



Developmental Research School  
*at the University of Florida*

# Code of Student Conduct 2016-2017

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# Code of Student Conduct

## Section 1

P.K. Yonge is committed to ensuring that our school is a safe, secure and orderly environment in which teaching and learning take place each day. A safe, supportive school environment depends on students, staff and parents demonstrating mutual respect. Included in this document is the Bill of Student Rights and Responsibilities that promotes responsible student behavior and an atmosphere of dignity and respect by establishing guidelines to help students as they strive to become productive citizens in a diverse society.

### **STANDARDS OF BEHAVIOR: ACCOUNTABILITY AND SUPPORT**

All members of the school community – students, staff and parents – must know and understand the standards of behavior which all students are expected to live up to and the consequences if these standards are not met. The Code of Student Conduct provides a comprehensive description of unacceptable behavior, including incidents involving drugs or weapons. The Code of Student Conduct applies to all students, including those with disabilities.

The standards set forth in the Code of Student Conduct apply to behavior in school during school hours, before and after school, while on school property, while traveling on vehicles funded by P.K. Yonge, at all school-sponsored events, on or off campus, when such behavior negatively affects the educational process or endangers the health, safety, morals, or welfare of the school community. When misbehavior involves communication, gestures or expressive behavior, the infraction applies to oral, written or electronic communications, including but not limited to texting, e-mailing, and social networking.

School officials are responsible for sharing the information contained in this document with students, staff and parents.

### **PARENTS AS PARTNERS**

Students, parents and school personnel all have a role in making schools safe and must cooperate with one another to achieve this goal. School staff should keep parents informed of their child's behavior and enlist parents as partners in addressing areas of concern. Outreach to parents can include, but is not limited to, a phone call and/or a written communication. As role models, parents and school staff should exhibit behaviors they would like to see students emulate. To ensure that parents become active and involved partners in promoting a safe and supportive school environment, parents must be familiar with the Student Code of Conduct. Educators are responsible for informing parents about their child's behavior and for nurturing the skills students need to succeed in school and in society. Parents are encouraged to discuss with their child's teacher and other school staff issues that may affect student behavior and strategies that might be effective in working with the student. It is important that there be maximum consultation and communication between the school and the home. Conferences attended by a member of the administration, a school counselor, the student's parent, and one or more of the student's teachers are an effective means of encouraging parental input and should be held with students where appropriate. Parents who want to discuss counseling interventions in response to student behavior should contact P.K. Yonge's Student and Family Services Department.

## Section 2

### BILL OF STUDENT RIGHTS AND RESPONSIBILITIES, K-12

#### PREAMBLE

P.K. Yonge seeks to cultivate a sense of mutual respect among students, parents and staff. We aim to involve students in activities and programs, within and outside the school community, that stress a commitment to civic responsibility and community service. With the cooperation of all members of our school community, students can reach educational excellence while enjoying a rich learning experience. This document serves as a guide for students as they strive to become productive citizens in a diverse society.

#### I. THE RIGHT TO A FREE PUBLIC SCHOOL EDUCATION

Students have a right to:

1. attend school and engage in the opportunity to learn;
2. be in a safe and supportive learning environment, free from discrimination, harassment, bullying, and bigotry;
3. receive courtesy and respect from others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs;
4. receive a written copy of the school's policies and procedures, including the Code Student of Conduct early in the school year or upon admission to the school during the school year;
5. be informed about diploma requirements, including courses and examinations and information on assistance to meet those requirements;
6. be informed about required health, cognitive and language screening examinations;
7. be informed about courses and programs that are available in the school and the opportunity to have input in the selection of elective courses;
8. receive professional instruction;
9. know the grading criteria for each subject area and/or course offered by the school and to receive grades for school work completed based on established criteria;
10. be informed of educational progress and receive periodic evaluations both informally and through formal progress reports;
11. be notified in a timely manner of the possibility of being retained in the grade or of failing a course;
12. confidentiality in the handling of student records maintained by the school system;
13. request or by parental request to have their contact information withheld from institutions of higher learning and/or military recruiters;
14. receive guidance, counseling and advice for personal, social, educational, career and vocational development.

#### II. THE RIGHT TO DUE PROCESS

Every student has the right to be treated fairly in accordance with the rights set forth in this document.

Students have the right to:

1. be provided with the Code of Student Conduct and rules and regulations of the school;
2. know what is appropriate behavior and what behaviors may result in disciplinary actions;

3. be counseled by members of the professional staff in matters related to their behavior as it affects their education and welfare within the school;
4. know possible dispositions and outcomes for offenses;
5. receive written notice of the reasons for disciplinary action taken against them in a timely fashion;
6. due process of law in instances of disciplinary action for alleged violations of school regulations for which they may be suspended or removed from class by their teachers;
7. know the procedures for appealing the actions and decisions of school officials with respect to their rights and responsibilities as set forth in this document;

### **III. STUDENT RESPONSIBILITIES**

Responsible behavior by each student is the only way in which the rights set forth in this document can be preserved. Violation of some of these responsibilities may lead, in accordance with the Code of Student Conduct, to disciplinary measures. Full acceptance of responsibility with the exercise of rights will provide students with greater opportunity to serve themselves and society.

Students have a responsibility to:

1. attend school regularly and punctually and make every effort to achieve in all areas of their education;
2. be prepared for class with appropriate materials and properly maintain textbooks and other school equipment;
3. follow school regulations regarding entering and leaving the classroom; school buildings; and campus;
4. help maintain a school environment free of weapons, illegal drugs, synthetic drugs, controlled substances and alcohol;
5. behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
6. share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
7. respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
8. show respect for school property and respect the property of others, both private and public;
9. be polite, courteous and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs, and refrain from making slurs based on these criteria;
10. behave in a polite, truthful and cooperative manner toward students, teachers and other school staff;
11. observe ethical codes of responsible journalism;
12. refrain from obscene and defamatory communication in speech, writing and other modes of expression in their interactions with the school community;
13. express themselves in a manner which promotes cooperation and does not interfere with the educational process;
14. assemble in a peaceful manner and respect the decision of students who do not wish to participate;
15. bring to school only those personal possessions which are safe and do not interfere with the learning environment;
16. adhere to the guidelines established for dress and activities, including but not limited to those for the school gymnasium, physical education classes, and laboratories;

17. be familiar with the school Code of Student Conduct and abide by school rules and regulations;
18. keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students for transmittal to their parents.

#### IV. RULES FOR BEHAVIOR

1. Be on time to school and class.
2. Attend each class, be prepared and attentive, and remain in class until dismissed by the teacher. Follow classroom rules as posted or distributed by individual teachers.
3. Obtain parental and school permission before leaving campus.
4. Respect the rights of others. Students will:
  - a. Respect teachers and staff. Disrespect of teachers and staff will not be tolerated;
  - b. Not fight (assault and battery);
  - c. Not defy authority;
  - d. Not use abusive language towards any member of the P.K. Yonge community;
  - e. Not use racial, ethnic, sexist, homophobic, or religious insults;
  - f. Not use coercion;
  - g. Never bully, intimidate, or demean others;
  - h. Never sexually harass teachers, staff, or students;
  - i. Not wear clothing or hats with messages which are insulting (racial, ethnic, sexist, homophobic, or religiously insulting), sexually suggestive, or that promote alcohol, tobacco, illegal substances, or violence;
  - j. Always seek to solve problems without resorting to physical means;
  - k. Will behave in a manner that allows special concern for the safety of young children in our K-12 environment;
  - l. Clean up after themselves;
  - m. Not skip others in the lunch line;
  - n. Refrain from public displays of affection.
5. Be honest in your words and actions.
6. Take care of school property and respect the property of others.
7. Be responsible for your personal property.
8. Unless deemed an integral part of a teacher's lesson by the teacher, do not use playing cards, video games, cell phones, or other such electronic devices during class time. Teachers and administrators have the right to confiscate such items when they are seen or heard - parents will be contacted to pick up such items at school. P.K. Yonge is not responsible for lost or stolen items.
9. Abide by the signed school computer network use contract. School computers are to be used for teacher-directed school assignments and research. No personal emails, downloading of music or inappropriate content, or non-class related Internet searching is allowed.
10. Follow all local, state and federal laws, University of Florida regulations, and P.K. Yonge rules and policies, including but not limited to the prohibition of:
  - a. Use, possession or selling of tobacco, alcohol, or illegal drugs
  - b. Stealing or possession of stolen property
  - c. Making false emergency reports
  - d. Using any object as a weapon
  - e. Possession, association, or knowledge of weapons on campus
  - f. Vandalism or theft of school or someone's personal property

11. Respect the safety and welfare of others.
  - a. Bicycles and other vehicles (e.g. scooters, motorcycles)
  - b. Skateboards or roller skates are not to be used on campus
  - c. When riding the school bus or school-approved charter bus, students must conform to all school rules
  - d. Running and other horseplay in classrooms, hallways, sidewalks, and buildings is prohibited
12. The following are examples of dress that violate the dress code:
  - a. Revealing clothing, midriff-baring shirts/blouses, backless shirts/blouses, cut-off tops, tank tops, spaghetti straps (less than one inch in width);
  - b. Tops that cannot be tucked in at the waist;
  - c. Tops that will not remain tucked in when arms are raised;
  - d. Skirts, shorts, or slits in skirts or shorts that are higher than mid-thigh;
  - e. Shirts that expose cleavage or midriff;
  - f. Pants that reveal undergarments;
  - g. Pajama pants or tops;
  - h. Underwear worn as outside clothing;
  - i. Torn clothing including ragged cut-offs;
  - j. Bedroom slippers;
  - k. Muscle shirts, undershirts;
  - l. Head rags, headbands, hair picks, sunglasses, and scarves are not to be worn on campus – these items will be confiscated and held for parent pick-up if this rule is repeatedly violated;
  - m. Hats may be worn on campus *out-of-doors, only*. Hoods on sweat shirts and jackets may only be worn when the temperature is less than 50 degrees F;
  - n. Shirts or other clothing with insulting messages (racial, ethnic, sexist, homophobic, or religiously insulting), sexually suggestive, or that promote alcohol, tobacco, illegal substances, gang affiliation, or violence;
  - o. Clothing that is unlined sheer or unlined lace;
  - p. Clothing that is form fitting, leotard or spandex, unless proper outer garments are worn over top of it.

**School administrators shall make the final determination as to the appropriateness of student dress. Students may be required to change into appropriate clothing provided by the Deans' office or the grade level teams.**

#### **Dress Code Violation**

**1<sup>st</sup> and 2<sup>nd</sup> violation** - opportunity to change; parent called

**3<sup>rd</sup> violation** - referral to the Dean; parent called; detention

**4<sup>th</sup> violation and subsequent violations may be viewed as defiance of the Code of Student Conduct. This will result in a referral to the Dean and an increase in the progressive discipline actions.**

## Section 3

### **INFRACTIONS AND RANGES OF POSSIBLE DISCIPLINARY RESPONSES**

School officials must consult the Code of Student Conduct when determining which disciplinary measure to impose. In addition to consulting the Code of Student Conduct, prior to determining the appropriate disciplinary and/or intervention measures, the following must be considered: the student's age, maturity, and previous disciplinary record (including the nature of the prior misconduct, the number of prior instances of misconduct, and the disciplinary measure imposed for each); the circumstances surrounding the incident leading to the discipline; and the student's IEP, BIP and 504 Accommodation Plan, if applicable.

**The enumerated infractions are not all-inclusive. Students who engage in misconduct not listed are subject to appropriate disciplinary measures by the teacher/administration based on violation of the Code Student of Conduct.**

### **LEVELS OF INFRACTIONS**

P.K. Yonge holds students accountable for their behavior. Each level of infraction contains a minimum to a maximum range of possible disciplinary responses that may be imposed by a teacher or the school's administration. Infractions are grouped into four levels, which range from insubordinate behaviors to seriously dangerous or violent behaviors and provide a corresponding range of possible disciplinary responses. Whenever possible and appropriate, interventions should begin with the lowest level of disciplinary response. Clear distinctions are made for levels of behavior for grades K-5 and 6-12 so that the age and general maturity of the student are considered. Some infractions may not apply to students in grades K-3. The Code of Student Conduct provides graduated penalties for students who engage in repeated minor misbehaviors despite the prior imposition of appropriate disciplinary measures. More severe penalties will be imposed on those students who engage in a pattern of persistent misconduct.

