

The Evelyn Hamblen Center

Gaines Alternative School

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



Craig A. Davis, PhD, Principal
Alyssa Kelley, MEd, Asst. Principal / Academic Coordinator (EHC)
Elizabeth Hayward, 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.**

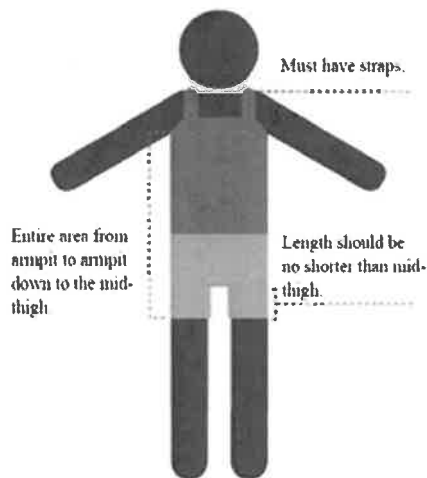
An absence will be recorded as excused if it is supported by documentation from an authorized source as per Section 1.10 of the *Student Code of Conduct*.

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, 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.
 - 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.**
 - Any clothing that sets off metal detector should not be worn (underwire bras, button fly pants, pants with excessive zippers, etc.)
 - Resource officer can/will conduct search if metal detector detects an item of concern. This search will take place with another staff member present as well.

- 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 held in a locked drawer for the day. Parent/guardian will be informed via call and/or email. Confiscated items will be returned to student at the end of the day. After third offense confiscated items will be returned to a parent or guardian only. 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 Ziploc type plastic bag. Students may not bring open beverage containers into the building.

No make-up, perfume, body spray, lip gloss, brush/comb or lotion are allowed on campus. Necessary feminine hygiene products must be brought in in a small pouch/bag and checked upon entering the school. Classroom teachers will hold for safekeeping.

Gaines Alternative School uses a demerit system to track behaviors. Demerits are given for Level 1 and 2 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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Gaines Alternative School Transportation

Students that live outside a 2-mile radius of the campus will have bus transportation or the parents/guardians may provide pick up and drop off at the Gaines Alternative School. The school will work with the transportation department to coordinate the time and bus stop near the home of residence that is on file with the school. The drop off before 7:20 is the Habitat for Humanity parking lot. Students should not be dropped off anywhere other than the Habitat for Humanity parking lot before 7:20am. For students that arrive after 7:20 (Tardy), the entrance at the front of the school will be utilized.

If a student who is a bus rider needs to be picked up early, please let the school know at least 2 hours in advance to coordinate dismissal.

Students who live within 2 miles of school can choose to walk or bike to and from school.

Please select one of the following options:

- Bus Transportation
- Parent/Guardian transportation
- Walk/Bike (within 2 miles of the school)

Parent/Guardian Signature _____

Date: _____

Student Signature _____

Date: _____

Staff Signature _____

Date: _____

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Health Information 2024-2025

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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July 25, 2024

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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Computer Usage/Website Policy 2023-24

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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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

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The Evelyn Hamblen Center School Advisory Council 2024-2025

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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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 _____

PIVOT



TOVIP

Teachable Opportunities Validating Individual Purpose

St. Johns County Education Foundation d/b/a Investing in Kids (INK!).

Pivot is a program specifically designed for students who attend Gaines Alternative School in St. Johns County. The objective for the program is to promote a healthy, safe, educational environment for students who are at-risk while focusing on some of the causes of their underlying behaviors.

Your student is invited to participate in the PIVOT program. The program is designed to offer students an opportunity to work one-on-one with a tutor who specializes in the subjects of Math and English. The tutor (Carol Corgel) will help the student review the requirements of the academic subject, and to decide how to meet their obligations. The tutor will also ensure that any accommodations required (based on an IEP or 504 Plan) are being used at Gaines and their home school.

In addition, PIVOT is offering a Coaching program. Coaches (Brittney Garmon, Bradrick Clark, Ila Barrett (Nena), and occasionally a guest coach) will help students achieve their goals and abilities by thinking a different way. The Coach will collaborate with the student and instruct student on strategies that will help the student organize, plan, and deliver effective tactics and techniques. This may include sports, career planning and college opportunities.

Your student will be supervised by teachers, coaches, and/or volunteer leaders. Given the nature of this program, your consent below is required. By signing this form, you agree that your student may participate in the PIVOT program activities.

Student Photo Release:

In an effort to continuously serve the St Johns County School District, INK! provide in-person and virtual programs, events and activities for students.

I, _____, the parent or legal guardian of
_____ [Student] **DO** grant [INK!] my permission to use
the photographs described as for any legal use, including but not limited to: publicity,
copyright purposes, illustration, advertising, and web content.

I, _____, the parent or legal guardian of
_____ [Student] **DO NOT** grant [INK!] my permission to
use the photographs described as for any legal use, including but not limited to: publicity,
copyright purposes, illustration, advertising, and web content.

Furthermore, I understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Questionnaire:

If your student chooses to participate in the PIVOT program, there will be a PRE and POST questionnaire delivered.

Medical Matters:

I hereby warrant that to the best of my knowledge, my student is in good health, and I assume all responsibility for the health of my student.

Emergency Medical Treatment:

I/We hereby grant permission and give my/our consent for my student to (1) be treated by any qualified nurse, physician, or surgeon as may be deemed necessary by the district, its agents, servants, or employees during the activity; (2) be administered medication and/or emergency first aid care as may be necessary or appropriate; and (3) receive treatment in hospitals, medical offices, or elsewhere in the event of accident or illness.

In the event of an emergency, I hereby give permission to transport my student to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency and you are unable to reach me at the above numbers, contact:

Name: _____

Relationship: _____ Phone: _____

Participation in these activities is voluntary, but you must give permission before your student can participate. Your signature below grants your permission.

Student's Name:

Parent/Guardian Signature:

Date: