



Developmental Research School
at the University of Florida

Code of Student Conduct 2024-2025

P.K. Yonge Developmental Research School
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INTRODUCTION

At P.K. Yonge we strive to position our students to be creative, dedicated, and resilient learners who embrace the power of diverse ideas, talents, and cultures to improve our world. In order for learning to take place in a safe environment, there must be a strong partnership and mutual respect between students, families, faculty, and staff.

In grades 6-12, P.K. Yonge follows the “FOUR Rs” which means that students are:

- **R**esponsible
- **R**espectful
- **R**esilient
- **R**eady

In grades K-5, P.K. Yonge follows “Are You Anchored?” which means that students ask themselves:

- Are you taking care of **Y**ourself?
- Are you taking care of **E**ach other?
- Are you taking care of the **S**chool?

At P.K. Yonge, our philosophy on discipline stems from the understanding that students make choices regarding their behavior. When a student makes a choice that isn’t acceptable for school, it is our responsibility to help them correct that behavior and make better choices moving forward.

The goals of our Discipline/Behavior Systems are designed to accomplish the following:

- Maximize learning opportunities for college and career readiness
- Allow for effective teaching and learning by minimizing disruption to the learning environment
- Provide an environment in which all students, teachers, and staff feel safe – physically, emotionally, and psychologically
- Promote responsible citizenship and community engagement
- Support social-emotional and academic development
- Form and sustain positive relationships
- Provide fair and consistent responses to student misbehavior
- Engage in collaborative problem solving

When problems arise, we will attempt to solve them collaboratively, fairly, and consistently. Students will be held responsible for their actions and will be expected to own their mistakes and seek to repair harm. After a student has made a poor choice, we will collaborate to repair any relationships and discourage a recurrence.

The P. K. Yonge Code of Student Conduct (“Code”) explains the rights, expectations, and responsibilities of students and families and P.K. Yonge Developmental Research School regarding student behavior. The Code is based on the school’s policies governing students. The Code and other P. K. Yonge policies (“Policies”) are located on the P.K. Yonge website: <https://pkyonge.ufl.edu>

The Code and Policies apply to every student who is under the authority and care of P.K. Yonge Developmental Research School at the University of Florida. The Code and Policies are in effect on school property, at school-sponsored events, and in school vehicles. Students may also be subject to discipline if their misconduct is directed at fellow students, school employees or the property of such outside of school hours and off school property and/or if their off-campus behavior negatively impacts the school learning environment.

Students and families are asked to read the Code and Policies together and to acknowledge receipt of information provided by the school: Parent/Guardian/Student Acknowledgement, Acceptable Use of Technology Policy Agreement and Consent, Chromebook Policy Agreement, Internet Applications Consent, Photo/Video Release, and the Student Health Services Consent.

EXPECTATIONS: STUDENTS | PARENTS | P.K. YONGE

Students are expected to:

- assume responsibility for their behavior
- be in school and on time every day
- make an effort to learn
- respect individuals and property
- use appropriate, responsible behavior at all times
- help maintain a safe, alcohol, tobacco, nicotine, drug, and weapon-free environment, which may include reporting to the administration or other responsible adult any information or concerns they may have about safety. Remember: If you see something, say something.

Parents are expected to:

- encourage their child to be successful in school
- ensure that their child is in school and on time every day, unless ill. (Failure to have a minor child who is under a parent/guardian control attend school regularly may result in the student being dismissed from further attendance at P.K. Yonge in accordance with P.K. Yonge's Attendance policy.)
- support the school in requiring their child to follow all school rules and regulations and to accept responsibility for their behavior
- send their child to school clean, appropriately dressed and in good health
- have an interest in their child's schoolwork and make it possible for them to complete assigned homework
- read all communications from the school; sign and return documents promptly when requested
- cooperate with the school by attending conferences and sharing information with school personnel
- report to the Main Office any information or concerns they may have that might affect the health, safety, or welfare of their child, other students, or staff members
- be responsible for their child's safety and supervision during transport to and from school

P.K. Yonge is expected to:

- provide and maintain a safe atmosphere which will encourage positive behavior and high achievement
- provide courses of study, programs, and activities to meet the needs of all students admitted to P.K. Yonge based on the school's admissions and continued enrollment criteria
- show respect for all individuals by treating them fairly and impartially
- encourage open communication among students, parents, community agencies and school personnel

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

P.K. Yonge Developmental Research School does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), physical and/or mental disability (including, but not limited to: HIV, AIDS, or sickle cell trait, Section 504/ADA), pregnancy, marital status, or age, religion, military status, ancestry, use of language other than English by Limited English Proficiency (LEP) students, or genetic information, or other legally protected characteristics in its educational programs and activities. P.K. Yonge is served by the University of Florida's Title IX Office for Accessibility and Gender Equality. Contact the University of Florida's (UF's) Title IX Coordinator using the [Title IX Report Form](#), or by emailing or calling the [UF Title IX Compliance Office](#) at titleix@ufl.edu or (352) 294-8720.

RESPECT AND CIVILITY POLICY

P.K. Yonge believes that a safe, secure, nurturing and civil environment is essential to accomplishing its mission to create a community which works together so all students will reach their highest potential.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents, and the general public. The policy is not intended to deprive any person of his or her right to freedom of expression. Rather, it is intended to foster and maintain a safe, harassment-free environment for students, families, and staff

- P. K. Yonge will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return.
- P. K. Yonge will not conduct business with those who use obscenities or otherwise speak in a demanding, insulting or threatening manner.
Volatile, hostile or aggressive actions and words will not be tolerated.

(F.S. 1001.41, 871.01, 1006.145)

SECTION 1: STUDENT RIGHTS AND RESPONSIBILITIES

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

Effective learning takes place in an environment where students, families, faculty, and staff know and understand the rules for all students and the consequences for violations of the Code of Student Conduct.

Rights

- To have access to a copy and explanation of the rules of student conduct
- To expect the rules to be enforced fairly and without discrimination

Responsibilities

- To know and observe school rules, policies, and procedures which govern student conduct
- To become familiar with the Code of Student Conduct, school rules, and classroom rules

RIGHT TO LEARN AND PARTICIPATE

Students have the right to be involved in their education. Age, grade, and maturity are factors which determine the level of a student's involvement. Course selection and participation in school activities are an integral part of learning.

Rights

- To attend school in a learning environment where all students and adults are treated equitably without regard to race, color, religion, national origin, age, gender, marital status, disability, sexual orientation, or gender identity. This list is not all-inclusive.
- To receive instruction under competent teachers
- To receive district course descriptions to help make informed choices

Responsibilities

- To request participation in academic programs and extracurricular activities that align with abilities
- To cooperate fully and strive to achieve mastery of academic standards
- To ask for assistance from school personnel in selecting courses
- To cooperate with teachers and help create a safe environment
- To treat others equitably and fairly
- To act in a way to not harass others and to report harassment or discriminatory incidents to school administrators

RESPECT FOR PERSONS AND PROPERTY

The safety and security of both people and property are important. Students, their families, and school faculty and staff should work together to preserve these ideals. Members of the P.K. Yonge community are expected to respect other persons and their property.

Rights

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

Responsibilities

- To treat other students, school personnel, and campus visitors with respect
- To respect others' property by not damaging or taking it
- To treat school property with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and/or safety of others
- To avoid conflict and to report and seek adult help first, before conflict arises

Remember: If you see something, say something to a responsible adult – teacher, staff member, administrator.

ATTENDANCE

Parents are responsible for student attendance as defined by the Florida's Compulsory School Attendance laws. [F. S.1003.24]. As a Developmental Research School, P.K. Yonge's mission is to design, test, and disseminate innovations in K-12 education by serving a diverse student community. In order for P.K. Yonge to carry out its mission, students must attend school regularly. If a student does not comply with P.K. Yonge's Attendance Policy, P.K. Yonge has the right to dismiss the student from further attendance at P.K. Yonge.

Policies: Attendance <http://pkyonge.ufl.edu>

Rights

- To be informed of school policies and rules regarding absences, tardies, and attendance as they pertain to the classroom and virtual environment
- To appeal a decision pertaining to an absence
- To make up work and tests missed due to excused absences within the time required by the school
- To make up exams when there is an unexcused absence, in accordance with the Attendance Policy
- To make up work when suspended from school, in accordance with the Attendance Policy

Responsibilities

- To attend and be on time to school and classes daily
- To make adequate progress in virtual school courses as defined by the Virtual Instruction Agreement and Virtual School Policy
- To provide P.K. Yonge with an adequate explanation of absences, e.g., a dated, signed doctor's note confirming absence from school is medically necessary within 2 school days of return to school
- To request and complete make-up assignments as required by P.K. Yonge
- To complete make-up work with honesty and integrity
- To understand and comply with the Attendance Policy

Policies: Attendance, Admissions

<http://pkyonge.ufl.edu>

TARDINESS

It is important to be at school on time. If students arrive late, they miss instructional time and may disrupt the learning of others. Students are tardy if they come to school after the beginning of the school day or if they are not in their classrooms when the bell rings.

If students are tardy to school, they or their parent/guardian must sign in at the attendance kiosks.

A student's tardiness may be excused at the discretion of P.K. Yonge's administration. The following reasons will not be accepted as reasons to excuse tardiness: heavy traffic; oversleeping; returning home for forgotten items; and non-educational appointments other than documented medical appointments.

