

Alachua County Public Schools Elementary



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Adopted July 21, 2020

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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 Code is based on the Board's policies governing students. The Code and the complete policies are available online 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, and on school buses. You may also be subject to discipline if your misconduct is directed at a Board official or employee or the property of such official or employee.

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.

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**" in "**Appendix C**" 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.


STUDENT

As a **STUDENT** you are expected to:

- assume responsibility for your own behavior;
- be in school and on time every day, unless ill;
- make an effort to learn;
- respect individuals and property;
- use appropriate, responsible behavior at all times; and
- help maintain a safe, alcohol, drug, and weapon-free environment, which may include reporting to the front office or other responsible adult any information or concerns you may have about safety. Remember, if you see something, say something.

PARENT/GUARDIAN

As a **PARENT/GUARDIAN** you are expected to:

 Policy: **8620**, *Parent Responsibility*

- encourage your child's career in school;
- ensure that your child is in school and on time every day, unless ill. If you refuse or fail to have a minor child who is under your control attend school regularly, you may be charged with a second degree misdemeanor or be referred with your child to truancy court;
- support the schools by requiring your child to follow all school rules and regulations and to accept responsibility for their behavior;
- send your child to school clean, appropriately dressed and in good health;
- have an interest in your child's school work and make it possible him/her to complete assigned homework;

- read all communications from the school, sign, and return documents promptly when requested;
- cooperate with the school by attending conferences and sharing information with school personnel;
- report to the front office any information or concerns you may have that might affect the health, safety, or welfare of your child, other students, or staff members;
- teach your child the rules for riding a school bus (see page 13, *School Transportation*);
- be responsible for your child’s safety and supervision to and from school, to and from the bus stops, and while they are waiting for the bus at the bus stop; and
- provide transportation when your child’s bus riding privileges have been suspended.

NOTE: Weapons are prohibited in vehicles parked at school and at all school events at all times.

SCHOOL SYSTEM

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;
- investigate any and all concerns raised that may affect the health, safety, or welfare of students and staff;
- discipline any student under its supervision, subject to the limitations of the law and district policies; and
- treat parents and other members of the public with courtesy, respect and civility.



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

The Alachua County Public Schools do not discriminate on the basis of race (including anti-Semitism), ethnicity, color, national origin, sex (including sexual orientation, transgender status, or gender identity), physical and mental disability (including but not limited to: HIV, AIDS, or sickle cell trait), (Section 504/ADA), pregnancy, marital status, or age, religion, military status, ancestry, use of language other than English by Limited English Proficiency (LEP) students, or genetic information, or other legally-protected characteristics in its educational programs and activities. The District’s 504/Title IX Equity Coordinators are:

For Students

Jennifer Taylor, Supervisor
 Guidance/Student Support
 620 East University Avenue
 Gainesville, FL 32601
 (352) 955-7671, ext. 1610

For Employees

Bart Brooks, Supervisor
 Human Resources Department
 620 East University Avenue
 Gainesville, FL 32601
 (352) 955-7726

SECTION ONE

STUDENT 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.

Responsibilities

- *To know and observe school rules and procedures which govern your conduct.*
- *To become familiar with the Code of Student Conduct, school rules, classroom rules, and bus rules.*

Rights

- *To receive a copy and explanation of the rules of student conduct.*
- *To expect the rules to be enforced fairly and without discrimination.*

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.

Responsibilities

- *To request participation in academic programs and extracurricular activities that match with your abilities.*
- *To cooperate with teachers and help create a safe environment.*
- *To cooperate fully and strive to achieve mastery of the basic skills.*
- *To treat others equitably and fairly.*
- *To act in a way so as to not harass others and to report harassment or discriminatory incidents to school administrators.*

Rights

- *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.*
- *To receive instruction under competent teachers.*

RESPECT FOR PERSONS AND PROPERTY

The safety and security of both people and property are important. You, your parent(s) and the school's staff should work together to preserve these ideals. You are expected to respect other persons and their property.

Responsibilities

- *To treat other students, school personnel and campus visitors with respect.*
- *To respect others' property by not damaging or taking it.*
- *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.*
- *To avoid conflict and to report and seek adult help, first, when conflict arises.*
- *Protect yourself from harm if no other options are available.*
- *If you see something, say something to a responsible adult.*

Rights

- *To be treated with respect by other students, school personnel and campus visitors.*
- *To expect that your property will be respected by other students and school personnel.*
- *To have a safe and orderly school.*
- *To protect yourself and your property against injury or damage attempted by another.*

ATTENDANCE

Your parents are responsible for your attendance as defined by the state's Compulsory School Attendance laws. [F.S.1003.24]



Policies: **5200**, Attendance
5223, Absences for Religious Instruction
5225, Absences for Religious Holidays
5230, Late Arrival and Early Dismissal

Responsibilities

- *To attend and be on time to school and classes daily.*
- *To provide the school with an adequate explanation of absences.*
- *To request and complete make-up assignments as required by the school.*
- *To complete make-up work with honesty and integrity.*

Rights

- *To be informed of School Board policies and individual school rules regarding absences and tardies.*
- *To appeal a decision pertaining to an absence.*
- *To make up work and tests missed due to excused absences within the time required by the school.*
- *To make up nine (9) week exams when there is an unexcused absence, in accordance with Board Policy 5200, Attendance.*
- *To be sent home with specific assignments when suspended from school, in accordance with Board Policy 5200, Attendance.*

◆TARDY

It is important to be at school on time. If you arrive late, you will miss class time and may disrupt the learning of others. You are **tardy** if you come to school after the beginning of the school day or if you are not in your classroom when the tardy bell rings.

