

CODE OF CONDUCT

FRANKLIN COUNTY SCHOOLS

2009-2010

July 27, 2009

School Board Approval Date

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Superintendent

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FILL OUT COMPLETELY – DETACH – RETURN TO SCHOOL

2009-2010 CODE OF CONDUCT FOR STUDENTS GRADES PK-12

Student Name: _____ Student ID: _____ Grade : _____ (PRINT)

DIRECTORY INFORMATION

“Directory information” includes the student’s name, address, date of birth, dates of attendance, degrees received, and the most recent previous educational agency or institution attended by the student. Directory information is periodically requested by different individuals or entities. When requested, the District supplies directory information for school-related functions unless the parent has checked box(es) indicating that directory information is not to be released. Directory information is requested by many individuals and entities including, but not limited to, the elections office, local newspapers, churches, and local businesses. The list of potential requesters provided above is merely a representative sampling and not intended to describe all entities or individuals who may request directory information. The School District is not allowed by law to evaluate the requester or the appropriateness of the purpose for which the information is requested. Therefore, all requests are treated in the same manner.

School Board policy is available in each school for the interpretation of the educational records of students.

PLEASE CHECK ONLY ONE OF TWO BOXES

(If no choice is marked, then it will default to choice #1)

- 1. I will allow “Directory Information” to be released regarding my student for school-related functions to include: school pictures, cafeteria cards, school library cards, the yearbook, FCAT Explorer, school newspapers and newsletters, awards and recognitions including graduation lists for the media, audio or video recordings of my student done by the District and/or the news media used for public service announcements, or other presentations to the general public.

- 2. I do not want “Directory Information” released regarding my student.

Note: Under federal law, military recruiters and institutions of higher education are entitled to a list of names, addresses, and telephone numbers of high school students, unless you **object** to such release. Please indicate your intentions below.

PLEASE CHECK THOSE BOX(ES) THAT APPLY

- I do not want my high school student’s name, address, and telephone number released to military recruiters.

- I do not want my high school student’s name, address, and telephone number released to institutions of higher learning.

STUDENT

I certify that I have received a copy of the *Code of Conduct for Students Grades PK-12* and received an adequate period of instruction concerning the reason for, and importance of, the document.

Signature – Student

Date

PARENT

I am the parent/legal guardian of _____. I have had an opportunity to read the *Code of Conduct for Students Grades PK-12* and have discussed it with my child. My intentions regarding the release of my student’s Directory Information, as well as information requested by military recruiters and institutions of higher learning, are indicated above.

Signature – Parent/Legal Guardian

Date

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ALL PERSONS ARE ENCOURAGED TO READ AND DEVELOP A THOROUGH UNDERSTANDING OF THE *CODE OF CONDUCT FOR STUDENTS*.

INTRODUCTION

The School District of Franklin County is committed to focus on improved student achievement so that all students meet or exceed rigorous District Standards. With this vision in mind, The School District of Franklin County has developed the *Code of Conduct* to clearly communicate the behavioral expectations necessary for maintaining a safe and orderly learning environment.

NOTE: It is beyond the scope of this conduct book to identify all potentially relevant State laws, rules or regulations, and School Board policies that may apply to a specific disciplinary case.

SCOPE OF AUTHORITY

The *Code of Conduct* applies to all students enrolled in The School District of Franklin County. Section 1003.31, Florida Statutes establishes that all students enrolled in The School District of Franklin County are subject to the law, rules, regulations, and policies of the State of Florida and The School Board of Franklin County, Florida, anytime:

1. a student is on School Board-owned property;
2. a student is attending school;
3. a student is presumed by law to be attending school;
4. a student is being transported to or from school or school-sponsored events at public or school expense; and
5. a student is in attendance at or participating in a school-sponsored activity.

This statute also points out that, during such times, all students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned by the principal or the principal's designee.

AUTHORITY OF SCHOOL PERSONNEL

The authority of the teacher is outlined in Section 1003.32, Florida Statutes which grants teachers and other school staff members authority for the control and discipline of students assigned to them on campus, as well as in other places where they may be assigned to supervise students. **Students are expected and required** to follow the requests and directives of all teachers and school staff members, school volunteers, and chaperones when on School Board-owned property or at other places where they are under the direct supervision of School Board personnel. **Teachers shall make every reasonable effort** to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident **written on a referral form provided by the administration.**

NOTE: Section 1003.32, Florida Statutes grants teachers and other instructional personnel the power to use reasonable force to protect themselves or others from injury and to press charges against a student if a crime has been committed on school property, on school-sponsored transportation, or during school-sponsored activities.

NOTE: Section 1003.32, Florida Statutes authorizes teachers to remove a student who is unruly, disruptive or abusive, as well as any student who repeatedly interferes with the teacher's ability to communicate with the class or the ability of the student's classmates to learn.

NOTE: Section 1006.11(2), Florida Statutes provides that a principal, teacher, or other staff member or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

NOTE: Principals, in discharging their responsibility under law, will suppress or recall literature which they consider primarily commercial in nature or material which could endanger the orderly operation of the school.

STUDENT RETENTION, SEARCH, AND SEIZURE

The principal or any other instructional staff member may temporarily detain and question a student when circumstances indicate that each student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board Rules.

1. If at any time reasonable suspicion arises that a student is in unlawful possession of stolen or illegal property, tobacco products, an alcoholic beverage, illegal drugs, or weapon, a staff member may temporarily detain such student without the use of physical force, and may search the detained student and property, for the purpose of disclosing the presence of items listed herein.
2. It shall be the responsibility of the school principal or designee to search the detained student and his/her locker or vehicle, if parked on School Board property, for the purpose of disclosing the presence of items described in Subsection (1) herein.
3. The school principal or designee shall request the voluntary surrender of contraband when he/she suspects a student of concealing contraband on his/her body. If the student refuses the request, the school principal or designee may contact the student's parents or legal guardian or the appropriate law enforcement agency. A student who refuses or becomes belligerent or violent in refusing the search shall be detained by the school principal or designee and the appropriate law enforcement agency shall be notified and requested to take appropriate action.
4. Items may be seized by the school principal or designee when a search of a student or his/her locker or vehicle, if parked on School Board property, reveals stolen or illegal property or items prohibited by Florida Statutes School Board Rules. Action taken against the student shall be pursuant to Florida Statutes and School Board Rules.
5. The school principal or designee who searches students shall be reasonable and may request students to empty purses, backpacks, or other personal belongings.
6. Each school principals shall place a sign in a prominent location for students to read the following information: "Student lockers and other student storage spaces provided by the District are property of the Franklin County School Board and are subject to search by school authorities at any time".
7. The provisions herein also apply to official school trips.

NOTE: Section 1006.09, Florida Statutes provides that school personnel only need reasonable suspicion to search lockers or other storage areas. In addition, after coordination with support staff on duty, any school principal may request that a law enforcement unit bring canines trained to detect the presence of illegal drugs or other contraband to their school campus. Any search performed by such canines will be designed to limit the disruption caused to instruction during the school day. Such canines may be used to search the individual student vehicle or locker if the principal has a reasonable suspicion that the search will result in the discovery of evidence of a violation of law or the code of student conduct. Canines may also be used to conduct random searches of student vehicles or lockers.

STATEMENT OF NON-DISCRIMINATION POLICY

The School District of Franklin County does not discriminate on the basis of gender, race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability, in the provision of educational programs, activities or employment opportunities and benefits that it operates, pursuant to the requirements of Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act and the Florida Educational Equity Act of 1984. This policy extends to both employment by and admission to the School District of Franklin County. Inquiries concerning Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504, or the Americans with Disabilities Act should be directed to District Equity Coordinator. Established grievance procedures and appropriate discrimination complaint forms are available from the District Equity Coordinator. Charges of violations of this policy should also be directed to the **District Equity Coordinator**.

Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

Nicklaus O'Grady
District Equity Coordinator
Franklin County School District
85 School Road, Suite 1
Eastpoint, FL 32328
Phone: 670-2810 ext. 4110
Fax: 670-2812

If a student feels his/her concerns have not been satisfied at the local level, the student is free to contact the U.S. Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S.W., Suite 1917, Atlanta, GA 30303.

Florida Educational Equity Act states that discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee in the state system of public education is prohibited [1000.05 F. S.].

STUDENT GRIEVANCE PROCEDURE

- A. If a student, parent or guardian believes the student's rights and responsibilities have been violated, the following steps may be used to resolve the grievance:

Step One: Informal Resolution -If the student believes there is a basis for a grievance, he or she shall discuss the complaint with his or her immediate teacher or a school administrator in a courteous manner in a setting other than during regular class time. The student may seek the assistance of other school personnel, or his/her parents in mediating the dispute.

If an initial complaint about a school level problem is made at the district office or to the School Board, it shall be referred back to the principal or site administrator.

Step Two: If the student is not satisfied with the informal resolution, he or she may present a formal written grievance to the school principal or designee who shall assist the student in completing the appropriate form (See Appendix E – Grievance Form). The principal or designee shall inform the affected person of the charge and shall investigate the grievance. The school principal shall render a written decision including all supporting reasons and evidence within five (5) school days after receiving the written grievance.

Step Three: If the student is not satisfied with the disposition or if time limits expire without a disposition, the student may submit a formal written grievance to the superintendent within ten (10) school days after the receipt of the principal's decision. The superintendent or designee shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the grievance.

Step Four: If the student is not satisfied with the disposition or if time limits expire without a disposition, the student may submit a formal written grievance to the school board within ten (10) school days after the receipt of the superintendent's decision. The School Board does not have to consider the grievance; however, it is the School Board's decision to do so,

it has the authority to set up a hearing and decision process. The hearing shall take place no later than thirty (30) days from the date the grievance was filed.

The School Board's decision in the matter shall be rendered at the next regular School Board meeting after the hearings. If the student is not satisfied with the School Board's decision, he/she may appeal the case to court.

B. Hearings, Decisions and Right to Counsel - The complainant shall be given the opportunity to present and to be heard at each of the three (4) grievance steps.

- (1) The right of representation by counsel of any kind, other than parents, shall begin only at Level Three.
- (2) All decision at each level, beginning with school principals, shall be in writing and shall include supporting reasons. Copies of all decision and recommendations shall be furnished promptly to all parties involved in the grievance.

C. The Florida Educational Equity Act prohibits discrimination against students (F.S. 1000.05). No person shall, on the basis of race, religion, ethnicity, national origin, gender, disability, or marital status, be denied receipt of services, participation in school activities or access to programs if qualified to receive such services. Any student who believes he or she has been discriminated against may file a complaint (Appendix E) in accordance with Student Discrimination and Grievance Procedures listed in this Code of Conduct to the District Equity Coordinator, Franklin County School District, 85 School Road, Suite 1, Eastpoint, FL, 32328, (850)670-2810, ext. 4110.

Records of all grievance proceedings, including the School Board's decision, shall be maintained as public record according to Florida Statutes and School Board Rules. However, any student who wishes the proceedings of the grievance to be entered into his/her school records shall file a written request with the school principal requesting such action.

HARASSMENT BASED UPON SEX, RACE, COLOR, NATIONAL ORIGIN, AND DISABILITY

Everyone who works and learns in The School District of Franklin County has a right to feel respected and safe. A harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin, or disability:

Sexual Harassment:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is used as a factor in decisions concerning educational opportunities, awards, grades, and other opportunities provided by the School District. Examples of conduct which may constitute sexual harassment include:

- touching oneself sexually or talking about one's sexual activities in front of others;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- sexually dirty jokes or gestures;
- graffiti of a sexual nature or notes and cartoons of a sexual nature;
- forcing or attempting to coerce or force sexual intercourse or a sexual act on another person;
- unwelcome touching, patting, pinching, or physical contact other than necessary restraining of pupil(s) by school personnel to avoid physical harm to persons or property;
- offensive or graphic posters or book covers;
- violent acts;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.

Harassment because of race or color:

Racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when:

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially offensive language;
- name calling, jokes, or rumors;
- threatening or conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes and which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment based upon National Origin or Ethnicity:

Ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

1. the harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. the harassing conduct otherwise adversely affects an individual's learning opportunity.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity;
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment because of Disability:

Harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the harassing conduct has the purpose of substantially or unreasonably interfering with an individual's work or academic performance;
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of their physical or mental disability;
- jokes, rumors, or name calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the district equity coordinator.

You may also make a written report. It should be given to a teacher, counselor, the principal, or the district equity coordinator.

Your right to privacy will be respected as much as possible.

We take seriously all reports of sexual harassment and harassment based upon race, color, national origin, and disability, and will take all appropriate action to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE, COLOR, NATIONAL ORIGIN AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION BASED ON RACE, COLOR AND NATIONAL ORIGIN IS AGAINST THE LAW.

PARTICIPATION IN SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS

Extracurricular activities are defined as those activities including, but not limited to, club meetings, sport events, graduation exercises, drama performances, field trips, band and marching performances, dances, and proms.

Participation in a school-sponsored extracurricular activity or sport **is a privilege**. These activities are important components of our total educational program. Successful participation in school-sponsored extracurricular activities requires a higher level of commitment, energy, and maturity.

The School District of Franklin County expects a higher standard of excellence from students involved in these activities. Participating students are representing our schools in our neighborhoods, our communities, our state and often our nation. The standard of behavior should be one that exhibits pride, politeness, and responsibility. All students participating in extracurricular activities and field trips must comply with the conduct required by the *Code of Conduct*.

Families and students should seriously discuss the impact of the extra time, energy, and maturity required to participate in these activities, and the strict eligibility rules a student must follow to remain qualified for such activities.

NOTE: If the student is adjudicated guilty of a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will cease for the remainder of that school year.

NOTE: The School District seeks to locate and identify every qualified disabled person ages 3 through 20. A free, appropriate education will be provided to qualified disabled persons. No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the District. If you believe this policy has been violated, please contact the District Equity Coordinator at 670-2810, ext. 4110.

STUDENT RIGHTS AND RESPONSIBILITIES

Students attending the Franklin County public schools have the right to a free and appropriate education, including the right to equal educational opportunities without regard to race, national origin, sex, disability, or marital status. The following statements of rights and responsibilities are intended as a guide based upon broad principles and The School District of Franklin County's recognition and support of the concept that students are expected to be responsible citizens and are guaranteed certain rights.

Students have the following rights:

- a safe and orderly environment in which to learn;
- be treated with dignity and respect;
- express opinions and personal points of view;
- peaceful assembly;
- be secure in their personal privacy;
- limit access to their student records;
- be informed of the rules of conduct; and
- reasonable and fair treatment.

NOTE: These rights are not absolute and will be limited when necessary to prevent the disruption of the orderly operation of the school, and/or to prevent harm or damage to other persons and/or property.

Students are responsible for knowing and observing school rules. All students are expected to demonstrate the character traits of responsibility, tolerance, respect, citizenship/patriotism, kindness/compassion, commitment, honesty, courage, integrity, self-control, and cooperation in school and when participating in extracurricular and field trip activities. In addition, students have the responsibility to:

- attend school regularly;
- treat school property and the property of others with respect;
- respect the privacy of others;
- have in their possession only those items allowed by law and/or School Board rules or policies;
- listen courteously to the opinions and points of view of others;
- come to class **with all necessary materials** and be prepared to learn;
- maximize their learning opportunities;
- report hazardous or dangerous situations to an adult in authority;
- treat others with respect and refrain from discrimination against others because of racial, ethnic origin, sex, creed, marital status, or disability;
- maintain reasonable standards of academic performance commensurate with their ability;
- refrain from publishing libelous and obscene materials; and
- refrain from cheating.

ATTENDANCE

Students shall be counted in attendance if they are actually present at school at the time the attendance is taken or are away from school on a school day and engaged in an educational activity that constitutes a part of the school-approved instructional program for the student (Section 1003.23, Florida Statutes).

A. Compulsory Attendance

School attendance is necessary to education. School personnel and parents have an obligation to enforce school attendance policies, laws and procedures. School attendance is compulsory from the beginning of the normal school term for all children who are six (6) years old or older on or before September 1st of any school year and who have not yet attained the age of sixteen (16) years, unless such person is eligible for exemption under the applicable Florida Statutes or has been expelled by the school board. Effective July 1, 1997, Students between the ages of 16 and 18 are required to attend school regularly unless a formal intent to withdraw from school is filed. 1003.21, F.S.

Students in grades are expected to attend school on a regular basis in order to receive the necessary instruction to be promoted. A student who misses thirty (30) days or more of school may be required to repeat a grade unless he/she has demonstrated mastery of all subject areas that are required for promotion.

B. Excused Absences

An excused absence is one for sickness, death in the family, religious observance, school_approved instruction/activities, or emergency conditions as determined by school authorities. All other absences will normally be considered unexcused. If an absence extends beyond the parent notification date, parents are requested to notify the school attendance officer regarding the reason for the absence.

Students who are sent home with head lice will be excused for two (2) days to receive treatment. All absences after two days will be considered unexcused unless the student is brought to school to be screened.

Upon returning to school from an absence, the student must bring a note from the parent or guardian explaining the absence. The student will have a maximum of one (1) day after the absence to bring a note.

If there is sufficient reason to suspect that an "excused" absence/note is less than legitimate, the principal or designee will investigate and make a determination on the facts and act accordingly.

C. Unexcused Absences

Unexcused absences are absences not related to school such as shopping trips, work, missed bus, overslept, babysitting, suspension, truancy, birthday parties or similar celebrations, hunting, fishing and similar activities or any non-school related activity.

