

# PARENT/STUDENT HANDBOOK

2020-2021



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[www.sanjoseprep.org](http://www.sanjoseprep.org)

# SAN JOSE PREP

Welcome to San Jose Prep!

At San Jose Prep, we pride ourselves in educating, “the whole child,” where every child learns in an environment that is physically safe and where young people are challenged academically, through the use of modern technology and innovative educational methods. Our goal is to ensure students are college and career ready.

We are so excited to begin the new school year. At San Jose Schools we offer a balanced academic approach to include English Language Arts, Math, Science and Social Studies along with electives.

We are committed to getting to know your child and look forward to building personal relationships so that we can foster individual strengths and abilities.

The Administration, Faculty, and Staff

*Motto: “Learning today. . . Leading tomorrow.”*

## ACADEMIC INTEGRITY

At San Jose Schools, students are members of a community committed to honor and integrity. Therefore, students are expected to show academic integrity at all times. All student work should be done individually unless the teacher clearly states otherwise. It is the responsibility of the student to know what is acceptable in each class.

Academic honesty extends to all work that a student produces. Unless a teacher has granted student permission to seek outside help, it is assumed that a student has completed his/her assignments, tests, quizzes, etc. independently. Representing work as one's own when it is done by family, friends, students, tutors, etc. is academic dishonesty.

By our definition, academic dishonesty includes but is not limited to the following:

- Cheating;
- Plagiarism;
- Taking an exam for another student;
- Altering a graded assignment or assessment;
- Altering a teacher's gradebook or other records;
- Recycling work done previously for another class;
- Stealing an assignment, a test, or other related material;
- Allowing someone else to copy a student's assignments or homework;
- Passing along a graded assignment or assessment from previous years;
- Discussing or sharing test questions with a peer who has not yet taken a test;
- Copying (writing, photographing, etc.) assignments or homework from another student;
- Having or using a communication device to send or obtain unauthorized information;
- Sharing answers to any graded work such as essays, homework, projects, quizzes, tests, etc.;
- Passing on from previous years completed assignments, projects, reports, etc. with answers or translations written in them;
- Having or using notes, formulas or other information in either written or programmable calculator or other technology-based format without teacher permission.

When there is evidence of academic dishonesty after a thorough investigation, the parent/guardian will be notified, and the student will receive a failing grade on the assignment or assessment. The severity of the violation will determine the severity of any additional consequences. This is covered in the Code of Conduct as well.

## ACADEMIC MODEL

Traditional Schedule; Periods 1-6

57 minute classes

- HS - 6 classes per day                      MS - 6 classes per day
- 1:1 technology
- Core & Elective Classes

### ACADEMIC SUPPORT – AFTER SCHOOL

Academic support classes are available after school. Each content area will be offering tutoring services on a rotating basis. Students who are in danger of failure will be scheduled to attend these sessions either at the request of the teacher or parent. Tutoring hours are from 2:45-3:45 p.m., Monday through Thursday, depending on the teacher's schedule.

### AFTER CARE

The after-care program is run through the YMCA and you must register through them. They do provide financial assistance for those that qualify.

### ANTI-DISCRIMINATION POLICY

In accordance with federal and state antidiscrimination laws and in accordance with the Florida Education Equity Act, the school will not discriminate based on any legally protected category in the admission of students. San Jose strictly prohibits any type of discrimination or harassment by students and staff members. Any student that believes they have been the victim of discriminatory or harassing conduct should immediately report such conduct to their teacher or an administrator. Students may also report such conduct to the administration using our online anonymous tip line, which can be accessed from the home page of our website. San Jose takes serious reports of discrimination and harassment and will investigate them to the fullest extent.

### ASSESSMENTS

Students will take a combination of summative and formative assessments. Students will be required to take the Florida Standards Assessment (FSA) and/or End-of-Course (EOC) exam each spring as well as assessments offered by the College Board to include AP Exams, PSAT's, and SAT's. Testing accommodations will be provided for ESOL, ESE, or any students whose 504 Plan indicates such a need.

All students are required to take the AP exams for the corresponding course that they are enrolled. AP Exams will count as 20% of the final grade in the course. AP Exams are scheduled by the College Board for specific dates and times. In the event your students miss the exam, the fee for the exam (\$90) will be passed on to the Parent/Guardian.

All HS students are required to take the SAT twice per year. The cost of the exam is \$25. You may pay on the school website under the "Pay Now" button.

### ATTENDANCE/ABSENCES

It is the parent/guardian's responsibility to contact the school if their child will be absent and to state the reason for the absence. Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence. The following causes are acceptable excuses for being absent: (1) illness or injury of the student; (2) serious illness or death in the student's family; (3) official religious holiday. There is an online form that can be used to submit for absence excuses as well.

***Failure to attend school regularly can cause a student to fail from school. If a student has more than 18 full-day, unexcused absences for the year, or misses any one particular class more than 9 times per quarter, the student is in jeopardy of receiving an F for that particular quarter(s).***

A physician's note is needed when: (1) the student has been absent for 3 or more consecutive days; (2) has had surgery; (3) is returning to school after hospitalization, (4) has been under the doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.

If a student needs to leave school before the end of the school day, the parent or guardian must come to the school office and sign him/her out. A school employee will send for the student. Students will not be dismissed from the classroom, only the front office. Students will not be dismissed 15 minutes prior to the end of the school day due to traffic and safety concerns.

Skipping class is defined by one or more of the following criteria:

1. Failure to check out when leaving school before the end of the official school day.
2. Absent from class without parent/guardian knowledge and/or permission.
3. Absent from class without teacher knowledge and/or permission.

