

Code of Student Conduct

Secondary Schools 2015-2016



ALACHUA COUNTY PUBLIC SCHOOLS

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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 secondary and adult education student 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 behavior;
- be in school and on time every day, if well;
- 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.

PARENT/GUARDIAN

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

 Policy: [8620, Parent Responsibility](#)

- encourage your child to be successful in school;
- ensure that your child is in school and on time every day, if well. 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;
- support the school in 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 for 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;
- teach your child the rules for riding a school bus (see [page 14, School Transportation](#));
- be responsible for your child's safety and supervision to and from school, to and from the bus stop, and while they are waiting at the bus stop; and
- provide transportation when your child's bus riding privileges have been suspended.

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;
- 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, color, religion, national origin, sex (gender), marital status, disability (Section 504/ADA), sexual orientation, gender identity, age or legally-protected characteristics in its educational programs and activities. The District's 504/Equity Coordinators are:

For Students

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

For Employees

William Calsam, 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. Course selection and participation in school activities are an integral part of learning.

Responsibilities

- *To ask for assistance from school personnel in selecting courses.*
- *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 receive district course descriptions to help you make informed choices.*
- *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

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

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 option is available.*

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 makeup 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) weeks and semester 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, you or your parent must sign in at the front office or the attendance 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 for sixth through eighth graders due to other individual circumstances may be excused by the principal. All other absences are considered unexcused.

High school students who have more than six (6) unexcused absences in a semester will be required to demonstrate mastery of student performance standards in order to receive credit. Please check with your high school for specific information.

◆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. You may withdraw from school at age 16 only if your parent gives written permission to the school. [F.S. 1003.21]

FREE SPEECH, STUDENT PUBLICATION, AND ASSEMBLY

Citizens are guaranteed self-expression under the First and Fourteenth



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

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

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.*
- *To conduct meetings on school grounds or in school buildings in accordance with school rules and the scheduled use of facilities.*

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.



Policies: **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. This includes the reporting of acts that pose a serious threat to school safety whenever and wherever you are under the authority of the School Board. Such acts include, but are not limited to: [F.S. 1006.13]



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

- homicide (murder, manslaughter);
- sexual battery;
- armed robbery;
- aggravated 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; or
- placing, discharging, or throwing an explosive item or noxious substance or making threats to do so.

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 the disposition of your case. If you are found by the court to have committed a violation of [F.S. 784.081](#) you will be expelled or placed in an alternative school setting for a minimum period of one year. [[F.S. 1006.13\(5\)](#)]

WEAPONS



Policy: [5772, 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.

(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 from the regular school for not less than one year 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 for not less than one year 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 18](#).

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 an 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 school.
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 18 years of age to **knowingly possess** any tobacco product.



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

[F.S. 386.212; 569.11] You may not **use, possess, distribute or sell** tobacco products (including papers used to roll cigarettes) on school property, at school-sponsored events, at school bus stops or on school buses. You also may not use electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.

BULLYING AND HARASSMENT



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



Policies: **5517**, *Anti-Harassment 5517.01, Bullying and Harassment 5517.02, Anti-Harassment Complaint Procedure*

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

If you 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. Filing of a complaint or otherwise reporting sexual 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.

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]



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: 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 for not less than one year and referred for criminal prosecution. [F.S. 1006.07]



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

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*

School Uniforms

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

Girls: The basic uniform for girls is a long or short-sleeved, collared blouse or polo shirt with skirt, pants, walking shorts, jumpers, or skorts. Dresses may be worn with short or long sleeves.

Boys: The basic uniform for boys is a long or short-sleeved, collared shirt, such as a polo, sport shirt, or dress shirt, with pants or walking shorts

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; should be fastened with no visible cleavage or undergarments showing; and may have a small manufacturer's logo.

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

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

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

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

Exceptions

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

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

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

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

Shoes

Shoes worn by students must be safe and appropriate. You may not wear bedroom slippers or shoes with wheels. A manufacturer's logo/image is acceptable.

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 or hair style that disrupt the orderly learning environment;
- C. Clothing that is torn, has holes, or pants that are frayed;
- D. Athletic shorts, cut-off pants, jeggings, short-shorts, or running shorts;
- E. Clothing that exposes body parts in an indecent and vulgar manner;
- F. Clothing that is unlined sheer or unlined lace;
- G. Clothing that is form fitting, leotard or spandex, unless proper outer garments are worn over top of it;
- H. Sleepwear or outer garments traditionally designed as undergarments such as boxer shorts, or bras;
- I. Outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:
 - promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or
 - denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender.

