

# Caring and Sharing Learning School

Parent/Student Handbook  
2021-2022



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## INTRODUCTION

This Family Handbook and Code of Student Conduct explains the rights, expectations and responsibilities of students, parents and Caring and Sharing Learning School regarding student behavior. The Handbook is based on the Board's policies governing students. For detailed information, please visit [www.caringandsharingschool.com](http://www.caringandsharingschool.com).

This Handbook applies to every student (pre-kindergarten through grade 5) who is under the authority of Caring and Sharing Learning School.

The Handbook is in effect on school property, at school-sponsored events and on school-sponsored 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 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.

Parents/guardians and students are asked to please read and discuss this important document together. After reviewing the contents of the Handbook, please sign the included "NOTICE OF RECEIPT" and return it to your child's teacher. Your signature does not mean that you agree or disagree with the contents, just that you have received a copy of the Handbook 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, 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, 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:

- encourage your child's career 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 or be referred with your child to truancy court;
- support the school 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 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;
- 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;
- be responsible for your child's safety and supervision to and from school;
- provide transportation to school for your child;
- Maintain up to date contact information.

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

## SCHOOL

Similar to Alachua County Public Schools, Caring and Sharing Learning School 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.

Caring and Sharing Learning School does not discriminate on the basis of race, color, religion, 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.

# 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 Family Handbook and Code of Student Conduct, school rules, classroom rules, and off campus activity 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 CSLS 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**

Parents are responsible for student attendance as defined by the state's Compulsory School Attendance laws.

### Responsibilities

- To attend and be on time to school and classes daily.
- To provide the school with an adequate written 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 CSLS 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 the CSLS Attendance policy.
- To be sent home with specific assignments when suspended from school, in accordance with the CSLS Attendance policy.

## **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 8:00 AM.

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 circumstances may be excused by the principal.

All other absences are considered unexcused.

## **TRUANCY**

The principal 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.

You are required to attend school from age 6 through age 16.

## **FREE SPEECH, STUDENT PUBLICATION, AND ASSEMBLY**

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 School's Code of Student Conduct may also be 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.

## **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.

### 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. CSLS will adhere to this law regarding the disclosure of personal information in student records. Student records will be transferred to your new school within three (3) days of withdrawal from CSLS.

It is the responsibility of the parent to activate a Family Access account in the Skyward Student Information System for student records, grades and school notices.

## 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 wireless communications device (WCD)
- Unsafe Actions
- Vandalism
- Weapons

### ZERO TOLERANCE OF SCHOOL-RELATED CRIMES

CSLS 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 CSLS. Such acts include, but are not limited to:

- 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.

### REPORTING SUSPICIOUS ACTIVITY

The safety of our students, staff and visitors is our number one priority at Caring and Sharing Learning School. Parents and students are encouraged to visit <https://getfortifyfl.com/> and download FortifyFL. FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. If you see something, say something.

### VIOLENCE AGAINST CSLS 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 may recommend expulsion.

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 expelled from CSLS.

### WEAPONS

Weapons and the use of weapons are prohibited on school property and 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.

#### 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 can recommend that you be expelled.

If you **bring or are in possession of** a firearm at school, you will be expelled from CSLS.

#### 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 CSLS and may be referred for criminal prosecution.

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 may recommend 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.

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 may recommend that you be expelled.

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

## ALCOHOL AND DRUGS

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

You may not **possess, sell, transfer, distribute or use** any alcoholic beverage, any controlled drugs, hallucinogens, or similar substances on school property 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 may consider 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 may 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 may 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.

7. If you are charged with any drug or alcohol offense, you will be referred to a 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. You may not **use, possess, distribute or sell** tobacco products (including papers used to roll cigarettes) on school property, at school-sponsored events, or on school-sponsored buses. You also may not use electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.

### **BULLYING, HARASSMENT, AND SEXUAL MISCONDUCT**

Caring and Sharing Learning School will not tolerate bullying or harassment of any type, including sexual harassment:

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

Reports of bullying or harassment that occur outside of 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 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.

## **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 Board's Title IX coordinator. 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 or 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 report the incident.

## **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.

## **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.

## **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.

- 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 for not less than one year 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. If you see something, say something.

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.

### **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 white, light blue or dark blue long or short-sleeved, blouse or polo shirt with dark blue skirt, pants, walking shorts, jumpers, or skorts. Dark blue dresses may be worn with short or long sleeves.

Boys: The basic uniform for boys is a white, light blue or dark blue long or short-sleeved shirt, such as a polo, sport shirt, or dress shirt, with dark blue 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.