D. Attendance Procedures Regarding Absences

1. It shall be the responsibility of each student's parent or guardian to explain his/her child's absence as soon as possible by written notice by the first day of the student's return to school. Justification of absence(s) will be evaluated based on excused and unexcused absences defined in district policy. Failure to properly notify the school shall result in an unexcused absence.
2. Upon each unexcused absence, or absences for which the reason is unknown, the school principal or designee shall contact the student's parent/guardian to determine the reason for the absence.
3. If after three (3) days of excused or unexcused absences within a nine week grading period no valid reason is found for a student's nonattendance, the parent will receive a written notice in person or by mail addressing the student's nonattendance (Appendix C-1). A parent conference will be scheduled to determine if a pattern of nonattendance is developing.
4. Absences in excess of five days in a grading period will be excused for extended and/or recurring illnesses only and will require verification by a doctor or certified health official. The verification must be submitted to the school within 5 school days of the student's return to school. Cases involving the following extenuating circumstances may be appealed within five school days of the absence(s):
 - a) death in the immediate family
 - b) religious holiday or instruction
 - c) any other insurmountable condition as determined by the principal
 - d) prior approval
5. If five (5) absences (excused or unexcused) occur within a calendar month or ten (10) cumulative absences (excused or unexcused) within a 90 day period, the parent will receive a written notice in person or by return receipt mail requesting the parent's attendance at a Child Study Team meeting (Appendix C-2). If a pattern of nonattendance is identified, the Child Study Team will implement interventions that best address the problem. Interventions may include but are not limited to:
 - a) Frequent communication between the teacher and the family;
 - b) Evaluation for alternative education programs;
 - c) Attendance contracts; or
 - d) Other interventions, including, but not limited to, a truancy petition pursuant to 984.151, F.S.
6. The child study team shall be diligent in facilitating intervention services and shall report the case to the superintendent only when all reasonable efforts to resolve non-attendance behavior is exhausted.
7. If the parent or guardian refuses to participate because he or she believes remedial strategies are unnecessary or inappropriate, they may file an appeal to the school board.
8. After fifteen (15) unexcused or unexcused cumulative absences occur, a mandatory conference will be scheduled with the parent in order to resolve the truancy problem (Appendix C-3). The parent will be notified of the meeting by return-receipt mail.

9. After fifteen (15) days of unexcused absences, the principal will file a truancy report with the superintendent (Appendix D). Pursuant to s. 984.151, F.S., the superintendent may file a truancy petition. The petition will be filed in the circuit court.

10. Notification to Department of Highway Safety and Motor Vehicles (DHSMV)

The principal or designee shall notify the district school board of those minors between the ages of 14 to 18 who accumulate 15 unexcused absences in a period of 90 calendar days. The school superintendent will submit electronically to DHSMV the names of the students, dates of birth, gender and social security numbers. DHSMV will initiate one of two actions. Licensed minors will have a notice of intent to suspend posted to their driver record and will lose their license unless they comply with attendance requirements. Unlicensed minors may not apply for a license until relevant attendance requirements are satisfied.

Reinstatement of driving privilege: Students must attend school for 30 consecutive days with no unexcused absences in order to satisfy relevant attendance requirements for reinstatement the count begins the first day after the last unexcused absence. If an unexcused absence occurs during the 30 day accumulation period, the count starts over.

A licensed minor or the parent (guardian) may request a hardship waiver if there is verification of need {322.091(3)(b) F.S.}. The minor must document that he or she provides a substantial financial contribution for his or her livelihood or his or her family's needs, relevant to basic necessities of food and shelter as provided for the household in which he or she resides. The minor or the parent (guardian) has 15 calendar days after the date of receipt of the notice of intent to suspend his or her license to request a hearing for a hardship waiver. This request for a waiver must be submitted in writing to the principal or designee with the date and time of the request included. The principal or principal's designee must inform the school district of the request for a waiver hearing within 24 hours of receiving the request. An additional five calendar days from the date of the letter are allowed in order to conduct the hearing and submit the results to DHSMV.

11. The parent or legal guardian who refuses or fails to have a child who is under his or her control attend school regularly, or who refuses or fails to comply with attendance requirement commits a misdemeanor of the second degree.
12. Based on s. 984.13, F.S., a law enforcement officer may take a child who is absent without authorization from school or is suspended or expelled and is not in the presence of his or her parent or legal guardian into custody and deliver the child to the appropriate school system site. If the child is suspended or expelled and is not assigned to an alternative school placement, then the law enforcement officer shall deliver the child to the parent or guardian or to a location determined by the parent or guardian

MAKE-UP WORK

1. A student who is absent and the absence is determined to be an excused absence, as defined by School Board Policy 5.40, is required to make up all course work missed. **It is the student's responsibility to obtain assignments from the appropriate teacher(s) upon returning to class immediately following an absence** and not receive an academic penalty unless the work is not made up within a reasonable time.
2. The teacher shall work with the student to allow the student to make up any missed assignments, test, homework, etc., for excused absences.
3. Immediately upon return to school from an absence, the student shall be given **the number of school days missed plus one additional day** to submit the make-up work for full credit.

BICYCLE HELMETS

NOTE: Florida State Law 316.2065 requires a bicycle rider or passengers under 16 years of age to wear a bicycle helmet that meets the standards of the American National Standards Institute. Bicycle helmets must be worn by anyone under the age of 16 riding or a passenger on a bicycle on School Board-owned property.

BUS TRANSPORTATION

Riding the bus is a privilege. A student who violates these rules will be reported to the school principal who has authority to suspend that student from bus transportation. A bus suspension does not mean that a student is suspended from attending school. When a student is serving a bus suspension, they are still required to attend school.

Section 1006.10, Florida Statutes gives school bus drivers the authority to monitor and control the behavior of students anytime they are being transported to and from school or school functions.

These rules are in the interest of student safety and apply to all students when they are being transported on a school bus. These rules are posted in all of the School District of Franklin County buses.

1. The driver is in full charge of the bus, and students must obey the driver.
2. Students will walk on the left facing traffic to get to the bus stop and stay off the roadway at all times while waiting for the bus.
3. When crossing the highway, students will wait until the bus comes to a complete stop, wait for the signal of the driver, look both ways to make sure all vehicles have stopped, then proceed across the roadway.
4. Students will enter or leave the bus only at the front door after the bus has come to a complete stop, except in the case of an emergency.
5. Do not tamper with door handles or safety equipment at any time unless the driver tells you to do so.
6. Students will only leave the bus with the consent of the driver.
7. Students shall keep assigned seats at all times with arms and head inside the bus.
8. Eating, drinking, or chewing gum will not be allowed on the school bus.
9. Smoking or chewing tobacco products will not be allowed on the bus.
10. Anything that interferes with student safety *will not* be permitted, such as disruptive behavior, loud talking, fighting, profanity, abusive language, large or sharp objects, fireworks, balls, bats, radios, tape players, animals, or glass containers.
11. Students will comply with the Franklin School District Code of Conduct.

Disciplinary Action by Bus Drivers:

- 1st Offense: Warning, parent contact, and notice mailed to parent.
2nd Offense: Bus Driver/parent/student/administrator conference and 1-3 day suspension if warranted.
3rd Offense: Parent/student/administrator conference

Requests To Ride A Different Bus Or Use Another Stop

Any request to ride a bus other than the one assigned or to get off at a different stop on the student's regular bus ***must be signed by the parent/guardian and approved by an authorized school administrator.***

Permission for a student to ride a bus other than the one assigned, or to get off at a stop other than the one assigned, ***should be approved only in cases of an emergency.*** Normally students are required to be discharged at the same stop where they were picked up.

NOTE: Section 1006.13, Florida Statute Policy of Zero Tolerance for Crime and Victimization requires that upon notification by the Department of Juvenile Justice the School District must assure that the offender is prohibited from attending the school or riding on a school bus whenever the victim or sibling of the victim is attending the same school or riding on the same school bus.

NOTE: Suspension of bus-riding privileges may result when a student violates the *Code of Conduct*. The consequences for violation of these rules are not limited to removal of bus-riding privileges, since other sanctions, up to and including school suspension or expulsion, may be imposed when warranted.

THE SCHOOL DISTRICT OF FRANKLIN COUNTY, FLORIDA TRANSPORTATION ZONES

NOTE: If you have specific questions or concerns regarding bus transportation issues, please contact the Transportation Department at 653-9810.

Pandemic Influenza Planning

Pandemic flu is a widespread outbreak of disease that occurs when a new influenza virus appears that people have not been exposed to before. Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include “waves” of influenza activity that last 6-8 weeks separated by months.

Be prepared. Stock a supply of water and food. Store foods that will keep for a long time and do not require refrigeration. Make sure the food is easy to prepare and requires little or no water to prepare.

Stay healthy.

- Eat a balanced diet.
- Drink plenty of water.
- Get plenty of rest.
- Exercise on a regular basis.
- Get a flu shot to protect against seasonal flu.
- Get a pneumonia shot to prevent secondary infection if you are over 50 or suffer from asthma or diabetes.

Practice good health habits. Take steps to limit the spread of germs. Make good hygiene a habit! These steps may help prevent the spread of respiratory illnesses such as the flu:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue away immediately after you use it. If you have no tissue, cough or sneeze into your upper sleeve.
- Wash your hands often with soap and water, especially after you cough or sneeze.
- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- If you get the flu, stay home from work, school, and social gatherings. In this way, you will help prevent others from catching your illness.
- Try not to touch your eyes, nose, or mouth. Germs often spread this way.

Stay informed. Knowing the facts is the best preparation.

- Reliable, accurate, and timely information is available at www.pandemicflu.gov.
- There is a Centers for Disease Control (CDC) hotline at 1-800-CDC-INFO. Info is available in both English and Spanish.
- Read the newspaper, listen to local and national radio and TV news programs.

ADMINISTRATION OF MEDICATION

School Health personnel and/or the Principal or designee are authorized to assist students in the administration of prescription and nonprescription medication provided the following conditions be met:

1. Medications must be brought to the School Health Clinic by the parent or guardian.
2. An Administration of Medication Permission Form (Appendix G) must be signed by the parent or guardian.
3. A list of possible side effects and any special instructions shall be included on the Administration of Medication Form (Appendix G).
4. The medication prescribed for the student shall be in the original, labeled container with the following information:
 - a. Student's name
 - b. Name of medication
 - c. Directions concerning dosage
 - d. Time of day to be taken
 - e. Physician's name
 - f. Date of prescription
5. Medication must be brought to school in its original container where it will be received, counted, and verified by the school nurse or principal or designee. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 30 days of the day the School District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the school principal to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the school principal decides not to amend the record as requested by the parent or eligible student, the school principal will notify the parent or eligible student of the decision and advise him or her of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company

with whom the District has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. "Directory information" includes the pupil's or student's name, address, date of birth, dates of attendance, degrees received, and the most recent previous educational agency or institution attended by the pupil or student.

The student's parent/guardian must notify the school of their preference regarding the release of "directory information" by completing the Code of Conduct Assurances page located in the front of this document. The page must be returned to the school immediately upon receipt of the Code of Conduct by the student/parent.

In the absence of one of the two boxes being checked on the Assurances page in the front of this document regarding "directory information," the school reserves the right to release any of this information as it may consider desirable and in compliance with the law. The School District normally publishes the directory information as defined above for the purpose of release to the public in general.

School Board policy is available in each school for the interpretation of the educational records of students.

5. In compliance with 20 United States Code Section 7165, the School District of FRANKLIN County will, upon request, transfer the disciplinary records of a student, with respect to expulsion or external suspension, to any private or public elementary or secondary school at which the student seeks or is instructed to enroll.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

NOTIFICATION OF PARENTAL RIGHTS

Federal and state law provide parents/guardians the following rights:

1. The right to inspect their children's instructional materials, including teachers' manuals, films, tapes, or other supplementary material used in connection with any survey or evaluation as part of any applicable program. (Source: Public Law 103-227 – Section 439 or the Federal General Education Provisions Act – March 31, 1994.)
2. The right to give prior written consent anytime their non-emancipated minor child is asked to submit to a survey, analysis, or evaluation that reveals information concerning the following areas:
 - political affiliations;
 - mental and psychological problems potentially embarrassing to the student or his or her family;
 - sex behavior and attitudes;
 - illegal, antisocial, self-incriminating and demeaning behavior;
 - critical appraisals of other individuals with whom respondents have close family relationships;
 - legally recognized privileged or family relationships, such as those of lawyers, physicians and ministers;
 - income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). (Source: Public Law 227 – Section 439 or the Federal General Education Provisions Act – March 31, 1994.)

3. On behalf of their children, to obtain an exemption from the teaching of disease, its symptoms, development, and treatment (including the use of instructional aids and materials concerning such subjects and/or the viewing of pictures or motion pictures that teach about disease). An exemption may be claimed if the above matter conflicts with the religious beliefs of the student, or that of his or her parent/guardian, and/or conflicts with the teachings of the child's religious institution. Schools shall provide written notice to parents in advance of said activities and shall advise parents of their rights to claim an exemption. Children for whom exemptions are requested shall be given an alternate assignment and shall not be penalized. (Source: Section 1003.46 and 1003.42, Florida Statutes.)
4. On behalf of their children, to obtain an exemption from reproductive health or AIDS instructional activities, schools shall provide written notice to parents in advance of said activities and shall advise parents of their right to claim an exemption. Children for whom exemptions are requested shall be given an alternate assignment and shall not be penalized. (Source: Section 1003.46, Florida Statutes.)

UPON REQUEST, YOUR CHILD'S SCHOOL WILL PROVIDE TO YOU A FORM WHICH, WHEN COMPLETED AND RETURNED TO THE SCHOOL, WILL ASSIST YOU IN THE EXERCISE OF THESE RIGHTS.

COMPUTER/NETWORK USAGE

NETWORK WARNING

The School District of Franklin County, Florida considers the use of computer technology to be vital to the educational process. The District takes every precaution to ensure safe and responsible use of computer network and Internet resources. The District views information retrieval over the network and on local computer workstations in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports those materials which will enhance research and inquiry abilities of the learner with directed guidance from faculty and staff. **Acceptable uses of network and other computing resources are activities which support learning and teaching in The School District of Franklin County.**

With such wide access to computers and people all over the world, there is also the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications which are not suitable for school-age children.

The School District of Franklin County has taken precautions to manage access to inappropriate materials. These precautions include a fire wall system, the use of proxy servers, and the use of filtering software, which limits access to inappropriate materials.

The School District will make every effort to provide appropriate supervision; however, it is impossible to control all materials on a global network (Internet). The school or District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school or District, since access to the Internet may be obtained from sites other than a school.

It is a general policy that the District's Intranet environment, FIRN network, and Internet access resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the general policy and guidelines will result in suspension or revocation of the user's privileges of access.

Unacceptable uses of the network include, but are not limited to:

- violating the conditions of the Education Code dealing with students' rights to privacy;
- using profanity, obscenity, or other language, which is offensive to another user;
- reposting another individual's communications without the author's prior consent;
- copying commercial software in violation of copyright law or other copyright protected material;
- using the network for financial gain or for any commercial or illegal activity;
- using the network for product advertisement, political lobbying, or to unlawfully promote religion;
- the malicious attempt to harm or destroy data of another user or any other network is considered vandalism and is prohibited;
- improperly using telecommunication services or technology and/or posting inappropriate information on the web, during or after school hours, that may interfere with the school environment.

In order for your child to have internet access, please complete the *INTERNET TECHNOLOGY CONSENT AND WAIVER OF LIABILITY* form located in Appendix F and return to the principal of designee. Internet access will not be granted unless this form is completed and returned.

DISCIPLINE

In any situation where a violation of the *Code of Conduct* is alleged, the principal or principal's designee shall hear the student's explanation and carry out an investigation before imposing any disciplinary action.

DUE PROCESS -Students accused of a violation of the *Code of Conduct* which, in the opinion of the principal/designee, warrants disciplinary action including an out-of-school suspension or expulsion, shall be afforded the fundamental right of procedural due process. The degree of formality associated with a suspension conference or hearing depends upon the nature of the offense and the severity of the sanctions that may be imposed as a result.

STUDENT DRESS CODE PK-12

The purpose of the Dress Code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Students shall maintain a clean, orderly appearance at all times.

The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not detract from the educational process. The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the Principal or designee.

Students in Franklin District Schools are required to wear board approved school shirt uniforms. Please contact your child's school to purchase shirts.

