

Siatech MYcroSchool Charter High School
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Student Handbook 2023 - 2024

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As we launch into the 2023/2024 school year, it is my commitment to families that our staff will continue to equip your student with the skills they will need to develop academic goals, meet graduation requirements to achieve their high school diploma, and help them develop realistic college, career and/or job opportunities. We have complete belief in the success of your student and will be with them throughout all aspects of their school journey.

To our students, at Siatech MYcroSchool, we care about you, we care about your learning and want you to succeed in life. We understand that learning can be difficult at times, and we will, with your help, find accommodations to help you accomplish your academic goals. We will teach you to put values into actions in ways that will positively impact your community and society. At Siatech MYcroSchool, you "Will" receive much more than a high school diploma! We are excited about your future! We look forward to the 2023/2024 school year and hope you are as well!

At Siatech MYcroSchool we are "Student Focused".

At Siatech MYcroSchool, we BRAG different!

Always Education,

Principal Lewis & The Siatech MYcroSchool Team!

Table of Contents

• Board of Directors	3	
• Vision, Mission, and Core Values	4	
• Staff Directory	5	
• Commitment to Excellence	6	
• New Student Orientation	7	
• Transportation Policy	7	
• Attendance Policy	7-9	
• Early Dismissal Policy	9	
• Emergency Procedures	10	
• Bathroom Use	10	
• Food and Drink	10	
• Student Appearance (dress code)	10-11	
• Electronic Devices	12	
• Cellular Phone Use	12	
• Copy Machines	12	
• Schedule Changes	13	
• Session Changes	13	
• Grading System	13	
• Transcripts/Student Records	13	
• Graduation Requirements	14	
• Progress Reports	15	
• Parent-Teacher Conferences	15	
• Testing Requirements	15	
• Activity Transportation	15-16	
• Zero Tolerance	16	
• Code of Conduct	16-21	
• Grievance Procedure	21	
• School Property	21	
• Computer Internet Use Agreement 22 -		33
• Letter of Commitment	34	
• Review of Student Handbook	35	

Governing Board of Director Members

2023 - 2024

Alena Lawson
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Chris Stokes
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Ramona Jakson
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Dr. Suzanne Warner
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Steven Schwab
Board Member
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Brian Wooden
Student Board Member
TBD@mycrostudent.org

Mortlake Nembhard
Board Member
mortlake.nembhard@siatechmycroschool.org

Mission

Siatech MYcroSchool provides a premier high school dropout recovery program engaging students through a relationship-focused, technology infused, and teacher led classroom fueled by a personalized *Student Success Plan* resulting in high school graduates prepared for college, careers, or the military.

Vision Statements

Our students

All students will be life-long learners and productive members of society.

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 Siatech 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.

Staff Directory

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elizabeth.frank@siatechmyschool.org

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Schaun Chisholm Paraprofessional (352)333-7952 ext. 8110
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Rachely Guzman Paraprofessional (352)333-7952 Ext.
8111
Rachely.guzman@siatechmyschool.org

Commitment to Excellence:

Siatech 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.

To provide a safe learning environment for our students, all students are required to make a Commitment to Excellence by signing a Letter of Commitment upon entrance to the program.

As a Siatech MYcroSchool student, you are required to always meet and maintain the following expectations:

- Place your cell phone in the lock box upon entry to your class where it will remain until your academic session is over. The school contact information will be provided to all your contacts so they may contact the school directly in the case of an emergency.
- Arrive to school on time, entering directly into the building and reporting to your first period class.
- Exit school when dismissed by your last period teacher, going directly to the bus stop, car-riders, or pick-up area; loitering outside the building or neighboring buildings at any time is not permitted. Loitering outside the building or neighboring buildings at any time is not permitted.
- Appropriately notify your teacher when you need assistance and always follow your instructors' directions.
- Always do your own work. Copying the work of others or giving your work to others to copy is cheating and will be dealt with.
- Earn a minimum of 25 hours of class time per week.
- Treat everyone you encounter with respect at all times.
- Conduct yourself in an adult-like manner at all times.
- Adhere to all rules and requirements as defined in this student handbook.