Parents or guardians will be notified if a student is habitually tardy/absent.

For elementary students, tardiness or early check-outs that result in a student missing more than 50% of the school day will be counted as one absence. For secondary students, tardiness or early checkouts that result in a student missing more than 50% of a class period will be counted as one absence for that class period. Whether these absences qualify as excused or unexcused is determined based on guidelines outlined below.

Four (4) unexcused tardies to school/class or unexcused early releases from school/class will be counted as one unexcused absence.

EXCUSED ABSENCES

Students must be in school unless they have an excused absence for one of the reasons listed below. It is the responsibility of parents to explain a student's absence from school in a manner acceptable to school administration and outlined in this policy. Documentation of absence must be provided to P.K. Yonge within two (2) school days of a student's return. If documentation is not received within that timeframe, the absence will be considered unexcused.

Acceptable reasons for excused absences include:

- Sickness, injury, death in the family, or some other insurmountable condition [up to six (6) absences for illness per semester with a parental note are excused]
- Documented appointments with health care professionals - documentation must include signature, date, and confirmation that the duration of the absence from school is medically necessary
- Documented absence for religious instruction or for religious holidays
- Participation in an academic class or a school-sponsored activity approved by the Principal
- Court appearances (court documentation is required)

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

High school students who have more than six (6) unexcused absences in a semester may be required to demonstrate mastery of student performance standards in order to receive course credit.

PRE-ARRANGED ABSENCES

Parents planning ahead for a student's absence from school may 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.

Pre-Arranged Absence Applications must be submitted to the Main Office at least seven (7) 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 Main Office and online on the Attendance page on the website (<http://pkyonge.ufl.edu/information/attendance/>). Pre-arranged absences may be requested for medical procedures and significant family events including weddings or funerals. Pre-arranged absences will not be granted for family vacations or leisure activities. Parents will be notified if a pre-arranged absence is not approved.

UNEXCUSED ABSENCES/HABITUAL NONATTENDANCE

A hearing with the members of the Student Services Team may occur for students who are demonstrating a pattern of nonattendance, or who have fifteen (15) or more unexcused absences in a period of ninety (90) calendar days. [F.S. 1003.27]

Student attendance is critical to P.K. Yonge's educational research mission. Enrollment at P.K. Yonge is a choice. Attendance is a requirement. A student may be dismissed from P.K. Yonge, not permitted to re-enroll at P.K. Yonge, or have limited or denied participation in special activities or extracurriculars if minimum attendance requirements outlined in the Attendance Policy are not met.

Students are required to attend school from age 6 through age 16. A student may withdraw from school at age 16 only if a parent/guardian gives written permission to the school. [F.S. 1003.21]

EARLY CHECKOUTS

To be excused, early check-outs must meet the same requirements as Excused Absences.

No early check-outs will occur during the last 30 minutes of the school day.

Habitual early check-outs will result in administrative action and consideration for dismissal from the school.

Policies: Attendance

<https://pkyonge.ufl.edu>

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

Citizens are guaranteed self-expression under the First and Fourteenth Amendments of the United States Constitution and Article One, Section Four of the Florida Constitution. One of the basic purposes of education is to prepare students for responsible self-expression and the free exchange of ideas.

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

Rights

- To express viewpoints responsibly without jeopardizing relations with teachers or school
- To print and distribute publications only under the supervision of the Principal/designee
- To conduct meetings on school grounds or in school buildings in accordance with school rules and the scheduled use of facilities
- Upon written request from a parent/guardian, students have the right to not participate in the reciting of the Pledge of Allegiance, including standing & placing their right hand over their heart [F.S. 1003.44]

Responsibilities

- To recognize the rights of others by expressing oneself in a manner which does not disrupt the process of education, violate school rules, or interfere with the rights, safety, and/or welfare of others
- To observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons

PRIVACY

Federal and state laws provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of person and property. Such guarantees are not unlimited and must be balanced by the school's need to protect the health, safety, and welfare of all.

Rights

- To keep personal possessions private unless appropriate school personnel have reasonable cause to believe that a student may have an object or material which is prohibited by law or the school may be present
- To expect that the school will keep student records safe and private

Responsibilities

- To refrain from carrying or concealing any prohibited material
- To learn how information is gathered, used, and what it means in a student's school records

RESTROOMS

Single-occupant restrooms are available for students. One person at a time is allowed in a single-stall restroom at once. In elementary multi-stall restrooms, there shall be no more than one student per stall at one time.

There is an expectation of privacy within restrooms. Students who infringe on the privacy of another student will be referred for disciplinary measures.

Inappropriate use of the restroom facilities, including but not limited to, smoking/vaping, sexual misconduct, destruction of property, vandalism, intentional damage, excessive untidiness, and behavior in violation of applicable provisions of s. 553.865, F.S. ("Safety in Private Spaces") will result in disciplinary action in accordance with procedures herein.

STUDENT RECORDS

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

Family Educational Rights and Privacy Act (FERPA) Notification

<https://pkyonge.ufl.edu>

SECTION 2: RULES AND POLICIES

Students are expected to behave appropriately at school. Conduct that violates the rights of others, disrupts the school, or interferes with learning is not acceptable. This misconduct includes, but is not limited to, the following:

Abusive/Profane Language	Hazing
Alcohol/Drug Use	Hostile Action
Arson	Improper Dress/Dress Code Violation
Assault/Threat	Leaving the Classroom/School Grounds without Permission
Battery	Loitering
Bullying/Harassment	Public Displays of Affection
Burglary	Robbery
Cheating/Plagiarism	Running and/or Making Excessive Noise the Halls or Buildings
Classroom Disruptions	Sex Offenses
Computer/Technology/Cell Phone Violations	Skiping Class
Defiance of Authority	Tardiness/Absenteeism/Truancy
Dishonesty	Theft
Disorderly Conduct	Tobacco/Nicotine Use/Vaping
Disobedience/Insubordination	Trespassing
Disrespect/Disrespecting Others	Unacceptable Physical Contact
Disruptive/Unruly Behavior	Unauthorized Use of a Wireless Communication Device
Distribution/Sale of Unauthorized Materials	Unsafe Actions*
Extortion	Vandalism
False Accusations	Weapons
Fighting	
Forgery	
Gambling	
Harassment	

*Unsafe Actions include the failure to follow P.K. Yonge policies addressing the health and safety of the P.K. Yonge community.

Policies and Publications

<https://pkyonge.ufl.edu>

ZERO TOLERANCE OF SCHOOL-RELATED CRIMES

P.K. Yonge has zero tolerance for violence, weapons, drugs, and other criminal activities. This includes the obligation to report facts that pose a threat to school safety whenever and wherever students are under the authority of the school. Such acts include, but are not limited to: [F.S. 1006.13]

- Homicide
- Sexual Battery
- Armed Robbery
- Aggravated Assault or Battery
- Battery on School Personnel
- Kidnapping or Abduction
- Arson
- Possession, Use, Distribution/Transmittal or Sale of Illegal Drugs
- Possession of a Firearm
- Possession, Use or Sale of Any Explosive Device
- Placing, Discharging, or Throwing an Explosive Item or Noxious Substance or Making Threats to Do So

If a student is a victim of a crime, they have the right to press charges against the offender.

VIOLENCE AGAINST P.K. YONGE PERSONNEL

Battery or assault against any school employee by a student is a **SEVERE** violation of this Code. If a student deliberately and knowingly uses force or violence against school personnel, they will be suspended from school and the Principal will recommend that the student be dismissed from 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 an alternative course placement will be considered pending the disposition of the case. If a student is found by the court to have committed a violation of F.S. 784.081, the student will be dismissed [F.S. 1006.13(5)].

WEAPONS

Weapons, and the use of weapons, are prohibited on school property, including school vehicles, at school-sponsored activities, and in any vehicle brought onto school property or to a school-sponsored activity. Violation of this prohibition is a severe breach of conduct. (See full definition for the term Weapons in the Glossary.)

1. Firearms/Explosives

Students may not have in their possession, sell, distribute, display, transfer or use any firearm or explosive, whether operable or inoperable. If a student brings or is in possession of a firearm at school, the student may be dismissed and referred for criminal prosecution. [F.S. 1006.07(2)(l)]

2. Other Weapons

- a. If a student possesses, sells, distributes, displays or transfers a weapon of any type, other than a firearm or explosive, the student will be suspended from school for five (5) to ten (10) days and the Principal may recommend that the student be dismissed. 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 and referred for criminal prosecution. [F.S. 1006.07(2)(l)]
- c. If a student uses a weapon of any type, including 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 may recommend that the student be dismissed.

3. Pocketknives and Blunt-Bladed Table Knives

If a student possesses, sells, distributes, displays, or transfers a pocketknife or blunt-bladed table knife, the student will be disciplined in accordance with Section 3: Discipline for Misconduct.

4. Non-Weapons Used as Weapons

If a student uses as a weapon any article or substance not normally considered a weapon (e.g., rocks, pens, pencils, plastic knives), the student will be suspended for ten (10) days, and the Principal may recommend that the student be dismissed.

ALCOHOL AND DRUGS

The use of illegal drugs and the unlawful possession and use of alcohol are wrong and harmful and are violations of the P.K. Yonge Code of Student Conduct.