A manufacturer's logo/image is acceptable;

- J. Hats, bandannas, sweat bands, headgear, or other head coverings inside the school building, except when approved by the principal/designee;
- K. Body piercing jewelry, except for earrings on the ears. All other body piercing jewelry must be removed or concealed;
- L. Jewelry or accessories that may be used as weapons, such as chains, spiked jewelry or arm bands;
- M. Combs, curlers, or hair picks; or
- N. Sunglasses inside the school building.

General Dress Code Requirements

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

You may not:

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

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

Violations of the Dress Code

If the principal determines that your clothing does not comply with Board policy, your parent/guardian may be asked to bring an appropriate change of clothes to school 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.

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

SCHOOL 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*
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

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. Do not cross the road before the bus arrives at the stop **or** after the bus departs from the stop.
3. Do not cross a road wider than two (2) lanes to reach your stop. If you need to cross a two (2) lane road to reach the bus stop, wait on your side of the road until the bus arrives. 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

5. Obey the driver and observe classroom conduct at all times.
6. Sit in your assigned seat and remain seated when the bus is in motion.
7. Keep your arms, legs, head and objects inside the windows.
8. Remain quiet. Unnecessary conversation with the driver is dangerous.
9. Do 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*

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 and after the final dismissal bell, 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.

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 and on school buses, 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 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 use WCDS while operating a motor vehicle owned or leased by the District on or off school property, or personal motor vehicle on District property, while manually typing or entering multiple letters, numbers, symbols, or other characters into a personal communication device or while sending or reading messages on such a device, for the purpose of non-voice interpersonal communication, including, but not limited to communication methods known as texting, e-mailing, instant messaging, and snap chatting.
- T. 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.

DRIVING/PARKING ON CAMPUS

Parking on Board property is a privilege and may be granted or revoked by the principal or principal's designee. You are responsible for the care of your vehicle. You must observe all safety rules, and remain courteous and considerate of others.



Policies: [5514, *Use of Bicycles*](#)
[5515, *Use of Motor Vehicles*](#)

If you are a middle school student, you are not permitted to park on school property.

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

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

SECTION THREE

DISCIPLINE FOR MISCONDUCT

The principal/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.

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

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

- Seriousness of offense
- Planning, impulse, or self-defense
- Age
- Disability, if any
- Strength of evidence
- 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 minor act of misconduct which interferes with orderly classroom or school functions, or with learning. These offenses may be handled first by the teacher or another professional staff member. You may also be referred to the principal/designee.

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

- Verbal reprimand
- Time out
- Withdrawal of privileges
- Parent notification
- Counseling
- Teacher/Student Conference
- Teacher/Student/Parent Conference

LEVEL III DISCIPLINE

A Level III offense is a serious act of misconduct which requires administrative action. Such offenses include repeated minor misconduct and acts directed against persons or property. These offenses do not endanger the health or safety of you or others.

Your parent will be notified, and the following actions may also 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

LEVEL II DISCIPLINE

A Level II offense is a more serious act of misconduct, including repeated misbehavior of the same type, serious disruption of school and threat to health, safety, or property. These offenses are reported to the principal/designee and may result in your suspension from school, the school bus, or from extracurricular activities.

Your parent will be notified and the following actions may also 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
- Recommend alternative placement

LEVEL I DISCIPLINE

A Level I offense is the most serious breach of conduct; it must be reported immediately to the principal/designee. Such breach of conduct includes, but is not limited to: willful disobedience, open defiance of authority of school staff, violence against persons or property, and any other act which substantially disrupts the orderly conduct of the school. 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.

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

- Administrator/Student/Parent Conference
- Bus suspension
- Out-of-school suspension
- Recommend long-term bus suspension
- Recommend alternative placement
- Recommend expulsion
- Report to law enforcement

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

STUDENTS WITH DISABILITIES

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)

SECTION FOUR

PROCEDURES

STUDENT DETENTION, SEARCH AND SEIZURE

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



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**, *Instructional Materials and Equipment*
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 SUSPENSION/DETENTION



Glossary

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



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

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

OUT-OF-SCHOOL SUSPENSION



Glossary

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



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

1. **Notice.** You will receive oral and written notice of the charges and an explanation of the evidence against you. In a conference, you will have an opportunity to respond to the charges and to explain your behavior.
2. **Suspension.** If the principal or designee determines that there are sufficient grounds for suspension, then you will be informed that you are being suspended from school and for what length of time. You will normally be suspended effective at the end of the school day.
3. **Parent Contact.** The principal or designee will make a good faith effort to immediately contact your parent/ guardian by telephone and will also send written notice to your parent or guardian. The notice will state the length of the suspension and the reasons for it.

4. **Homework.** If suspended, you will be released to your parent/guardian with specific assignments for the first day of suspension. For subsequent days of your 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, the principal will hold a conference with you and your parent. Following the conference, the principal may formally suspend you; however, in no case shall the principal's temporary and formal suspensions exceed ten (10) days for the same offense.

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

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.

REASSIGNMENT TO THE HORIZON PROGRAM AT A.Q. JONES CENTER

The Horizon Program at A.Q. Jones Center is an alternative/disciplinary program placement for middle and high school students. You are eligible for the program under any of the following criteria:



Policy: **5610.06**, *Re-Assignment to Alternative Programs*

- You have a history of disruptive behavior in school: you have been referred to the office for major (Level I or II) disciplinary reasons for which you have received at least two out-of-school suspensions. Your discipline record for the most recent three (3) semesters will be considered for purposes of eligibility. Your record in other school districts may be considered.
- You have committed an offense which would warrant expulsion from school according to the Code of Student Conduct.
- You are returning from detention or a court-adjudicated commitment program and you have been evaluated by District personnel; you will not be automatically assigned to the Horizon Program.

The following procedure shall be used:

1. **Recommendation.** The Principal makes a recommendation for reassignment to the Horizon Program based on your disciplinary history.
2. **Review of Records/Notice of Reassignment.** District personnel will review all of your pertinent records. If you are determined to be eligible for the program, you will be reassigned, effective on a specified date, and your parent/guardian will be notified in writing of the reassignment.
3. **Request for Hearing.** Your parent/guardian may request a hearing, within ten (10) calendar days from receipt of the notice of reassignment, before the Board-designated hearing agent. You may be assigned to, and required to attend, the Horizon Program before a hearing.
4. **Term of Assignment.** Assignment to the Horizon Program will normally be effective for at least one full semester. Transfers from the Program, back to a regular school, will normally occur only at the end of a semester or the end of the extended school year.
5. **Return to Zoned School.** When you have demonstrated acceptable behavior, attendance, and academic progress while attending the Horizon Program, the principal of the Center will notify the receiving school of such. As a condition of returning to the receiving school, you may be required to enter into a performance contract with such terms as established by the Center and the receiving school.

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

STUDENT TRANSFER - FELONY CHARGES

Florida Statutes provide for suspension and transfer to an alternative placement when the student:



Policy: **5610.06**, *Re-Assignment to Alternative Programs*

- has been formally charged with a felony or with a delinquent act which would be a felony if committed by an adult; and
- the incident for which s/he has been formally charged occurred in a place other than school property; and
- under circumstances in which the student would not already be subject to the rules and regulations of the Alachua County Schools; and
- the incident is shown to have an adverse impact on the educational program, discipline or welfare of the school in which the student is enrolled.
[F.S. 1006.09]

The following procedures will be followed:

1. **Notice of Hearing.** Upon receiving proper notice from the State Attorney's office, the principal will notify your parent/guardian, in writing, of the specific charges against you. The notice will also include the date of a hearing before the principal, to be held no more than five (5) school days from the date of postmark or delivery.
2. **Decision of Principal.** No more than five (5) school days following the hearing, the principal shall provide you and your parent/guardian with a decision, in writing, as to whether or not the transfer for felony charges will be made.
3. **Reassignment if Charges Reduced.** If the charge(s) are dropped or reduced below the felony level, you will be reassigned to your zone school. It is your responsibility to provide proper documentation to the Center School.

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

EXPULSION



Glossary

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



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

The following procedure shall be used:

1. **Notice.** You will receive oral and written notice of the charges and an explanation of the evidence against you. In a conference, you will have an opportunity to respond to the charges and to explain your behavior. You may give the principal the names of witnesses to the incident, so that they may be questioned.
2. **Suspension/Recommendation.** You will be informed that you are being suspended from school for ten (10) days and that a recommendation for expulsion is being forwarded to the Superintendent.

3. **Parent.** The principal/designee will make a good faith effort to contact your parent/guardian by telephone immediately and will also send written notice to your parent or guardian. The notice will state that you have been suspended for ten (10) school days, that a recommendation for expulsion has been forwarded to the Superintendent and the reasons for the action taken.
4. **Conference Opportunity.** Upon request, your parent or guardian will be given an opportunity to attend a conference with the principal to discuss the reasons for suspension and the recommendation for expulsion. This opportunity will be provided within 48 hours of the request (excluding Saturday, Sunday and school holidays).
5. **Investigation.** The Superintendent/designee will investigate the incident. Alternatives to expulsion shall be considered.
6. **Notice of Charges/Request for Hearing.** If the Superintendent finds a sufficient basis for an expulsion recommendation to the Board, a notice of charges will be sent to your parent or guardian. Your parent/guardian may, within ten (10) calendar days from receipt of the Superintendent's notice, request a hearing on the charges before the Board-designated hearing agent. Failure to timely request a hearing or failure to appear at a hearing after notice of the date of hearing shall be deemed a waiver of any hearing on the matter.
7. **Extension of Suspension.** When Board action on a recommendation for expulsion is pending, the Superintendent may extend the suspension beyond ten (10) school days, until the next regular or special meeting of the Board. Your parent or guardian will be informed in writing of any extension.
8. **Board Action.** The hearing agent's Recommended Order will be submitted to the Board. The Superintendent will notify you and your parent/guardian of the Board's action.