New Student Orientation:

All new students are required to attend and successfully complete the New Student Orientation (NSO). The NSO is a one-day orientation to Siatech MYcroSchool. Students must attend the full day without being tardy and must successfully complete all required tasks before being admitted to school.

Transportation Policy

City Bus Passes:

Students living more than **two miles** from the school campus can earn a monthly bus pass for the RTS bus system by attending school daily and meeting the required 25 hours a week of class time requirement.

- Bus passes will be awarded to students on the last day of the month for the next month. No bus passes are provided for the partial months of August and June.
- New students must have 5 days of perfect attendance before receiving a bus pass.
- Students must be in attendance for the full morning or afternoon session to receive a bus pass. Poor school attendance can cause the revocation of your student bus pass privileges.
- If a student has more than 5 unexcused absences in one calendar month, his or her bus pass privileges may be suspended for the following month.
- If a student loses his or her bus pass privileges due to unexcused absences, the student must regain bus pass privileges when 5 consecutive days of attendance have been logged by the student.
- **Receiving a bus pass is a privilege.** Siatech MYcroSchool purchases the bus passes from RTS to provide to students.
- **School administration reserves the right to permanently revoke bus pass privileges based on poor school attendance.**

ATTENDANCE POLICY

Statement of Policy:

School attendance underscores the significance of learning and the importance of obtaining an education in our society. In addition, it helps 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. The responsibility of school attendance is that of both parents and students. **Students who have 10 consecutive unexcused absences or 10 cumulative unexcused absences will be withdrawn for non-attendance.**

Students can request to be readmitted. Before readmission is granted, students must successfully complete the New Student Academy.

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.fldoe.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:

- Personal illness
- Illness or death in the immediate family
- Special recognized religious holidays observed by the student's faith
- Mandates by order of a governmental agency
- 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.

TO REPORT ABSENCES, PLEASE CALL:

Siatech MYcroSchool
Constance McCoy or Emma Lewis (352) 333-7952

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 **Mrs. McCoy or Emma Lewis**
 - 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**.
 - If you have no documentation, you are **unexcused**.

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

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 to obtain make-up work for any assignments that were missed.

Students will not need documentation from a parent/guardian for absences because of participation in any activity sponsored by the school such as field trips, athletic events, contests, etc.

EARLY DISMISSAL POLICY

All students are expected to remain in school for the full session. Requests for early dismissal must be made in person or submitted to the principal or designee prior to the student departing the school grounds. Students 18 and under requiring early dismissal must have a parent or guardian confirm the early dismissal request. The principal or principal's designee must confirm this prior to departure. Students should not leave the school grounds during school hours without permission from the principal or principal's designee.

Students that are working must provide a copy of their work schedule to be excused for early dismissal.

EMERGENCY PROCEDURES

EMERGENCY CLOSING OF SCHOOL

DO NOT CALL THE SCHOOL about weather-related issues. Information regarding closing of schools and cancellation/postponement of activities will be announced over TV and radio stations.

FIRE DRILLS

- Fire drills are held 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.
- Students must leave their respective classrooms, walking rapidly but not running, in a quiet manner.
- Teachers will provide specific instructions for fire drills.
- 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 or after class. Restroom use during class time will only be allowed for an emergency.

FOOD AND DRINK

No food or open drink shall be allowed in the classroom areas.

STUDENT APPEARANCE

The student dress code is established to teach students the importance of grooming and hygiene, to instill discipline, to prevent violence and disruptions in the education environment, to avoid safety hazards and to teach students respect for themselves. Student must be wearing their uniform when they enter the building.

Siatech MYcroSchool requires that all students wear the school authorized uniform. **It is the student, or parent/guardian responsibility to purchase the required uniform. It is not the school's responsibility to provide uniforms to the students.**

All students- male and female- must wear khaki /tan pants. khaki/tan walking (Cargo) shorts (touching the knee) or khaki/tan capris and a collared navy blue polo (3 buttons) shirt. Pants must be worn with a belt.

Short shorts that are not at the knee. skirts, jumpers, skorts, leggings or dresses are not permitted. Hoodies are permitted but must not be worn in the building. If a student is caught wearing a hood in the building, they must lock it up.