- School shirt logo must be visible at all times. Jackets, overshirts, sweaters, or sweatshirts must be worn over the school uniform shirt and must open or zip all the way down the front.
- No alterations will be allowed which would modify or change the appearance of the school shirt.
- Exemptions to wearing the school uniform are:
 - a) an allergic reaction verified by a medical doctor,
 - b) a religious observance, or
 - c) a special event authorized by the principal/designee
- **Exemptions must be approved in writing by the Principal/designee.**

Students should not dress in clothes that are so revealing as to be considered inappropriate or indecent. Specific examples of dress and grooming which **are not allowed** will include, but is not limited to, the following:

1. Revealing shirts, shorts, short skirts, or dresses.
2. Holes in pants or shorts.
3. Pajamas
4. Shorts, dresses or skirts must be no more than 3 inches above the knee.
5. Baggy pants worn with or without a belt, or pants that fit below the waist
6. Oversized shirts, including school shirts and jerseys
7. High heel shoes, bedroom slippers, bare feet or flip-flops (No sandals in vocational or PE classes due to safety reasons)

8. Inappropriate or excessive makeup
9. Hats, hoods, or inappropriate headgear
10. Exposed underwear (including shorts worn as underwear)
11. Item of apparel which indicate gang membership or clothing with writing or symbols which convey messages which by its controversial nature disrupts the educational setting, or promotes drugs, alcohol, sex, profanity, vulgarity or other similar concepts which are contrary to acceptable standards for behavior and attitudes.
12. Wallet chains or other inappropriate chains
13. Braless attire for age-appropriate students

DRESS CODE PROCEDURES MUST BE FOLLOWED DAILY THROUGHOUT THE SCHOOL YEAR. A PRIOR WRITTEN REQUEST MUST BE SUBMITTED TO THE PRINCIPAL OR PRINCIPAL'S DESIGNEE FOR APPROVAL FOR EXCEPTIONS TO THE DRESS CODE FOR SPECIFIC FUNCTIONS SUCH AS FIELD TRIPS OR SPECIAL SCHOOL EVENTS.

CLASSES/CONSEQUENCES OF DISCIPLINARY ACTION

There are four (4) classes/consequences of disciplinary action that are determined by the seriousness of the act.

CLASS I ACTIONS – *Minor Infractions* – Teachers or supervising staff will handle CLASS I discipline problems in the classroom/common areas using the school-wide discipline plan.

CLASS II ACTIONS – *Intermediate Infractions* - In order to resolve CLASS II discipline problems, the following options are available: a conference involving appropriate school personnel, the student and/or parents, community health agencies or social service agencies, detention, in-school suspension, corporal punishment for grades K-5, and other consequences deemed appropriate by the principal. Other consequences must be subject to school board policy and state board rule and may include, but are not limited to, work detail, Saturday school, and loss of parking privileges for students who are eligible to drive to school.

CLASS III ACTIONS – *Serious Infractions* - In order to resolve CLASS III offenses, the following options are available: a conference involving appropriate school personnel, the student and/or parents, community health agencies or social service agencies, detention, extended school (Saturday school), work detail, in-school suspension, out-of-school suspension, corporal punishment for grades K-5, and other consequences deemed appropriate by the principal. Other consequences must be subject to school board policy and state board rule and may include, but are not limited to, work detail, Saturday school, and loss of parking privileges for students who are eligible to drive to school.

CLASS IV ACTIONS – *Major Infractions* - In order to resolve CLASS IV offenses, more formal disciplinary actions shall be used. Formal actions include mandatory suspension for grades K-5, mandatory automatic 10 day suspension for 6-12; notification of proper authorities and superintendent; parental notification, mandatory parent conference; and consideration of recommendation for alternative placement or expulsion. **Note: School agencies cannot suspend or expel students with disabilities for more than 10 days on the basis of behavior that is caused by their disabilities. See section IV for guidelines for students with disabilities.**

SUSPENSION/EXPULSION POLICIES

SUSPENSION – Suspension is a disciplinary sanction that temporarily removes a student from school or class(es) for a prescribed period of time not to exceed ten (10) school days. The principal or the principal's designee shall make a good faith effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions, or incidents involving serious misconduct.

1. **In-School Suspension** is the assignment of a student to a specific activity, program or self-contained alternative classroom where the student is assisted in regaining control of his or her conduct. Students serving in-school suspensions will **continue with their assigned schoolwork or will complete schoolwork assigned by the ISS Coordinator** during the time that they are not attending regular classes. Students will be expected to make up work missed in the regular classroom.

2. **Out-of-School Suspension** is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student's parent.
3. **Suspension of Bus-Riding Privileges** may result when a student violates the *Code of Conduct*. The consequences for violation of these rules is not limited to removal of bus-riding privileges, since other sanctions, up to and including school suspension or expulsion, may be imposed when warranted.

SUSPENSION PROCEDURES

- A. The principal or the principal's designee can suspend a student in accordance with the law and the Code of Conduct for a period of time not to exceed ten (10) school days at any one time.

Under no circumstances may a teacher suspend a student from class or school.

The principal or principal's designee shall adhere to the following:

1. Investigate alleged incident or actions of the student referred for disciplinary action.
 2. Provide opportunity for the student to explain what occurred.
 3. Make a good faith effort to immediately inform the student's parent/guardian by telephone of the student's out-of-school suspension and the reasons for the suspension.
 4. Notify the parent/guardian in writing within 24 hours by U.S. mail of the out-of-school suspension, the reasons for the suspension, and the right to a conference with the principal or designee at a scheduled time to discuss and review the alleged infraction and disciplinary action.
 5. If the suspension is for a period in excess of three (3) days, the parent and students should be afforded the right to a conference prior to the expiration of the third day.
 6. The conference shall be conducted by the principal or designee in a fair, impartial manner, affording the student and parent the right to present his or her side of the issue and to offer any evidence or testimony to prepare for an adequate explanation or defense.
 7. Following the conference, the principal or designee shall provide the student and parent with a decision which will include canceling, modifying, or affirming the original suspension.
 8. In the event evidence is presented at the conference that results in the suspension of the student being canceled, all student records shall be expunged of the disciplinary action.
 9. In the event of a decision adverse to the student, the parent and student shall also be notified of the right to appeal to the superintendent.
- C. A student may be suspended without alternative measures being attempted if the student commits a serious breach of conduct. a serious breach is defined as any action that seriously detracts from or disrupts the controlled operation of the school. Emergency situations include but are not limited to:
 1. physically assaulting another student or staff member;
 2. behavior posing a clear and present danger to the safety and welfare of the students and employees of the school;
 3. creating an immediate disruption of the orderly operation of the school.
 4. use/possession of controlled substances on campus.
 5. arrested or charged with a felony.

NOTE: Only the principal or the principal's designee has the authority to suspend a student from class or school. The principal has the authority to reduce the number of days assigned for a suspension pending the outcome of a meeting with the parent(s) or guardian of the student.

- D. The School District of Franklin County ensures that the policies and procedures for the discipline of an Exceptional Education Student are in compliance with the District's and State's guidelines (see *Guidelines for Students with Disabilities, Page 41*).

NOTE: If, during that time of an out-of-school suspension, the suspended student returns to campus or attends a school-related activity without the permission of the principal or designee, that student is subject to arrest and prosecution for trespassing.

NOTIFICATION OF OUT-OF-SCHOOL SUSPENSION – When a student is assigned out-of-school suspension, the principal or principal’s designee will make a good faith effort to immediately inform the student’s parent(s) or guardian by telephone. Each suspension and the reasons for the suspension shall be reported in writing within 24 hours to the parent(s) or guardian via U.S. mail.

EXPULSION – Expulsion is the removal of the right and obligation of a student to attend a public school for a period of time and under conditions set forth by the School Board not to exceed 180 calendar days. Expulsion is an extreme measure for use only after alternative measures to remedy improper behavior have failed or the student’s infractions are extremely severe.

EXPULSION PROCEDURES

- A. At the time the superintendent determines that a recommendation for expulsion is transmitted to the board, notice must be made in writing to the student involved and his/her parent. If the student is accused of breaking a written school rule, that rule should be stated in the notice. If no particular written school rule was broken, a detailed explanation of the school policy that was offended should be included in the notice. In addition, the student's notice should contain a brief description of the alleged conduct that necessitated the initiation of disciplinary procedures.
- B. The notice shall further advise the student of his right to a hearing prior to any final action being taken and the schedule of time to be observed in making such a request for hearing. A sufficient length of time shall be allowed before the hearing to allow the student to prepare a proper defense and to respond intelligently to the charges. Failure of the student to request a hearing shall relieve the board of the necessity of providing a hearing prior to taking final action.
- C. The hearing, if requested by the student, shall be conducted as follows:
 - 1. The entire hearing by the board must be conducted in a closed session, unless Requested otherwise by the student’s parent(s) or legal guardian.
 - 2. The student shall be afforded the right to be represented by his parent, guardian, or by counsel if he so chooses.
 - 3. All parties shall be afforded the right to examine evidence, to call and examine witnesses, to introduce exhibits, to question witnesses who testify, and to submit rebuttal evidence.
 - 4. Evidence shall be admitted and given probative effect only if it is the kind of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs.
 - 5. Any party should, at his own expense, have the right to record or have transcribed the proceedings of the entire hearing.
 - 6. The decision of the board shall be based solely upon the evidence presented at the hearing, and a copy of the finding shall be furnished the student in writing.
- D. A student who has been expelled from school is not allowed on school grounds without prior authorization from the Principal or the Principal’s designee. If a student is found on school grounds without prior authorization, local law enforcement officials will be contacted to remove the student from school grounds and a trespass warning may be issued. Principals and/or designees shall include this information in the expulsion letter to parents.

ASSIGNMENT TO ALTERNATIVE PLACEMENT – Students will be assigned no less than eighteen (18) weeks and will remain in the program as long as needed to modify behavior based on the Level System (see P. 51). The following procedures will be used to determine student assignment to alternative placement:

- 1. An administrative review will be conducted to decide whether a student should be reassigned to the Franklin County Learning Center (FCLC) alternative program or provided other appropriate alternative assignment to continue his or her education.
- 2. The School Board may place a student at FCLC alternative program in lieu of expulsion.
- 3. Students with disabilities may be placed at FCLC alternative program based on their Individual Education Plan.
- 4. Under the provisions of Section 1006.13 (1) (b), when a student has been the victim of a violent crime perpetrated by another student who attended the same school and was assigned to the FCLC alternative program, the principal may recommend that the perpetrator “not” return to the sending school upon successful completion of time at the FCLC alternative program or upon readmission from expulsion.

5. Students who have been charged with a felony will be assigned to FCLC alternative program pending adjudication of guilt.
6. Transfer students who have been expelled from school in another district and have not completed the terms of expulsion as determined by the other district will be assigned to the FCLC alternative program.
7. Students who are returning from a residential juvenile justice facility will be served at the FCLC alternative program.
8. Students maybe assigned to the FCLC alternative program based on Court or Judge stipulation.

Students assigned to the FCLC alternative program for disciplinary reasons are not permitted on the transferring school campus at any time without the express permission of the principal. Such students are not allowed to participate in extracurricular activities including, but not limited to, club meetings, sports, graduation exercises, field trips, band and marching performances, school sponsored senior trip, dances and proms.

ON/OFF CAMPUS FELONY ACTS

A student who has been arrested for a felony, or a delinquent act which would be a felony if committed by an adult which allegedly occurred on or off campus, shall be assigned to an alternative educational setting pending the filing of formal charges. This placement is in lieu of expulsion and the student is not permitted to participate in any activities of the sending school, including, but not limited to extra-curricular activities such as sports, graduation activities, senior trip, dances, proms, club meetings, and band/marching performances.

Students who have been formally charged, by the proper prosecuting attorney, with a felony or with a delinquent act which should be a felony if committed by and adult on or off school property, or a student who has been adjudicated guilty of a felony on or off school property, shall be subject to expulsion from school, Section 1006.09, Florida Statutes. If a student is adjudicated guilty of a felony or a delinquent act which would have been a felony if committed by an adult, then the student may be permanently reassigned to alternative placement.

If a student is not subsequently adjudicated delinquent or found guilty, the suspension and /or alternative placement shall be terminated immediately.

SCHOOL-RELATED VIOLENT CRIMES AND VICTIMIZATION POLICY

In order to comply with the State Board of Education Rule for Zero Tolerance for school-related violent crimes and for the Gun-Free School Act, families and students must understand that certain criminal acts, violent acts and disruptive behavior occurring on School Board property, on school-sponsored transportation, or during school-sponsored activities must be reported to the local law enforcement. These acts include, but are not limited to: homicide, sexual battery, armed robbery, aggravated battery, battery on a teacher or other school personnel, kidnapping or abduction, arson, possession, use or sale of any firearm, razor blade, box cutter, knife or explosive device, willful property damage, bomb threats, conspiring or inciting a riot, trespassing on school property, possession or sale of illegal drugs or alcohol, and sexual harassment. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Information about any alcohol and other drug counseling and rehabilitation programs is available through the guidance office. When a student is convicted or pleads no contest to certain violent crimes, the offender must be separated from the victim and siblings of the victim, upon notification from the Department of Juvenile Justice.

1. Students found to have committed any one of the following offenses on school property, school-sponsored transportation, or during a school-sponsored activity shall be expelled, with our without continuing educational services for a period of not less than one (1) full year:
 - a) Bringing a firearm or weapon as defined in chapter 790 , Florida Statutes, or possessing a firearm at school.
 - b) Making a threat to throw, project, place of discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person (ss.790.162); or making a false report about planting a bomb, explosive or weapon of mass destruction (ss 790.163.)
 - c) Aggravated assault, battery, or aggravated battery on an employee of the school district or direct service contract providers in violation of F.S. 784.081.
2. The school board may assign a student to a disciplinary program for the purpose of continuing educational services during the period of expulsion if it does not pose a threat to school safety. The superintendent may consider the 1 year expulsion requirement on a case-by-case basis and request the school board to modify the requirement by assigning the student to the alternative school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.

3. Zero-tolerance policies do not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency, including, but not limited to, disorderly conduct, disrupting a school function, simple assault or battery, minor fights or disturbances, theft of less than \$300, trespassing, and vandalism of less than \$1,000.
4. Any disciplinary action taken against a student who violates a zero-tolerance policy must be based on the particular circumstances of the student's misconduct.
5. Victimization of Students – Section 1006.13 (6), F.S. – Upon notification by the Department of Juvenile Justice of a no-contact order between the offender who has been adjudicated guilty or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation of homicide (Ch. 782); assault, battery, culpable negligence (Ch. 784); sexual battery (Ch. 794); lewdness and indecent exposure (Ch. 800); abuse of children (Ch. 827); robbery, robbery by sudden snatching; carjacking, or home invasion robbery (Ch. 812.13), and the victim, the school district must assure that the following steps are taken to protect the victim of the offense:
 - a) The offender may not attend any school attended by the victim or a sibling of the victim of the offense.
 - b) The offender is prohibited from riding on a school bus whenever the victim or a sibling of the victim is riding on the same bus.
 - c) The offender may be permitted by another district to attend a school in that district if the offender is unable to attend any school in the district the offender resides.
 - d) If the offender is unable to attend any other school in the district and is prohibited from attending a school in another school district, the district shall take every reasonable precaution to keep the offender separated from the victim while on school grounds or during school transportation. The steps to be taken by the district school board to keep the offender separated from the offender must include, but are not limited to, in-school suspension of the offender and scheduling of classes, lunch, or other school activities of the victim and the offender so as not to coincide.
 - e) The offender, or parents of the offender if the offender is a juvenile, shall arrange and pay for transportation associated with or required by the offender's attending school or that would be required as a consequence of the prohibition against riding on a school bus on which the victim or sibling of the victim is riding. However, the offender or the parents of the offender may not be charged for existing modes of transportation that can be used by the offender at no additional cost to the district school board.
6. Zero-tolerance policies must apply equally to all students regardless of their economic status, race, or disability.
7. If a student is a student with a disability, the school board shall comply with the requirements of the Individuals with Disabilities Education Act (IDEA) (see section XV for Guidelines for Students with Disabilities).

NOTE: “National origin minority or limited English proficient students shall not be subjected to any disciplinary action because of their use of a language other than English.” State Board of Education Rule 6A-6. 0908(3)

NOTE: Illegal use, possession, or sale of controlled substances, by any student while on school property or in attendance at a school function is grounds for disciplinary action and may also result in criminal penalties being imposed. A controlled substance is defined in Chapter 893 of the Florida Statutes.

NOTE: Any student who is determined to have brought a firearm, as defined in 18 U.S.C. s.921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and referred for criminal prosecution.

JUVENILE / COMMUNITY CONTROL

A juvenile on community control who is a public school student must attend a public adult education program or age-appropriate alternative school unless the principal decides the student may continue in the regular program.

DRUG AND ALCOHOL USE BY STUDENTS

It is the policy of the Franklin County School Board that the possession, use, sale, distribution, transmittal or handling of alcohol and/or drugs shall not be tolerated. Student use, transmittal and/or possession of drugs, drug paraphernalia, as defined in 893, Florida Statutes, or alcohol is unlawful. The use of illicit drugs and the unlawful possession of alcohol are wrong and harmful.

The illegal possession, use, sale, transmittal or handling of alcohol or controlled substances, as defined in Chapter 893, while on campus or in attendance at a school function is grounds for suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed. The student's parent(s) or legal guardian, appropriate law enforcement and the superintendent shall immediately be notified when a student sells, distributes, handles, transfers, possesses or transmits alcohol or illicit drugs. The superintendent shall immediately initiate an investigation. A student who is suspected of using alcohol or drugs shall be referred to proper authorities for verification of evidence, which shall include drug and alcohol testing at board expense. Failure to comply with testing shall be grounds for suspension, expulsion, or other disciplinary action.