Students may not possess, sell, transfer, distribute or use any alcoholic beverage, any controlled drugs, hallucinogens, or similar substances on school property, including school vehicles, and at school-sponsored activities.

1. Violation of this prohibition is a serious breach of conduct. The school will notify law enforcement officials and the student's parents/guardian.
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 five (5) to ten (10) days for the first offense and the Principal may recommend that the student be dismissed. For a second offense, the student will be

suspended for ten (10) days and the Principal will consider reassignment to the student's home-zoned school or dismissal. The Principal may consider the student's record in other schools and school districts.

3. If a student sells any item listed above (or any item that the student represents as a prohibited item listed above), the student will be suspended from school for ten (10) days for the first offense and the Principal will recommend that the student be dismissed.
4. If the student solicits a sale or transfer or distributes, other than selling, any item listed above (or that they represent to be any item listed above), the student will be suspended from school for five (5) to ten (10) days and the Principal may recommend that the student be dismissed. For a second transfer or distribution offense, the student will be suspended for ten (10) days and the Principal will recommend that the student be dismissed.
5. Students 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.
6. If a student is found to be guilty of a felony under Chapter 893, Florida Statutes, the student may be recommended for dismissal.
7. Students may be entitled to a waiver of discipline or dismissal if they divulge information leading to the arrest and conviction of the person who supplied such controlled substance to them or if they voluntarily disclose their unlawful possession of such controlled substance prior to their arrest. A waiver also may be granted if a student successfully completes a state licensed drug abuse treatment program. [F.S. 1006.09]
8. If a student is charged with any drug or alcohol offense, the student will be referred to an approved counseling program and may be granted a reduction in their consequence if they satisfactorily participate in and complete such program (i.e., family counseling, substance abuse awareness, etc.). Failure to complete such program will result in the reinstatement of the original consequence.

If a student has a doctor's orders to take prescription medicine at school, it is important to first notify the school nurse so that the student and family know the proper procedures to follow. Medications specifically prescribed by a licensed medical professional may only be taken by and in the possession of the person for whom they were prescribed. Families must complete and submit medication forms located on the Clinic page of the P.K. Yonge website.

Clinic: <http://pkyonge.ufl.edu>

TOBACCO PRODUCTS

It is unlawful for any person under 21 years of age to knowingly possess any tobacco product. [F.S. 386.212; 569.11] Students may not use, possess, distribute, or sell tobacco products (including papers used to roll cigarettes, cartridges or pods for e-cigarettes) on school property, at school-sponsored events, or in school vehicles. Students also may not use electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, e-cigarettes or other smoking devices.

BULLYING, HARASSMENT, AND SEXUAL HARASSMENT

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

- During any school education program or activity
- During any school-related or school-sponsored program or activity or in a school vehicle
- Using computers, cell phones or any other electronic means

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

If a student or parent/guardian believes the student has been the victim of bullying or harassment, they should immediately report the situation to a teacher, school counselor, Principal/designee, or other school staff.

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

If a student is found to have committed an act of 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 behavioral interventions or be disciplined up to and including suspension or dismissal.

Policies and Publications

<https://pkyonge.ufl.edu>

TITLE IX

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. This law requires schools, including P.K. Yonge, to respond to all reports of sexual harassment, sexual assault, dating or domestic violence, and stalking involving students, employees, or other people participating in a school-related program or activity.

If a student believes that they have experienced sexual harassment, sexual assault, dating or domestic violence, or stalking, they should report the incident immediately to a teacher, school counselor, school administrator, or other member of school staff. Students can also report the incident to the University of Florida's (UF's) Title IX Coordinator using the [Title IX Report Form](#), or by emailing or calling the [UF Title IX Compliance Office](#) at titleix@ufl.edu or (352) 294-8720.

When the Title IX Office receives a report, they will reach out to the student and their parent or guardian to share information about their rights under Title IX, and to offer the student supportive measures. Supportive measures may include, but are not limited to, No Contact Orders, change of schedule, change of class assignment, change in transportation, increased

supervision, or any other appropriate measures that may help ensure safety and allow the impacted students to continue accessing their education.

titleix@ufl.edu

Reports can be filed at <https://titleix.ufl.edu/>

DATING VIOLENCE AND ABUSE

The school prohibits any act of dating violence or abuse by one student against another student on school property, during a school-sponsored activity, or during school-sponsored transportation. [F.S. 1006.148]

FALSE ACCUSATIONS

It is a most serious breach of conduct 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] Levels of violations are outlined in the following pages of the Code of Student Conduct.

HAZING

The school prohibits hazing activities at any time on school property or at school-sponsored events. Even if a student is only a by-stander, the student may be deemed to be a participant if they stay present during a hazing incident. Student bystanders are expected to leave the area immediately and are encouraged to report the incident. [F.S. 1006.135]

THREATS OR FALSE REPORTS

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

1. Bomb/Destructive Devices: If a student is found to have made a threat or false report of a bomb or destructive device as defined by F.S. 790.162 and F.S.790.163 involving school or school personnel's property, school transportation, or a school-sponsored activity, the student will be dismissed from the regular school for not less than one year and referred for criminal prosecution. [F.S. 1006.07]
2. Other Threats of Violence (Assault): Students are prohibited from making other threats of violence against individuals or groups, either directly or indirectly. If a student is found to have made a threat of violence, they may be disciplined up to and including suspension, recommendation to enroll in their home-zoned school, dismissal, arrest, and prosecution. [F.S. 836.10]

If a student has received a threat or has knowledge of a threat, the student is encouraged to report it immediately to a teacher, school administrator, or other member of school staff.

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

DRESS CODE

The way students dress can have a positive impact on students and the school. If students respect themselves and others and dress appropriately for school, they will help to make the school a safe and orderly place to learn. The following dress code policy should be enforced consistently by all members of the P.K. Yonge Community.

While on the P.K. Yonge campus, all students should wear clothing that allows them to perform school tasks and activities in such a way that all private parts are and remain covered; these include chests, buttocks, and genital areas. For certain classes, teachers may impose more specific requirements for safety reasons (e.g., sneakers in PE, closed-toe shoes in science lab classes, etc.). When students are representing P.K. Yonge beyond the campus, coaches, club sponsors, or supervising teachers may exercise reasonable discretion in determining attire fitting for the setting (e.g., conferences, field trips, presentations, sporting events, etc.). Swimwear is only permitted for specified events (e.g., senior water day, water park field trips, etc.)

Clothing that represents hate speech is disruptive to the learning environment and will not be tolerated. Hate speech is defined words and/or symbols that negatively target any individual or group based on attributes such as race, religion, or national origin. Additionally, clothing that promotes alcohol, tobacco, illegal substances, gang affiliation or violence, or that mocks a tragic event is also disruptive to the learning environment and will not be tolerated. Administration will remain in communication with law enforcement partners to continually revisit guidelines related to trends in gang-related attire.

Any faculty or staff member has the right and responsibility to enforce the dress code. If a student's attire does not meet dress code requirements, the student will be spoken to privately. The student will be given the opportunity to adjust clothing so that they follow the dress code. Students who continually choose not to comply with the dress code may be disciplined according to the progressive discipline model, including, but not limited to, parent/guardian contact, in-school detention, or out-of-school suspension.

RESPECT FOR PROPERTY

Students are expected to treat all areas of the school with respect. This includes, but is not limited to, cleaning up after themselves in cafeteria areas, maintaining cleanliness in restrooms, picking up trash, and writing/drawing only on approved surfaces. Students who knowingly litter, leave their breakfast or lunch trash behind, or vandalize walls, plumbing, and/or furniture will be subject to progressive disciplinary actions and will be required to pay for any damages.

ELEVATOR USE

Elevators are designated for use by students with a pass from the School Nurse only. Students who use the elevators without permission are subject to an automatic discipline referral.

ADDITIONAL POLICIES

As part of the University of Florida, P.K. Yonge complies with applicable University of Florida policies and guidance. All applicable University of Florida policies and guidance, and P.K. Yonge specific policies not included in this Code of Student Conduct, will be communicated in writing to the P.K. Yonge community.

CHROMEBOOKS/ WIRELESS COMMUNICATION DEVICES (WCDs)/TECHNOLOGY USE

P.K. Yonge provides devices for instructional use. Students from 6th-12th grades are issued Chromebooks and are expected to have their school-issued Chromebook fully charged and at school every day. It is also expected that students take Chromebooks home each evening.

Before a student is issued a Chromebook, parents/students must review the policies and acknowledge the Chromebook Policy Agreement, the Internet Applications Consent, and the Acceptable Use of Technology Agreement. Copies are in the Appendices of the Code of Student Conduct and on the P.K. Yonge website: <https://pkyonge.ufl.edu>

Students are responsible for keeping Chromebooks clean, free of stickers and drawings, and in good working condition. Damage to Chromebooks, power adapters/AC cables, cases, or other instructional technology tools will result in the student being charged a fee for repairs or paying for a replacement should the cost of repair exceed the cost of replacement. Details may be found in the Chromebook Policy (<http://pkyonge.ufl.edu>). Damage, loss, or malfunction must be reported to the IT Team immediately.

Chromebooks are returned at the end of each school year or upon termination of enrollment at P.K. Yonge. If an item is not returned and the fine/replacement fee is not paid, a theft report will be filed with the University of Florida Police Department and the student may be subject to criminal prosecution.

