



Code of Student Conduct

Gulf Coast Charter Academy South
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A Collier County Charter School

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The Parent Guide and Student handbook are available in the main office and on our web page.

NOTE: Throughout the *Code of Conduct* the term “parents” includes legal guardians or other persons standing en loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

The Parent Guide, Code of Student Conduct, and Student Handbook are available in Spanish upon request.

INTRODUCTION

In accordance with the mandate required by Florida Law, all students attending GCCAS will be provided a *Code of Student Conduct* handbook, hereinafter referred to as the *Code*. The booklet provides for recognition of the rights of the student, including the right to learn. It provides for the recognition of responsibilities of students in respect to the rights of others and in respect to the obligation of GCCAS to provide the order necessary for meaningful and effective instruction and learning.

GCCAS followed this *Code* in its handbook. GCCAS students receive said handbooks so they may fully understand their responsibilities and rights. Schools accomplish their educational purposes in a learning climate in which the rights and responsibilities of each individual are known and respected. Implicit in these rights is the responsibility of respecting the rights of others. The primary function of GCCAS is to provide an equal educational opportunity for all students. Education cannot take place unless there is an atmosphere of good order and discipline described as the absence of distractions and disturbances, which interfere with the optimum functioning of the student, the class, and/or the school.

As students' progress through GCCAS, it is reasonable to assume that an increase in age and maturity carries with it a greater responsibility for one's actions. Differences in age and maturity

determine in part the type of disciplinary action to be taken. The procedures outlined in the *Code* apply to all students at GCCAS.

The *Code* is in force while the student is traveling to and from GCCAS, including, but not necessarily limited to, GCCAS-sponsored events, field trips, athletic functions, and other activities where appropriate administrators have jurisdiction over students. Additionally, the Principal has the authority to take administrative action when a student's misconduct away from GCCAS is having, or could have, a detrimental effect on the other students or on the orderly educational process. Students on out-of-school suspension or expelled, or who are placed at an alternative site in lieu thereof, may not enter or be within 1,000 feet of any unassigned school campus at any time.

Good order and discipline are best thought of as being positive, not negative; of helping a student to adjust, rather than to punish; of turning unacceptable conduct into acceptable conduct. It is also the presence of a friendly yet businesslike atmosphere in which students and GCCAS personnel work cooperatively toward mutually recognized and accepted goals.

CHARACTER TRAITS

The GCCAS Board adopted the following Character Traits:

Self-Control: To control one's behaviors and emotions and, when necessary, to postpone immediate needs and desires for long term benefits.

Kindness: To treat other people as you want to be treated.

Charity: To give help to those who need it.

Honesty: To be truthful, trustworthy and behave with integrity.

Fairness: To promote equal opportunity for everyone and to apply agreed upon rules equally to everyone.

Justice: To be fair and to treat people right.

Integrity: To be trustworthy, honest and truthful in all things, moreover, to act with honor and justice.

Caring: To be kind, helpful, forgiving, and considerate of others.

Courage: To be brave in difficult times and to have the personal strength to face difficulties, obstacles, and challenges.

Forgiveness: To pardon, overlook, excuse or absolve, moreover, to stop blaming or feeling resentment against.

Citizenship: To do one's share to make the community a better place.

Patriotism: To support the U.S. Constitution and show love for the United States of America.

Respect: To treat something (or someone) as valuable and worthy.

Tolerance: To allow deviation from a standard. To acknowledge beliefs or practices differing from or conflicting with one's own.

Cooperation: To recognize mutual inter-dependence with others resulting in polite treatment and respect for them.

Responsibility: To be accountable for one's own actions, and to know and follow laws, rules and conduct codes.

Perseverance: To complete a task even when it becomes difficult, boring or discouraging.

ROLE RESPONSIBILITIES

Discipline within the GCCAS is the joint responsibility of GCCAS personnel, students, and parents. Each staff member must thoroughly understand the discipline structure and must accept responsibility for making the system work. Teachers, who assume that their role is strictly to teach and that student discipline is someone else's job, are as much in error as

administrators who hold that the good teacher can handle all problems of student discipline without any outside help. The *Code* recognizes the need for a cooperative relationship between student, parent, and educator. The following behaviors reflect such a relationship:

PARENTS WHO:

1. Keep in regular communication with GCCAS concerning their child's conduct and academic progress.
2. Insure that their child is in daily attendance and/or report and explain absences to GCCAS personnel.
3. Provide their child with resources needed to complete class work.
4. Insure their child is well groomed, neat and clean.
5. Bring to the attention of GCCAS authorities any problem or condition, which negatively affect their child or other children at GCCAS.
6. Discuss course selections, report cards, and work assignments with their child.
7. Insure the good health of their child.
8. Foster a positive attitude toward GCCAS.
9. Practice and encourage the practice of the District's adopted character traits. (*Citizenship, Cooperation, Honesty, Kindness, Patriotism, Perseverance, Respect, Responsibility, Self-Control, Tolerance*)

STUDENTS WHO:

1. Attend all classes and are prompt.
2. Are prepared in class with appropriate working materials.
3. Are respectful of individuals' property and rights.
4. Conduct themselves in a safe and responsible manner.
5. Are well groomed, clean, and neat.
6. Are responsible for their actions.
7. Abide by the rules and regulations set forth by the District, GCCAS and/or individual classroom teacher.
8. Seek changes in an orderly and recognized manner.
9. Practice and encourage the practice of the District's adopted character traits. (*Citizenship, Cooperation, Honesty, Kindness, Patriotism, Perseverance, Respect, Responsibility, Self-Control, Tolerance*)

A RESPONSIBLE GCCAS STAFF MEMBER WHO:

1. Encourages the use of good guidance procedures.
2. Maintains an atmosphere conducive to good behavior.
3. Exhibits an attitude of respect for students.
4. Plans a flexible curriculum and provides instruction to meet the needs of students.
5. Develops a good working relationship among professional staff, parents, and students.
6. Encourages the student to become involved in developing school rules and regulations.
7. Implements a recognition system that supports and promotes good student behavior.
8. Practice and encourage the practice of the District's adopted character traits. (*Citizenship, Cooperation, Honesty, Kindness, Patriotism, Perseverance, Respect, Responsibility, Self-Control, Tolerance*)
9. Maintains an academically focused atmosphere to foster student success.

AUTHORITY FOR STUDENT DISCIPLINE

Teachers, Principals, and administrators have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. The Principal or his/her Designee may modify any disciplinary action.

STUDENT CONDUCT BEHAVIOR CODE

Students must conduct themselves at all times in a manner that contributes to the best interest of GCCAS and not infringe upon the rights of others. The following activities will warrant disciplinary action including, but not limited to, the disciplinary options listed in the *Code*. A violation of the rule exists whether the conduct takes place on GCCAS grounds at any time, off GCCAS grounds at a GCCAS activity, function, or event, or en route to and from GCCAS or related GCCAS activities.

STUDENT SUBJECT TO CONTROL OF GCCAS (F.S. 1003.31)

1. Subject to Florida Statutes, Department of Education regulations, and the School Board of Collier County, each student enrolled at GCCAS is subject to the control of GCCAS:

- a. During the time he/she is being transported to or from GCCAS at public expense,
- b. During the time he/she is attending GCCAS,
- c. During the time he/she is on GCCAS premises participating with authorization in a GCCAS sponsored activity, and
- d. During a "reasonable time" before and after a student is on the premises for attendance at GCCAS or for authorized participation in a GCCAS-sponsored activity; and only when on the premises, be under the control and direction of the staff member in charge of the activity for which the child is on campus. This also applies to time on the bus en route to or from GCCAS under the direct supervision of the bus driver.

2. The term "reasonable time" means 30 minutes before or after the activity is scheduled or actually begins or ends, whichever period is longer. GCCAS or school district may, by policy or other formal action, assume a longer period of supervision.

Casual or incidental contact between GCCAS personnel and students on GCCAS property shall not result in a legal duty to supervise outside of the "reasonable times" set forth in this section, provided that parents shall be advised in writing twice per year or by posted signs of the GCCAS' formal supervisory responsibility and that parents should not rely on additional supervision. The duty of supervision shall extend only to students attending GCCAS and students authorized to participate in GCCAS-sponsored activities.