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

Students will not be allowed to remain in classrooms or at the school in clothing that is inappropriate or otherwise unsafe, offensive, or disruptive to instruction and/or work. Consequences for inappropriate clothing range from a simple change of clothing to student suspension and/or expulsion from school depending on the specific infraction of school policy.

Footwear: Shoes must be safe and appropriate. You may not wear flip flops, bedroom slippers or shoes with wheels. A manufacturer's logo/image is acceptable.

You May Not Wear:

- Outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:
 - Promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior.
 - Denigrate or promote discrimination for or against an individual or group based on age, color, disability, national origin, sexual orientation, race, religion, or gender.
- Hats, headgear, bandanas, satin sleep caps, bonnets, or other head coverings, except when approved by the principal/designee.
- Jewelry or accessories that may be used as weapons, such as chains, spiked jewelry, or arm bands.
- Combs, curlers, or hair picks
- Sunglasses inside the school building

Clothing Discipline

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 uniform policy. Repeated violations may result in progressively more serious consequences.

The administration will have final determination concerning the appropriateness of student dress.

ELECTRONIC/ENTERTAINMENT DEVICES

Students are not to bring MP3 players, iPod, CD players, boom boxes, video cameras, pagers or other electronic/entertainment equipment to class or school. A student must get permission from instructor/high school office personnel if an item is needed for a class assignment.

CELLULAR PHONE/TELEPHONE USE

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

Cell phones will be placed in a lock box upon entry into the school where it will stay locked up until the school session is over.

Students are responsible for keeping the key secure.

The lockers are for student use during their assigned session. The key to the cell phone locker must remain in the building. Students are responsible for any damages the school may incur due to lost or stolen keys. **The cost of a replacement key is \$7.00. The cost to replace a lock is \$25.00.**

In Case of Emergency, contact the school at (352) 333-7952.

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:

To enroll in Siatech 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 Alachua County Public School district, and proof of immunizations at the time of registration.

SCHEDULE CHANGES:

To request a change in schedule, students must contact the Siatech MYcroSchool principal or designee. The principal or designee is the only person authorized to approve schedule changes.

Session changes:

To request a change in session, students must contact the Siatech MYcroSchool administrative assistant or designee. The administrative assistant or designee will complete the Session Change Form and submit it to the principal for approval. The principal is the only person authorized to approve session changes.

GRADING SYSTEM:

Siatech MYcroSchool operates on a mastery-learning model. Grades are assigned based on demonstration of proficiency. We will be using the Alachua County School System Skyward system and our internal Apex system to record grades, attendance, discipline, and transcripts.

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. Any student wishing to inquire about personal records should contact the school principal. All students making an application for admission to a post-secondary institution must sign a written permission form that enables the school to send records when requested.

STUDENT RECORDS:

State laws require that academic records and 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.

GRADUATION REQUIREMENTS:

ENGLISH 4 CREDITS

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

MATH 4 CREDITS

Algebra 1, Geometry, and 2 additional math

- Students entering 9th grade for 2015-2016 are required to take Algebra 2

SCIENCE 3 CREDITS

Biology, Earth/Space Science, and Environmental Science

SOCIAL STUDIES 3 CREDITS

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

FINE ARTS 1 CREDIT

Digital Info Tech or Digital Design 1 or Digital Design 2

****PHYSICAL EDUCATION 1 CREDIT**

Personal Fitness and Fitness Lifestyle Design

ELECTIVES 8 CREDITS (2 should be foreign language)

Electives are earned through on-line courses, PCSD 1, 2, 3 & 4, or Intensive reading and math.