Parents may review Learning in a Digital World: Digital Citizenship and Parent Guide (<http://pkyonge.ufl.edu/information/policies-publications>) for information about digital citizenship and cybersafety, and for suggestions regarding the management of student use of the Internet.

Policies: Chromebook, Acceptable Use of Technology, Code of Student Conduct:
<http://pkyonge.ufl.edu>

PERSONAL WIRELESS COMMUNICATION DEVICES (WCDS)

STUDENT CELL PHONE POLICY

Pursuant to the Technology in K-12 Public Schools law ([CS/HB 379](#)), which took effect on July 1, 2023, [section 1006.07\(2\)\(f\), Florida Statutes](#), now provides that "a student may not use a wireless communications device (WCD) during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time." Student wireless communications device(s)* must be silenced and put away (in a backpack or purse) during class time.

**Wireless communication devices include but are not limited to, cell phones and/or auxiliary/ancillary devices such as watches and ear buds.*

Policy: Acceptable Use of Technology
<https://pkyonge.ufl.edu>

Students may use WCDs before the first school bell, between classes, after the final dismissal bell, on school buses, at school-sponsored activities, at extended day and other after-school activities, and at other times provided the use does not interfere with activities in which students should be engaged and follows the directives of the school staff, faculty, or administration. Drivers of school vehicles may suspend the use of WCDs on school vehicles if their use becomes disruptive or distracting.

Students who violate these rules will be subject to disciplinary action and/or confiscation of their personal WCD by school staff, faculty, or administration. Also, students may lose the privilege to bring personal WCDs to school for a designated length of time. The Principal or designee may search a student's WCD if they reasonably suspect that the WCD has been used to violate school policy. Administration may also refer the matter to law enforcement if the violation involves illegal activity.

Students may also possess other electronic devices which have been approved by the administration. Students are responsible for the care and security of school-issued Chromebooks, personal WCDs, and other electronic devices. Students should record their device's serial number and tracking software is recommended. P.K. Yonge is not responsible for the loss of, damage to, or theft of personal WCDs.

When using any technology at school, students WILL:

- A. Behave in a manner governed by the same rules of courtesy, conduct, and ethics as employed in the face-to-face environment
- B. Comply with school policies and guidelines pertaining to the use of technology
- C. Access the Internet only through P.K. Yonge's approved network while on the school campus

- D. Use only the username and password assigned to them
- E. Be responsible for all activity that takes place on their school-issued devices
- F. Bring their fully charged school-assigned device to school each day
- G. Fully charge personal WCDs off campus and only operate them on battery power while on campus
- H. Install and maintain up-to-date virus protection on personal WCDs if using them on campus
- I. Be polite and use appropriate language for the educational environment and activity in which they are currently involved
- J. Report any known violations of this policy or questionable incidents including inappropriate messages and possible security problems to a teacher, staff member, or administrator
- K. Exercise caution in all online activities
- L. Comply with policies and guidelines put in place for the use of technology and equipment

Policies: Acceptable Use of Technology, Chromebooks, Code of Student Conduct
<http://pkyonge.ufl.edu>

Prohibited Uses of Technology at School

Students may NOT:

- A. Use personal WCDs in classrooms or designated instructional environments
- B. Use Bluetooth/wireless headphones in classrooms or designated instructional environments or use personal data plans while on the school campus
- C. Share their usernames and passwords with anyone
- D. Share personal information or physical location with unknown entities in the online environment;
- E. Use WCDs (personal or school-issued) at any time in any school situation where a reasonable expectation of personal privacy exists (e.g., locker rooms, shower facilities, restrooms)
- F. Use WCDs (personal or school-issued), including accessing or using social media or other apps, to capture/record/store/send/or transmit the spoken word or visual image (e.g., audio, video, text, or photographs) of any person, including other students or staff members, without express prior notice and explicit written consent
- G. Access email, data, accounts, or devices belonging to school employees or other students
- H. Send or attempt to send messages using a false identity or use the accounts of others to send messages
- I. Use school technology or personal WCDs at school to make unauthorized purchases of products or services

- J. Use school technology resources for illegal purposes or any other activity prohibited by school policy
- K. Use school technology for personal financial gain, product advertisement, commercial activities, political campaigning, or solicitation
- L. Capture, transmit, or receive test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty
- M. Access the control panel on a school device, or attempt to modify settings in any way without the permission of a teacher, staff member, or administrator
- N. Change, delete, or modify any records maintained by P.K. Yonge, including browser history and use logs
- O. Steal or destroy the school's technology (e.g., Chromebooks, computers, projectors, etc.)
- P. Violate or attempt to violate the security of the computer network
- Q. Take actions (whether successful or not) to by-pass the school's filter or to deny access, disrupt, or destroy the service of the computer network
- R. Attach or install personal computer software or any WCD to the school's computers or network. This does not include data storage devices (i.e., flash drives).
- S. Attempt to transmit or install damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damage or disrupt any computer facility, software, or data
- T. Reveal personal information about oneself or others (e.g., photos, addresses, e-mail addresses, or telephone numbers) without the approval of a teacher or parent/guardian
- U. Access social media, except for educational use in accordance with your teacher's plan
- V. Use technology in any way to threaten, humiliate, harass, embarrass or intimidate another person. Policy: Bullying and Harassment: <http://pkyonge.ufl.edu>
- W. Attempt to access, transmit, or publish material that is threatening, obscene, disruptive, or sexually explicit or that harasses or disparages others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; or sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (e.g., "sexting") in electronic or any other form
- X. Use WCDS (personal or school-issued) while operating a motor vehicle owned or leased by the school on or off school property, or personal motor vehicle on school property, while manually typing or entering multiple letters, numbers, symbols, or other characters into a personal communication device or while sending or reading messages on such a device, for the purpose of non-voice interpersonal communication, including, but not limited to communication methods known as texting, e-mailing, instant messaging, and posting
- Y. Knowingly distribute any material that is obscene or harmful to others, as defined in F.S. 847.012, in any format through e-mail sent, or caused to be sent, to or through the school network
- Z. University of Florida prohibits the use of TikTok on UF property, including P.K. Yonge campus.

Services

Access to the school network is available but not guaranteed in all classrooms. All communications made through the school's network are subject to filtering and monitoring. When connected to off-campus networks, school-issued Chromebooks are still subject to the school's network filtering and monitoring.

Monitoring and response to prohibited uses of technology (outlined above) will only occur during school hours (7:30am-4:00pm, Monday-Friday, not including holidays or school breaks).

P.K. Yonge is not responsible for providing troubleshooting or technical support for personal WCDs.

DRIVING/PARKING ON CAMPUS

Parking on school property is a privilege and may be granted or revoked by the administration. Failure to abide by any school-established parking regulations, including the purchase of a parking permit and payment of any parking fines, may result in the suspension or revocation of parking privileges, disciplinary action, or exclusion from participation in extracurricular activities and other school events (e.g., interscholastic athletics, prom, commencement exercises, etc.).

Students are responsible for the care of their vehicles. Students must observe all safety rules and remain courteous and considerate of others. The school is not responsible for motor vehicles which are lost, stolen, or damaged.

Students are not allowed to be in parking lots during the school day without permission from an administrator. Teachers cannot write passes for students to access the parking lot during the regular school day. Students in the parking lot without consent are in violation of the Code of Student Conduct and will be subject to disciplinary action. Weapons, drugs and other controlled substances are prohibited in vehicles parked at school and at all school events at all times.

Students may be temporarily detained and questioned about possible violations of school rules. The Principal or designee may search student lockers, vehicles, or other storage areas upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. [F.S. 1006.09(9)] In addition, metal detectors and trained dogs may be used to screen for prohibited weapons and substances. The Principal or designee may confiscate and search personal wireless communication devices (WCDs) or school-issued devices if there is reasonable suspicion that a student has used the WCD or school-issued device to violate school policy.

SECTION 3: DISCIPLINE FOR MISCONDUCT

At P.K. Yonge, our philosophy on discipline stems from the understanding that students make choices regarding their behavior. If students make choices that aren't acceptable for school, it is our responsibility to help them correct that behavior and make better future choices.

Driven by our commitment to equity, we believe that discipline should be fair and restorative and be based on input from administrators, behavior coaches, faculty, staff, families, and students. Each of us plays an important role in student discipline. Administrators, behavior coaches, faculty, staff, families, and students work together to support students in creating sustainable changes in behavior.

The Principal/designee is responsible for school discipline and has a reasonable degree of discretion in determining the severity of misconduct and the appropriate consequence. Administrators and teachers may develop specific rules and disciplinary practices which supplement this Code of Student Conduct, but do not conflict with it. If a Principal/designee needs to deviate from the range of consequences shown, the rationale will be documented. The Principal/designee is authorized to take disciplinary action in response to all misbehavior.

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

Incidents of misconduct may be addressed by school staff, faculty, or administration. Incidents will be investigated, and school staff, faculty, or administration may contact parents.