VIDEO AND AUDIO SURVEILLANCE EQUIPMENT:

Some GCCAS facilities/buses may employ video and audio surveillance equipment for security purposes. This equipment may be monitored at any time. All security videos remain the property of the School Board of Collier County. Videos involving identifiable students are confidential records and protected by the rules and procedures for the confidentiality of student records.

REMOVAL BY TEACHER (F.S. 1003.32)

1. A teacher may refer a student to the principal or designee's office to maintain effective discipline in the classroom. The principal or designee shall respond by employing appropriate discipline management techniques consistent with the *Code of Student Conduct* under FS. 1006.07.

2. A teacher may remove from class a student whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

3. If a teacher removes a student from class under subsection (2), the principal or designee may place the student in another appropriate classroom, or in an alternative education program as provided by FS1003.53; or the principal or designee may recommend the student for out-of-school suspension, placement in alternate education, or expulsion, as appropriate. The student may be prohibited from attending or participating in GCCAS-sponsored or GCCAS-related activities. The principal and the GCCAS board for directors must render decisions within five days of the removal of the student from the classroom.

DEFINITIONS FOR SUSPENSIONS, EMERGENCY REMOVAL, AND EXPULSIONS, FOR FELONS, DISABLED AND REGULAR STUDENTS

Consequences for serious offenses include one or more of the following disciplinary actions: out-of-school suspension, alternative placement, expulsion, and emergency removal. Procedures for each of these actions are outlined here.

SUSPENSION (Out-of-School, In-School)

OUT-OF-SCHOOL SUSPENSION shall be defined as the removal of a student from instruction and GCCAS sponsored activities for up to ten (10) days as a disciplinary measure.

Students are remanded to the custody of their parents and may request homework assignments. It is the GCCAS' responsibility to respond to the request and it is the student's responsibility to complete the work provided. Out-of-school suspension is rarely used at the elementary level, and only after all other interventions have failed to improve behavior or a zero tolerance offense has been committed.

IN-SCHOOL SUSPENSION - GCCAS does not offer ISS.

Out-of-School Suspension may be ordered by the principal or his/her designee for a serious breach of conduct including but not limited to willful disobedience, open defiance of GCCAS authority, use of profane or obscene language, and/or such other misconduct, determined to be disruptive to GCCAS and/or to the learning environment. The maximum term of such assignment shall be ten (10) days. Only administrators have the authority to suspend a child from attendance either at GCCAS or from a given class.

In cases of serious offenses that may result in either an Out-of-School Suspension, a brief and informal hearing will be held with the Principal, or designee, at which time the student will receive specific notice of the rule violation, the names of the witness(es), a brief summary of the facts supporting the charge(s), and the opportunity to refute the charges and tell the student's side of the story. Actual suspension may begin the same day or the following day. A written notice is given to the student to give to the parent on the day of the suspension or a copy is sent through the U.S. mail within 24 hours.

If out-of-school suspension occurs, the parent is contacted as soon as possible. Every effort will be made to hold a parent conference on the telephone or a copy of the out-of-school suspension form is given to the student to give to the parent on the day of the suspension or a copy is sent through the U.S. mail within 24 hours.

ALTERNATIVE PLACEMENT

Serious Offense:

The principal or designee may recommend to the GCCAS Board of Directors that said student be referred to the School District with a request that a student be placed in an alternative setting/placement if any student who has committed a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority of a member of the staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of GCCAS including threats to cause serious bodily harm or physical damage.

The principal shall conduct a brief and informal hearing after notice to the student and parents, during the suspension period, to consider whether to recommend the alternative placement. The student, parents, guardian, and interpreter may attend this meeting. Students shall be recommended by the Principal and the Board of GCCAS to the School District to be reassigned for at least the semester in which the infraction occurred and one additional semester or for two semesters if less than four weeks remain in the current semester.

As a result of this action, the student may not appear on any Collier County Public School site or at any GCCAS sponsored activity during the period of reassignment. Violation of this restriction will be reported to law enforcement officials immediately as illegal trespass.

Authority: F.S. 1001.42 1001.43 1006.09

Off Campus Felony/Delinquent Act:

F.S. 1006.09 (2) provides that suspension proceedings, pursuant to rules promulgated by the State Board of Education, may be initiated against any student enrolled as a student who is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if that incident is shown, in an administrative hearing with notice provided to the parents or custodian of such student, by the principal of the school pursuant to rules promulgated by the State Board of Education and to rules developed pursuant to F.S. 10012.28 or 1001.54, to have an adverse impact on the education program, discipline, or welfare in the school in which the student is enrolled.

Any student who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed ten (10) days, as determined by the Board. Such suspension shall not affect the delivery of educational services to the student and the student shall be immediately recommended for alternative placement. If the student is not subsequently adjudicated delinquent, had adjudication withheld, or found guilty, the suspension shall be terminated immediately. If the student is found guilty of a felony or a delinquent act which would be a felony if committed by an adult, the GCCAS Board shall have the authority to determine if a recommendation for expulsion shall be made to the School Board; however, such suspension or expulsion shall not affect the delivery of educational services to the student in any residential or nonresidential program outside the public school. By definition, a student is found to have committed a felony if he/she enters a plea of nolo contendere (no contest) or guilty, or a verdict of guilty is pronounced. This rule applies even if the court directs adjudication withheld.

Authority: F.S. 1006.09

EXPULSIONS

The principal shall conduct a brief and informal hearing after notice to the student and parents, during the suspension period, to consider whether to recommend the expulsion of a student.

The student, parents, guardian, interpreter and attorney may attend this meeting. The principal or designee may recommend to the GCCAS Board the expulsion of any student who has committed a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority of a member of the staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of GCCAS including threats to cause serious bodily harm or physical damage.

As a result of this action, the student may not appear on any Collier County Public School site or at any GCCAS sponsored activity during the period of expulsion. Violation of this restriction will be reported to law enforcement officials immediately as illegal trespass.

Expulsion shall be defined as prohibiting the attendance of a student in school for more than ten (10) days or separating a student from the school system, with principal or GCCAS Board discretion, for a period not to exceed the remainder of the current school year and one (1) additional year, for most major disciplinary infractions. However, students shall be recommended by the Principal to be expelled for at least the semester in which the infraction

occurred and one additional semester or for two semesters if less than four weeks remain in the current semester.

As stated in the Gun Free Schools Act Requirement, "Possession or use of a firearm requires a mandatory recommendation of expulsion for one full calendar year from the time the School Board takes action on the expulsion." Expulsion shall proceed before the School Board on the recommendation of the principal.

The following procedures shall be followed:

The student will be given notice of the extension of suspension and notice of intention to conduct a hearing to consider the expulsion of the student. An informal expulsion administrative hearing will be held before the School Board. Both the Principal and the student may offer testimony and exhibits. The student will have the right to receive specific notice of the charges, the right to examine evidence and exhibits, the right to be represented by legal counsel at the student's expense, the right to present evidence, the right to confront and cross examine witnesses, the right that the decision be based on a preponderance of the evidence and the right to a record of the proceeding. The decision of the School Board will be a final agency order.

The School Board has the authority to honor or reject the expulsion or dismissal of a student by another school district. If the expulsion is honored, the receiving district records a "final order of expulsion" and informs the applicant of this order. The School Board may place a student who is admitted in an appropriate educational program.

Authority: 1001.41 1001.42 1001.43

EMERGENCY REMOVAL FROM CLASS AND EXTRACURRICULAR ACTIVITIES

A student may be removed from a class or activity if the student's presence poses a continuing danger to persons or property, or if the student's presence is an ongoing threat of disrupting the academic process. If a teacher recommends an emergency removal, the reason must be submitted to the Principal, Assistant Principal, or designee, in writing, as soon after the emergency removal as practicable. The following procedures will be followed:

(A) Student will be given the reasons for removal and possible disciplinary measures during the informal hearing by the Principal, Assistant Principal, or designee.

(B) The informal hearing will be held with the Principal, Assistant Principal, or designee prior to the student returning to the class or activity. The student will have the rule violation(s) against him/her explained and is given the opportunity to respond. The student will be informed of any penalties at that time. A good faith effort will be made to contact the parent by phone within 24 hours.

(C) The parents will be notified in writing by U.S. mail within 24 hours if the decision is to suspend according to the procedures previously outlined.

SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

For the purpose of this policy, students with disabilities shall mean those students evaluated and determined eligible for participation in an Exceptional Student Education program (excluding gifted students). An ESE student may be disciplined, suspended or expelled in accordance with the provisions and regulations of the Individuals with Disabilities Education Act and applicable State Board Rules.

