



The **Mission** of MYcroSchool is to provide a premiere high school drop-out recovery program engaging students through relationship-focused, high-tech, and rigorous learning experiences resulting in

Real Learning for Real Life®

**DUVAL MYcroSchool, Inc.
EMERGENCY MEETING OF THE BOARD OF DIRECTORS
Thursday, July 27, 2023 * 5:00 p.m.**

Zoom Video Conference information is as follows:

<https://us02web.zoom.us/j/84312718296?pwd=VlphYnBQU2U4UkZncDI0V1pJOUFhQT09>

Meeting ID: 843 1271 8296 Passcode: 725723

AGENDA

- 1. **CALL TO ORDER** (Establish Quorum) – *K. Johnson* 2 minutes
- 2. **Approve** Emergency Meeting Agenda for July 27, 2023 2 minutes
- 3. **PUBLIC COMMENT ON AGENDA ITEMS** – *K. Johnson* 3 minutes
- 4. **BOARD BUSINESS** 45 minutes
 - A. **Discuss** UniSig grant funding and ITA position
 - B. **Approve** Duval MYcroSchool Board Policy 5103 (BP) Student Discipline
 - C. **Approve** Duval MYcroSchool Board Policy 5103 (AP) Student Suspensions, Expulsions and Expectations
 - D. **Approve** 2023-2024 Duval MYcroSchool Student Handbook
- 5. **ADJOURNMENT**

A copy of the agenda and background material provided to the members of the MYcroSchool Board of Directors (with the exception of material relating to possible executive sessions) is available for public inspection at

1584 Normandy Village Parkway, Suite 25, Jacksonville, FL 32221 or by request at denise.castro@newmycro.org

The meetings are held in a facility accessible to persons with disabilities. In accordance with the American with Disabilities Act, if you need a special accommodation to participate or need to participate in the meeting by phone, please call 1-844-344-8680 twenty-four (24) hours in advance. For special equipment (chair lifts, special wheel chairs, etc.) or other special assistance, such as a sign language interpreter, the request for assistance must be made at least five (5) days in advance to allow for accommodations.

*The public is cordially invited to participate in this meeting of the Board of Directors. Item #3 is placed on the agenda for the purpose of providing visitors with an opportunity to address the Board. **Requests to speak during Public Comment on agenda will be granted only if a Request to Address the Board form is given to the Chairperson or Secretary of the Board of Directors prior to the start of the meeting.***

DUVAL MYCROSCHOOL, Inc.

The Board of Directors (“Board”) of Duval MYcroSchool, Inc. (MYcroSchool Jacksonville) desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and student involvement in their learning can minimize the need for discipline. Duval MYcroSchool staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Duval MYcroSchool shall develop disciplinary rules in accordance with law to meet the school’s needs.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student’s behavior. At all times, the safety of students and staff, and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Duval MYcroSchool staff shall enforce disciplinary rules fairly, consistently and without discrimination.

DATE OF ADOPTION BY THE BOARD: June 28, 2011

DUVAL MYCROSCHOOL, Inc.

Duval MYcroSchool shall maintain a record of disciplinary action for each student subject to disciplinary action, including, but not limited to: expulsions, suspensions, probation, detentions and/or student conferences.

Progressive discipline shall be employed unless otherwise provided for in this policy or under criminal sanctions. For example, when appropriate, a disciplinary report and/or detention might be used with a student for nonviolent offenses. Where a student chooses to violate the code of conduct, the following consequences may be imposed:

- an oral or written reprimand to the student;
- student referral to a counseling session that may include, but not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, and stress management; mental health counseling
- written notification in the form of a discipline report documenting the student's disruptive or unacceptable behavior;
- conference with the student;
- completion of a reasonable amount of extra work or written assignments of educational significance appropriate to the student's level of achievement;
- temporary removal from the classroom;
- suspension of privileges;
- out-of-school suspension;
- Conduct Review supported by the district sponsor for students falling under the IDEA law;
- recommendation for expulsion.

DISCIPLINE REPORT:

The MYcroCases and/or Focus discipline report and conference log shall be used by staff to document the student's behavior.

SUSPENSIONS, EXPULSIONS, CODE OF CONDUCT VIOLATIONS:

Level One Offenses are minor offenses that are subject to immediate disciplinary action up to and including suspension in accordance with the policies and procedures of the Duval MYcroSchool governing board or the district if applicable include:

- Unauthorized use of a wireless device
- Inappropriate display of affection
- Uniform violations
- Tardies
- Disorderly conduct

Level Two Offenses are less serious offenses that are subject to immediate disciplinary action up to and including suspension in accordance with the policies and procedures of the Duval MYcroSchool governing board or the district if applicable, and may involve a SESIR# include:

- Plagiarism
- Gambling
- False information
- Skipping school
- Offensive language or gestures to a school district employee
- Possession of stolen property
- Use of a device to record a fight
- Response to a physical attack
- Initiating or inciting a fight
- Confrontation, dispute

Level Three Offenses are very serious offenses that are subject to immediate disciplinary action up to and including expulsion in accordance with the policies and procedures of the Duval MYcroSchool governing board or the district if applicable, and may involve a SESIR# include:

- Physical assault with intent to cause bodily harm; including burning any flammable materials not limited to student property
- Fighting or mutual combat
- Hate speech/communication/material
- Threatening or striking a school district employee
- Theft
- A pattern of inappropriate behaviors
- Use of a device to record a student or school district employee
- Threats

- Intimidation
- Multiple lower-level infractions
- Disruptive behavior
- Obscene or abusive language
- Drug paraphernalia
- Trespassing
- Bullying/Cyberbullying
- Major altercations, disorder, or disruptions
- Defamation
- Violation of the Instructional Use Policy
- Unjustified activation of a fire alarm or extinguisher
- Refusing to comply with emergency procedures during crisis or fire drills; failure to act in a safe and orderly manner
- Indecent, offensive or lewd behavior
- Gang activity of expression
- Refusal to attend previously assigned discipline
- Extortion

Level Four Offenses are Zero Tolerance Policy violations and may result in immediate expulsion from Duval MYcroSchool per expulsion procedures in accordance with the policies and procedures of the Duval MYcroSchool governing board or the district if applicable, and may involve a SESIR# include:

- Possession or use of a firearm or illegal weapon on site; including prohibited objects or substances
- Physical assault that causes bodily harm to students or staff
- Arson and/or bomb threats, explosives
- Sexual Assault and offenses
- Robbery, extortion, arson
- Physical, aggravated, or sexual battery
- Possession, use, or sale of drugs or alcohol on campus or before coming to school
- Conviction for drug use, possession or sale off-campus
- Stalking and harassment, as well as hazing
- Any other non-defined major offense,
- Kidnapping or abduction
- Homicide
- Vandalism

A recommendation to expel a student may be appropriate when other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or when due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

SUSPENSION AND EXPULSION PROCEDURES:

Upon occurrence of the offense, a student may be suspended or expelled according to the following procedures:

- Prior to imposition of a disciplinary action, the student shall be informed of the particular misconduct of which he/she is accused and shall be given an opportunity at that time to explain his/her version of the facts.
- The student is notified of the offense resulting in the suspension, as well as the length of the suspension.
- Should a recommendation for expulsion be made, the school shall notify in writing the student and parents (or guardian or custodian) of the specific act or acts alleged and the date(s) thereof according to MYcroSchool policy.
- The student and, if a minor, the student's parent(s), (guardian/custodian) of the specific acts or acts alleged and the date(s) of thereof, which notice shall state the date, time, and place of the administrative hearing.
- The school shall act in accordance with Florida state law provisions as provided and described in Florida statutes and in accordance with all fair and lawful standards of due process using the policies and procedures (including appeals) of Duval MYcroSchool Board of Directors and/or Duval County Public Schools where applicable.
- If the student has an active IEP, under federal and state regulations, a meeting will be scheduled to review the IEP, develop a behavior plan, and/or determine whether a Manifestation Determination is needed. If the student has a 504 Plan, a meeting may be scheduled to review the plan, if appropriate.
- All due-process requirements will be followed in meeting federal and state laws governing expulsion of students with active IEP's or 504 plans as described by Duval County Public School's policies and procedures if applicable.
- A decision to suspend or expel a student from school may be appealed to the governing board. While an appeal is pending, the student may access coursework from home and access teachers via email or phone call during planning time where the teacher is available. Parents and students will be notified within twenty-four hours after a decision has been granted by the Board of Directors if they are not present for the appeals meeting.

DATE RECEIVED BY THE BOARD: June 28, 2011



Student Handbook

2023 – 2024

Rachel Maldonado
Principal

Revised: 07-05-23

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GOVERNING BOARD of DIRECTORS

2023 – 2024

Kevin Johnson
President

Katie Hess
Board Treasurer

TBA
Board Secretary

Sojourner Parker
Director Parent Representative

TBA
Duval My School
Student Board Member

TBA
Community Education Member

TBA
Board Member





Vision:

MY School, MY Way

Mission Statement:

✓ *Our students*

Duval MYcroSchool Charter High School provides a premier high school dropout recovery program engaging students through relationship-focused, high-tech, and rigorous personalized learning experiences resulting in Real Learning for Real Life™.

✓ *Our staff*

All staff will have an opportunity to make a difference in an environment of respect, recognition, and professional growth.

✓ *Our community*

Communities will benefit from the success and contributions of MYcroSchool students.

Core Values:

- Integrity- Do the right things for the right reasons.
- Respect- Seek to understand, accept, and use input from all.
- Service- Respond to others in need.
- Learning- Pursue opportunities for life-long growth.



Faculty Directory

Name/Position	Telephone Number
▪ Principal: Rachel Maldonado	904-783-3611 ext.8001
▪ Student Services: Stephen Booth	904-783-3611 ext.8003
▪ Electives and Social Sciences: TBA	904-783-3611 ext.8006
▪ Language Arts: TBA	904-783-3611 ext.8009
▪ Science: David Cutter	904-783-3611 ext.8010
▪ Math: Dayatra Stroman	
▪ Social Worker: Anne Waters	904-783-3611 ext.8008
▪ Registrar: Valerie Shuman-Wylie	904-783-3611 ext.8002
▪ Administrative Assistant: Melodie Ryan	904-783-3611 ext.8004
▪ Graduation Coach/Testing: Lyvonia Green	904-783-3611 ext.8007
▪ Dean of Students: Dr. Tony Cummings	904-783-3611 ext.8005
▪ School Fax:	904-783-3703



Parents/Family/Other

Please give the school's main number to anyone who may need to contact you during the school day 904-783-3611 as cell phones will be surrendered on entry to the building. We will only get students out of class for crisis emergencies.