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

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

Seriousness of Offense	Strength of Evidence
Planning Impulse or Self-Defense	Attitude – Cooperation/Remorse
Age	Disciplinary History
Disability	

Behaviors and their consequences are divided into four levels. Each level represents progressively more serious misbehavior and consequence. Levels are described in the following pages:

STUDENTS WITH DISABILITIES

All students are expected to follow the Code of Student Conduct and school policies. For students with disabilities, the mandatory penalties provided by this policy shall be subject to the procedures for discipline of students with disabilities. A definition of “students with disabilities” is provided in the Glossary. The Principal/designee will follow procedures outlined in P.K. Yonge’s approved district SP&P (ESE Policies & Procedures)

<http://www.fldoe.org/academics/exceptional-student-edu/monitoring/> (2020-21, PK Yonge – UF)

For students with disabilities covered only by Section 504 of the Rehabilitation Act of 1973, procedures consistent with this statute and its regulations will be followed.

LOW-LEVEL (SESIR LEVEL IV)

A LOW-LEVEL offense is a minor act of misconduct which interferes with orderly classroom or school functions, or with learning. These offenses may be handled first by the teacher or another professional staff member. The student may also be referred to the Principal/designee for repeated LOW-LEVEL offenses. Typically, at P.K. Yonge a LOW-LEVEL offense is managed by a teacher.

The following actions may be taken in response to LOW-LEVEL misconduct:

Verbal Reprimand/Warning	Silent Signal
Time Out (within classroom/other classroom)	Change of Seat
Withdrawal of Privileges	Teacher/Student Conversation/Conference
Parent Notification	Teacher/Student/Parent
Proximity Control	Conversation/Conference
Counseling	Restitution and Restorative Practices
Apology	Discipline Referral (for repeated offenses)

MID-LEVEL (SESIR LEVEL III)

A MID-LEVEL offense is a serious act of misconduct or repeated low-level acts of misconduct which requires/require administrative action. Such offenses include repeated minor misconduct and acts directed against persons or property. These offenses do not endanger the health or safety of the student or others.

Parents will be notified, and the following actions may also be taken in response to MID-LEVEL misconduct:

Discipline Referral
Administrator/Student/Parent Conference
Time Out
Withdrawal of Privileges
Counseling

Service to School/Work Detail
Detention
Behavior Contract
In-School Suspension (ISS)/Detention for
Partial Day
Restitution and Restorative Practices

HIGH-LEVEL (SESIR LEVEL II)

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

Parents will be notified, and the following actions may also be taken in response to HIGH-LEVEL misconduct:

Discipline Referral
Administrator/Student/Parent Conference
Behavior Contract
Afterschool Detention
In-School Suspension/Detention

Suspension from Extracurricular Activities
Out-of-School Suspension
Recommend Enrollment in Home-Zoned
School
Restitution and Restorative Practices

SEVERE (SESIR LEVEL I)

A SEVERE offense is the most serious breach of conduct; it must be reported immediately to the Principal/designee. Such breach of conduct includes, but is not limited to willful disobedience, open defiance of authority of school staff, violence against persons or property, and any other act which substantially disrupts the orderly conduct of the school. If a student commits a Level I offense, they will be suspended from the regular education program and the Principal/designee may recommend enrollment in their home-zoned school or dismissal. A SEVERE act may also require a report to a law enforcement agency, which may result in criminal penalties.

If a student is convicted of, or is 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 or attend interscholastic extracurricular activities for a period of one (1) year from the time of such conviction or finding.

Parents will be notified, and the following actions may be taken in response to SEVERE misconduct:

Discipline Referral	Recommend Dismissal
Administrator/Student/Parent Conference	Report to Law Enforcement
Out-of-School Suspension [no more than 10 days unless otherwise required by law or this Code or when accompanied with a recommendation for reassignment or dismissal]	Restitution and Restorative Practices

TYPES OF MISBEHAVIOR AND DISCIPLINARY POINTS

LOW LEVEL	MID LEVEL	HIGH LEVEL	SEVERE
Handled by Teacher; After multiple documented classroom incidents, the teacher writes a Referral.	Handled by Behavior Coach Automatic Referral	Handled by Behavior Coach and/or Administration Automatic Referral	Handled by Behavior Coach, Administration, Law Officer Automatic Referral
Examples include but are not limited to: cell phone out without permission; talking during instruction; eating in class; dress code violation; horseplay	Examples include but are not limited to: defiance; skipping class; inappropriate language or gestures; cheating; plagiarism	Examples include but are not limited to: vandalism; vaping; safety hazard; threat; sexting; fighting; theft; cyberbullying; disruption on campus	Examples include but are not limited to: assault; dating violence; inappropriate touching; sexual battery; arson; physical aggression toward faculty/staff
1-3 points per referral	2-4 points per referral	3-6 points per referral	5 or more points per referral

- When a student reaches or exceeds 5 points, he/she is put on a behavior notice.
- If a student reaches or exceeds 10 points during a single school year, he/she will be recommended for dismissal from P.K. Yonge.

The Principal/designee is responsible for school discipline and has a reasonable degree of discretion in determining the severity of of misconduct and the appropriate consequence.

SECTION 4: PROCEDURES

STUDENT DETENTION, SEARCH, AND SEIZURE

Students may be temporarily detained and questioned about possible violations of school rules. The Principal or designee may search student lockers, vehicles, or other storage areas upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. [F.S. 1006.09(9)] In addition, metal detectors and trained dogs may be used to screen for prohibited weapons and substances. The Principal or designee may confiscate and search personal wireless communication devices (WCDs) or school-issued devices if there is reasonable suspicion that a student has used the WCD or school-issued device to violate school policy.

EXCLUSION FROM EXTRACURRICULAR ACTIVITIES

Extracurricular activities are offered to enhance a student's overall educational experience. These activities are supplemental to the school curriculum and are privileges, not rights.

Students who fail to comply with school rules and policies may lose the opportunities to participate in extracurriculars, including but not limited to:

- Sporting events
- Field trips
- Performances
- Prom
- Assemblies
- Other

Students are expected to always behave appropriately while participating in or attending these activities. All school rules and regulations are in effect during extracurricular activities, whether held on or away from campus.

To participate in extracurricular activities, students must maintain satisfactory conduct and attendance as determined by the administration. The Principal/designee may revoke participation in or spectator attendance for one (1) specific extracurricular activity or for all extracurricular activities, for a period not to exceed the remainder of the school year in which the offense took place.

If a student is convicted of, or is 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 or attend interscholastic extracurricular activities for a period of one (1) year from the time of such conviction or finding.

If students fail to pay charges assessed for replacement of lost or damaged materials or equipment loaned to them, then they may be suspended from participation in extracurricular activities.

EXTRACURRICULAR PARTICIPATION

P.K. Yonge's goal is to provide an educational experience that prepares all students for college and career. Participation in extracurricular activities enriches our students' experiences, and we encourage them to take advantage of the many opportunities afforded to them through athletics, performing arts, clubs, and teams. Academics comes first, and students must meet basic standards of attendance, grades, and school-appropriate behavior in order to be allowed to participate in the many "extras" available to them.

- **Attendance** – Students who are habitually absent, for excused and/or unexcused reasons, may not be eligible to participate in extracurricular activities. When a student reaches 10 unexcused absences within one semester, they are provided with an Attendance Notice. When they accrue 15 or more unexcused absences, they are eligible for dismissal from P. K. Yonge. Excessive excused and/or unexcused absences and tardies are considered when determining eligibility for participation in extracurricular activities. Students must maintain 80% or better attendance throughout the semester to participate.
- **Grades** – Students must maintain a grade of Approaching/C or better in all of their classes. Leniency may be exercised for students who are taking advantage of faculty resources, help sessions, tutoring, academic study hall, etc.
- **Behavior** – Students must not have excessive disciplinary issues; more than five behavior points in a school year may prevent them from participation in extracurriculars.

Teachers, coaches, club sponsors, and administrators will be monitoring to make sure that all students who participate in extracurricular activities are prioritizing their coursework. Students who are not meeting expectations may not be able to participate in extracurricular activities. Some activities that take place beyond the school day are tied to specific classes and/or coursework. Eligibility to participate in these events will be at the teacher's discretion in collaboration with administration. The final decision about whether or not a student may participate will be left to the discretion of the P.K. Yonge Administration.

REMOVAL OF STUDENT FROM CLASS

Students may be removed from class for chronic misconduct which interferes with the teacher's ability to effectively communicate with the class or interferes with the ability of classmates to learn.

STANDARDS FOR USE OF REASONABLE FORCE

Corporal punishment is prohibited by P.K. Yonge Developmental Research School at the University of Florida. Administrators, teachers, and support staff may use and apply reasonable force for self-protection or for the protection of other students if a student is physically disruptive.

IN-SCHOOL SUSPENSION/DETENTION

In-school suspension will only be offered at the discretion of the Principal or designee for offenses found in Section 2: Rules and Notices. Students may be detained after school is dismissed. If a student is detained after the close of the regular school day, a parent/guardian will be contacted and informed that the student will be detained. If the parent/guardian cannot be contacted, the student will be detained on another day. The parent/guardian is responsible for transportation following the detention.