### Family Leave

Please be mindful of the state assessment dates which begin in April while planning any vacations. In the event that you have scheduled a vacation that does not correspond with our calendar school closing dates, please send in a note with those dates.

### Make-Up Work - Excused Absences

Students are expected to make up all work missed during **excused** absences. The student must contact the teacher on the first day back to school in order to make arrangements to make up the work. The teacher and/or the Principal may grant additional time for making up work if warranted by the individual situation. All assignments including tests and exams announced in advance of the student's absence must be made up. If assignments have been scheduled more than 7 days out, work must be turned in on or before the due date.

If a student is suspended for one to three (1 – 3) days, the student must contact the teacher upon their return to class to make arrangements to make up their work within five (5) school days.

### Medical/Dental Appointments

Appointments should be made outside of school time whenever possible. Please plan to pick up your child when classes change, we cannot interrupt instruction. Tardiness and absences impede scholastic progress. When such appointments are impossible to obtain outside of school time, an excused absence is granted for medical and dental appointments only when official verification is received from the doctor or dentist and submitted by a parent in writing.

### BULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both children who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Children who bully use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once, and are intentional.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Types of Bullying - There are three types of bullying:

1. Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other students not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

3. Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures
- Stalking

### Cyberbullying

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Children who are being cyberbullied are often bullied in person as well. Additionally, children who are cyberbullied have a harder time getting away from the behavior.

- Cyberbullying can happen 24 hours a day, 7 days a week, and reach a child even when he or she is alone. It can happen any time of the day or night.
- Cyberbullying messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult and sometimes impossible to trace the source.
- Deleting inappropriate or harassing messages, texts, and pictures is extremely difficult after they have been posted or sent.

It is the policy of San Jose Schools that ALL students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The school will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited. All allegations of bullying will be thoroughly investigated. Students found to be bullying another student will be subject to disciplinary, as well as legal action.

### CALENDAR

We follow our own calendar and it may or may not match the DCPS calendar. Please refer to the San Jose Schools website for up to date information. At San Jose Schools, *every* Friday is an **EARLY RELEASE** day; dismissal will be at 1:00 p.m.

### CHILD ABUSE REPORTING REQUIREMENTS

State law and San Jose Schools policy require all persons responsible for the welfare of children to report any **SUSPECTED INSTANCES OF CHILD ABUSE OR NEGLECT**.

Any teacher or staff member who notices physical neglect or bodily harm or who has reasonable suspicion of emotional or sexual abuse will be required to make an official report to the appropriate legal agency. Florida legislation requires any individual who suspects that a child has been abused by any person to report that to the Florida Abuse Hotline. Any allegations a child was abused or neglected by a caregiver will be investigated by the Department of Children and Families (DCF), while allegations of child abuse by someone other than a caregiver will be accepted at the Hotline and immediately electronically transferred to the appropriate local law enforcement agency where the child lives.

### CLOSED CAMPUS

San Jose Schools is a closed campus. After arrival at school, students must not leave campus at any time without checking out in the front office with their parent or guardian's permission. Students who leave campus without permission are skipping and will be subject to disciplinary action.

### CLUBS

San Jose Schools offers several clubs to meet individual student interests. Clubs meet after school and under the supervision of a faculty club sponsor. A list of clubs and after school activities will be provided at the beginning of each school year.

## CONFERENCES

We promote a system of ongoing interactivity between families and the school with the primary source of electronic mail. Parents/guardians are encouraged to participate in parent/teacher/student conferences each academic year. Please keep your e-mail updated for weekly electronic newsletters and follow our updates and posts on our school website or app.

A parent/teacher conference may be requested through Student Services and will be scheduled at the first available time.

## CONFISCATED ITEMS

Personal items may be confiscated when there is a disruption to the learning environment. Confiscated items include, but are not limited to, cell phones, smart watches, electronic devices, hats or other headwear, toys or other items as necessary.

Initial infractions allow students to claim items at the end of the school day. Repeated infractions will require parents/guardians to come to school to retrieve the item from a school official. San Jose Schools are not responsible for the loss, theft, or damage of confiscated items. Any items remaining after the last day of school will become property of San Jose Schools.

The protocol for retrieving confiscated items is as follows:

1st infraction	Student retrieves the item at the end of class.
2nd infraction	Student retrieves the item at the end of the day at the front office.
3rd infraction	Lunch detention; Student retrieves item at the end of the day at the front office.
Every subsequent confiscation	Detention; Parent retrieves item at the end of the day at the front office.

Confiscations will be logged in a shared drive so administrators and teachers are aware of the number of confiscations.

## CONTACT INFORMATION

It is critical that parent contact information must be kept up-to-date in the school records. Please assure that your mailing addresses, phone numbers and email address is current with the school. San Jose Schools communicate primarily with parents/guardians through email so it is of utmost importance that we have your correct email address. Please be sure that the student's Emergency Contact form is accurate throughout the school year as it is our means of contacting parents/guardians in the event of an emergency.

San Jose Schools sends out newsletters and updates to parents/guardians via email. These emails contain important information related to school activities and events; **parents/guardians and students are expected to take responsibility for receiving these communications.**

## DETENTION

The purpose of the detention policy is to deter inappropriate behavior and have an immediate response to such behavior. The detention policy will also serve as an alternative to suspension, help to eliminate disruptive behavior and preserve the high standard of behavior at San Jose Schools. The detention policy is devised as a means to address all issues that are most disruptive to the teaching and learning environment. These include, but are not limited to: cutting class, defacing school property, disobedience, disrespect, disturbing class, eating or displaying food in class, excessive talking, failure to complete work, littering, loitering, mischief, poor attitude, and tardiness.