- (1) The principal shall suspend a student no more than ten (10) days and make a recommendation to the superintendent disciplinary action. (1006.09 F.S.)
- (2) If the principal suspects that a student is involved in the unlawful possession, use, sale, distribution, transmittal or handling of alcohol, drugs, drug paraphernalia or any substance as defined under Chapter 893, the principal shall make a detailed report to the superintendent. The superintendent shall forward the report to the School Board by the next School Board meeting.
- (3) All cases involving the possession, illegal use, handling, distribution, transmittal, or sale of drugs or alcohol shall be cause for a School Board expulsion hearing with or without a recommendation of expulsion from the principal. The hearing shall be closed unless requested otherwise by the student's parent(s) or legal guardian.
- (4) A student who is under the influence of a controlled substance as prescribed by a physician licensed by the State of Florida shall not be subject to this Rule.
- (5) School principals shall follow procedures described in State Board of Education Rule 6A-1.0956 when a student is formally charged with a felony, or a delinquent act that would be a felony if committed by an adult, by a proper prosecuting attorney for the unlawful possession or sale of any substance controlled under Chapter 893, Florida Statutes.
- (6) A student who is arrested for a felony for the sale, possession, use or transfer of a controlled substance shall be expelled by the School Board. Any student who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Chapter 893 may be entitled to a waiver of the discipline or expulsion. Conditions upon which a waiver of the discipline or expulsion may be granted are contingent upon the findings of the School Board. The School Board may discipline or expel a student who possessed or used an illegal substance even if a waiver condition is met. The School Board may grant a waiver of the discipline or expulsion if the student completes the following:
 - a. If he/she divulges information leading to the arrest and conviction of the person who supplied the controlled substance or who voluntarily discloses his/her unlawful possession of such controlled substance prior to arrest. Any information divulged by the student which leads to such arrest and conviction is not admissible in evidence in a subsequent criminal trial against him/her; or,
 - b. If the student commits himself/herself or is referred by the court in lieu of sentence, to a state licensed drug abuse program and successfully completes the program, upon receiving notice of

the successful completion of the program, the superintendent shall notify the School Board (Appendix I). The School Board may continue the expulsion proceedings if the student does not complete the drug abuse program.

- (7) Any recommendation for the expulsion of a handicapped student shall be pursuant to State Board of Education Rules. In no case shall the School Board cease the educational and related services for a student with disabilities.
- (8) School Board employees shall report, in good faith, to the principal or designee any suspected unlawful use, possession or sale by a student of any controlled substance as defined in Section 893.02, Florida Statutes; any counterfeit controlled substance as defined in Section 831.31, Florida Statutes; any alcoholic beverage as defined in Section 561.01, Florida Statutes; or model glue.
 - a. Only the principal or designee shall contact the parent(s) or legal guardian of a student regarding the situation.
 - b. School Board employees who report any suspected unlawful use, possession or sale by a student shall be exempt from civil liability.
Information on drug and alcohol counseling and rehabilitation may be obtained from the following:

Life Management Center.....(850) 229-1145
Department of Children and Families.....229-6963
Apalachee Center.....653-9744
Alcohol and Drug Hotline.....1-800-ALCOHOL
Cocaine Hotline.....1-800-COCAINE
DISC Village.....(850) 421-4115

Notice: Charges for non-school based services are the responsibility of the individual. (FS 006.09)

OFFENSES AND DISCIPLINARY ACTION

Offenses and options for disciplinary action are listed in the *Code of Conduct Discipline Matrix*. Certain offenses are reported under the School Environmental Safety Incident Reporting (SESIR) codes, which will be collected by the Florida Department of Education. Zero tolerance offenses shall be reported to local law enforcement agencies.

Students committing an act during the time they are attending school, or during non-school hours that causes a substantial disruption to the educational process, or riding the school bus, or at a school-sponsored activity and during the time they are on School Board premises shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Code of Conduct* and shall be under the control and direction of the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools.

NOTE: Students in International Baccalaureate, Advanced Placement, honors, advanced classes, gifted courses, or magnet classes who are expelled or reassigned to a disciplinary school must be aware that their curriculum may be impacted. While every attempt is made to match schedules, it is rarely possible to replicate every class. Students taking these classes must be aware that, when engaging in serious violations of the Code of Student Conduct they are jeopardizing their academic plan.

NOTE: Any discrepancies between the Code of Conduct and School Handbooks will be resolved in favor of the penalties outlined in the Code of Conduct.

NOTE: The School District's definition of weapons is broader than the definition for weapons in Chapter 790 State Statutes.

Corporal punishment - s. 1002.20 (4)(c)(1) , F.S. - In accordance with the provisions of s. 1003.32, corporal punishment of a public school student may only be administered by a teacher or school principal within guidelines of the school principal and according to district school board policy. Another adult must be present and must be informed in the student's presence of the reason for the punishment. Upon request, the teacher or school principal must provide the parent with a written explanation of the reason for the punishment and the name of the other adult who was present.

The principal must obtain prior parental approval before corporal punishment can be administered.

A district school board having a policy authorizing the use of corporal punishment as a form of discipline shall review its policy on corporal punishment once every three years during a district school board meeting held pursuant to s. 1001.371.

CLASSES OF DISCIPLINARY ACTION SUMMARY

<u>CLASS I</u>	<u>CLASS II</u>	<u>CLASS III</u>	<u>CLASS IV</u>
<u>MINOR INFRACTIONS</u>	<u>INTERMEDIATE INFRACTIONS</u>	<u>SERIOUS INFRACTIONS</u>	<u>MAJOR INFRACTIONS</u>
<p><i>CLASS I INFRACTIONS WILL BE HANDLED IN THE CLASSROOM & COMMON AREAS BY TEACHERS OR SUPERVISING STAFF</i></p> <ul style="list-style-type: none"> • Verbal warning: redirect student; restate expectation rule • Loss of teacher-assigned privilege; and/or student conference; and parental contact • Classroom detention (parental contact required) • Parent/teacher conference • Other consequences deemed appropriate by the principal subject to school board policy and state board rule. 	<ul style="list-style-type: none"> • Conference with Teacher • Conference with Principal • Conference with Counselor and/or Administration • Conference with School and Parents • Referral to Community Agency • Detention • In-School Suspension • Corporal Punishment • Other consequences deemed appropriate by the principal subject to school board policy and state board rule which may include, but is not limited to: Work Detail After-Hours School Loss of Parking Privileges 	<ul style="list-style-type: none"> • Conference with School and Parent • Referral for assessment and/or counseling • Referral to Community Agency • Detention • Work Detail • After-Hours School • In-School Suspension • Out-of-School Suspension • Corporal Punishment • Other consequences deemed appropriate by the principal subject to school board policy and state board rule to include, but is not limited to: Work Detail After-Hours School Loss of Parking Privileges 	<ul style="list-style-type: none"> • Administrative Review • Mandatory Suspension • Mandatory 10 day Suspension • Alternative Reassignment • Expulsion • Other consequences deemed appropriate by the principal subject to school board policy and state board rule.

K-12 Discipline Matrix

The Discipline Matrix specifically identifies prohibited student conduct and lists the range of consequences which may be imposed for each infraction. When assigning consequences for misconduct, the principal or the principal's designee shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record, and the severity of the problem as it pertains to the specific situation.

- **Administrative Review – A total review of the student's record with an administrator, other appropriate school personnel, student, and parent/legal guardian. The consequences for the infraction will be determined at, or immediately following, the review. Depending on the severity and/or frequency of CLASS III and CLASS IV offenses, consequences may range from suspension to alternative reassignment to expulsion.**
- **Repeated misconduct, or multiple incidents requiring disciplinary action, which disrupts the orderly environment of a school, school function, or extracurricular program or activity may result in an Administrative Review (CLASS III or IV) based on insubordination.**
- **Failure to show for After-Hours School will be treated as No Show Discipline (#28).**

1. Alcohol (ALC) – Possession, sale, purchase, use, or under the influence of alcoholic beverages.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
2. Arson (ARS) - Damaging, or attempting to damage, any real or personal property by fire or explosion; intentionally setting a fire on/with school property.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
3. Battery (BAT) – Physical use of force or violence by an individual against another; uninvited physical contact with another person, including, but not limited to, pushing, pulling, shoving, and/or via an object.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
4. Bombs or Explosives – Possessing and igniting on school grounds or in school facilities any bombs or explosives to cause bodily injury and/or damage to property.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
5. Breaking/Entering (BRK) – Unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or harm a person(s).		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)

6. Bullying/Harassment (BHA) – Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (2 Days ISS)	CLASS III (3 Days ISS)
Second	CLASS II (3 Days ISS)	CLASS III (5 Days ISS)
Third	CLASS III (2 Days OSS)	CLASS III (3 Days OSS)
Fourth	CLASS III (3 Days OSS)	CLASS III (5 Days OSS)
Fifth	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)

7. Cell Phones – Use of cell phones on campus during school hours including text messaging. Cell phones must be turned off and concealed at all times during the school day. Cell phones that are seen or heard will be confiscated. Parents will be required to pick them up. Repeated violations will result in administrative review.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS I (Taken-Parents must pick them up)	CLASS III (Taken-Parents must pick them up)
Second	CLASS I (Taken-Parents must pick them up-Detention)	CLASS III (Taken-Parents must pick them up-2 Days ISS)
Third	CLASS III (Taken-Parents must pick them up- 1 Day ISS)	CLASS III (Taken-Parents must pick them up- 3 Days OSS)
Fourth	CLASS III (Admin. Review)	CLASS III (Admin. Review)

8. Cheating (CHT) – Inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (Take student’s work-receives zero)	CLASS II (Proof to Admin.; Parent Contact; Student Receives Zero)
Second	CLASS III (Admin. Review)	CLASS IV (Admin. Review)

9. Conflict with Peer (PRC) – Mutual participation in an altercation that involves only minor physical contact, including but not limited to pushing, shoving, and other forms of minor confrontations that do not require medical attention; when directed to stop by a staff member, participants in the altercation comply.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (Warning)	CLASS III (3 Days ISS)
Second	CLASS II (1 Day ISS)	CLASS III (5 Days ISS)
Third	CLASS III (2 Days ISS)	CLASS III (1 Days OSS)
Fourth	CLASS III (1 Day OSS)	CLASS III (2 Days OSS)
Fifth	CLASS III (Admin. Review)	CLASS III (Admin. Review)

10. Disruptive Behavior (DIS) – Participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related functions.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (1 Day ISS)	CLASS III (3 Days ISS)
Second	CLASS II (2 Days ISS)	CLASS III (5 Days ISS)
Third	CLASS II (3 Days ISS)	CLASS III (3 Days OSS)
Fourth	CLASS III (1 Day OSS)	CLASS III (5 Days OSS)
Fifth	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)

Note: Disruptive behavior while in In-School Suspension:

	<u>K-5</u>	<u>Middle/High School</u>
First Offense	CLASS III (1 Days OSS)	CLASS III (3 Days OSS)
Second Offense	CLASS III (2 Days OSS)	CLASS III (5 Days OSS)
Third Offense	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)

11. Disruption on Campus (DOC) – Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, including but not limited to making a bomb threat, inciting a riot, or initiating a false fire alarm, etc. (For disruptive behavior in classroom environment or related functions, see #24).

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)

<p>12. Dress Code Violation (DCV) – Failure to comply with dress code requirement(s).</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS I (Contact parent to bring appropriate dress code item)	CLASS I (Contact parent to bring appropriate dress code item)
Second	CLASS I (Contact Parent to bring appropriate dress code item)	CLASS I (Contact Parent or ISS Rest of Day)
Third	CLASS II (1 day ISS)	CLASS II (1 day ISS)
Fourth	CLASS II (2 Days ISS)	CLASS III (2 Days ISS)
Fifth	CLASS III (Admin. Review)	CLASS III (Admin. Review)
<p>13. Driving or Parking Violation – Failure to comply with traffic rules. (No middle school students are allowed to drive to school.)</p>		
<u>Offense</u>	<u>K-5</u>	<u>High School</u>
First	NA	CLASS IV (Admin. Review)
<p>14. Drug Paraphernalia (PAR) – Possessing, using, selling, storing, or distributing any equipment used for the purpose of preparing or taking drugs.</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV(Admin. Review)	CLASS IV (Admin. Review)
<p>15. Drug Sale/Distribution (DRD) – Manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, including but not limited to a student giving prescription drugs prescribed for someone else to another person. (Alcohol is excluded, see #1. For over-the-counter drugs, see #42).</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
<p>16. Drug Use/Possession (DRU) – Use, possession, or under the influence of any drug, narcotic, or controlled substance, including but not limited to a student possessing prescription drugs that are not prescribed for him/her. (Alcohol is excluded, see #1. For over-the-counter drugs, see #42).</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
<p>17. Eating/Drinking in Classroom or Unauthorized Common Areas – Includes all non-water beverages and flavored water. Food items will be confiscated by the teacher or supervising staff.</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First (minor)	CLASS I (Verbal warning)	CLASS I (Verbal warning)
Second (minor)	CLASS I (Loss of Privilege/Parent Contact)	CLASS I (Loss of Privilege/Parent Contact)
Third (minor)	CLASS I (Detention, Parent Conference)	CLASS I (Detention, Parent Conference)
Fourth (minor)	CLASS III (1 Day ISS)	CLASS III (1 Day ISS)
Fifth (minor)	CLASS III (Admin. Review)	CLASS III (Admin. Review)
<p>18. Electronic Devices – Use or possession of electronic devices to include, but not limited to: toys, games, radios, CD players, MP3 layers, iPods, headsets, digital cameras and laser pen/pointers. (See #7 for Cell Phones.)</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (Taken-Parents must pick them up)	CLASS II (Taken-Parents must pick them up)
Second	CLASS II (Taken-Parents must pick them up-1 Day ISS)	CLASS III (Taken-Parents must pick them up-1 Day ISS)
Third	CLASS III (Taken-Parents must pick them up- 1 Days OSS)	CLASS III (Taken-Parents must pick them up-1 Days OSS)
Fourth	CLASS III (Admin. Review)	CLASS III (Admin. Review)
<p>19. False Accusation (FAL) – Making false accusation(s) against a staff member that may jeopardize employment, professional certification, or reputation, including, but not limited to, accusations created and/or transmitted from any computer or any electronic device during or after school hours.</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)

20. **Felony- On or Off-Campus (FEL)** - A student who has been arrested for a felony or a delinquent act which would be a felony if committed by an adult, which allegedly occurred on or off school property, or a student who has been adjudicated guilty of a felony on or off school property, will be recommended for alternative reassignment or expulsion by the Principal. If a student is not adjudicated delinquent or found guilty, the suspension and/or alternative placement shall be terminated immediately.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Alternative Placement)

21. **Fighting (FIT)** – Two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury that requires immediate first aid or subsequent medical attention. (Pushing, shoving, or minor confrontations are excluded, see #9).

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First (minor)	CLASS III (3 Days OSS)	CLASS III (3 Days OSS)
Second (minor)	CLASS III (5 Days OSS)	CLASS III (5 Days OSS)
Third (minor)	CLASS III (Admin. Review)	CLASS IV (Admin. Review)
First (major)	CLASS III (Admin. Review)	CLASS IV (Admin. Review)
Failure to Stop When Told	CLASS III (Admin. Review)	CLASS IV (Admin. Review)

22. **Forgery/Misuse (FOR)** – Making a false or misleading communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (1 Day ISS)	CLASS II (1 Day ISS)
Second	CLASS II (2 Days ISS)	CLASS III (2 Days OSS)
Third	CLASS III (Admin. Review)	CLASS III (Admin. Review)

23. **Gambling** - Participation in any form of gambling activities.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS III (1 Day ISS)	CLASS III (1 Day ISS)
Second	CLASS III (3 Days ISS)	CLASS III (2 Days OSS)
Third	CLASS III (Admin. Review)	CLASS III (Admin. Review)

24. **Gang-Related Activity (GRA)** – Engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS III (Admin. Review)	CLASS III (Admin. Review)

25. **Hazing** – Engaging in any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)

26. **Homicide (HOM)** – Unjustified killing of one human being by another.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)

<p>27. Insubordination/Disrespect (INS) – Refusal or failure to follow a direction or an order from a school staff member or any adult in authority; and/or the use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons.</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First (minor)	CLASS I (Verbal warning; redirect)	CLASS III (1 Days ISS)
Second (minor)	CLASS I (Loss of Privilege/Parent Contact)	CLASS III (3 Days ISS)
Third (minor)	CLASS I (Detention, Parent Conference)	CLASS III(3 Days OSS)
Fourth (minor)	CLASS III (1 Days OSS)	CLASS III (5 Days OSS)
Fifth (minor)	CLASS III (Admin. Review)	CLASS III (Admin. Review)
First (major)	CLASS III (2 Days OSS)	CLASS III (3 Days OSS)
Second (major)	CLASS III (3 Days OSS)	CLASS III (5 Days OSS)
Third (major)	CLASS III (Admin. Review)	CLASS IV (Admin. Review)
<p>Note: A pattern of repeated misconduct that disrupts the school’s orderly environment may result in an Administrative Review (CLASS IV) based on insubordination.</p>		
<p>28. Materials for classroom – Failure to bring materials to class.</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First (minor)	CLASS I (Verbal warning)	CLASS I (Verbal warning)
Second (minor)	CLASS I (Loss of Privilege/Parent Contact)	CLASS I (Loss of Privilege/Parent Contact)
Third (minor)	CLASS I (Detention, Parent Conference)	CLASS I (Detention, Parent Conference)
Fourth (minor)	CLASS III (1 Day ISS)	CLASS III (1 Day ISS)
Fifth (minor)	CLASS III (Admin. Review)	CLASS III (Admin. Review)
<p>29. No Show Discipline (NSD) – Failure to show for previous assigned discipline measures.</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (1 Days ISS)	CLASS III (1 Days OSS)
Second	CLASS III (2 Days OSS)	CLASS III (2 Days OSS)
Third	CLASS III (Admin. Review)	CLASS III (Admin. Review)
<p>30. Other Major (OMC) – Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
<p>31. Profanity (PRO) – Use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
<i>A. General Use in Halls</i>		
First	CLASS II (1 Day ISS)	CLASS III (1 Day ISS)
Second	CLASS II (2 Days ISS)	CLASS III (2 Days ISS)
Third	CLASS II (3 Days ISS)	CLASS III (2 Days OSS)
Fourth	CLASS III(1 Day OSS)	CLASS III (3 Days OSS)
<i>B. Student to Student</i>		
First	CLASS II (1 Day ISS)	CLASS III (1 Day OSS)
Second	CLASS II (2 Days ISS)	CLASS III (2 Day OSS)
Third	CLASS III (1 Day OSS)	CLASS III (3 Days OSS)
Fourth	CLASS III (Admin. Review)	CLASS III (Admin. Review)
<i>C. Racial/Ethnic Slurs</i>		
First	CLASS II (1 Days ISS)	CLASS III (3 Days OSS)
Second	CLASS III (1 Days OSS)	CLASS III (5 Days OSS)
Third	CLASS III (Admin. Review)	CLASS III (Admin. Review)
<i>D. Student to Adult</i>		
First	CLASS IV (Admin. Review)	CLASS IV. (Admin. Review)

