

# **Code of Student Conduct for Secondary Schools 2009-2010**

## **ALACHUA COUNTY PUBLIC SCHOOLS**

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# PARENT AND STUDENT ACKNOWLEDGMENT

## TO: PARENTS/GUARDIANS

The Code of Student Conduct has been developed to help your son or daughter benefit from school experiences. It defines the responsibilities and rights of students attending Alachua County Schools and states the consequences of student actions that disrupt the learning process. Since parents/guardians can be held responsible for the actions of their children, you should be involved in the education of your children. Students, parents and schools working together will help maintain a safe atmosphere where students can learn.

## TO: STUDENTS

The Code of Student Conduct tells you about your responsibilities and rights and the rules you must follow. It also states consequences for misbehavior. You are expected to show responsible behavior at all times.

## TO: PARENTS/GUARDIANS and STUDENTS

The school is in need of your help and cooperation. Please read and discuss this important booklet together. Please sign the "**NOTICE OF RECEIPT**" sheet on the following page and return it to school. This form will be kept on file at the school. Your signature does not mean that you agree or disagree with the contents, but just that you 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 personally identifiable information. Please read carefully this important parent information regarding two federal laws that regulate release of student directory information to military recruiters, which you have the right to waive.**

Alachua County Public Schools does not discriminate on the basis of race, color, religion, national origin, sex (gender), marital status, disability, sexual orientation, gender identity, age or legally-protected characteristics in its educational programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

<p style="text-align: center;"><u>For Students</u> William Goodman, Supervisor Guidance/Student Support 620 East University Avenue Gainesville, FL 32601 352-955-7671, 264</p>	<p style="text-align: center;"><u>For Employees</u> William Calsam, Supervisor Human Resources Department 620 East University Avenue Gainesville, FL 32601 352-955-7654, ext 222</p>
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# NOTICE OF RECEIPT

## PLEASE SIGN AND RETURN THIS FORM

Failure to return this form will not relieve you or your parent(s)/guardian(s) 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 (We) have received a copy and am (are) aware of the contents of the Alachua County Code of Student Conduct. I (We) am (are) 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 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 secondary and adult education student who is under the authority of the Alachua County school system.

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 and/or the school.

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 on time every day, if well, and to learn;
- respect individuals and property;
- use appropriate, responsible behavior at all times; and
- help maintain a safe, alcohol-free, drug-free, weapon-free environment.

For the benefit of the child, the School Board believes that:

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

- supporting the schools in requiring their child observe all school rules and regulations; and by accepting their own responsibility for their child's willful in-school behavior;
- sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- maintaining an active interest in their child's daily work and making it possible for 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 them promptly when required; and
- cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

The **SCHOOL SYSTEM** is expected to:

- administer through its teachers, staff, and administrators, appropriate consequences for misbehaviors so that teaching and learning can occur;
- 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:

*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 basic principles of your rights. With each right comes a responsibility.

### KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

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

STUDENT	<b><u>Responsibilities</u></b>
	➤ <i>To know and observe school rules and procedures which govern your conduct.</i>
	➤ <i>To become familiar with the Code of Student Conduct, all school rules, all classroom rules, and all bus rules.</i>
	<b><u>Rights</u></b>
	➤ <i>To receive a copy and explanation of clearly defined 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 involvement. Course selection and participation in school activities are an integral part of learning.

STUDENT	<b><u>Responsibilities</u></b>
	➤ <i>To ask for assistance from school personnel in selecting courses.</i>
	➤ <i>To request participation in academic programs and extracurricular activities that match with your abilities.</i>
	➤ <i>To cooperate with the teacher and contribute to a safe atmosphere.</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 conduct yourself and your activities so as not to harass others and to report harassment or discriminatory situations to school administrators.</i>
	<b><u>Rights</u></b>
	➤ <i>To receive district curriculum descriptions that will help you make informed choices.</i>
➤ <i>To attend school and learn 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 identify. This list of bases is not all inclusive.</i>	
➤ <i>To receive instruction under competent instructors in an atmosphere free from harassment and discrimination.</i>	

## RESPECT FOR PERSONS AND PROPERTY

Public and private safety are constitutional rights. You, your parents and school staff should work together to see that these rights are preserved in our schools. You have an obligation to assume responsibility for your own actions in a climate which fosters respect for persons and property.