The administration is responsible for school discipline and has a reasonable degree of discretion in determining the severity of misconduct and the appropriate consequence. The administration is authorized to take disciplinary action in response to all misbehavior. For any misbehavior, the teacher or administration will listen to the student's explanation and, when needed, talk to other persons involved and investigate further. The teacher or administration may contact the student's parents.

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

- Seriousness of offense
- Planning or impulse
- Age
- Disability, if any
- Reliability of evidence
- Cooperation/remorse
- Disciplinary history, if any

Behaviors and their consequences are divided into four levels. Beginning with Level 4, each level represents progressively more serious misbehavior and consequence.

#### **Level 4**

Level 4 offenses are the least serious acts of misconduct, which interfere with orderly classroom or school functions, or with learning. These offenses may be handled first by the teacher or other professional staff members. The student may also be referred to the administration.

The following actions may be taken in response to Level 4 misconduct

- Verbal reprimand
- Timeout
- Withdrawal of privileges
- Parent notification
- Counseling

### **Level 3**

Level 3 offenses are serious acts of misconduct, which require administrative action. Such offenses include but are not limited to repeated minor misconduct and acts directed against persons or property. These offenses do not seriously endanger the health or safety of the student or others.

The following actions may be taken in response to Level 3 misconduct:

- Timeout
- Withdrawal of privileges
- Parent notification
- Counseling
- Restitution
- Detention
- Behavior contract
- In-school suspension/detention
- Report to law enforcement

### **Level 2**

Level 2 offenses are more serious acts of misconduct, including but not limited to repeated misbehavior of the same type, serious disruptions of school and threats to health, safety, or property. These offenses are reported to the administration and may result in the student's suspension from school, the school bus, or from extracurricular activities.

The following actions may be taken in response to Level 2 misconduct:

- Behavior contract
- Detention
- In-school suspension/detention
- Suspension from extracurricular activities
- Bus suspension
- Out-of-school suspension
- Report to law enforcement

### **Level 1**

Level 1 offenses are the most serious acts of misconduct; they must be reported immediately to the administration. These violations may require a report to a law enforcement agency. If a student commits a Level 1 offense, he/she will be suspended from the regular education program and the administration may recommend dismissal from further attendance at P.K. Yonge. Such acts may also result in criminal penalties.

The following actions may be taken in response to Level 1 misconduct:

- Out-of-school suspension
- Recommend dismissal from further attendance at P.K. Yonge
- Report to law enforcement

## SECONDARY CLASSROOM DISCIPLINARY STEPS

Classroom-related violations are to be dealt with by the classroom teacher, and the steps of the descriptive process followed. These steps will be followed whenever student behaviors are disruptive to the learning environment. Teachers are expected to follow these steps sequentially:

- 1. Student/Teacher Conference**
- 2. Parent Contact** – teacher will phone or email parent over issues that have not been corrected.
- 3. Referral to Administration** – the teacher writes a referral and if the offense justifies immediate removal from class, the student is sent to the Deans' Office for the administration to be contacted for appropriate disciplinary consequences.
- 4. Grade Level Team Consultation/Student Success Team and Parent Conference** – students and parents may meet with team to construct an academic/behavior contract.

## IMMEDIATE REMOVAL

**If a student's behavior is a threat to any teacher, an administrator should be contacted, immediately. This step should be taken by a teacher at any point when there is a true emergency, such as fighting.**

## ELEMENTARY CLASSROOM DISCIPLINE STEPS

### Step One – Classroom Level

Minor classroom disruptions or student issues are handled daily by teachers. These offenses may include but are not limited to getting out of seat, disrupting others, not following directions, arguing and teasing others. The classroom (cafeteria, playground, gym) management includes verbal corrections, loss of privileges, in-class or out-of-class time out or classroom meetings.

### Step Two – Out of Room Support Level

This step is for more serious offenses or repeated minor offenses such as the ones listed in Step One. This level may include but is not limited to cheating, stealing, inappropriate language, minor vandalism, and disrespect toward those in charge. An administrator will be called to the room to remove the student from class, and parents will be called. The School Counselor may also be asked to help at this level.

### Step Three – Administrator/Behavior Plan Level

This involves more serious offenses, which result in the child being removed from the room immediately. Examples of this level include but are not limited to physically hurting others (biting, kicking, throwing objects) threatening, bullying, harassing, and vandalizing which requires adults to replace or clean after the act. The parent will be called by administration and the student will receive ISS/ISD (in-school suspension/detention) or OSS (out-of-school suspension). The School Counselor will be involved.

## Section 4

Students are expected to behave appropriately at school. Misbehavior that violates the rights of others, disrupts the school, or interferes with learning is not acceptable.

These misbehaviors include, but are not limited to the following, as defined in the glossary:

- Abusive Language
- Assault/Threat
- Battery
- Burglary
- Cheating
- Classroom Disruptions
- Computer Misuse
- Defiance
- Disorderly Conduct
- Fighting
- Forgery
- Gambling
- Harassment
- Public Displays of Affection
- Robbery
- Sex Offenses
- Skipping class
- Tardy
- Theft
- Trespassing
- Unsafe Actions
- Encouraging or assisting another to misbehave
- Vandalism

### Pledge of Allegiance

A student has the right to not participate in the reciting of the Pledge of Allegiance. Upon written request by the parent/guardian, a student may be excused from reciting the pledge, including standing and placing the right hand over the heart. When the pledge is given, unexcused students must show full respect for the flag by standing at attention, men removing headdress, except for when such headdress is worn for religious purposes (s.1003.44, F.S.).

**ZERO TOLERANCE OF VIOLENCE IN SCHOOL**  
**INCLUDING PROHIBITION OF VIOLENCE AGAINST SCHOOL PERSONNEL**

Violence in school or on school buses will not be tolerated.

**Violence Against School Personnel**

Battery or assault, as defined by Chapter 784, Florida Statutes, against any school employee by a student is a Level 1 violation of this Code. If a student deliberately and knowingly uses force or violence against school personnel, the student will be suspended from school and the Principal will recommend that the student be dismissed from further attendance at P.K. Yonge. Subject to federal and state law, if a student is formally charged with a violation of F.S. 784.081, assault, aggravated assault, battery, or aggravated battery upon a school employee, the student will be removed from the classroom immediately and placed in an alternative school setting pending disposition of the case. If the student is found by the court to have committed a violation of F.S. 784.081 the student will be dismissed indefinitely from P.K. Yonge. [F.S. 1006.13(5)]

**Prohibition of Weapons**

Weapons and use of weapons are prohibited on school property, including buses, at school-sponsored activities and in any vehicle brought onto school property or to a school-sponsored activity. Students may not possess common pocketknives, plastic knives or blunt-bladed table knives. Violation of this prohibition is a serious breach of conduct.

1. Firearms/Explosives
  - A. Students may not ***have in their possession (including storage in a school locker or an automobile), sell, distribute, display, transfer or use*** any firearm or explosive, whether operable or inoperable. If this occurs, the student will be suspended from school for ten (10) days, and the Principal will recommend that the student be dismissed from further attendance to P.K. Yonge.
  - B. If a student ***brings or is in possession of*** a firearm at school, the student will be dismissed from further attendance at P.K. Yonge indefinitely and referred for criminal prosecution. [F.S. 1006.07]
2. Other Weapons
  - A. If a student ***possesses, sells, distributes, displays or transfers*** a weapon of any type, other than a firearm or explosive, they will be suspended from school for five (5) to ten (10) days and the Principal may recommend that the student be dismissed from further attendance at P.K. Yonge. Fireworks of any type are included in this category.
    - B. If a student ***brings*** a weapon, as defined in Chapter 790, F.S. to school, the student may be dismissed from further attendance at P.K. Yonge and referred for criminal prosecution. [F.S. 1006.07]
    - C. If a student possesses, sells, distributes, displays, or transfers a pocket knife or blunt-bladed knife, the student will be disciplined, accordingly.
    - D. If a student ***uses*** a weapon of any type, including but not limited to pointed or sharp instruments such as ice picks, penknives or razor blades, the student will be suspended from school for ten (10) days and the Principal will recommend dismissal from further attendance at P.K. Yonge.
3. Non-Weapons Used as Weapons: If a student ***uses as a weapon*** any article or substance not normally considered a weapon (like rocks, pens, pencils, plastic knives), the student will be suspended for ten (10) days, and the Principal will recommend dismissal from further attendance at P.K. Yonge.

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

## **Alcohol and Drugs**

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

Students may not **possess, sell, transfer, distribute or use:** any alcoholic beverage, any controlled drugs, hallucinogens, or similar substances on school property, including buses, and at school-sponsored activities, except medications specifically prescribed by their licensed physician.

1. Violation of this prohibition is a serious breach of conduct. The school will notify law enforcement officials and the student's parent(s) or guardian(s).
2. If a student **possesses, uses, or is under the influence of** any item listed above, except under the direction of a licensed physician, the student will be suspended from school for a period of ten (10) days for the first offense and the Principal may recommend dismissal from further attendance at P.K. Yonge. For a second offense, the student will be suspended for ten (10) days and the Principal shall recommend dismissal from further attendance at P.K. Yonge.
3. If a student **sells** any item listed above or represents such to be any item listed above, the student will be suspended from school for ten (10) days for the first offense and the Principal will recommend dismissal from further attendance at P.K. Yonge. If a student **solicits a sale, transfer, or distribution** other than selling, the student will be suspended from school for ten (10) days and the Principal may recommend dismissal from further attendance at P.K. Yonge. For a second transfer or distribution offense, the student will be suspended for ten (10) days and the Principal shall recommend dismissal from further attendance at P.K. Yonge.
4. A student may not **use any legal substance to attain a mood-altering effect** and may not **possess** any equipment or device for preparing or taking drugs.
5. If a student is found to be guilty of a felony under Chapter 893, Florida Statutes, the student may be recommended for permanent dismissal from further attendance at P.K. Yonge.
6. A student may be entitled to a waiver/reduction of discipline or expulsion if the student divulges information leading to the arrest and conviction of the person who supplied such controlled substance to the student or if the student voluntarily discloses his/her unlawful possession of such controlled substance prior to his/her arrest. A waiver/reduction also may be granted if the student successfully completes a state-licensed drug abuse treatment program. [F.S. 1006.09]
7. If a student is charged with any drug or alcohol offense, he/she may be granted a reduction in consequence pending satisfactory participation in a counseling program from an outside agency program, i.e., family counseling, substance abuse awareness, etc. Failure to complete such program will result in the reinstatement of the original consequence.

If a student has a doctor's orders to take prescription medicine at school, it is important to first notify the school administration for the proper procedures to follow.

*For students with disabilities, the mandatory penalties provided by this policy shall be subject to the procedures for discipline of students with disabilities.*

### **Tobacco Products**

P.K. Yonge recognizes its responsibility to promote the health, welfare, and safety of students, staff, and others on school property and at school-sponsored activities. In light of scientific evidence that use of tobacco is hazardous to health- and to be consistent with Florida law- it is the intent of P.K. Yonge to establish a tobacco-free environment. Resources for quitting tobacco will be made available to students in the form of free cessation options provided by the Bureau of Tobacco Free Florida.

A student may not **use, possess, distribute or sell** tobacco products (including papers used to roll cigarettes) on school property, at school-sponsored events, or on school buses. In addition, it is unlawful for any person under 18 years of age to smoke tobacco in or on school property or to **knowingly possess** any tobacco product. [F.S. 386.212; 569.11] A student also may not use or possess electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.

### **Bullying and Sexual Harassment (Please see attached policy in the Appendix)**

P.K. Yonge will not tolerate bullying, discrimination, or harassment of any type, including sexual harassment:

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

If a student is found to have committed an act of discrimination, bullying or harassment, including sexual harassment, or is found to have falsely accused another as a means of bullying or harassment, the student may receive positive behavioral interventions or be disciplined up to and including suspension or dismissal from further attendance at P.K. Yonge.

If a student or a student’s parent/guardian believes discrimination, bullying or harassment, including sexual harassment has occurred, the situation should be immediately reported to the teacher, school counselor, administration, or other school staff.

Filing of a complaint or otherwise reporting discrimination, bullying or harassment, including sexual harassment will not affect a student’s status, participation in extracurricular activities, future grades or work assignments.

### **Wireless Communication Devices**

Students may not use wireless communication devices while operating a motor vehicle on school property. Prohibited uses include but are not limited to texting, emailing (sending or reading messages), or posting on social media.

### **Obscene and Harmful Materials**

Students may not knowingly distribute any material that is obscene and harmful to others, in accordance with F.S. 847.012, in any medium or format, including but not limited to distribution through email or other means, sent or caused to be sent to or through the school’s network.

### **Hazing**

P.K. Yonge prohibits hazing, as defined in F.S. 1006.135, at any time on school property, including school buses, or at school-sponsored events. Even if a student is a by-stander not actively participating in the hazing, he/she may be deemed to be a participant if he/she stays present during a hazing incident. Student by-standers are expected to leave the area immediately and are encouraged to report the incident to a teacher, school administrator or school resource officer.

### **Dating Violence and Abuse**

P.K. Yonge prohibits any act of dating violence or abuse by one student against another student on school property, during a school-sponsored activity or during school-sponsored transportation. [F.S. 1006.14]

### **False Accusations**

It is a Level 1 violation to intentionally make false accusations that jeopardize the professional reputation, employment or professional certification of a teacher or other member of the school staff. [F.S. 1006.09]

### **Permanent Removal of a Student From Class**

A student may be removed from class by a teacher for chronic misbehavior which interferes with the teacher's ability to effectively communicate with the class, or interferes with the ability of the student's classmates to learn. [F.S. 1003.32]

### **Threats or False Reports: Bomb/Destructive Devices**

If a student is found to have made a threat or false report as defined by F.S. 790.162 and F.S. 790.163 involving school or school personnel's property, school transportation, or a school-sponsored activity, the student shall be dismissed from further attendance at P.K. Yonge, indefinitely, and referred for criminal prosecution. [F.S. 1006.07]

### **Standards for Use of Reasonable Force**

Administrators, teachers, and support staff may use and apply reasonable force and restraint against a student for self-protection, the protection of that student, or for the protection of other students from physically disruptive students.

### **Driving/Parking on Campus**

Parking on P.K. Yonge property is a privilege and may be granted or revoked by the Principal or designee. A student is responsible for the care of his/her vehicle. A student must observe all safety rules, and remain courteous and considerate of others. Weapons are prohibited in vehicles at school and at all school events at all times. P.K. Yonge is not responsible for motor vehicles that are lost, stolen, or damaged. Students are required to park in designated areas, only. Failure to comply will result in loss of parking privileges.

Students who wish to park their vehicle in school parking lots must apply for and receive a parking decal. The cost of a decal is \$25.00 for the school year. Decals can be purchased through the Business Office. A copy of the students' valid driver's license, vehicle registration, and proof of insurance are required to purchase a decal. Students parking without decals or in unapproved areas will receive a warning with parent notification (when possible) for the first infraction. A second infraction will result in a \$20 parking fine. A third infraction will result in a \$20 parking fine and the vehicle will be booted. If the vehicle is booted, parking fines must be paid in full and a decal purchased before the boot will be removed. Subsequent infractions will result in the loss of driving/parking privileges on P.K. Yonge's campus.

## Section 5 - Procedures

### **Student Detention, Search, and Seizure**

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

### **Exclusion from Extracurricular Activities**

Extra-curricular activities are offered to enhance the overall educational experience. These activities are supplemental to the school curriculum and are privileges, not rights. This includes participation in and/or spectator attendance at any extra-curricular activity or event. Students are expected to exhibit appropriate behavior at all times while participating in or attending these activities. All school rules and regulations apply during the extra-curricular activities, whether held on or away from campus.

In order to participate in extra-curricular activities, a student must maintain satisfactory conduct as determined by the administration and a minimum 2.0 grade point average (s.1006.195, F.S.). The administration may revoke participation in or spectator attendance for one (1) specific extra-curricular activity or for all extra-curricular activities, for a period not to exceed the remainder of the school year in which the offense took place. If a student is convicted of, or be found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student shall not be eligible to participate in interscholastic extra-curricular activities for a period of one (1) year from the time of such conviction or finding. If a student fails to pay charges assessed for replacement of lost or damaged materials or equipment loaned to the student, then he/she may be suspended from participation in extra-curricular activities.

### **In-School Detention (ISD) – [Also Called In-School Suspension (ISS)]**

In-school detention will only be offered at the discretion of the administration for offenses found in Section Three. A student serving ISD is prohibited from participation in/attendance to extracurricular events and school-sponsored activities during the time which ISD is served. If served days of ISD occur on either/both sides of a weekend or school holiday of an extracurricular or school-sponsored event, participation in said event is also prohibited.

### **Out-of-School Suspension (OSS)**

The administration has the right to suspend the student from school for a serious act of misconduct. The procedure below shall be followed for suspension from school:

- 1. Notice.** The student will receive oral and written notice of the charges and an explanation of the evidence. In a conference, the student will have an opportunity to respond to the charges and to explain his/her behavior.
- 2. Suspension.** If the administration determines that there are sufficient grounds for suspension, then the student will be informed that he/she is being suspended from school and for the specific length of time. The student will normally be suspended effective at the end of the school day.
- 3. Parent Contact.** The administration will make a good faith effort immediately to contact the student's parent(s)/ guardian(s) by telephone and will also send written notice to his/her parent or guardian. The notice will state the length of the suspension and the reasons for it.
- 4. Homework.** If suspended, the student will be released to his/her parents/guardians. The

student has the ability to complete homework assignments. Work will be available within 24 hours, when possible, and can be picked up in the ISS/ISD room. Work may also be emailed directly from the teacher.

**5. Appeal.** The student or parent/guardian may appeal a suspension decision through the Student Grievance procedure.

6. A student serving OSS is prohibited from participation in/attendance to extracurricular events and school-sponsored activities during the time which OSS is served. If served days of ISS/ISD occur on either/both sides of a weekend or school holiday of an extracurricular or school-sponsored event, participation in said event is also prohibited.

**7. Temporary Suspension.** In an emergency the administration may temporarily suspend a student prior to a conference when the safety or health of students, staff or other persons in the school may be threatened by his/her continued presence. When temporary suspension is necessary, the administration will inform the student's parent(s)/guardian(s) by the most rapid means (including telephone). As soon as feasible under the circumstances, the administration will hold a conference with the student and his/her parents. Following the conference, the administration may formally suspend the student; however, in no case shall the administration's temporary and formal suspensions exceed ten (10) days for the same offense. If the student is one with a disability, the administration will follow the discipline procedures for students with disabilities.

### **Student Transfer – Felony Charges**

Florida Statutes provide for suspension and transfer when the student:

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

The following procedures will be followed [F.S. 1006.09]:

1. **Notice of Hearing.** Upon receiving proper notice from the State Attorney's office, the Principal will notify the student's parent/guardian, in writing, of the specific charges against the student. The notice will also include the date of a hearing before the Principal, to be held no more than five (5) school days from date of postmark or delivery.
2. **Decision of Principal.** Following the hearing, the Principal shall provide the student and parent/guardian with a decision, in writing, as to whether or not the transfer for felony charges will be made.

If the student has a disability, the Principal will follow the discipline procedures for students with disabilities.

### **DISMISSAL FROM P.K. YONGE DEVELOPMENTAL RESEARCH SCHOOL**

A student may be considered for dismissal from attendance at P.K. Yonge if there is a history of repeated incidents of Level 2 and Level 3 behaviors or if a student has committed a Level 1 offense. Upon consideration of the student's record, the Principal may recommend dismissal of the student to the Director. A recommendation to the Director for dismissal will be in writing and set forth the specific basis for the dismissal. The student will be suspended from school pending a final decision. A dismissal from further attendance can include the remainder of the current school year/subsequent school year/permanent dismissal.

### **Dismissal from Further Attendance at P.K. Yonge Developmental Research School**

The school Principal may make a recommendation to the Director for dismissal of a student from further attendance at P.K. Yonge who has committed a serious breach of conduct (Level 1 offense under the Code).

The following procedure shall be used:

1. **Notice.** The student will receive oral and written notice of the charges and an explanation of the evidence. In a conference, the student will have an opportunity to respond to the charges and to explain the behavior. He/she may give administration the names of witnesses to the incident, so that they may be questioned.
2. **Suspension/Recommendation.** The student will be informed that he/she is being suspended from school for ten (10) days and that a recommendation for dismissal is being forwarded to the Director.
3. **Parent/Guardian.** The administration will make a good faith effort to contact the parent/guardian by telephone immediately and will also send written notice to the parent/guardian. The notice will state that the student has been suspended for ten (10) school days, that a recommendation for dismissal has been forwarded to the Director and the reasons for the action taken.
4. **Conference Opportunity.** Upon request, the parent or guardian will be given an opportunity to attend a conference with the Principal to discuss the reasons for suspension and the recommendation for dismissal. This opportunity will be provided within 48 hours of the request (excluding Saturday, Sunday and school holidays).
5. **Investigation.** The Director will investigate the incident. Alternatives to dismissal shall be considered.
6. **Notice of Charges/Request for Hearing.** If the Director finds a sufficient basis for the dismissal recommendation, a notice of charges will be sent to the parent or guardian. The parent/guardian may, within ten (10) calendar days from receipt of the Director's notice, request a hearing on the charges before the Director. Failure to timely request a hearing or failure to appear at a hearing after notice of the date of hearing shall be deemed a waiver of any hearing on the matter.
7. **Extension of Suspension.** When action on a recommendation for dismissal is pending, the Director may extend the suspension beyond ten (10) school days. The parent or guardian will be informed in writing of any extension.

If the student has a disability, the Principal will follow the discipline procedures for students with disabilities.

### **APPEALS**

A Student and/or Parent or Legal Guardian may appeal the recommendation or decision of the Principal by filing an appeal with the Director. The appeal must be in writing and received by the Director within ten (10) business days from the date of the Principal's written recommendation or decision. The Student and/or Parent or Legal Guardian should include in the appeal a request for an informal hearing with the Director in which the Student and/or Parent or Legal Guardian shall have the opportunity to contest the recommendation or decision. The Director's decision shall be final.

## Section 6 - Attendance Policy

### Absences

1. It is the responsibility of each student's parent/guardian to justify the student's absence to the school. The absence will remain UNEXCUSED if there is no documentation within 48 hours of the student's return to school.
2. No skip days are sanctioned or authorized by P.K. Yonge or the State of Florida.
3. Attendance is taken at the beginning of every class and the data recorded by the teacher into the school's records database (SKYWARD) and into his/her class record/gradebook, if applicable.
4. All absences are unexcused unless justified by the parent/guardian and evaluated as excused by the school.
  - a. On the morning of each absence, parents/guardians report the absence via the Absence Reporting Line at 392-1554 x234. Doing so will provide information upon which to base a preliminary evaluation of the absence.
  - b. Upon the student's return to school, parents/guardians must justify each absence of their student via written parent note or other documentation as described below. Parent communications must include student name, grade, date of absence, reason for absence, parent's name, (and signature) and daytime phone number for verification.
  - c. All absences not justified within 48 hours of the student's return to school will remain unexcused.

Absences will be evaluated as excused based on the following criteria:

- Sickness, injury, death in a family, or other insurmountable/explainable condition
  - Six (6) absences per semester may be documented solely by parent note. After six (6) such absences documentation by a physician, health care professional, or court official is required.
  - Documented appointments with health care professionals
  - Documented absence for religious instruction or religious holiday (Parents request permission for a student's absence via Pre-Arranged Absence Application for religious instruction or religious holiday).
  - Court appearances (copy of subpoena or other court document must be provided).
5. Out-of-school suspensions are unexcused absences.
  6. Absences per semester (total)
    - a. **Students with more than 6 unexcused absences in a credit-generating or a unit-generating course must pass a comprehensive semester exam with a grade of C or better AND pass the class with a grade of C or better to receive credit for the class.**
  7. If a student accumulates fifteen (15) unexcused absences within 90 calendar days, he/she is a habitual truant under state law. The Director is authorized to file a truancy petition. The student may also be dealt with as a child-in-need-of services. In addition, the school must report the student to the Department of Highway Safety and Motor Vehicles who then may not issue a driver's license and shall suspend any previously issued driver's license of learner's driver's license.
  8. Pre-Arranged Absence Application
    - a. Parents planning ahead for a student's absence from school must apply for pre-arranged absence approval from the Principal. Likewise, parents may request approval for absence of a student for religious instruction or religious holidays.
    - b. Applications must be submitted to the Attendance Office 3 days in advance of the

absence. Applications turned in late may NOT be approved and may result in unexcused absence(s). Application forms are available in the Attendance Office and online under the Attendance tab.