32. Robbery (ROB) – Taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
33. Sexual Battery (SXB) – Forced sexual act or attempted forced sexual act.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
34. Sexual Harassment (SXH) – Unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
35. Sexual Offenses (SXO) – Other sexual misconduct or contact without force, or threat of force; subjecting an individual to lewd sexual gestures or comments or sexual activity; or exposing private body parts in a lewd manner.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
36. Skipping Class – Not reporting to or leaving an assigned class, activity, or area without receiving proper approval and/or following the established procedures for checking out of a class.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (1 Day ISS)	CLASS II (1 day ISS)
Second	CLASS II (2 Days ISS)	CLASS II (2 Days ISS)
Third	CLASS III (1 Day OSS)	CLASS III (1 Day OSS)
Fourth	CLASS III (Admin. Review)	CLASS III (Admin. Review)
37. Skipping Off-Campus (SKO) – Leaving school grounds without receiving proper approval and/or following the established procedures for signing-out.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS III (1 Day OSS)	CLASS III (1 Day OSS)
Second	CLASS III (2 Days OSS)	CLASS III (2 Days OSS)
Third	CLASS III (Admin. Review)	CLASS III (Admin. Review)
38. Skipping All Day/ Truancy (TRU) – Unauthorized absence from attending school without the knowledge and permission of the student’s parent/legal guardian or school authorities.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS III (1 Day OSS)	CLASS III (1Day OSS)
Second	CLASS III (2 Days OSS)	CLASS III (2 Days OSS)
Third	CLASS III (Admin. Review)	CLASS III (Admin. Review)
39. Slandorous/Libelous Statements – Spreading or writing untrue rumors in written or spoken communication.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (Warning)	CLASS III (Warning)
Second	CLASS II (1 Day ISS)	CLASS III (1 Day ISS)
Third	CLASS III (2 Days ISS)	CLASS III (1 Days OSS)
Fourth	CLASS III (1 Day OSS)	CLASS III (2 Days OSS)
Fifth	CLASS III (Admin. Review)	CLASS III (Admin. Review)

40. Tardiness (TAR) – Late arrival to a class or to school, or the failure to sign-in upon arrival to school.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
A. <i>Tardy to Class (Periods 2-6)</i>		
First	CLASS II (Verbal Warning/Parent Contact)	CLASS II (Verbal Warning/Parent Contact)
Second	CLASS II (Detention or 1Day ISS/Parent Contact)	CLASS II (Detention or 1 Day ISS/Parent Contact)
Third	CLASS II (1 Day ISS)	CLASS II (1 Day ISS)
Fourth	CLASS II (1 Day ISS)	CLASS II (2 Days ISS)
Fifth	CLASS II (2 Days ISS)	CLASS III (3 Days ISS)
Sixth	CLASS III (Admin. Review)	CLASS III (Admin. Review)
B. <i>Tardy to School</i>		
First	CLASS II (Warning/Parent Contact)	CLASS II (Warning/Parent Contact)
Second	CLASS II (Written Warning/Parent Contact)	CLASS II (1 day ISS/Parent Contact)
Third	CLASS II (1 day ISS)	CLASS II (1 day OSS)
Fourth	CLASS III (1 day after-hours school)	CLASS III (1 day after hours school)
Fifth	CLASS III (Admin. Review)	CLASS III (Admin. Review)
41. Theft/Petty (PTF) – Unauthorized taking, carrying, or concealing property of another person without threat, violence, or bodily harm, and the stolen property totals less than \$300.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS III (2 Days ISS & Restitution)	CLASS III (2 Days OSS & Restitution)
Second	CLASS III (1 Day OSS & Restitution)	CLASS III (3 Days OSS & Restitution)
Third	CLASS III (Admin. Review & Restitution)	CLASS III (Admin. Review & Restitution)
42. Theft /Larceny/ (STL) – Unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm, and the stolen property totals \$300 or more. (For stolen property less than \$300, see #39).		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
43. Threat/Intimidation (TRE) – Threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) <i>intent</i> – an intention that the threat is heard or seen by the person who is the object of the threat; (2) <i>fear</i> – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) <i>capability</i> – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First (minor)	CLASS III (3 Days OSS)	CLASS III (3 Days OSS)
Second (minor)	CLASS III (5 Days OSS)	CLASS III (5 Days OSS)
First (major)	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
44. Tobacco (TBC) – Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS III (3 Days ISS)	CLASS III (3 Days ISS)
Second	CLASS III (5 Days ISS)	CLASS III (5 Days ISS)
Third	CLASS III (3 Days OSS)	CLASS III (3 Days OSS)
Fourth	CLASS III (Admin. Review)	CLASS III (Admin. Review)
45. Trespassing (TRS) – Entering or remaining on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization and with no lawful purpose for entry.		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)

<p>46. Unauthorized Area (UNA) - Being present in buildings, rooms, or other areas on a school campus that are restricted to student access during all or part of a day.</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (Verbal Warning/ Detention)	CLASS II (Verbal Warning/Detention)
Second	CLASS II (1 Day ISS)	CLASS II (1 Day ISS)
Third	CLASS III (2 Days ISS)	CLASS III (2 Days ISS)
Fourth	CLASS III (3 Days ISS)	CLASS III (1 Days OSS)
Fifth	CLASS III (Admin. Review)	CLASS III (Admin. Review)
<p>47. Vandalism (VAN) – Intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it, and the resulting damage amounts to less than \$1,000.</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS III (2 Days ISS)	CLASS III (3 Days ISS)
Second	CLASS III (3 Days ISS)	CLASS III (5 Days ISS)
Third	CLASS III (2 Days OSS)	CLASS III (3 Days OSS)
Fourth	CLASS III (Admin. Review)	CLASS III (Admin. Review)
<p>48. Vandalism (VAN) – Intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it, and the resulting damage amounts to \$1,000 or more. (For damage amounts less than \$1,000, see #46).</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS III (Admin. Review)	CLASS IV (Admin. Review)
<p>49. Weapons Possession (WPO) – Possession of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm, including but not limited to: firearms, handguns, zip guns, rifles, shotguns, flare guns, knives, brass knuckles, razor blades, Chinese stars, chains, mace, swords, box cutters, sharp objects, etc.</p>		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)
<p>50. Other Rule Violations (OTH) – Other rule violations that do not fall into the above categories, or other offenses as indicated below.</p>		
<ul style="list-style-type: none"> • Possession, use, sale, or distribution of over-the-counter medication, including, but not limited to, aspirin, vitamins, Tylenol, etc: 		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First (minor)	CLASS II (Verbal Warning/Parent Contact)	CLASS III (3 days ISS)
Second (major)	CLASS III (2 Days ISS)	CLASS IV (Admin. Review)
Repeated	CLASS III (Admin. Review)	CLASS IV (Admin. Review)
<ul style="list-style-type: none"> • Possession, use, and/or storage of contraband to include, but not limited to, toys, games, and other items which interfere with the instructional program during regular school hours: 		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (Taken & Return at End of Day)	CLASS II (Taken & Return at End of Day)
Second	CLASS II (Taken-Parents must pick them up)	CLASS III (Taken-Parents must pick them up-1 Day ISS)
Third	CLASS III (Taken-Parents must pick them up- 1 Days ISS)	CLASS III (Taken-Parents must pick them up-1 Days OSS)
Fourth	CLASS III (Admin. Review)	CLASS III (Admin. Review)
<ul style="list-style-type: none"> • Manipulating computer hardware, software or data, and/or the misuse of telecommunication services, including but not limited to, the improper use of technology devices or posting of inappropriate information on the Internet, during or after school hours, that may interfere with the educational process: 		
<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First (minor)	CLASS II (Verbal Warning/Parent Contact)	CLASS III (3 days ISS)
Second (major)	CLASS III (2 Days ISS)	CLASS III (3 days OSS)
Repeated	CLASS III (Admin. Review)	CLASS IV (Admin. Review)

- Use or possession of lighter or matches:

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS II (Taken-Parent Conference)	CLASS II (Taken-1 Day ISS)
Second	CLASS II (Taken-1 Day OSS)	CLASS II (Taken-1 Day OSS)
Third	CLASS III (Taken-1 Days OSS)	CLASS III (Taken-2 Days OSS)
Fourth	CLASS III (Taken-Admin. Review)	CLASS III (Taken-Admin. Review)

- Simple possession of a common pocket knife in a pocket in clothing on one's person. A common pocket knife shall be a knife with a blade less than four (4) inches in length which folds into the handle and is designed to be carried in the pocket.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS III (Taken-Parents must pick it up)	CLASS III (Taken-Parents must pick it up-1 Day OSS)
Second	CLASS III (Taken-Parents must pick them up-1 Day OSS)	CLASS III (Taken-Parents must pick it up-2 Days OSS)
Third	CLASS III (Taken-Parents must pick them up- 2 Days OSS)	CLASS III (Taken-Admin. Review)
Fourth	CLASS III (Taken-Admin. Review)	CLASS III (Taken-Admin. Review)

- Unapproved posting or distribution of printed material, petitions, electronic messages, or graphic representations:

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First (minor)	CLASS II (Verbal Warning/Parent Contact)	CLASS III (3 days ISS)
Second (major)	CLASS III (2 Days ISS)	CLASS III (3 days OSS)
Repeated	CLASS III (Admin. Review)	CLASS IV (Admin. Review)

- Participating in acts of public display of affection or inappropriate physical contact:

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS I (Verbal warning/Parent Contact)	CLASS II (Verbal Warning)
Second	CLASS II (Detention, Parent Conference)	CLASS III (1 Day ISS)
Third	CLASS III (1 Day ISS)	CLASS III (1Day After-Hours School)
Fourth	CLASS III (1 Day OSS)	CLASS III (2 Days OSS)

- Involvement in any transportation (bus) violation:

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First	CLASS I (Verbal warning/Parent Contact)	CLASS I (Verbal Warning/Parent Contact)
Second	CLASS II (Move student to front of bus/ Notice mailed to parent)	CLASS II (Move student to front of bus/ Notice mailed to parent)
Third	CLASS III (Parent/student/administrator Conference)	CLASS III (Parent/student/administrator Conference)
Fourth	CLASS III (1-3 Days Bus Suspension)	CLASS III (1-3 Days Bus Suspension)
Fifth	CLASS IV (Admin. Review)	CLASS IV (Admin. Review)

- Introducing foreign matter into any food, drink, or digestible substance.

<u>Offense</u>	<u>K-5</u>	<u>Middle/High School</u>
First (minor)	CLASS I (Verbal warning)	CLASS III (3 Days ISS)
Second (minor)	CLASS II (Detention/Parent Contact)	CLASS III (3 Days OSS)
Third (minor)	CLASS III (1 Day ISS)	CLASS III(5 Days OSS)
Fourth (major)	CLASS III (Admin. Review)	CLASS IV (Admin. Review)

Alcohol and Drug Prevention Tips for Students

First, you listen. Get the facts about drugs and alcohol from parents and educators and law enforcement. Learn about the effect of alcohol, tobacco, and other drugs on your brain and body.

Then, you talk. Talk with your parents and teachers and trusted adults about your thoughts and feelings. Ask questions. Talk with friends about activities you can participate in to keep your mind and body healthy.

Use your head. Think about how smoking, drinking, and use of drugs can affect your health, your relationships, and your grades.

Know the law. It is illegal to buy or possess alcohol or tobacco if you are under the age of 21. It is illegal for anyone to buy or possess club drugs, hallucinogens, steroids, marijuana, or heroin.

Stay informed. Access information about alcohol, tobacco, or other drugs from the Internet (www.streetdrugs.org)

Stay active. Exercising and participating in sports are good ways to maintain a healthy lifestyle.

Play it safe. Choose friends who are positive and healthy. Be a friend.

Keep your edge. Eat healthy foods; keep your body clean and lean.

Get with the program. Drugs are not “in”.

Deal with feelings. Find healthy ways to express emotions; manage anger and conflicts.

Look around you. Most kids are not using alcohol, tobacco, or other drugs.

Ask for help. Pick out someone you trust and can go to when problems occur.

Respect yourself and others!

Bully Prevention Tips for Students

Are you being bullied?	Do you bully others?	Do you witness bullying?
<ol style="list-style-type: none"> 1. Always tell an adult. It is important to report so adults can help put a stop to bullying. 2. Stay in a group. If you spend time with other kids, you won't be an easy target and you'll have others to help if you get into a bad situation. 3. Try to stand up to the person who is bullying you. Tell the person that you don't like it, what they are doing is wrong, and that you want them to stop! 4. Make a joke. Sometimes humor can change a situation to a manageable one. 5. Remember, it is not your fault. No one deserves to be bullied. 	<ol style="list-style-type: none"> 1. Think about what you are doing and how it makes others feel. Put yourself in their shoes. Think about their feelings, and then don't do it! 2. Hurting others and making them feel bad is never cool. Think about how you feel when you are hurt yourself. 3. Talk to an adult. If you're not sure why you bully other kids or how to stop, then you need to talk about it. Parents, teachers, school counselors, and other trusted adults can help you to change your behavior, so you can make friends. 4. Respect yourself and treat others with the same respect you want. 	<ol style="list-style-type: none"> 1. Support someone who is being bullied. Try to spend time with him/her, including him/her in activities, or just talking to him/her. It will show you care. 2. Stand up to the person doing the bullying. Try to get other kids to join you. It's not easy to stand up to kids who bully, but it works! When the bully sees that other kids don't think it's cool, then the bully is more likely to stop. 3. Report the bullying to an adult. Many kids who are bullied are scared to talk about it because they are afraid that it will only get worse. Kids who bully are more likely to stop if they don't think they can get away with it.

Alcohol and Drug Prevention Tips for Parents

First, you listen. It's important to take time to listen to your kids. Try to find time to be with your child when he asks to talk to you. Show your child your attention.

Then, you talk. Tell your kids very clearly that you don't want them using tobacco, alcohol, or inhalants. Setting a firm rule of no drug use will help your child resist peer and other pressure to use drugs. Find your own words and find times and you places that are comfortable for you both to talk.

- Be a good role model. "Children learn what they live."
- Tell your children you love them and discuss your feelings with them.
- Encourage kids to talk about their feelings with you.
- Take responsibility for teaching your kids values.
- Hug your kids.
- Know where your son or daughter is.
- Get to know your son's or daughter's friends.
- Volunteer or be involved at your child's school.
- Let your kids know that mistakes are learning opportunities.
- Teach resistance skills.
- Teach kids to solve problems on their own, and support their growth.
- Praise and reinforce positive behavior.
- Be willing to be unpopular.
- Do not serve alcohol to underage kids and don't allow them to bring alcohol, tobacco, or other drugs into your home.

Bully Prevention Tips for Parents

<p>What do you do if your child is the target of a bully?</p> <ol style="list-style-type: none"> 1. Encourage your child to report bullying incidents to you. 2. Ask your child how he/she has tried to stop the bullying. 3. Coach your child in possible alternatives. 4. Treat the school as your ally. 5. Encourage your child to seek help and to report bullying incidents to someone he/she feels safe with at the school. 6. Use school personnel and other parents as resources in finding positive ways to encourage respectful behaviors at school. 7. Encourage your child to continue to talk with you about all bullying incidents. 	<p>What if your child is the bully?</p> <ol style="list-style-type: none"> 1. Stay calm! 2. Set limits for your child. Monitor television, video games, and music activities. Limit the time your child spends engaged with violent content. 3. Positively reinforce appropriate resolution of conflicts. 4. Discuss how other people feel when they are hurt by someone else's words or actions. 5. Teach your child ways to get their needs met other than bullying. 6. Talk to your child's school. Explain that your child is working on changing his/her behavior and find out how you can work together with them to support this change. 7. Be patient! Change takes time. Praise ANY positive change. 	<p>What if your child is a witness?</p> <ol style="list-style-type: none"> 1. Teach your child how to safely challenge a bully. 2. Talk to your child about ways to empower the target. Don't laugh along with the bully, don't join forces with the bully, support a target, tell an adult. 3. Encourage your child to find a positive peer group. 4. Keep open lines of communication – let them know they can report any bullying incidents they witness to you. 5. Let your child see you solve conflicts in an appropriate way! 6. Be a voice at your child's school. Join forces with school staff to maintain a bully-free environment. 7. Work together with other parents to support your kids!
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GLOSSARY OF INFRACTIONS

ALCOHOL VIOLATION - storing, possessing, selling, purchasing, distributing, manufacturing, using, or being under the influence of any alcoholic beverage.