An Individual Education Plan (I.E.P.) meeting shall convene before a disabled student has been suspended for 10 or more cumulative school days in any school year. If that is not possible, an

I.E.P. meeting shall be held before the end of the 10th day. At the I.E.P. meeting, the appropriateness of the student's placement must be reviewed and any appropriate changes should be made. An appropriate committee shall consider whether the student requires a functional behavioral assessment or other supports or services, and whether the student's misconduct is a manifestation of his/her disabling condition.

If suspensions from the school bus result in a student not attending GCCAS, the days shall also be considered for I.E.P. purposes as a suspension from GCCAS. Expulsion or Alternative Placement of an identified disabled student constitutes a change in placement, not an exclusion from educational services, and shall only occur when the misconduct is not a manifestation of the disabling condition.

For this reason the following procedures shall be followed in addition to those applying to nondisabled students.

(A) Instances in which disabled students engage in behavior that, under normal circumstances, could warrant expulsion shall be as described in the district *Code*.

(B) If the Principal feels that a disabled student's behavior warrants expulsion, the Principal shall contact the Superintendent and request an Exceptional Student staffing meeting in accordance with the district Procedures for Providing Special Education for Exceptional Students.

(C) The staffing committee shall comply with SBER 6A-6.331 (2) and shall meet to determine whether the student's misconduct bears a relationship to the disability and to recommend a change in program, if warranted. The ESE student can be expelled or assigned to Phoenix if the staffing committee determines that the breach of conduct was not related to his/her disabling condition. However, in no case may the district cease the provision of educational services, nor should the suspension of an exceptional student be extended beyond ten (10) days unless H/H educational services are provided.

(D) The approved policies and procedures for conducting Individual Educational Plan meetings and for providing procedural safeguards to parents and guardians of disabled students shall apply to the staffing and change of placement provisions consistent with SBER 6A-6.331 (3).

(E) The disabled student's parent shall be informed of these policies and procedures by notice in the *Code*, by procedures in the district Procedures for Providing Special Education for Exceptional Students and by informed consent for any change of placement resulting from this policy.

ZERO TOLERANCE FOR SCHOOL RELATED VIOLENT CRIME, SCHOOL BOARD

The School Board believes it is essential that GCCAS be safe and orderly to provide an environment that fosters learning and high academic achievement. Further, the School Board believes GCCAS should provide an environment that is without violence, drug-free and protects students' health, safety, and civil rights. This belief assumes that all stakeholders, including students and parents, will take a personal responsibility in achieving this goal. Although education and prevention are the preferred means of achieving safe schools, there must be a clear statement of policy that violence and drugs in schools will not be permitted. Therefore, the School Board hereby implements a zero tolerance policy against school violence, crime, and the use or possession of controlled substances or weapons as part of a comprehensive approach to controlling school violence and crime.

This policy requires the Principal to:

(A) impose the most severe consequences provided for in the *Code* (FS. 1006.13) in dealing with students who engage in criminal acts on GCCAS property, on GCCAS sponsored transportation, or during GCCAS sponsored activities, or who make threats of widespread violence on GCCAS property;

(B) notify a local law enforcement agency when an adult or a student commits the offenses identified below on GCCAS property, on GCCAS sponsored transportation, or at GCCAS sponsored activities;

(C) adopt a process for facilitating active communication and cooperation between GCCAS and law enforcement agencies, the Department of Children and Families, and the Department of Juvenile Justice in sharing information that will help GCCAS officials make the best decisions regarding students' educational services and placement;

(D) assist teachers and other GCCAS personnel, consistent with School Board policies and the *Code*, to act decisively and effectively when dealing with violent or disruptive youth.

The following offenses, without limitation, are listed in the *Code* to ensure that students found to have committed the offenses on GCCAS property, GCCAS sponsored transportation, or during a GCCAS sponsored activity shall receive the most severe consequences provided for by School Board policy.

This is not an exclusive list.

(A) Sexual battery;

(B) Armed robbery;

(C) Aggravated battery;

(D) Battery or aggravated battery on a teacher or other GCCAS personnel;

(E) Kidnapping or abduction;

(F) Arson;

(G) Possession, use, or sale of any weapon or firearm;

(H) Possession, use, or sale of any explosive device;

(I) Violations concerning substances covered in Rule 24;

(J) Bullying, cyber, electronic, physical, verbal or written harassment; defined as purposeful and persistent annoyance or disturbance of another student or staff member after warning;

(K) Gang-related activity or membership in secret society;

(L) Bomb threats or threats of widespread violence; or

(M) Other acts of violence.

Prior to taking such action against any student, the GCCAS Administrator and GCCAS Board shall assure that appropriate due process procedures are followed. If a student committing one of the offenses outlined is in a program for exceptional students, excluding gifted, then GCCAS personnel shall follow Exceptional Student Education procedures.

GCCAS shall assure that all students and their families are aware of this policy. Such communications to families shall be consistent with the equal access provisions of Rule 6A-6.0908(2).

Principals shall ensure that local law enforcement authorities are notified as soon as possible when one of the offenses listed is committed on GCCAS property, on GCCAS-sponsored transportation, or during a GCCAS sponsored activity. Additionally, if the offense involves a victim, GCCAS officials shall notify the victim and the victim's parents if the victim is a minor of the offense and of the victim's right to press charges against the offender.

This policy is intended to supplement and not limit responses to inappropriate conduct of students and others on GCCAS property, GCCAS-sponsored transportation and/or during GCCAS-sponsored activities.

BEHAVIOR CODE

RULE 1. ARSON, FALSE FIRE ALARMS

Any student found guilty of maliciously or intentionally committing arson or activating false fire alarms or firefighting equipment may be recommended to the GCCAS Board for expulsion from GCCAS. Also, he/she may be prosecuted in accordance with Florida Statutes.

Disciplinary Action: Options include but are not limited to OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 2. ASSAULT OR BATTERY OR PHYSICAL ABUSE BY A STUDENT

A student shall not behave in such a way as to threaten, conspire, cause, or attempt to cause physical injury or violence to a fellow student or any other individual. Violence will not be tolerated under any circumstances.

Disciplinary Action: Options include but are not limited to OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 3. BOMB THREAT OR THREATS OF WIDESPREAD VIOLENCE OR HARM

No student shall make a false report or bring on school transportation, GCCAS grounds or to a GCCAS activity a bomb or bomb replica with the intent to endanger, deceive, mislead, or otherwise misinform any GCCAS person or students about the placing or planting of a bomb or facsimile of any nature on or about GCCAS property. Any such "bomb threat" is a felony under Florida Law and all students determined to have been involved in such an illegal act shall be prosecuted as well as recommended for expulsion by the GCCAS administration for a period no less than one full year. No student shall make, plan, conspire or communicate any threat of widespread violence or harm to the GCCAS or any GCCAS personnel or students. This includes knowingly bringing any substance, materials or equipment to GCCAS that result in a threat of violence or harm.

Bomb threats or threats of widespread violence or harm have a disruptive effect on GCCAS operations and activities, whether initiated by a student on or off GCCAS property.

Disciplinary Action: Expulsion and/or referral to appropriate authorities.

RULE 4. BULLYING

Students shall not bully. "Bullying" is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with GCCAS performance or participation; and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual/religious/racial harassment, public humiliation, or destruction of property. Any student found to have bullied another is in violation of this rule.

Any student who willfully sends any email, text message, instant message, phone message, or posts to any social networking website (e.g. Facebook) with the intent to threaten, intimidate, or to bully another student or school board employee will be charged with cyber bullying and will face consequences.

Disciplinary Action: Options include but are not limited to OSS, Alternative Placement, expulsion, and/or referral to appropriate authority.

RULE 5. BUS REGULATIONS

A STUDENT IS UNDER THE SUPERVISION OF THE DRIVER WHILE RIDING THE BUS. FAILURE TO ABIDE BY THE RULES AND REGULATIONS WILL RESULT IN LOSS OF RIDING PRIVILEGES.