TOTAL CREDITS 24 CREDITS Standard

GRADUATION REQUIREMENTS 18 Credit ACCEL DIPLOMA

PROGRAM:

ENGLISH 4 CREDITS

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

MATH 4 CREDITS

Algebra I, Geometry and any 2 additional math courses

Math for College Readiness, Algebra 2, Liberal Arts Math I & II

SCIENCE 3 CREDITS

Biology, Chemistry, Earth/Space, Physics, Environmental Science

SOCIAL STUDIES 3 CREDITS

World History, Economics, US History and US Government

FINE ARTS 1 CREDIT

Digital Information Technology, Digital Design 1 and Digital Design 2

ELECTIVES 3 CREDITS (no online course required)

Electives are earned through on-line courses. Computer Graphics, Intensive Reading, Intensive Math, and Siatech MYcroSchool Career Clusters. PCSD I, II, III, IV.

TOTAL CREDITS 18 CREDITS Accelerated

ADDITIONAL INFORMATION:

Siatech MYcroSchool students are not required to log “seat time” to earn course credits in academics. *You earn the credit when you demonstrate mastery of the subject.*

Students may demonstrate mastery with a Proficiency Test to exempt a module or unit of study under special circumstances and with approval of the principal. 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.

All students must complete five hours of seat time daily.

PROGRESS REPORTS

Progress reports will be mailed home every nine (9) weeks.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be scheduled through the teacher or the administrative assistant. Parents are encouraged to call teachers when they have concerns. Each teacher has his/her own direct voice mail; their respective phone numbers are listed in this Student Handbook. Every teacher has his/her own E-mail account.

TESTING REQUIREMENTS

High school students are required to pass the Florida Standards Assessments or other identified state-mandated graduation tests or requirements to receive a standard or accelerated high school diploma from the state of Florida.

Students enrolled in the Siatech MYcroSchool program must take a Baseline and Growth assessment in reading, writing, and math. All students are expected to demonstrate two years of growth in reading and math upon completion of their academic program at Siatech 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 Alachua 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.

**If a student is riding home from an activity with a parent, a parental note may be presented to the sponsor.*

STUDENT ALCOHOL/DRUG/TOBACCO POLICY

Siatech 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.

CODE OF STUDENT CONDUCT

As a tuition-free public charter school, Siatech MYcroSchool is a **School of Choice**. As such, parents and students who choose to enroll in and attend Siatech 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 withdrawal and/or re-assignment to his or her home school.

The purpose of this code is to provide students in the Siatech MYcroSchool an effective and safe learning environment. This information has been prepared in accordance with the Alachua County Public Schools' Code of Student Conduct. 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 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 their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey directions, use acceptable and courteous language, avoid being rude, 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. 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

Siatech 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

If the above actions do not work and student behavior results in three (3) or more referrals to school administration, the following actions will take place and the student will be subject to withdrawal or referral back to his or her home school.

STUDENT DISCIPLINE – BOARD POLICY

Siatech MYcroSchool Policy No. 5103

The Board of Directors (“Board”) of Siatech 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. Siatech 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. Siatech MYcroSchool shall develop disciplinary rules in accordance with the 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.

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

STUDENT EXPULSIONS, SUSPENSIONS AND DISMISSAL

Siatech MYcroSchool POLICY NO. 5103

It is the goal of Siatech MYcroSchool 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 Siatech MYcroSchool, including but not limited to:

- Respect all requests, and directives from the employees of Siatech 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 and identification requirements
- Demonstrate acceptable student behavior

Criminal Sanctions:

It is the policy of Siatech 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 OR VERBAL THREATS

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

Students shall **not engage** in 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 site 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 Siatech 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

Siatech 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.

- **Approved Disciplinary Measures**

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 prior to suspension or expulsion of 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
 - 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
 - recommendation for expulsion
- **DISCIPLINARY REPORT**

The disciplinary report shall be used by staff to document the student's behavior.

- **Suspension and Expulsion**

Level One Offenses are Zero Tolerance Policy violations and shall result in immediate expulsion from Siatech MYcroSchool per expulsion procedures outlined in this document. They include:

- Possession of a gun or illegal weapon on center
- Physical assault that causes bodily harm to students or staff
- Sexual Assault
- Robbery, extortion, or arson
- Possession or sale of drugs on campus
- Conviction for drug use, possession, or sale off-campus
- Use of drugs as evidenced by a second positive drug test conducted

Level Two Offenses are very serious offenses that may result in expulsion from Siatech MYcroSchool, and include:

- Physical assault with intent to cause bodily harm
- Theft
- Gang activity
- A pattern of inappropriate behaviors
- Threats
- Intimidation
- Insubordination
- Any possession or sale of alcohol on campus
- Disruptive behavior
- Obscene or abusive language

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 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, such notice shall state the date, time and place of the administrative hearing.

