

The Evelyn Hamblen Center  
Gaines Alternative School  
The Transition School  
1 Christopher Street  
St. Augustine, FL 32084

Dr. Craig A. Davis, Principal  
Melisa Norwich, Assistant Principal



## **Gaines Alternative School**

### **Attendance**

Students at the Gaines Alternative School are expected to report to the campus daily and on time as required by Florida law in order to be counted as present and on time. Students are not permitted to enter the school building prior to 6:45 AM. Students who are walking or being dropped off / picked up by parents will enter and exit via the bus loop door at the rear of the school. All students arriving after 7:20 AM must report to the office at the main entrance of the building.

Upon arriving at school, students are subject to an electronic search of their person.

A student is tardy if she/he arrives after 7:20 AM. The late arrival of a student who brings in a note from an authorized source, such as a doctor or court representative (see below), will be excused. All other tardies will be considered unexcused. **Every third unexcused tardy results in the addition of a day to the number of days a student is assigned to attend Gaines Alternative School.**

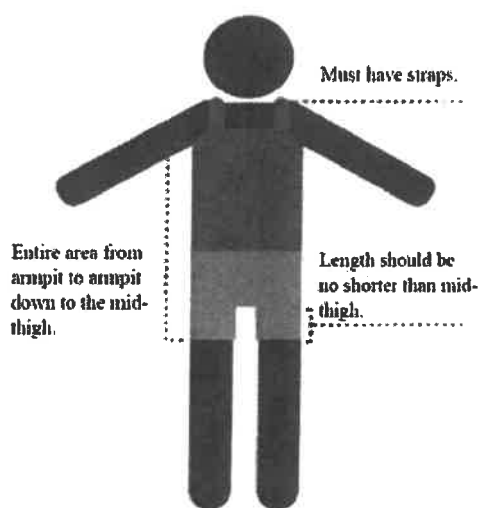
An absence will be recorded as excused if it is supported by documentation from an authorized source as per Section 2.2 of the *Student Code of Conduct*.

**A student must attend Gaines for the number of days assigned by the District Discipline Committee regardless of the number of absences. Excused and/or unexcused absences will be added on to the overall period of time a student is enrolled at Gaines Alternative School.**

### **Dress Code**

- The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The St. Johns County School District expects students to dress in a way that is appropriate for the school day or any school sponsored event. Student dress code requirements reflect fair, equitable, and consistent practices for all students, while contributing to a safe and positive school climate. **While you are enrolled at the Gaines Alternative School, the following expectations will be strictly enforced:**
- In accordance with statutory requirement F.S. 1006.07 (*students are prohibited from wearing clothing that exposes underwear or that exposes body parts in an indecent or vulgar manner*) enforcement will focus on positive guidance without embarrassment to the student and should not disrupt the educational process.
- Personal attire may be in the style of the day. Clothing, piercings and accessories displaying profanity, violence, discriminatory messages, sexually suggestive phrases, phrases or symbols of alcohol, tobacco or drugs is unacceptable.
- Gang graffiti will not be drawn or worn on backpacks, notebooks, folders, papers, clothing or any other object or on the body of any student on school property.

- Pajamas shall not be worn as exterior clothing on campus.
- Head gear (any form of head covering), including but not limited to, caps, hats, hoodies, bandanas and/or sunglasses shall not be worn indoors on campus unless permitted by school administration for religious or medical reasons. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours.
- **ALL STUDENTS:** Clothing must cover areas from one armpit to the other armpit, down to the mid-thigh. Tops must have shoulder straps and be long enough to adequately cover the waistline and not expose the midriff.



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- Students must wear shoes that are safe and appropriate for the learning environment. Students must wear shoes that have a back or strap on the heel. Bedroom slippers are prohibited.
  - See-through or mesh garments must be worn with opaque clothing over it or underneath that meets the standard for clothing coverage.
  - Rips or tears in clothing above the mid-thigh must not expose skin.
  - Pants / shorts will be worn at the waist. If pants / shorts are loose at the waist, a belt will be required (sagging pants are strictly prohibited).
  - With the exception of a wristwatch, no jewelry will be worn to Gaines Alternative School (the wearing of jewelry dramatically slows the metal detector check-in process and therefore excessively delays entry into the building).
  - The wearing of a smartwatch (e.g., Apple Watch) is not allowed.
  - School administrators will determine the appropriateness of student dress and appearance.
  - Dress code violations that are considered habitual in nature may result in disciplinary action.
  - Students will be permitted to call for a change of clothing on the first offense.

**Additional School Policies**

**Electronic devices are not permitted.** This includes, but not limited to, cell phones, iPods, MP3 players, portable gaming devices, and portable digital storage devices (USB thumb-drives and the like). These items will be confiscated and will be returned only to a parent or guardian. Repeat violations of this policy will result in disciplinary action.

**Backpacks, duffel bags, purses, containers and/or bags are not permitted.** Lunch brought in from home must be in a clear plastic bag. Students may not bring open beverage containers into the building. Items necessary for personal hygiene must be checked in at the back office or the clinic and will be held for safekeeping.

**Prescription and non-prescription medication must be checked in with the nurse.** A doctor's authorization form must be completed by a parent/guardian for all prescription medication that is to be dispensed by staff. Students are not permitted to carry any prescription or non-prescription medication.

**Students are not permitted to drive themselves to or from school.** There is no parking on campus. At dismissal, all students must promptly leave the school grounds following their pre-authorized mode of transportation. Any changes to a student's normal mode of transportation must be requested in advance and in writing. This ensures that the accommodation is made with minimal confusion and/or disruption to the dismissal process.

**I have read and understand the policies of the Gaines Alternative School. I understand that failure to comply may result in disciplinary action and/or recommendation for additional time for the student to be assigned to Gaines.**

**Parent Signature:** \_\_\_\_\_

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

**Student Signature:** \_\_\_\_\_

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

**Staff Signature:** \_\_\_\_\_

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