The set time for detention is 2:45 p.m. to 3:45 p.m. A parent/guardian must pick up their child at 3:45 p.m. A fifteen minute grace period will be given; after that the child will report to after care and the daily fee of \$5 will be placed on the student's account.

## DISCIPLINE

Building a strong sense of community in schools is an integral part of ensuring safety, therefore teachers are expected to provide students with ritual and routines that will ensure a positive classroom environment. Parents/guardians will be notified of any concerns related to their child's behavior. San Jose Schools is a member of school choice and not a zoned school.

At San Jose Schools we follow the DCPS Code of Conduct Policies. A copy of the Code of Conduct can be found on the school website under the Parent and Student sections.

## DISMISSAL AND PICKUP

Students should be picked up in a timely manner after school. Students should be picked up by 3:00 p.m. (1:30 p.m. on Early Release days) unless they are staying after school for a scheduled and supervised after-school activity; in which case they should be picked up by 3:45 p.m.

Pick-up plans should be finalized before the student comes to school. However, should an emergency arise, and the parent is to contact the front office their student will be notified.

Before releasing a student from school, individuals listed on the student's Emergency Information Form will be the only ones authorized to retrieve the student from the school. The individual must be an adult and be prepared to provide a picture ID.

Parents/guardians should submit to the front office personnel copies of any legal documents which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student data card. Friends and strangers will be denied access to a student in the absence of verified parental consent. Even if we know you are a parent, but you do not have court specified rights to pick a child up at a time different from that specified, we will need to secure permission prior to release.

## EARLY RELEASE

Early Release is *every* Friday at 1pm

## EMERGENCIES

### Illness

The importance of regular attendance cannot be over-emphasized; however, students should not be sent to school when they are ill. If a student becomes ill during the school day, and it appears they would be best cared for at home, the parent/guardian will be notified. Due to limited space we are unable to accommodate a sick child for an extended amount of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures).

### Injury

The procedures listed below will be followed for an injured student:

1. Teachers will send the student to the office if the injury is minor.
2. Teachers will notify the office if the student is unable to be moved.
3. Trained personnel will administer first aid.
4. The parent(s) will be called, and the injury described. For a minor injury the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached.
5. In the event of a critical injury the parent/guardian will be notified immediately followed by 911. If no parent is available an emergency contact will be contacted.
6. An incident report will be completed for any injury.

## FALSIFICATION OF INFORMATION

Falsification of statement, forgery of documents, dishonesty, fraud, deceit, collusion, or conspiracy will be cause for immediate disciplinary action.

## FAMILY RIGHTS AND PRIVACY ACT

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with you child to have access to those records. An employee of San Jose Schools will be present during the viewing of all records.

## FEES

Students and families may be asked to make a monetary contribution towards some activities. Donations are welcome to help support all families.

## FIELD TRIPS

Teachers are encouraged to plan field trips as an extension of classroom learning. Parents/guardians can support by assisting teachers as a chaperone. Parents/guardians serving in this capacity may not have other children accompany them. Participating in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior, conduct, or grades. Any student with multiple referrals or an 'F' in any subject will not participate. Any student with an out of school suspension during that marking period will not participate. Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about

each field trip prior to each field trip. Money and permission slips must be turned in to the teacher, prior to the field trip or the student will not be permitted he/she is expected to attend school. Failure to do so will result in an unexcused absence. The students must wear the San Jose Storm shirt; no exceptions.

Field Trip Authorization forms must be filled out completely and signed and returned by the preset deadline for each field trip. The Authorization for Medical Treatment form is required to be filled out completely.

Once fees are paid for a field trip the fees are *non-refundable*. Field trip costs are predetermined based upon a certain number of participants who will share the total expense. The only consideration for a refund would be due to death in the family or an injury to the student that precludes them from field trip participation. A student being removed from the field trip due to disciplinary reasons is *not* an instance when a refund will be granted.

### FOOD AND DRINK

Food, drinks (other than water), candy, gum, etc. are NOT allowed in the classrooms due to the potential damage to school property.

### GRADING AND REPORTING

Assessment and reporting of students' classroom performance is the responsibility of the classroom teacher. Grades will be based on factors including, but not limited to:

- Participation in classroom discussions, and other oral performances graded against a rubric.
- Quality of submitted written work, including essays, answers to questions and reports.
- Performance on tests and examinations.
- Quality of projects completed.
- Classroom presentations.

Students will receive a combination of formative and summative grades in each class. Every teacher will post grades weekly in FOCUS so that parents/guardians and students may review student progress.

### Grading Scale

90-100	A	Indicates superior proficiency and achievement.	4 grade points
80-89	B	Indicates above average proficiency and achievement.	3 grade points
70-79	C	Indicates fair proficiency and achievement.	2 grade points
60-69	D	Indicates minimum proficiency and achievement – credit given. Intervention needed.	1 grade point
59 or below	F	Unacceptable work – no credit given. Intervention required.	NO grade point

## HOMEWORK

Good study habits and consistent completion of homework are necessary for success in life. At San Jose Schools students will be assigned homework. Students are expected to complete and submit assignments by the teacher's deadline. Students will be provided with a time extension based on the number of excused absences, i.e. three excused days out, three extension days to turn in all work.