- The student and, if a minor, the student's parent(s), guardian or custodian shall be permitted to be present at the hearing and, if desired, the student shall be permitted to have counsel present.
- The hearing shall be conducted in a manner to ensure the student receives due process.
- The board shall notify the student and the student's parent(s), guardian, or custodian of its decision whether to expel or not to expel.
- 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.
- A decision to suspend or expel a student from school may be appealed to the governing board.

GRIEVANCE PROCEDURE

Parents or students wishing to register a complaint or add an item to the governing board agenda may do so by submitting the request to the school principal. The school principal will forward the agenda item request to the board secretary to be placed on the agenda at the next scheduled board meeting.

Parents may also request contact information for any board member by speaking with the administrative assistant at the school.

SCHOOL PROPERTY

Students are expected to help maintain high standards of cleanliness in our building and show appropriate respect and care for all property. We will require payment for any property that is damaged willfully or through carelessness. Students will also be expected to clean, straighten, or make other amends as deemed necessary for behavior.

We are all proud of Siatech MYcroSchool! Students should show their respect for the facility by keeping their building and school property in the very best condition. We all appreciate a clean, well-kept facility. We can all contribute to such an environment, and we ask our students to respect all school equipment and property and help keep Siatech MYcroSchool clean.

According to the Code of Conduct and Discipline, appropriate consequences will be assigned to students who vandalize school property and are generally disrespectful of property. Consequences may include payment for replacement or repair of property as well as detention or possible suspension.

COMPUTER AND INTERNET USE AGREEMENT

These policies, regulations, and procedures (“Policy”) provide students, parents, and staff at Siatech MYcroSchool with information about the privileges and responsibilities of using the Internet, school computer networks and resources. Siatech 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.

- **Introduction/Purpose:** School for Integrated Academics & Technologies, referred to in the following as Siatech MYcroSchool, provides MYcroSchool Net (defined below) to students and staff as a tool for achieving academic excellence. MYcroSchool Net is the property of Siatech 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 Siatech MYcroSchool.

- 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 Siatech MYcroSchool employees, students, independent contractors, agents, and other computer users, wherever they may be located.

- 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.

- 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, at the sole discretion of Siatech MYcroSchool.

- **Definitions**

- **“MYcroSchool Net”** means “Siatech MYcroSchool’s” 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.

- **“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.

- “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.

- “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.

- “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.

- “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.

- “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.

- “Users” means all employees, independent contractors, consultants, temporary workers, and other persons or entities that use the MYcroSchool Net, wherever they are located.

- “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).

- “World Wide Web (WWW or Web)” means a hypertext-based, graphical user interface for locating and accessing information on the Internet.

- “Workstation” means the individual computers assigned to one or more Users.

- **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 networking sites which include but are not limited to Facebook, Plaxo, LinkedIn, Twitter, and MySpace, Tick Tock, Instagram, snapchat & youtube.** You must obey all Siatech MYcroSchool policies, as well as all software licenses, copyrights, local, state, federal, and international laws in your use of MYcroSchool Net.

- **No Expectation of Privacy**

- 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 Siatech 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.

- **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.

- **Waiver of Privacy Rights:** You expressly waive any right of privacy, as to Siatech MYcroSchool, in anything you create, store, send, or receive using MYcroSchool Net. You understand and consent to Siatech MYcroSchool's use of human and/or automated means to monitor the use of MYcroSchool Net, including e-mail and Internet access.

- **Restriction of Free Speech:** MYcroSchool Net is not a public access service or a public forum. Siatech 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.