If you are 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 the 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. Kathleen Black, Executive Director, ESE and Student Services. Ms. Black may be reached at 620 East University Avenue, Gainesville, FL 32601, from 8 a.m. to 5 p.m. on school days. Call 955-7671 to schedule an appointment.

GLOSSARY OF TERMS

Abusive Language: Using insulting/offensive language, swearing, cursing, or uttering vulgar words; profane, indecent, obscene, or seriously offensive language, gestures, or propositions.

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

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

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

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

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

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

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

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

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

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

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

Dating Violence or Abuse: Verbal, sexual, or physical behavior used by one person who is in a current (or was in a past) dating relationship to harm, threaten, intimidate or control the other person in that relationship. 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:** Disruptive behavior that poses a serious threat to the learning environment, health, safety, and/or welfare of others.

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

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

Electronic Devices: 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.)

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

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

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

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

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

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

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

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

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

- * **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles, and mopeds.
- Out-of-School Suspension:** The temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal/designee, for a period not to exceed ten (10) school days, beginning at the end of the school day, and remanding of the student to the custody of the parent with specific homework assignments to complete. [F.S. 1003.01(5)]
- Progressive Discipline:** 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.
- Restitution:** Restoring or paying for damaged or stolen property.
- * **Robbery/Extortion (Using force):** The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force, or threat of force or violence, and/or by putting the victim in fear.
- Saturday School:** An alternative to out-of-school suspension where students attend school on Saturday under supervised conditions.
- * **Sex Offenses:** Sexual behavior or conduct without force or threat of force. Includes, but is not limited to, lewd, sexual gestures, and indecent exposure.
- * **Sexual Battery:** Any sexual act of attempted or actual forcible penetration.
- * **Sexual Harassment:** Consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical contact of a sexual nature when such conduct substantially interferes with a student's academic performance or creates an intimidating, hostile or offensive school environment. It includes, but is not limited to, verbal harassment or abuse, pressure for sex, repeated remarks to a person with sexual or demeaning implications, unwelcome or inappropriate touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats.
- * **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]
- Skiping:** Intentionally missing class(es) or days of school without knowledge or permission of parent/guardian.
- * **Smoking/Tobacco:** The use, possession, distribution, or sale of tobacco products on school property, at school functions, on school buses, or at extracurricular/co-curricular activities.
- Stealing:** See **Theft/Larceny below.**
- Tardy:** Unexcused lateness to school or class.
- * **Theft/Larceny (\$300 or more):** The unlawful taking, carrying, concealing or riding away with property of another person.

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

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

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

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

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

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

- * **Weapons:** Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether operable, inoperable, loaded or unloaded), sword, sword cane, knives (except common pocket knives, plastic knives and blunt-bladed table knives), box cutters, razors, clubs, electric weapons or devices, metallic knuckles, martial arts weapons, ammunition, destructive devices, and explosives and look-alike items that closely resemble weapons or operate similarly. The term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm, as well as endangering the health and safety of persons.

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, 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**

APPENDIX A

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

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

Examples include:

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

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

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

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

You must notify the District in writing by September 30, 2015 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

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

APPENDIX B

Who to Contact

MIDDLE/HIGH SCHOOLS

A. Quinn Jones/ Horizon Program	(352) 955-6840	Lincoln	(352) 955-6711
Bishop	(352) 955-6701	Loften	(352) 955-6839
Buchholz	(352) 955-6702	Mebane	(386) 462-1648
Eastside	(352) 955-6704	Newberry High.....	(352) 472-1101
Ft. Clarke	(352) 333-2800	Oak View	(352) 472-1102
Gainesville.....	(352) 955-6707	Regional Detention	(352) 872-5152
Hawthorne	(352) 481-1900	Santa Fe.....	(386) 462-1125
Kanapaha	(352) 955-6960	Sidney Lanier	(352) 955-6841
		Westwood	(352) 955-6718

ADMINISTRATION

504/Equity Coordinator (Students)	(352) 955-7671 ext. 1610
Homeless Education.....	(352) 955-7070
Kirby-Smith Administration Center.....	(352) 955-7300
Student Services/ESE	(352) 955-7671 ext. 1604
Transportation	(352) 955-7602 ext. 1700
Zoning	(352) 955-7700

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.

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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*

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