Commitment to Excellence

Duval MYcroSchool is committed to providing students with a safe learning environment. A safe learning environment is one that is free of ridicule, drugs and alcohol, drama, and fighting.

As a Duval MYcroSchool student, you are required to meet and maintain the following expectations at all times:

1. Place your cell phone in the locker where it will remain until your Academic Session is over. The school contact information will be provided to all of your contacts so they may contact the school directly in the case of any emergency.
2. Arrive at school on time, entering directly into the building and signing in to report to your first period class. Tardies can contribute to truancy.
3. Exit school when dismissed by your last period teacher, going directly to the bus stop, car, or pick-up. Parents should pick up their students no later than 15 minutes after dismissal. The school is small and does not have enough staff to keep students for aftercare. **Loitering outside the building or neighboring buildings at any time is not permitted. Students must leave directly when school is out. Car riders must be picked up on time or the school is required to call Department of Children and Families if the parent cannot be reached in a timely manner.**
4. Due to new security laws and hardening of schools for the Marjory Stoneman Douglas Act and small staffing model, if your student is more than **30** minutes late for his/her shift, he/she will not be allowed entrance into the school. Additionally, no checkouts will be allowed **45** minutes before dismissal. Shift changes for attendance issues will NOT be allowed. If you are tardy to first shift, you will NOT be allowed to attend second shift. If students arrive to class after 7:40am for first shift and 10:12am for second shift, he or she will be counted tardy for that period.



5. Appropriately notify your teacher when you need assistance and follow your instructor's directions at all times.
6. Do your own work at all times. Copying the work of others or giving your work to others to copy is cheating and will be dealt with according to the DCPS Student Code of Conduct.
7. Treat everyone you encounter with respect at all times.
8. Conduct yourself in an adult-like manner at all times.
9. Adhere to and support all rules and requirements as defined in this student handbook.



Entering MYcroSchool Facility

All persons entering the MYcroSchool must first undergo a security screening at the school's main entrance. The security screening includes the following:

School Entry: All visitors to the MYcroSchool must pass safely through the metal detector located inside the front entryway of the school.

Bag/Purse Search: All bags will be searched and all metal objects must be removed from one's person. ABSOLUTELY NO CONTRABAND or PROHIBITED ITEMS are allowed inside the school (e.g., weapons, drugs, alcohol, etc.). If approached by a MYcroSchool staff members for a violation of this policy, and asked to leave the property, the violator MUST vacate the premises immediately, to include the parking area.

Visitation: Visitors, after clearing the metal detector, must sign in via our MycroSchool visitor log and be seated until escorted by a staff member to their destination inside the school.

Security ID Cards: Students must have their approved MYcroSchool security identification card around their neck when entering the building, and at all times while moving through the hallways of the school.

Deliveries: All deliveries/packages to the MYcroSchool must first be cleared by the security and/or the front office staff before being allowed inside the school.

Student Pickup/Early Release: Parents/Guardians MUST make contact in person or by telephone with the front office staff prior to picking up a student early during school hours. Parents/Guardians are required to sign out their child by way of the MYcroSchool sign out log. Once a student has been signed out for early release, he or she MUST leave the school with a



parent if the student is under the age of 18.

Unauthorized Access: Any person(s) entering the MYcroSchool facility without permission is considered unauthorized personnel. All unauthorized persons will be asked to immediately leave the premises and will be escorted off the property by JSO/Guardian.



Transportation Policy

City Bus Passes:

Students living in excess of two miles from the school campus can earn a bus pass for the bus system by attending school on a daily basis and meeting the required 25 hours a week of class time requirement, as well as perfect attendance for 10 consecutive school days.

- Bus passes will be awarded to qualifying students upon completion of orientation to the MYcroSchool educational program.
- Students must be in attendance for their full session in order to receive a bus pass.
- New students must have 10 days of perfect attendance before receiving a monthly bus pass.
- If a student loses his or her bus pass privileges due to unexcused absences, the student must regain bus pass privileges when 10 consecutive days of attendance have been logged by the student.
- Poor school attendance can cause the revocation of your bus pass privileges.
- School administration reserves the right to permanently revoke bus pass privileges based on poor school attendance or poor behavior in association with JTA.



Attendance Policy

Statement of Policy:

School attendance underscores the significance of learning and the importance of obtaining an education in our society, in addition to helping students develop good work habits that will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required for attainment of the Florida Next Generation Sunshine State Standards (NGSSS) curriculum. **The responsibility of school attendance is that of both parents and students.** Students who have ten or more unexcused absences are in danger of retention and are subject to withholding of credits. Additionally, students who miss 3 consecutive days without providing adequate documentation will have software access turned off. Any documents that require verification of enrollment for a student will not be signed unless the student has good attendance pursuant to Florida state statutes for compulsory student attendance. Poor attendance can also cause a student to be scheduled in an alternate shift.

Due to new security laws and hardening of schools for the Marjory Stoneman Douglas Act and small staffing model, if your student is more than **30** minutes late for his/her shift, he/she will not be allowed entrance into the school. Additionally, no checkouts will be allowed **45** minutes before dismissal. Shift changes for attendance issues will **NOT** be allowed. If you are tardy to first shift, you will **NOT** be allowed to attend second shift. Furthermore, students must be in uniform and have their student ID around their neck on a lanyard where it is visible. If students arrive to class after 7:40am for first shift and 10:12am for second shift, he or she will be counted tardy for that period.

Students may be subject to suspension upon the 4th tardy and/or the 4th time he or she forgets the student ID.

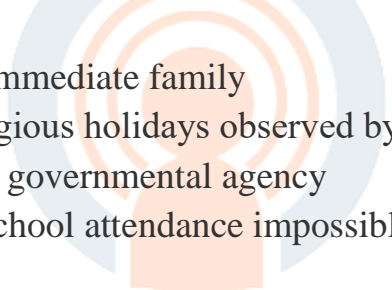
Definitions:

Truant- any child subject to compulsory attendance who, during the school calendar year, has more than five days of unexcused absences.



Compulsory Attendance- Florida Statute Section 1003.21 (www.fl DOE.org) requires any person in this state who has charge of a child between the ages of six and sixteen to enroll and send that child to school. This law further states that any parent, guardian, or other person residing in this state who has control or charge and who shall violate this code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absences from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.

Excused Absences - Florida law allows a student to be excused from school for the following reasons:

- 
- A. Personal illness
 - B. Illness or death in the immediate family
 - C. Special recognized religious holidays observed by the student's faith D. Mandates by order of a governmental agency
 - D. Conditions rendering school attendance impossible or hazardous to the safety of the student.

Appropriate documentation must be submitted to the school to validate that the day missed is an excused absence. The principal has the authority to require additional proof of the legitimacy of the excuse. For example, the principal may require doctor's statements justifying the absence of the student, and may require proof that the child's condition rendered the child incapable of attending school.

The student will be allowed to make up work only for legal absences. The teacher is not to allow any make-up work for illegal absences except with administrative approval. **The parent/guardian must contact the school or send a written note of explanation every time his or her child is absent or tardy.** This information will be taken into consideration by the administrator in determining if the absence is excused or unexcused.

- Teachers will record classroom attendance daily so all students must check in with their scheduled teacher.

- If a student does not attend school the first 3 days of the school year, the student will be DNE or withdrawn from MycroSchool and may not be able to re-enroll unless a spot is available.
- If a student is unexcused absent 3-5 days, an attendance letter will be sent to the parent/guardian and administrative designee meets with parent/guardian in accordance with Duval County Schools Attendance Policy if applicable.
- If a student has 5 or more unexcused absences a meeting with the Attendance Intervention Team will be scheduled and alternative options will be provided for placement.
- Overage students may be subject to withdrawal for excessive absences.
- If a student does not report to school the following assigned day after Orientation Institute, the student may not be enrolled and be subject to waiting until completing the next Orientation Institute or go to the bottom of the waiting list.
- There will be no checkout of students **45 minutes** before dismissal.

Duval MYcroSchool

To report absences, please call: **MYcroSchool Charter High School**
at (904) 783-3611

Pre-Arranged Absences

If it is known in advance that a student is to be absent, that student should give notice to their assigned teachers, if appropriate.

Attendance Procedures:

If you are TARDY to class or if you have been ABSENT from class:

- Report to **the Registrar**
 - If you have documentation from a doctor, you are **excused**.
 - If you have documentation from a parent or guardian, employer, or other verifiable source), you may be **excused within Florida state statute guidelines**.
 - If you have no documentation, you are **unexcused**.

All unexcused tardies/absences can be changed to excused if you bring documentation the next school day.

Covid-19 Attendance Procedures And Building Protocols

Duval MYcroSchool

- Students who exhibit flu-like symptoms, report flu-like symptoms, or come in close contact with anyone who is infected will be advised to stay home for the CDC recommended calendar days before returning to school.
- Students who test positive for COVID-19 are advised to quarantine for the recommended days and may be asked for a doctor's note prior to returning to school until a doctor's release is provided or student is symptom-free.
- If a student becomes sick on site, they will be immediately removed from the classroom and put into an isolated space. Family members will be contacted for pickup where necessary.
- When moving around in the building in the common areas, students will

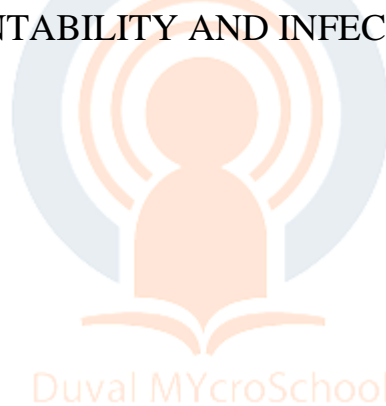


be expected to socially distance, putting themselves 6 ft. away where necessary, and wearing a facemask properly is highly recommended.

- Students will be expected to help wipe down their individual areas in classrooms with disinfectant wipes before or after changing classes.
- Sanitizing stations are available inside the classroom doors. Students will sanitize hands upon entry to each classroom.
- Organized restroom breaks will be scheduled with the classroom teacher.