## HONOR ROLL

Students who earn all A's or A/B on his/her report card will be recognized quarterly as an Honor Roll student. Student success will be recognized on a bulletin board as well as a certificate.

## GIFTS

At San Jose Schools, we believe in celebrating all aspects of student life. When considering delivering birthday or other celebratory gifts to students, such as balloons, flowers, etc., please make every effort to deliver such items during the student's lunchtime or the item(s) will be held in the front office for student pick up at the end of the day.

## LOST AND FOUND

Students frequently misplace clothing or items brought to school. A Lost and Found collection is kept in the cafeteria stage, behind the curtains. Students are welcome to check for missing items in the Lost and Found. Please encourage your child to check for lost items. Items not claimed within a 9 week period will be given to charity.

## LUNCH PROGRAM

San Jose Schools is a member of the National School Lunch Program. San Jose Schools is a CEP school therefore all students eat breakfast and lunch for free. Students who do not participate in the lunch program can bring their own lunch. Students may purchase a variety of snacks at a low cost. The only students permitted to leave campus during their lunch period are high school seniors with parent permission. Seniors must be on track to graduate, a 2.0 gpa, and have passed their Reading and Math assessments. Students are not permitted to order food to be delivered.

## MEDICATION

The practice of administering medications in school is governed by several areas of Florida Law. The administration of any medication in school is discouraged, unless necessary to optimize a student's health and ability to attend school. Except in the case of emergency medications, parents/guardians are requested to administer a student's medication before or after school, safely at home. The school has the right to refuse to administer medication that is not required to be given during the school hours.

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of San Jose Schools without specific written authorization by the parents/guardians and physician of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the parent must sign an authorization form and have the form completed by their physician. Please obtain this form in the school office. The medication will be kept in the office and will be administered by office personnel. A parent may also choose to come to school and administer medication.

Please be aware that San Jose Schools does not have a nurse present at the school.

Parents/guardians are ultimately responsible for ensuring that their child is receiving medication at school as expected and ordered, that medication guidelines are being followed, medications are not expired, supplies from home are available, unused medication is picked up, documentation is complete, health and medication changes are communicated, that their child has been educated about their personal responsibilities when taking medication at school, and that a current phone contact number is available on the emergency contact list.

Guidelines for administering medication are strictly enforced to adhere to professional best-practices that ensure a student's safety. Lack of cooperation with or not following the Guidelines for Administering Medication will result in the school's inability to administer medication to a student.

#### MENTAL HEALTH PLAN

In accordance with SB 7029, San Jose Schools has its own plan to address matters of mental health. In accordance with the law, all students are given a behavioral assessment when they become a student here at San Jose. All matters that may arise regarding a student's mental health status will be referred to the Mental Health Plan. This plan, and its remedies, are outside of the Code of Conduct and is handled as a separate matter. Please visit our Mental Health Plan on our website to find out more.

#### PARENT/TEACHER CONFERENCES

San Jose Prep teachers will communicate regularly with parents/guardians regarding their child's academic performance and/or behavior. However, in the event a parent would like to meet with the child's educational team, a parent may request a conference. Conferences may be requested through Student Services.

#### PERSONAL ELECTRONIC DEVICES

In the age of technology, we do understand that cell phones play an integral part in communicating with others. At San Jose Prep we make provisions for use of cell phones or other electronic devices under the supervision of school personnel. For example, in the classroom when it is part of teacher instruction and in the cafeteria as part of a student's recreational time. However, electronic devices are not permitted in the hallways or in the restrooms at any time. Misuse of these items will result in confiscation. The school shall not be responsible for any damage, theft, or loss of any electronic device brought to the school property or at any school related function.

1. Middle School students are not allowed to have personal electronic devices on campus at any time. If a request is made and approved by school administration, the student will have to check their device in with the Front Office prior to school beginning and can retrieve items at the conclusion of the school day.

2. High School Students have the privilege of personal electronic use, however, it is a privilege and as such it can be revoked for poor academic performance, disciplinary action, or inappropriate usage.
3. San Jose Schools is **NOT** responsible for loss, damage, or theft of any devices brought to school.

**PROGRESS REPORTS**

Progress reports will be provided quarterly via Focus. Parents/guardians are expected to check on their student’s grades via the FOCUS parent portal system. Parents/guardians will be informed of mid-term progress report dates and should request teacher conferences whenever the grade falls below a C.

**MS PROMOTION REQUIREMENTS**

<b>Grade 6 to Grade 7</b>	Successfully complete three or more 6th grade core courses <sup>1,2,3</sup>
<b>Grade 7 to Grade 8</b>	Successfully complete three or more 7th grade core courses and recover the core course not passed in 6th grade, if applicable <sup>1,2,3</sup>
<b>Grade 8 to Grade 9</b>	Successfully complete all four 8th grade core courses (as well as a career research and development Curriculum assigned as an elective course for DVIA students) and recover the core course not passed in 7th grade, if applicable <sup>1,2,3</sup>
<ol style="list-style-type: none"> <li>1. Core courses are Language Arts, Mathematics, Science, and Social Studies.</li> <li>2. Teachers and administrators have an obligation to provide timely intervention so that students may recover courses (core or elective) during the academic year.</li> <li>3. One core course failed and not recovered during the academic year may be recovered during a district Summer Education Programs (if available) or during the summer through a private or out-of-county provider to meet course requirements for promotion. Credit Recovery can also be done through our Virtual Instruction Provider agreement with Edgenuity.</li> </ol> <p><b>NOTE: A student with a disability who has been grade-adjusted through the ESE Reevaluation Review Team shall be promoted based on the credits earned in the years completed during middle school. Promotion for these students is not dependent on credits for grades missed by the student due to the grade-adjustment.</b></p>	

**HS PROMOTION REQUIREMENTS**

To be Promoted to:	# of Credits	Requirements	G.P. A
10th Grade	6	1 English, 1 Math, <u>and</u> 1 Science or 1 Social Studies	1.5
11th Grade	12	2 English, 2 Math, 1 Science, and 1 Social Studies	2.0
12th Grade	18 credits	3 English, 3 Math, Combination 3 Science/Social Studies	2.0

HS GRADUATION REQUIREMENTS

The school will adopt and follow the graduation requirements established by the state of Florida in accordance with 1003.428, F.S. following the requirements established for that cohort year of 9th grade entrance.