ARSON – damaging, or attempting to damage, any real or personal property by fire or explosion; intentionally setting a fire on/with school property.

ASSAULT – unlawful threat, by word or act, to do violence to a person, coupled with an apparent ability to do so, and then doing some act which creates a well-founded fear in the person that violence is imminent.

BATTERY – the actual physical touching or striking of another person against his or her will with the intent to cause bodily harm; physical use of force or violence by an individual against another; uninvited physical contact with another person, including, but not limited to, pushing, pulling, shoving, and/or via an object.

BOMB THREAT – making a false report to any person, including school personnel, concerning the placement of any bomb, dynamite, explosive or arson-causing device.

BREAKING/ENTERING – unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or harm a person(s).

BULLYING – unwanted and repeated verbal or physical behavior with connotations by a student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interferes with the individual's school performance or participation.

BUS RULE/PROCEDURES VIOLATION – engaging in conduct or behavior which interferes with the orderly, safe and timely transportation of students.

CHEATING – the inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test or assignment.

COMPUTER MISUSE - the inappropriate use of a computer, including but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, and entering, distributing, or printing unauthorized files.

CONTRABAND – the possession, storage or use of items which are prohibited at school, including but not limited to, bullets or cartridges, flammable liquids, combustible materials, matches, lighters, poisonous substances, skates and skateboards, radios, headsets, inappropriate written material, etc.

CORPORAL PUNISHMENT - Corporal punishment is the moderate use of physical force or physical contact by a principal or designee as may be necessary to maintain discipline or to enforce school rules. A witness must be present when corporal punishment is administered.

DISRESPECT – the use of words or acts which demean, degrade, antagonize or humiliate a person or group of persons.

DISRUPTION ON CAMPUS – disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, including but not limited to making a bomb threat, inciting a riot, or initiating a false fire alarm, etc.

DISRUPTIVE BEHAVIOR - participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related functions.

DRESS CODE VIOLATION - failure to comply with dress code requirement(s).

DRUG/ALCOHOL VIOLATION – storing, possessing, selling, purchasing, distributing, manufacturing, cultivating, using, or being under the influence of any alcoholic beverage, or any substance defined as a drug, narcotic, controlled substance, or substance represented to be a drug, including but not limited to, prescription drugs for someone else, marijuana, hallucinogens, inhalants, as well as any substance that requires a physician’s prescription, or any over-the-counter medication without parent approval and school notification, or any substance represented to be an illegal substance such as “designer drugs,” or any substance which is represented to be any such substance; a controlled substance is defined in Chapter 893 of the Florida Statutes.

DRUG PARAPHERNALIA– possessing, using, selling, storing or distributing any equipment used for the purpose of preparing or taking drugs.

FALSE ACCUSATION - making false accusation(s) against a staff member that may jeopardize employment, professional certification, or reputation, including, but not limited to, accusations created and/or transmitted from computers or any electronic device during or after school hours.

FALSE ALARM – the activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.

FIGHTING - two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury that requires immediate first aid or subsequent medical attention.

FORGERY/MISUSE – making a false or misleading communication to a school staff member with either the intent to deceive, or under circumstances which would reasonably be calculated to deceive, the staff member.

GAMBLING – any participation in games or activities of chance for money or items of value.

GANG-RELATED ACTIVITY - engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors.

HARASSMENT – repeatedly using unwelcome gestures, words, or written statements to annoy, demean, denigrate, defame, malign, or ridicule another person, or create an intimidating, hostile or offensive school environment.

HAZING – any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization or group.

HOMICIDE - unjustified killing of one human being by another.

INAPPROPRIATE OR OBSCENE ACT – the use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable or not suitable for an educational setting.

INSUBORDINATION – the refusal or failure to follow a direction or an order from a school staff member, bus driver, or any other adult in authority.

KIDNAPPING - forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

LARCENY/THEFT - unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm, and the stolen property totals \$300 or more.

NO SHOW DISCIPLINE - failure to show for previous assigned discipline measures.

OFF-CAMPUS FELONY OFFENSE - a student who has been formally charged, by the proper prosecuting attorney, with a felony or with a delinquent act which would be a felony if committed by an adult on other than school property, or a student who has been adjudicated guilty of a felony on other than school property, may be recommended for alternative reassignment by the Principal.

OPEN DEFIANCE – the flagrant or hostile challenge of the authority of a school staff member, bus driver, or any adult in authority.

OTHER MAJOR OFFENSE – any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.

PARKING LOT/DRIVING VIOLATION - failure to follow established school parking lot and/or driving rules.

PEER CONFLICT - mutual participation in an altercation that involves only minor physical contact, including but not limited to pushing, shoving, and other forms of minor confrontations that do not require medical attention; when directed to stop by a staff member, participants in the altercation comply.

PETTY THEFT - unauthorized taking, carrying, or concealing property of another person without threat, violence, or bodily harm, and the stolen property totals less than \$300.

POSSESSION – the detention, control or the manual or physical custody of anything, including but not limited to, physical objects and substances; possession may be actual or constructive; it may also be sole or joint; in addition, a student is in violation of an offense involving possession even if the he/she is not aware or has no knowledge of the improper item that is in his/her possession; a student is presumed to have knowledge of those things in his/her possession, thus the student can be considered in possession of an improper item, even if the student states that he/she did not know about it.

PROFANITY VIOLATION - use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.

ROBBERY - Taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.

SEXUAL BATTERY – any sexual act directed against a person, forcibly or against the person’s will, or not forcibly against the person’s will where the victim is not capable of giving consent because of his or her youth or because of temporary or permanent incapacity; forced or attempted penetration by using a sexual organ or an object.

SEXUAL HARASSMENT – unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation; unwelcome and repeated sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature.

SEXUAL OFFENSE – sexual misconduct or contact without force, or threat of force; subjecting an individual to lewd sexual gestures or comments or sexual activity; or exposing private body parts in a lewd manner.

SKIPPING CLASS - not reporting to or leaving an assigned class, activity, or area without receiving proper approval and/or following the established procedures for checking out of a class.

SKIPPING OFF-CAMPUS – leaving school grounds without receiving proper approval and/or following the established procedures for signing-out.

TARDINESS – late arrival to school or to a class.

THREAT/INTIMIDATION – the declaration by word or act to do bodily harm to another person or to his/her property, or forcing another person to do something, or preventing another person from doing something by coercion, bullying, or making him or her afraid; threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) *intent* – an intention that the threat is heard or seen by the person who is the object of the threat; (2) *fear* – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) *capability* – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

TOBACCO PRODUCTS VIOLATION – possessing, using, selling, storing or distributing cigarettes, cigars, snuff, dip, pipe tobacco, chewing tobacco, or other tobacco products on school grounds, at school-sponsored events, or on school transportation.

TRESPASSING – the unauthorized entry onto School Board-owned property, into a school function, or an extracurricular activity, or remaining on School Board-owned property after being directed to leave that location by a school staff member or law enforcement official; entering or remaining on school grounds/campus, school transportation, or at a school sponsored event/off campus without authorization or invitation and with no lawful purpose for entry.

TRUANCY – skipping all day; the unauthorized absence from attending school without the knowledge and permission of the student’s parent/legal guardian or school authorities.

UNAUTHORIZED AREA – being present in buildings, rooms, or other areas on a school campus restricted to student access during all or part of a day.

UNAUTHORIZED ASSEMBLY – being present at unapproved student gatherings, meetings, demonstrations, or protests which interfere with the orderly process of the school environment, or which interrupts a school function or an extracurricular activity.

VANDALISM – defacing, damaging or destroying by any means the real or personal property belonging to the School Board or to another person; intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it, and the resulting damage amounts to \$1,000 or more.

WEAPONS VIOLATION – possession of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm, including but not limited to: firearms, handguns, zip guns, rifles, shotguns, flare guns, stun guns, BB or pellet guns, starter pistols, brass knuckles, razor blades, Chinese stars, chains, mace, sharp objects, fixed blade knives, folding knives, switchblade knives, common pocket knives, box cutters, sharp cutting instruments, ice picks, dirks, pipes, numchuks, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electrical weapons or devices, propellants, and “look-alike” weapons, etc.; storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person.

GUIDELINES FOR STUDENTS WITH DISABILITIES

For students whose behavior impedes their learning or the learning of others, strategies, including positive behavioral interventions, strategies, and supports to address that behavior must be considered in the development of the student’s individual educational plan.

A. Definitions:

1. Change of placement. For the purposes of removals of student with a disability from the students’ current educational placement, a change of placement occurs when:
 - a. The removal is for more than 10 consecutive school days; or,
 - b. A series of removals which constitutes a pattern because the removals cumulate to more than ten (10) school days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.
2. Controlled substance. A controlled substance is a drug or other substance identified through the Controlled Substances Act, 21 U.S.C. 812(c), and s. 893.02, F.S.
3. Weapon. A weapon is defined in s. 790.001 (13), F.S., and includes a dangerous weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. Penalties for possessing or discharging weapons, (including a sword, sword cane, firearm, electric weapon or device, destructive device, or other weapon, including razor blade, box cutter, or knife, except as authorized in support of school sanctioned activities) are found in s. 790.115, F.S.
4. Individual Education Plan (IEP) team. An IEP team must meet the requirement specified in the provisions for an Individual Educational Plan for Students with Disabilities section of this document.

5. Manifestation determination. A manifestation determination examines the relationship between the student's disability and specific behavior that may result in disciplinary action.
6. Interim alternative educational setting. An interim alternative educational setting (IAES) is a different location where educational services are provided for specific time period due to disciplinary reasons.
7. Expedited due process hearings. Expedited due process hearings may be held at the request of either the parent or the school district regarding disciplinary actions. These hearings must meet the requirements prescribed in subsection (5) of Rule 6A-6.03311, FAC, except that the written decision must be mailed to the parties within forty-five (45) days of the school district's receipt of the parent's request or the filing of the district's request for the hearing without exceptions or extensions.
8. Short term removals. A short term removal is the removal of a student with a disability for a total or ten (10) days or less in a school year does not constitute a change in placement as defined above in (1).
9. Long term removals. A long term removal is the removal of a student with a disability for more than ten days in a school year that may or may not constitute a change in placement as defined in paragraph (1) above.

B. Authority of school personnel

Consistent with the district's Code of Student Conduct and to the extent removal would be applied to students without disabilities, school personnel may order.

1. The removal of a student with a disability from the student's current placement for not more than ten (10) consecutive school days.
2. Additional removals of a student with a disability of not more than ten (10) consecutive days in that same school year for separate incidents of misconduct as long as those removals do not constitute a change in placement as defined in paragraph (1) above.

C. Manifestation determination

A manifestation determination, consistent with the following requirements, must be made any time disciplinary procedures result in a change of placement.

1. The IEP team and other qualified personnel:
 - a. Considers all relevant evaluation and diagnostic information including information supplied by the parents of the student, observations of the student, the student's IEP and placement, and any other relevant information, then
 - b. Determines, in relationship to the behavior subject to disciplinary action:
 - (1) If the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability, or
 - (2) If the conduct in question was the direct result of the school district's failure to implement the IEP.
2. If the IEP team and other qualified personnel determine that the student's behavior was not related to the disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities. However, services must be provided.
3. With the exception of placement in an interim alternative educational setting, as in section F, if the IEP team determines the student's behavior was related to the disability, the student cannot be placed by

school personnel in another setting unless the IEP team determines that it is the most appropriate placement.

4. If the IEP team and other qualified personnel determine that any of the requirements of subparagraph C(1)(b) above were not met, the behavior must be considered a manifestation of the student's disability.
5. The review described in paragraph C(1) may be conducted at the same IEP meeting that is required by paragraph D(4) below.
6. Any deficiencies in the student's IEP or placement or in their implementation identified during the manifestation determination must be remedied immediately.
7. If a parent disagrees with the manifestation determination decision made by the IEP team pursuant to this rule, the parent may request an expedited due process hearing as described in subsection G.

D. Long term removals

For all such removals:

1. The school district must notify the parent of the removal decision and provide the parent with a copy of the notice of procedural safeguards as required in Rule 6A-6.03311, FAC., on the same day as the date of the removal decision;
2. An IEP meeting must be held within ten (10) school days of the removal decision in order to perform a manifestation determination review as described in subsection C, above;
3. Services consistent with subsection E, below must be provided;
4. Either before or not later than ten (10) business days after either first removing the student for more than ten (10) school days in a school year or beginning with a removal that constitutes a change in placement:
 - a. If the school district did not conduct a functional behavioral assessment (FBA) and implement a behavior intervention plan (BIP) before the behavior that resulted in the removal, the IEP team must meet to develop an assessment plan.
 - b. If the student has a BIP, the IEP team shall meet to review the plan and its implementation and modify the plan and its implementation as necessary to address the behavior.
5. As soon as practicable after developing the assessment plan and completing the FBA, as prescribed in paragraph D, 4, above, the IEP team must meet to develop appropriate behavioral interventions to address the behavior and shall implement those interventions.
6. If subsequently, a student with a disability who has a BIP and who has been removed from the student's current placement for more than ten (10) school days in a school year is subjected to a removal that does not constitute a change in placement as described in paragraph A(1) above:
 - a. The IEP team members shall review the BIP and its implementation to determine if modifications are necessary.
 - b. If one or more of the IEP team members believe that modifications are needed, the IEP team shall notify the plan and its implementation to the extent the IEP team determines necessary.

E. Free appropriate public education for students with disabilities who are suspended or expelled

1. A school district is not required to provide services to a student with a disability during short term removals totaling ten (10) school days or less in a school year if services are not provided to students without disabilities during such removals.
2. A school district must provide a free appropriate public education (FAPE) to a student with a disability, consistent with the requirements of this rule, beginning on the eleventh cumulative school day of removal in a school year.
3. A school district must provide services to a student with a disability who has been removed for more than ten (10) school days in a school year to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advanced toward achieving the goals in the student's IEP.
 - a. If the removal is for not more than ten (10) consecutive school days in a school year and is not considered a change in placement, consistent with paragraph A(1) school personnel, in consultation with the student's special education teacher, shall determine the extent to which services are necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the student's IEP goals.
 - b. If the removal is due to behavior that was determined not to be a manifestation of the student's disability, the IEP team shall determine the extent to which services are necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the student's IEP goals.

F. Interim Alternative Educational Setting (IAES)

1. The IEP team determines the IAES, unless it is determined by administrative law judge in accordance with paragraph G(3) below.
 - a. The IAES must be selected so as to enable the student to continue to progress in the general curriculum and to continue to receive services and modifications, including those described in the student's IEP that will enable the student to meet IEP goals.
 - b. The IAES must include services and modifications to address the behavior that resulted in the change of placement and that are designed to prevent the misconduct from recurring.
2. School personnel may place a student in an IAES for the same amount of time a student without a disability would be placed, but for not more than forty-five (45) calendar days without the consent of the parent or guardian if the student:
 - a. Carries a weapon to school or to a school function, or
 - b. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the school district.
3. School personnel must notify the parent of an IAES placement decision and provide and provide the parent with a copy of the notice of procedural safeguards, consistent with Rule 6A-6.03311, FAC., on the day the placement decision is made.

G. Expedited hearing

1. An expedited hearing may be requested:
 - a. By the student's parent if the parent disagrees with a manifestation determination or with any discussion regarding a change in placement.
 - b. By the school district if the school district demonstrates by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or to others (prior to removal to an interim alternative education setting) during the pendency of a due process hearing or an appeal as prescribed in subsection (5) of Rule 6A-6.03311, FAC.
2. School district personnel may seek subsequent expedited hearings for alternative placements if after the initial forty-five (45) day term has expired, the district maintains the student's dangerous behavior is still likely to result in injury to the student or others.
3. An administrative law judge may order a change in the placement of a student with a disability to an appropriate interim alternative or another educational setting for not more than forty-five (45) days if the administrative law judge, in an expedited due process hearing:
 - a. Determines that the school district has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others;
 - b. Considers the appropriateness of the student's current placement;
 - c. Considers whether the school district has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services; and
 - d. Determines that the interim alternative educational setting (IAES) that is proposed by school personnel who have consulted with the student's special education teacher meets the requirements of subsection F.
4. In reviewing a decision with respect to the manifestation determination, the administrative law judge shall determine whether the school district has demonstrated that the student's behavior was not a manifestation of the student's disability consistent with the requirements of subsection C.
5. In reviewing a decision to place a student in an IAES, the administrative law judge shall apply the requirements of subsection F.

H. Student's placement during proceedings

1. If a request for a hearing is made to challenge placement in the IAES, the manifestation determination or disciplinary action resulting from the student's involvement with a weapon, illegal drug, controlled substance, or dangerous behavior, the student must remain in the IAES pending the decision of the administrative law judge or until the expiration of the forty-five (45) day time period, whichever occurs first, unless the parent and the school district agree otherwise.
2. If a student is placed in an IAES pursuant to paragraphs F(2) and G(3) and school personnel propose to change the student's placement after expiration of the forty-five (45) day time period, during the pendency of any proceeding to challenge the proposed change in placement, the student must remain in the placement prior to the IAES except as provided in paragraph G(2).

