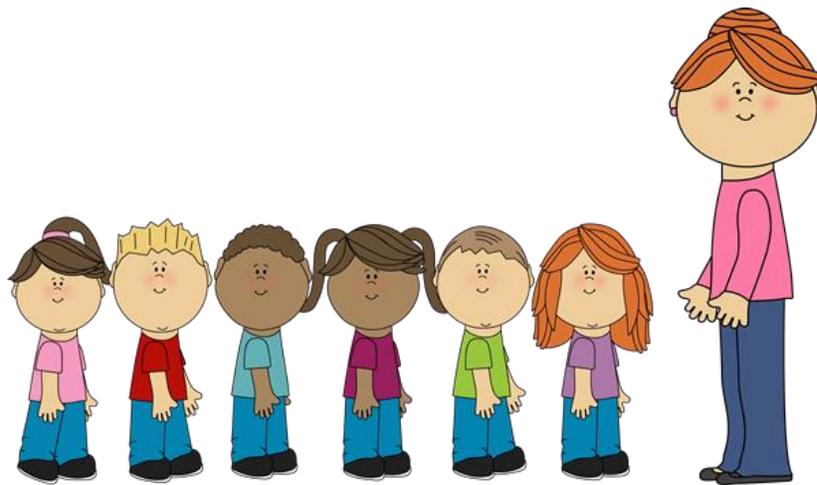


FRANKLIN COUNTY SCHOOLS

***ELEMENTARY***

***Grades K-5***



STUDENT CODE  
OF  
CONDUCT AND DISCIPLINE

2016-2017

SCHOOL BOARD APPROVAL DATE  
AUGUST 1, 2016

Franklin County School District does not discriminate based on race, color, religion, sex, national origin, age, disability, pregnancy, or marital status or against any group officially affiliated with the Boy Scouts of America or any other youth group listed in title 36 of the United States Code as a patriotic society.



## **FRANKLIN COUNTY SCHOOL DISTRICT BOARD MEMBERS**

George Thompson-Vice Chair

District 1

Pam Marshall

District 2

Teresa Ann Martin

District 3

Stacy Kirvin

District 4

Pamela Shiver-Chair

District 5

*THE FRANKLIN COUNTY SCHOOL BOARD ENCOURAGES PARENTS, STAFF AND STUDENTS TO READ AND DEVELOP A THOROUGH UNDERSTANDING OF THE CODE OF CONDUCT FOR STUDENTS.*

## TABLE OF CONTENTS

INTRODUCTION.....	5
SCOPE AND AUTHORITY OF SCHOOL PERSONNEL.....	5
ATTENDANCE POLICY.....	6
STUDENT RETENTION, SEARCH AND SEIZURE.....	9
STUDENT RIGHTS AND RESPONSIBILITIES.....	10
CONDUCT ON SCHOOL BUSES AND OTHER SCHOOL VEHICLES.....	12
STATEMENT OF NON-DISCRIMINATION POLICY.....	14
HARRASSMENT.....	14
STUDENT GRIEVANCE PROCEDURE.....	16
ADMINISTRATION OF MEDICATION.....	18
NOTIFICATION OF RIGHTS UNDER FERPA.....	18
NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPLE RIGHTS ACT (PPRA).....	19
SECTION 504, REHABILITATION ACT.....	20
DISCIPLINE.....	20
STUDENT DRESS CODE.....	20
CLASSES/CONSEQUENCES OF DISCIPLINARY ACTION.....	21
SUSPENSION/EXPULSION POLICIES.....	22
ASSIGNMENT TO ALTERNATIVE PLACEMENT.....	24
OFFENSES AND DISCIPLINARY ACTION.....	25
K-12 SCHOOL DISCIPLINE MATRIX.....	26
COMPUTER/NETWORK USAGE.....	34
INTERNET GUIDELINES FOR FRANKLIN COUNTY SCHOOL DISTRICT.....	35
GUIDELINES FOR SUTDENTS WITH DISABILITIES.....	36
DUE PROCESS PROCEDURES FOR EXPULSION OF STUDENTS WITH DISABILITIES.....	41
ENGLISH LANGUAGE LEARNER STUDENTS.....	43
PREKINDERGARTEN PROGRAM DISCIPLINE PLAN.....	43
APPENDIX A: GRIEVANCE FORM.....	45
APPENDIX B: CIVIL RIGHTS LAWS AND REGULATIONS.....	46
APPENDIX C: NOTIFICATION OF RIGHTS UNDER HIPPA.....	47
APPENDIX D: HARASSMENT OR INTIMIDATION (BULLYING) REPORT FORM.....	48

## 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 AND AUTHORITY OF SCHOOL PERSONNEL

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 a student is on School Board-owned property; is attending school; is being transported to or from school or school-sponsored events at public or school expense; and 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.

The authority of the teacher or other members of the staff of any school, is outlined in Section 1003.32, Florida Statutes which grants teachers and other school staff member's 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.

In accordance with this section and within the framework of the school board's Code of Student Conduct, teachers and other instructional personnel shall have authority to undertake any of the following actions in managing student behavior and ensuring the safety of all students in their classroom and school and their opportunity to learn in an orderly and disciplined classroom:

- a) establish classroom rules and consequences for infraction of classroom rules;
- b) have disobedient, disrespectful, violent, abusive, uncontrolled, or disruptive students removed from the classroom for behavior management intervention;
- c) assist in enforcing school rules on school property, during school-sponsored transportation, and during school-sponsored activities;
- d) request and receive information as to the disposition of any referrals, immediate assistance for uncontrollable students or in case of emergency, training on classroom management, conflict resolution; press charges if there is a reason to believe that a crime has been committed; use reasonable force to protect himself/herself or others from injury; use corporal punishment according to school board policy;
- e) may send a student to the principal's office to maintain effective discipline in the classroom;
- f) a teacher may remove a student whose behavior interferes with the teacher's ability to communicate with students in the class or the ability of the student's classmates to learn;
- g) if a teacher removes a student from class under (f) the principal may place the student in another appropriate classroom, in in-school-suspension or academic intervention program (s. 1003.53) or the principal may recommend out-of-school suspension or expulsion.

# FRANKLIN COUNTY SCHOOL DISTRICT

## ATTENDANCE POLICY

### I. COMPULSORY ATTENDANCE

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school.