❖ **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL SICK.**

REFER TO THE SCHOOL SAFETY GUIDE POSTED ON OUR WEBSITE FOR SCHOOL POLICY FOR ALL STAKEHOLDERS REGARDING COVID-19 ACCOUNTABILITY AND INFECTIOUS DISEASES.



Re-Admission to Classes

Following an absence from school, it is the responsibility of the student to present written documentation from a parent/guardian stating the date and reason for the absence. It is also the responsibility of the student to meet with the instructor in order to obtain make up work for any assignments that were missed. Students will not need documentation from a parent/guardian for absences as a result of participation in any activity sponsored by the school.

Emergency Procedures

EMERGENCY CLOSING OF SCHOOL: **DO NOT CALL THE SCHOOL**

For weather-related issues OR infectious disease, information regarding closing of schools and cancellation/postponement of activities will be announced over the auto call system, school websites, social media sites, TV, and radio stations.

FIRE, CODE RED, CODE YELLOW DRILLS:

- Fire drills are conducted on a monthly basis throughout the year without advance notice.
- The sounding of an electric buzzer is the signal to vacate the building for practice or because of a fire.
- With their teachers, students must leave their respective classrooms, walking rapidly, but not running.
- Teachers will provide specific instructions for fire and emergency drills Code Red, Yellow, and Green.
- Students must clear the building, report to the designated area, and return to the building **ONLY** when the “all-clear” signal is given by authority and the drill is completed.

BATHROOM USE:

Time on task is essential for success. Students should make every effort to use the restroom before their first class. Restroom use during class time will only be allowed for an emergency. Bathrooms are locked during the school day and



teachers are required to make sure students are taken at the scheduled time for bathroom breaks.

FOOD AND DRINK:

1. All drinks must have a **screw-on** lid with no more than 20 oz.
2. No warm/hot food is allowed in the building.
3. No eating in the waiting area or hallways.
4. Students are responsible for cleaning up after themselves during closing procedures for each class.
5. You are limited to one snack and one drink. We will not be allowing grocery bags or large chip bags of food in the classroom. Food and drink allowances will be subject to scrutiny by the staff.
6. Students will keep their snacks to themselves. Sharing of snacks is not permitted due to the spread of infectious diseases.

Thank you for cooperating with us to help keep MYcroSchool a safe and clean place to learn and work!

STUDENT APPEARANCE:

Duval MYcroSchool Charter High School observes the following dress code:

1. MYcroSchool uniform shirt.
2. The uniform shirt must be worn on the outside. Long-sleeved shirts or sweaters must be worn **under the uniform shirt**.
3. **Full-length** khaki pants.
4. Pants must be secured above the wearer's pelvic bone, or the student will be subject to requiring a belt by administration.
5. Closed toe shoes only. **Crocs are not acceptable as we have had students' trip and injure themselves.**
6. Student ID around the neck on a lanyard must be worn at all times.

The following clothing is not permitted:

1. Navy blue shirts that have emblems, pictures, or words other than the MYcroSchool uniform shirt.
2. Pants that sag down on or below the pelvic bone.
3. Head wraps, bandanas, scarves, or doo-rags.



4. Shorts, Capri pants, or rolled-up pant legs.
5. No sandals, slides, slippers, or flip flops.

****If a student is not in compliance with MYcroSchool's dress code, he/she will be given the opportunity to correct the matter. The student will be allowed to call home for a change of clothes or to return home and then come back to school unless a pattern of this behavior persists. However, if a student leaves to change and returns, he or she will accrue tardies. Repeated non-compliance with any of the rules will be addressed according to the DCPS Student Code of Conduct if applicable. MYcroSchool T-shirts can be ordered or purchased from the front office for \$10 for S, M, L sizes and \$15 for XL+ sizes with exact change, cash only please.**

Uniform pants are available for purchase at Walmart, Old Navy, and Amazon in the "School Uniform Shop" section both online and in the store.

Clothing must be the appropriate size for you, not oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. Baggy/saggy pants are NOT allowed.

❖ The principal or designee has the authority to decide if your clothing complies with school policy.

If the Principal determines that your clothing does not comply with school policy, your parent/guardian may be asked to bring an appropriate change of clothes to school, or you may be asked to leave. You may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences according to the school and DCPS Code of Student Conduct if applicable.

Jackets and sweatshirts with hoods are not allowed in the classroom unless issued through the College Summit program. During winter months please be advised that your scholar may wear a crew neck sweatshirt or sweater under their polo. Scholars may also wear a long sleeve t-shirt or thermal shirt under their polo. The color of an undershirt does not matter as long as there is no inappropriate contraband or profanity.

Remember, even when you leave the school, the shirt shows where you attend school and thus represents Duval MYcroSchool in the community. Community



members have reported students for inappropriate behavior while wearing the uniform. **When you wear the uniform, you represent the school.**

ELECTRONIC/ENTERTAINMENT DEVICES:

Students are not to bring cell phones, smart watches, MP3 players, iPods, CD players, wireless headphones, flash drives, or other electronic/entertainment equipment in the classroom. Wired headphones are allowed.

CELLULAR PHONE/TELEPHONE USE:

MYcroSchool understands that cell phones are an important communication tool for students. MYcroSchool observes a “Cell Phone Surrender” policy and the following rules will be observed:

Cell phones, wireless technology, and smart watches will be secured in a cell phone locker or lockbox upon entry to the school where it will remain until your session is over. In Case of Emergency – contact the school by calling the main number. Consequences for violating this rule could result in suspension.

COPY MACHINES:

The copy machine is to be utilized by **staff members only**. Students may not use the office copy machines unless instructed to do so by a staff member.

REGISTRATION:

In order to enroll in MYcroSchool, students must present an enrollment form, copy of birth certificate, Social Security card, Florida ID or driver’s license, proof of residency in the Duval County Public School district, and proof of immunizations at the time of registration.

GRADING SYSTEM:

MYcroSchool operates on a mastery-learning model. Grades are assigned based on demonstration of proficiency and not finalized until the student completes the module. We will be using the Duval County School System Focus system and our internal system to record grades, attendance, discipline, and transcripts according to the district calendar. If the parent/student provides an email, progress reports are sent electronically every Sunday to the email address in



APEX. Senior Warning letters are mailed out at the beginning of 4th quarter and teachers are expected to reach out to parents using the advisory about any poor academic progress throughout the school year on a biweekly basis.

TRANSCRIPTS AND PERMANENT RECORDS:

Transcripts are accepted from all accredited schools. Transcripts are forwarded to other high schools upon written request from the school. Upon written request, all records can be sent to any institution of higher learning or to any prospective employer within 48 hours of the request. Any student wishing to inquire about personal records should contact the Registrar. All students making an application for admission to a post-secondary institution must sign a permission form that enables the school to send records when requested in writing by the student.

STUDENT RECORDS:

State laws require that academic records and also those of disciplinary records be treated in a specific manner. It also makes provision for a student and his parents to have access to the student's complete records. It further requires the school to protect the student's rights to privacy by controlling the release of records to outside agencies. Release of records to outside agencies such as colleges, employers, etc., can be made only with the written authorization of parents or guardians for students less than 18 years of age, and for students over 18, written authorization from the student him/herself. Students, parents, and guardians must be allowed to examine the student's records upon their request. State law further requires the school to inform the student and the parents of their right to challenge any item of information placed in the student's records.

Any parent/guardian/student wishing to conference with any staff member about questions or concerns must wait 48 business hours for the staff member to respond.

Graduation Requirements

Program A—24-Credit

English 4 credits:

Must include credits in English I, II, III, and IV.

Math 4 credits:

Algebra 1, Geometry, Math for College Algebra, and Algebra 2, Math for Data and Financial Literacy, or Algebra 1-A

Science 3 credits:

Biology, Physical Science, Earth/Space, Forensics, or Anatomy and Physiology

Social studies 3 credits:

World History, Economics, U.S. History, and American Government

Fine arts 1 credit:

Digital Info Tech or other Arts credit

Physical education 1 credit:

HOPE

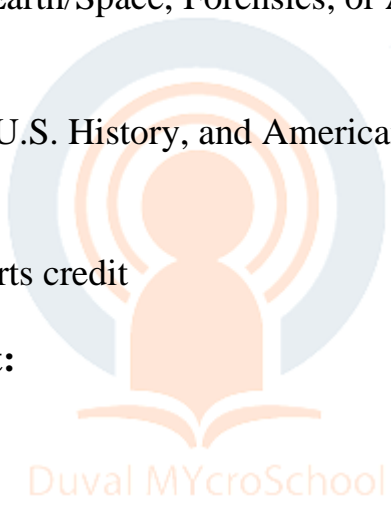
Foreign language 2 credit:

Spanish 1 and Spanish 2

Electives 6 credits (includes 1 online credit):

Electives are earned through the following courses, CTE, law classes, Intensive reading and math, and the required Personal Financial Literacy course.

❖ TOTAL CREDITS 24 CREDITS



Graduation Requirements

Accel Diploma Program R—18 Credit

English 4 credits:

Must include credits in English I, II, III, and IV.

Math 4 credits:

Algebra 1, Geometry, Math for College Algebra, and Algebra 2, Math for Data and Financial Literacy, or Algebra 1-A

Science 3 credits:

Biology, Physical Science, Earth/Space, Forensics, or Anatomy and Physiology

Social studies 3 credits:

World History, Economics, U.S. History, and American Government.

Fine arts 1 credit:

Digital Info Tech or other Arts credit

Electives 3 credits (no online course required):

Electives are earned through on-line courses, CTE, Law classes, Intensive reading and math, and the required Personal Financial Literacy course.

❖ TOTAL CREDITS 18 CREDITS

ADDITIONAL INFORMATION:

MYcroSchool students *earn the credit when they demonstrate mastery of the subject.*

According to Florida state statute, students passing the state EOC's will be given credit for the course if they haven't already earned the credit. Attendance verification letters will be filled out as long as the student's attendance is in good standing. Otherwise, social security, WIC, and other government forms will not be completed by the school designee.