- If you are tardy to school, your parent must sign you in at the front office.

The principal will decide whether or not to excuse your tardiness to school. The principal will not accept the following reasons for being tardy: Heavy traffic; oversleeping; returning home for forgotten items; and non-educational appointments other than doctor/dentist.

Six (6) unexcused tardies to school or unexcused early releases from school will result in one absence for purposes of determining truancy.

◆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 your 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 (court documentation is required).

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

◆TRUANCY

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

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

FREE SPEECH, STUDENT PUBLICATION, ASSEMBLY, AND OFF-CAMPUS BEHAVIOR



Policy: **5520**, *Disorder and Demonstration*

Citizens are guaranteed self-expression

under the First and Fourteenth 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.

Your off campus speech or other conduct which occurs outside of school time that violates the District's Code of Student Conduct may also be the basis for discipline, up to expulsion, if it has the potential to disrupt the process of education; impact the safe and efficient operation of the school or school-sponsored activities; or interferes with the rights, safety, or welfare of others.

Responsibilities

- *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.*
- *To observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons.*

Rights

- *To express your viewpoints responsibly without jeopardizing your relations with your teachers or school.*
- *To print and distribute publications only under the supervision of the principal/designee.*
- *Upon written request from your parent, you have the right to not participate in the reciting of the pledge of allegiance, including standing & placing your right hand over your heart [F.S. 1003.44].*

PRIVACY

Federal and state laws provide persons with reasonable 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.



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

5780, *Student/Parent Rights*

8330, *Student Records*

Responsibilities

- *Not to carry or conceal any prohibited material.*
- *To learn how information is gathered, used, and what it means in your school records.*

Rights

- *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.*
- *To expect that schools will keep your records safe and private.*

◆STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law pertaining to maintenance and disclosure of student records. The Notice for Directory Information, in **Appendix A**, explains your rights and obligations regarding the disclosure of personal information in student records, including the release of information to military recruiters.

SECTION TWO

RULES AND NOTICES

You are expected to behave appropriately at school. Conduct that violates the rights of others, disrupts the school, or interferes with learning is not acceptable. These misconducts include, but are not limited to the following:

- Abusive/Profane Language
- Alcohol/Drugs
- Arson
- Assault/Threat
- Battery
- Bullying/Harassment
- Burglary
- Cheating
- Classroom Disruptions
- Computer Misuse
- Defiance
- Disorderly Conduct
- Extortion
- False Accusations
- Fighting
- Forgery
- Gambling
- Hazing
- Hostile Physical Actions
- Improper Dress
- Leaving the classroom/school grounds without permission
- Loitering
- Public Displays of Affection
- Robbery
- Running and/or making excessive noise in the hall or building
- Sex Offenses
- Skipping
- Tardy
- Theft
- Tobacco
- Trespassing
- Unacceptable physical contact
- Unauthorized Use of a WCD
- Unsafe Actions
- Vandalism
- Weapons

ZERO TOLERANCE OF SCHOOL-RELATED CRIMES

The School Board has zero tolerance for crimes, violence, weapons and drugs. You are expected to help maintain a safe, alcohol, drug and weapon-free environment, and are expected to report acts that pose a serious threat to school safety whenever and wherever you are. If you see something, you should say something. 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 assault or battery;
- battery on school personnel;
- kidnapping or abduction;
- arson;
- possession, use or sale of illegal drugs;
- possession of a firearm or other weapons;
- possession, use or sale of any explosive device;
- placing, discharging, or throwing an explosive item or noxious substance or making threats to do so; or
- threats of unsafe and potentially harmful, dangerous, violent, or criminal activities.

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

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. You may be referred for mental health services. 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)]

WEAPONS

Weapons and the 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 or blunt-bladed table knives. Violation of this prohibition is a serious breach of conduct.



Policy: **5772**, *Weapons*



Glossary

(See full definition for the term **Weapons** in the **Glossary**)

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, with or without continuing educational services, from the regular school for not less than one year, will be referred for mental health services, and will be referred for criminal prosecution. [F.S. 1006.07(2)(l)]

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, with or without continuing educational services, for not less than one year, will be referred for mental health services, and will be referred for criminal prosecution. [F.S. 1006.07(2)(l)]

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. Pocket Knives and Blunt-Bladed Table Knives

If you possess, sell, distribute, display or transfer a pocket knife or blunt-bladed table knife you will be disciplined in accordance with **Section Three: Discipline for Misconduct**, page 17.

4. Non-Weapons Used as Weapons

If you **use as a weapon** any article or substance not normally considered a weapon (like rocks, pens, pencils, plastic knives), 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.