- A. All students of compulsory attendance age must attend school regularly. Students attaining the age of six (6) by September 1 through sixteen (16) years are required by law to attend school unless excused under the extenuating circumstances described in the law. The Superintendent, working with teachers, parents, and principals, shall take appropriate action when necessary to enforce the state compulsory attendance law.
- B. Research shows that chronic absences in kindergarten leads to lower levels of literacy in first (1<sup>st</sup>) grade and continues through fifth (5<sup>th</sup>) grade. Data shows that students in kindergarten that were chronically absent scored 20% lower in reading and math in later grades, were twice as likely to be retained, and were twice as likely to be suspended by the end of the seventh (7<sup>th</sup>) grade. Chronic absence is missing so much school for any reason that a student is academically at risk. A student that misses 10% or 18 days of school for any reason is at risk.

Franklin County Schools will:

- a) Recognize good and improved attendance
- b) Monitor attendance data and set goals
- c) Establish positive and engaging school climate
- d) Identify and address common barriers to getting to school.

### C. Contacting Parents Concerning Student Absences

The Franklin County School Board has the affirmative obligation to increase student attendance through a monitoring process, to inform parents of student absences, and to see that compulsory attendance laws are enforced. This obligation will be satisfied through the implementation of an attendance review procedure. If a student is absent from school for any reason, the student's teacher will contact the parent by phone, email, or text each day the student is absent, up to 3 days.

### D. Parents will be notified each nine weeks on their child's report card about their children's absences regardless of whether the absence is excused or unexcused. In addition, the following procedure for parent notification will be used:

- (1) If a student has five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences within a 90-day-calendar period, the student shall be reported to the PS33 team by the attendance clerk. If the PS3 team determines that early patterns of truancy are developing, after interventions have been implemented, the PS3 team will submit a copy of the student's PS3 file to the attendance clerk. Following the principal/ designee's review, the student may be determined to have patterns of truancy developing.
- (2) If the principal/designee determines that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.
- (3) If a student subject to compulsory school attendance or their parent/guardian will not comply with attempts to enforce school attendance, the superintendent/designee may file a truancy petition.

## II. EXPLANATION OF ABSENCES

Parents and guardians are responsible for sending their children to school. Whenever a student is absent from school, the parent or guardian of that student is required by state statutes to contact school officials in order to justify the cause of each absence. School officials are required by state statutes to define each absence and tardy as "excused" or "unexcused".

## III. NUMBER OF ABSENCES

- (A) Parents/Guardians are required to provide written notes or other documentation to the attendance office to explain the reason for every absence. Official documentation from a third party is required for every absence above five (5) in a nine week grading period.
- (B) Students who miss fifteen (15) or more minutes of any class will be considered skipping and will be marked absent from that class.

## IV. EXCUSED AND UNEXCUSED ABSENCES

Determination of when an absence/tardy is excused or unexcused is the responsibility of the principal/designee. To receive an excused absence/tardy, each student must present a note signed by his/her parent/guardian or professional provider when required by this policy within two (2) school days of the student's return to school. Notes for an absence will not be accepted 3 or more days after the absence occurred, the absence will be unexcused.

1. Excused absences/tardies may only be used for the following legitimate documented reasons:
  - a. Illness or injury of the student
  - b. Death in the family
  - c. Legal reasons
  - d. Religious holidays or services which are mandated for all members of the faith and which cannot be observed outside of the regular school day
  - e. Other individual student absences beyond the control of the parent or student as determined and approved by the principal/designee
  - f. Pre-Arranged absences
    - (i) student/parent gets pre-approval form from the attendance office
    - (ii) pre-approval form is submitted to the attendance office at least one week prior to requested absence
    - (iii) the attendance office submits form to principal or designee for approval/disapproval
    - (iv) student/parent will be notified of principal or designee's decision
2. The following are examples of unexcused absences/tardies:
  - a. Truancy
  - b. Missing the bus
  - c. Trips not pre-approved
  - d. Shopping
  - e. Hunting, fishing, attendance at games
  - f. Birthdays or other celebrations
  - g. Gainful employment

## V. MAKE-UP WORK FOR ABSENCES

Although some work can be made-up after an absence, some instruction cannot be made up, so good attendance helps students do well in school.

(A) Excused Absence

Any student who misses a class with an excused absence may make up the work missed. Procedures for making up work are:

- (1) The student and/or parent must contact each teacher by the end of the second day after returning to school to obtain make-up work.
- (2) Failure to obtain make-up work within the two days will result in the student's loss of the right to make up the work for full credit (the teacher will determine how much less to count work).
- (3) Time lost due to absence may be made up. Students will have the number of days missed plus an additional 2 days to make up work missed due to absence.

(B) Unexcused Absence

- (1) Any student who misses a class with an unexcused absence is required to contact each teacher by the end of the second day after returning to school to obtain make-up work for half credit.
- (2) Failure to obtain make-up work within the two days will result in the student's loss of the right to make up the work for half credit.

**VI. RESPONSIBILITIES DEFINED**

(A) The teacher is expected to:

- (1) Encourage good class and school attendance with quality instruction and curriculum and demonstrate an interest in the welfare of students.
- (2) Take and record attendance for the students enrolled in each class. The record should reflect excused or unexcused absences and excused or unexcused tardies.
- (3) Upon request of the student or the parent made within two days of the absence(s), provide make-up assignments for absences.

(B) The principal is expected to see that:

- (1) Attendance is taken and recorded by duly authorized persons at a designated time(s) every official school day.
- (2) A determination is made by duly authorized persons in accordance with established policies as to the excused or unexcused status of each absence/tardy.
- (3) Students and parents are notified of absences in accordance with established policies.

(C) The student is expected to:

- (1) Attend school regularly and to use this educational opportunity to his/her fullest potential.
- (2) Make arrangements with teachers for make-up work in accordance with established policies.

(D) The parent is expected to:

- (1) Be responsible for each child's school attendance as required by law.
- (2) Stress the importance of regular school attendance with his/her child.
- (3) Report and explain an absence/tardy to the school within two working days of the student's return to school.

- (4) See that the student has made arrangements for make-up work within two days of his/her return to school in accordance with established policies.
  - (5) File an attendance appeal when necessary.
- (E) The attendance officer is expected to:
- (1) Investigate the absence of students where the principal of a school has reason to believe that the absence is due to truancy or where the absences are excessive, and report the findings of this investigation in writing to the principal as soon as reasonably possible.
  - (2) Notify students/parents of absences according to the established attendance policy.

## **VII. STUDENTS LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school grounds during the regular school day without a written note from the parent or guardian to the principal or his/her designee stating the reason. The principal or his/her designee may give permission through a documented phone call in an emergency situation. The principal or his/her designee must approve or disapprove the student's leaving. The note shall be kept on file in the school. Violators shall be subject to disciplinary action. Students excused from school shall be in custody of a parent or legal guardian or excused pursuant to specific instructions from the parent or guardian.