This year, every student will take a Reading and Math course for intervention and remediation daily if they have not passed the state assessments. Students may complete all their credits, but if they cannot pass the state exams, they will not be graduates. This required course will be built into the schedule during the school day. If a student is on alternative schedule, he or she **MUST** participate in any test prep offered by the school, even if it is outside their alternative schedule. Please give teachers and staff a minimum of 48 hours to respond to requests.

- ❖ Please keep in mind that Duval MYcroSchool **DOES NOT** walk Certificates of Completion. Students are expected with a flexible schedule and good attendance to earn a high school diploma.

TESTING REQUIREMENTS:

High school students are required to pass the required state assessments, state End of Course exam (EOC), progress monitoring, Civics exam, or other state mandated graduation tests in order to receive a standard high school diploma from the state of Florida.

Students enrolled in the MYcroSchool program must take a Baseline and Growth test in reading, writing, and math. All students are expected to demonstrate two or more years of growth in reading and math upon completion of their academic program at MYcroSchool. They are expected to demonstrate an increase of one rubric point on their growth assessment in writing upon completion of the Language Arts curriculum.



ACTIVITY TRANSPORTATION:

Students who participate in field-trip activities shall ride to and from the activity on school sponsored transportation approved by Duval County Public Schools. At no time will students be allowed to ride home with other students or younger adults. While at the activity, students are to remain with the group at the site of the activity or other assigned site or staging area unless excused by the school sponsor. This policy has been created for the safety of students and for the convenience of the parents, instructors, and sponsors.

STUDENT ALCOHOL/DRUG/TOBACCO POLICY:

MYcroSchool is a Zero-Tolerance School

Possession, distribution, use, or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, imitation controlled substances, inhalants, or being under the influence of any of the above on school grounds or at school-sponsored or school-related activities or in a vehicle owned, leased, or contracted by a school, or in a vehicle being driven for a school purpose by a school employee or his or her designee are prohibited and shall be considered an act of student misconduct which shall be subject to disciplinary action. Such activities may be violations of Florida law, and, if so, will be reported to appropriate authorities. **Students WILL NOT be allowed to imbibe alcohol or use tobacco on any part of school property including the parking lot; even if they are of age.**

CODE OF STUDENT CONDUCT:

As a tuition-free public charter school, Duval MYcroSchool is a **School of Choice**. As such, parents and students who choose to enroll in and attend MYcroSchool choose to follow and abide by all of the school rules and policies set forth by school administration and the Governing Board of Directors. Students who choose **NOT** to abide by the school policies may be subject to re-assignment to his or her home school. MYcroSchool administrative designees will work together with parents and students to help find the correct placement for the scholar. Parents understand that if the school calls a parent to pick up the student for any infraction, the parent must comply, or the Department of Children and Families will be called, as the school is not equipped with enough staff to take charge of the student in question.



The purpose of this code is to provide students in the MYcroSchool Charter High School an effective and safe learning environment. This information has been prepared in accordance with the Duval County Public Schools' Code of Student Conduct, however, we are not required to follow disciplinary procedures exactly like the district as we are a Choice School. It contains information for school personnel, students, and parents. Included in the handbook are an outline of expected behaviors and the consequences relating to various violations.

Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and their parents need to know and understand this code in order to achieve these goals.

Students MUST:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs one's own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees, as well as yourself. Students must obey directions, use acceptable and courteous language, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and participation of others. Students are expected to respect the rights of individuals and their property, as well as school staff and property. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected.

When applicable, individualized plans (i.e., IEP, 504, and SST) will be reviewed for appropriate consequences.

Student Referrals To School Administration

Duval MYcroSchool teachers will use every means necessary to deal with student behavior in the classroom before referring students to administration to include the following:

- One-on-one conferences with students outside the classroom environment
- Behavior contract to improve behavior
- Parent conferences and/or appointments with student
- Regularly scheduled opportunities for parent and committee meetings to monitor progress and report on behavior
- Mental health counseling (if needed)

All referrals will be posted to the student's record in MYcroCases and/or Focus and reported to the district.

Student Discipline – Board Policy

DUVAL MYCROSCHOOL POLICY NO. 5103

The Board of Directors of Duval MYcroSchool, Inc. desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and student involvement in their learning can minimize the need for discipline. Duval MYcroSchool staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Duval MYcroSchool shall develop disciplinary rules in accordance with law to meet the school's needs. When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. At all times, the safety of students and staff, and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. Duval MYcroSchool staff shall enforce disciplinary rules fairly, consistently and without discrimination.



Student Expulsions, Suspensions, Dismissal

DUVAL MYCROSCHOOL POLICY NO. 5103

It is the goal of Duval MYcroSchool, Inc. that every student will be free of drugs and violence, be offered an orderly environment conducive to learning and develop competence in those areas of life which are essential to individual and group living.

Student Expectations:

Each student **shall obey** all rules and regulations of Duval MYcroSchool, including but not limited to:

- Respect all requests, and directives from the employees of Duval MYcroSchool;
- Exercise self-discipline and self-control;
- Attend all classes and be on time;
- Respect the rights of individuals and their property, as well as the school's equipment and property;
- Adhere to the dress policy;
- Demonstrate acceptable student behavior.

CRIMINAL SANCTIONS

It is the policy of Duval MYcroSchool to report criminal incidents to the proper authorities. The intentional use of force or violence on another person, with or without a weapon, and/or the intentional placing of another person in reasonable apprehension of receiving a battery are crimes under the laws of the State of Florida.

Bullying, Harassment, Intimidation, Or Verbal Threats

Duval MYcroSchool is committed to providing a safe and orderly learning environment and considers bullying or verbal threats a serious manner.

Students shall **refrain from making** statements that might be considered threatening, such as the following:

- Stating that one has a weapon or bomb in his/her possession at the Site and/or in the classroom
- Stating that one plans to bring a weapon or bomb to the school and/or classroom
- Stating that one plans to cause physical harm to another student and/or staff member
- Making a false statement that there is a bomb or other destructive device at the Site and/or in the classroom

Any behavior related to verbal threats such as the above, may result in consequences that range from suspension and/or expulsion from Duval MYcroSchool to possible arrest and prosecution.

In addition to student and staff having a right to feel safe, everyone also has a responsibility to contribute to keeping the facilities safe.

These responsibilities include:

- Reporting any knowledge of possession of weapons or a person's plans to engage in actions that would cause physical injury or death
- Never fabricating a report as a joke or to cause problems with another person
- Avoiding promising others that a secret will be kept with regards to anything related to physical safety



DISCIPLINARY PROCEDURES AND MEASURES:

Duval MYcroSchool shall maintain a record of disciplinary action for each student subject to disciplinary action, including, but not limited to: expulsions, suspensions, probation, detentions and/or student conferences.

Progressive discipline shall be employed unless otherwise provided for in this policy or under criminal sanctions. For example, when appropriate, a disciplinary report and/or detention might be used with a student for nonviolent offenses. Where a student chooses to violate the code of conduct, the following consequences may be imposed:

- an oral or written reprimand to the student;
- student referral to a counseling session that may include, but not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, and stress management; mental health counseling
- written notification in the form of a discipline report documenting the student's disruptive or unacceptable behavior;
- conference with the student;
- completion of a reasonable amount of extra work or written assignments of educational significance appropriate to the student's level of achievement;
- temporary removal from the classroom;
- suspension of privileges;
- out-of-school suspension;
- Conduct Review supported by the district sponsor for students falling under the IDEA law;
- recommendation for expulsion.

DISCIPLINE REPORT:

The MYcroCases and/or Focus discipline report and conference log shall be used by staff to document the student's behavior.

SUSPENSIONS, EXPULSIONS, CODE OF CONDUCT VIOLATIONS:

Level One Offenses are minor offenses that are subject to immediate disciplinary action up to and including suspension in accordance with the policies and procedures of the Duval MYcroSchool governing board or the district if applicable include:

- Unauthorized use of a wireless device
- Inappropriate display of affection
- Uniform violations
- Tardies
- Disorderly conduct

Level Two Offenses are less serious offenses that are subject to immediate disciplinary action up to and including suspension in accordance with the policies and procedures of the Duval MYcroSchool governing board or the district if applicable, and may involve a SESIR# include:

- Plagiarism
- Gambling
- False information
- Skipping school
- Offensive language or gestures to a school district employee
- Possession of stolen property
- Use of a device to record a fight
- Response to a physical attack
- Initiating or inciting a fight
- Confrontation, dispute

Level Three Offenses are very serious offenses that are subject to immediate disciplinary action up to and including expulsion in accordance with the policies and procedures of the Duval MYcroSchool governing board or the district if applicable, and may involve a SESIR# include:

- Physical assault with intent to cause bodily harm; including burning any flammable materials not limited to student property
- Fighting or mutual combat
- Hate speech/communication/material



- Threatening or striking a school district employee
- Theft
- A pattern of inappropriate behaviors
- Use of a device to record a student or school district employee
- Threats
- Intimidation
- Multiple lower-level infractions
- Disruptive behavior
- Obscene or abusive language
- Drug paraphernalia
- Trespassing
- Bullying/Cyberbullying
- Major altercations, disorder, or disruptions
- Defamation
- Violation of the Instructional Use Policy
- Unjustified activation of a fire alarm or extinguisher
- Refusing to comply with emergency procedures during crisis or fire drills; failure to act in a safe and orderly manner
- Indecent, offensive or lewd behavior
- Gang activity of expression
- Refusal to attend previously assigned discipline
- Extortion

Level Four Offenses are Zero Tolerance Policy violations and may result in immediate expulsion from Duval MYcroSchool per expulsion procedures in accordance with the policies and procedures of the Duval MYcroSchool governing board or the district if applicable, and may involve a SESIR# include:

- Possession or use of a firearm or illegal weapon on site; including prohibited objects or substances
- Physical assault that causes bodily harm to students or staff
- Arson and/or bomb threats, explosives
- Sexual Assault and offenses
- Robbery, extortion, arson
- Physical, aggravated, or sexual battery
- Possession, use, or sale of drugs or alcohol on campus or before coming to school
- Conviction for drug use, possession or sale off-campus
- Stalking and harassment, as well as hazing

- Any other non-defined major offense,
- Kidnapping or abduction
- Homicide
- Vandalism

A recommendation to expel a student may be appropriate when other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or when due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

SUSPENSION AND EXPULSION PROCEDURES:

Upon occurrence of the offense, a student may be suspended or expelled according to the following procedures:

- Prior to imposition of a disciplinary action, the student shall be informed of the particular misconduct of which he/she is accused and shall be given an opportunity at that time to explain his/her version of the facts.
- The student is notified of the offense resulting in the suspension, as well as the length of the suspension.
- Should a recommendation for expulsion be made, the school shall notify in writing the student and parents (or guardian or custodian) of the specific act or acts alleged and the date(s) thereof according to MYcroSchool policy.
- The student and, if a minor, the student's parent(s), (guardian/custodian) of the specific acts or acts alleged and the date(s) of thereof, which notice shall state the date, time, and place of the administrative hearing.
- The school shall act in accordance with Florida state law provisions as provided and described in Florida statutes and in accordance with all fair and lawful standards of due process using the policies and procedures (including appeals) of Duval MYcroSchool Board of Directors and/or Duval County Public Schools where applicable.
- If the student has an active IEP, under federal and state regulations, a meeting will be scheduled to review the IEP, develop a behavior plan, and/or

determine whether a Manifestation Determination is needed. If the student has a 504 Plan, a meeting may be scheduled to review the plan, if appropriate.