In keeping with our mission and vision of preparing our students for both academic success in their future endeavors as well as in life, we have decided to add one additional high school graduation requirement. We are requiring that a “Pathway to Success” be established as the final high school graduation requirement from San Jose Prep. This requirement is voluntary for students in the 9th grade cohort of 2017-2018 and older. The “Pathway to Success” would include demonstrating evidence in one of the following methods:

1. **College Acceptance Letter**
2. **Trade School Acceptance Letter**
3. **Enlistment Confirmation in one of the Armed Forces**
4. **Professional Services/Employment Contract** – we understand that not every student needs to go to college to be successful in life. Through the education of high school and possibly one of the CAPE Industry Certifications that can be achieved at San Jose Prep, a student may find success after high school with gainful employment.

RELEASE OF LIKENESS AND IMAGES

By signing the acknowledgement you understand that all of our students are susceptible to having their likeness or image used in social media posts, marketing materials, and school communications. If you would like to opt your student out of this, please see Mrs. Pangle for an opt out form.

### REPORT CARDS

Students will receive report cards four times per year at the end of each 9 week grading period. Report cards will be sent home with the student and grades are also available on the FOCUS parent portal. Students or parents/guardians who have a question regarding a report card grade should contact the teacher of that grade in question, directly.

### SAFETY AND SECURITY

San Jose Schools has a safety plan in place. Reviews of the plan, drills conducted by students and staff, and district-based training are ongoing items that make the school safety plan a living document. San Jose Prep conducts monthly fire drills along with other safety drills in accordance with state and local laws. Students are required to comply with teacher directives during such drills.

Exterior doors to the school will remain locked and alarmed at all times during the school day including the front office entry. All visitors must enter the school using these doors and **MUST** report to the front office to sign in. Please be prepared to show proper identification at every visit to the school as part of our check in system.

Classroom doors remain locked at all times throughout the school day. Students must have a hallway pass to leave a classroom for any reason, and unnecessary movements during class time are restricted. A security camera system is in place school-wide with viewing accessibility conducted by the front office, all administrators, and the School Resource Officer (SRO). This footage is only viewed by school staff or members of the Jacksonville Sheriff's Office when necessary. Parents/Guardians/Students will not see video footage as this violates the right to privacy of other students.

### SAN JOSE PARTNERS (SJP)

The SJP is designed to support volunteerism and school functions. Details regarding the organization and meeting schedules will be provided at the beginning of each year. Parents/guardians and family members are encouraged to participate. You may register at [www.volunteerspot.com](http://www.volunteerspot.com) prior to supporting our events.

### SCHOOL HOURS

7:30 a.m. – Office opens; Students report to the cafeteria.

8:00 a.m. – School day officially begins; **ALL students should be in class**

2:30 p.m. – School day officially ends (1:00 p.m. on Early Release Days)

3:45 p.m. – School and front office close/clubs end

6:00 p.m. – After care closes

## SEVERE WEATHER INFORMATION

San Jose Schools will follow the same or similar instructions as Duval County Public Schools in the case of severe weather emergencies. Parents/guardians should watch the local news for information about school closings. Please refer to the school website, school app, and/or emails from school administration regarding closing and/or re-opening of school following a closure.

## SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment committed by students against students or staff is inappropriate behavior and violates San Jose Schools policies.

If a student believes they are the subject of sexual harassment or the focus of inappropriate behavior, they should report such incidents to their parent/guardian and school authorities. A student can report the information verbally or in writing to the Principal, Assistant Principal, SRO, a teacher, or support staff. When reporting an incident, it is helpful to provide as much information as possible. Such information includes: (1) a description of the event or events, (2) the number of occurrences with dates and places, (3) the names of any witnesses, and (4) if appropriate, documents, papers and/or other exhibits.

At the conclusion of the investigation, depending on the findings, San Jose Prep will uphold the consequences as outlined in the Code of Conduct.

## SOCIAL EVENTS

San Jose Prep sponsors several social events throughout the school year. All school rules and policies apply to school-sponsored events on-or-off campus. The following rules apply to student participation:

1. Students must be picked up at the time the event concludes.
2. No student guests over age 16 in MS and 20 in HS are permitted at San Jose social events.
3. Dancing at social events must be appropriate in nature and the administration of San Jose Schools will hold students accountable.
4. Alcohol, tobacco, and other items prohibited on campus are forbidden at social events.
5. Once a student has entered the social event facility they must stay until they are picked up. If a student leaves, they are not allowed to return.

6. Student attire at social events must not be provocative or inappropriate in a social environment.
  7. High School students must have a 2.0 gpa and no more than 5 unexcused absences for the quarter.
  8. Middle School students must have no F's in a core subject area and no more than 5 unexcused absences for the quarter.
  9. A student's discipline history may exclude a student from partaking in a social event.
- \*Any student who violates these parameters or is deemed to be dressed inappropriately will be sent home immediately.