### **STUDENT DETENTION, SEARCH, AND SEIZURE**

#### **DETENTION**

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. Such temporary detention shall not extend beyond the place where it was first affected, or the immediate vicinity thereof.

#### **SEARCH**

1. If at any time reasonable suspicion (F.S.1006.09) 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. The search may involve the use of trained canines to detect the presence of illegal drugs or other contraband on school board property.
2. It shall be the responsibility of the school principal/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 above.
3. The school principal/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/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/designee and the appropriate law enforcement agency shall be notified and requested to take appropriate action.

#### **SEIZURE**

1. Items may be seized by the school principal/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.
2. The school principal/designee who searches students shall be reasonable and may request students to empty purses, backpacks, or other personal belongings.

3. Each school principal 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”.
4. The provisions herein also apply to official school trips.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The intent of the Student Rights and Responsibilities section is to summarize the broad principles of student rights. With each right comes a responsibility in a free and democratic society. These statements on rights and responsibilities are not intended to diminish the authority of administrators in maintaining the orderly educational process.

#### **ATTENDANCE**

##### **RIGHTS**

- Students have the right to a free public education that is not to be denied except by due process.
- Students have the right to make up work missed because of excused absences.
- Students have the right to have available to them the school and District policies on excused and unexcused absences and tardies.

##### **RESPONSIBILITIES**

- Students have the responsibility to attend school regularly and to use this educational opportunity to the fullest potential.
- Students have the responsibility to make arrangements with teachers for make-up work to be completed within the specified time.
- Students have the responsibility to provide the school with an adequate explanation with proper documentation indicating the reason for each absence.

#### **RIGHT TO LEARN**

##### **RIGHTS**

- Students have the right to learn in an atmosphere conducive to learning.
- Students have the right to a meaningful curriculum that will meet their immediate and future needs.

##### **RESPONSIBILITIES**

- Students have the responsibility to contribute toward the development of a positive climate in the school that is conducive to learning.
- Students have the responsibility to utilize the educational experience made available to them.

### **KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT**

##### **RIGHTS**

- Students have the right to have made available to them classroom, school, and District rules of conduct and to know the possible consequences of their misconduct.
- Students have the right to equal and consistent enforcement of all classroom, school, and District rules.

## **RESPONSIBILITIES**

- Students have the responsibility to be aware of and abide by all applicable classroom, school and District rules.

## **FREE SPEECH AND STUDENT PUBLICATION**

### **RIGHTS**

- Students have the right to freely express their viewpoints in an appropriate manner.
- Students have the right to print and distribute publications within guidelines of School Board Policy.

### **RESPONSIBILITIES**

- Students have the responsibility to respect the free speech rights of others.
- Students have the responsibility to refrain from slander and abusive language.
- Students have the responsibility to make efforts to become informed and knowledgeable about controversial issues and express their opinions in a manner that is suitable for the forum in which the discussion is taking place.
- Students have the responsibility to refrain from publishing and distributing libelous or other unlawful materials, to seek full information on the topics about which they write, to observe the rules for responsible journalism, and to follow the guidelines of the school concerning publications.

## **RESPECT FOR PERSONS AND PROPERTY**

### **RIGHTS**

- Students have the right to a healthy and safe school environment in which to learn.
- Students have the right to respect of their personal property.

### **RESPONSIBILITIES**

- Students have the responsibility to show respect for fellow students and school personnel.
- Students have the responsibility to respect school property and that of other students.
- Students have the responsibility to pay the cost of any damage they inflict on school property.

## **ASSEMBLY**

### **RIGHTS**

- Students have the right to assemble on school grounds and in school buildings in accordance with school rules and scheduled use of the facility.

### **RESPONSIBILITIES**

- Students have the responsibility to conduct themselves and their activities consistently with the educational objectives of the school.

## **PRIVACY**

### **RIGHTS**

- Students have the right to privacy in their personal possessions unless the principal has reasonable cause to believe that the student is concealing materials, possession of which is prohibited by law.
- Students have the right to notification that student lockers and other student storage spaces provided by the school system are the property of the Franklin County School Board and are subject to search by school

authorities at any time.

### **RESPONSIBILITIES**

- Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.
- Students have the responsibility to adhere to policies governing the use of lockers, which are the property of the school system.

### **PARTICIPATE IN SCHOOL PROGRAMS AND ACTIVITIES**

#### **RIGHTS**

- Students have the right to an equal opportunity to participate in school activities for which they are qualified.

#### **RESPONSIBILITIES**

- Students have the responsibility to organize activities within the school guidelines.
- Students have the responsibility to participate regularly in their respective organizations and to conduct themselves in an appropriate manner.

### **STUDENT IN GOOD STANDING**

For any student to participate in school sponsored trips, including field trips, class trips, career or college ready trips, etc. they must be a student in good standing. To be classified as a student in good standing the following must be met:

- No more than 10 days of absences (excused or unexcused) unless document by medical staff.
- No more than one F in any course
- No more than 3 disciplinary referrals.

### **CONDUCT ON SCHOOL BUSES AND OTHER SCHOOL VEHICLES**

**School transportation is a privilege not right.** Any student transported is expected to abide by rules of Conduct for riding the bus and other vehicles in order to assure the safety of all students. Additionally, students are expected to ride their respective assigned buses and not ride any other bus except under Conditions of emergency as directed by the school system.

### **RESPONSIBILITIES OF PARENTS**

The parent or guardian of a child transported at public expense shall have the following

1. To require the child to be at the bus stop in the morning on time as provided by the bus schedule;
2. To provide necessary protection for the child in going to and from the bus stop where adequate shelter is not provided;
3. To assume joint responsibility with school authorities for the proper conduct of the child;
4. To make a reasonable effort to understand transportation rules and to cooperate with school personnel responsible for pupil transportation; and
5. Any parent or guardian of a physically handicapped child shall have the following additional responsibilities:

- a. To provide the necessary assistance to the child while he is in route to and from the school bus stop and to provide the necessary supervision of the child at the bus stop.
- b. To provide instructions in writing to the bus driver as to any special symptoms or non-medical care which the child may need while on the bus.

