) 955-6706	Sidney Lanier	(352) 955-6841
Glen Springs.....	(352) 955-6708	Talbot.....	(352) 955-6716
Hidden Oak.....	(352) 333-2801	Terwilliger.....	(352) 955-6717
High Springs Comm.	(386) 454-1958	Waldo.....	(352) 468-1451
Idylwild.....	(352) 955-6709	Wiles.....	(352) 955-6955
Irby.....	(382) 462-5002	Williams.....	(352) 955-6719
Lake Forest.....	(352) 955-6710		

ADMINISTRATION

504/Equity Coordinator (Students)	(352) 955-7671 ext 264
Homeless Education.....	(352) 955-7070
Kirby-Smith Administration Center.....	(352) 955-7300
Student Services/ESE	(352) 955-7671
Transportation	(352) 955-7750
Zoning	(352) 955-7700, ext. 1354

SCHOOL SAFETY HOTLINE

The School Safety Hotline has been developed by the Florida Sheriff's Task Force to encourage students in our schools to report planned or suspected acts of violence before a serious incident occurs. The Hotline is funded by the Florida Legislature through the State of Florida Department of Education. [F.S. 1006.141]

*When you call you remain anonymous. The number is: toll free; unrecorded and no *69 feature in use; monitored 24 hours; and answered by trained personnel. Information received is investigated; proper action is taken, and is forwarded to the appropriate school & law enforcement agency.*

Better **E**ducation **Make the right choice**
By Reporting **A**ll **V**iolence **E**arly **~ BE BRAVE**

1-877-7BE-BRAVE (1-877-723-2728)
*** if it's an emergency call 911***

What should be reported? Drugs, Violence, Weapons, Criminal Activity