

The Evelyn Hamblen Center

Gaines Alternative School

1 Christopher Street
St. Augustine, FL 32084
(904) 547-8560



Craig A. Davis, PhD, Principal
Tiffany Lo, MEd, Asst. Principal / Academic Coordinator (EHC)
Leslie Couden DiLeo, LMHC, Mental Health Coordinator (EHC)
Bruce Allie, MEd, Assistant Principal (Gaines)

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 tardiness 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.**

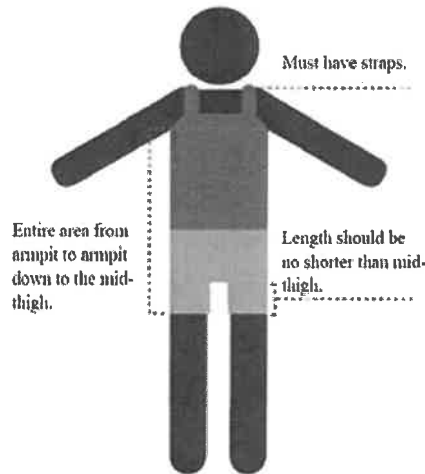
An absence will be recorded as excused if it is supported by documentation from an authorized source as per Section 1.10 of the *Student Code of Conduct*.

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. **Bedroom slippers, slides, crocs, or flip flops 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.

Gaines Alternative School uses a demerit system to track behaviors. Demerits are given for Level 1 infractions [pp. 31-32 Student Code of Conduct]. Students who receive 5 demerits will be issued a one day of out-of-school suspension.

Students are expected to be on task. Students who are playing games, sleeping, distracting others, or in any other way off-task, despite being redirected, will receive a demerit for insubordination, which is a Level 1 offense [pp. 31-32 Student Code of Conduct]. Repeated demerits will result in an out-of-school suspension.

While assigned to Gaines Alternative School students are NOT allowed on any other St. Johns County School District Property for any reason. Doing so could result in a trespassing charge which would likely lead to an increase in days assigned to Gaines.

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 2 hours 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: _____

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Health Information 2022-23

Please check if your student has any of the following:

- Asthma
- Diabetes
- Seizures
- Chronic illness
- Pregnancy
- Prescription medication (Medications: _____)
- Medical implants
- Glasses/contacts
- Allergies
- Other (Please describe: _____)
- None of the above

Please review and complete the health section of the *Student Information Form* if your child has any medical conditions.

Student name: _____

Parent Signature

Date

Administrator Signature

Date

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**The Evelyn Hamblen Center
School Advisory Council
2022-23**

A School Advisory Council (SAC) is the primary link between schools and the local community. This is a council designed for the parent, student, teacher, and community to have a voice in the decision-making process of an individual school. The primary goal of the SAC is to improve education.

The faculty, staff, and administration of the Gaines and Evelyn Hamblen would greatly appreciate your helping our schools become the best that they can be.

Thank you.

_____ Yes, I wish to serve on the committee.

_____ No, I do not wish to serve on the committee.

Print Parent/Guardian Name:

Print Student Name:

Address:

Parent/Guardian Signature:

Date:

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**Computer Usage/Website Policy
2022-23**

It is expectation of the Gaines Alternative School that all students respect the District's Student Acceptable Use Procedures (AUP) that clearly outline the procedures for utilizing the District's digital network. Additionally, students are not allowed to access ANY websites other than the APEX learning platform without staff permission. Any student accessing other websites of any kind will be subject to disciplinary action, including out-of-school suspension.

Parent Signature

Student Signature

Staff Signature

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EPIC
Level 1 Prevention Program

One of the services that we offer students attending the Gaines Alternative School is a Level 1 Prevention opportunity provided by EPIC Community Services. The topics discussed in small groups of 2-3 students include goal setting, effective communication, managing stress, positive decision-making, time management, and building positive relationships. This service is NOT mental health counseling. A copy of the curriculum is available for review at your request.

_____ I give my student permission to participate in EPIC's level 1 Prevention Program.

_____ I do NOT give my student permission to participate in EPIC's Level 1 Prevention Program.

Parent Signature _____

Date _____

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July 18, 2022

Demerit System

Dear Gaines Alternative School Parents and Guardians:

This letter is to inform you of the Gaines Alternative School Demerit System.

The mission of the Gaines Alternative School is to promote individualized learning in a safe and structured environment for all students.

The Demerit System will be used to help Gaines Alternative School parents and students keep track of student behavior. A student is issued a demerit as a warning for not following the *Student Code of Conduct*. A demerit is classified as a Level 1 infraction warning [pp.31-32, *Student Code of Conduct*]. After the demerit is issued, the student will receive staff support to correct the behavior and demonstrate the ability to follow school and classroom rules.

Parents will be contacted when their student receives a demerit.

The first 5 demerits will result in a referral to the Dean of Students and receive one day of out-of-school suspension (a Level 2 consequence). Repeated demerits will result in appropriate progressive disciplinary action.

We appreciate your partnership in helping your student succeed and keeping our campus safe.

Parent/Guardian and Student signatures below indicate understanding of the Demerit System, as described in this letter.

Student Signature

Date

Parent Signature

Date

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Student-Parent/Guardian Compact

The Evelyn Hamblen Center and Gaines Alternative School will provide a specialized curriculum designed to help students make attitudinal changes necessary for them to be successful both academically and socially. In order for this to occur, the student agrees to:

1. Address/treat all staff members and peers respectfully.
2. Attend regularly.
3. Follow the dress code.
4. Bring necessary school supplies every day (*Evelyn Hamblen Center students only*).
5. Complete all class work and homework assignments, on time.
6. Deliver school notices, newsletters, homework to my parents/guardian as directed by the teacher/school.
7. Follow the school rules and procedures:
 - a. In designated eating areas
 - b. In the classroom
 - c. During school functions
 - d. In the hallways, when entering/leaving the classroom / campus
 - e. On school-provided transportation
8. Remain on campus (I will not leave without permission).
9. Remain free of drugs/alcohol/other contraband (I will not possess or distribute).
10. Resolve my differences with peers peacefully (I will not fight or otherwise use verbal/physical force against anyone at any time).

I fully understand that I am responsible for my actions. Additionally, I understand that I may not return to any other school in St. Johns County until I have completed this program.

Student Signature

Date

I have read this compact and will support my child's commitment to it.

Parent/Guardian Signature

Date