Policy: **5530**, *Drug/Alcohol Prevention*

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 or transfer or distribute**, other than selling, any item listed above (or that you represent to be any item listed above), 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

It is unlawful for any person under 21 years of age (18 years in Newberry) to **knowingly possess** any tobacco product. [F.S. 386.212; 569.11] You may not **use, possess, distribute or sell** tobacco products on school property, at school-sponsored events, at school bus stops or on school buses. Tobacco products mean: to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contain tobacco in addition to papers used to roll cigarettes. The Board also prohibits the use of electronic, "vapor," to use vapor-generating electronic devices, e-cigarettes, (e.g., JUULs), vaping products or supplies, including but not limited to vape pods, liquids or other vaping supplies, and/or; to use other substitute forms of cigarettes, clove cigarettes, or other smoking devices for burning tobacco or any other substance.



Policy: **5512**, *Tobacco-Free Environment*

BULLYING, HARASSMENT, AND SEXUAL MISCONDUCT

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



Policies: **5517**, *Anti-Harassment*
5517.01, *Bullying and Harassment*
5517.02, *Sexual Violence*

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

Reports of bullying or harassment that occur at a school bus stop or at other times outside the regular school day will be investigated and may result in discipline if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school.

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. You can also call the

Bullying Help Line at (352) 955-7200

or send an email to [**reportbullyingnow@gm.sbac.edu**](mailto:reportbullyingnow@gm.sbac.edu).

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

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 behavioral interventions or be disciplined up to and including suspension, alternative placement, or expulsion.

Title IX

If you believe you have been a victim of sexual harassment or misconduct, immediately report to your teacher, school counselor, school administrator or other school staff. You may also report to the District's Title IX coordinator (see page 2). Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally-funded education program or activity. This law includes protection from sexual harassment or misconduct.

In addition, when an allegation of sexual harassment is made, interventions to ensure all students' safety may be put in place, which may include increased supervision, change in transportation, or change of schedule including possible change of school assignment.

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. 1006.148] Students and Parents who observe an act of dating violence, or who have reason to believe that a student is a victim of dating violence or abuse is strongly encouraged to promptly report the matter to the Principal or another District administrator or official. These reports can be made either in person or anonymously.

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]

THREATS OR FALSE REPORTS



The Board prohibits the threat of violence against individuals or groups, either directly or indirectly, which places them in fear of physical harm with or without the use of a weapon.

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

- A. Bomb/Destructive Devices: If you are found to have made a threat or false report of a bomb or destructive device 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, with or without continuing educational services, for not less than one year, will be referred for mental health services, and referred for criminal prosecution. [F.S. 1006.07]
- B. Other Threats of Violence (Assault): You are prohibited from making other threats of violence against individuals or groups, either directly or indirectly. If you are found to have made a threat of violence, you may be disciplined up to and including suspension, alternative placement, expulsion, arrest, and prosecution. [F.S. 836.10]

If you have received a threat or have knowledge of a threat, you must report it immediately to a teacher or school administrator. You may also report using FortifyFL at <https://getfortifyfl.com/>. If you see something, say something.

Any student who is determined to have made a threat or false report, whether oral, written, electronic or symbolic, will be reported to law enforcement and a school based threat assessment will be conducted. The threat assessment team will be composed of, at minimum, an administrator, counselor and SRO. The threat assessment may include student/staff statements, a review of records, student history, mental health history, and the creation of interventions and/or a safety plan. This plan may include a referral

to mental health services. Threat assessment determinations shall be reported to the Superintendent or designee.

All threats of violence (oral, written, electronic or symbolic) will be reported to law enforcement and investigated by school officials.

DRESS CODE

The manner in which you dress can have a positive impact on you and your school. If you respect yourself and others and dress appropriately for school, you will help to make the school a safe and orderly place to learn.



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

General Dress Code Requirements

This general dress code applies to all students at school and to all students while attending school-sponsored activities **after** the regular school day.

Clothing must be of 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 the midriff, back, and sides of the body at all times and should be fastened with no visible cleavage or undergarments showing.

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 dress code requirement, the principal may designate more restrictive dress code requirements, if approved by the school's School Advisory Council (SAC).

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

Exceptions

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 dress code policy on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held-religious belief.

For the 2020-2021 school year, you may wear a face mask for health and safety reasons related to COVID-19, provided the face mask otherwise complies with the provisions of the District's dress code policy. The face mask must be worn appropriately, covering the nose and mouth area. You may not wear a face mask which covers your entire face (i.e., Halloween mask, hooded face mask, etc.); however a clear face shield shall be allowed.

Shoes

Shoes worn by students must be safe and appropriate. You may not wear bedroom slippers or shoes with wheels. 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, hair styles, piercings, jewelry, or accessories that are dangerous to the health and safety of yourself or others, or are distracting or disruptive to the orderly learning environment;
- C. Clothing that exposes undergarments or body parts in an indecent or vulgar manner;
- D. Clothing that is unlined sheer or unlined lace;
- E. Clothing that is form fitting, unless proper outer garments are worn over top of it;
- F. Sleepwear or outer garments traditionally designed as undergarments such as boxer shorts or bras;
- G. Clothing, including 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.
- H. Hats, bandannas, sweat bands, headgear, or other head coverings inside the school building, except when approved by the principal/designee;
- I. Combs, curlers, or hair picks; or
- J. Sunglasses inside the school building.