- All due-process requirements will be followed in meeting federal and state laws governing expulsion of students with active IEP's or 504 plans as described by Duval County Public School's policies and procedures if applicable.
- A decision to suspend or expel a student from school may be appealed to the governing board. While an appeal is pending, the student may access coursework from home and access teachers via email or phone call during planning time where the teacher is available. Parents and students will be notified within twenty-four hours after a decision has been granted by the Board of Directors if they are not present for the appeals meeting.



COMPUTER AND INTERNET USE AGREEMENT

These policies, regulations, and procedures (“Policy”) provide students, parents, and staff at MYcroSchool with information about the privileges and responsibilities of using the Internet and school computer networks and resources. MYcroSchool requires an Acceptable Usage Policy and a Computer Internet User Agreement to be read and signed by students, their parent/guardian (when appropriate), and staff. It becomes a legally binding agreement when signed. Major points in this document will be discussed as highlighted below.

1. Introduction/Purpose:

- a. Duval MYcroSchool, referred to in the following as MYcroSchool, provides MYcroSchool Net (defined below) to students and staff as a tool for achieving academic excellence. MYcroSchool Net is the property of MYcroSchool and may only be used for approved purposes. MYcroSchool Net’s educational purpose is to allow students and staff to accomplish the academic objectives of MYcroSchool.
- b. This Policy governs the use of MYcroSchool Net. The purpose of this Policy is to ensure uniform and appropriate use of MYcroSchool Net. The rules, obligations, and standards described in this Policy apply to all MYcroSchool employees, students, independent contractors, agents, and other computer users, wherever they may be located.
- c. It is your duty to use MYcroSchool Net responsibly and in a professional, ethical, and lawful manner. In addition, you are responsible for ensuring the security of MYcroSchool Net.
- d. Violations of this Policy will be taken seriously and may result in disciplinary action, up to and including those described in Section 18 of this Policy and potential civil and criminal liability. Use of MYcroSchool Net is a privilege which may be limited or revoked at any time, in the sole discretion of MYcroSchool.



2. Definitions:

- a. “MYcroSchool Net” means “MYcroSchool” entire computer network, including, but not limited to, the following: host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, network hardware, printers, Personal Digital Assistants, palmtop computers, software, applications, data files, and all internal and external computer and communications networks (e.g., Internet, commercial online services, value added networks, e-mail systems), and peripherals that may be accessed directly or indirectly from the MYcroSchool computer network.
- b. “E-mail” means messages sent from one person to one or more individuals or groups (or addresses on a distribution list) via electronic media, either through an internal network or over an external network (e.g., the Internet). Messages may consist of text and/or file attachments.
- c. “Firewall” means hardware and/or software systems placed between the MYcroSchool Net and the Internet. The primary function of a firewall is to limit unauthorized access to and use of the MYcroSchool Net.
- d. “Internet” means a global collection of interconnected computers and networks that use TCP/IP (Transmission Control Protocol/Internet Protocol) to communicate with each other. The Internet provides a means for file transfer, remote login, e-mail, news groups, and other services, including access to the World Wide Web.
- e. “Intranet” means a computer network designed to be used within a particular organization. An intranet is so named because it uses much of the same technology as the Internet, including TCP/IP. Web browsers, e-mail, newsgroups, HTML documents, and Web sites are all found on intranets.
- f. “Listserv” means an automatic distribution method for e-mail on the Internet. Users can subscribe to a listserv, typically a discussion list, and receive copies of e-mail sent to the list by other subscribers.

- g. “Server” means a computer running administrative software that controls access to a network and its resources, such as printers and disk drives, and provides resources to computers functioning as workstations connected to the network.
- h. “Users” means all employees, independent contractors, consultants, temporary workers, and other persons or entities who use the MYcroSchool Net, wherever they are located.
- i. “Virus” means a destructive program that infects computer files and systems, often with destructive results (e.g., loss of data, unreliable operation of infected software and systems).
- j. “World Wide Web (WWW or Web)” means a hypertext-based, graphical user interface for locating and accessing information on the Internet.
- k. “Workstation” means the individual computers assigned to one or more Users.

3. Acceptable Use:

You will only be allowed to use MYcroSchool Net resources in your academic activities. You may use MYcroSchool Net resources only for classroom activities, career development, and facilitator-approved activities, including e-mail and research on the Internet. You may not use MYcroSchool Net for personal reasons during class time and you may not receive or initiate any unauthorized e-mail. You may not use MYcroSchool Net for access to social networking sites, which include but are not limited to Facebook, Plaxo, LinkedIn, Twitter, Instagram, and MySpace. Earbuds and headphones will be limited at the teacher’s discretion. *Watching videos of any kind will be subject to disciplinary action.* You must obey all MYcroSchool policies, as well as all software licenses, copyrights, local, state, federal, and international laws in your use of MYcroSchool Net.

4. No Expectation of Privacy:

- a. Academic Purposes Only: MYcroSchool Net is provided to you for academic activities only. You cannot expect that anything you create, store, send, or receive using MYcroSchool Net will be private. Your files, your e-mail, and/or the history of Web sites you have visited may be read by MYcroSchool if the administration believes you may have violated this Policy, the discipline code, the Academic Honesty Policy, or the law. Your data may be given to law enforcement authorities in an investigation of illegal activities. Your parent or legal guardian may request to see your files.
- b. Monitoring of Internet Use: Files and e-mail are backed up on a regular basis; therefore, their contents may still be available even though you have deleted them. The history of Web sites you have visited is monitored and recorded.
- c. Waiver of Privacy Rights: You expressly waive any right of privacy, as to MYcroSchool, in anything you create, store, send, or receive using MYcroSchool Net. You understand and consent to MYcroSchool's use of human and/or automated means to monitor the use of MYcroSchool Net, including e-mail and Internet access.

5. Restriction of Free Speech:

MYcroSchool Net is not a public access service or a public forum. MYcroSchool has the right and responsibility to restrict material, including text, graphics, and all other forms of expression, that you access, post, or store on the system.

6. Inappropriate or Unlawful Material:

- a. Prohibited Material: You may not intentionally create, post, send, display, or store information that:
 1. Is A Personal, Prejudicial, Or Discriminatory Attack on A Person or Group;
 2. Is False or Defames a Person, Group, or Organization;
 3. Could Damage or Disrupt the Normal Activities of Mycroschool or Mycroschool Net;

4. Could Create a Threat to Public Safety or Security or Threat to The Safety and Security of Any Individual or Group; or
5. Is Fraudulent, Embarrassing, Obscene, Profane, Sexually Explicit, Lewd, Vulgar, Rude, Inflammatory, Threatening, Disrespectful, Unlawful, Or Inappropriate.

b. **Harassment:** You must not use MYcroSchool Net to harass, intimidate, or threaten anyone, MYcroSchool students, teachers, and staff. This means you may not repeatedly act in a manner that threatens, distresses, or annoys another person. Harassment includes, but is not limited to, sending e-mail or posting text or graphic images that threaten or demean on the basis of race, age, gender, ethnicity, religion, political beliefs, disability, or sexual preference. Text or images that are displayed but not sent to a specific recipient (such as screen wallpaper or screen savers) may be interpreted as harassment.

c. **Responsive Measures:** If you encounter or receive such material, you should immediately report the incident to your direct supervisor, Site Administrator, or Director of Information Technology. If you are told by another person to stop sending the messages, you must stop.

7. Illegal Activities:

You must not, under any circumstances, use MYcroSchool Net to encourage, plan, help, commit, or conceal any illegal activities, including but not limited to, arranging the sale or purchase of drugs, arranging the sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of any individual or group, or engaging in any other illegal act.

8. Commercial Activities:

You may not use MYcroSchool Net to engage in any commercial activities, including but not limited to, buying or selling or offering to buy or sell any goods or services using MYcroSchool Net. You may not provide any commercial services using any MYcroSchool Net resources.

9. Intentional Harm:

a. **Disruption of MYcroSchool Net:** You must not try to disrupt MYcroSchool



Net intentionally. This means that you must not try to gain control or modify any part of MYcroSchool Net either through your own or someone's account (whether or not it was freely given to you) or by hacking the system.

- b. Improper Activities: You may not use MYcroSchool Net to improperly access, hack, modify, or cause harm to any other computer system or Web site. You may not improperly read, write, modify, or delete any files on any other system or Web site. You may not use MYcroSchool Net intentionally to introduce viruses or any other form of malicious or destructive software to MYcroSchool Net or any other system or Web site.
- c. Modification or Deletion of MYcroSchool Net Resources: You must not vandalize any hardware or software in MYcroSchool Net. This means you must not destroy, damage, or deface any hardware equipment without prior written authorization from the Director of Information Technology or his/her designee. You must not change, delete, reverse engineer, disassemble, modify, revise, adapt, recast, transform, or decompile any software application that is accessible through MYcroSchool Net. You must not change or delete any data that does not belong to you. If you become aware of any misuse of software or violation of copyright law, you should immediately report the incident to your direct supervisor.