### **RESPONSIBILITIES OF STUDENTS**

Any student riding a school bus or other school vehicle on a regular basis or on a special field trip shall have the following responsibilities:

1. To occupy the seat assigned by the driver and to refrain at all times from moving about while the bus is in motion;
2. To observe classroom conduct except for ordinary conversation while getting on or off the bus and while riding the bus;
3. To obey the driver without argument and to report promptly to the dean when directed to do so by the bus driver;
4. To warn the driver of an approaching danger if there is reason to believe that the driver is not aware of such danger;
5. To be at the place designated both morning and afternoon ready to board the bus at the time indicated on the bus schedule;
6. To walk to the left of any road facing traffic to and from the bus stop;
7. To observe the proper rules of conduct while waiting for the bus, staying off the road and private property other than that on which the stop is established;
8. To wait until the bus has come to a complete stop before attempting to get on or off;
9. To enter or leave the bus only at the front door after the bus has come to a complete stop except in case of an emergency or as directed during an emergency evacuation drill;
10. To cross the highway, if necessary, after leaving the bus as follows:
  - a. Make certain that the bus is at a complete stop;
  - b. Upon alighting from the bus, stand at the side of the road within sight and hearing of the bus driver and wait for a signal from the driver to cross the road or to the park strip;
  - c. Upon signal from the driver to cross, look both ways and then proceed across the road or to the park strip always walking in front of the bus.
11. To keep head, elbows, hands and feet inside the bus windows at all times except in case of emergency egress;
12. To refrain from eating, drinking or the use of tobacco or gum on the bus;
13. To refrain from throwing objects inside or outside the bus;
14. To use no profanity or objectionable language. No type of immoral conduct will be tolerated. There shall be no pushing, fighting or similar misconduct;
15. To avoid the damaging or defacing of bus equipment. The pupil will be responsible for the cost of any damage.
16. To refrain from bringing any sharp instrument, weapon of any type, glass containers, large band instruments, animals, skateboards, radios or other potentially hazardous objects aboard the bus. The only approved exception to these items is band instruments that can be placed under the bus seat or in bus storage and the student is responsible for placement and removal of the instrument.

Failure to abide by these rules will result in the student being reported by the driver to the dean. The dean has the authority to suspend and/or recommend to the Superintendent the expulsion of students from bus riding privileges. Students who have been suspended or expelled from bus transportation shall be required to attend school. Transportation shall be the responsibility of the parent or guardian.

### **REQUESTS TO RIDE A DIFFERENT BUS OR USE ANOTHER STOP**

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 by school personnel. Normally students are Required to be discharged at the same stop where they were picked up. In the event of an emergency, the

Following procedures will be followed for a parent request for their child to ride a different bus or get off at Another bus stop:

1. The parent will send a written note to the student's homeroom or classroom teacher at the beginning of the school day requesting the change to ride a different bus or get off at a different stop.
2. The teacher will send the note to the school secretary who will issue a bus pass to the student. The student will give the bus pass to the bus driver upon entering the bus.

If you have specific questions or concerns regarding bus transportation zones or other issues, please contact the Transportation Department at 670-2800 ext. 3105.

#### **STATEMENT OF NON-DISCRIMINATION**

The Franklin County School Board is committed to providing fair and equal educational and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, pregnancy, or marital status. The District complies with all Federal and State laws prohibiting discrimination in education. (FCSB Policy 1362).

Franklin County School District does not discriminate based on race, color, religion, sex, national origin, age, disability, pregnancy, or marital status or against any group officially affiliated with the Boy Scouts of America or any other youth group listed in title 36 of the United States Code as a patriotic society.

#### **EQUITY COORDINATOR**

The District appoints an Equity Coordinator to ensure compliance with Federal and State laws prohibiting discrimination. If you have any questions, concerns, complaints, or suggestions about policies and/or procedures effecting employment or educational opportunities in the District please contact:

Nicklaus O'Grady, Equity Coordinator  
Franklin County School Board  
85 School Road  
Eastpoint, Florida 32328  
(850)670-2810

#### **DRUG FREE WORK PLACE**

The School Board maintains a drug-free workplace. Drug abusers will be prosecuted as prescribed in the Drug Free Work Place Act of 1988. (FCSB Policies 1215, 3215, 4215, 5512, 7434, 1124, 3124, 4124, and 5530).

#### **REASONABLE ACCOMMODATIONS PROVIDED**

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered, in advance, to request reasonable accommodations.

#### **HARASSMENT**

Harassment of any kind, religious, sexual, or racial to name a few is considered undesirable behavior. It is each individual's responsibility to respect the rights and integrity of others. It is the responsibility of each individual to report incidences of harassment witnessed or suspected to a person(s) of authority. Harassment on the basis of sex is a violation of Federal and State law and is prohibited by the Franklin County School Board. Questions, concerns, or complaints regarding this policy or specific act or situation should be brought to the attention of the Equity Coordinator. The grievance procedures time line will be followed for resolution of issues (FCSB Policy 1362)

#### **ALCOHOL**

Possession, use or sale of alcohol on school property, school sponsored transportation or bus stops, or during a school sponsored activity shall result in out of school suspension for the first offense. No participation in extra-curricular activities is allowed during any OSS. A first offense which adds to a profile of behavior that is persistently interferes with the learning of self/others or is of a severe or disruptive nature may result in suspension or expulsion. A second alcohol offense will result in suspension with assignment to the Alternative Program or expulsion. Under the influence also subject to discipline.

#### **CONTROLLED SUBSTANCE**

Any student apprehended for use, possession, offering for sale, or giving to another person any drug or other controlled substance, or any drug paraphernalia during the time he/she is under school authority shall be subject to suspension and/or expulsion. In such case, the student and parent will be afforded an opportunity to meet in a conference with the principal. In the event the student involved has previously been involved in a drug-related offense within a school system, the student will be recommended to the School Board for expulsion. Under the influence also subject to discipline.

#### **WEAPONS AND OTHER PROHIBITED ARTICLES**

No student, during the time he is subject to the supervision of school authorities, shall be in the possession of any object prohibited by law or School Board Rules, or any article which could reasonably be considered as a weapon. Such articles included, but not limited to: firearms, BB guns; explosives; flammable materials; fireworks; noxious objects or materials; knives; clubs; "look alike" weapons; objects used as or intended to function as a weapon or any other object or material that could be used to inflict bodily harm, and for which the student has no reasonable use on school property. Any student who possesses, uses, or threatens to use a weapon on school grounds, on school bus or at any school activity shall be suspended or expelled. If the confiscated materials are illegal they shall be turned over to appropriate law enforcement personnel with recommendation that appropriate charges be filed. Any student who brings any form of firearm or other deadly weapons to school shall be expelled for a period of not less than one calendar year. This policy does not apply to rifles intended solely for educational purposes or for authorized school sponsored activities. Students that wield food, small toys, fingers, writing instruments, etc., as a gun, making firearm or weapon sounds or drawing/possessing a picture of a firearm unless the behavior substantially disrupts the learning environment, causes bodily harm, or places a person in reasonable fear of bodily harm, shall not meet the criteria of firearms possession/use. If the behavior does substantially disrupt the learning environment appropriate disciplinary action or referral to law enforcement would be warranted. However, the consequences must be proportionate to the infraction.