## **Tardies**

It is each student's responsibility to be on time to school and to each class. Tardies will be evaluated as excused or unexcused based on the same criteria as those for absences.

### **Tardy to school**

- Students tardy to SCHOOL must check in through the Attendance Office to obtain an Admit Slip.

Teachers will stand at their doors during class changes.

Tardy to class: defined as through the crest of the door, ready to work at the start of class.

- 1st Tardy: teacher confers with student to make plans for correction of tardy issue
- 2nd Tardy: teacher confers with student to make plans for correction of tardy issue and makes parent contact (email; phone; note – must document)
- 3rd Tardy: teacher writes discipline referral to the Dean; student is assigned detention; parent is contacted by administration
- 4th and Subsequent Tardies: teacher writes discipline referral to the Dean; student receives consequences based on progressive discipline; parent is contacted by administration

Tardies are cumulative per 9-week cycle for middle school elective wheel classes. All other classes at all other divisions are cumulative per a semester cycle.

## **Check-in and Check-out**

1. ALL students arriving late to school or checking out early MUST do so through the Attendance Office. Students who have checked out and returned to school MUST check back in through the Attendance Office.
2. Parent/guardian written explanation and/or parent pick-up is required for early check-out of secondary students.
3. Parents/others picking up a student early MUST come into the Attendance Office to sign-out and meet their student for pick-up. Students will not be sent to other locations for pick-up.
4. Parents/guardians must list the names of others who they permit to check-out their student on the student's emergency contact information in Skyward. Anyone whose name is not on file cannot check-out a student without prior written verifiable permission from a parent/guardian. Anyone checking out a student should be prepared to show a picture ID.
5. Students who drive themselves to school will be allowed to check out during the school day only with parent verification and/or Principal approval of a circumstance meeting the criteria for an excused absence.
6. Students experiencing illness, injury, or other medical problems of a non-emergency nature while in school should request a referral to the Clinic from their teacher for evaluation and/or treatment. The school nurse will initiate parent contact and check-out, if necessary.
7. Students who leave campus without following the proper check-out procedure will be considered as leaving campus without permission and will be subject to disciplinary action.
8. There will be NO check-outs during the last 30 minutes of the school day unless there is a pre-arranged, verified medical appointment or a true emergency.

## Section 7 - Additional Information

- 1. Messages:** Messages will not be delivered to students except in cases of emergency. Plans for pick-up and after school activities should be made and communicated to your student before the start of the school day.
- 2. Unattended Belongings:** students should not leave books, athletic clothing/equipment, iPods, phones, backpacks, or any other property unattended. P.K.Yonge is not responsible for lost or stolen items.
- 3. Searches:** Lockers and personal property, including backpacks, iPods, phones, computers, etc., may be searched if administration has reasonable suspicion to believe the student is in possession of an illegal item, stolen property, or inappropriate material. Searches may be conducted using metal detectors and specially trained canines. *F.S. 1006.09(2)(9) Search of Student Locker or Storage Area: Authority – A Principal of a public school or school employee designated by the Principal, if he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within a student’s locker or other storage area, may search the locker or storage area.*
- 4. Visitors:** parents are welcome to visit the school. All classroom observations must be scheduled through the Principal, or designee. Only students who have already been invited to apply to P.K. Yonge are allowed to visit campus and must make an appointment to visit. Parents of those students must contact the admissions office (x262) to make arrangements for a visit. ALL visitors must check in with the receptionist in the Main Office and wear an official P.K. Yonge visitor’s badge while on campus. ***Dual enrolled students are able to visit campus during the school day for school-related business, only. Dual enrolled students must check in and check out through the Main Office as a visitor and wear an official P.K. Yonge visitor’s badge while on campus.***
- 5. Medication:** NO student may carry medication except that which is medically necessary and prescribed (specifically, allergic reaction kits and asthma inhalers) unless authorized by the administration. The parent/guardian of any student may request prescription or non-prescription medication to be administered to their student at school. All such medications must be kept in the Clinic. Forms are available in the clinic. Students in possession of prescription or non-prescription drugs are in violation of the Code of Student Conduct and may be subject to disciplinary action.
- 6. Parking lots:** students are not allowed to be in the parking lots during the school day without permission from an administrator – teachers cannot write passes for students to the parking lot. Students in the parking lot without consent are in violation of the Code of Student Conduct and will be subject to disciplinary action.
- 7. Debts:** families must take care of all debts in order to be eligible to participate in extracurricular events. Students’ diplomas and report cards will be withheld until all debts are paid.
- 8. Computers:** computers are to be used solely for school-related work. Students must abide by their signed computer-use agreements.
- 9. Deliveries:** P.K. Yonge will not accept deliveries of non-school related items for students. This includes but is not limited to food items, flowers, and balloons. Students or parents/guardians may not have food delivered to the school. All such items will be sent back to the vendor. A parent may check-in through the Main Office to deliver food specifically to their student, only.
- 10. Department of Children and Families Interviews:** P.K. Yonge follows all laws pertaining to children being interviewed by the Department of Children and Families. Appropriate identification will be checked. Once verified, school officials must allow DCF caseworkers access to the student. When possible, an administrator or school counselor will remain in the room during the interview. However, DCF Caseworkers have authority to interview children without the presence of school officials and without notification to families.

- 11. Law Enforcement Interviews:** P.K. Yonge follows all laws pertaining to interrogation of students by law enforcement officials. All students are granted their constitutional rights whether they are juveniles or adults. A juvenile must be informed of the right to have a parent/guardian present during questioning.
- 12. Make-up Work and Suspensions of a Level 1, 2, 3, or 4 Violation:** Students will be allowed to make up work during a first suspension of a Level 2, 3, or 4 violation. Students have one class meeting time for each class to make up work for every class from which they are suspended. Students cannot make up work when they skip periods or school days. Students cannot make up work for a second suspension or for Level 1 suspensions.
- 13. Make-up Work due to Excused Absences:** make-up work for excused absences is due within one class meeting time for each class from which the student was absent.

## Section 8 - Grievance Procedures for Students and Parents/Guardians

### **Student/Parent Right**

You have a right to file a complaint if you feel that you have been treated in an unfair way.

### **Student/Parent Responsibility**

You have a responsibility to learn about and follow the procedures for filing a complaint.

A grievance procedure is used when a student reports any act of discrimination, harassment or bullying or a violation of the procedures in the Code of Student Conduct. Unless otherwise provided, a student grievance may be pursued in order through three levels.

### **Level 1: Informal Discussion**

You or your parent/guardian should discuss your complaint with the person responsible for what you or your parent/guardian believes to be unfair treatment under the Code of Student Conduct. A meeting and discussion should occur within five (5) school days after the time of the alleged unfair treatment. No grievance will be processed until after such informal discussions have taken place. If your grievance involves discrimination, harassment, or bullying, you or your parent may report, orally or in writing, to (1) a teacher, (2) an administrator, or (3) the Director.

### **Level 2: Principal**

If the grievance has not been resolved at Level 1, the informal level, you and/or your parent/guardian may submit a completed Student Grievance Form to the Principal within five (5) school days after the Level 1 discussion. The grievance shall (a) name the person(s) affected; (b) state the facts giving rise to the grievance; (c) identify the specific action being grieved; and (d) indicate the specific relief requested. The Principal will have five (5) school days after the receipt of the grievance in which to hold a conference and provide a written response.

### **Level 3: Director**

If the grievance has not been resolved at Level 2, you and/or your parent/guardian may, within five (5) school days after receipt of the Principal's decision, submit the Student Grievance Form to the Director, who will review the grievance and will respond in writing to all parties within ten (10) school days after receipt of the grievance form. The decision of the Director shall be final.

**Section 9 - Annual Notification of Parent/Student Rights  
Family Educational Rights and Privacy Act (FERPA)  
Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 30 days of the day P.K. Yonge receives a request for access. Parents of eligible students should submit to the Assistant Principal of Academic Advisement and School Counseling a written request that identifies the record(s) they wish to inspect. Arrangements will be made for access and the parent or eligible student will be notified of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students may ask P.K. Yonge to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA by submitting a request, in writing, to the Principal. The written request must clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of the student’s privacy rights under FERPA. If P.K. Yonge decides not to amend the record as requested by the parent or eligible student, P.K. Yonge will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by P.K. Yonge as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom P.K. Yonge has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - b. Provisions of the *No Child Left Behind Act* and FERPA require school districts to release certain directory information of 11<sup>th</sup> and 12<sup>th</sup> grade high school students to military recruiters without a parent’s prior consent. Directory information includes student names, addresses, and telephone listings. Under these Federal laws, parents who do not want directory information released without their permission must provide written notification to the school within 30 days of the start of school. The military opt-out form is available in the School Counseling Office and on the school’s web site.
  - c. Upon request, P.K. Yonge discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
  - d. The following is designated directory information: student’s name; parent’s/guardian’s name; address; telephone listing; student electronic mail address; parent’s/guardian’s electronic mail address; student photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; most recent educational agency or institution attended. Examples include but are not limited to a play bill showing your child’s role in a production; the yearbook; the honor roll or recognition lists; graduation programs; sports activity sheets

(e.g. football game program showing weight/height of team members); photographs and videotapes or digital recordings

- e. Parents and students have the right to refuse to permit the designation of any directory information. A parent or student who chooses to have any or all directory information not disclosed must file an annual written notification at the school's office within thirty (30) calendar days after the beginning of school or within thirty (30) calendar days after admission, whichever is last.**

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

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

**For further information regarding Directory Information, please refer to the P.K. Yonge Developmental Research School Privacy Policy located on the school's website**

## Bullying and Non-Discrimination Policy

It is the policy of P.K. Yonge that all of its students and school employees have an educational setting that is safe, secure, and free from discrimination, harassment and bullying. P.K. Yonge will not tolerate discrimination, bullying or harassment of any type. P.K. Yonge expects students and employees to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The school believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of the students, staff, and community members.

As students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate discrimination.

Bullying, harassment, and discrimination of any student or school employee is prohibited:

- a. during any education program or activity conducted,
- b. during any school-related or school-sponsored program or activity,
- c. on a school bus, or
- d. through the use of data or computer software that is accessed through a computer, computer system, or computer network.

Conduct that constitutes bullying or harassment, as defined herein is prohibited.

**Bullying** includes cyberbullying and means 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 an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- e. teasing
- f. threat
- g. intimidation
- h. stalking
- i. cyberstalking
- j. physical violence
- k. theft
- l. sexual, religious, or racial harassment
- m. public or private humiliation
- n. destruction of property; and
- o. social-exclusion

**Cyberbullying** means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communication, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyberbullying also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**Cyberstalking** as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**Bullying** may be limited to a single incident. However, in most cases, bullying is characterized by repeated harmful actions on the part of the bully(ies).

**Ways to Report a Bully:**

- verbally to a teacher, school counselor, school resource officer, or administrator at school
- on a bullying report form located at the various Bully Boxes around campus
- via email to a teacher, school counselor, school resource officer, or administrator
- via telephone call to a teacher, school counselor, school resource officer, or administrator

If you are a victim of **bullying**:

- Clearly tell the bully(ies) to stop.
- Don't ignore the incident. Immediately report the incident to someone at school or seek peer mediation at school. Tell your parent(s)/guardian(s).
- If the bullying continues after you have clearly told the bully(ies) to stop, make a written record of the incident including date, time, witness or witnesses, and parties involved in the incident.
- Report the incident immediately to an adult who has authority over the bully(ies); for example: teacher, school counselor, school resource officer, or administrator.
- Avoid being alone with the person(s) who has attempted to bully you in the past.

To minimize the risk of being accused of **bullying**:

**DO:**

- Keep your hands to yourself.
- Remember that NO one has a right to harm another person in any way.
- Think before you speak.
- Immediately apologize if you accidentally say or do something that has made another person feel stressed, scared, or intimidated
- Report all incidents of bullying behavior you have witnessed to appropriate school personnel.