OUT-OF-SCHOOL SUSPENSION

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

- A. **Notice Prior to Suspension.** The student will receive oral and written notice of the charges, and an explanation of the evidence against them. In a conference, the student will have an opportunity to respond to the charges and to explain their behavior.
- B. **Suspension.** If the Principal/designee determines that there are sufficient grounds for suspension, then the student will be informed that they are being suspended from school and for what length of time. The student will normally be suspended effective at the end of the school day.
- C. **Parent Contact.** The Principal/designee will make a good faith effort to immediately contact a parent/guardian by telephone and will also send a written notice to the parent/guardian. The notice will state the length of the suspension and the reasons for it.
- D. **Homework.** If suspended, the student will be released to their parent/guardian. The student or the parent/guardian may obtain assignments from the student's teachers. Students will receive credit for the assignments completed and turned in upon their return to school.
- E. **Appeal.** A student or parent/guardian may appeal a suspension decision through the Student Grievance procedure. See Section 5: Grievance Procedures for Students and Parents
- F. **Temporary Suspension.** In an emergency, the Principal 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 the student's continued presence. When temporary suspension is necessary, the Principal/designee will inform the parent/guardian by the most rapid means. As soon as feasible under the circumstances, the Principal will hold a conference with the student and parent/guardian. Following the conference, the Principal may formally suspend the student; however, in no case shall the Principal's temporary and formal suspensions exceed ten (10) days for the same offense.

For students with disabilities, the Principal will follow the discipline procedures for students with disabilities: Florida State Board of Education Rule 6A-6.03312 Discipline Procedures for Students with Disabilities - <https://www.flrules.org/gateway/ruleno.asp?id=6A-6.03312&Section=0>.

If a student is suspended from school, the student may not be on any school property during the suspension, except with the Principal's permission.

DISMISSAL - Discipline-related

A student who has committed a most serious breach of conduct or who has a documented history of repeated disciplinary incidents may be considered for dismissal from P.K. Yonge.

Administrative Actions Include:

- **Notice.** A parent/guardian will receive notice of the charges and an explanation of the evidence in writing. In a conference, the student will have an opportunity to respond to the charges and to explain the behavior. The student may give the Principal the names of witnesses to the incident, so that they may be questioned.
- **Suspension/Recommendation.** The parent/guardian/student will be informed that the student is being suspended from school for ten (10) days and that a recommendation for dismissal is being forwarded to the Director.
- **Extension of Suspension.** When action on a recommendation for dismissal is pending, the Principal may extend the suspension beyond ten (10) school days. The parent/guardian will be informed in writing of any extension.
- **Conference Opportunity.** Upon request, the parent/guardian will be given an opportunity to attend a conference with the Principal to discuss the reasons for suspension and/or the recommendation for dismissal. This opportunity will be provided within 48 hours of the request (excluding Saturday, Sunday and school holidays).
- **Investigation.** The Director may investigate the incident. Alternatives to dismissal shall be considered.
- **Notice of Charges/Request for Hearing.** If sufficient basis for dismissal is found, regardless of whether a student has withdrawn from school, a notice of charges will be sent to the parent/guardian. The parent/guardian may, within ten (10) calendar days from receipt of the notice, request a hearing on the charges before the Director. Failure to submit a timely request for a hearing or failure to appear at a hearing after receipt of the notice of the date of the hearing shall be deemed a waiver of any hearing on the matter.
- **Director's Action.** The Director will enter a Final Order on the dismissal recommendation and the student and parent/guardian will be notified in writing of the Director's action.

DISMISSAL - Attendance-related

Student attendance is critical to P.K. Yonge's educational research mission. As a special school district, P.K. Yonge does not provide transportation to and from the school. Families and students assume responsibility for daily transportation to and from school and are responsible for the timeliness of a student's arrival for the start of the school day, pick up at the end of the school day, and daily attendance. If a student is unable to maintain a timely arrival and daily attendance as outlined in the Attendance Policy, the student may be dismissed from the school and/or may not qualify for annual reenrollment.

Policies: Attendance

<https://pkyonge.ufl.edu>

Administrative Actions Include:

- **School Meeting.** Administration will meet with the student's instructors to fully understand how attendance has impacted the academic progress of the student.
- **Notice.** A parent/guardian will receive notice of the dismissal and an explanation of the evidence in writing.
- **Conference Opportunity.** Upon request, the parent will be given an opportunity to attend a conference with the Principal to discuss the reasons for the recommendation for dismissal. This opportunity will be provided within 48 hours of the request (excluding Saturday, Sunday and school holidays).
- **Investigation.** The Principal will make a determination about the student's situation and may investigate. Alternatives to dismissal may be considered.
- **Request for Hearing.** If sufficient basis for dismissal is found, notice of the Principal's determination will be sent to the parent. The parent may, within ten (10) calendar days from receipt of the notice, request a hearing on the decision before the Director. Failure to submit a timely request for a hearing or failure to appear at a hearing after receipt of the notice of the date of the hearing shall be deemed a waiver of any hearing on the matter.
- **Director's Action.** The Director will enter a Final Order on the dismissal recommendation and the student and parent/guardian will be notified in writing of the Director's action.

Students who have been dismissed from P.K. Yonge may not be on any school property except with administrative permission.

SECTION 5: NOTICES TO STUDENTS

NOTICES TO STUDENTS

P.K. Yonge will generate Notices to Students related to academics, attendance, and/or behavior if not meeting expectations.

ATTENDANCE NOTICE

Students who are habitually absent, for excused and/or unexcused reasons, may receive an Attendance Notice and not be eligible to participate in extracurricular activities.. Weekly reports are generated through Skyward related to attendance. The Attendance Notice will be regularly reviewed and monitored by school administration. Any changes to your attendance status will be communicated promptly. If the student's attendance does not comply with school policies, the following consequences will occur: The student will be subject to progressive disciplinary action consistent with Florida Statutes Section 1003.24 and the P.K. Yonge Code of Student Conduct, including possible dismissal from P. K. Yonge.

- Tardies
 - When a student reaches five (5) tardies within one period, there will be a conversation with the student and Behavior Coach/Administrator and the parent will be contacted.
 - When a student reaches 10 tardies, the parent will be contacted again.
 - When a student reaches 15 tardies, the parent will be contacted and an Attendance Notice will be given by hard copy to the student and an email to parent.
 - For every 5 tardies after the attendance notice, the student will receive a referral for tardiness (1 point referral). The referrals may lead to progressive disciplinary action, up to dismissal from P. K. Yonge.

- Absences
 - When a student reaches five (5) unexcused absences within a semester there will be a conversation with the student and Behavior Coach/Administrator and the parent will be contacted.
 - When a student reaches 10 unexcused absences within a semester the parent will be contacted again and an Attendance Notice will be given.
 - When a student reaches 15 unexcused absences within a semester, we will convene the attendance review board and dismissal procedures will begin.

ACADEMIC NOTICE

Students must maintain a grade of Approaching/C or better in all of their classes. Leniency may be exercised for students who are taking advantage of faculty resources, help sessions, tutoring, academic study hall, etc. The student must meet the terms of the Academic Notice or the student will be subject to progressive action consistent with the Pupil Progression Plan, including consideration for dismissal.

- School administrators will pull D/F reports at the end of each semester.
- At the end of each 9 weeks, names of students who have academic issues will be shared with coaches, faculty, etc.
- Students who are consistently failing coursework will be put on probation from extracurriculars for an agreed upon period of time; parents and other stakeholders will be notified.
- Students who continue to demonstrate academic issues will be required to withdraw from participation in extracurricular activities for 4.5/9 (depending on when the action was initiated, administration discretion); parents and other stakeholders will be notified.
- *If academic issues continue at the end of the semester, students maybe subject for dismissal from P.K. Yonge.*

BEHAVIOR NOTICE

Students must not have excessive disciplinary issues; more than five behavior points in a school year may prevent them from participation in extracurriculars.

- The behavior coach monitors the number of points students receive based on referrals/infractions.
- When a student generates 5 points, a Behavior Notice is given.
- At the end of each 4.5 weeks, names of students who have behavior issues will be shared with coaches, faculty, etc.
- If behavior issues continue, students will be put on probation from extracurriculars for an agreed upon period of time; parents and other stakeholders will be notified.
- Students who continue to demonstrate behavior issues will be required to withdraw from participation in extracurricular activities for 4.5/9 weeks (depending on when the action was initiated, administration discretion); parents and other stakeholders will be notified.

SECTION 6: GRIEVANCE PROCEDURES FOR STUDENTS AND PARENTS

Student Rights

- Students have the right to file a complaint if they feel that they have been treated unfairly.

Student Responsibilities

- Students have a responsibility to learn about and follow the procedures for filing a complaint.
- A grievance procedure is used when a student believes there has been a violation of the procedures in the Code of Student Conduct. Unless otherwise provided, a student grievance may be pursued in order through three levels.

Level 1 – Informal Discussion

The student or parent/guardian should discuss the complaint with the person responsible for what the student or parent/guardian believe 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 the grievance involves discrimination or harassment, the student or parent/guardian may report, orally or in writing, 1) to a teacher or administrator at P.K. Yonge or at the harasser's school; 2) to the Director; or 3) to the University of Florida's Title IX Compliance Office at titleix@ufl.edu or (352) 294-8720.

Level 2 – School Principal

If the grievance has not been resolved at Level 1, the informal level, the student and 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, the student and/or parent/guardian may, within five (5) school days after receipt of the Principal's decision, submit the Student Grievance Form to the Director.

Student Grievance Form: <http://pkyonge.ufl.edu>

- A. Within five (5) days from receipt of the written grievance form, the Director will communicate with the student and parent/guardian. An investigation will be conducted. The investigation should be completed within fifteen (15) school days from receipt of the written grievance form. The Director will attempt to resolve the grievance through mutual agreement.