### STUDENT RECORDS

Pursuant to Florida Law, adult students and the parents/guardians of a student under age 18, currently or formerly in attendance in the Duval District School system, and/or San Jose Schools shall have the following rights with regard to public education records maintained by the District or school.

**Right of access:** The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation of the records, and the right to obtain copies of said records. The District/school shall presume that either parent of a student has a right to inspect their child's records unless the District/school has been provided with a legally binding instrument or court order which provides to the contrary.

**Right to privacy:** The right to privacy with respect to personally identifiable records held on each student, whether a current or a former student.

**Right to waiver of access:** The right to allow another party access to all personally identifiable student records.

**Right to challenge and hearing:** The right to challenge the content of any record which the parent, guardian, or adult student believes to be inaccurate, misleading or a violation of their privacy.

Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. San Jose Schools will forward records to other schools that have requested the records and in which the student seeks or intends to enroll (34CFR §§ 99.7 and 99.34(a)(ii)).

### STUDENTS' RIGHTS

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in disciplinary action, including but not limited to: exclusion from participation in class activities, suspension, In-School Suspension, Out-of-School Suspension, or in an extreme case, recommendation to the hearing office for alternative placement.

Parents/guardians who have a conflict with a student are requested to speak to the Administration. At no time may parents/guardians approach students directly. All students and

employees will be treated with respect. Slurs, innuendo, hostile treatment, violence, or other verbal or physical conduct against a student or employee will **NOT** be tolerated.

### STUDENT/PARENT SURVEYS

The School Climate Survey measures student perceptions of school climate. The surveys are brief, reliable, and valid for assessing perceived school climate among students and an overall understanding of how middle and high school students perceive the quality and character of school life. Students complete the survey during school hours using campus computers under the guidance of teachers or other appropriate school personnel. Parents/guardians shall be notified in advance via the Principal's weekly newsletter and the notice shall include dates during the school year of its administration.

### SUMMER SCHOOL

Summer school is offered by San Jose Prep. Any student planning to attend summer school for credit to make up failed courses must obtain prior approval of their program from the Principal. Student Services will contact you if your student is required to attend.

The following list contains a number of safety nets that we offer to ensure the academic success of all students:

- Academic warning letters;
- Accommodations;
- Administrative conferences;
- Annual evaluations;
- Differentiation;
- Interventions;
- Notifications;
- Parent/student/teacher conferences;
- Progress Reports
- Credit Recovery through Edgenuity
- Tutoring.

### SUSPENSION NOTICE

Parents/guardians will be notified when their child receives a suspension. Parents/guardians will be provided a copy of said referral for their review. The referral will indicate the amount of days for ISS or OSS. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school **AFTER** the required parent conference for readmittance has been held. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Any student on campus or at a school sponsored event without authorization during a suspension, will be considered trespassing and may be subject to law enforcement procedures.

Prior to students being allowed to return to class a restorative process will be implemented by a School Resource Officer or Administration. This will include a written reflection and discussion. The written reflection will be one of the assignments for the student to complete while on suspension. The written reflection will be a 500 word essay on what the student did wrong, what the student could have done differently, and use the “Guidelines for Success” to justify your reasoning.

### TARDY POLICY

Good attendance and punctuality correlate to higher academic achievement and success in life and careers. San Jose Schools students are expected to be on time and attend every class daily. Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present.

For security reasons, all outside doors will be locked at 8:00 a.m. Therefore, students are expected to be in their classrooms by 8:00 a.m. Students arriving after 8:00 a.m. are considered tardy and must get a tardy pass in order to enter the classroom. Students late to school must check in at the front office to receive a tardy pass. All tardy occurrences are documented in the electronic tardy tracking system. For every 3 Unexcused tardies in a quarter, that equates to 1 absence for that quarter. Tardy counts will revert back to 0 at the beginning of each quarter.

### TARDY CONSEQUENCES

1st, 2nd	verbal warning
3rd	lunch detention; letter informing parent/guardian of tardy policy
4th	lunch detention; second letter informing parent/guardian of tardy policy
5th	ISS; referral to Attendance Intervention Team

The Attendance Intervention Team (AIT) meets monthly to review student attendance and serves as the primary point of contact for students who miss school. The team, which also involves the social worker, contacts parents/guardians when their child begins to miss school, meets with parents/guardians to discuss student attendance, works collaboratively to identify barriers to regular school attendance, and serves as a resource for teachers who are dealing with students who fail to attend class regularly.

Excessive tardy consequences restart at the beginning of each quarter.

### TECHNOLOGY USE POLICY

San Jose Prep provides electronic resources, including Internet access and storage space for students’ work, as an integral part of the curriculum. Behavior and language in the use of these

resources should be consistent with classroom standards. By signing the handbook acknowledgement, you are agreeing to the following:

Use of school computers, networks and access to the Internet are privileges that may be restricted or revoked at any time. Obscene or offensive use of computer tools may result in disciplinary action, to include but not limited to threat assessment team and/or mental health counseling.

### TELEPHONE

At San Jose Prep, we strive to keep the lines of communication open amongst students and their families. To discourage students defaulting to their cell phones to contact parents/guardians, students are expected to contact parents/guardians via the front office phone. Front office phones should only be used with permission from school officials or front office staff.