- **Inappropriate or Unlawful Material**

- **Prohibited Material:** You may not intentionally create, post, send, display, or store information that:

- IS A PERSONAL, PREJUDICIAL, OR DISCRIMINATORY ATTACK ON A PERSON OR GROUP.
- IS FALSE OR DEFAMES A PERSON, GROUP, OR ORGANIZATION.
- COULD DAMAGE OR DISRUPT THE NORMAL ACTIVITIES OF SIATECH MYCROSCHOOL OR SIATECH NET.
- COULD CREATE A THREAT TO PUBLIC SAFETY OR SECURITY OR THREAT TO THE SAFETY AND SECURITY OF ANY INDIVIDUAL OR GROUP, OR
- IS FRAUDULENT, EMBARRASSING, OBSCENE, PROFANE, SEXUALLY EXPLICIT, LEWD, VULGAR, RUDE, INFLAMMATORY, THREATENING, DISRESPECTFUL, UNLAWFUL, OR INAPPROPRIATE.

- **Harassment, Cyberbullying:** You must not use MYcroSchool Net to harass, intimidate, or threaten anyone, Siatech 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.

- 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.

- **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.

- **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 Siatech MYcroSchool Net. You may not provide any commercial services using any MYcroSchool Net resources.

- **Intentional Harm**

- 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 it was freely given to you) or by hacking the system.

- 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.

- 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.

- System Security

- 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.

- Passwords Do Not Imply Privacy: Use of passwords to gain access to the MYcroSchool or to encode files or messages does not imply that you have an expectation of privacy in the material you create or receive on MYcroSchool Net. Siatech 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.

- 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.

- 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.

- 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.

- 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.

- 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.

- Restricted Activities: Without prior written authorization from the Director of Information Technology or his/her designee, you must not do any of the following:

- COPY SOFTWARE FOR USE ON YOUR HOME COMPUTER OR PROVIDE COPIES OF THE SOFTWARE TO ANY INDEPENDENT CONTRACTORS OR CONSULTANTS OF SIATECH MYCROSCHOOL OR TO ANY THIRD PERSON.
 - 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.
 - 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 SIATECH MYCROSCHOOL TEACHER OR STAFF MEMBER.
- Use of E-mail
 - 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 Siatech 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.
 - Etiquette Guidelines: In preparing e-mail and other electronic communications, the following guidelines should be followed:
 - IDENTIFY YOURSELF AND THE PURPOSE OF THE MESSAGE. WRITE A SUBJECT LINE THAT IS CONCISE AND DESCRIPTIVE.
 - 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.
 - BE CAREFUL WITH HUMOR. TRY NOT TO ANNOY SOMEONE WITH A THOUGHTLESS JOKE OR IRONIC STATEMENT THAT MAY BE TAKEN THE WRONG WAY.
 - 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
 - PAUSE AND REREAD THE MESSAGE BEFORE SENDING IT.
 - 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.

- 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.
- Attorney-Client Communications: E-mail sent from or to an attorney representing Siatech MYcroSchool should include the following warning header on each page of the message: "ATTORNEY-CLIENT PRIVILEGED/DO NOT FORWARD WITHOUT PERMISSION."
- Additional Guidelines: You are prohibited from sending or threatening to send enough 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.

- **Viruses**

- 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 USB drive, or other magnetic or optical media and all material downloaded from the Internet or from computers or networks that do not belong to Siatech 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/drives transferred from these computers to the MYcroSchool Net MUST be scanned for viruses.

- 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 Siatech 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 Siatech MYcroSchool system; and

- (4) Avoid using disks and other removable storage media on more than one computer system.

- **Encryption Software**

- Use of Encryption Software: You may not install or use encryption software on any of Siatech 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.

- 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.

- **Internet Access**

- Non- Siatech 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.

- 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. *Siatech 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 Siatech MYcroSchool site, or on any Siatech 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.*

- 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.

- **Personal Safety**

- 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 Siatech MYcroSchool staff. You must not give contact information to anyone else.

- **Parent/Guardian Approval:** Students may not agree to meet with someone you have met online without parent/guardian approval; the parent/guardian should accompany you if you do meet with someone. You must promptly inform a Siatech MYcroSchool teacher or staff member or parent/guardian if you receive any message that is inappropriate or makes you feel uncomfortable.

- **Resource Limits**

- **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.