#### **BOMB THREATS AND FALSE REPORTS**

Any student who is determined to have made a threat or false report about any bomb or explosive involving school property, school personnel's property, school transportation or school sponsored activities shall be expelled for a period of not less than one calendar year and shall be referred for criminal prosecution.

#### **THREATS**

Threats to other students or to any school personnel which are written, texted, posted on the internet or otherwise communicated will result in disciplinary action including but not limited to suspension, expulsion, and/or criminal penalties.

#### **STUDENT USE OF CELL TELEPHONES/WIRELESS COMMUNICATION DEVICES/COMPUTERS**

1. Personal cell telephones may be brought to school with the following conditions applying:
  - a. Phones must be turned off and kept out of sight during school hours.
  - b. If emergency calls to or from students are necessary, they should be placed through the school office and not to or from the student's telephone.
  - c. Phones should be kept secure to prevent theft. The school is not responsible for lost or stolen phones.
2. Violation of these provisions shall result in:
  - **the phone will be confiscated by the teacher/staff and returned only to the parent/guardian.**

3. Use of cell phones for the purpose of cheating will result in disciplinary and academic consequences.
4. Use of cell phones or computers for inappropriate photographs, inappropriate internet use, or threats may result in disciplinary consequences including but not limited to suspension, expulsion, referral to the long term disciplinary program, and possible criminal penalties. This includes inappropriate or disruptive use of social media such as but not limited to YouTube, Instagram, Twitter or Facebook.
5. Using a wireless communication device to commit any criminal act may result in disciplinary action and/or criminal penalties.
6. Any form of investigated and confirmed identity theft or misrepresentation or bullying/harassment used through cyber social networking such as Instagram, Twitter or Facebook may result in disciplinary consequences including but not limited to suspension, expulsion, referral to the long term disciplinary program, and/or possible criminal penalties.
7. Use of personal electronic devices for educational purposes must be approved by the principal/designee and the appropriate form must be on file in the front office.

### **FELONY CHARGES AND CONVICTIONS**

A student convicted of or found to have committed a felony, a misdemeanor crime with violence, or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, shall be expelled or referred to the Franklin County Schools Alternative Program (FCSAP).

### **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/designee who shall assist the student in completing the appropriate form (See Appendix A – 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 four (4) grievance steps.
  - 1. The right of representation by counsel of any kind, other than parents, shall begin only at Step Three.
  - 2. All decisions 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, color, religion, sex, national origin, age, disability, pregnancy, 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.

Franklin County School District does not discriminate based on race, color, religion, sex, national origin, age, disability, pregnancy, or marital status or against any group officially affiliated with the Boy Scouts of America or any other youth group listed in title 36 of the United States Code as a patriotic society.

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.

#### **ADMINISTRATION OF MEDICATION**

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

- 1. All prescribed medications must be brought to the School Health Clinic by the parent or guardian.
- 2. An Administration of Medication Permission Form 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.
- 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. All non-prescription medication must be brought to school in its original container where it will be received, counted, and verified by the school nurse or principal/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. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School 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 School official will arrange 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 should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. If as a result of the hearing the school still decides not to amend the record, the parent has the right to insert a statement in the record stating his/her views
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. Generally schools must have written permission from the parent or adult student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR§ 99.31):
  - School officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support and clerical staff member (including health or medical staff and law enforcement unit personnel); counselor; or a contractor, consultant, volunteer to whom the school has outsourced institutional services or functions
  - Other schools to which a student is transferring;
  - A person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist);
  - Appropriate parties in connection with financial aid to a student;
  - A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - A school official who has a legitimate educational interest to review an education record in order to fulfill his or her professional responsibility.
  - Accrediting organizations;
  - Appropriate officials in cases of health and safety emergencies;
  - To comply with a judicial order or lawfully issued subpoena; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law
4. The right to request a restriction on access to directory information for a student by making a written request to the school principal at any time. "Directory information" includes the student's name, address, telephone listing, date and place of birth, major field of student, participating in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, and the

most recent previous educational agency or institution attended by the student.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

#### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS ACT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: *consent* before students are required to submit to a survey that concerns one or more of the following protected area (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDOE).

- 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.

#### **Have the opportunity to opt a student out of:**

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings in any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

#### **Inspect, upon request and before administration or use:**

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parent to a student who is 18 years of age or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U. S. Department of Education.

#### **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Section 504 guarantees certain rights to individuals with disabilities, including the right to full participation and access to a free and appropriate public education (FAPE) to all children regardless of the nature or severity of the disability.

To view the Franklin County 504 Plan, including procedural safeguards, visit the website at [www.franklincountyschools.org](http://www.franklincountyschools.org) or contact Sue Summers, Director of Special Programs at 850-670-2810 ext. 4109.

### **DISCIPLINE**

In any situation where a violation of the *Code of Conduct* is alleged, the principal/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 K-5**

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.

Students in Franklin District Schools are required to wear board approved school shirts. Please contact your child's school to purchase shirts. However, any commercially available shirt sold with the Franklin County Seahawks logo and/or words in correct school colors is acceptable. The colors are crimson, black, gray, and white.

- School shirt or senior (if appropriate) logo and appropriate color must be visible at all times. All jackets, overshirts, coats, sweaters, hoodies, vests, or sweatshirts must have a school or senior (if appropriate) logo and appropriate color or when worn over the school uniform shirt must be open all the way down the front while indoors.
- No alterations will be allowed which would modify or change the appearance of the school shirt. Alterations or changes which are not allowed include but are not limited to tying/knotting hem, changing neckline, cutting or tearing of holes. Signing or autographing shirts being worn during the last day of school is acceptable and not the intent of this rule.
- Shirts must be worn in a conventional manner as a shirt.
- Exemptions to wearing the school uniform are:
  - a) an allergic reaction verified by a medical doctor, a school logo patch may be applied to a hypoallergenic garment of the appropriate color.
  - b) a religious observance,
  - c) a special event authorized by the principal/designee
  - d) during extreme weather conditions, the school administrator may modify the outerwear policy as appropriate.

**ANY EXEMPTIONS MUST BE APPROVED 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 include, but is not limited to:

1. Revealing shirts, shorts, pants, short skirts, or dresses all of which should be free from holes in an area extending from the waistband to no less than 3" from the top of the knee when standing, and no more than 3" above the top of the knee measured while standing. Stockings or leggings do not alter the intent of the length measurement.
2. Clothing that exposes underwear or body parts or shorts worn as underwear that disrupt the orderly learning environment.
3. Pajamas.