A. Responsibilities of Students

1. To occupy the seat assigned by the driver and to refrain from moving out of the seat at all times.
2. To observe expected classroom conduct while entering, riding, and/or leaving the bus.
3. To obey reasonable requests of the driver at all times and to report promptly to the GCCAS administrator when instructed to do so by the driver. Refrain from talking to the driver while the bus is moving.
4. To cooperate with GCCAS personnel at the bus ramp, so that loading and unloading may be conducted with safety and courtesy.
5. To be at the designated place in the morning ready to board the bus at least five minutes before the scheduled time. Orderly conduct is expected at the bus stop. The driver is responsible for the maintenance of a schedule and cannot wait for tardy students.
6. To refrain from having food or drink in the bus area or on the buses.
7. To refrain from having or using tobacco in the bus area or on the buses.

B. Safety of Students

1. Stay off the roadway at all times while waiting for the bus.
2. Wait until the bus has come to a complete stop before attempting to board.
3. Remain in the seat until the bus has come to a complete stop and to leave the bus only with the consent of the driver
4. Enter or leave the bus only at the front door after the bus has come to a stop, except in case of an emergency or bus evacuation drill.
5. Cross the road, in the following manner:
 - (a) Make certain the bus is stationary.
 - (b) Exit the bus, stand at the side of the road within the sight and hearing of the driver and wait for the proper signal for crossing.
 - (c) Upon signal from the driver, look both to the right and left and proceed across the road 12 feet in front of the bus.
6. Keep all parts of the body inside the bus windows at all times.
7. Refrain from throwing objects out of the bus windows or at a bus.
8. Place band instruments on the lap or under the seat.
9. Obtain written approval of the GCCAS Principal, or designee to change from the authorized bus stop.
10. Be silent at all railroad crossings.
11. Refrain from fighting/pushing/tripping while boarding, riding, and leaving the bus.
12. Refrain from using abusive or profane language.
13. Refrain from having nuisance items on the bus, i.e., animals, water guns, sharp objects, glass items and/or toys.
14. Refrain from using cell phones and/or other electronic communication devices unless authorized by the driver.

C. Responsibilities of Parents

1. To insure that their children arrive at the bus stop in the morning on time.
2. To provide necessary protection for their children in going to and from bus stops.
3. To accept joint responsibility with GCCAS authorities for the proper conduct of their children at the bus stop and on the bus.
4. To make reasonable effort to understand and cooperate with those responsible for pupil transportation.

5. To assume the responsibility of meeting the bus at their child's stop if the student is physically disabled.

Disciplinary Action: Student suspension from the use of school transportation is a disciplinary option. In cases where transportation violations occur, the GCCAS Principal, or designee will resolve disciplinary problems, using the *Code* as a guide for disciplinary action and possible criminal penalties (including, but not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities).

RULE 6. CHEATING

A. Types of cheating

1. During testing

- a. Looking at another student's paper.
- b. Holding paper so that another student can read and/or copy.
- c. Using "cheat sheets," or other concealed information.
- d. Opening book to answers.
- e. Giving another student or students answers or test questions.
- f. Writing answers on desk.
- g. Sharing information via cyber or electronic communication devices.

2. Homework Assignments

- a. Copying another student's answers or papers.
 - b. Submitting written report without having read complete assignment, e.g. reading a summary instead of a book
 - c. Plagiarism of any source including the Internet.
3. Altering or changing answers on class papers.
 4. Passing answers or information to other students between classes.
 5. Paying or bartering others to do school work.

B. Disciplinary action relating to cheating

1st offense - failing grade on work and parents notified.

2nd offense - failing grade on work and conference with an administrator, parents, and teacher.

Other penalties will be determined from conference.

3rd offense - possible loss of credit in course; parents notified.

C. Stealing tests, answer keys, or another student's work is treated as THEFT

Penalty same as School Discipline Code – THEFT

RULE 7. COMMUNICATION - ABUSIVE /INFLAMMATORY/OBSCENE

A student (on campus or off campus) shall not use any method of communication, including electronic communication that is obscene or profane, that causes personal humiliation and/or is likely to disrupt the GCCAS educational, extracurricular or administrative process. Sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device is prohibited.

Disciplinary Action: Options include but are not limited to OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 8. DISRESPECT, HARASSMENT ASSAULT OR BATTERY UPON GCCAS PERSONNEL INSIDE OR OUTSIDE THE GCCAS SETTING

The orderly operation of GCCAS and the accomplishment of its educational function requires that students treat GCCAS personnel with respect and common courtesy both inside and outside the school settings. Students are prohibited from conduct in any setting, which is disrespectful or harassing of GCCAS staff members or constitutes an assault or battery upon GCCAS staff. This includes, but is not limited to, any form of electronic communication.

Whenever a person is charged with committing an assault or aggravated assault or a battery or aggravated battery upon any GCCAS employee or an employee the School District, notwithstanding any other provision of law, each District School Board shall adopt rules providing that any student found to have committed a violation of section F.S. 784.081, shall be expelled and/or placed in an alternative school setting.

Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

Assault or battery on a GCCAS employee or employee of the School District inside or outside the school setting is also punishable under Section 784.081, Florida Statutes. Section 230.23015, Florida Statutes requires expulsion or placement in an alternative school setting for those in violation of F.S. 784.081.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 9. DISRUPTION AND INTERFERENCE WITH GCCAS

No student shall:

- A. Occupy any GCCAS building or property with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
- B. Block the doorway or corridor of any GCCAS building or property so as to deprive others of access thereto.
- C. Prevent or attempt to prevent the convening or continued functioning of any class, meeting, assembly, or activity on the GCCAS grounds.
- D. Prevent students from attending a class or GCCAS activity.
- E. Block normal pedestrian or vehicular traffic on the GCCAS grounds.
- F. Disrupt, make noise, or act in any other manner so as to interfere with the teacher's ability to conduct the class or any GCCAS activity.
- G. Disrupt a class or any other function of GCCAS.

NOTE: The above infractions are examples and do not exclude other disruptive actions.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion, and/or referral to appropriate authorities.

RULE 10. DISTRIBUTION OF MATERIALS

One of the important roles of the GCCAS is to provide means through which the students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the entire student body. Students shall not publish or distribute libelous or obscene material. The normal rules for responsible journalism shall apply when literature is distributed on GCCAS property. Student publications may be banned if they are likely to cause a disruption of the GCCAS' educational environment.

All materials distributed or posted on GCCAS property shall be reviewed and approved by the Principal or his designee.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 11. DRESS AND GROOMING CODE

The following dress and grooming requirements are to be followed by all students. The Principal shall be the arbiter of student dress and grooming in his/her building. Individual principals in consultation with their School Advisory Council (SAC) may make other requirements to avoid disruption of the educational process. The requirements listed in this *Code* are considered the minimal requirement for each school. A more detailed dress and grooming policy can be found in the Student Handbook.

1. Safe footwear shall be worn at all times. No rubber flip-flops or bedroom slippers shall be worn.
2. Dress Down Days-Halter-tops, tube tops, short shorts, muscle shirts, midriff or backless shirts and blouses shall not be worn during designated dress down days. Shoulder coverings must be at least two inches in width. Tops must be three inches below the waistband or remain tucked in so that the midriff area is not exposed. No bare skin should be exposed at the waist or abdomen area. Clothing must cover the chest area to ensure that cleavage is not exposed. Intentionally altered clothing or unbuttoned and ill-fitted garments are not acceptable. Ill-fitted garments include but are not limited to garments that are too small so as to reflect immodesty or too large so as to appear to be falling off the body. Clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is prohibited. Mesh or see through clothing may not be worn without other appropriate clothing underneath.
3. Hair shall be clean and neatly groomed. Hair color and style shall not interfere with the educational process in the reasonable discretion of the principal or designee. (Please see Student Handbook)
4. Hats, hoods, or other head coverings shall not be worn inside GCCAS except on approved Dress Down Days or Hat Days. Exceptions may be made by the Principal for head coverings worn for religious purposes.
5. The wearing or display of flags on our campuses has historically and currently caused dissension along with a potentially unsafe and hostile learning environment for our students. In an effort to provide safe schools and prevent potential disruption, the following flags are the only ones that may be displayed and/or worn on the GCCAS campus and at off campus GCCAS-related activities: (1) the United States and POW/MIA flags; (2) the State of Florida flag; and (3) official school flag.

In addition, any related symbols may not be displayed or worn on campus and at off campus GCCAS-related activities. Exceptions to this rule may be made for national flags on special occasions or in designated areas consistent with the learning objectives of the district and at the discretion of the principal.