- **Large File Transfers:** You should schedule communication-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 4:00 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.

- **Plagiarism and Copyright Violation**

- **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.

- **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 Siatech 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.

- **Disciplinary Actions**

- 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.

- Types of Disciplinary Actions: Discipline may include, but is not limited to, the following actions:

- ACCESS TO MYCROSCHOOL NET MAY BE DENIED FOR A SPECIFIC PERIOD, OR PERMANENTLY.
 - SUSPENSION FROM SIATECH MYCROSCHOOL.
 - REMOVAL FROM THE PROGRAM.
 - PAYMENT OF DAMAGES TO COMPENSATE SIATECH MYCROSCHOOL FOR LOSS OF TEACHER AND/OR STAFF TIME, DAMAGE TO MYCROSCHOOL NET (HARDWARE AND/OR SOFTWARE), ATTORNEY'S FEES, ETC.; AND
 - CRIMINAL CHARGES UNDER LOCAL, STATE, OR FEDERAL LAWS.

- 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. Siatech MYcroSchool will cooperate fully with local, state, or federal officials in any investigation of illegal activities conducted through MYcroSchool Net.

- **Limitation of Liability**

- No Guarantee of MYcroSchool Net Resources: Siatech MYcroSchool makes no guarantee that the functions or services provided by or through MYcroSchool Net will be error-free or without defect. Siatech MYcroSchool will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruption of service. Siatech MYcroSchool is not responsible for the accuracy or quality of the information obtained through or stored on MYcroSchool Net. Siatech MYcroSchool will not be responsible for financial obligations arising through your unauthorized use of the MYcroSchool Net.

- Parental Notice of Offensive Material: Parents/guardians of Siatech MYcroSchool students will receive written notice that Siatech MYcroSchool students will have access to the Internet. Parents/guardians of Siatech MYcroSchool students will also receive written notice of the rules for Internet users which are contained in this Policy. Siatech MYcroSchool is not responsible for material you view or download from the Internet. Siatech 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.

- 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.

- **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 Siatech MYcroSchool's services or network will be exclusively resolved under confidential binding arbitration held in Gainesville, Florida 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.

- **Miscellaneous**

- Other Policies Applicable: In your use of the MYcroSchool Net, you must observe and comply with all other policies and guidelines of Siatech MYcroSchool, including, but not limited to the following:

- **SIATECH MYCROSCHOOL STUDENT HANDBOOKS**

- **SIATECH MYCROSCHOOL EMPLOYEE HANDBOOKS**

- 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.

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

COMPUTER AND INTERNET USE AGREEMENT

I HAVE READ AND AGREE TO COMPLY WITH THE TERMS OF THIS POLICY GOVERNING THE USE OF SIATECH NET. I UNDERSTAND THAT A VIOLATION OF THIS POLICY MAY RESULT IN DISCIPLINARY ACTION, INCLUDING POSSIBLE TERMINATION, AS WELL AS POTENTIAL CIVIL AND CRIMINAL LIABILITY.

THIS IS TO VERIFY THAT I, _____, RECEIVED AND READ
(PRINT NAME)

THE 2023-2024 COMPUTER and Internet Use Agreement WHICH INCLUDES THE POLICIES

AND OTHER RULES AND REGULATIONS OF SIATECH MYCROSCHOOL.

Name (print): _____

Signature: _____

Date: _____

Email Address: _____

Letter of Commitment

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

To ensure the highest level of academic success for each student, it is Siatech 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 Siatech MYcroSchool are Alachua County Public School students.**

- Siatech 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, 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 Siatech MYcroSchool DRESS CODE. At Siatech MYcroSchool, the atmosphere of Siatech MYcroSchool is intended to be safe, friendly, and devoted to serious academic pursuit.**
- Siatech 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 outline 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. Siatech 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 the FSA or EOC exams, participation in FSA/ACT/SAT Preparation classes is **required.**

LETTER OF COMMITMENT

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

This is to verify that I, _____, received and read the
(PRINT NAME)

2023-2024 Student Handbook which includes the policies and other rules and regulations of Siatech MYcroSchool.