3. Except as specified in paragraph H(2) if the request for a hearing is to challenge the manifestation determination, the student's placement shall be consistent with the requirements of 1003.57, F. S..

I. Protections for students not yet eligible for special education and related services

A regular education student who is the subject of disciplinary actions may assert any of the protections afforded to a student with a disability if the school district had knowledge of his or her disability before the misbehavior occurred for which the disciplinary action is being taken.

1. Basis of knowledge. A school district is determined to have knowledge that a student may have a disability if:
 - a. The parent has expressed concerns in writing (or orally, if unable to write) to school district personnel that the student needs special education and related services;
 - b. The behavior or performance of the student demonstrates the need for special education;
 - c. The parent has requested an evaluation to determine a need for possible special education services; or
 - d. The teacher of the student or other school district personnel have expressed concern about the student's behavior or performance to the special education director or to other appropriate school district personnel in accordance with the district's child find or special education referral system.
2. Exception. A school district would not be deemed to have knowledge if, as a result of receiving the information specified in subsection I, the school district:
 - a. Conducted an evaluation and determined that the student was not a student with a disability; or
 - b. Determined that an evaluation was not necessary; and
 - c. Provided notice to the student's parents of the determination that the student was not a student with a disability as required by Rule 6A-6.03311, FAC.
3. Conditions that may apply if no basis of knowledge
 - a. If there is no basis of knowledge that the student is a student with a disability prior to disciplinary action, the student may be disciplined in the same manner as a student without a disability.
 - b. If an evaluation request is made for the student during the time period of the disciplinary action, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. After considering the evaluation results and information provided by the parents, if the student is determined to be a student with a disability, the school district shall provide special education and related services consistent with the requirements of subsection E.

J. Student records in disciplinary procedures

School districts shall ensure that the special education and disciplinary records of students with disabilities are transmitted, consistent with the provisions of s. 1002.22, F.S., and Rule 6A-1.0955, FAC:

1. For consideration by the person making the final determination regarding the disciplinary action, and
2. For consideration by the appropriate authorities to whom school districts report crimes.

DUE PROCESS PROCEDURES FOR EXPULSION OF STUDENTS WITH DISABILITIES

The policy below is consistent with the 2004 IDEA Reauthorization, and implementing regulations found at 34 CFR 300.

Continual suspensions by the principal may be interpreted as being an expulsion. An educational planning conference should be held when any student with disabilities has been suspended for as many as ten (10) days cumulative, during a school year, to determine if the placement is appropriate and if any changes need to be made in order to more effectively deal with the student's behavior problem.

Parents of students placed in exceptional programs will be notified of this policy at the initial staffing. Specific policies and procedures applicable to students with disabilities are explained in Franklin County School Board Policies. A copy of this document will be available at each school.

Students with disabilities who commit serious acts of adverse behavior are subject to suspension for up to ten (10) days in keeping with the Code of Conduct. If the principal determines that the offenses warrant consideration for expulsion, the procedures established below shall be followed:

- STEP 1: The principal/designee shall promptly convene a staffing committee. The meeting of the staffing committee must take place within the ten (10) day suspension period. This committee may include such persons as the principal, staffing chairperson (counselor), teacher, exceptional student education consultant, psychologist, area administrator, coordinator of exceptional student education or administrative designee, and the parent/guardian. The student may be invited to attend. Persons empowered to make placement decisions must be included on the staffing committee.
- a. Manifestation determination will be made by the staffing committee that will determine if the offense is related to the disability. When a staffing committee determines that the offense is related to the disability, the student cannot be expelled. The committee must find educational alternatives for resolving the problem other than an expulsion, including development of an assessment plan to address the problem behavior.
 - b. The staffing committee will review and revise, when appropriate, the IEP to include objectives related to the elimination or reduction of the student's offending behavior.
 - b. The staffing committee will examine and recommend alternatives for continuing educational programs and services. These may include, but are not limited to:
 1. continuation in present program with some modifications;
 2. a reduced day program;
 3. transferal to a more restrictive environment, which may include recommendation to the district's alternative school;
 4. attendance for special education classes only;
 5. the student may come to the school campus at the end of the school day for the instructional program;
 6. home instruction; and
 7. other options, or some combination of the above.
 - d. The staffing committee shall inform the parent/guardian of the right to an administrative hearing and/or due process for students with disabilities.
 - e. If an administrative hearing is requested, the Superintendent or his designee shall retain the right to provide alternative measures to deliver services if there is a substantial reason to believe that such placement is necessary to protect the health, safety, and welfare of the student or of others.

STEP 2: If the student's ten (10) day suspension expires prior to the next School Board meeting, an IEP meeting will be held to review current circumstances and make additional recommendations.

The Superintendent or designee may assign any student so suspended to an individually designated program or other special programs.

- STEP 3: The principal/designee shall forward to the Superintendent or designee the written recommendation(s) along with the staffing committee findings and plan for continuing educational services and program(s) along with information generally accompanying a recommendation for expulsion of non-disabled children.
- STEP 4: The Superintendent or designee shall mail or deliver written notice to the parent/guardian that the Superintendent will recommend to the School Board whether or not the student is recommended for expulsion and the appropriate source of information for the continuation of educational services. The written notification shall indicate the grounds of the due process in step six and/or to the Exceptional Education Due Process in School Board Policy.
- STEP 5: The parent may request that the Superintendent appoint an administrative review committee to conduct a review of the charges and the recommendation for expulsion. The review committee shall meet at a reasonably convenient time and place within three (3) school days of the parent's request. Reasonable continuation of the hearing to accommodate the parties shall be permitted.

The parent, guardian, or legal counsel shall have the opportunity to present written or oral evidence in opposition to the recommendation for expulsion. The principal/designee shall present to the review committee a summary of the evidence, which supports the recommendation for expulsion.

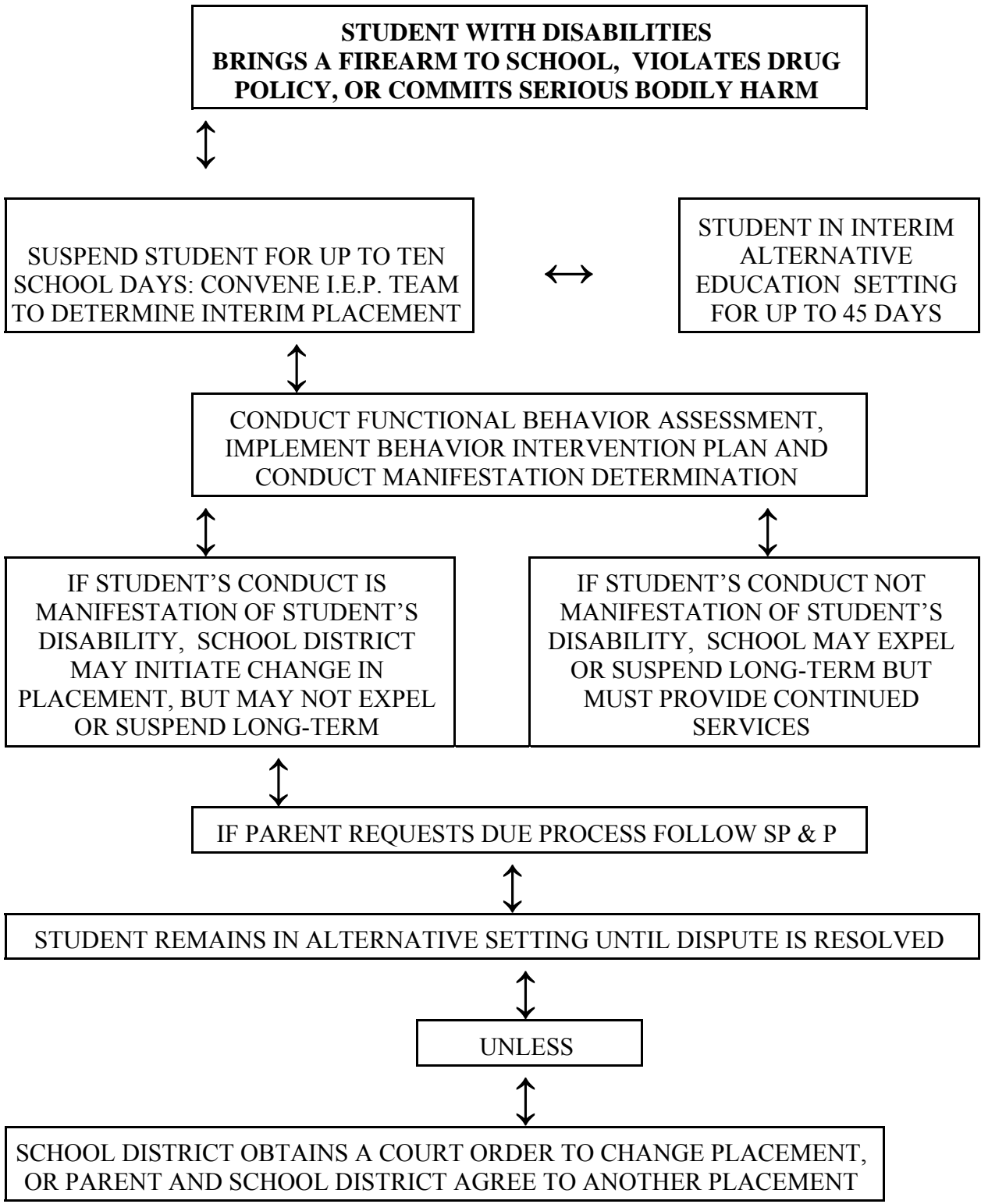
The review committee shall, after considering all the testimony and evidence presented, promptly report to the Superintendent its conclusions and recommendations in the same format as presented for non-disabled students, except that the report of the staffing committee shall be included.

- STEP 6: The Superintendent shall review the report of the review committee and shall have the authority to either recommend that the School Board expel the student or recommend whatever action the Superintendent feels appropriate. The Superintendent shall notify the parent/guardian of his decision prior to the School Board meeting at which action will be taken on the recommendation.
- STEP 7: The parent/guardian shall have the right to appear before the school board at the meeting when the school board will be taking action on the Superintendent's recommendation for expulsion.
- STEP 8: If the parent/guardian does not request a hearing on the charges and recommendations, the Superintendent shall make his recommendations to the School Board and the School Board may take action thereon as if the parent/guardian and child have consented to such action.

LEGAL REFERENCES:

Individuals with Disabilities Education Act (IDEA)
Florida Statutes
Chapter 1003.31 Pupils Subject to Control of School
Chapter 1006.09 Authority of Principal
Chapter 1006.14 School Boards May Prescribe Regulations
Chapter 6A-6, Florida Administrative Code

NOTE: Policies pertaining to non-eligible ESE students, manifestation determination, due process hearing provisions and timelines, contained in the suspension policy for students with disabilities are also applicable to this expulsion policy.



**STUDENT WITH DISABILITIES
ENGAGES IN BEHAVIOR SUBJECT TO DISCIPLINE
(BUT DOES NOT BRING FIREARM TO SCHOOL,
DOES NOT VIOLATE DRUG POLICY, OR DOES
NOT COMMIT SERIOUS BODILY HARM)**

SUSPEND STUDENT FOR UP TO TEN SCHOOL DAYS: CONVENE I.E.P. TEAM



CONDUCT FUNCTIONAL BEHAVIOR ASSESSMENT, IMPLEMENT BEHAVIOR INTERVENTION PLAN AND CONDUCT MANIFESTATION DETERMINATION



IF STUDENT'S CONDUCT IS
MANIFESTATION OF STUDENT'S
DISABILITY, SCHOOL DISTRICT
MAY INITIATE CHANGE IN
PLACEMENT, BUT MAY NOT EXPEL
OR SUSPEND LONG-TERM



IF STUDENT'S CONDUCT NOT
MANIFESTATION OF STUDENT'S
DISABILITY, SCHOOL MAY EXPEL
OR SUSPEND LONG-TERM BUT
MUST PROVIDE CONTINUED
SERVICES



IF PARENT REQUESTS DUE PROCESS FOLLOW SP & P



STUDENT REMAINS IN ALTERNATIVE SETTING UNTIL DISPUTE IS RESOLVED



UNLESS



SCHOOL DISTRICT OBTAINS A COURT ORDER TO CHANGE PLACEMENT, OR
PARENT AND SCHOOL DISTRICT AGREE TO ANOTHER PLACEMENT

ENGLISH LANGUAGE LEARNER (ELL) STUDENTS

National origin minority or English Language Learner (ELL) students shall not be subjected to any disciplinary action because of their use of a language other than English. Rule 6A-6.0908(3), FAC.

SECTION 504, REHABILITATION ACT STUDENTS

A student considered a student with a disability under Section 504 cannot be removed from the classroom for a long-term period (more than 10 days) if the 504 Intervention Team determines that the behavior was a manifestation of the student's disability. The long-term removal constitutes a change in placement and the school must review the 504 plan, re-evaluate the student, and hold a manifestation determination hearing. If the team determines the student's behavior was not a manifestation of the student's disability, the school can impose the same disciplinary action as it would for a non-disabled student.

DRUG FREE WORKPLACE POLICY – (See District Policy 3.42 on File)

No employee of the School Board shall manufacture, distribute, dispense, possess or use on or in the workplace any alcoholic substance, any intoxicating or auditory, visual, or mental altering chemical or substance or narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined by Federal or State law or rule, or any counterfeit of such drugs or substances all being collectively referred to as drugs.

"Workplace" is defined to mean the site for the performance of work done in connection with employment. That includes any school building or any school premises; any vehicle used to transport students to and from school and school activities off school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District.

As a condition of employment, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute after such conviction. Any employee who violates the terms of this policy may be terminated. However, at the discretion of the School Board, such employee may be allowed to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program approved by the School Board in lieu of a non-renewal, suspension or termination. Sanctions and discipline against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed School District procedures and shall be commenced within 30 days of receiving notice of an employee's conviction in violation of this rule. The Superintendent shall notify the State and the Federal Department of Education.

F.S. 1001.41, 1001.42, 1012. 23.

FRANKLIN COUNTY LEARNING CENTER (FCLC)ALTERNATIVE PROGRAM DISCIPLINE PLAN

The Franklin County Learning Center's discipline policy will be based on a Level System. The System will consist of three (3) levels. Students will earn points each week and privileges will be given if Level System points have been achieved. Points will be taken away due to noncompliance. Level System discipline interventions and procedures will be outlined in the Franklin County Learning Center Handbook.

The procedures listed below will be followed for a student who becomes violent or out-of-control:

- 1) FCLC Director will attempt to use verbal conflict resolution skills.
- 2) The Franklin County Sheriff's Department will be contacted.
- 3) The parent will be contacted.
- 4) FCLC Director will call Superintendent.

Students will be assigned no less than eighteen (18) weeks and will remain in the program as long as needed to modify behavior based on the FCLC Alternative Program Level System.

Students assigned to the FCLC alternative program for disciplinary reasons are not permitted on the transferring school campus at any time without the express permission of the principal. Such students are not allowed to participate in extracurricular activities including, but not limited to, club meetings, sports, graduation exercises, field trips, band and marching performances, school sponsored senior trip, dances and proms.

**FRANKLIN COUNTY LEARNING CENTER (FCLC) PREKINDERGARTEN PROGRAM
DISCIPLINE PLAN**

The Franklin County Learning Center’s prekindergarten staff uses non-punitive discipline methods to redirect a child who is acting inappropriately. The procedures listed below will be followed for student discipline:

Disciplinary Action

- | | |
|-------------------------|--|
| 1 st Offense | Redirect student |
| 2 nd Offense | Contact Parent; Loss of privilege |
| 3 rd Offense | Contact Parent; Parent/Teacher Conference; Develop strategies to resolve problem |
| 4 th Offense | Parent/Teacher/Administrator Conference; Conference with support specialist, behavior specialist, and/or counselor; Referral for assessment. |

APPENDIX A

INCIDENT REPORT FORM

Please complete the following form for all cases that fall under the categories of:

- Weapons and/or Explosive Devices
- Threatening Person/Property of a Staff Member and/or Causing Inappropriate Bodily Contact
- Alcohol/Drugs/Substances
- Aggravated Assault
- Aggravated Battery
- Inappropriate Bodily Contact

SCHOOL _____ DATE _____
NAME _____ GRADE _____ AGE _____
CHARGES _____

ACCOUNT OF THE INCIDENT

DID THE ACCUSED ADMIT TO THE CHARGE(S)

WEAPON _____
(Type of Weapon)

Were Police Contacted? Yes No

Specify

- * Immediate notification of the superintendent or designee by phone
- * Copy to the superintendent within 24 hours of the incident

Principal's Signature

Date

APPENDIX B

WAIVER OF RIGHT TO BE PRESENT AT HEARING

We, _____, student, and Mr. and Mrs. _____, Parents
(or legal guardians), whose address is _____,
and whose telephone number is _____, recognize that the following charges
have been brought against _____ on _____

(date of birth) (age) (grade)

LIST OF CHARGES:

If these alleged charges are proven, the results could be suspension or possible expulsion. Having full knowledge of our right to attend a full hearing of said charges, with the right of presenting evidence and defenses thereto, but, nevertheless desiring to accept discipline without being present at the hearing to which we are entitled, hereby waive our rights to attend the hearing and agree that _____ be disciplined or the charges dropped in accordance with the rules, regulations, and due process proceedings of the Franklin County School Board.