6. Body adornment (i.e., adornments which pierce flesh) in any visible body part other than the ears shall not be displayed if such display presents a health or safety issue or if such adornment interferes with the educational process in the reasonable discretion of the principal or designee.
7. Items that may be used to do harm are prohibited. (i.e. large belt buckles; finger rings that cover two or more fingers, etc.)
8. Length of skirts/dresses and shorts shall reflect modesty and good taste and be monitored by regulations enforced at GCCAS. If a student's fingertips touch skin when the arms are held straight at the sides, then the clothing item is too short and may not be worn.
9. Costumes, sleepwear or other clothing/adornment that creates a distraction is not permitted unless on designated days.
10. Shorts/pants must be fitted or cinched so as not to slip, thereby showing undergarments
11. Gang clothing, symbols, or other items associated with gangs may not be worn, displayed or carried at any time including on dress down days.
12. Principals have the discretion to relax the uniform dress code due to inclement weather.

Disciplinary Action: Options include but are not limited to, call to home requesting change of clothes, offer of change of loaner clothes from office, OSS, Ineligibility to participate in extracurricular activities

RULE 12. Electronic Devices

Student possession of Electronic Devices on GCCAS grounds and school buses is a privilege for communication with parents and/or law enforcement and/or for the purpose of schoolwork related research. Electronic Devices include but are not limited to the following: Cell phones; Computers; Pagers; Portable game units; Other mechanisms that enable users to communicate electronically person-to-person or through internet social networking sites such as Facebook, MySpace, and Twitter.

In order to preserve the proper educational environment and prevent disturbances, the following conditions must be observed.

1. Electronic Devices are NOT to be used during the school day. They must be powered off from the time the school day officially begins until dismissal. Use during any part of the school day is currently prohibited. Use during lunch, breaks, passing, or in the restrooms is strictly prohibited.
2. Electronic Devices are to be powered off and silenced on district buses except as authorized by the driver.
3. The principal may require electronic devices to be registered with GCCAS by parents prior to allowing students to possess them in the manner described above.
4. The principal or designee (e.g. assistant principal, dean, teacher, coach) may grant permission to use a cellular phone in the presence of an administrator for an emergency when other means of communication are not available (i.e.; pay phone, school phone).
5. The use of electronic devices while at GCCAS or on buses to record sound or visual images without the consent of the person being recorded or photographed is strictly prohibited.

6. The student may be disciplined for inappropriate content stored on electronic devices brought to GCCAS, GCCAS functions, and/or on the school bus.

7. The following will result in student discipline at any GCCAS activity: refusal to turn off an electronic device when told to by a teacher, administrator, coach, counselor, or other GCCAS official; damaging an electronic device owned by GCCAS; causing a disruption; using an electronic device to cheat, including getting and giving answers to tests and copying from the internet; using the electronic device to bully, threaten, harass, attack another student or school personnel whether or not communicated directly to that person; sending (or asking to receive) pictures or videos of people who are partially or completely undressed, or are pretending to or actually performing a sexual act.

8. The school may impose consequences to students who misuse electronic devices away from school on their own time if both of the following are true.

The student's use of the electronic device causes significant disruption at school or serious emotional, physical, or psychological harm to the school, other students, or school personnel and the student knew, or should have known, that the harm would happen.

Disciplinary Action: Options include but are not limited to confiscation, detention, OSS, Alternative Placement, expulsion, and/or referral to appropriate authority.

*Loss/Theft of personal items at GCCAS or on the bus is not the responsibility of GCCAS or District.

RULE 13. EXTORTION

Whoever threatens a battery on another or commits a battery on another for the purpose of obtaining goods, services, money or any other thing of value is subject to the disciplinary action taken by GCCAS authorities and may be referred to police authorities.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 14. FALSE ACCUSATIONS

Any student found to have intentionally made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the GCCAS staff may be recommended for expulsion. Any student found to have intentionally made false accusations against another student that could result in disciplinary action would be subject to appropriate disciplinary action.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 15. FIGHTING

Fighting will not be tolerated under any circumstances. Two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury, regardless of who instigated the action, is considered an offense. Participating students face possible disciplinary action.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 16. FORGING GCCAS OR PARENTAL DOCUMENTS

Forging and/or changing GCCAS or parental documents are prohibited. False identification used to calling for absence, checkout, tardies, and permission forms is also prohibited.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 17. GAMBLING

Students are not permitted to engage in any game of chance, any other game for money, or any other thing of value while under the supervision of GCCAS authorities.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 18. GANGS, SECRET SOCIETIES, ILLEGAL ASSEMBLY OR INCITING OTHERS

The Collier County School Board and GCCAS have initiated a philosophy of zero tolerance toward secret societies, gangs, and other similar groups. Students belonging to secret societies, gangs, etc. may be suspended and recommended for expulsion. A student who counsels another student to assemble illegally to riot, disrupt, or violate any rule or GCCAS policy, or who himself disrupts or interferes with the lawful administration or function of GCCAS shall be subject to disciplinary action by a GCCAS official.

A "gang" as defined in this policy and under Florida Code 874.03 means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. The "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to, the same criminal street gang. No student on or about GCCAS property or at any GCCAS activity –

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in or affiliation with any gang.
2. Shall commit any act or omission or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in any gangs;
 - b. requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
 - c. committing any illegal act or violation of school district policies;
 - d. inciting another person to act with physical violence upon any other person.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 19. HAZING

A student shall not engage in any form of hazing activity involving other students. The purported

consent or willingness of the other student to participate in a hazing activity, is not a defense to a discipline referral for hazing. Hazing is any action by a student which intentionally or recklessly endangers or affects the mental or physical health, safety, welfare, or dignity of another student, or demeans, disgraces, degrades, embarrasses, or humiliates another student, in conjunction with an initiation into or participation in a GCCAS activity or program. This includes, but is not limited to, any form of electronic communication.

Disciplinary Action: Discipline options include, but are not limited to OSS, Alternative Placement, or expulsion. Hazing could also result in a period of suspension from participation in the student activity or program associated with the hazing incident.

RULE 20. INSUBORDINATION - DISREGARD OF DIRECTIONS OR COMMANDS

A student shall comply with the reasonable directions or commands of all GCCAS personnel before, during, and after school hours while on GCCAS property or at GCCAS-sponsored activities, functions, or events. Teachers, substitute teachers, teacher aides, secretaries, Para-professional teachers, custodians, principals, administrative personnel, authorized volunteers and school bus drivers are considered GCCAS personnel. Reasonable directions or commands include but are not limited to appropriate behavior and dress at extra-curricular activities.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, or expulsion.

RULE 21. LASER POINTER LIGHTS - POSSESSION OR USE

Laser pointer lights are a hazard in that they can cause immediate impairment of the vision of others as well as long term damage to vision. Their possession or use is particularly dangerous on school buses. They are prohibited on all GCCAS property and at all GCCAS functions.

Disciplinary Action:

First Offense: Possession - One to three days of out-of-school suspension

Use - Five days of out-of-school suspension

Second Offense: Possession - Three to five days of out-of-school suspension

Use - Ten days of out-of-school suspension and recommendation for alternative placement

Third Offense: Possession - Five to ten days of out-of-school suspension

Use - Recommendation for alternative placement and authorities notified

Injury or Accident (regardless of the number of offenses) ten days of out-of-school suspension - recommendation for alternative placement and authorities notified.

RULE 22. LEAVING GCCAS GROUNDS

Collier County Public Schools and the GCCAS Board have adopted a philosophy of a "closed campus." Therefore, students are not permitted to leave GCCAS grounds during the school day for any reason unless they have properly checked out with parental approval through the GCCAS office. Parents must follow check out procedures at their respective GCCAS sites. No student shall be dismissed without appropriate adult authorization. To keep the environment at GCCAS safe, students are prohibited from bringing harmful contraband onto campus; students who leave campus in violation of the attendance policy and return during the day are subject to a search of their person, possessions, and vehicle.

Disciplinary Action: Options include but are not limited to detention, OSS, Alternative Placement, or expulsion.

RULE 23. NARCOTICS, BEVERAGES CONTAINING ALCOHOL, AND DRUGS

A “Controlled Substance” means a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drugs, or any other substance defined as an illegal controlled substance in Chapter 893 of the Florida Statutes. The Federal Controlled Substance Analogue Act allows any chemical “substantially similar” to an illegal drug to be treated as an illegal controlled substance. This would include any chemical, which has a stimulant, depressant, or hallucinogenic effect on the central nervous system that is substantially similar to or greater than that of a controlled substance.