**DON'T:**

- Touch anyone without his or her permission and especially in an inappropriate way.
- Keep interacting with a person after he or she has perceived your behavior toward him or her as being inappropriate and has clearly told you to stop.
- Make remarks that may cause another person to feel stressed, scared, or intimidated.

An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

**Retaliation** is action taken by an accused individual or an action taken by a third party against a person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, bullying or sexual misconduct. Retaliation of any kind is prohibited.

**Bystander** intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

**Preponderance of the evidence** is the evidence standard used during the Title IX investigation process. If the facts establish a preponderance of the evidence, this means that it is more likely than not that sexual violence/misconduct occurred. In order to be found responsible for violation of this policy as it relates to sexual harassment, sexual assault, dating violence, domestic violence or stalking, the greater weight of the evidence must support a finding of responsibility.

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another of discrimination as a means of bullying, retaliation, or harassment range from positive behavioral interventions up to and including suspension or dismissal as outlined in the Code of Student Conduct. Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another of discrimination as a means of bullying, retaliation, or harassment may be disciplined in accordance with school policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another of discrimination as a means of bullying, retaliation or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

- a. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; or
- b. has the effect of substantially interfering with a student's education performance, opportunities, or benefits; substantially disrupting the orderly operation of the school, or
- c. any course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose

**Harassment** is specifically prohibited by state and federal law, and instances of harassment may result in both civil and criminal liability on the part of the individual harasser, as well as P.K. Yonge. P.K. Yonge will not tolerate harassment by any of its students or employees. Persons who engage in such conduct will be subject to a range of disciplinary action.

**Sexual harassment** is harassment of a sexual nature that consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical contact of a sexual nature, when viewed from an objective standard, such conduct:

- a. substantially interferes with a student's academic performance, or
- b. creates an intimidating, hostile or offensive school environment.

It includes but is not limited to, verbal harassment or abuse, pressure for sex, repeated remarks to a person with sexual or demeaning implications, unwelcome or inappropriate touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

**School counselors serve as confidential reporters of sexual harassment.** These employees will not trigger a school investigation into an incident against the victim's wishes. All other P.K. Yonge employees serve as responsible employees. These employees are required to report all details of an incident (including the identities of both the alleged victim and alleged perpetrator) to the Title IX Coordinator, Principal, or Principal's designee. A report to these employees constitutes a report to P.K. Yonge and generally obligates the school to investigate the incident and take appropriate steps to address the situation.

1. If the victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the school will try to honor the request as much as possible. If the victim requests confidentiality, the school must weigh that request against the school's obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim.
2. Victims have the option to report to a confidential or responsible employee, campus police or local law enforcement, and to receive assistance from school authorities in notifying law enforcement, filing a criminal report and/or a Title IX complaint simultaneously; and autonomy to notify anyone.

**Amnesty:** P.K. Yonge encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students or employees. Students who report information about sex-based discrimination, sexual harassment, or sexual misconduct involving students or employees will not be disciplined by the school for any violation of the school's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

Those being harassed should take the following steps:

- Clearly tell the harasser to stop.
- If the harassment continues, make a written record of the incident including date, time, witness or witnesses, and parties involved in the incident.
- Report the incident immediately to an adult who has authority over the harasser. For example: teacher, school counselor, school resource officer, or administrator.
- Report the incident immediately to your parent(s) or guardian.

To minimize the risk of being accused of **harassment**:

**DO:**

- Keep your hands to yourself.
- Think before you speak.
- Avoid/minimize contact with harasser.

**DON'T:**

- Touch anyone in an inappropriate way.
- Keep asking a person to go out with you after he/she has said "No."
- Be in a room alone with a person with the door closed.
- Make remarks that have sexual overtones or implications.

If you have been **harassed**:

**DO:**

- Tell your problem to an adult who can help you figure out what to do to resolve the situation.
- Avoid being alone with the person who has harassed you.

**DON'T:**

- Think that if you just ignore the problem, it will go away.

**Discrimination, bullying, and harassment** also encompass:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in this policy by an individual or group with intent to demean, dehumanize, embarrass or cause emotional or physical harm to a student or school employee by:
  - a. Incitement or coercion
  - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school system.
  - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Any written or oral reporting of an act of **bullying, harassment** or other **discrimination** shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. This confidentiality request may limit the school's ability to investigate or take disciplinary actions. P.K. Yonge must weigh the confidentiality request against the school's obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim. Interim protective actions may be considered and reviewed as needed to protect the victim. Reasonable accommodations may be made as needed.

**Reporting of bullying, harassment, or discrimination:**

The Deputy Title IX Coordinator for the K-12 System (P.K. Yonge DRS), Principal, or Principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees (with the exception of confidential employees as outlined below) are required to report alleged violations of this policy to the Deputy Title IX Coordinator for the K-12 System (P.K. Yonge DRS) Principal, or Principal's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Deputy Title IX Coordinator for the K-12 System (P.K. Yonge DRS), Principal, or Principal's designee.

**The procedures for investigating acts of bullying, harassment, and discrimination include:**

- The Deputy Title IX Coordinator for the K-12 System (P.K. Yonge DRS) selects a designee(s), employed by the school or university, trained in investigative procedures to initiate the investigation. The designee(s) may not be the accused perpetrator or victim. Parents/legal guardians will be notified as soon as possible after the investigation of the

- incident has been initiated. The date, time, and method of contacted will be documented.
- Interviews of the victim(s), alleged perpetrator(s), and witness(es) will be conducted privately, separately, and confidentially. Each individual will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together. These interviews will be documented.
  - The investigator shall collect and evaluate the facts including but not limited to:
    - Description of the incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
    - How often the conduct occurred;
    - Whether there were past incidents or past continuing patterns of behavior;
    - The relationship between the parties involved;
    - The characteristics of the parties involved (i.e. grade, age, etc.);
    - The identity and number of individuals who participated in bullying, harassing, or discriminating behavior;
    - Where the alleged behavior(s) occurred;
    - Whether the conduct adversely affected the student's education or educational environment;
    - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident;
    - The date, time, and method in which the parent(s)/legal guardian(s) of all parties involved were contacted.
  - Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
    - Recommended remedial steps necessary to stop the behavior; and
    - A written final report to the Principal or designee
  - The maximum of 10 school days shall be the limit for the initial filing of the incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.
  - The preponderance of the evidence standard is used as the burden of proof in these investigations.
  - Students (for student-on-student allegations) may contact the Deputy Title IX Coordinator for the K-12 System (P.K. Yonge DRS) or the Title IX Coordinator for U.F. Employees and Faculty to seek assistance in informally resolving the complaint or in filing a formal complaint or grievance.
  - P.K. Yonge will provide simultaneous written notice of the final outcome to both the complainant and respondent.

**If the reported act is not within the scope of P.K. Yonge authority, the process for referral of such an act to the appropriate jurisdiction is as follows:**

- The Title IX Coordinator for U.F. Employees and Faculty will assign a designee(s) that is trained in investigative procedures to initiate an investigation of whether the reported act is within the scope of the school.
- The trained designee(s) will provide a report on all results of the investigation with recommendations for the Principal or designee to make a determination if the act falls within the scope of the school. These procedures may not be followed in the event the victim does not want to pursue a Title IX investigation.
- If it outside of the scope of the school and is determined to be a criminal act, the incident will be referred to the appropriate law enforcement agency.
- If it is outside the scope of the school and determined to not be a criminal act, parent(s)/guardian(s) of all students will be informed.

**The procedure for immediate notification of the parent(s)/guardian(s) of a victim of discrimination and the parent(s)/legal guardian(s) of the perpetrator of an act of discrimination including notification to all local agencies where criminal charged may be pursued against the perpetrator is as follows:**

- Once an initial statement is taken regarding an incident of discrimination (by student, parent/legal guardian, or school personnel), the Principal or designee will immediately refer the victim to the appropriate grade level school counselor and Student Services Team. Counseling and intervention will be provided if deemed necessary.
- The Deputy Title IX Coordinator for the K-12 System (P.K. Yonge DRS) or designee shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of discrimination as defined by this policy to the parent(s)/legal guardian(s) of all students involved on the same day an investigation of the incident(s) has been initiated. Notification will be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- If the discriminatory incident results in the perpetrator being charged with a crime, the Principal or designee shall, by telephone or in writing by first class mail, inform the parent(s)/legal guardian(s) of the victim(s) involved in the incident about the Unsafe School Choice Option (NCLB, Title IX, Part E, Subpart 2, Section 9532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the local educational agency, including a charter school."

Students, parents/legal guardians, teachers, school administrators, school counselors, staff, and volunteers shall be given instruction annually on P.K. Yonge policies and regulations against discrimination. The instruction will include evidence-based methods of recognizing, reporting and prevention of discrimination, and ways to effectively identify and respond to discrimination in schools.

As per s.1006.07(2), F.S., the school's safety and violence prevention policy will be included in the Student Code of Conduct and P.K. Yonge employee and coaches handbooks.

# Glossary of Terms

**Abusive Language:** Using insulting/offensive language, swearing, cursing, or vulgar words.

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

**\*Alcohol:** (possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

**\*Arson:** (intentionally setting a fire on school property) To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.

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

**\*Battery:** (physical attack/harm) The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (To distinguish from Fighting, the incident will be reported as Battery only when the force or violence is carried out against a person who is not fighting back.)

**\*Breaking and Entering/Burglary:** (illegal entry into a facility) Unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s).

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

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

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

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

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

**Dating Violence or Abuse:** Verbal, sexual, or physical behavior used by one person who is in a current (or was in a past) dating relationship to harm, threaten, intimidate or control the other person in that relationship. May include insults, coercion, social sabotage, sexual harassment, stalking or threats. May be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. May occur via electronic devices such as cell phones and computers, as well as harassment through a third party.

**Defiance:** Boldly resisting or openly challenging school authority.

**Detention:** Remaining after school as an alternative to suspension for certain misconduct.

**\*Disruption on Campus (major):** (major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Includes but is not limited to, making a bomb threat, inciting a riot, initiating a false fire alarm.

**Disruption on Campus (minor):** (minor disruption of all or a significant portion of campus activities, classroom(s), school-sponsored event(s), and school bus transportation) Disruptive behavior that poses a threat to the learning environment, health, safety, or welfare of others.

**Dismissal from Further Attendance:** The removal of the right and obligation of a student to attend P.K. Yonge.

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

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

**Electronic Devices:** See **Wireless Communication Devices** below.

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

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

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

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

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

**\*Hazing:** Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

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

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

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

**\*Larceny/Theft:** (taking of property from a person, building, or a vehicle) The unauthorized taking, carrying, riding away with, or concealing the property of another person without threat, violence, or bodily harm. (The item(s) value must be \$300 or more to report in SESIR.)

**\*Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles, and mopeds.

**\*Other Major:** (major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Includes but is not limited to, student producing or knowingly using counterfeit money, participating in gambling

activities, possessing child pornography, or possessing drug paraphernalia.

**Out-of-School Suspension:** The temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal/designee, for a period not to exceed ten (10) school days, beginning at the end of the school day, and remanding of the student to the custody of the parent with specific homework assignments to complete. [F.S. 1003.01(5)]

**Physical Attack:** When two or more persons participate in use of force or physical violence that DOES NOT require physical restraint; may or may not result in injury; may or may not be mutual.

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

**Public Display of Affection (PDA):** Inappropriate public display of affection on a school campus or at a school-related activity is not allowed. Any such display may be subject to disciplinary action. PDA may include, but is not limited to, kissing, fondling, "dirty dancing," sitting on laps, inappropriate touching, etc.

**Restitution:** Restoring or paying for damaged or stolen property.

**\*Robbery/Extortion (Using force):** The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force, or threat of force or violence, and/or by putting the victim in fear.

**\*Sex Offenses (other):** (lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

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

**\*Sexual Battery (Includes attempted):** Any sexual act of attempted or actual forcible penetration.

**\*Sexual Harassment:** (undesired sexual behavior) Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation ([6A-19.008\(1\) SBE Rule](#)). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

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

**\*Smoking/Tobacco:** The use, possession, distribution, or sale of tobacco products on school property, at school functions, on school buses, or at extracurricular/co-curricular activities.