In addition, I also understand that as a student of Siatech MYcroSchool, I am also an Alachua County Public School student.

(PRINT Student Name) (Student **Signature**) (Date)

(PRINT Parent Name) (Parent **Signature**) (Date)

Class Session Choice for SY 23-24 are:

Session A: 8:00 am – 2:15 pm Periods 1st- 5th



All special sessions must be approved by the principal.

Please initial next the box your session choice.

****Please note that your session choice may not be available to you at the time of enrollment. You will then be enrolled in an available slot. Then placed on a waiting list for your session preference. Once a seat has been opened you will be notified of availability.**

SEARCH CONSENT FORM

It is the policy of Siatech MYcroSchool to prohibit the use, possession, concealment transportation or distribution of illegal or unauthorized items including but not limited to, illegal drugs, look-alike drugs and drug paraphernalia, tobacco, lighters, matches, alcoholic beverages, weapons, ammunition and/or stolen property while entering o or leaving school property or attending school-sponsored functions or events.

For the protections of the students, teachers, and employees of Siatech MYcroSchool, students may be required to submit their person, personal effects, vehicles, belongings, and any other items to a search by school officials or other authorized representatives.

Your signature below constitutes your consent to the inspection of the student's person, personal effects, vehicle and/or belonging or items.

Student Name (Print): _____ Date: _____

Student Signature: _____ Date: _____

Parent Name (print): _____ Date: _____

Parent Signature: _____ Date: _____

*******Zero Tolerance Policy*******

- 1. FIGHTING**
- 2. DRUGS**
- 3. WEAPONS OF ANY KIND**
- 4. SEXUAL HARRASMENT**
- 5. BELLIGERENT TO STAFF**
- 6. BULLYING/INTIMIDATION**
- 7. GANG RELATED INCIDENTS**

You will be automatically withdrawn from Siatech MYcroSchool.

*****NO EXCEPTIONS*****

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Expectations attending Siatech MYcroSchool (SY 2023-2024)

Name of Student: _____ Siatech MYcroSchool requires that the student abide by the following Expectations and the Alachua County Schools Student Code of Conduct.

1. **NAVY BLUE Polo-Type Shirts (must have a collar), or a Siatech MYcroSchool t-shirt and KHAKI colored tan or light brown pants or shorts for all students. Shorts for both female and male students must be at the knee. Students are also required to always wear a belt and pants should be worn on the waist.**
2. I agree no backpacks, purses, food, or drinks will not be allowed in the classroom at any time.
3. I agree to lock up all and any electronics in the lockers (i.e., apple watches, cell phones, iPods, any blue tooth device, thumb drives or MP3 players).
4. I agree to arrive on time for classes beginning at 8:00 a.m. or 11:00 a.m. I understand that if I do not arrive on time, I will be sent home.
5. I understand that if I do not make sufficient academic progress after 60 days, I may be withdrawn from the school.
6. **I understand that if I fail to meet the expectations listed above, the consequences will be as follows:**
 - a) **First Offense - student will be given a warning, parent/guardian will be contacted, and the student will be sent home.**
 - b) **Second Offense - one (1) day suspension from school.**
 - c) **Third Offense -three (3) day suspension and a parent/guardian meeting to discuss my ability to meet the expectation and abide by the Student Handbook at Siatech MYcroSchool and the Alachua County Schools Student Code of Conduct.**
7. I understand when I am sent home it is considered an unexcused absence.
8. I understand that if I accumulate ten (10) absences without communication with the school, I may be withdrawn from school.
9. I understand I must be **respectful, reliable, and responsible** always. This means profanity/cursing and horseplay during school hours are unacceptable.
10. I understand that if I disrupt class, I will be sent home.
11. I understand that I must abide by the Student Handbook for Siatech MYcroSchool and the Alachua County Schools Student Code of Conduct.
12. I understand that if I do not show up for the first day of school, I may be withdrawn.
13. I agree with all the terms specified above and understand that if I do not meet these expectations, I will need to explore other options to complete my high school education.

Student Signature: _____ Date: _____

Siatech MYcroSchool Staff: _____ Date: _____

Expectation for attending SIATech