An “Alcoholic Beverage” means beer, wine, liquor, or any beverage containing alcohol or an intoxicant of any kind. A student shall not possess, sell, deliver, use, transmit, distribute, solicit, and conspire to sell or obtain or be under the influence of a controlled substance or an alcoholic beverage while upon GCCAS property or in attendance at a GCCAS function. Any student who agrees, plans, or conspires with another student or person to commit an act described in this Rule is guilty of conspiracy. Any student, who commands, encourages, hires or requests another student or person to engage in conduct violating this rule is guilty of solicitation.

Possession of paraphernalia normally associated with the use of controlled substances is expressly forbidden. The manufacturing, possession, and/or use of fake identification or driver's licenses, which are used to purchase illegal substances or alcoholic beverages, is also a violation of this rule. This rule also applies to misuse or distribution of legal drugs whether prescription or over-the-counter and the use of any items in order to attain an altered state. See Appendix “D-1 & 2” Medication Authorization Form and Parent Letter for legally proscribed medication and over the counter drugs. GCCAS personnel have the right to confiscate any items included in this rule. GCCAS personnel have the right to search individuals, lockers and personal property when there is reasonable suspicion that the individual may possess any items covered under this rule. Metal detectors and specially trained animals such as drug detecting dogs may be utilized in these searches.

Search and Seizure:

The Collier County School Board and the GCCAS Board have initiated a philosophy of zero tolerance toward illegal substances for all of our public schools. As a preventative measure, periodic searches by GCCAS may be conducted. Drug detecting dogs will be used to locate drugs in GCCAS lockers, vehicles on GCCAS grounds and/or any other location on GCCAS property. Drug detecting dogs will not be used to search students

Disciplinary Action:

Use or Possession/ Possession of paraphernalia/ Selling, Soliciting, or being involved in a conspiracy or intent to sell or deliver –

A student may receive a maximum of ten (10) days out-of-school suspension, and referral to appropriate police authorities. A recommendation for Alternative Placement or expulsion from GCCAS will be given to the GCCAS Board for referral to the School District. The School District with Principal and GCCAS Board input will decide if the student is permitted to stay enrolled at GCCAS.

Resources for help with drug and alcohol problems:

Alanon/Alateen/Alcoholics Anonymous 85 12th Street So 262-6535

David Lawrence Mental Health Center 6075 Golden Gate Pkwy 455-8500

Narcotics Anonymous 9001 Tamiami Trail E. 1-888-HELP-301

24-Hour Club 1509 Pine Ridge Rd. 597-5681

Vince Smith House 2450 Prince St, Ft. Myers 338-2306

RULE 24. PUBLIC DISPLAY OF AFFECTION

Kissing, embracing, fondling or other displays of affection are not appropriate behavior at the GCCAS. In establishing and maintaining a sound educational environment, emphasis must be placed on each student maintaining a feeling of self-respect, self-discipline, and a high standard of conduct. Respect for one's self, GCCAS and others are most often reflected in behavior of students. Affection for boy or girl friend is a personal and private matter, and as such should not be demonstrated on GCCAS property. Pupils, who engage in public displays of affection after a warning from GCCAS personnel, will be guilty of willful disobedience, and disciplinary action will be taken.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, or expulsion.

RULE 25. GCCAS PROPERTY

Whoever willfully cuts, paints, marks or defaces any GCCAS owned property including but not limited to an educational building, furniture, apparatus, appliance, fence, tree, vehicle, school bus, athletic field, or other property with word, image, or device, shall be subject to disciplinary action by a GCCAS official. Students and/or parents shall be held liable for the cost of repairs or replacement. The deliberate breaking or vandalizing on GCCAS' property including disabling or altering computer hardware and software is subject to the same disciplinary action.

NOTE: Students who engage in any form of vandalism or attempted vandalism on GCCAS property may be suspended from GCCAS and referred to proper legal authorities for possible arrest and prosecution.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion, and/or referral to appropriate authorities.

RULE 26. GCCAS PROPERTY – MATERIALS/BOOKS/INTERNET

Students are expected to take good care of GCCAS property. Students must assume full responsibility for the care of GCCAS property available to them. This includes, but is not limited to textbooks, uniforms, equipment, or library books. These items are issued by GCCAS personnel and must be returned to the same person upon completion of the school year or withdrawal from GCCAS. Responsibility for the property rests with the student to whom the property is issued. Loss of items due to theft or other circumstances will not be accepted as an excuse for nonpayment or for not doing class assignments. Failure on the part of any student to pay for lost or damaged items shall deprive the student of further use of free items outside GCCAS. If an item is lost and before another one is issued, the student will be required to pay full price for items less than one year old. For older items, replacement cost will depend on the original price and the age and condition of the items when issued.

If the item is found and returned, a refund will be made to the student. If the item is damaged, the student is required to pay a damage charge depending upon the degree of damage and the condition of the item when it was issued.

The District and GCCAS have the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's/GCCAS's computers, network and internet services ("network") will be governed by District School Board Policy 7540.03 and the related GCCAS Board of Directors, and the *Code of Student Conduct*. Misuse of the network will result in Disciplinary Action.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the network.

Disciplinary Action: Options include but are not limited to, revocation of access, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 27. SEXUAL MISCONDUCT

Sexual misconduct consists of sexual advances, requests for sexual favors or inappropriate oral, written, electronic, (texting or sending pictures), or physical contact or conduct of a sexual nature, which creates an intimidating, hostile, or offensive or abusive environment, or physically threatens an individual, or behavior which interferes with the right to get an education or to have access to or to participate in GCCAS' programs or activities.

Any student who engages in such sexual misconduct shall be subject to disciplinary action including, but not limited to, suspension or expulsion, in accordance with the Florida Statutes, the Florida Administrative Code and the *Code*.

Students should report any sexual misconduct toward them, following the Administrative procedures listed in this rule. Reporting of a complaint will not adversely affect the reporting student's status, extracurricular activities, grades or work assignments. This policy shall be enforced on and off GCCAS property whenever GCCAS employees have jurisdiction over students.

Violation of the sexual misconduct policy is grounds for disciplinary action and may also result in criminal penalties.

Administrative Procedure: Allegations of Sexual Misconduct Between Students

Investigations of allegations shall be conducted within GCCAS. The School District is to be consulted if there are questions at any administrative level regarding appropriate actions to be taken.

The following steps are to be followed in conducting investigations of **sexual misconduct**:

- 1) The person taking the initial report documents date, information, and reports to the Principal (if someone other than the principal is taking the initial report).
- 2) The Principal assigns an investigator immediately or the Principal may choose to conduct the investigation. Due care will be taken to promptly obtain and preserve statements, physical evidence, drawings or photographs. Communication with the victim, the accused, and the parents of the victim shall occur where applicable. An administrator or designee of the same gender as the victim shall be present during any investigation. A reasonable accommodation shall be made for all involved parties during any investigation.
- 3) The investigator will promptly interview parties involved and take dated, signed statements (where possible) and report results in writing to the Principal. All investigation results shall be reported to the Principal within five (5) school days of the complaint.

- 4) The Principal shall review the investigation and initiate discipline of students involved, as he/she deems appropriate. All consequences imposed by the Principal shall be added to and filed with the incident report, and a copy sent to the GCAS Board.
- 5) The Principal reports the results of investigation to the victim, the accused and their parents, which may be limited to reporting that the complaint was founded and appropriate action was taken.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 28. THEFT

Theft or knowingly accepting stolen items is an unlawful act in our society and is very serious regardless of the value of the stolen item. All such acts, including not being truthful when confronted with such acts, are prohibited and legal charges may be brought forth in addition to the disciplinary action taken by GCCAS authorities. A student who fails to report this theft when asked by staff will also be subject to disciplinary action.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 29. TOBACCO - POSSESSION/USE

The use or possession of tobacco products, including but not limited to electronic/disposable/artificial cigarettes, lighters or matches by students is prohibited on GCCAS grounds, in GCCAS buildings, or at any GCCAS-sponsored activity. This restriction is in effect 24 hours a day, every day of the calendar year.