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

**Tardy:** Unexcused lateness to school or class.

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

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

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

**\*Trespassing:** (illegal entry onto campus) To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and

with no lawful purpose for entry including students on suspension.

**Truant:** Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

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

**\*Unsubstantiated Bullying:** After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffery Johnston Stand Up for all Students Act (section 1006.147, F.S.).

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

**\*Vandalism:** (destruction, damage, or defacement of school or personal property) The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it, including graffiti. (Damage must be \$1000 or more to report in SESIR.)

**\*Weapons:** (possession of firearms and other instruments which can cause harm) Possession of any instrument or object, as defined by [Section 790.001, Florida Statutes](#), or P.K. Yonge code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement [1006.07\(2\) F.S.](#); however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.) Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether operable, inoperable, loaded or unloaded), sword, sword cane, knives, box cutters, razors, clubs, electric weapons or devices, metallic knuckles, martial arts weapons, ammunition, destructive devices, and explosives and look-alike items that closely resemble weapons or operate similarly. The term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm, as well as endangering the health and safety of persons.

**Wireless Communication Devices (WCDs):** A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the processor. WCDs include but are not limited to the following: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, electronic readers ("e-readers"; e.g. Kindles or similar devices) and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

**Work Detail:** Supervised activities as an alternative to other disciplinary action which may only be used after parental approval.

**\*SESIR Incident Report required**

## P.K. Yonge DRS Student Attendance – Driver’s License

In accordance with state law, the school Principal or designee will notify the Director and the Director will notify the Department of Highway Safety and Motor Vehicles (DHSMV) of any minor student who accrues fifteen (15) excused absences in a period of ninety (90) calendar days. The Department may not issue and shall suspend any previously issued driver’s license or learners’ driver’s license of any such minor student.

**1. Hardship Waiver Request**

A minor student or the parent/guardian may request a hardship waiver hearing before the Principal or designee. The request for hearing shall be in writing, signed by the student or parent/guardian, and delivered to the school office within fifteen (15) calendar days after the receipt of the DHSMV’s notice of intent to suspend. The school will notify the DHSMV within 24 hours or the next school day after receiving the request for a waiver hearing, and will also notify the Director.

**2. Waiver Hearing**

The Principal or designee will conduct the hearing within thirty (30) calendar days after the school receives the request for a waiver hearing. The Principal or designee shall waive the school attendance requirements for any minor student for whom a personal or family hardship requires that the minor have a driver’s license for his or her own or his or her family’s employment or medical care.

**3. School-Level Decision**

The Principal or designee will render a decision in writing explaining the reasons for granting or denying the waiver. The Principal or designee will also notify the DHSMV and the Director of the decision in writing within 24 hours or on the next school day after conducting the hearing.

**4. Appeal**

Any student denied a hardship waiver by the Principal or designee may appeal the decision to the Director. Request for appeal shall be in writing, signed by the student or parent/guardian, and delivered to the Director’s office within fifteen (15) calendar days from receipt of the Principal’s decision.

**5. Director’s Action**

The Director or designee will review the student’s waiver request and the Principal’s decision and will render a decision either to affirm the denial or to grant the waiver. The Director or designee will notify the DHSMV and the Principal if the hardship waiver is granted.

**6. Reinstatement**

Once suspended or denied, a minor’s driving privilege will be reinstated if the minor subsequently is in compliance with attendance requirements. The school will, upon request, provide the minor student with verification of compliance with attendance requirements for reinstatement of the minor’s driving privilege

# P.K. Yonge Computer and Network Acceptable Use Policy Provisions

Technology is a focus for P.K. Yonge and as a result, policies have been developed to ensure that our students are competent users of technology and behave as model digital citizens in technology-mediated environments.

Technology, as referenced in this policy includes, but is not limited to, computers, handheld devices, cameras, calculators, technical equipment (e.g. probeware for science), telephones, software, the Internet, websites, email, and other online communication tools,

## **Digital Citizenship at P.K. Yonge**

Digital citizenship is a set of accepted behavioral expectations of standards describing the use of technology and the online environment. Members of the P.K. Yonge community and users of our network and equipment are expected to act in a responsible, ethical, and legal manner in all the areas identified below.

### 1. Etiquette: electronic standards of conduct or procedure

All members of the P.K. Yonge community will be polite and respectful in digital communications with other members of the P.K. Yonge community and the community at large.

### 2. Communication: electronic exchange of information

Digital communications will be governed by the same rules of courtesy, conduct, and ethics as face-to-face communications.

### 3. Education: teaching and learning about technology and the use of technology

All members of the P.K. Yonge community will commit to being both teachers and learners in relation to technology and its use for education and information management.

### 4. Access: full electronic participation

P.K. Yonge commits to providing the highest level of reasonable access possible to all members of the P.K. Yonge community. Access refers to both infrastructure supporting digital communications, networks, and equipment.

### 5. Commerce: electronic buying and selling of goods

Student members of the P.K. Yonge community will not engage in commercial activities while at school or at a school-sponsored function, while using school equipment, or while accessing the school network. Faculty and staff will engage in commercial activities online only as required and sanctioned by the administration.

6. Responsibility: electronic responsibility for actions and deeds

All members of the P.K. Yonge community will be responsible for their own digital communications, activities, and behavior. For example, the owner of an email account will be held accountable for all communications originating from his or her account. The expectation is that users will not share their passwords with any other person. Students may not use wireless communication devices while operating a motor vehicle on school property. Prohibited uses include but are not limited to texting, emailing (sending or reading messages), or instant messaging. Students may not knowingly distribute any material that is obscene and harmful to others, in accordance with F.S. 847.012, in any medium or format, including but not limited to distribution through email or other means, sent or caused to be sent to or through the school's network.

7. Rights: those freedoms extended to everyone in a digital world

All members of the P.K. Yonge digital community will have the same rights as those exercised in the face-to-face environment. In addition, members of the community have the right to use equipment and access digital content as deemed appropriate under the guidelines of the Children's Internet Protection Act (CIPA).

8. Safety: physical well-being in a digital technology world

The digital safety of all members of the P.K. Yonge community is of utmost importance. Consequently, P.K. Yonge implements policies and safeguards to protect all members of the community. These safeguards and policies limit student access to content considered unsafe by CIPA both through supervision and online tools. While in most cases student use of equipment and the Internet is carried out under faculty and staff supervision, an Internet filter is used in compliance CIPA and limits student access to social networks, malicious websites, and R-rated content where student safety may be compromised.

9. Security (self-protection): electronic precautions to guarantee safety

In addition to safety measures implemented by P.K. Yonge, members of the community will take responsibility for their own digital security by exercising caution in all online activities and reporting any questionable incidents to the administration. Exercising caution may include but not be limited to: not sharing personal information on the Internet, not transmitting sensitive information such as social security numbers via the internet, and not sharing physical location information with unknown parties online.

**Student Responsibilities:**

All students in grades 6 -12 will be issued a school-owned device to support our blended learning environment. This device is the approved device for all instructional activities.

In using any technology at school, you will:

- A. Access the Internet only through P.K. Yonge approved network;
- B. Use only the username and password assigned to you;
- C. Bring you school-assigned device to school each day;
- D. Completely charge your school-issued device prior to bringing them to school;
- E. Use your personal device only if requested by faculty to participate in a specific instructional activity;
- F. Be polite and use appropriate language for the educational environment and activity in which you are currently involved; and

- G. Always report any known violations of this policy to your teacher or an administrator.

### **Prohibited Uses of Technology at School**

You may not:

- A. Access the internet through any network other than that provided and monitored by P.K. Yonge Developmental Research School;
- B. Violate the Code of Student Conduct;
- C. Use another individual's account or provide individual account information to another person;
- D. Use the school's network for financial gain or for political or commercial activity;
- E. Use personal WCDs at any time in any school situation where a reasonable expectation of personal privacy exists (e.g. locker rooms, shower facilities, restrooms);
- F. Use personal WCDs to capture/record/store/send or transmit the spoken word or visual image of any person, including other students or staff members without express prior notice and explicit, written consent;
- G. Access email, data, or accounts belonging to school employees or other students;
- H. Attempt to send or send messages of any kind using a false or anonymous identity or use the accounts of others to send messages;
- I. Use P.K. Yonge technology or personal WCDs at school to make unauthorized purchases of products or services;
- J. Attempt to subvert, defeat, or disable installed web or network filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school's technology resources;
- K. Access the control panel/system settings on a school computer, or attempt to modify settings in any way without the permission of a faculty or staff member;
- L. Steal or destroy the school's technology;
- M. Attempt to transmit damaging agents (e.g. computer viruses, Trojan horses, worms) or otherwise willfully damaging or disrupting any computer facility, software, or data;
- N. Attach or install personal computer software or any WCD to the school's computers or network including data storage devices without the permission of a faculty or staff member;
- O. Use school technology resources for illegal purposes or any other activity prohibited by school policy.
- P. Use P.K. Yonge Developmental Research School resources to make public any confidential or personal information about any member of the P.K. Yonge community, including yourself;
- Q. Willfully publish, store, display, transmit, play, or edit material that is obscene, threatening, profane, prurient, sexually suggestive, or otherwise inappropriate for a K-12 educational environment;
- R. Capture, transmit, or receive test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty;
- S. Access social media, except for educational use in accordance with your teacher's plan.
- T. Use technology in any way to threaten, humiliate, harass, embarrass, or intimidate another person;
- U. Change, delete, or modify any records maintained by P.K. Yonge Developmental

- Research School, including browser history and use logs;
- V. Use the system for an unauthorized purpose.

Students who violate these procedures may be denied access to P.K. Yonge computing or technology resources and may be subject to disciplinary action, including possible dismissal from P.K. Yonge. Alleged violations will be subject to P.K. Yonge's disciplinary procedures.

Consequences for violating the above mentioned rules may include, but not be limited to:

- Verbal warnings
- Detention
- Suspension of technology/computer privileges
- School suspension
- Separation (expulsion) from P.K. Yonge

In the case of damage to equipment, the member of the P.K. Yonge community responsible for the abuse will be required to provide funds for the replacement of the damaged item.

Equipment replacements costs are dependent on the cost of the item to be replaced.

## **P.K. Yonge DRS 1:1 Chromebook Device Initiative**

P.K. Yonge Developmental Research School, in an effort to ensure students are equipped with the tools, skills, and knowledge necessary to maximize this potential, has initiated a one-to-one program of student to computing device with the provision of Chromebooks for specific grade levels of students. The use of the Chromebook as a technology resource is required. Students in grades 4-5 will use their devices on campus. Students in grades 6 -12 will be expected to bring their device home for extended learning opportunities.

### **1. GENERAL INFORMATION**

#### **1.1 Receiving Your Chromebook**

- Chromebooks may be distributed each year during the student/parent/teacher informational and orientation meetings held prior to the first day of school. Chromebooks may also be distributed through classes during the first weeks of school.
- **Parents and students must sign and return the Chromebook Protection Plan and the Student and Parent Agreement documents before the Chromebook can be issued to their child.**

#### **1.2 Chromebook Check-in**

- Chromebooks will be returned during the last week of the school year so they can be checked for serviceability and to be stored for the summer.
- Students who withdraw or are dismissed from P.K. Yonge Developmental Research School for any other reason must return their individual school Chromebook, Chromebook charger, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment in P.K. Yonge DRS, that student will be required to pay for the replacement of the unreturned equipment and may be subject to criminal prosecution. Failure to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided will result in a theft report being filed with the University Police Department.
- The student will be responsible for any damage to the Chromebook, consistent with P.K. Yonge's Chromebook Protection plan and must return the computer and accessories to P.K. Yonge DRS in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

#### **1.3 Check-in Fines**

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or a member of the IT Team, immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware repairs that are not due to misuse or damage will be covered without cost; however any damage to the device will incur a cost.
- Fines will be imposed in accordance with the following chart or as the circumstances may warrant in the discretion of P.K. Yonge DRS and its administrators.
- After two incidents of accidental damage, the student may lose some privileges of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1 <sup>st</sup> Instance)	A report must be made immediately to administration, The device must be returned to the school so that a new or spare device may be issued.	\$35 or no cost dependent on investigation of cause
Accidental Damage (2 <sup>nd</sup> Instance)	<p>A report must be made immediately to administration. The device must be returned to the school so that a new or spare device may be issued.</p> <p>However, a replacement device may not be issued for a 2<sup>nd</sup> break. The student may need to wait until the original device is returned from service.</p>	\$70 or no cost dependent on investigation of cause
Accidental Damage (3 <sup>rd</sup> and additional instances)	<p>A report must be made immediately to administration. The device must be returned to the school. However, a replacement device will not be issued. The student must wait until the original device is returned from service.</p> <p>Some loss of privileges of using the Chromebook may occur such as the following:  - limiting participation in the Chromebook program  - may not be permitted to take the device home.  This may also result in a referral and disciplinary action.</p>	\$150 or no cost dependent on investigation of cause

Intentional Damage	A report must be made immediately to administration. The device and any other peripheral devices/tools must be returned to the school so that a new device may be issued after the payment is received. Deliberate damage will be referred to administration.  Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future P.K. Yonge DRS policies.	High Level Fine - all costs of whatever kind associated with replacing or repairing the device
Loss	A report must be made immediately to administration	\$385 (replacement & shipping cost plus the cost of the cover)
Theft	A report must be made immediately to administration and a police report MUST be filed with the University Police Department or your law enforcement agency.	No cost
Power cord and extension cable. (Loss or Damage)	A report must be made immediately to administration.	\$49

## 2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the P.K. Yonge DRS Technology Room for an evaluation of the equipment from 7:30-8:00 a.m. or 2:15-2:45 p.m.