4. Pants, worn with or without a belt, that are worn below the normal waistline.
5. Inappropriate shoes or bare feet (closed toed shoes must be worn in all vocational, laboratory, and physical education classes due to safety reasons).
6. Inappropriate makeup.
7. Hoods, or inappropriate headgear may not be worn.
8. Hats are not allowed.
9. Item of apparel which indicate gang membership or clothing with writing, color, 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.
10. Wallet chains or other inappropriate chains
11. 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/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, including but not limited to the student and/or parents, community health agencies or social service agencies; referral to PS3 Team, detention; Opportunities to Improve, in-school suspension; 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, bus suspension, work detail, after-hours 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, referral to PS3 Team, detention, extended school (Saturday school), work detail, in-school suspension, out-of-school suspension, 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, bus suspension, work detail, after-hours school, and loss of parking or driving 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 (up to 10 days), principal's review, Referral to PS3 Team, any of the Class III consequences, notification of proper authorities and superintendent; parental notification, mandatory parent conference; consideration of recommendation for alternative placement or expulsion, and other consequences deemed appropriate by the principal.

#### **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/ 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.

**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 page 42 for “Guidelines for Students with Disabilities”.

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 and be accountable for all work missed in the regular classroom. Students serving ISS must complete their assigned time. If absent during this time, it must be completed upon return.
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/designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student’s parent. If during the time of out-of-school suspension, the suspended student returns to campus to attend a school related activity without the permission of the principal/designee, that student is subject to arrest and prosecution for trespassing
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. Only the principal/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, using either in-school or out-of-school policies, from class or school.

#### **THE PRINCIPAL/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 of the out-of-school suspension, the reasons for the suspension, and the right to a conference with the principal/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/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.
- B. A student will 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. These 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.
- C. 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 42***).

**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/ designee.

#### **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 Tier System. 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 School alternative program or provided other appropriate alternative assignment to continue his or her education upon recommendation of the principal.
2. The School Board may place a student in the alternative program in lieu of expulsion.
3. Students with disabilities may be placed in the alternative program based on their Individual Education Plan.
4. Under the provisions of Section 1006.13 (2) (d) to minimize the victimization of students, staff, or volunteers, including taking steps necessary to protect the victims of any violent crime from any further victimization, which may include assignment to the alternative program.
5. Students who are returning from a residential juvenile justice facility may be served at the alternative program.
6. Students may be assigned to the alternative program based on Court or Judge's stipulation.

### **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.

Any discrepancies between the Code of Conduct and any other school handbook will be resolved in favor of the penalties outlined in the Code of Conduct.

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

<b>OPTIONS &amp; CLASSES OF DISCIPLINARY ACTION SUMMARY</b>
---

**CLASS I INFRACTIONS WILL BE HANDLED IN THE CLASSROOM & COMMON AREAS BY TEACHERS OR SUPERVISING STAFF**

- 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

<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>
<b>IMMEDIATE INFRACTIONS</b>	<b>SERIOUS INFRACTIONS</b>	<b>MAJOR INFRACTIONS</b>
CONFERENCE WITH TEACHER	CONFERENCE WITH SCHOOL AND PARENT	<b>ANY OF THE CLASS IV CONSEQUENCES MANDATORY SUSPENSION (UP TO 10 DAYS)</b>
CONFERENCE WITH PRINCIPAL	REFERRAL TO PS3 TEAM	PRINCIPAL'S REVIEW
CONFERENCE WITH COUNSELOR AND/OR ADMINISTRATION	REFERRAL FOR ASSESSMENT AND/OR COUNSELING	REFERRAL TO PS3 TEAM
REFERRAL TO PS3 TEAM	REFERRAL TO COMMUNITY AGENCY	ALTERNATIVE REASSIGNMENT
CONFERENCE WITH SCHOOL AND PARENTS	IN-SCHOOL SUSPENSION	EXCLUSION
REFERRAL TO COMMUNITY AGENCY	OUT-OF-SCHOOL SUSPENSION	
IN-SCHOOL SUSPENSION	WORK DETAIL	
WORK DETAIL	LUNCH DENTION	
LUNCH DENTION	AFTER-HOURS SCHOOL	
AFTER-HOURS SCHOOL	SUSPENSION FROM BUS	
SUSPENSION FROM BUS	EXCLUSION FROM EXTRA-CURRICULAR ACTIVITIES	

***This is meant to be a series of options where one or more of the consequences may be applied***

## 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. These are guidelines and 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.

- Principal's Review – A total review of the student's record with the Principal or designee, 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. The Superintendent is to be informed of all CLASS IV infractions.
- 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 a Principal's Review (CLASS III or IV) based on insubordination.
- These infractions apply while on school property, or at any school function regardless if at FCS or while visiting another school during an authorized/scheduled event.
- Failure to show for After-Hours School will be treated as No Show Discipline.
- Refusal to comply with disciplinary action will result in Out-Of-School Suspension (OSS) as a CLASS IV (Principal's Review) infraction.
- This matrix is meant to be a guideline, actual consequences may vary based on individual determination.
- The propping open of any exterior secured door, without proper authorization, will be considered an attempt to by-pass security procedures and a possible violation of the Jessica Lunsford Act.
- Differentiation between "Major" and "Serious" repeat referrals, is one of severity, intensity, level of campus disruption, and level of dangerousness. (Reserved for administrators' use.)
- Based on Rule 6A-6.03312 (3), a manifestation determination must be made within 10 days of any decision to change the placement of a student with a disability because of a violation of the code of conduct. (Guidelines for Students with Disabilities.)

## **CLASS IV INFRACTIONS- ZERO TOLERANCE (SESIR)**

### **Automatic 10 Days Out-of-School Suspension, with recommendation for Expulsion**

**Alcohol (ALC)** – Possession, sale, purchase, use, or under the influence of alcoholic beverages.

**Arson (ARS)** – Damaging, or attempting to damage, any real or personal property by fire or explosion; intentionally setting a fire on/with school property.

**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.

**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).

**This includes any prank behavior.**

**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 Disruptive Behavior (DIS)).

**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 resulting in criminal charges. (Alcohol is excluded, see Alcohol (ALC). For over-the-counter drugs, see Other Rule Violations (OTH)).

**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 Alcohol (ALC). For over-the-counter drugs, see Other Rule Violations (OTH)).

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

**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.

**Sexual Battery (SXB)** – Forced sexual act or attempted forced sexual act.

**Sexual Offenses (SXO)** – Other sexual misconduct or contact without force, or threat of force, including consensual sexual activity of any kind; subjecting an individual to lewd sexual gestures or comments or sexual activity; exposing private body parts in a lewd manner.