Smoking Prohibited Near GCCAS Properties F.S. 386.212

1. It is unlawful for any person under 18 years of age to smoke tobacco in, on, or within 1,000 feet of the real property comprising a public or private elementary, middle, or secondary school between the hours of 6 a.m. and midnight.
2. A law enforcement officer may issue a citation in such form as prescribed by a county or municipality to any person violating the provision of this section.
3. Any person issued a citation pursuant to this section shall be deemed to be charged with a civil infraction punishable by a maximum civil penalty not to exceed \$25.00, or 50 hours of community service or, where available, successful completion of a school-approved anti-tobacco "alternative to suspension" program.
4. Any person who fails to comply with the directions on the citation shall be deemed to waive his or her right to contest the citation and an order to show cause may be issued by the court.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 30. VISITORS/TRESPASSERS

Upon arrival at GCCAS, visitors must check in with the receptionist in the Main Office. Unauthorized visitors will be prosecuted for trespassing.

Students are not permitted on GCCAS grounds and/or in GCCAS buildings before or after school hours without authorization or the supervision of a teacher or adult in authority. Stated authorization may be specific to the student or general as to the public. Students who trespass, unlawfully enter, and/or engage in any form of vandalism or attempted vandalism of GCCAS

property will be suspended from GCCAS and referred to proper legal authorities for possible arrest and prosecution. Students who are suspended, expelled, or in an alternative placement for any rule violation are not permitted on any school property, nor are they allowed to participate in any school function for the duration of the suspension, expulsion, or alternative placement.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 31. WEAPONS, FIREARMS, DANGEROUS INSTRUMENTS, AND CONTRABAND

A student shall not possess, handle, or transmit any object that reasonably can be considered a weapon, instrument capable of inflicting bodily harm, an incendiary device, (including counterfeit devices) or any other contraband materials. Examples of such devices include, but are not limited to, knives, razor blades, box cutters, firearms, bullets, pellet or B-B guns, gun replicas, stun guns, clubs, chemical agents (e.g., pepper spray and mace), chains, black-jacks, fireworks, bombs or bomb replicas.

GCCAS authorities have the right to confiscate the above items and to search individuals when there is a reasonable suspicion that the individual may be in possession of such items. Possession and/or use of any such item by a student shall be grounds for recommendation for expulsion.

Note: At the elementary level only, students possessing knives are to be suspended for a length of time determined by the principal. Prior to readmission, a conference with the principal and parents is to occur. No arrest is to be made unless the student has actually used the knife in a threatening manner.

At all levels, principals may exercise discretion regarding disciplinary decisions for students in possession of weapons that are not illegal and that are not exposed and not intentionally brought to GCCAS. The decision regarding intent is made by the principal/designee after the incident is investigated. In the event that a student reports to a GCCAS official that he/she has unknowingly brought such an item to GCCAS and there is no evidence to the contrary, the student will not be subject to disciplinary action.

Further, as per the Zero Tolerance policy, possession of a firearm or weapon (as defined in the above paragraph 1) on GCCAS campus or within 1000 ft. of the GCCAS or at any GCCAS-sponsored activity shall result in a recommendation for expulsion from the Collier County Public Schools, GCCAS, and possible criminal penalties may occur.

In addition, the Gun-Free Schools Act (GFSA), Public Law 103-382, which was enacted on October 20, 1994, Public Law 103-382, states that State law requires local educational agencies to expel from school for a period of not less than one full calendar year a student who is determined to have brought a firearm to school. The one-year expulsion requirement applies to all students, kindergarten through Post-Secondary, who brings firearms to any setting that is under the control and supervision of the school. The GCCAS Board may exercise his authority to determine any exception to this law, especially for elementary students, on a case-by-case basis.

Any student who brings a weapon to GCCAS will be referred to the criminal justice or juvenile delinquency system. For the purpose of the GFSA, a firearm is defined in Section 921 of Title 18 of the United States Code. According to Section 921, the following are included within the definition:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any explosive, incendiary, or poison gas
- any bomb
- any grenade
- any rocket having a propellant charge of more than four ounces
- missile having an explosive or incendiary charge of more than one-quarter ounce, similar device, or mine
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Disciplinary Action: Options include but are not limited to, OSS, Alternative Placement, expulsion and/or referral to appropriate authorities.

RULE 32. ATTENDANCE POLICY

Philosophy

The classroom experience is of unique value and that it cannot be duplicated by make-up work. Student interaction and the development of ideas through discussion are lost when a student is absent. A student's enrollment in a course is his/her commitment to attend all class sessions. Therefore, it is the intent of this policy to disallow student from being absent from class unless a situation exists, which makes their absence absolutely necessary.

Purpose

The purpose of this attendance policy is to foster responsibility and reliability on the part of GCCAS students to attend all classes. Students will acknowledge greater emphasis on attendance at GCCAS because credit in their classes will be contingent upon their presence.

Absences

A. Excused Absences

Excused absences include:

1. An illness of the student documented by a doctor's statement or a documented medical/dental appointment
2. An observance of an established religious holiday or for pre-arranged religious instruction as defined in F.S. 1003.21. (GCCAS officials may require documentation of the religious affiliation of the student)
3. A court subpoena, a required court appearance, or placement in detention at a juvenile center in which the student continues his/her education.
4. Approved GCCAS-related activities:
 - a. Academic activity or GCCAS-sponsored field trip directly related to the instructional outcomes of one (1) or more courses.
 - b. Other approved student activities such as Student Council, National Honor Society, class meetings, and academic/athletic competitions.

The student's parent or legal guardian shall make a call to GCCAS or give advance written Notification, to GCCAS when a student will be absent for excused reasons.

B. Validated Absences

Brief illness, appointments, and family business are considered absences for purposes of meeting attendance policy requirements. Written notes from parents must document absences.

C. Unexcused Absences

Unexcused absences shall include, but not be limited to Out of GCCAS Suspensions, truancy, class cuts, and tardies to class of ten (10) minutes or more.

Driver's License and Truancy Court

Accruing excessive unexcused and/or validated absences will cause a student to be designated "habitually truant" and will result in a referral of the student to Truancy Court or recommendation for revocation of the student's driver's license

Make-up work

Students are to be provided one (1) School day for each school day absent to make-up work missed without academic penalty. It is the responsibility of the student to arrange for such make-up work. Work not made up within the specified time period will receive a grade of "F". The principal may extend the time for make-up work when in his/her judgment extenuating circumstances justify such extension. However, long-term assignments given before the student is absent are expected, to be turned in on the date the student returns to GCCAS. These provisions shall apply to all grade levels.

Tardiness/Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program at GCCAS. The Administration and the GCCAS School Board recognizes, however, that from time-to time compelling circumstances require that a student be late to GCCAS or dismissed before the end of the school day.

A student is tardy when the student arrives after the beginning of the school day or when the student is not inside the assigned room of a class by 8:05am.

It is required that the GCCAS be notified in advance of such absences by request of the student's parent, which shall state the reason for the tardiness or early dismissal. A student's tardiness to GCCAS or early dismissal from GCCAS shall be excused at the discretion of the principal or designee. A student who is habitually late to GCCAS and/or chronically dismissed early shall be subject to disciplinary action by the GCCAS administration including but not limited to suspension, a required parent conference, and/or referral to Truancy Court.

ATTENDANCE PROCEDURES

Classroom activities are of unique value and cannot be duplicated by make-up work. Student interaction and the development of ideas through discussion are lost when a student is absent. A student's enrollment at GCCAS is a commitment to attend school each day. Therefore, it is the intent of this rule to encourage students to be present daily at GCCAS unless a situation exists, which makes their absence absolutely necessary. Further, it is incumbent on GCCAS to provide a meaningful and relevant program with appropriate incentives to promote student commitment to education and attendance.

School attendance shall be the responsibility of parents and students. All students are expected to attend GCCAS regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

A student who is absent without the Principal or designee's approval shall have his/her parent or legal guardian report such absences to GCCAS in the manner prescribed by the GCCAS Code of Student Conduct.

A student shall be considered truant when absent without parent or legal guardian permission or when the parent or legal guardian consents to unnecessary absences (e.g., vacations, etc.), which will be recorded as, unexcused.