Student's Signature

Witnessed by:

Parent's/Guardian's Signature

Date

The student's signature is required. In addition, at least one signature of parent or guardian is required. Both signatures of parents and/or guardians are preferred.

FIRST LETTER OF NONATTENDANCE

Franklin County Schools

Three (3) days of excused or unexcused absences

Dear Parent:

Children who are absent from school with or without the knowledge or consent of the parent or guardian and without the permission of the school shall be considered truant.

Attendance records are checked daily by the school attendance assistant. Our school records indicate that your child, _____ has _____ absences. Please notify the principal or attendance assistant if there is a valid reason for your child’s nonattendance.

Absences in excess of five days in a grading period will be excused for extended and/or recurring illnesses only and will require verification by a doctor or certified health official. The verification must be submitted to the school within 5 school days of the student’s return to school. Cases involving the following extenuating circumstances may be appealed within five school days of the absence.

- 1) death in the immediate family
- 2) religious holiday or instruction
- 3) any other insurmountable condition as determined by the principal
- 4) prior approval

If student has five (5) cumulative excused or unexcused absences within a calendar month or ten (10) excused or unexcused absences within a 90-day calendar period, the student will be referred to a Child Study Team to determine if a pattern of truancy is developing. After fifteen (15) days of cumulative unexcused absences, a Non-Attendance report will be filed with the superintendent’s office. The superintendent may file a truancy petition pursuant to s.984.151, F.S.

Please call _____ at (850) _____ - _____ to schedule a date for a parent conference. We must work together to resolve absences for which there is no valid reason. Florida Statute 1003.24 states that parents are responsible for their child’s school attendance.

Sincerely,

Reference Florida Statutes # 1003.26 (Enforcement of School Attendance)

SECOND LETTER OF NONATTENDANCE

Franklin County Schools

_____ Five (5) days of cumulative excused or unexcused absences within a calendar month; or
_____ Ten (10) days of cumulative excused or unexcused absences within a 90 day period.

Dear Parent:

Your child, _____ has _____ excused or unexcused absences. Florida school law requires children to attend school regularly for the entire school year. Parents are responsible for their child's school attendance.

Your cooperation is needed to resolve this truancy problem. Notify the principal or attendance assistant if there is a valid reason for your child's absence from school.

Absences in excess of five days in a grading period will be excused for extended and/or recurring illnesses only and will require verification by a doctor or certified health official. The verification must be submitted to the school within 5 school days of the student's return to school. Cases involving the following extenuating circumstances may be appealed within five school days of the absence.

- 1) death in the immediate family
- 2) religious holiday or instruction
- 3) any other insurmountable condition as determined by the principal
- 4) prior approval

If student has five (5) cumulative excused or unexcused absences within a calendar month or ten (10) excused or unexcused absences within a 90-day calendar period, the student will be referred to a Child Study Team to determine if a pattern of truancy is developing. After fifteen (15) days of cumulative unexcused absences, a Non-Attendance report will be filed with the superintendent's office. The superintendent may file a truancy petition pursuant to s.984.151, F.S.

The principal/designee has made a referral to conduct a Child Study Team Meeting to assist with this nonattendance problem. The conference has been scheduled at _____ on

_____ (Time)
_____ at _____ . It is vital to your child's
(Date) (School)

education that you attend this Child Study Team Meeting.

Please call me at (850) _____ - _____ to confirm your participation.

Sincerely,

Reference Florida Statutes # 1003.26 (Enforcement of School Attendance)

THIRD LETTER OF NONATTENDANCE

Franklin County Schools

Fifteen (15) days of excused or unexcused absences

Dear Parent:

Our school records indicate that your child has _____ cumulative excused or unexcused absences from school within a 90-calendar day-period. A parent who refuses or fails to have a child who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements is guilty of a misdemeanor of the second degree, punishable as provided by law.

After fifteen (15) unexcused cumulative absences occur, a non-attendance report will be filed with the superintendent’s office. The superintendent may file a truancy petition pursuant to s.984.151, F.S. The petition will be filed in the circuit court.

A mandatory conference has been scheduled at _____ on _____ at
(Time) (Date)

_____. Your attendance is needed in order to resolve this truancy problem.
(School)

Please call me at _____ to confirm your attendance.
(Telephone Number)

Sincerely,

Reference Florida Statutes # 1003.26 (Enforcement of School Attendance)

APPENDIX D

FRANKLIN COUNTY SCHOOL DISTRICT

NON-ATTENDANCE/TRUANCY
FORM

Student: _____ DOB: _____ Age: _____ Address: _____
Telephone Number: _____ Parents Name: _____
Address: _____ School: _____
Principal: _____ Address: _____
Telephone Number: _____ Number of unexcused days absent from school: _____

Parent Contact:

Child Study Team Inventions:

_____ Parent Contact
Date (Teacher and Family)

_____ Alternative Education
Date

_____ Parent Conference
Date (Teacher and Family)

_____ Individual Counseling
Date

_____ Non-Attendance Letter C-1
Date

_____ Referral for placement in
Date ESE/ LEP/504 Plan/

_____ Parent Conference
Date

_____ Attendance Contracts
Date

_____ Non-Attendance Letter C-2
Date (5 days within a calendar month; or
10 days within a 90-day period)

_____ Other _____
Date

_____ Referral to Child Study Team
Date

_____ Other _____
Date

_____ Truancy Letter C-3
Date

_____ Mandatory Parent Conference
Date

Comments: _____

Did the parent or guardian refuse to meet with the principal? Yes No
If yes is checked, please indicate the date(s): _____

Name of parent _____ Type of conduct _____

Date

Principal

APPENDIX F

INTERNET GUIDELINES FOR FRANKLIN COUNTY SCHOOL DISTRICT

It is the mission of Franklin County Schools to provide its students with free and equal access to information and learning both collaboratively through formal class work and independently through the use of electronic media such as the Internet. All users of the school's computers and information sources, print and non-print, are expected to use those materials in a manner consistent with educational informational purposes.

Access to these resources is a privilege, not a right, and failure to use them appropriately will result in the loss of that privilege.

The following rules apply to the use of school computers and Internet access:

1. Users will respect the rights and privacy of others by not interfering with their computer use or Internet access.
2. Users will not seek unauthorized access to any computer, or damage or alter software of any network, database or program.
3. Users will not seek access to sites or materials deemed inappropriate by faculty or staff. In any case in which the user does not know if the site or material is inappropriate, the user must get prior approval from the faculty or staff.
4. Users will not make unauthorized copies of copyrighted or licensed software or data.
5. Users will not tamper or change settings of computer hardware or software.
6. Users will not access non-instructional chat rooms or user discussion groups.
7. Users will not access personal e-mail accounts or download materials to school computers. (Students enrolled in the Florida On-line High School will be allowed to set up an e-mail account for use by the Florida On-line High School instructors).
8. Users will not open any attachments through website interfaces.
9. Users will not use personal diskettes or personal CD-ROMs on school computers.
10. Users will not make use of school computers or software for illegal, unauthorized, unethical, or inappropriate purposes.

INTERNET ACCESS PROCEDURES:

1. In the Media Center, users must sign the computer usage log that shall be maintained at the Circulation Desk.
2. Users must have on file with the Guidance Office prior to accessing the Internet, a signed copy of the forms promulgated by the Franklin County School Board under its Internet use policy. The signed forms are conclusive proof that the signor has read and agrees to abide by the terms and conditions of Franklin County School District's Computer/Internet Access Policy and these guidelines.
3. Due to heavy student demand, usage may be limited to 30 minutes per session. Exceptions to the time limitation may be made at the discretion of faculty or staff if there is no one waiting to use the computer. Students accessing Florida On-line High School for course work shall have the highest priority. Students accessing the Internet for school assignments have precedence over those who are simply "surfing" the Internet.
4. Printing is limited to materials needed for class assignments and research.
5. Users must have faculty permission to save files to a floppy disk. Disks may be purchased from the Media Center and will be provided at a minimal charge.
6. All provisions of the Franklin County School District Code of Conduct and Policies apply to the use of school computers and access to the Internet.

DISCLAIMER

Every attempt will be made to monitor student use of computers and the Internet. However, it is impossible for teachers and staff to absolutely prevent students from visiting sites parents may find inappropriate. Therefore, parents/guardians of any student permitted by the parents/guardians to access the Internet shall hold harmless all Franklin County School District faculty and staff from the student's use of the Internet at the school. The signed parental/guardian permission form is the agreement to hold harmless the District and its employees for the student's use of the Internet.

FRANKLIN COUNTY SCHOOL DISTRICT
INTERNET TECHNOLOGY CONSENT AND WAIVER OF LIABILITY
(SIGNATURES REQUIRED)

Please complete all of the information below and return the form to the school principal or designee. Internet access will not be granted to your child unless this form is completed and returned.

STUDENT SIGNATURE:

I understand and will abide by the provisions and conditions of the contract provided by the Franklin County School Board regarding Internet usage. I understand that any violations of these provisions may result in disciplinary action, the revocation of my access privileges, and/or appropriate legal action. I also agree to report any misuse of the information system to an administrator or a teacher. All the rules of conduct described in the Franklin County School Board Internet policy and code of conduct, apply when I am on the Internet. I have read and fully understand the rules of which I am to abide by.

Student Name:(please print) _____

School Attending: _____

Student Signature: _____ Date: _____

PARENT OR LEGAL GUARDIAN SIGNATURE:

As the parent or guardian of this student, I have read and understand this contract and understand that Internet access is being provided solely for educational purposes. I understand that it is impossible for the Franklin County School Board to restrict access to every un-educational and inappropriate site acquired via the Internet. I agree to hold harmless the District and its employees for any complaints related to my child's use of the Internet. I also agree to report any misuse of the Internet to school administration. I accept full responsibility for the supervision of my child, should he/she misuse the Internet according to school policy. I also understand that Internet access is a privilege and not a right and any abuse of the privilege will result in revocation of my child's Internet privilege.

Parent or Guardian Name: _____

Home Phone: _____ Work Phone: _____

Signature: _____ Date: _____

PRINCIPAL OR DESIGNEE SIGNATURE:

I have read this contract and agree to promote this agreement with the student. As the principal or designee, I agree to provide instruction to the student on the acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information to the school technology representative.

Principal or Designee Name: _____

Signature: _____ Date: _____

APPENDIX G

ADMINISTRATION OF MEDICATION IN THE SCHOOL
PERMISSION FORM

F.S.1006.062

Grade: _____

DIAGNOSIS: _____ Teacher: _____

I hereby certify that it is necessary for :

_____ (Full Name of Student)

_____ (Address)

to be given the medication listed below during the school day, including when he/she is away from school property on official school business. Without this medication, he/she will not be able to attend school.

NAME/DOSAGE OF MEDICATION: _____

BEGINNING DATE: _____ ENDING DATE: _____

ADMINISTRATION TIME: _____

SIDE EFFECTS: _____

SPECIAL INSTRUCTIONS: _____

EMERGENCY TELEPHONE NUMBERS

Parent/Guardian's Name: _____

Work Phone Number: _____

Home Phone Number: _____

Doctor's Name: _____

Phone Number: _____

Parents are requested to pick up any left-over medication within one week after the ending date. Medication left after this time will be discarded.

It is understood by the undersigned that there shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonably prudent person would have acted under the same similar circumstances.

Signature of Parent/Guardian

Date

APPENDIX H

SUBSTANCE USE PREVENTION & EDUCATION AGREEMENT

STUDENT'S NAME _____

A G R E E M E N T

Student: I have accepted the option given to me to attend a state licensed Substance Use Prevention and Education Resource Program. In accepting this opportunity, I agree to abide by the guidelines and conditions set forth in this program. I agree to attend all sessions, arriving on time and remaining for the entire session. I understand that, if I miss any of these sessions, I will be terminated from the program and the remainder of my suspension and/or expulsion will be enforced. In addition, I understand that expulsion proceedings may be continued by the school board. I also agree that I must successfully complete the program as certified by the provider.

STUDENT'S SIGNATURE

DATE

Parents: I, the parent or guardian of the above student, agree to attend a Substance Use Prevention and Education Resource Program in order to give my child the opportunity to continue his/her educational program.

Attendance of the student and parents is expected at all recommended sessions, with a minimum of four required sessions. Maximum impact of the program will be achieved when both parents attend every session with their child. When this is not possible, it is suggested that the same parent attend all sessions. Minimum impact of the program will be achieved when parents alternate attendance at sessions with the student.

I understand that, if either student or parent appears to be under the influence of alcohol or other drugs while in attendance, both will be excused and terminated from the program, with the remainder of the student's suspension enforced, or other action as the school system deems appropriate.

Parent / Guardian Signature

Date

Parent's Home Phone

Parent's Business Phone

Principal

Date

School

School System

Program Scheduled on: (list dates of all sessions attended)

School System Program Coordinator

CERTIFICATION OF COMPLETION ---- I certify that _____
completed the recommended Substance Use Prevention and Education Resource Program.

Provider's Signature

APPENDIX I CIVIL RIGHTS LAWS AND REGULATIONS

The Franklin County School District provides for an environment free from harassment, including sexual harassment and from discrimination on the basis of race, gender, age, national origin, disability and marital status. The school board prohibits discrimination and is committed to ensuring that equal opportunities are available to all individuals within the district.

The Florida Educational Equity Act of 1984 prohibits discrimination on the basis of race, sex, national origin, marital status or handicap against a student or employee in the state system of public education, as defined in Florida Statutes, Section 1000.05.

The Americans with Disabilities Act of 1990 prohibits discrimination against qualified individuals with a disability by public and private entities in program, services, activities and employment.

Multicultural Legislation of 1991 provides for review of performance of students in various culture groups, and inclusion of multicultural education as a subject area of instruction and component of inservice training.

META Consent Decree requires that all students with limited English proficiency (LEP) be appropriately identified in order to ensure the provision of appropriate services. Each LEP student is entitled to equal access to programming that is appropriate to his or her level of English proficiency, academic achievement and special needs.

Florida Human Rights Act prohibits discrimination in housing and employment against individuals within the state of Florida because of their race, color, religion, sex, national origin, age, handicap or marital status.

Title VI of the 1964 Civil Rights Act prohibits discrimination on the ground of race, color or national origin, and states that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Education.

Title VII of the 1964 Civil Rights Act prohibits employment discrimination on the basis of race, color, sex, religion or national origin. It forbids discrimination in all areas of the employer-employee relationship from advertisements for positions through termination or retirement.

Title IX prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance.

In accordance with 20 U.S.C. 1412, a free appropriate public education is available to all children with disabilities residing in the school district between the ages of 3-21.

Section 504 of the Rehabilitation Act of 1975 prohibits discrimination against a qualified individual with a disability in any program or activity receiving federal financial assistance.

Age - No person shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity federal funds. The Franklin County School Board prohibits discrimination.

NICKLAUS O'GRADY, EQUITY COORDINATOR
FRANKLIN COUNTY SCHOOL DISTRICT
85 SCHOOL ROAD, SUITE 1
EASTPOINT, FLORIDA 32328
850-670-2810 Ext 4110

APPENDIX J NOTIFICATION OF RIGHTS UNDER HIPPA

FCSB is required by law to maintain the privacy of protected health information that belongs to your child enrolled in Franklin County Schools. This Notice of Privacy Practices tells you how your child's protected health information may be used and how FCSB keeps your information private and confidential. This notice explains the legal duties and practices relating to your child's protected health information. As part of FCSB's legal duties, this Notice of Privacy Practices must be given to you. FCSB is required to follow the terms of the Notice of Privacy Practices currently in effect.

Uses and Disclosures of Your Protected Health Information

Protected health information includes demographic and medical information that concerns the past, present, or future physical or mental health of an individual. Demographic information could include your name, address, telephone number, social security number and any other means of identifying you as a specific person. Protected health information created or received by a health care provider, health plan, employer, or health care clearinghouse. This medical information is used in many ways while performing normal business activities.

Your child's protected health information may be used or disclosed by FCSB purposes of treatment, payment, and health care operations. Health care professionals use medical information in the clinics or hospitals that take care of your child. Your child's protected health information may be shared, with or without your consent, with another health care provider for purposes of treatment. FCSB may use or disclose your child's health information for case management and services. FCSB may send the medical information to insurance companies, Medicaid, or community agencies to pay for the services provided to your child.

Your child's information can be disclosed without your written authorization as allowed by law. Those circumstances include:

- Reporting abuse of children, adults, or disabled persons.
- Investigations related to a missing child.
- Internal investigations and audits by FCSB's divisions, bureau and offices.
- Investigations and audits by the state Inspector General and protected health information.

This summary does not include:

- Disclosures made to you.
- Disclosures to individuals involved with your care.
- Disclosures authorized to you.
- Disclosures made to carry out treatment, payment, and health care operations.
- Disclosures to public health.
- Disclosures to health professional regulatory purposes.
- Disclosures to report abuse of children, adults, or disabled.
- Disclosures prior to April 14, 2003.

This summary does include:

- Purposes of research, other than you authorized in writing.
- Responses to court orders, subpoenas, or warrants.

You may request a summary of disclosures for not more than a 6-year period from the date of your request.