STUDENT	<b><u>Responsibilities</u></b>
	<ul style="list-style-type: none"><li>➤ <i>To treat other students, school personnel and campus visitors with respect.</i></li><li>➤ <i>To respect others' property by not damaging or taking it.</i></li><li>➤ <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></li><li>➤ <i>To avoid conflict, first seek help from an adult, if possible. Protect yourself from harm if no other option is available. Report the incident to an adult school employee as soon as possible.</i></li></ul>
	<b><u>Rights</u></b>
	<ul style="list-style-type: none"><li>➤ <i>To be treated with respect by other students, school personnel and campus visitors.</i></li><li>➤ <i>To expect that your property will be respected by other students and school personnel.</i></li><li>➤ <i>To have a safe and orderly school.</i></li><li>➤ <i>To protect yourself and your property against some injury attempted by another.</i></li></ul>

## ATTENDANCE

Your parents are responsible for your attendance within the compulsory attendance age (F. S.1003.24). You are required to attend school from age 6 through age 16. You may withdraw from school at age 16 only if your parent gives written permission to the school. [F.S. 1003.21]

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

STUDENT	<b><u>Responsibilities</u></b>
	<ul style="list-style-type: none"><li>➤ <i>To attend school and classes daily and be on time.</i></li><li>➤ <i>To provide the school with an adequate explanation of absences.</i></li><li>➤ <i>To request and complete makeup assignments as required by the school.</i></li><li>➤ <i>To complete assigned work with honesty and integrity.</i></li></ul>
	<b><u>Rights</u></b>
	<ul style="list-style-type: none"><li>➤ <i>To be informed of School Board policies and individual school rules about absences and tardies.</i></li><li>➤ <i>To appeal a decision pertaining to an absence.</i></li><li>➤ <i>To make up work and tests missed due to excused absences within the time required by the school.</i></li><li>➤ <i>To make up nine (9) weeks and semester exams when there is an unexcused absence, in accordance with Board Policy 5200, Attendance.</i></li></ul>

**EXCUSED ABSENCES:** You must be in school unless your absence has been excused for one of the reasons listed below. It is the responsibility of each student’s parent/guardian to explain the student’s absence to the school in a way acceptable to the principal. 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 parental note).
- Documented appointments with health care professionals.
- Documented absence for religious instruction or religious holiday.
- Participation in an academic class or school-sponsored activity approved by the principal.
- Court appearances (copy of subpoena required).

For sixth through eighth grade only, absences due to other individual circumstances may be excused by the principal. All other absences are considered unexcused.

High school students who have more than six unexcused absences will be required to demonstrate mastery of the student performance standards in order to receive credit. Please check with your high school for specific information.

## FREE SPEECH, STUDENT PUBLICATION, AND ASSEMBLY

Citizens are guaranteed self-expression under the First and Fourteenth amendments of the United States Constitution. One of the basic purposes of education is to prepare you for responsible self-expression and the free exchange of ideas in group discussions.

<b>STUDENT</b>	<p><b><u>Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>➤ <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 of others.</i></li> <li>➤ <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></li> </ul> <p><b><u>Rights</u></b></p> <ul style="list-style-type: none"> <li>➤ <i>To express your viewpoints responsibly in writing or orally without jeopardizing your relations with your teachers or school.</i></li> <li>➤ <i>To print and distribute publications only under the supervision of the principal/designee.</i></li> <li>➤ <i>To conduct meetings on school grounds or in school buildings in accordance with school rules and scheduled use of facilities.</i></li> </ul>
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## PRIVACY

Federal and state laws provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school’s responsibility 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.