10. System Security:

- a. Security of Passwords: You must not share your access to MYcroSchool Net with anyone, and you must be careful to prevent anyone else from using your account. You are responsible for safeguarding your passwords for access to MYcroSchool Net. This means you may not give anyone else any of your passwords and you must keep them secret, even if the person already has an account. Passwords should not be printed or stored online. You must not provide anyone with information that might allow them to gain improper access to MYcroSchool Net. You are responsible for all transactions using your passwords. You may not access MYcroSchool Net using another's password or account.
- b. Passwords Do Not Imply Privacy: Use of passwords to gain access to the MYcroSchool Net or to encode particular files or messages does not imply that you have an expectation of privacy in the material you create or receive



on MYcroSchool Net. MYcroSchool has global passwords that permit it access to all material stored on its computer system -- regardless of whether that material may have been encoded with a particular User's password.

- c. Security Failures: If you believe that the security of MYcroSchool Net has been compromised by hacking, a virus, or any other means, you must report the problem immediately to a teacher or staff member. If asked, you must shut down your workstation immediately in case of a security problem.
- d. Probing of MYcroSchool Net: You must not try to probe any MYcroSchool Net resources for security problems or weaknesses; such an activity could be interpreted as an effort to gain improper access.
- e. Accessing Another User's Files: You may not alter or copy a file belonging to another User without first obtaining permission from the owner of that file. The ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of others by unnecessarily reviewing their files and e-mail.
- f. Accessing Other Computers and Networks: Your ability to connect to other computer systems using the MYcroSchool Net or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
- g. Computer Security: You are responsible for ensuring that your use of outside computers and networks, like the Internet, will not compromise the security of the MYcroSchool Net. This duty includes taking reasonable precautions to prevent intruders from accessing MYcroSchool Net without authorization and to prevent the introduction and spread of viruses.
- h. Restricted Activities: Without prior written authorization from the Director of Information Technology or his/her designee, you must not do any of the following:

1. Copy software for use on your home computer or provide copies of the



software to any independent contractors or consultants of Mycroschool or to any third person.

2. Load any software on any workstation, including your own, or on any server. This includes software demos, shareware, and freeware that you have bought, downloaded from the internet, written yourself, or obtained by any other means.
3. Change the system setup of any workstation or server. If you need software loaded, deleted, or updated, or your system settings changed, you must contact a Mycroschool teacher or staff member.

11. Use of E-mail

- a. In General: You should endeavor to make your electronic communications truthful and accurate. You should use the same care in drafting e-mail and other electronic documents as you would for any other written communication. The quality of your writing will reflect on MYcroSchool. Always strive to use good grammar and correct punctuation. Please keep in mind that anything created or stored on the computer system may, and likely will, be reviewed by others and that even deleted files may be recovered.
- b. Etiquette Guidelines: In preparing e-mail and other electronic communications, the following guidelines should be followed:
 1. Identify yourself and the purpose of the message. Write a subject line that is concise and descriptive;
 2. Don't be verbose. As publisher and editor of the message, avoid writing long, rambling sentences that do not get the point across. Effective use of e-mail requires short, coherent sentences and effective punctuation. A conversational style is preferred over a formal style;
 3. Be careful with humor. Try not to annoy someone with a Thoughtless joke or ironic statement that may be taken the wrong way;

4. don't use all capital letters. Typing a message in uppercase letters is known in the e-mail world as shouting, and makes the message more difficult to read; and
 5. pause and reread the message before sending it.
- a. Altering Attribution Information: You may not alter the "From" line or other attribution of origin information in e-mail, messages, or postings. Anonymous or pseudonymous electronic communications are forbidden.
 - b. Forwarding E-mail: You should use your good judgment in forwarding e-mail to any other person or entity. When in doubt, request the sender's permission to forward the message.
 - c. Attorney-Client Communications: E-mail sent from or to an attorney representing MYcroSchool should include the following warning header on each page of the message: "ATTORNEY-CLIENT PRIVILEGED/DO NOT FORWARD WITHOUT PERMISSION."
 - d. Additional Guidelines: You are prohibited from sending or threatening to send a sufficient number of electronic mail ("e-mail") messages to another person to overload, interfere with, or cripple his/her e-mail system (including but not limited to "e-mail bombs"). Additionally, you are prohibited from accessing another person's e-mailbox, intercepting another person's e-mail message(s) and/or reading, repositioning, or destroying e-mail messages which are addressed to or otherwise intended for another individual. You may not use MYcroSchool Net to transmit unsolicited e-mail or other electronic communications. You may not transmit unsolicited e-mail to any e-mail address found on MYcroSchool Net or to anyone whose e-mail address includes a domain used on this site. You may not use the MYcroSchool Net domain name as a pseudonymous return e-mail address for any communications.



12. Viruses:

- a. Virus Detection: Viruses can cause substantial damage to computer systems. You are responsible for taking reasonable precautions to ensure that you do not introduce viruses into the MYcroSchool Net and for timely reporting discovered viruses to your immediate supervisor. To that end, all material received on floppy disk or other magnetic or optical media and all material downloaded from the Internet or from computers or networks that do not belong to MYcroSchool MUST be scanned for viruses and other destructive programs before being placed onto the MYcroSchool Net. You should understand that your home computers and/or laptops may contain viruses. All disks transferred from these computers to the MYcroSchool Net MUST be scanned for viruses.

- b. Preventing the Spread of Viruses: To prevent the spread of viruses, you must do the following:
 1. Scan your individual hard disks for viruses at least once a month;
 2. Obtain prior approval from the Director of Information Technology or his/her designee before installing or loading any software or data, including demos, shareware, or freeware, on any of MYcroSchool's workstations or servers;
 3. Obtain prior approval from the Director of Information Technology or his/her designee before downloading, transmitting, or otherwise electronically exchanging computer files with sources outside of MYcroSchool system; and
 4. Avoid using flashdrives and other removable storage media on more than one computer system.

13. Encryption Software:

- a. Use of Encryption Software: You may not install or use encryption software on any of MYcroSchool's computers without first obtaining written permission from the Director of Information Technology or his/her designee. You may not use passwords or encryption keys that are unknown to your supervisors.
- b. Export Restrictions: The federal government has imposed restrictions on the export of programs or files containing encryption technology (e.g., e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States without prior written authorization from the Director of Information Technology or his/her designee.

14. Internet Access:

- a. Non- MYcroSchool Related Internet Use: The use of the Internet is a privilege and not a right. You may not use MYcroSchool Net to visit any Internet sites that are not directly related to academic or career development activities. MYcroSchool Net monitors and records the history of Internet usage for each workstation. Internet users are prohibited from creating, receiving, uploading, downloading and/or transmitting inappropriate material as described in Section 6 of this policy.
- b. Offensive Material: Many Internet sites contain information that is defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive, or illegal. It is your responsibility to avoid visiting any such site or any other inappropriate site. *MYcroSchool does not approve any use of these materials and does not permit use of them in the school environment. You must not bring such materials into the school environment, and you must not access such materials at any MYcroSchool site, or on any MYcroSchool equipment.*

If you violate the rules set forth in this Policy you will lose your privilege to use the Internet and you may be subject to additional disciplinary action described in Section 18 of this Policy.

- c. Firewall: To ensure security and avoid the spread of viruses, you must access the Internet through an approved Internet firewall when using a computer attached to MYcroSchool Net. Accessing the Internet directly, by modem, from a workstation is strictly prohibited unless the computer is not connected to MYcroSchool Net.

15. Personal Safety:

- a. Personal Information: You may not jeopardize your personal safety or the safety of anyone else through MYcroSchool Net. This means you may not post any personal contact information about yourself, students, trainees, teachers, staff, friends, or relatives. You may not give your name, address, telephone number(s), home address, school address, work address, photograph, credit card number, social security number, or any other information that could identify you to anyone except MYcroSchool staff. You must not give contact information to anyone else, whether or not the person asks you to do so.
- b. Parent/Guardian Approval: Students may not agree to meet with someone you have met online without your parent/guardian approval; your parent/guardian should accompany you if you do meet with someone. You must promptly inform a MYcroSchool teacher or staff member or parent/guardian if you receive any message that is inappropriate or makes you feel uncomfortable.

16. Resource Limits:

- a. Waste of MYcroSchool Net Resources: MYcroSchool Net resources are limited; therefore, you must use them responsibly. You may not deliberately perform acts that waste MYcroSchool Net's resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, downloading files (including videos and music files) that are not related to your educational objectives, e-mailing mass mailings and chain letters, engaging in spam (sending e-mail to a large number of



recipients who have not requested it), subscribing to a non-MYcroSchool related listserv, spending excessive time on the Internet, playing games, engaging in non-MYcroSchool related online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic. You may subscribe only to news groups that are related to your educational objectives.

- b. Large File Transfers: You should schedule communications-intensive activities such as large file transfers, mass e-mailings, and streaming audio or video for off-peak times (i.e., before 8:00 a.m. and after 3:00 p.m., Monday through Friday). Because audio, video, and picture files require significant storage space, these types of files may not be downloaded unless they are MYcroSchool related. All files that are downloaded must be scanned for viruses and other destructive programs.

17. Plagiarism and Copyright Violation:

- a. Plagiarism: You may not use MYcroSchool Net to plagiarize. This means you may not copy the ideas or writing of someone else and present it as your own, even if it is just part of someone else's work.
- b. Copyrights: MYcroSchool respects the intellectual property rights of others and expects that users of the MYcroSchool Network do the same. You may not use MYcroSchool Net to violate copyrights. This means that you must not improperly reproduce a work that is protected by copyright, such as music, art, photographs, and literature. If you are unsure whether you can use a work, you should request permission from the copyright owner or ask your MYcroSchool teacher or supervisor. If you believe that a user of the MYcroSchool Network has infringed your intellectual property rights please notify the lead administrator in charge of IT for MYcroSchool.

18. Disciplinary Actions:

- a. In General: Violation of this Policy may result in disciplinary action. If you are accused of a violation, you will receive a written notice of the violation, and you may offer an explanation to a neutral administrator.
- b. Types of Disciplinary Actions: Discipline may include, but is not limited to,



the following actions:

1. Access to Mycroschool net may be denied for a specific period, or;
 2. Suspension from Mycroschool for a specified period;
 3. Removal from the program;
 4. Payment of damages to compensate Mycroschool for loss of teacher and/or staff time, damage to Mycroschool net (hardware and/or software), attorney's fees, etc.; and
 5. Criminal charges under local, state, or federal laws
- b. Revocation of Access; Illegal Activities: If your access is revoked, information you have stored on MYcroSchool Net, including files and e-mail, may be withheld from you. MYcroSchool will cooperate fully with local, state, or federal officials in any investigation of illegal activities conducted through MYcroSchool Net.