- B. If the grievance has not been resolved, the Director or designee (not the person who conducted the investigation) will hold a conference with the student and parent/guardian within twenty (20) days from receipt of grievance form. The student and parent/guardian will have an opportunity to present evidence relevant to the facts and issues raised by the grievance. The Director or designee will decide in writing within five (5) days.
- C. The decision of the Director or designee will be communicated to the student and parent/guardian. The decision of the Director or designee shall be final.

P.K. YONGE CONTACT INFORMATION

Main Office: mainoffice@pky.ufl.edu | 352.392.1554

Attendance: attendance@pky.ufl.edu | 352.392.1554

Cashier: cashier@pky.ufl.edu | 352.294.9091

Student Services: 352.294.9062

Homeless Education

Exceptional Student Services (ESE)

Director and Superintendent:

Brian K. Marchman, Ph.D. | marchman@ufl.edu | 352.294.7297

Middle & High School Principal:

Carrie Teston Geiger, Ed.D. | cgeiger@pky.ufl.edu | 352.294.9070

Elementary School Principal:

Ashley Pennypacker Hill, Ed.D. | ahill@pky.ufl.edu | 352.294.9084

Assistant Principal of Facilities / School Safety Specialist:

Marcus McDonald | mmcdonald@pky.ufl.edu | 352.294.7296

Assistant Principal of Academic Achievement:

Tredina Sheppard, Ph.D. | tsheppard@pky.ufl.edu | 352.294.9069

Director of Secondary Programs:

Christy Gabbard | cgabbard@pky.ufl.edu | 352.294.9067

Director of School Accountability, Assessment and Research:

Michelina MacDonald, Ed.D. | immacdonald@pky.ufl.edu | 352.294.9068

Secondary Behavior Coach:

Rob Brunson | rbrunson@pky.ufl.edu | 352.294.9072

Elementary Behavior Coach:

Jeremy Ahlgren | jahlgren@pky.ufl.edu | 352.262.0037

Athletic Director:

Valerie Flournoy | vfournoy@pky.ufl.edu | 352.294.9101

University of Florida's Title IX Compliance Office:

titleix@ufl.edu | 352.294.8720

REPORT BULLYING

Get help if you are a victim of bullying or harassment immediately. Report the situation to a teacher, school counselor, administrator, or other school staff.

REPORT SUSPICIOUS ACTIVITY

FortifyFL | <https://getfortifyfl.com/>

FortifyFL is a state-wide anonymous reporting tool that allows reports of threats and suspicious activity to be delivered immediately to appropriate law enforcement agencies and school officials. At P.K. Yonge, these anonymous reports will be received by the University of Florida Police Department and the P.K. Yonge administration.

GatorSafe | <https://police.ufl.edu/services/community-services/gatorsafe-app/>

GatorSafe is a University of Florida app that allows users to report suspicious activity immediately to the UF Police Department, make emergency calls, and perform other functions that improve personal safety and security.

GLOSSARY OF TERMS

- **Abusive Language:** Using insulting/offensive language, swearing, cursing, or uttering vulgar words; profane, indecent, obscene gestures, or propositions.
- **Aggravated Battery:** When a person intentionally or knowingly causes great bodily harm or permanent disfigurement or uses a deadly weapon.
- ***Alcohol:** Possession, sale, purchase, or use of alcoholic beverages.
- ***Arson:** Intentionally setting a fire on/with school property.
- **Assault/Threat:** See Threat/Intimidation below.
- ***Battery:** The physical use of force or violence by an individual against another.
- ***Breaking and Entering/Burglary:** The unlawful entry into a building or other structure or vehicle with the intent to damage or remove property or harm a person(s).
- ***Bullying:** Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an objectively intimidating, hostile, or offensive environment or that unreasonably interferes with the individual's school performance or participation in an activity. May involve teasing; threats; intimidation; stalking; cyberstalking; cyberbullying; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or damage to or destruction of property.
- **Cheating:** Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test.
- **Classroom Disruptions:** Any act which disrupts the orderly learning environment.
- **Computer Misuse:** Inappropriate use, including but not limited to breaking into restricted accounts or networks, modifying files without permission, illegally copying software, and entering or distributing unauthorized files.
- ***Criminal Mischief/Vandalism (more than \$1,000):** The intentional destruction, damage, or defacement of public or private property, without the consent of the owner or the person having custody or control of it including, but not limited to, graffiti. Vandalism is also defined as any deliberate or malicious attempt to harm or destroy computer hardware or peripherals, data of another user, the Internet, the District's network, or any other networks that are connected to the District. This includes, but is not limited to, the uploading or creation of computer viruses.
- **Cyber-Bullying:** Includes tormenting, threatening, taunting, ranking, degrading, harassing, humiliating or otherwise targeting a student or staff member using the Internet, interactive and digital technologies, or cell phones or inviting others to join in these acts.
- **Cyber-Stalking:** Engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

- **Dating Violence or Abuse:** Verbal, sexual, or physical behavior used by one person who is in a current (or was in a past) dating relationship to harm, threaten, intimidate, or control the other person in that relationship. This may include insults, coercion, social sabotage, sexual harassment, stalking or threats or be a pattern of demeaning, coercive, abusive actions that amounts to emotional or psychological abuse. May occur via electronic devices such as WCDs and computers, as well as harassment through a third party.
- **Defiance:** Boldly resisting or openly challenging school authority.
- **Detention:** Remaining after school as an alternative to suspension for certain misconduct.
- **Dismissal:** The removal of the right and obligation of a student to attend a public school for a period not to exceed the remainder of the term or school year and one additional year of attendance.
- ***Disruption on Campus:** Disruptive behavior that substantially interferes with the normal operations of the school or learning environment, or poses a threat to the health, safety, and/or welfare of others.
- **Drugs (excluding alcohol):** The possession, sale, transfer, distribution, or use of any controlled drugs. Also includes the sale of any substance represented by the student to be a controlled substance; the use of any legal substance to attain a mood-altering effect; and the possession of any equipment or device for preparing or taking drugs.
- **Electronic Devices:** A device powered by electricity that provides audible or visible communication signals such as, but not limited to, hand-held video games, MP3 players, radios, CD/Cassette players/recorders, and laser pointers. It does not include electronic calculators or thumb drives. (See also Wireless Communication Devices below.)
- ***Fighting (Mutual altercation):** At least two students mutually participating in the use of force or physical violence that requires physical restraint or results in injury.
- **Forgery:** The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.
- **Gambling:** Any participation in games (or activities) of chance for money and/or other things of value.
- **Gang Identification:** Grooming, accessories, or clothing which local law enforcement or other community agencies currently consider to be gang related are prohibited. These may include but are not limited to items with gang names, initials or monikers, gang related tattoos or scars, and any manner of grooming or dress which by its color, arrangement, trademark, or other attribute is gang related.
- ***Harassment:** Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific

person that causes substantial emotional distress in such person and serves no legitimate purpose.

- **Hazing:** Any action or situation, whether on or off school premises, that recklessly or intentionally, endangers the mental or physical health or safety of a student for purposes such as, but not limited to, initiation or admission into or affiliation with any school-sanctioned activity or organization.
- ***Homicide:** The unlawful killing of one human being by another.
- **In-School Suspension/Detention:** The temporary removal of a student from the student's regular school program and placement in an alternative learning space, under the supervision of school personnel, for a period not to exceed ten (10) school days. The student remains in attendance for the school day(s) assigned and is allowed to continue appropriate curriculum standards without academic penalty.
- ***Kidnapping:** Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
- ***Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles, and mopeds.
- **Out-of-School Suspension:** The temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the Principal/designee, for a period not to exceed ten (10) school days, beginning at the end of the school day, and remanding of the student to the custody of the parent with specific homework assignments to complete. [F.S. 1003.01(5)]
- **Progressive Discipline:** Consequences become more severe for repeated same or similar misbehaviors.
- **Public Display of Affection (PDA):** Inappropriate public display of affection on a school campus or at a school-related activity is not allowed. Any such display may be subject to disciplinary action. PDA may include, but is not limited to, kissing, fondling, "dirty dancing," sitting on laps, inappropriate touching, etc.
- **Restitution:** Restoring or paying for damaged or stolen property.
- ***Robbery/Extortion (using force):** The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force, or threat of force or violence, and/or by putting the victim in fear.
- **Saturday School:** An alternative to out-of-school suspension where students attend school on Saturday under supervised conditions.
- **School Environmental Safety Incident Reporting (SESIR)**
- ***Sex Offenses:** Sexual behavior or conduct without force or threat of force. Includes, but is not limited to, lewd, sexual gestures, and indecent exposure.
- ***Sexual Battery:** Any sexual act of attempted or actual forcible penetration.
- ***Sexual Harassment:** Consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical contact of a sexual nature when such conduct substantially interferes with a student's academic performance or creates an objectively intimidating, hostile, or offensive school environment. It includes, but is not limited to, verbal harassment or abuse, pressure for sex, repeated remarks to a person

with sexual or demeaning implications, unwelcome or inappropriate touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