Violations of the Dress Code

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

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 for you, 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.

SCHOOL TRANSPORTATION

Your parent/guardian is responsible for your safety, supervision, and conduct to and from school, to and from the bus stop, and while you are waiting at the bus stop. [FAC 6A-3.0121]



Policies: **5610.04**, *Suspension of Bus Riding/Transportation Privileges*
8600.02, *Seat Belts*
8620, *Parent Responsibility*

It is a privilege to ride a school bus. You may only ride on your 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. If your place of residence changes, please notify the school so that a new stop can be arranged.

Do not carry onto the bus large boxes, cages, glass bottles, animals, reptiles, offensive materials, skateboards, or other prohibited items. Band instruments too large to fit in your lap or under the seat are not permitted. You must pay for any damage you do to a school bus or to school board property within ten (10) days after billing.

Before the Bus Arrives, you must:

1. Be at the bus stop five (5) minutes before your scheduled pick-up time and follow all school rules. For safety reasons, your bus driver is not permitted to wait at the bus stop for you if you are late.
2. Not cross the road before the bus arrives at the stop **or** after the bus departs from the stop.
3. 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. After the driver signals that it is clear to cross, walk across the road ten (10) feet in front of the bus.
4. Stand off the roadway while waiting for the bus.

While on the Bus, you are required to:

5. Obey the driver and observe classroom conduct at all times.
6. Sit in your assigned seat.
7. Wear a seat belt at all times and 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. Students using WCDs with audio must use headphones.
10. Not eat, drink or have/use tobacco products/illegal substances or other prohibited items.

Cameras are used to record behavior on school buses. If you violate these rules, you may have your bus riding privileges suspended and/or you may be suspended from school and you may also be subject to criminal penalties.

WIRELESS COMMUNICATION DEVICES (WCDs)/ TECHNOLOGY USE

You are expected to follow all procedures stated below, as well as those given orally by the appropriate staff, and to demonstrate ethical behavior that is of the highest order in using technology at the school.



Policies: **5136**, *Student Use of Personal-Owned Wireless Communication Devices*
7540.03, *Use of Technology by Students*
7540.07, *Student Use of Electronic Mail (E-Mail)*



Glossary

You may **POSSESS** personal Wireless Communication Devices (WCDs) at school, on school property, during after-school activities (e.g., extra-curricular activities) and at school-sponsored activities.

You may **USE** WCDs before the first school bell, after the final dismissal bell, on school buses, at school-sponsored activities, including extended day and other after-school activities, provided the use does not interfere with the activity and follows the directives of the school's administration. Bus drivers may suspend the use of WCDs if their use becomes disruptive or distracting.

In addition, you may **USE** personal WCDs during classroom instructional time, but only as permitted by your teacher. At all other times during school hours, you must have WCDs powered completely off (not just placed into vibrate or silent mode) and stored out of sight. Students shall not use the telephone functionality of any WCD during the school day without teacher or administrator permission.

If you violate these rules, you will be subject to disciplinary action and/or confiscation of your WCD. Also, you may lose the privilege to bring your WCDs to school for a designated length of time. The principal or designee may search your WCD if they reasonably suspect that you have used your WCD to violate Board policy. The principal may also refer the matter to law enforcement if the violation involves an illegal activity.

You may also possess other electronic devices which have been approved by the principal.

You are responsible for the care and security of your WCDs and other electronic devices. You should record your device's serial number and tracking software is recommended.

In using any technology at school, you will:

- A. Access the Internet through the Board's approved network only.
- B. Use only the username and password assigned to you by the District.
- C. Completely charge personal devices prior to bringing them to school and operate them using battery power while at school.
- D. Install current virus protection software on your personal WCDs and keep the software updated on a regular basis.
- E. Be polite and use appropriate language for the educational environment and activity in which you are currently involved.
- F. Always report any known violations of Board Policies, including inappropriate messages and possible security problems, to your teacher or administrator.
- G. Save work on your personal devices and/or external storage devices such as flash drives.

Prohibited Uses of Technology at School

You may not:

- A. Use personal data plans.
- B. Share your username and password with anyone.
- C. Use personal WCDs at any time in any school situation where a reasonable expectation of personal privacy exists. (e.g., locker rooms, shower facilities, restrooms).
- D. Use personal WCDs, including accessing or using social media or other apps, to capture/record/store/send/or transmit the spoken word or visual image (e.g., audio, video, text, or photographs) of any person, including other students or staff members without express prior notice and explicit, written consent. See Policy 8312, *Use of Cameras and Recording Devices*.
- E. Access electronic mail belonging to the school employees or other students.
- F. Send messages using a false identity or use the accounts of others to send messages.