<b>STUDENT</b>	<b><u>Responsibilities</u></b>
	➤ <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>
	<b><u>Rights</u></b>
	➤ <i>To have privacy of 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>

## DRESS CODE

The dress code and grooming of Alachua County Public School students shall contribute to the health and safety of the individual, promote a positive education environment, and not disrupt the educational activities and processes of the school.

<b>STUDENT</b>	<b><u>Responsibilities</u></b>
	➤ <i>To come to school fully clothed and wear clothes and accessories which are not dangerous to health or safety, do not disrupt the learning process, and stay within the school dress code.</i>
	➤ <i>To dress in a way that does not disrupt or distract from the learning process, does not reveal any private body areas, is not offensive to others or inappropriate at school and at school-sponsored events.</i>
	➤ <i>To adhere to your school's dress code. Specific dress code requirements may be developed by individual schools.</i>
	<b><u>Rights</u></b>
	➤ <i>To wear clothes of your choice, or the school uniform, as long as those clothes or the way the clothes are worn are appropriate for the school, adhere to the school dress code, are not dangerous to health or safety and do not disrupt the learning environment.</i>
	➤ <i>To learn without being offended or distracted by the way other students are dressed.</i>

Appropriate attire should be worn as follows:

- Skirts, shorts, dresses, and culottes must be "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).
- All clothing must be the appropriate size. The waist of the garment must be worn at the top of the hip or waist.
- Shirts and blouses must cover midriff, back, sides, and all undergarments, including bra straps, at all times. Shirts and blouses should be appropriately fastened with no visible cleavage. Tops must have shoulder straps that are at least two (2) inches in width.
- Shoes must be safe and appropriate for school.

The following is not appropriate attire for school:

- Tops that have one shoulder only, are strapless, or have spaghetti straps;
- Pajamas, sleep pants, saggy/baggy pants;
- Tights and spandex garments worn alone;

- Exposed underwear; undergarments may not be visible. This includes boxer shorts;
- Swim wear, unless part of supervised sports;
- Clothing that is torn or has areas cut out after purchase;
- Clothing promoting drugs, alcohol, tobacco, gang identification, weapons, and/or sexual behavior;
- Hats or other head coverings worn during the school day without permission of the principal/designee;
- Sunglasses worn inside the school building; or
- Bedroom slippers;

Certain clothing accessories may not be worn. You may not carry or wear accessories that may be potentially dangerous, including, but not limited to, heavy chains, spiked arm bands, spiked necklaces, and other sharp objects.

Where there is a difference of opinion regarding interpretation of the standard of dress, the principal or the principal's designee shall determine whether or not the dress is appropriate.

**NOTE:** A school may establish a uniform dress policy which requires that you wear the school's uniform. Refusal to comply with such a uniform dress code policy is an infraction under this code.

## STUDENT RULES FOR RIDING SCHOOL BUSES

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 endangers the health or safety of other students. Cameras may be used to monitor your behavior on the school bus. You must:

1. Be at the bus stop five (5) minutes before the 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.
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 damage to school buses or 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.

## STUDENT RULES FOR 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 access, 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. 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.

## **STUDENT RULES FOR DRIVING/PARKING ON CAMPUS**

Parking on Board property is a privilege and may be granted or revoked by the principal or principal's designee. You are responsible for the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

Students in grades 6-8 are not permitted to park on school property.

For purposes of student and campus parking, the Board waives the exception in sub-paragraph 3 of F.S. 790.115(2)(a). Weapons are prohibited in vehicles at school-sponsored events and in vehicles on the property of any school.

The Board is not responsible for motor vehicles which are lost, stolen, or damaged.

## **SECTION TWO**

### **DISCIPLINE BY LEVELS**

The principal or designee is responsible for discipline and has a reasonable degree of discretion in determining the level of the behavior and its appropriate consequence. Schools and teachers may develop individual rules and disciplinary practices which supplement this Code but do not conflict with it. If a principal/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.