Student Absence Notification

Parents/Guardians are required to notify GCCAS when their child is absent and inform GCCAS of the reason for the absence within twenty-four (24) hours by a telephone call or written note. In order to qualify for an excused or validated absence the parent must notify GCCAS of the child's absence within twenty-four (24) hours of the date of the absence. A phone call on the date of the absence prior to 10:00 a.m. is preferable. If it is not possible for GCCAS to be contacted by phone, then the parent is to send a note with the student on the day s/he returns to GCCAS explaining the absence. Failure to notify GCCAS within twenty-four (24) hours by phone or note when the student returns will result in the absence being unexcused regardless of the reason for the absence. If GCCAS is not notified by 10:00 a.m. on the day of the absence, GCCAS will attempt to contact the parent when practical and possible. The principal may waive the twenty-four (24) hour notification requirement when in his/her judgment extenuating circumstances justify such a waiver. In addition to parent notification, absences require written verification to be excused.

GCCAS will make a good faith effort to contact parents per Administrative Procedure 5200 and Florida Statute 1003.26.

Resources for help with drug and alcohol problems:

Alanon/Alateen/Alcoholics Anonymous 239-263-5907

David Lawrence Mental Health Center 6075 Golden Gate Pkwy 239-455-8500

Narcotics Anonymous 1-800 HELP-301

24-Hour Club 475 Seagate Drive 239-597-3232

ATTENDANCE

PHILOSOPHICAL BASIS:

School District administrators have an obligation under State law to enforce compulsory school attendance laws. Students have an obligation to avail themselves the opportunity for a free education, an education that should help the students develop the skills and knowledge necessary to function in a modern democratic society.

DISCIPLINE/DUE PROCESS/ADMINISTRATIVE CRITERIA FOR READMISSION OF EXPELLED STUDENTS

PHILOSOPHICAL BASIS:

The opportunity for public education is not a privilege but an important right. Students who are in danger of being suspended or expelled from school are to be provided procedural due process.

RIGHTS:

Students have a right of due process in the event of any serious disciplinary action taken against them. Timely and specific oral and written notices of the charges against them and an explanation of the evidence supporting such actions shall be given to students prior to the suspension. Students have the right to some of or all of the following elements of procedural due process, depending upon the stage of the proceeding and the proposed action to be taken against them:

- _ The right to explain identify any mitigating factors and tell his/her side of the story.
- _ The right to question each member of the GCCAS staff called as a witness to the incident.
- _ The right to present evidence and/or witnesses in his own behalf.

- _ The right to an impartial hearing.
- _ The right to present, confront and question adverse witnesses.
- _ The right to have a parent/guardian or attorney (at student's expense) present at the hearing and, if requested, be accompanied by another adult to assist in communicating with GCCAS personnel at any meeting.
- _ The right to a record of the proceedings. Students have the right, under appropriate circumstances to participate in an internal suspension alternative. Students have the right to educational services to be delivered in a daytime or evening alternative education program if suspended as a result of proceedings related to a felony charge. Students who have voluntarily withdrawn from GCCAS have the right to re-enter a program. A refusal to re-enter a student by an administrator must be preceded by the appropriate due process procedure.

RESPONSIBILITIES:

Students have the responsibility to exercise self-discipline in the classroom and on the GCCAS campus so that the rights of all are respected and the efforts of all can be directed toward the stimulation of learning. Students have the responsibility to avoid the necessity of exercising this right, in so far as the seriousness of the problem, by obeying School District Rules and GCCAS regulations and by conducting themselves in an acceptable manner.

ADMINISTRATIVE CRITERIA FOR READMISSION OF EXPELLED STUDENTS

1. A student who has been expelled from the Collier County Public Schools or provided an alternative to expulsion, such as Phoenix, does not have a right for readmission during the term of the exclusion. However, such student may apply for conditional probationary readmission, the term, of the probation, will be as long as the period of original exclusion. The student's application for readmission shall be in writing and shall be submitted to the office of the Principal at the "home" school. The Principal may recommend or deny the application for readmission. The Principal shall forward the application with his/her recommendation to the Superintendent or his designee for review. In the case of expulsion, the Superintendent may in the exercise of his discretion forward the application to the School Board for its consideration or he may decline to do so. Final approval to readmit the expelled student rests with the GCCAS School Board. Where an alternative to expulsion has been provided to the student, the Superintendent or his designee may make the decision regarding readmission.
2. When evaluating the application for readmission of such student, the following criteria will be considered: Whether the student
 - a) has completed a substantial portion of the exclusion term without incident,
 - b) has applied for readmission,
 - c) has submitted with his application form recommendations from parents, employers, social, law enforcement, probationary or medical agencies that indicate that the student has satisfactorily recognized, addressed and corrected the problem or cause that contributed to his exclusion,
 - d) poses a threat, danger or harm to himself or the health, safety or welfare of others at GCCAS,
 - e) can academically make up credits, requirements etc. lost during the exclusion in the time (chronological age considered) he has remaining in order to make reasonable progress toward completing graduation requirements.
 - f) agrees in writing to accept conditional readmission to Collier County Public Schools classes on a probationary basis while officially retaining his "excluded" status. There will be a clear understanding that a violation of the conditions of the agreement or "major" disciplinary referral will, at the decision of the Superintendent or designee, result in the termination of the student's probationary conditional readmission status and a return to full exclusion status.

3. The Principal has the right to add supplemental restrictions on the student that are tailored to an individual case. Examples of those requirements, without limitations, are as follows:
 - a) Periodic drug screening, at the student's expense, performed by a licensed practicing physician or laboratory under prescription from a physician and results submitted upon request to GCCAS (this requirement shall be a stipulation made by the School Board at the expulsion hearing for students involved with substance abuse, use or sale violations).
 - b) Periodic psychological evaluations, at the student's expense, performed by a licensed practicing psychiatrist/psychologist and results submitted upon request to GCCAS (this requirement shall be a stipulation made by the superintendent or board at the hearing for students involved with weapons, violence, fighting and chronic behavior problems leading to exclusion).
 - c) No arrests or convictions for any criminal activity from the date of exclusion to the completion of the student's formal education in the Collier County Public School system.
4. The occurrence of an arrest, a positive drug screen test, or a negative psychological evaluation will also be grounds for a Collier County Public School to terminate the probationary readmission and return the student to fully excluded status.
5. The student may be restricted from extracurricular activities for the duration of the original exclusion.

Zero Tolerance for Discriminatory and Harassing Misconduct by Personnel and Students Procedures and Guidelines

The GCCAS Code and Student handbook outline discriminatory and harassing behaviors that are impermissible. Discrimination and harassment are serious offenses. It is deemed unacceptable conduct in the employment and educational environment and will not be tolerated. Pursuant to this policy, the district has drafted basic procedures and guidelines to assist in the implementation of the policies. The intent of these procedures is to resolve complaints in an expeditious and equitable manner.

The procedures and guidelines cannot address every specific situation that happens within a complex system involving students and employees. Indeed, defining "discriminatory and harassing behaviors" may be very difficult in some cases. The overall goal of the following procedures is to provide a mechanism to resolve problems before they become severe or pervasive. Both students and adults alike are encouraged to resolve problems at the lowest organizational level possible in a fair and equitable manner.

Student Complaints

The School District and GCCAS have a responsibility to provide you with a free and appropriate education. Your education cannot and will not be diminished by the actions of others who create a hostile learning environment. You also, however, have a responsibility to notify your GCCAS administrators when a fellow student, teacher or other person discriminates against you or harasses you. Hopefully, the situation can be resolved quickly and fairly by letting the person know that his/her behavior is not welcomed.

The following steps provide you with some guidelines to resolve complaints of Harassment. It is very important that you report inappropriate behaviors immediately whether you're the victim or you observed another student being victimized.

1. Immediately **report the Harassment to a responsible adult** with whom you are comfortable (e.g., your teacher, guidance counselor, dean, assistant principal or principal). If the complaint is against your principal, contact the GCCAS Board or FORZA Education. (This information is available on the web page and in the Student handbook)
2. Although not required, you are encouraged to **make a written statement** providing details of the Harassing behavior.

3. **If, in your opinion, the complaint is not resolved** by the adult to whom you made the report, you are encouraged to **file a written formal complaint with the principal**. In the event that the complaint involves the principal or other GCCAS administrator, you may file a written complaint to the GCCAS Board or FORZA Education Management.

4. No later than five (5) days after receiving your written formal complaint, the principal (or GCCAS Board) will contact you to schedule a meeting to discuss the complaint. Depending on the type of complaint, the district may assign a special investigator.

5. **You and your parent/guardian will be informed of the principal's decision** within five school days or a reasonable period of time thereafter.

6. If, after receiving your principal's decision, you do not feel that the complaint was resolved or cannot be resolved, **you may appeal by using the policy listed in the Student Handbook**.