### 2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the P.K. Yonge DRS Internet Usage and Equipment Policy.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.

- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of P.K. Yonge DRS.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery fully charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not place the Chromebook in a backpack/bag with books, binders, or other items that can potentially damage the device.

## **2.2 Carrying Chromebooks**

A protective case/sleeve provides Chromebooks sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. P.K. Yonge DRS will supply a protective case/sleeve for the Chromebook. It is the student's responsibility to keep the Chromebook in its protective sleeve/case. The guidelines below should be followed:

- Chromebooks should always be within the protective sleeve/case when carried.
- Backpacks and some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in a protective sleeve/case or backpack when not in use to prevent unintended damage. Students can utilize a 'home-supplied' case if their parent/guardian believes said case offers better protection.

## **2.3 Screen Care**

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it may cause damage to the device.

## **3. USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 Chromebooks Left at Home**

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to "check out" their Chromebook. "Checking out" identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the

morning from a central location and returned at the end of the school day to the same central location. The checkout procedure will begin with one week and will increase in weekly increments for each recurring infraction.

- After the first "check out" period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the Principal for disciplinary action.
- If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

### **3.2 Chromebook Undergoing Repair**

- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair in the Technology Room. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks will only be issued for use in school. The student's original Chromebook will not be available to be taken home until all fines have been paid.

### **3.3 Charging Your Chromebook Battery**

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- Repeat violations (minimum of three days-not consecutively) of this policy will result in disciplinary action. Additional offenses will result in parent notification and referrals to school administration.
- In cases where use of the Chromebook has caused the battery to become discharged during the school day, students may be able to connect their Chromebooks to a power outlet in class.

### **3.4 Photo Library/Screensavers/Background photos**

- Inappropriate media should not be on the device.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, or any other photo deemed inappropriate will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Only photos/videos that are for an educational purpose should be saved to Google Photo. All other photos/videos should not be taken or stored.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Data storage in the Cloud is limited and should be managed by the students so that the full educational potential of the Chromebook is available.

### **3.6 Printing**

- At school: Printing functionality will be available on a limited basis at school and subject to classroom requirements.
- At home: The Chromebook will not support a physical printer connection. Instead, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

### **3.7 Home Internet Access**

- Students are permitted to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, and

- access educational content used in classes with the Chromebook successfully.
- Students may set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- If parents/guardians are interested in providing additional content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

#### **4. MANAGING YOUR FILES & SAVING YOUR WORK**

##### **4.1 Saving to the Chromebook**

- Students may save work to their Google Drive accounts via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by P.K. Yonge DRS in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and, therefore, not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are unacceptable excuses for failure to submit work.

##### **4.2 Network Connectivity**

- P.K. Yonge Developmental Research School makes no guarantee that access to the school network will be available 100% of the time. In the rare case that the network is down, P.K. Yonge DRS will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

#### **INSPECTION OF CHROMEBOOKS**

##### **4.3 Inspection**

- Students may be selected at random to provide their Chromebook for inspection. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook. Any attempt to "jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

##### **4.4 Procedure for Reinstalling Original Settings**

- If technical difficulties occur, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any documents deleted due to a need to reformat and/or re-image any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

#### **4.5 Software Upgrades**

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check-in their Chromebooks for periodic updates.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

### **5. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS**

#### **5.1 Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
  - NetSmartz: [www.netsmartz.org](http://www.netsmartz.org)
  - CommonSense Media: <http://www.commonsensemedia.org>
- Ensure that siblings and other family members are not using the device for personal use.

#### **5.2 School Responsibilities**

- Provide Internet and online course materials access to its students during school hours.
- Provide Internet filtering and blocking of inappropriate materials as able.
- P.K. Yonge Developmental Research School reserves the right to review, monitor, and restrict information stored on or transmitted via P.K. Yonge Developmental Research School owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

#### **5.3 Student Responsibilities**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid P.K. Yonge DRS in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the P.K. Yonge DRS Code of Student Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to policies outlined in this document and the P.K. Yonge DRS Code of Student Conduct. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by P.K. Yonge DRS.
- If a student should receive emails containing inappropriate or abusive language or if

the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.

- Returning their Chromebook at the end of each school year. Students who withdraw, are suspended or dismissed, or terminate enrollment at P.K. Yonge DRS for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).

#### **5.4 Student Activities Strictly Prohibited**

Students are strictly prohibited from the following actions while using their Chromebook. (P.K. Yonge DRS reserves the right to modify this list at any time.)

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future school policy and any applicable laws
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-Ex: MSN Messenger, ICQ, Google Hang-Outs, etc.
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming-Sending mass or inappropriate emails
- Using the internet to access personal (non-school related) accounts - i.e. non-school sanctioned e-mail accounts (yahoo, Hotmail), Facebook, other social media sites, etc. (NOTE: It is unlawful for children under the age of 13 to enter into contracts used by social media and e-mail account user agreements.)
- Gaining access to other student's accounts, files, and/or data
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the P.K. Yonge DRS web filter through a web proxy
- Any other items deemed inappropriate by administration

#### **5.5 Chromebook Care**

- Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.
- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by P.K. Yonge DRS may be applied to the device.
- Chromebooks that malfunction or are damaged must be reported to the

administration. The school will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.

- Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the University Police Department and local law enforcement and to school administration.

### **5.6 Legal Propriety**

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the P.K. Yonge DRS Code of Student Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the P.K. Yonge DRS Code of Student Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

### **5.7 Student Discipline**

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or district policies, he/she will be disciplined in accordance with the school's discipline policy (outlined in the Code of Student Conduct). See Section 9 below for more details.

## **6. PROTECTING & STORING YOUR CHROMEBOOK**

### **6.1 Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- P.K. Yonge DRS label

### **6.2 Storing Your Chromebook**

- When students are not using their Chromebooks during the school day, they should be stored in their lockers. During gym periods, P.K. Yonge DRS recommends the students place them in their secured student lockers.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.

### **6.3 Chromebooks Left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Deans' office and may result in disciplinary action.

## 7. REPAIRING OR REPLACING YOUR CHROMEBOOK

### 7.1 School Insurance Protection

- P.K. Yonge DRS has not purchased a private insurance package for the Chromebooks. The system will cover limited damage as described in Section 1.3. The student will be responsible for the fees imposed.
- The fee for a lost Chromebook will be the replacement cost of the device.

### 7.2 Personal Home or Homeowners coverage

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.

### 7.3 Claims

- All personal insurance claims for school devices must be reported to the school office. Students or parents must provide a police report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced by P.K. Yonge DRS.

## 8. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to Lunch Isolation, In-School Detention and Out-of-School Suspensions.

- Examples of conduct warranting disciplinary action include, but are not limited, to the following:
  - Downloading inappropriate apps and/or media, including games.
  - Leaving Chromebook unattended.
  - Deleting school installed settings from a Chromebook.
  - Lack of adequate care for Chromebook and/or charger, etc.
  - Resetting Chromebook to factory defaults.
  - Placing the Chromebook in developer mode.
  - Adjusting settings on someone else's Chromebook.
  - Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
  - Logging in under personal Google account to download purchased apps for yourself or another student(s).
  - Leaving Chromebook at home. Lack of preparation for classes.
  - Loaning of student device to other individuals inside and outside of school.
  - Failure to carry the Chromebook in a protective sleeve/case when not in use or when the device is being carried in the hallway.
  - Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.
  - Any other items deemed inappropriate by administration

## 9. DIGITAL CITIZENSHIP

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Internet Usage and Equipment Agreement and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself.** I will show respect for myself through my actions. I will select

online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

- **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk others. I will show respect for others in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other individual's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

## 10. PLEDGES FOR CHROMEBOOK USE

### 10.1 Student Pledge for Chromebook Use

- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.
- I will keep food and beverages away from my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it in a protective case.
- I will use my Chromebook in ways that are appropriate, meet P.K. Yonge DRS' expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
- I will not deface the serial number or any other identification sticker installed by P.K. Yonge DRS on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of P.K. Yonge DRS.
- I will follow the policies outlined in the *Code of Student Conduct* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and/or other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the school's Chromebook and power cords in good working condition.
- I will be a proactive digital citizen when using my Chromebook.
- I understand that my use of the Chromebook is subject to all applicable district policies and regulations, including but not limited to the P.K. Yonge DRS Acceptable

Use Policy, as well any applicable provisions of the Code of Student Conduct and any individual building policies and procedures.

### **10.2 Student/Parent Agreement for Chromebook Use**

- I/we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by P.K. Yonge administration.
- I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
- I/we understand the terms and conditions of the damage policy for the Chromebook that was purchased by P.K. Yonge DRS.
- I/we understand that students may take Chromebooks home in the evenings for school related use; however, I/we understand that students must have Chromebooks in school every day.
- I/we understand that students must return Chromebooks at the end of the school year in the condition it was received.
- I/we understand that I must report any problems or damage to the Chromebook to the IT Team.
- I/we understand that P.K. Yonge DRS reserves the right to conduct unannounced inspections of student Chromebooks.
- I/we understand that the use of Chromebooks will be governed by all terms and conditions of the P.K. Yonge DRS policies and regulations, including but not limited to, the P.K. Yonge DRS Acceptable Use Policy and the P.K. Yonge DRS Code of Student Conduct.

**Individual school Chromebook computers and accessories must be returned to P.K. Yonge DRS at the end of each school year. Students who withdraw, are suspended or dismissed, or terminate enrollment at P.K. Yonge DRS for any other reason must return their individual school Chromebook computer on the date of termination.**

## **INFORMATION CONCERNING WEB APPS**

*Web Apps refer to an application that utilizes web and web browser technologies to accomplish a task over a network through a web browser. The teachers at P.K. Yonge DRS will utilize many web apps during instruction. Google Apps for Education is a web app that will be utilized during the school year as a part of the 1:1 Chromebook Initiative.*

P.K. Yonge DRS utilizes Google Apps for Education for students and teachers. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of P.K. Yonge DRS' online presence in **Google Apps for Education**:

**Calendar**—an individual calendar providing the ability to organize schedules, daily activities, and assignments

**Docs**—word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

**Sites**—an individual and collaborative website creation tool

We will utilize a web-based Learning Management System (Canvas, etc.). The role of a learning management system is to allow teachers to plan, implement, and assess learning processes. Through a Learning Management System, teachers are provided a way to create and deliver content, monitor student participation, and assess student performance.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate with other students and teachers. These services are entirely online and available 24/7 from any computer with Internet access. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

# Parent Guide

Cyber safety is an important parent-child discussion to revisit frequently, from elementary school through high school. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the Chromebook and other technology devices in your home. In accordance with the district's Internet Usage and Equipment Policy, outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

## Filter Access

Inappropriate content is filtered, monitored, and blocked. Because of the nature of the technology, it is impossible to ensure that a user will not be able to gain access to unsuitable material and data through misuse or incidental occurrences related to the use of computers or the Internet. Parents should consider installing software to filter and block inappropriate content on your wireless home network. A free option for home filtering is OpenDNS Software (<http://www.opendns.com/>). Some products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring. Below are some options parents should consider exploring:

- Products are now available that monitor your child's posts and digital footprint/reputation on sites like Facebook and Twitter, such as SafetyWeb and Social Shield.
- Turn on the free tools within Google and YouTube to activate stricter filters on web, image, and video searches.
- Proactively set guidelines for computer use at your house, as well as when they are with friends. Sign a family agreement, such as the one attached from Common Sense Media.

## Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents wouldn't approve, such as pornography, hate sites, celebrity gossip, reality TV personal blogs and more, all of which may influence your teen's beliefs, values and behavior. Understand that your teen's use of technology likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

## Monitor & Limit Screen Time

Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace. Know what your child is doing with technology and how his or her time is being spent. In moving to a 1:1 environment a significant amount of class content will be exchanged digitally. By nature of the program students will access Chromebooks at home to communicate and collaborate with classroom stakeholders and to create content. Parents are encouraged to help children learn to focus on completing tasks or assignments first before spending time on games, shopping, and social networking.



Developmental Research School  
at the University of Florida

Date: \_\_\_\_\_

Dear Parents and/or Guardians:

This letter is to inform you that your son or daughter, \_\_\_\_\_, has lost or incurred damage to their district issued Chromebook. While we are aware that this is a new situation for your child and it may take some time to get used to the care of the Chromebook, we need to make sure that the devices are properly maintained in order to assure an optimal educational experience. I have spent some time speaking with your son or daughter about the importance of taking care of their device, and am confident that you will do the same.

As per the "Google Chromebook Policy, Procedures, and Information" packet, section 1.3, there are potential financial deductibles that are incurred when a device is lost or damaged. To help avoid these financial obligations, please take some time to review with your son or daughter the importance of keeping their Chromebook secure and protected at all times. Below is a summary of consequences/obligations, if any, which have been incurred due to this incident.

SUMMARY OF ACTIONS TAKEN		
<b>Consequences Assigned:</b>		
<b>Financial Obligation Assigned:</b>	None: Waived	First Instance: \$35
	Second Instance: \$70	Third or Additional Instance: \$150
	Intentional Damage: \$385 (replacement & shipping costs plus cover)	Other:

Sincerely,  
IT Department  
P.K. Yonge DRS



Developmental Research School  
at the University of Florida

Dear Parent and/or Guardian,

This letter is to inform you about the end-of-year Chromebook collection process that will be taking place during the final exam period. The collection will run from \_\_\_\_\_ through \_\_\_\_\_ in the Technology Room.

To ensure that this process runs as smoothly as possible your child should have the following in his/her possession upon collection:

1. HP Chromebook with protective cover/sleeve
2. Chromebook Charger

The absence or damage to any of the items listed above may result in financial obligations, which are as follows:

Missing Chromebook with protective cover/sleeve: \$385 (Or current cost)  
Missing Charger: \$49

Failure to rectify any of the incurred fees will result in an outstanding financial balance placed on your child's account and the student will not receive another Chromebook or device the following school year.

Thank you for all of your help and support during this initiative!

The P.K. Yonge DRS IT Department

# P.K. Yonge DRS Technology Documents Verification

**\*ALL OF THE FOLLOWING FORMS MUST BE SIGNED AND RETURNED BEFORE  
DISTRIBUTION OF A CHROMEBOOK**

I/We agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan, and the Student Pledge for Chromebook Use.

**Please Print Clearly:**

**Student Information (PLEASE PRINT):**

Student Name (Last, First): \_\_\_\_\_

Google User Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Information (PLEASE PRINT):**

Names: \_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

P.K. Yonge DRS  
Internet Usage and Equipment Agreement  
Student Notice of Receipt

Student's Name: \_\_\_\_\_  
(please print)

Grade: \_\_\_\_\_

The student listed above and his or her parent/guardian hereby acknowledges by their signatures that they **have received, read and agreed to abide by the P.K. Yonge DRS Internet Usage and Equipment Agreement.**

I understand that the purpose of any technology equipment or resource is to support research and education and will be consistent with the educational objectives of P.K. Yonge DRS. As a user of P.K. Yonge DRS' technology equipment and resources, I acknowledge my responsibility for my actions and my conduct in using any technology resource. The use of all electronic devices and networks is a privilege, not a right. Any action by a user that is determined by a system administrator to constitute an inappropriate or unauthorized use of any system or to improperly restrict or inhibit other members from using and enjoying any system is strictly prohibited and may result in terminating the user's access privileges. I further understand that any or all of the following sanctions could be imposed if any of the policies or procedures regarding the use of P.K. Yonge DRS technology equipment or resources, including the Internet, are violated:

- Loss of access
- Additional disciplinary action to be determined based on existing policies
- Legal action when applicable

**Care for and Return of Equipment**

I acknowledge by my signature that while I am a student at P.K. Yonge DRS, I am expected to take proper care of school and personal equipment and technology resources. I understand that I am expected to return all property of P.K. Yonge DRS in proper working order when instructed or upon withdrawal. This agreement includes, but is not limited to, the following: laptops, Chromebooks, iPads, eReaders, video and digital cameras, external hard drives, cables, charging connectors, etc. I understand that failure to return equipment will be considered theft by the school system and may lead to criminal prosecution.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

As a parent or legal guardian of the minor student signing above, I have received, read and will ensure compliance of the Internet Usage and Equipment Agreement and grant permission for my son or daughter to use and access technology equipment and resources, including the Internet.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent name (please print)

\_\_\_\_\_  
Date

# P.K. Yonge DRS Web Apps Permission Form

By signing below, I confirm that I have read and understand the following:

Under the Family Educational Rights and Privacy Act (FERPA), a student's education records are protected from disclosure to third parties. I understand that my student's work product stored in Google Apps for Education and any other sites deemed academically necessary by P.K. Yonge DRS may be accessible to someone other than my student and P.K. Yonge DRS by virtue of this online environment. My signature below confirms my consent to allow my student's work product to be stored by Google, Canvas, and any other sites deemed academically necessary by P.K. Yonge DRS.

I understand that by utilizing Web Apps, including, but not limited to, Google Apps for Education, my child's work product will be collected and stored electronically. I will read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_\_ YES, I give permission for my child to participate in the utilization of web apps, which includes being assigned a full P.K. Yonge DRS Google Apps for Education, Canvas, and other web app accounts. This means my child will receive an email account, access to Google Apps, such as Docs, Calendar, and Sites. This permission will apply to my child's assigned account as long as he/she is enrolled in P.K. Yonge DRS.

Student Name: (Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID # (if known): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name(s): (Print) \_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

## P.K. Yonge DRS Computer and Network Acceptable Use Policy Student Agreement

I certify that I have received a copy of the P.K. Yonge Developmental Research School Computer and Network Acceptable Use Policy. I understand the expectations and rules for using computer resources at P.K. Yonge and **understand that my parent/guardian will be financially responsible for damage to equipment for which I am responsible.** I understand my responsibilities and rights, behaviors that are infractions of the rules, and the possible consequences for infractions of the rules.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Computer and Network Acceptable Use Policy Parent Agreement

I certify that I have received a copy of the P.K. Yonge Developmental Research School Computer and Network Acceptable Use Policy. I understand the expectations and rules for using computer resources at P.K. Yonge **and accept financial responsibility for damage to equipment for which my child is responsible.** I have reviewed with my child the responsibilities and rights, behaviors that are infractions of the rules, and the possible consequences for infractions of the rules and hereby grant consent for my child to use computer and network resources at P.K. Yonge.

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Personal Equipment/Devices – Parent Agreement

I certify that I have received a copy of the P.K. Yonge Developmental Research School Computer and Network Acceptable Use Policy. With regard to the use of personal digital devices on campus, I **understand that P.K. Yonge shall not be held responsible for the loss or damage of my child's personal digital device** (laptop, iPod, iPad, cellular phone, etc.).

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## P.K. Yonge DRS Photo Video Release

### **Student/Parent or Guardian Authorization to Release Information: Photos, Video and/or Digital Recordings**

In signing this P.K. Yonge DRS Photo Video Release (“Release”), I give access to and permission to discuss, share, and publish certain information from my child’s educational records, specifically, photographs, video and/or digital recordings (“Photographs”). I hereby consent that P.K.Yonge and the University of Florida may use the Photographs for any legal purpose, including but not limited to school publications or productions, illustration, advertising, marketing, trade or promotion, social media and file sharing sites (Facebook, Twitter, Flickr, etc), without any payment or compensation to me in any form and without my prior approval or viewing of any specific Photograph.

I understand this Release remains in effect until I revoke this authorization in writing.

I have carefully read the forgoing Release and fully understand the meaning of this Release. I affirm that I have given this authorization voluntarily and signed this Release voluntarily.

---

Student Name (please print)

---

Parent or Guardian Name (please print)

---

Parent/Guardian Signature

---

Date

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Grade

## P.K. Yonge DRS Parent and Student Acknowledgement

The Student Code of Conduct has been created to help guide students to increased success in school. We recognize that students determine their own behavior and strong parent-school communication can lead students toward making positive choices concerning how they present themselves to the school community.

Supervision is provided between 7:30 am and 3:10 pm on the days school is in session. Please be reminded that Elementary students must be picked up or sent to the After School Program fifteen (15) minutes after school is out. Supervision for Middle and High School students (who are not in a teacher-directed tutorial or extracurricular program) is provided one half hour before school begins and one half hour after final dismissal. Middle School students must be in the After School Program or picked up by parents/guardians. **STUDENTS SHOULD NOT BE LEFT UNATTENDED ON THE SCHOOL CAMPUS. Students are not to arrive on campus before 7:30 am or remain on campus 30 minutes after the release of school unless in a teacher-directed tutorial or extracurricular program. Supervision is not provided before or after these times.**

Please read and discuss this document with your P.K. Yonge student. After you have read the document, please sign the acknowledgement of receipt. Failure to return this acknowledgement will not relieve a student of the responsibility to know the contents of and to act appropriately while in school and in attendance at school-related functions.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Elementary students should return the signed form to the classroom teacher. Middle and High School students must return the signed form to their grade-level team leader.

## P.K. Yonge DRS Student Health Services

### CONSENT FOR SERVICES AND TREATMENT

I hereby give consent for my child to participate in the School Health Services Program and to receive emergency care and treatment at school if needed. Screening and appraisals for problems in the areas of vision, hearing, growth and development, Scoliosis, and communicable diseases will be accomplished at various grade levels as part of the School Health Program. In the event of an illness or injury, the school will contact the parents and/or emergency contacts as listed for the child in Skyward. In the event of a serious illness or injury requiring immediate medical treatment, I hereby request designated school personnel to call EMS/911 for transport to the hospital designated below, and consent to have the named hospitals, doctors, or emergency agencies bill me for the expense incurred. In the event of an illness or injury where immediate medical treatment is NOT indicated, but where my child is unable to remain in school, I agree to arrange for my child to be picked up from school within 30 minutes of being contacted. If I am unable to be reached, I hereby consent for the school to contact my listed emergency contacts to arrange for pick up of my child.

### MEDICATION ADMINISTRATION

All student medications must be administered by the school nurse or other authorized school personnel. I agree to complete a medication authorization form and confer with the school nurse about any prescription medications and doses that need to be administered to the student during the school day. It is the responsibility of the parent to provide all over the counter medication that they wish to be administered. I understand that all medication must be provided in its original unopened packaging, or in its original prescription bottle with label. It is the student's responsibility to come to the clinic for their scheduled doses. The clinic also offers the following topical agents: Anti-Itch cream, (Calamine), Triple Antibiotic Ointments, burn relief spray, and first aid cleansers.

I hereby request and give permission to the school nurse or other authorized school personnel to administer medication(s) to my child as indicated in this document.

Please keep your student's health information up-to-date through the School Nurse or the Skyward Family access.

Preferred Hospital: \_\_\_\_\_ North Florida Regional      \_\_\_\_\_ Shands

Student Name: First \_\_\_\_\_ Last \_\_\_\_\_ Gr \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_