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 consequence. 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.

#### **LEVEL IV DISCIPLINE**

Level IV offenses are least serious acts of misconduct which interfere with orderly classroom or school procedures, or your own learning. These offenses may be handled first by the teacher or other staff member involved. 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 others or yourself.

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

## **LEVEL II DISCIPLINE**

Level II offenses are more serious acts of misconduct, including repeated similar misbehavior, serious disruptions of the orderly conduct 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 extracurricular activities.

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

- Behavior contract
- Saturday School
- In-school suspension
- 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 require notification to law enforcement. 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:

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

**Note:** Your school zoning exemption 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 exemption 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**

### **PROHIBITIONS AND NOTICES**

You are expected to behave appropriately at school. Misbehavior that violates the rights of others, is disruptive at school, or interferes with learning is prohibited. These behaviors include, but are not limited to, the following misbehaviors 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 personnel 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 section [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. 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(4)]

## ZERO TOLERANCE OF SCHOOL-RELATED CRIMES

The School Board has zero tolerance for crimes, violence, weapons and drugs. This policy includes the reporting of delinquent acts and crimes occurring whenever and wherever you are under the authority of the School Board [F.S. 1006.13].

1. If a court finds that you have committed the following offenses on school property, school-sponsored transportation or during a school sponsored activity, you will receive the most severe consequences provided by Board Policy.
  - 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 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.
2. If you are a victim of a crime at school you have the right to press charges against the offender.
3. School personnel will notify local law enforcement authorities when any crime or delinquent act is committed on school property, on school sponsored transportation or during a school-sponsored activity.

## 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** a firearm to school or **possess** 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. Firecrackers, fireworks and M80s 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



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 form of alcoholic beverage,
- any controlled drugs, or
- hallucinogens or similar items

on school property, including buses, and at school-sponsored activities, except those 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 placement or expulsion. The principal may consider your record in other 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 to be expelled.
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 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 the 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 or 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]

## MISCONDUCT ON SCHOOL BUS/AT BUS STOP

If you ride a school bus, you are expected to follow the Code of Student Conduct. Disruptive behavior on a school bus or at a school bus stop is a violation of the Code of Student Conduct. You may have your bus-riding privileges suspended and may also be suspended from school if you misbehave on the bus. See Bus Rules on page 6.

## BULLYING AND SEXUAL HARASSMENT



The School Board will not tolerate bullying and harassment of any type, including sexual 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 data or computer software that is accessed through a school computer, computer system, or computer network.

If you are found to have committed an act of bullying or harassment, including sexual harassment, or 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 the school principal or designee. You may also report concerns to teachers and other school staff.

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

*See Policies 5517, Anti-Harassment; 5517.01, Bullying and Harassment*

## **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.

## **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 permanently 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. [F.S. 1003.32]

## **WIRELESS COMMUNICATION/ELECTRONIC DEVICES**



Rules for Possession, Display and Use:

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 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 except 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 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 circumstances 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; photographic 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**

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]

## **EXCLUSION FROM EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are offered to enhance your overall educational experience. These activities are supplemental to the school curriculum and are privileges, not rights. This includes participation in and/or spectator attendance at any extracurricular activity or event. You are expected to behave appropriately 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 addition to any other disciplinary consequence as a result of misbehavior, the principal may revoke participation in or spectator attendance at extra-curricular activities.

## **STANDARDS FOR USE OF REASONABLE FORCE**

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.

## **CERTAIN CLOTHING ACCESSORIES**

Students may not carry or wear accessories that may be potentially dangerous, including, but not limited to, heavy chains, spiked arm bands, spiked necklaces, and other sharp objects.