19. Limitation of Liability:

- a. No Guarantee of MYcroSchool Net Resources: MYcroSchool makes no guarantee that the functions or services provided by or through MYcroSchool Net will be error-free or without defect. MYcroSchool will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruption of service. MYcroSchool is not responsible for the accuracy or quality of the information obtained through or stored on MYcroSchool Net. MYcroSchool will not be responsible for financial obligations arising through your unauthorized use of the MYcroSchool Net.
- b. Parental Notice; Offensive Material: Parents/guardians of MYcroSchool students will receive written notice that MYcroSchool students will have access to the Internet. Parents/guardians of MYcroSchool students will also receive written notice of the rules for Internet users which are contained in this Policy. MYcroSchool is not responsible for material you view or download from the Internet. MYcroSchool does not control the content of information or resources accessible on the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. You are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to



avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive content. You access the Internet at your own risk.

- c. Exclusion of Damages: MYcroSchool Net will not be liable to you or any third party for any consequential, incidental, indirect, punitive or special damages (including damages relating to lost profits, lost data, or lost good will) arising out of, relating to, or connected with the use of the network or services, based on any cause of action, even if advised of the possibility of such damages.

20. Arbitration/Choice of Law:

All disputes arising out of or relating to this use agreement (including its formation, performance or alleged breach) of your use of MYcroSchool's services or network will be exclusively resolved under confidential binding arbitration held in San Diego, California before and in accordance with the rules of the American Arbitration Association. The arbitrator's award will be binding and may be entered as a judgment in any court of competent jurisdiction. To the fullest extent permitted by applicable law, no arbitration under this use agreement will be joined to an arbitration involving any other party subject to this use agreement, whether through class arbitration proceeding or otherwise.

21. Miscellaneous:

- a. Other Policies Applicable: In your use of the MYcroSchool Net, you must observe and comply with all other policies and guidelines of MYcroSchool, including, but not limited to the following:
 - 1. Student handbooks/code of conduct (Duval Mycroschool and DCPS)
 - 2. Mycroschool employee and/or student handbooks
- b. Amendments and Revisions: This Policy may be amended or revised by MYcroSchool from time-to-time as deemed necessary. You will be provided with copies of all amendments and revisions.



- c. No Additional Rights: This Policy is not intended to, and does not grant, any contractual rights to Users.



MYcroSchool for Integrated Academics and Technologies
New Education for the Workplace, Inc.
“A Public Charter High School”

**DUVAL MYCROSCHOOL OF INTEGRATED
ACADEMICS AND TECHNOLOGIES, INC.**

INTRODUCTION:

The complaint procedures described in this section are used on the occasion when administrators and leaders within Duval MYcroSchool of Integrated Academics and Technologies, Inc. (Duval MYcroSchool) receive complaints from students, parents, and patrons for all types of complaints and from employees in any cases that may have legal ramifications such as discrimination and harassment. It is Duval MYcroSchool’s policy to resolve these complaints informally and as early as possible. Often this can be achieved by arranging for the person making the complaint to meet with the person about whom they are complaining.

The purpose of this document is to help guide those who choose to file a formal complaint into the appropriate process. This is an important first step as complaints initiated in an improper procedure will create delays and make resolution difficult.

Each of the complaints listed below are governed by a different set of laws, procedures, and forms. The summary page indicates the procedure to be followed and the forms to be used. The detail sections contain the full written procedure and a copy of the appropriate form.

- A. Complaints against MYcroSchool Personnel (Non-Management)
- B. Complaints against MYcroSchool Personnel (Management)
- C. Complaints of Discrimination against Individuals
- D. Complaints Concerning Programs and Programmatic Discrimination

Hopefully, this guide will be helpful. Please contact the Duval MYcroSchool Administration Office for any questions regarding this document.

**A. COMPLAINTS CONCERNING DUVAL MYCROSCHOOL PERSONNEL
(Non-Management)**

This procedure is to guide students, parents, and patrons in their complaints against Duval MYcroSchool employees. This procedure is not to be used by employees to resolve complaints against other employees. Such complaints should be directed to

their supervisor, the supervisor of the respondent, or resolved according to terms of contract.

The normal channel for complaints by patrons concerning Duval MYcroSchool personnel (non-management) is as follows:

1. To employee
2. To site administrator or supervisor
3. To the Board President or designee

Every effort will be made to resolve the matter informally at the earliest possible stage. Complaints not resolved by employee or site administrator will be submitted formally in writing (utilizing designated form – Formal Complaint against Duval MYcroSchool Personnel) to the Board President or designee for further processing.

Complainants must initiate resolution of the complaint, either informally or formally, within thirty (30) days of the events triggering the complaints. If the attempts at informal resolution are unsuccessful, the complainant must file a formal complaint within 30 days of the informal conference. Failure to meet these timelines may result in dismissal of the complaint.

Complaints that are unresolved by the site administrator or supervisor may be referred to the Board President or designee.

The Board President or designee shall receive a written report concerning the complaint from the site administrator or supervisor. Such written report shall include, but is not limited to, the following:

1. Name of the employee involved;
2. A brief but specific summary of the nature of the complaint and the facts surrounding same, sufficient to inform the Board President or designee as to the precise nature of the complaint;
3. A true copy or the signed original of the complaint;
4. A summary of the action taken by the site administrator or supervisor, in connection with the complaint and his/her specific findings.

The Board President may decide whether to hear the complaint in person, assign a designee to hear the complaint, to act on the basis of the written report, or to



allow the decision of the site administrator or supervisor to stand. The Board President or his/her designee shall reply to the complainant(s) within fifteen (15) days of receipt of the written report.

The MYcroSchool Administration Office shall cooperate with the parties involved so as to quickly and easily meet the requirements of these policies and procedures.

B. COMPLAINTS AGAINST DUVAL MYCROSCHOOL PERSONNEL (Management)

Ideally, when parents or patrons have complaints concerning management personnel, such complaints are to be presented initially to the manager who is the subject of the complaint. If unresolved at this level, the complaint may be processed by the complainant through the chain of command until solution is reached.

The chain of command is from site administrator/leader to Executive Operations Officer to Board President or designee. If the complaint has been unresolved at the first two stages, it is referred to the Board President.

Every effort will be made to resolve the matter informally at the earliest possible stage. Complaints not resolved at the site/department may be submitted by the complainant (utilizing designated form – Complaint against Duval MYcroSchool Personnel) to the appropriate Office administrator for further processing. If considered appropriate, the Executive Operations Officer or Board President designee will become involved in the matter at this level.

Complainants must initiate resolution of the complaint either informally or formally, within thirty (30) days of the events triggering the complaint. If the attempts at informal resolution are unsuccessful, the complainant must file a formal complaint within thirty (30) days of the informal conference. Failure to meet these timelines may result in dismissal of the complaint.

The manager involved shall be advised of the nature of the complaint, shall receive a copy of the complaint when applicable, and shall be given every opportunity to explain, comment, and make presentations of the facts as he/she sees them.

Timelines for informal and formal resolution of the complaint are as follows:



- Within five (5) working days of receipt of the complaint by a manager
- Within ten (10) working days of receipt of the Formal Complaint Form

Complaints that are unresolved by the Executive Operations Officer or Board President designee may be referred to the Board President.

The Board President or designee shall receive a written report concerning the complaint. Such written report shall include, but not be limited to, the following:

1. Name of the employee involved;
2. A brief but specific summary of the nature of the complaint and the facts surrounding same, sufficient to inform the Board President or designee as to the precise nature of the complaint;
3. A true copy of the signed original of the complaint;
4. A summary of the findings and actions taken in the preceding steps. The Board President may decide whether to hear the complaint in person, to act on the basis of the written report, or to allow the decision of his/her designee or Executive Operations Officer to stand.

The Board President or designee shall reply to the complainant(s) within fifteen (15) days of receipt of the written report.

The Duval MYcroSchool Administration Office shall cooperate with the parties involved so as to quickly and easily meet the requirements of these policies and procedures.

- Parent Liaison : Denise Castro, denise.castro@newmycro.org
- Board President Designee: Dr. Danita Smith, danita.smith@newmycro.org

C. COMPLAINTS OF DISCRIMINATION

1. Nondiscrimination Philosophy and Policy Statement:

Duval MYcroSchool is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of Duval MYcroSchool that harassment is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be based on the basis of qualifications of the individual for the positions being filled regardless of **Sex, Sexual Orientation, Race, Color, Ancestry, Religious Creed, National Origin, Physical Disability, Mental**



Disability, Medical Condition, Age, Marital Status and Denial of Family Care Leave.

To achieve the goals of our Nondiscrimination Program, it is necessary that each member of MYcroSchool understand the importance of the program and his or her individual responsibility to contribute toward its maximum fulfillment. Each employee of Duval MYcroSchool making decisions affecting employment shall fully comply with MYcroSchool nondiscrimination policy.

The following procedures shall apply in handling discrimination complaints filed by persons against Duval MYcroSchool.

2. Definitions:

In the implementation of this procedure, the following definitions shall pertain:

1. **Complaint** – Any allegation by an employee or applicant for employment of a violation, misapplication, or misinterpretation of written Duval MYcroSchool employment policies and/or procedures resulting in adverse conditions personally affecting the employee, and that such treatment was based on race, ancestry, national origin, color, sex, religion, physical disability, and/or age (over 40). Other employer-employee relations' matters for which a specified method of review is prescribed by law or within a negotiated agreement are not within the scope of this procedure.
2. **Complainant** – The employee or applicant for employment filing the complaint.
3. **Workday** - A Day when the administration center of Duval MYcroSchool is open for business.

3. General Provisions:

1. All parties need to recognize their mutual responsibilities to secure, at the lowest possible administrative level, prompt and equitable solutions to a complaint and to agree that these proceedings shall be as informal and confidential as possible.
2. A complaint must be initiated within thirty (30) workdays after the alleged age or condition giving rise to the occurrence of the complaint.

3. The administrator will establish a meeting within the limits described in this procedure.
4. All parties involved in allegations of discrimination shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The complainant also shall be notified of his/her right to appeal the decision to the next level.
5. When a complaint is brought against the individual responsible for the complaint process at any level, the complainant may address the complaint directly to the next appropriate level.