**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 Theft/Petty (PTF)).

**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) *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. This also includes a threat which is communicated by words, images, or written language through the use of letters, electronic messaging, or any form of electronic communication.

**This includes threats toward a school board employee.**

**Trespassing (TRS)** – Entering or remaining on school grounds/campus, school transportation, or at school-sponsored event/off campus without authorization and with no lawful purpose for entry.

**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 \$300 or more. (For damage amounts less than \$300, see Vandalism (VND)).

**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.

#### **CLASS IV INFRACTIONS-(NON-SESIR)**

**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. **10 days OSS, with recommendation for Expulsion**

**Drug Paraphernalia (PAR)** – Possessing, using, selling, storing, or distributing any equipment used for the purpose of preparing or taking drugs. **10 days OSS, with recommendation for Expulsion**

**Other Major (OMC)** – Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. **10 days OSS, with recommendation for Expulsion**

**Profanity (PRO)** – *Student to Adult* – Use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.

- **First Offense**..... **5 days ISS and Immediate Parent Conference**
- **Second Offense**..... **3 days OSS and Immediate Parent Conference**
- **Third Offense**..... **5 days OSS and Immediate Parent Conference**
- **Fourth Offense**..... **10 days OSS, with recommendation for Expulsion**

**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.

- **First Offense**..... **5 days ISS and Immediate Parent Conference**
- **Second Offense**..... **3 days OSS and Immediate Parent Conference**
- **Third Offense**..... **5 days OSS and Immediate Parent Conference**
- **Fourth Offense**..... **10 days OSS with recommendation for Expulsion**

## CLASS III INFRACTIONS

**Bullying/Harassment/Hazing (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. Information to be collected on “Harassment or Intimidation (Bullying) Report Form” – Appendix D.

- **First Offense**..... **5 days ISS and Immediate Parent Conference, referral for counseling**
- **Second Offense**..... **3 days OSS and Immediate Parent Conference, referral to PS3 Team**
- **Third Offense**..... **5 days OSS and Immediate Parent Conference**
- **Third Offense**..... **10 days OSS with recommendation for Expulsion**

**Aggressive Act** – 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.

- **First Offense**..... **3 days OTI, parent conference**
- **Second Offense**..... **1 day ISS, parent conference**
- **Third Offense**..... **1 day OSS, parent conference, referral for counseling**
- **Fourth Offense**..... **3 days OSS, parent conference, referral to PS3 Team**

**Computer Security** – 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.

- **First Offense**..... **3 days OTI and Immediate Parent Conference**
- **Second Offense**..... **3 days ISS and Immediate Parent Conference**
- **Third Offense**..... **5 days OSS and Forfeiture of Computer Privileges and Immediate Parent Conference**
- **Fourth Offense**..... **10 days OSS with recommendation for Expulsion**

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

- **First Offense**..... **1 day OTI, parent conference**
- **Second Offense**..... **3 days OTI, parent conference**
- **Third Offense**..... **3 days ISS, parent conference, referral to PS3 Team**
- **Fourth Offense**..... **3 days OSS**

**Fighting/Instigating a Fight (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 Aggressive Act).

- **First Offense**..... **3 days ISS, parent conference**
- **Second Offense**..... **3 days OSS, parent conference, referral for counseling**
- **Third Offense**..... **5 days OSS with recommendation for Expulsion**

**Foreign Substances** – Introducing foreign matter into any food, drink, or digestible substance.

- **First Offense**..... **3 days ISS and Immediate Parent Conference**
- **Second Offense**..... **5 days OSS and Immediate Parent Conference, referral for counseling**
- **Third Offense**..... **10 days OSS with recommendation for Expulsion**

**Gambling** – Participating in any form of gambling activities.

- **First Offense** ..... **1 day OTI and confiscation**
- **Second Offense** ..... **1 day ISS and confiscation**
- **Third Offense** ..... **3 days ISS**
- **Fourth Offense** ..... **1 day OSS**

**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, displaying gang apparel or participating in gang-identified rituals or behaviors.

- **First Offense** ..... **3 days ISS and Immediate Parent Conference**
- **Second Offense** ..... **5 days ISS and Immediate Parent Conference, *referral for counseling***
- **Third Offense** ..... **5 days OSS and Immediate Parent Conference**
- **Fourth Offense** ..... **10 days OSS with recommendation for Expulsion**

**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. “Major” or “Minor” designations are reserved for Dean’s use.

**MINOR**

- **First Offense** ..... **1 day OTI, parent conference**
- **Second Offense** ..... **3 days OTI, parent conference, referral for counseling**
- **Third Offense** ..... **3 days ISS, referral to PS3 Team**
- **Fourth Offense** ..... **3 days OSS**

**MAJOR**

- **First Offense** ..... **5 days OSS**
- **Second Offense** ..... **10 days OSS with recommendation for Expulsion**

**Medication** – Possession, use, sale, or distribution of over-the-counter medication, including, but not limited to, aspirin, vitamins, Tylenol, etc.

- **First Offense** ..... **3 days OTI**
- **Second Offense** ..... **3 days ISS and Immediate Parent Conference**
- **Third Offense** ..... **3 days OSS and Immediate Parent Conference**
- **Fourth Offense** ..... **10 days OSS with recommendation for Expulsion**

**No Show Discipline (NSD)** – Failure to show for previous assigned discipline measures.

- **First Offense** ..... **1 day OSS**
- **Second Offense** ..... **2 days OSS**
- **Third Offense** ..... **5 days OSS**
- **Fourth Offense** ..... **10 days OSS**

**Profanity (PRO)** – *Student to Student* – Use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.

- **First Offense** ..... **1 day OTI**
- **Second Offense** ..... **3 days OTI, parent conference**
- **Third Offense** ..... **3 days ISS, parent conference, referral to PS3 Team**
- **Fourth Offense** ..... **1 day OSS**

**Profanity (PRO)** – *Racial/Ethnic Slurs* - Use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.

- **First Offense** ..... **3 days OTI, parent conference**
- **Second Offense** ..... **3 days ISS, parent conference, referral to PS3 Team**
- **Third Offense** ..... **1 day OSS**
- **Fourth Offense** ..... **3 days OSS**

**Truancy (TRU)** – Unauthorized absence from attending school without the knowledge and permission of the student’s parent/legal guardian or school authorities (§ 232.02, F. S.). (***See Attendance Policy***)

**Slanderous/Libelous Statements** – Spreading or writing untrue rumors in written or spoken communication.

- **First Offense** ..... **Warning**
- **Second Offense** ..... **3 days OTI, parent conference**
- **Third Offense** ..... **1 day ISS, parent conference, referral to PS3 Team**
- **Fourth Offense** ..... **1 day OSS**

**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.

- **First Offense** ..... **3 days OTI and Restitution**
- **Second Offense** ..... **2 days ISS and Restitution**
- **Third Offense** ..... **5 days ISS and Restitution, referral for counseling**
- **Fourth Offense** ..... **5 days OSS, Restitution, and referral to PS3 Team**

**Tobacco (TBC)** – Possession, use, distribution, or sale of any tobacco products on school grounds, at school-sponsored events, or on school transportation. In addition, law enforcement may issue a summons.