## 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, vehicle 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.

#### 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:

1. 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. 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. The principal or designee will make a good faith effort immediately to contact your parent or guardian 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. If suspended, you will be released to your parents/guardians with specific homework assignments to complete.
5. You or your parent may appeal a suspension decision through the Student Grievance procedure. See Section Five of this Code.
6. 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 or guardian 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.

The school principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct (Level I offense under the Code). The procedure below shall be followed for expulsions from school:

1. You (the student) 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. 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. You will normally be suspended effective at the end of the school day.
3. The principal or designee will make a good faith effort to immediately to contact your parent or guardian by telephone 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. Upon request, your parent or guardian will be given an opportunity for an informal hearing with the principal on 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. The Superintendent or designee will investigate the incident as deemed necessary. Alternatives to expulsion shall be considered based upon sound educational reasons.
6. If the Superintendent finds a sufficient basis for an expulsion recommendation to the Board, a notice of charges will be served on your parent. Your parent or guardian may request a hearing on the charges 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. 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. The hearing agent's Recommended Order will be submitted to the Board. The Superintendent will notify your parent and student of the Board action.

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 or 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 on a single incident of conduct which shows reckless or willful disregard of the safety of the driver or others.

1. 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. 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 a recommendation will be made to the Board. Your parent or guardian may request a hearing, conducted by the Board-designated hearing agent, within ten (10) calendar days from receipt of the Superintendent's notice.
3. 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 or guardian will be notified in writing of any extension.
4. 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.

## REASSIGNMENT TO HORIZON CENTER

1. The Horizon Center is an alternative/disciplinary program for middle and high school students. You are eligible for the program under any of the following criteria:
  - a. You have a history of disruptive behavior in school: you have been referred to the office for major (Levels I or II) disciplinary reasons for which the student has received at least two out-of-school suspensions. If your discipline record for the most recent three (3) semesters will be considered for purposes of eligibility. Your record in other school districts may be considered.
  - b. You have committed an offense which would warrant expulsion from school according to the Code of Student Conduct.
  - c. You are returning from detention or a court-adjudicated commitment program and you have been evaluated by District personnel; you will not be automatically assigned to the Horizon Center.
2. Upon the principal's recommendation for reassignment to the Horizon Center, district personnel will review records. If you are determined eligible, you will be reassigned effective on a specified date, and your parent or guardian is notified in writing of the reassignment.

3. Your parent or legal guardian may request a hearing before the Board-designated hearing agent on the reassignment. A request for hearing must be received in writing at the office of the Superintendent within 10 calendar days from the parent's receipt of the notice of reassignment. Your assignment to the Center shall be effective on the date specified, which may be before the date of the hearing.
4. Assignment to the Center will normally be effective for at least one full semester. Transfers from the Center will normally occur only at the end of a semester or the end of the extended school year.
5. When you have demonstrated acceptable behavior, attendance, and academic progress while at the Center, the principal of the Center will notify the receiving school. As a condition of returning to the receiving school, you may be required to enter into a performance contract on such terms as established by the Center and the receiving school.

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

## **STUDENT TRANSFER - FELONY CHARGES**

Florida Statutes provides for the transfer to an alternative program of a student enrolled at school who:

- has been formally charged with a felony or with a delinquent act which would be a felony if committed by an adult by a prosecuting attorney, and
- the incident for which s/he has been formally charged occurred on other than school property, and
- under circumstances in which the student would not already be subject to the rules and regulations of the Alachua County Schools, and
- the incident would have an adverse impact on the educational program, discipline or welfare of the school in which the student is enrolled.

The following procedures will be followed if the principal proposes a felony transfer pending determination of the student's guilt or innocence, or the dismissal of the charge:

1. Upon receiving proper notice from the State Attorney's office, the principal will notify the parent/guardian of the student, in writing, of the specific charges against the student. The notice will also include the date of a hearing before the principal, to be held no more than five (5) school days from date of postmark or delivery.
2. Following the hearing, the principal shall provide the student and parent/guardian with a decision, in writing, as to whether or not student transfer for felony charges will be made.
3. If the charge(s) are dropped or reduced below the felony level, the student will be reassigned to his/her zoned school. It is the responsibility of the student to provide proper documentation to the Center.