### THREAT ASSESSMENT TEAM

In accordance with SB 7029, San Jose Prep has a threat assessment team which consists of members of the San Jose Staff as well as the Jacksonville Sheriff's Office. This team meets monthly or as the need arises, to conduct threat assessments on students, staff, and school grounds. If someone is deemed a possibility to become a threat to themselves or others, a referral is made to the threat assessment team. The threat assessment team will determine what course of action will be followed next. The individual could be referred to the safety plan, mental health plan, or both. These plans run parallel to the Code of Conduct but are not part of it.

### UNIFORM POLICY

#### On-Campus Dress Code Requirements

The school uniform consists of a school polo with khaki, navy blue or black shorts, slacks, or skorts. There is a mandatory P.E. uniform for all MS students as all MS students will have P.E. HS students with P.E must purchase a P.E uniform as well.

Shorts (non-athletic), slacks, skirts or skorts may be purchased from any retail location you choose. The only restrictions are as follows:

- No Cargo pockets
- No Skinny Jeans
- No leggings, tights, yoga pants, sweat pants
- No athletic type shorts, except for the P.E uniform which is worn at P.E. **only**
- Shorts/skorts/skirts must be no shorter than 2 inches above the knee, as determined by administration.
- No holes or rips are permissible on any bottoms

#### General

- No visible undergarments.
- Nothing that causes a distraction to include sagging pants where undergarments are exposed. Students with sagging pants will be sent to the office to adjust their pants to their waste.
- No visible piercings other than modest earrings or studs in ears/nose only.

- In cases where an individual student must be reminded more than once on any of the policies, the student will be referred to the front office for disciplinary action to include calling home to either have proper attire brought to school so the student can change or being signed out and sent home.

### Hair color

Hair must be neat and clean with no “unnatural” colors that will pose a distraction to the learning process will be permitted (i.e. fluorescent, pink, bright green, etc.). No hats, bandanas, or headbands wider than 2 inches may be worn unless it coincides with a school activity. Headbands must either be solid blue, black, or white. No athletic headbands can be worn at any time unless at P.E. Headcoverings associated with a religious preference are permissible.

### Shoes

To ensure the safest environment for your child students are prohibited from wearing the following footwear: slides, flip-flops, heels higher than two inches or any shoe that will cause a distraction or are deemed unsafe, to include combat boots, cowboy boots, or anything with a pointed toe. This includes dress down days.

### Spirit Days/Dress down days

San Jose Prep will occasionally have Spirit Days or “dress down” days for students. While students are not required to wear their uniforms on these days, a dress code is still in effect. This dress code includes:

- All items listed above in regards to hair color, footwear, undergarments, sagging pants, piercings, and modesty
- Jeans may be worn, however, no pants may not have any holes or tears in them. Students who come to school wearing pants that have holes or are ripped will be asked to change or cover them up. This includes pants with holes that have patches underneath the tear.
- No offensive or inappropriate sayings, slogans, graphics or images may be worn on clothing.
- On spirit days, students should wear a school shirt (clubs, sports, class shirt, etc..) or school colors with school appropriate bottoms, to include jeans.

Student ID: As part of the uniform, students are expected to wear their ID around their neck on a daily basis to include all school functions and on dress down days. The first I.D. card is free but a replacement card will need to be purchased at a cost of \$3.00. Students are subject to disciplinary actions for failure to wear their school identification cards. If there are three or more days of issuance of a temporary I.D., they will have to serve ISS and pay for a new I.D.

### Violation of Uniform Policy

Dress code will be strictly enforced; students will not be admitted to class. Parents/guardians will ensure that their child is dressed in uniform clothing in accordance with the dress code established by San Jose Schools appropriate clothing will be brought to campus. Repeated violations will result in a referral to the administrative staff for disciplinary action.

### VISITORS

In an effort to minimize the flow of unauthorized individuals in the school building, all visitors must first report to the front office. For the safety and protection of all students, guests will receive a visitor's pass which must be kept visible during their visit at San Jose Schools. Cooperation will enable the school to provide an orderly learning environment for all students. \*PLEASE NOTE: Visitors, including parents/guardians, are not permitted to go to their child's class unannounced at any time.

## APPENDIX A

### Acceptable Use Policy (AUP) Agreement: INTRANET/INTERNET/EQUIPMENT San Jose Schools (STUDENT)

I understand that San Jose Schools provides electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

- I will use the electronic resources, including storage space, only for educational purposes related to work in San Jose Schools, and not for any personal, commercial or illegal purposes.
- I will use the Internet only with the permission of the staff member in charge.
- I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
- I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
- I will not upload, link, or embed an image of myself or others to unsecured, public sites without my teacher's permission and a signed parental permission slip.
- I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
- I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
- I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.

- I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of San Jose Schools and Preparatory Schools and are used for school-related purposes by students, their parents and staff.
- I will not imply, directly or indirectly, either publicly or privately that any program or “app” I create is associated with, or a product of, the San Jose Schools and Preparatory Schools, nor will I either directly or indirectly associate any such program with any San Jose Schools logos or images.
- I will report any problems to the supervising staff member.
- I understand that my use of the school’s computers is not private, and that the school reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
- I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of seriously interfering with the educational process, and that such off-campus violations may lead to disciplinary measures.
- I understand that in each classroom I may be assigned a numbered chromebook. Any damage done is my responsibility and the appropriate costs will be paid for accordingly by myself or family. Failure to make just compensation may result in losing technology privileges and withholding of final transcripts.