- G. Use District technology or personal WCDs at school to make unauthorized purchases of products or services.
- H. Access the control panel on a district computer, or attempt to modify settings in any way.
- I. Steal or destroy the school's technology (e.g., computers, projectors, etc.).
- J. Violate or attempt to violate the security of the computer network.
- K. Take actions (whether successful or not) to by-pass the District's filter or to deny access, disrupt, or destroy the service of the computer network.
- L. Attach or install personal computer software or any WCD to the District's computers or network. This does not include data storage devices (i.e., flash drives).
- M. Use District technology resources for illegal purposes or any other activity prohibited by District policy.
- N. Reveal personal information about yourself or others (e.g., photos, addresses, e-mail addresses, or telephone numbers) without the approval of your teacher or parent.
- O. Use District technology for personal financial gain, product advertisement, commercial activities, political campaigning, or solicitation.
- P. Capture, transmit, or receive test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.
- Q. Access social media, except for educational use in accordance with your teacher's plan.
- R. Use technology in any way to threaten, humiliate, harass, embarrass or intimidate another person. See Policy 5517.01, *Bullying and Harassment*. You are prohibited from:
 - Transmitting material that is threatening, obscene, disruptive, or sexually explicit or that harasses or disparages others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; or
 - Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (e.g., "sexting") in electronic or any other form.
- S. You may not knowingly distribute any material that is obscene or harmful to others, as defined in F.S. 847.012, in any format through e-mail sent, or caused to be sent, to or through the District network.

Services

Access to the District's network is available but not guaranteed in all classrooms. All communications made through the District's network is subject to filtering and monitoring. The District is not responsible for providing troubleshooting or technical support for personal WCDs.

SECTION THREE

DISCIPLINE FOR MISCONDUCT

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/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/designee is authorized to take disciplinary action in response to all misbehavior.

Off campus speech or other conduct occurring outside of school time that violates the District's Code of Student Conduct may also be the basis for discipline, up to expulsion, if it has the potential to disrupt the process of education; impact the safe and efficient operation of the school; or interferes with the rights, safety, or welfare of others.

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.

Whenever appropriate, restorative practices/discipline may be employed focusing on responsibility, accountability, and a goal of restoration for all impacted by your offense.

If a student engages in violent or disruptive behavior, the student may be referred for mental health services in addition to or in lieu of any other sanctions that may be imposed. [F.S. 1006.07]

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
- Attitude - 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

A Level IV offense is a repeated minor act of misconduct which interferes with orderly classroom or school functions, or with learning. These offenses have been handled by the teacher or another professional staff member prior to the referral, as outlined in the school's Discipline Plan for minor infractions, and an opportunity for reteaching the expected behavior has been given. These incidents will be documented as Minor offenses.

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

- Verbal reprimand
- Time out
- Withdrawal of privileges
- Parent notification
- Counseling
- Teacher/Student Conference
- Teacher/Student/Parent Conference
- Restitution and Restorative Practices
- Behavior Contract
- Behavior Citation

LEVEL III DISCIPLINE

A Level III offense is an act of misconduct which requires administrative action. Such offenses include acts directed against persons or property and repeated Level IV misconduct. These incidents do not endanger the health or safety of you or others, and will be documented as minor offenses.

Your parent will be notified, and the additional actions may be taken in response to Level III misconduct:

- Administrator/Student/Parent Conference
- Time out
- Withdrawal of privileges
- Counseling
- Work detail
- Restitution
- Detention
- Behavior contract
- Saturday school
- In-school suspension/detention for partial day
- Restitution and Restorative Practices
- Behavior Citation

LEVEL II DISCIPLINE

A Level II offense is a more serious act of misconduct, including repeated Level III misbehavior of the same type, serious disruption of school or threat to health, safety, or property. These incidents are reported to the principal/designee and will be documented as major offenses. Some Level II acts may also require schools report to a law enforcement agency, and to the state SESIR reporting system. Incidents documented in the SESIR reporting system will be included on the student's permanent transcripts.

Your parent will be notified and the additional actions may be taken in response to Level II misconduct:

- Administrator/Student/Parent Conference
- Behavior contract
- Saturday school

- After-school detention
- In-school suspension/detention
- Suspension from extracurricular activities
- Bus suspension
- Out-of-school suspension [no more than five (5) days unless accompanied with a recommendation for alternative placement]
- Recommend alternative placement
- Restitution and Restorative Discipline
- Parent/Student Seminar ('In Lieu of' sessions) - Grades 3-12
- Alternative Learning Classroom - Grades 5-10

LEVEL I DISCIPLINE

A Level I offense is the most serious breach of misconduct; it must be reported immediately to the principal/designee. Such breach of conduct includes, but is not limited to: violence against persons or property and any other act which substantially disrupts the orderly conduct of the school or poses a threat to the safety or security of students, staff and/or community. 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. A Level I act may also require a report to a law enforcement agency, which may result in criminal penalties, as well as documentation in the state SESIR reporting system. Incidents documented in the SESIR reporting system will be included on the student's permanent transcripts.