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 regarding unfair treatment.

#### **Student Responsibility**

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

Grievance procedures are used to handle serious problems when students believe there has been a violation of the procedures in the Code of Student Conduct, including their due process rights. Unless otherwise provided, a student grievance may be pursued in order through three levels.

#### **LEVEL I - INFORMAL DISCUSSION**

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

#### **LEVEL II - SCHOOL PRINCIPAL**

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

#### **LEVEL III - SUPERINTENDENT'S OFFICE**

If the grievance has not been resolved at Level II, 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 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, 8 a.m. to 5 p.m. on school days. Telephone: 955-7671.

# 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 willful use of force or violence on another person.

\* **Breaking and Entering/Burglary:** The unlawful entry into a building or other structure or vehicle with the intent to commit a felony or theft.

\* **Bullying:** Any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with your 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.

**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): Violation of the Board's prohibition of the possession, sale, transfer, distribution, or use of any controlled drugs. (Also prohibited are 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 a physical fight.

**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:** Using repeated unwelcome remarks to bully, annoy, demean, or ridicule another.

**Hazing:** Any action taken 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:** 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, secretly or by threat confining, abducting or imprisoning another person against their will.

\* **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.

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

**Public Display of Affection:** Inappropriate public display of affection (PDA) 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.  
**Skipping:** Intentionally missing classes 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 for 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, 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 others, or use of laser pointers.
- \* **Vandalism (more 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.  
**Vandalism-Minor (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 of Alachua County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School Board of Alachua County may 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 from your child's education records in certain school publications. Examples include:

- a playbill showing your student's role in a drama production
- the yearbook
- honor roll or recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, 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) regarding an alleged violation.

**In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, on request, with three directory information categories—name, address and telephone listing—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.\***

**You must notify the district in writing by September 30, 2009 or within six (6) weeks of school enrollment, whichever 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 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. date of attendance
7. participation in officially recognized activities and sports
8. degrees and awards received
9. weight/height of members of athletic teams
10. most recent previous educational agency or institution attended

\* These laws are Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill; and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L.) 107-107, the legislation that provides funding for the nation's armed forces.

# APPENDIX B

## School Board Policies

The Code of Student Conduct is based on a number of School Board policies that pertain to student rights, conduct and discipline, including those listed below.

All Board policies may be viewed at <http://www.neola.com/alachua-fl>

<b>Policy Title</b>	<b>Policy #</b>
Absences for Religious Instruction/Holidays	5223
Anti-Harassment	5517
Attendance	5200
Bicycles, Use of	5514
Corporal Punishment	5630
Discipline of Students with Disabilities	2465
Disorder and Demonstration	5520
Dress and Grooming	5511
Drug/Alcohol Prevention	5530
Due Process Rights	5611
Exclusion from Extra-Curricular Activities	5610.05
Homework	2330
In-School Suspension/Detention	5610.02
Bullying and Harassment	5517.01
Motor Vehicles, Use of	5515
Nondiscrimination and Access to Equal Educational Opportunity	2260
Section 504/ADA Prohibition Against Discrimination Based on Disability	2260.01
Nondiscrimination Grievance Procedure	2260.02
Parent Involvement in the School Program	2111
Procedures for Section 504	2260.03
Re-Assignment to Alternative Programs	5610.06
Removal, Suspension, and Expulsion of Students	5610
School Uniforms	5511.01
Search and Seizure	5771
Student Conduct	5500
Student Discipline	5600
Student Grievances	5710
Student Hazing	5516
Student Hearings	5612
Student Privacy and Parental Access to Information	2416
Student/Parent Rights	5780
Suspension of Bus Riding/Transportation Privileges	5610.04
Tobacco Products	5512
Weapons	5772