### **Exceptions**

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. 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 or hair styles 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.
- J. Hats, bandanas, sweat bands, hoodies, 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.

### **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. 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.

### **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.

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, 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, 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 only 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.
- 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.

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 email sent, or caused to be sent, to or through the school's network.

### Services

Access to the school's network is available but not guaranteed in all classrooms. All communications

made through the school's network is subject to filtering and monitoring. CSLS 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 Handbook 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 School's Family Handbook and 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.

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.

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.

### **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 other professional staff members. You may also be referred to the principal/designee.

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

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

- Teacher/Student/Parent Conference
- Behavior Contract
- Behavior Citation

### **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 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 misbehavior of the same type, serious disruptions of school and threats to health, safety, or property. These offenses are reported to the principal/designee and may result in your suspension from school, school-sponsored transportation, or from extracurricular activities.

Your parent will be notified and the following 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
- Out-of-school suspension
- Recommend alternative placement
- Restitution and Restorative Discipline

### **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: 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. These violations may require a report to a law enforcement agency, which may also 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
- Restitution and Restorative Discipline

### **STUDENTS WITH DISABILITIES**

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

## **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.

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.

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 extracurricular 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 extracurricular 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 principal for consideration. The principal has the option to permanently remove you from a teacher's classroom.

## STANDARDS FOR USE OF REASONABLE FORCE

Corporal punishment is prohibited by Caring and Sharing Learning School. 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.

## IN-SCHOOL SUSPENSION/DETENTION

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

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

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

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 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 suspension, you or your parent/guardian may obtain the assignments through Class Dojo or Skyward. 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 Class Dojo or Skyward. 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 Handbook.
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 parents. Following the

conference, the principal may formally suspend you; however, in no case shall the principal's temporary and formal suspensions exceed ten (10) days for the same offense.

If you are a student with a disability, the principal will follow the discipline procedures for students with disabilities. If you are suspended from school, you may not be on any school property during your suspension, except with the principal's permission.

### **Contracts**

**Students with chronic behavior and/or attendance issues may be placed on a contract for improvement. Students who do not improve these issues may be referred back to their zone school.**

### **EXPULSION**

The school principal may recommend that the school's Board expel any student who has committed a serious breach of conduct (Level I offense under the Handbook).

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 has been made.
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 Board 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 principal/designee will investigate the incident. Alternatives to expulsion shall be considered.
6. **Notice of Charges/Request for Hearing.** If the principal 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 principal's notice, request a hearing on the charges before the Board-designated hearing agent within ten (10) calendar days from receipt of the principal's notice. Failure to timely request a hearing or failure to appear at a hearing after notice of the date of hearing shall be deemed a waiver of any hearing on the matter.
7. **Extension of Suspension.** When Board action on a recommendation for expulsion is pending, the principal 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 principal'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 Family Handbook and Code of Student Conduct. Unless otherwise provided, a student grievance may be pursued in order through three levels.

### **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 Family Handbook and 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 principal; or 3) to a Board Officer listed at the front of this Handbook.

### **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 BOARD CHAIR**

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 Board's designee\*.

- A. Within five (5) days from receipt of the written grievance form, the Board'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 Board's designee will attempt to resolve the grievance through mutual agreement.

- B. If the grievance has not been resolved, the Board'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 Board's designee will make a decision in writing within five (5) days.
- C. The decision of the Board's designee will be communicated with you and your parent.

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

\*The Caring and Sharing Board's designee for coordinating all student grievances under this Handbook is Mr. Charlie Jackson, Chairman, Caring and Sharing Learning School Board. Mr. Jackson may be reached at 1951 SE 4th Street, Gainesville, FL 32641, from 8 a.m. to 5 p.m. on school days. Call 352-372-1004 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.

**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. 26

**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.

**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 (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.

**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. 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. 28

**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.

**Skipping:** 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, Wi-Fi-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 Caring and Sharing Learning School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. The school may, however, disclose appropriately designated directory information without written consent unless you have advised the school to the contrary in accordance with Caring and Sharing Learning School procedures. The primary purpose of directory information is to allow the school to include this type of information in certain school publications. 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/student performance activities e.g., student performances, Brain Bowl, athletic awards
- 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 and publish yearbooks.

You must notify the school in writing by September 30, 2021 or within six (6) weeks of school enrollment, whichever is later, if you do not want the school to disclose directory information from your child's education records without your prior written consent. The school designates the following personally identifiable information contained in the school 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