Your parent will be notified and the additional actions may be taken in response to Level I misconduct:

- Administrator/Student/Parent Conference
- Bus suspension
- Out-of-school suspension [no more than seven (7) days, unless otherwise required by law or this Code or when accompanied with a recommendation for reassignment or expulsion]
- Recommend long-term bus suspension
- Recommend alternative placement
- Recommend expulsion
- Report to law enforcement
- Restitution and Restorative Discipline
- Parent/Student Seminar ('In Lieu of' sessions) - Grades 3-12
- Alternative Learning Classroom - Grades 5-10

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 five (5) or more Level III or Level IV offenses. The zoning exception may also be revoked by the principal if you accrue ten (10) or more unexcused absences within a semester, or fifteen (15) or more late arrivals, early dismissals or a combination thereof within a semester.

STUDENTS WITH DISABILITIES (IEPs/504s)

All students are expected to follow the Code and Board Policies. The Board will comply with state and federal laws for the discipline of students who have disabilities.



Policy: **2465**, *Discipline of Students with Disabilities*

Summary of Procedural Safeguards for Parents of Students With Disabilities ("Parents' Rights")

Policies and Procedures for the Provision of Specifically Designed Instruction and Related Services (Board adopted)

1. Within 10 days of the decision to change the placement (10 days cumulative or consecutive suspension) of a student with a disability, the IEP/504 team must conduct a Manifestation Determination.
 - a. If the team determines that the behavior is not directly related to the disability, disciplinary actions can be imposed as with a non-disabled student.
2. The IEP/504 team is compelled to document the consideration for a functional behavioral assessment and behavior intervention plan.
3. If the behavior is found to be directly related to the student's disability, the IEP/504 team must plan for a Functional Behavioral Assessment and the development of a Behavior Intervention Plan based upon the results of the assessment.
4. If a behavior plan is already in place, the IEP/504 team must review whether the plan was being followed and revise it as needed to address the behavior that led to this action.
5. If the team determines the behavior was directly related to the disability, OR an improperly implemented IEP/504 plan, the student is returned to the original setting unless the parents agree to a new placement as part of the Behavior Intervention Plan.
6. Special Circumstances

The following offenses can lead to a student being removed to an interim alternative educational setting for up to 45 school days even if the conduct is determined to be related to the student's disability: Weapons, Drugs, Serious Bodily Injury (as defined by paragraph (3) of subsection (h) of section 1365 of title 18, US Code).

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*

The principal or designee may search your wireless communication device (WCD) if there is a reasonable suspicion that you have used the WCD to violate Board policy.

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 extra-curricular activity or event.

 Policies: **2520**, *Selection and Adoption of Instructional Materials*
5610.05, *Exclusion from Extra-Curricular Activities*

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 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.

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 effectively communicate 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]

 Policy: **5610.01**, *Removal of Students*

STANDARDS FOR USE OF REASONABLE FORCE

Corporal punishment is prohibited by the School Board of Alachua County. Administrators, teachers, and support staff may use and apply reasonable force and restraint for self-protection or for the protection of other students if you are physically disruptive.



Policy: **5630**, *Corporal Punishment and Use of Reasonable Force and Restraint*

IN-SCHOOL DISCIPLINE/AFTER-SCHOOL DETENTION



Glossary

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



Policy: **5610.02**, *In-School Discipline/After-School Detention*

You may be temporarily reassigned to the supervision of another school employee during the regular school day, restricted during the school day (i.e., lunch detention or time-outs), or detained after school is dismissed or on a Saturday. 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 beyond a regular school day.



Glossary

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**, *Out-of-School Suspension and Expulsion of Students*
5611, *Due Process Rights*

1. **Notice Prior to Suspension.** 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 for a period not to exceed seven (7) school days, unless otherwise required by law, Board Policy, or accompanied with a recommendation for reassignment or expulsion. Except in emergencies, your suspension will begin at the end of the school day, unless your parent/guardian picks you up earlier.
3. **Parent Contact.** The principal or designee will make a good faith effort to immediately contact your parent/guardian by telephone and will also send a 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 parent/guardian with specific assignments for the first day of suspension. For subsequent days of suspension, you or your parent/guardian may obtain the assignments from Parent Portal. If you have no internet access at home, your parent/guardian will be allowed to access a computer at school to obtain the assignments from Parent Portal. You will receive credit for the assignments completed and turned in upon your return to school.
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/guardian by the most rapid means. As soon as feasible under the circumstances, but no longer than the third day of suspension, the principal will hold an informal conference with you and your parents.

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

If you are suspended from school, you may not be on any school property during your suspension, except with the principal's permission.

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 for 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/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/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.

Your parent/guardian is responsible for your transportation to and from school when your bus riding privileges have been suspended.

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

EXPULSION

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**, *Out-of-School 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 a 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.** Upon the receipt of the recommendation, 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, regardless of whether you have withdrawn from school, 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 officer 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 receipt of the notice of the date of your hearing shall be deemed a waiver of any hearing on the matter. If a hearing is held, the hearing officer's Recommended Order will be submitted to the Board.
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 Board will enter a Final Order on the expulsion recommendation and you and your parent/guardian will be notified in writing of the Board's action.

If you are expelled from school, you may not be on any school property during your expulsion, except with the Superintendent's permission.