Level I

The complainant will first meet informally with his/her immediate supervisor or site administrator. If the complainant's concerns are not clear or cannot be resolved through informal discussion, the supervisor or site administrator shall prepare, within ten (10) working days, a written summary of his/her meeting(s) with the complainant. This report shall be available when requested by the Executive Operations Officer or the Board President or designee.

An applicant for employment shall present his/her complaint at Level II.

Level II

If a complaint cannot be satisfactorily resolved at Level I, the complainant shall submit his/her complaint in writing on the MYcroSchool form designated for complaints regarding discrimination, and present it to the Executive Operations Officer, describing specifically the time, place, nature, and participants of the alleged discriminatory acts or policies. The Executive Operations Officer or a designee of the Board President shall assist the complainant with this writing if such help is needed. The Executive Operations Officer or designee of the Board President will respond to the complainant in writing within fifteen (15) working days.

The Executive Operations Officer or the designee of the Board President shall conduct any investigation necessary to respond to the complaint, including discussion with the complainant, person(s) involved, and appropriate staff members, and review of the supervisor/site administrator's report and all other

relevant documents. If a response from third parties is necessary, the Executive Operations Officer or designee of the Board President may designate up to ten (10) additional working days for investigation of the complaint. With the complainant's consent, an additional period of time may be allowed for resolution of the complaint. Every reasonable effort will be made to resolve the problem in a manner acceptable to all parties. Complaint forms will be available from the Personnel office.

Level III

If the problem cannot be resolved at the second level, the complainant shall have the right to present the complaint to the Board President or a designee (different individual from the one referred to in Level II), following the same procedures as in Level II.

Level IV

If the matter cannot be resolved at the third level, the complainant may request a hearing before the Board of Directors. Any such request must be made in writing within twenty (20) days after receiving the Board President's or designee's decision. The Board may grant the hearing request for the next regular Board meeting for which it can be placed on the agenda. If the Board elects to hear the case, the Board shall hear all information relevant to the complaint and shall render its decision within fifteen (15) working days.

Alternate Steps

The existence of this complaint procedure does not affect the right of any individual or group to file a complaint with the Equal Employment Opportunity Commission (EEOC).

Civil Law Remedies

Persons who have filed a complaint with an educational institution are advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders may also be available to them.

The U.S. Department of Education, Office for Civil Rights, enforces compliance with Section 504, the ADA, and Title IX and may be contacted for assistance with compliance relating to these laws and their regulations. The EEOC is an agency that enforces compliance with federal laws and regulations protecting individuals

from employment discrimination and may be contacted for assistance with complaints of employment discrimination.

D. COMPLAINTS CONCERNING SPECIAL PROGRAMS AND SERVICES AND ALLEGATIONS OF DISCRIMINATION IN ALL PROGRAMS AND SERVICES

Duval MYcroSchool recognizes that all programs and services must be administered in full compliance with state and federal laws and regulations governing such program and as applicable to charter schools. These programs and services include:

- Special Education Program

Additionally, the Board of Directors expects that all MYcroSchool programs and services shall be free from discrimination with respect to gender, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.

All complaints alleging violation of state or federal law or regulations governing the programs or services listed above, or complaints of alleged unlawful discrimination brought by students, employees, parents/guardians, or other members of the community will be resolved in a prompt and equitable manner.

Duval MYcroSchool

Letter of Commitment

In signing this letter of commitment, the student and the school acknowledge the following:

In order to ensure the highest level of academic success for each student, it is MYcroSchool's policy to have regular and open communication with the student and the parent or guardian regarding all aspects of the student's program. **All students enrolled in Duval MYcroSchool are Duval County Public School students.**

- MYcroSchool will provide the student or student's parent, guardian, or advisor with regular academic reports on the student's progress.
- If the student is aware of a serious academic or ongoing interpersonal problem, he or she should inform the school.
- The teacher or principal will communicate by phone, email, fax, or letter if there is any concern about the student's work. It is essential that we have a phone number where we can reach you.
- Whenever the student is absent, the school office will notify the parent to confirm the student's absence.
- **STUDENTS ARE REQUIRED TO ABIDE BY THE MYcroSchool DRESS CODE. At Duval MYcroSchool, the atmosphere of MYcroSchool is intended to be safe, friendly and devoted to serious academic pursuit.**
- MYcroSchool will expect high standards of **personal conduct** of every student, both towards adults and other students as fully defined in the handbook.
- **School behavioral procedures, as outlined in the parent/student handbook, will be fairly and consistently enforced.**
- The student is undertaking a commitment to serious academic work, which



will require a sustained effort in the classroom throughout the day and may include work outside of the normal school day. MYcroSchool will ensure both a suitable study environment and time for the student to achieve academic success. If you need to pass any part of state assessments, participation in preparation classes is required.

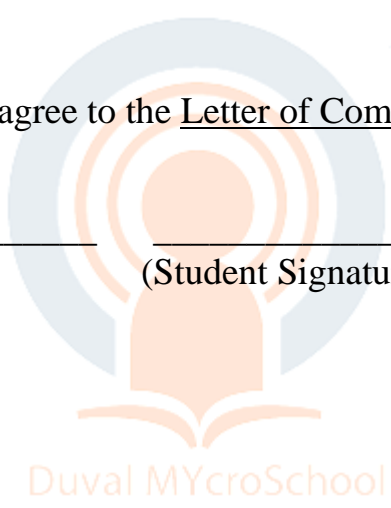
- **Please keep in mind the Duval MYcroSchool DOES NOT walk Certificates of Completion. Students are expected with a flexible schedule and good attendance to earn a high school diploma.**
- **In addition to the AUP, students working in the blended learning platform must sign into each class on time according to the bell schedule that has been provided by the school to be counted present for the day in all classes.**

By signing this document, I agree to the Letter of Commitment as defined in this handbook.

(PRINT Student Name)

(Student Signature)

(Date)



Review Of Student Handbook and Student Code of Conduct

This is to verify that I, _____, received and read the 2021-2022 Student Handbook and Duval County Public Schools Student Code of Conduct which includes the policies and other rules and regulations of MYcroSchool Charter High School.

In addition, I also understand that as a student of MYcroSchool Charter High School, I am also a Duval County Public School student.

(PRINT Student Name)

(Student Signature)

(Date)

(Parent Signature)

(Date)

Contact Information:

Phone 1: _____

Phone 2: _____

Computer and Internet Use Agreement

This is to verify that I, _____, received and read the 2023- 2024 **computer and internet use agreement** which includes the policies and other rules and regulations of MycroSchool charter high school.

Name: (print) _____ Date: _____

Signature: _____

Email Address: _____



Florida State Statues/ Emergency Drills and Procedures

F.S. 1002.33(9)(e) - A charter school shall meet all applicable state and local health, safety, and civil rights requirements.

F.S. 1006.07(4)-EMERGENCY DRILLS; EMERGENCY PROCEDURES.

(a) Formulate and prescribe policies and procedures, in consultation with the appropriate public safety agencies, for emergency drills and for actual emergencies, including, but not limited to, fires, natural disasters, active assailant and hostage situations, and bomb threats, for all students and faculty at all public schools of the district composed of grades K-12, pursuant to State Board of Education rules. Drills for active assailant and hostage situations must be conducted in accordance with developmentally appropriate and age-appropriate procedures, as specified in State Board of Education rules.

Law enforcement officers responsible for responding to the school in the event of an active assailant emergency, as determined necessary by the sheriff in coordination with the district's school safety specialist, must be physically present on campus and directly involved in the execution of active assailant emergency drills. School districts must notify law enforcement officers at least 24 hours before conducting an active assailant emergency drill at which such law enforcement officers are expected to attend.

District school board policies must include commonly used alarm system responses for specific types of emergencies and verification by each school that drills have been provided as required by law, State Board of Education rules, and fire protection codes and may provide accommodations for drills conducted by exceptional student education centers. District school boards shall establish emergency response and emergency preparedness policies and procedures that include, but are not limited to, identifying the individuals responsible for contacting the primary emergency response agency and the emergency response agency responsible for notifying the school district for each type of emergency.

The State Board of Education shall refer to recommendations provided in reports published pursuant to s. 943.687 for guidance and, by August 1, 2023, consult with state and local constituencies to adopt rules applicable to the requirements of this subsection which, at a minimum, define the terms "emergency drill," "active threat," and "after-action report" and establish minimum emergency drill policies and procedures related to the timing, frequency, participation, training,



notification, accommodations, and responses to threat situations by incident type, school level, school type, and student and school characteristics. The rules must require all types of emergency drills to be conducted no less frequently than on an annual school year basis.

(b) Provide timely notification to parents of threats pursuant to policies adopted under subsection (7) and the following unlawful acts or significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities:

1. Weapons possession or use when there is intended harm toward another person, hostage, and active assailant situations. The active assailant situation training for each school must engage the participation of the district school safety specialist, threat assessment team members, faculty, staff, and students and must be conducted by the law enforcement agency or agencies that are designated as first responders to the school's campus.
2. Murder, homicide, or manslaughter.
3. Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel.
4. Natural emergencies, including hurricanes, tornadoes, and severe storms.
5. Exposure as a result of a manmade emergency.

(c) Beginning with the 2021-2022 school year, each public school, including charter schools, shall implement a mobile panic alert system capable of connecting diverse emergency services technologies to ensure real-time coordination between multiple first responder agencies. Such system, known as "Alyssa's Alert," must integrate with local public safety answering point infrastructure to transmit 911 calls and mobile activations.

(d) In addition to the requirements of paragraph (c), a public school district may implement additional strategies or systems to ensure real-time coordination between multiple first responder agencies in a school security emergency.

(e) For the 2020-2021 fiscal year and subject to the appropriation of funds in the General Appropriations Act for this purpose, the department shall issue a competitive solicitation to contract for a mobile panic alert system that may be used by each school district. The department shall consult with the Marjory Stoneman Douglas High School Public Safety Commission, the Department of Law Enforcement, and the Division of Emergency Management in the development of the competitive solicitation for the mobile panic alert system.

(f) Establish a schedule to test the functionality and coverage capacity of all emergency communication systems and determine if adequate signal strength is available in all areas of the school's campus.



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