- **Sexual Cyber-harassment:** Publishing a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. May be a form of sexual harassment.
- ***Sexting:** the knowing transmission or distribution to another person, through a computer or similar device, of any photograph or video of any person that depicts nudity. Sexting also includes possessing a photo of any person that was transmitted or distributed by another person that depicts nudity. [F.S. 847.0141]
- **Skipping:** Intentionally missing class(es) or days of school without knowledge or permission of parent/guardian.
- ***Smoking/Tobacco:** The use, possession, distribution, or sale of tobacco and/or vaping products on school property, at school functions, on school buses, or at extracurricular/co-curricular activities.
- **Stealing:** See Theft/Larceny below.
- **Students with Disabilities:** A student who is documented as having an intellectual disability; a hearing impairment, including deafness; a speech or language impairment; a visual impairment, including blindness; an emotional or behavioral disability; an orthopedic or other health impairment; an autism spectrum disorder; a traumatic brain injury; or a specific learning disability, including, but not limited to, dyslexia, dyscalculia, or developmental aphasia. [F.S. 1007.02]. The term also includes a student who has been found to have a physical or mental impairment that substantially limits a major life activity pursuant to the provisions of and regulations applicable to students under Section 504 of the Rehabilitation Act of 1973,
- **Tardy:** Unexcused lateness to school or class.
- ***Theft/Larceny (\$300 or more):** The unlawful taking, carrying, concealing, or riding away with property of another person.
- **Theft/Petty Larceny (less than \$300):** The unlawful taking, carrying, concealing, or riding away with property of another person.
- ***Threat/Intimidation:** Placing another person in reasonable fear of physical harm with or without the use of a weapon. Must include all the following elements: intent, reasonable fear of physical harm, and capability (also may be known as "assault").
- ***Tobacco Products:** Cigars, cigarettes, e-cigarettes, pipe tobacco, smokeless tobacco, chewing tobacco, snuff, e-cigarette pods or cartridges, or any matter or substances that contain tobacco, and papers used to roll cigarettes.
- ***Trespassing:** To enter or remain on public school property or at a school sponsored event without authorization or invitation and with no lawful purpose for entry, including students under suspension or dismissal.
- **Unsafe Act/Action:** Any behavior which compromises the safety of any individual, including, but not limited to, hitting, kicking, slapping, or the use of laser pointers.

- ***Vandalism (less than \$1,000):** The intentional destruction, damage, or defacement of public or private property, without the consent of the owner or the person having custody or control of it including, but not limited to, graffiti. Vandalism is also defined as any deliberate or malicious attempt to harm or destroy computer hardware or peripherals, data of another user, the Internet, the District's network, or any other networks that are connected to the District. This includes, but is not limited to, the uploading or creation of computer viruses.
- ***Weapons:** Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether operable, inoperable, loaded or unloaded), sword, sword cane, knives (except common pocket knives, plastic knives and blunt-bladed table knives), box cutters, razors, clubs, electric weapons or devices, metallic knuckles, martial arts weapons, ammunition, destructive devices, and explosives and look-alike items that closely resemble weapons or operate similarly. The term "weapon" also means any object which, in the way it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm, as well as endangering the health and safety of persons.
- **Wireless Communication Devices (WCDs):** A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, electronic readers "e-readers" (e.g., Kindles or similar devices) and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.(See also Electronic Devices above)
- **Work Detail:** Supervised activities related to the upkeep and maintenance of school facilities or grounds, as an alternative to other disciplinary action. May only be used after parental approval.

*SESIR Incident Report required

APPENDIX

A: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. The school may, however, disclose appropriately designated directory information without written consent unless you have advised the school to the contrary in accordance with school procedures.

The primary purpose of directory information is to allow the school to include this type of information in certain school publications. Family Educational Rights and Privacy Act (FERPA) Notification: <http://pkyonge.ufl.edu/information/policies-publications/>

Examples include:

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

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

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

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the name, address and telephone listing of students, unless parents have advised the LEA that they do not want this information disclosed without their prior written consent. *You must notify P.K. Yonge Developmental Research School in writing by September 30, 2022 or within 6 weeks of school enrollment, whichever is later, if you do not want the school to disclose directory information from your child's education records without your prior consent. * 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.

The school designates the following personally identifiable information contained in school education records as "Directory Information."

- student's name
- student's address
- student's telephone number if it is a listed number
- dates of attendance
- participation in officially recognized activities

- degrees, honors, and awards received
- weight/height of members of athletic teams
- major field of study
- date of graduation or program completion
- date and place of birth
- school photographs
- most recent previous educational agency or institution attended

B: CODE OF CONDUCT ACKNOWLEDGEMENT

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

Supervision of P.K. Yonge students is provided from 7:30am until 15 minutes after the school day ends each regularly scheduled school day.

Elementary Supervision:

- Mondays, Tuesdays, Thursdays, Fridays: 7:30am-3:00pm
- Wednesdays: 7:30am-1:55pm

6th-7th Grade Supervision:

- Mondays, Tuesdays, Thursdays, Fridays - 7:30am-4:00pm
- Wednesdays - 7:30am-1:55pm

8th-12th Grade Supervision

- Mondays-Fridays 7:30am-4:00pm

Elementary students must be picked up or sent to the Afterschool Program by the time supervision ends. Supervision for Middle and High School students (who are not in a teacher-directed activity or extracurricular program) is provided starting at 7:30am and ending 15 minutes after final dismissal. Students are not to arrive on campus prior to 7:30am or remain on campus beyond 15 minutes after the release of school unless in a teacher-directed activity or extracurricular program. Supervision of students is not provided before or after these times. **STUDENTS SHOULD NOT BE LEFT UNATTENDED ON THE SCHOOL CAMPUS.**

Students should only be in approved supervision spaces. Students should not be in a space unless it is an approved teacher-directed activity or extracurricular program in which they are officially permitted.

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

By signing below, I acknowledge that I have read and understand the P.K. Yonge Code of Student Conduct and other school policies in this document and on the P.K. Yonge webpage <http://pkyonge.ufl.edu>. I agree that I, and my child, will abide by the P.K. Yonge Code of Student Conduct and all other P.K. Yonge policies and procedures.

C: ACCEPTABLE USE OF TECHNOLOGY AGREEMENT & CONSENT

I certify that I have been made aware of the policy for the Acceptable Use of Technology located at <https://pkyonge.ufl.edu> and agree to abide by all policies and procedures pertaining to the acceptable use of technology.

1. I understand that while students are on campus, they are expected to use a P. K. Yonge-provided device; students are not allowed to use personal devices to complete coursework while on campus.
2. I understand the expectations and rules for using equipment, digital devices, network resources at P.K. Yonge.
3. I understand that my child is expected to take appropriate care of school equipment, digital devices, and technology resources as outlined in the Code of Student Conduct.
4. I accept financial responsibility for damage to equipment, digital devices, and technology resources that my child uses at school and/or have been assigned to them.
5. I understand that my child is expected to return all property of P.K. Yonge in proper working order when instructed or upon withdrawal from the school.
6. 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.).
7. 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.
8. I understand that investigation and response to prohibited uses of technology will only occur during designated school hours.

By signing, I grant consent for my child to use P.K. Yonge equipment, digital devices, network resources and agree to the conditions stated above.

D: CHROMEBOOK POLICY AGREEMENT

Before the distribution of a Chromebook and access to Internet applications on a school-issued device can take place, the following documents must be completed.

- Chromebook Policy Agreement
- Internet Applications Consent
- Acceptable Use Policy and Consent Agreement

By signing, I agree to the stipulations described in the Chromebook Policy located at <https://pk Yonge.ufl.edu>. This policy includes, but is not limited to:

- responsible use and care of the device and associated equipment
- policies relating to damaged equipment
- equipment return policies

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 child's responsibility for their actions and 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 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 my student is enrolled at P.K. Yonge DRS, he/she is expected to take proper care of school-issued technology resources. I understand that I am expected to return all property of P.K. Yonge DRS in proper working order and with original labeling 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, cases, charging connectors, etc. I understand that failure to return equipment will be considered theft by the school system and may lead to criminal prosecution.

E: INTERNET APPLICATIONS CONSENT

By signing, I confirm that I have read, understand, and agree to 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 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 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 Internet applications, including, but not limited to, Google Suite, my child's work will be collected and stored electronically. I will read the privacy policies associated with use of Google Suite (<http://www.google.com/edu/privacy.html>).

By signing, I give permission for my child to use Internet applications, which include being assigned the P.K. Yonge DRS Google Suite, Canvas, Hapara, Studio, Zoom and other Internet application accounts deemed necessary for instructional purposes. I understand that my child will receive access to the Google Suite, such as Docs, Calendar, and Sites. I understand that upon entering the ninth grade, my students will also be granted a P. K. Yonge email account through the P. K. Yonge DRS Google Suite. This permission will apply to my child's assigned account while enrolled in P.K. Yonge DRS.

I understand that my student's Google Suite content is accessible to P.K. Yonge school personnel including faculty and administration.

I am aware that I may access all school policies and policies pertaining to the use of Internet applications in the Chromebook Policy located at <https://pkyonge.ufl.edu>.

F: PHOTO/VIDEO RELEASE

Parent/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”) as well as student work (“Work”). I hereby consent that P.K. Yonge and the University of Florida may use the Photographs and Work 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 or Work.

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.

G: STUDENT HEALTH SERVICES CONSENT

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, and consent to have the named hospital, 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/guardians 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.

I am aware that I must keep my child's health information up-to-date through the School Nurse or the Skyward Family access.