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. If your grievance involves discrimination or harassment, you or your parent may report, orally or in writing, 1) to a teacher or administrator at your school or at the harasser's school; 2) to the Superintendent; or 3) to a Compliance Officer listed at the front of this Code.

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 grievance shall: a) name the person(s) affected; b) state the facts giving rise to the grievance; c) identify the specific action being grieved; and d) indicate the specific relief requested.

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

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*.

- A. Within five (5) days from receipt of the written grievance form, the Superintendent's designee will communicate with you and your parent. An investigation will be conducted. The investigation should be completed within fifteen (15) school days from receipt of your written grievance form.

The Superintendent's designee will attempt to resolve the grievance through mutual agreement.

- B. If the grievance has not been resolved, the Superintendent's designee (not the person who conducted the investigation) will hold a conference with you and your parent within twenty (20) days from receipt of grievance form. You will have an opportunity to present evidence relevant to the facts and issues raised by the grievance and you may be represented by counsel at the grievance conference. The Superintendent's designee will make a decision in writing within five (5) days.
- C. The decision of the Superintendent's designee will be communicated with you and your parent.

The decision of the Superintendent's designee shall be final.

*The Superintendent's designee for coordinating all student grievances under this Code is Ms. Donna Kidwell, Executive Director, ESE and Student Services. Ms. Kidwell may be reached at 620 East University Avenue, Gainesville, FL 32601, from 8 a.m. to 5 p.m. on school days. Call (352) 955-7671 to schedule an appointment.

GLOSSARY OF TERMS

- Abusive Language:** Using insulting/offensive language, swearing, cursing, or uttering vulgar words; profane, indecent, obscene, or seriously offensive language, gestures, or propositions.
- *# **Alcohol:** (Possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- *# **Arson:** (Intentionally setting a fire on school property.) To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.
- Assault/Threat:** See Battery or **Threat/Intimidation** below.
- *# **Battery:** (Physical attack/harm) The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (To distinguish from Fighting, Battery occurs when the force or violence is carried out against a person who is not fighting back.)
- *# **Breaking and Entering/Burglary:** (Illegal entry into a facility) Unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s).
- * **Bullying:** (Intimidating behaviors) 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 that unreasonably interferes 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.
- Cyber-Stalking:** Engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

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. This may include insults, coercion, social sabotage, sexual harassment, stalking or threats. or be a pattern of demeaning, coercive, abusive actions that amounts to emotional or psychological abuse. May occur via electronic devices such as WCDs 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:** (Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, and/or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm. (This code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)

***# Drug Sale/Distribution Excluding Alcohol (DRD):** (illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

***# Drug Use/Possession Excluding Alcohol (DRU):** (illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

Electronic Devices: A device powered by electricity that provides audible or visible communication signals such as, but not limited to, hand-held video games, MP3 players, radios, CD/Cassette players/recorders, and laser pointers. It does not include electronic calculators or thumb drives. (See also **Wireless Communication Devices** below.)

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.

*** Fighting–Major** (Mutual combat, mutual altercation): When two or more persons mutually participating in the use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention.

Fighting–Minor (lower level, mutual combat/altercation) When two or more persons mutually participate in use of force or physical violence, such as pushing, shoving, or other altercations that stop upon verbal command.

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:** (Insulting behaviors) 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 substantial emotional distress in such person and serves no legitimate purpose.

Hazing: Any action or situation that endangers the mental or physical health or safety of a student at school for purposes such as, but not limited to, initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

*# **Homicide:** (Murder, manslaughter) The unjustified killing of one human being by another.

In-School Detention: The temporary removal (from 5 minutes up to 3 periods) of a student from the classroom in order for the student to de-escalate their behavior, then process and problem-solve the situation in order to positively reintegrate back into the classroom setting.

In-School Suspension: The temporary removal of a student from the student's regular school classes/program and placement in an alternative class/program, under the supervision of a 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:** (Abduction of an individual) 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.

*# **Other Major:** (major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples: Student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.

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)]

***# Physical Attack:** Physical attack refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

Progressive Discipline: Consequences become more severe for repeated same or similar misbehaviors.

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.

Restorative Practices/Discipline: Restorative practice focuses on responsibility, accountability, and a goal of restoration for all impacted by the offense. Restorative practices asks a different set of questions: Who was harmed? What are the needs of the harmed? How can things be made as right as possible? How can things be changed to create a better future? A restorative system prefers that the decisions are made in a cooperative process by all of the impacted parties rather than just the authorities. (*Taken from Discipline that Restores by Claassen & Claassen*).

Restitution: Restoring or paying for damaged or stolen property.

***# Robbery/Extortion** (Using force to take something from another): The taking, or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of 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.

SESIR (School Environmental Safety Incident Reporting): This refers to specific offenses that are against the law or represent serious breaches of the Code of Student Conduct. These include incidents considered severe enough to require the involvement of an SRO or incidents required to be reported to law enforcement. SESIR incidents can involve students, non-students, and/or unknown perpetrators. SESIR acts are indicated with an asterisk in this glossary and will be included on a student's permanent transcripts.