I understand that the San Jose Schools allow me to bring my own devices such as phones, tablets and computers. In order to be permitted to bring my own device, I agree to the following responsibilities and restrictions:

- I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school computer resources apply to my use of my own device on school property and that rule 11 above applies to my use of my device off school property.
- I will not take photos or record video of any student, teacher or administrator unless I have that individual’s express permission to do so.
- I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.
- I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.
- I understand that the school is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight.

Print Student’s Name: \_\_\_\_\_

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

Student’s Signature: \_\_\_\_\_

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

Parents: I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and/or use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored,

I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* STUDENTS MAY NOT USE COMPUTERS OR BRING THEIR OWN DEVICES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE MAIN OFFICE.

**APPENDIX B  
AUTHORIZATION FOR MEDICAL TREATMENT**

I, \_\_\_\_\_, being the parent and/or legal guardian of \_\_\_\_\_ do hereby authorize San Jose Schools to seek and obtain medical care for my child in the event that my child needs medical care. I agree to be financially responsible for the cost of any medical care provided to my child under this Authorization.

**Insurance Information**

Insurance Carrier: \_\_\_\_\_ Policy or Certificate number: \_\_\_\_\_

**Doctor's**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Information: Allergies/Medications/Concerns etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent (or Legal Guardian) \_\_\_\_\_

Acknowledgment of Receipt of Student-Parent Handbook  
2010-2021

We acknowledge that we have received a copy of the San Jose Schools Student-Parent Handbook. We understand that it contains important information on policies and procedures. We realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.

We understand that it is our responsibility to familiarize ourselves with the information and that we agree with the policies and rules of the school.

We further understand and acknowledge that San Jose Schools may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.

We acknowledge and understand that this Student-Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Please print the student's first and last name: \_\_\_\_\_

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

PLEASE PRINT CLEARLY:

Parent/guardian email: \_\_\_\_\_

Student email: \_\_\_\_\_

**Release for Use of Student's Likeness and Image**  
**Relating to Innovative Learning**  
**San Jose Schools**

In response to the COVID-19 pandemic, San Jose Schools is implementing innovative distance learning strategies to allow our students the option of participating in instruction through methods other than the traditional, in-person setting. To accommodate those students who will be participating in our innovative distance learning option, San Jose Schools will at times record and/or broadcast lessons from the classroom to make them available to those students participating through distance learning. Students in the innovative distance learning program may also appear on webcam or video conferencing as part of the program.

**Please be aware that only students in the class, and to a limited extent their parent/guardian, will be permitted to view or otherwise access any videos or broadcasts of the classroom.** Any videos or broadcasts of the classroom will not be accessible by the general public. San Jose Schools takes seriously the privacy of your student's information. We appreciate your cooperation during these unprecedented times. By signing this Release for Use of Student's Likeness and Image, you agree to the following:

- You give permission to San Jose Schools to use your student's image and likeness in connection with the innovative distance learning program, including in any videos, broadcasts, recordings, photos, or similar media in connection with the innovative distance learning program.
- You agree to the release of any personally identifiable information contained in education records, as defined under the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g), relating to your student that may be transmitted over the internet or through other means in connection with the innovative distance learning program
- Except as provided below, you agree that no person other than your student will access any videos, broadcasts, recordings, photos, or similar media containing other San Jose Schools students in connection with the innovative distance learning program.
- To the extent you must access or view any videos, broadcasts, recordings, photos, or similar media containing other San Jose Schools students in order to assist your student or facilitate learning, you agree not to share such content or to otherwise disclose the personally identifiable information of any other San Jose Schools student to any third-party.

*I have read and understand the foregoing Release for Use of Student's Likeness and Image and agree to the terms herein described.*

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Date

## **Procedures for Reporting Discrimination and Harassment**

### **San Jose Prep**

#### **A. Reporting an Act of Discrimination or Harassment**

Any person who believes that she or he has been discriminated against, harassed or placed in a hostile environment on the basis of race, color, religion, gender, age, disability, or religious belief, by an employee, volunteer, agent or student of San Jose Prep should within sixty (60) days of the alleged occurrence make a written or oral complaint.

The complainant may report the discriminatory or harassing conduct to any administrator or Board member with whom the complainant feels comfortable discussing the matter. If the complainant is a student, the student may also report the discriminatory or harassing conduct to any teacher. Any complaint must immediately be forwarded to the CEO, or if the complaint involves the Executive CEO, to any Board member.

#### **B. Investigation of Allegations**

Within thirty (30) days following receipt of the complaint, the CEO or his or her designee(s) will conduct and complete an impartial investigation of the allegations. The investigation should include interviews with relevant witnesses and a review of all relevant documents. Upon conclusion of the investigation, the findings of the investigation must be detailed in a written report. The written report must be forwarded to the CEO within the thirty (30) day time period described herein.

#### **C. Final Determination**

Within five (5) days of receipt of the written report detailing the findings of the investigation, the CEO will make a final decision as to whether the alleged discrimination or harassment occurred. The complainant and the person alleged to have committed the offense must be promptly informed of the decision. The decision of the CEO is final.

#### **D. Disciplinary Action**

If the CEO determines that discrimination or harassment did occur, he or she will take appropriate disciplinary action against the offender. For employees, this may include warnings, reprimands, reassignment, or termination. If the offender is a student, the student will be disciplined in accordance with the Code of Conduct. Criminal conduct will be immediately reported to the appropriate authorities.

#### **E. Complaints Against the CEO**

If a complaint of discrimination or harassment is made against the CEO, the Board of Directors will assume the responsibilities of the CEO described herein in regards to investigating the complaint, making a final decision, and taking any necessary disciplinary action.