***# Sex Offenses:** (Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)

***# Sexual Assault:** An incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability.

***# Sexual Battery:** Any sexual act of attempted or actual forcible penetration.

*** Sexual Harassment:** (Undesired sexual behavior) Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (6A-19.008(1) SBE Rule). An

incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

Sexual Cyber-Harassment: Publishing a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. May be a form of sexual harassment.

- * **Sexting:** the knowing transmission or distribution to another person, through a computer or similar device, of any photograph or video of any person that depicts nudity. Sexting also includes possessing a photo of any person that was transmitted or distributed by another person that depicts nudity. [F.S. 847.0141]

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

- * **Smoking/Tobacco:** (Cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

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

Tardy: Unexcused lateness to school or class.

- *# **Theft/Larceny** (Taking of property valued at \$300 or more from a person, building, or a vehicle)The unauthorized taking, carrying, concealing, riding away with, or concealing the property of another person , including motor vehicles, without threat, violence, or bodily harm.

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

- *# **Threat/Intimidation:** (Instilling fear in others) A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent - an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

Tobacco Products: Includes, but is not limited to, cigars, cigarettes, pipe tobacco, smokeless tobacco, chewing tobacco, snuff or any matter or substances that contain tobacco, papers used to roll cigarettes, and other tobacco paraphernalia.

- *# **Trespassing:** (Illegal entry onto campus) To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.

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

- *# **Vandalism (more than/less than \$1,000):** (Destruction, damage, or defacement of school or personal property) The intentional destruction, damage, or defacement of public or private property/personal property without

the consent of the owner or the person having custody or control of it. (Damage must be \$1000 or more to report in SESIR.). Vandalism is also defined as any deliberate or malicious attempt to harm or destroy computer hardware or peripherals, data of another user, the Internet, the District's network, or any other networks that are connected to the District. This includes, but is not limited to, the uploading or creation of computer viruses.

Vaping: The inhaling of a vapor created by an electronic cigarette (e-cigarette) or other vaping device. E-cigarettes are battery-powered smoking devices. They have cartridges filled with a liquid that usually contains nicotine, other drugs, flavorings, and/or chemicals. The liquid is heated into a vapor which the person inhales.

***# Weapons:** (Possession of firearms and other instruments which can cause harm) Possession of any instrument or object, as defined by Section 790.001, Florida Statutes, or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.) 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.

Wireless Communication Devices (WCDs): A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, Smartwatches, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, electronic readers "e-readers" (e.g., Kindles or similar devices) and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. (See also **Electronic Devices** above)

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

*** SESIR Incident Report required**
Law Enforcement contact expected

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.

Examples include:



See **Policy 8330**, *Student Records*

- 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, 2020 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 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. dates of attendance
8. participation in officially recognized activities and sports
9. degrees, honors, and awards received
10. weight/height of members of athletic teams
11. date of graduation or program completion
12. most recent previous educational agency or institution attended

APPENDIX B

Whom to Contact

ELEMENTARY SCHOOLS

Alachua	(386) 462-1841	Littlewood.....	(352) 955-6712
Archer	(352) 495-2111	Meadowbrook.....	(352) 333-2828
Chiles	(352) 333-2825	Metcalfe	(352) 955-6713
Duval	(352) 955-6703	Newberry Elementary....	(352) 472-1100
Finley	(352) 955-6705	Norton	(352) 955-6765
Foster.....	(352) 955-6706	Rawlings.....	(352) 955-6715
Glen Springs.....	(352) 955-6708	Shell	(352) 481-1901
Hidden Oak	(352) 333-2801	Sidney Lanier	(352) 955-6841
High Springs Comm.	(386) 454-1958	Talbot	(352) 955-6716
Idylwild	(352) 955-6709	Terwilliger	(352) 955-6717
Irby.....	(382) 462-5002	Wiles.....	(352) 955-6955
Lake Forest	(352) 955-6710	Williams	(352) 955-6719

ADMINISTRATION

District Office	(352) 955-7300
504/Title IX Equity Coordinator (Students)	(352) 955-7671 ext. 1610
Homeless Education	(352) 955-7070
Student Services/ESE.....	(352) 955-7676
Transportation.....	(352) 955-7602 ext. 1700
Office of Student Assignment/Zoning	(352) 955-7700
School Safety and Security	(352) 955-7514

BULLYING HELP LINE

Get help if you are a victim of bullying, or you know of someone else who is a victim of bullying, at school.

Call the **Bullying Help Line at (352) 955-7200**, 24 hours a day, or send an email to **reportbullyingnow@gm.sbac.edu**.

When you leave a voice message or send an email, you will be contacted and an investigation will begin. Information received will be kept confidential.

REPORTING SUSPICIOUS ACTIVITY

If you see something, say something through **FortifyFL** (<https://getfortifyfl.com>).

Notes

APPENDIX C

Notice of Receipt

PLEASE SIGN AND RETURN THIS FORM

Failure to return this form will not relieve you or your parent/guardian from responsibility in knowing 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.

Parents/guardians are responsible for the safe travel of their students to and from school when the student is not under the supervision and control of the School District (including travel between home and the assigned bus stop) and for providing necessary supervision during times when the bus is not present.

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*