- **First Offense** ..... **3 days ISS**
- **Second Offense** ..... **3 days OSS**
- **Third Offense** ..... **5 days OSS**
- **Fourth Offense** ..... **10 days OSS**

**Vandalism (VDM)** – 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 \$300.

- **First Offense** ..... **3 days OTI and Restitution, parent conference**
- **Second Offense** ..... **5 days OTI and Restitution, parent conference, referral for counseling**
- **Third Offense** ..... **3 days ISS and Restitution**
- **Fourth Offense** ..... **5 days OSS and Restitution**

## **CLASS II INFRACTIONS**

**Cell Phones/Electronic Devices** – Use or possession of cell phones/ electronic devices including but not limited to toys, games, radios, CD players, MP3 players, iPods, headsets, digital cameras and laser pen/pointers. Cell phones will not be used in any manner during school hours. **REFUSAL TO COMPLY WITH TEACHER REQUEST IS AUTOMATICALLY A CLASS III – INSUBORDINATION.**

- **Offense –Confiscation by staff and returned to parent/guardian only**

**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. This includes possessing an illegal copy of a test or stealing a test, or distributing or duplicating the test.

- **First Offense – Immediate Parent Conference; Zero on Assignment**
- **Second Offense – Immediate Parent Conference; Zero on Assignment and 5 days ISS**
- **Third Offense – 3 days OSS and zero on assignment**

**Contraband** – 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. Parents will be required to pick-up confiscated items. Repeat violations will result in Principal’s Review. **REFUSAL TO COMPLY WITH TEACHER REQUEST IS AUTOMATICALLY A CLASS III – INSUBORDINATION.**

- **First Offense ..... Warning and Confiscation**
- **Second Offense ..... 2 days OTI and Confiscation**
- **Third Offense ..... 2 days ISS and Confiscation**
- **Fourth Offense ..... 2 days OSS and Confiscation**

**Dress Code Violation (DCV)** – Failure to comply with dress code requirement(s). Students wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment will be subject to penalties described in § 1006.07, F.S..

- **First Offense ..... Contact parent to bring appropriate dress code item & ISS until in compliance**
- **Second Offense ..... Contact parent to bring appropriate dress code item, ISS until in compliance and 1 week suspension from extracurricular activities**
- **Third Offense ..... Contact parent to bring appropriate dress code item, 3 days ISS and 1 month suspension from extracurricular activities**

**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 a staff member.

- **First Offense ..... 3 days OTI, parent conference**
- **Second Offense ..... 3 days ISS**
- **Third Offense ..... 3 days OSS**
- **Fourth Offense ..... 5 days OSS**

**Lighter or Matches** – Use or possession of a lighter or matches.

- **First Offense ..... 1 day OTI and Confiscated, parent conference**
- **Second Offense ..... 1 day ISS and Confiscated, parent conference**
- **Third Offense ..... 3 days ISS and Confiscated**
- **Fourth Offense ..... 3 days OSS and Confiscated**

**Posting** – Unapproved posting or distribution of printed material, petitions, electronic messages, or graphic representations.

- **First Offense ..... 3 days OTI, parent conference**
- **Second Offense ..... 3 days ISS, parent conference, referral for counseling**
- **Third Offense ..... 3 days OSS**
- **Fourth Offense ..... 5 days OSS**

**Profanity (PRO) – General Use in Halls** – Use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.

- **First Offense** ..... **Student Conference**
- **Second Offense** ..... **3 day, OTI , parent conference**
- **Third Offense** ..... **3 days ISS , parent conference, referral to PS3 Team**
- **Fourth Offense** ..... **1 day OSS**

**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. “Tardiness” becomes “skipping” when arrival to class is delayed by 20 minutes or more.

- **First Offense** ..... **1 day OTI and parent conference**
- **Second Offense** ..... **3 days OTI, parent conference**
- **Third Offense** ..... **3 days ISSOTI and zero in classes**
- **Fourth Offense**..... **Required attendance with parents to PS3.**

**Unauthorized Area (UNA)** – Being present in buildings, rooms, parking lot or other areas on the school campus that are restricted to student access during all or part of a day. Dean’s Office or Principal are the only authorized persons to grant access to those areas.

- **First Offense**..... **Warning and Parent Conference**
- **Second Offense** ..... **3 days OTI**
- **Third Offense** ..... **1 day ISS**
- **Fourth Offense** ..... **1 day OSS**

## **CLASS I INFRACTIONS**

**Eating/Drinking in Classroom or Unauthorized Common Areas** – Includes all non-water beverages and flavored water. Food and/or drink items will be confiscated by the teacher or supervising staff.

- **First Offense**..... **Warning and Confiscated**
- **Second Offense** ..... **3 days OTI and Confiscated, parent conference**
- **Third Offense** ..... **3 days ISS and Confiscated, parent conference, referral to PS3 Team**
- **Fourth Offense** ..... **1 day OSS and Confiscated**

**Horseplay** – Engaging in any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student.

- **First Offense** ..... **1 day OTI, parent conference**
- **Second Offense** ..... **3 days OTI, parent conference**
- **Third Offense** ..... **1 day ISS, parent conference, referral to PS3 Team**
- **Fourth Offense**..... **3 days ISS**

## COMPUTER/NETWORK USAGE

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.

Internet access and personal logons will not be issued unless this form is completed and signed by parent and student and returned to the Franklin County School. Use of logon belonging to another student is grounds for revocation of all computer access rights.

## **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:

- Users will respect the rights and privacy of others by not interfering with their computer use or Internet access.
- Users will not seek unauthorized access to any computer, or damage or alter software of any network, database or program.
- 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.
- Users will not make unauthorized copies of copyrighted or licensed software or data.
- Users will not tamper or change settings of computer hardware or software.
- Users will not access non-instructional chat rooms or user discussion groups.
- 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).
- Users will not open any attachments through website interfaces.
- Users will not use personal diskettes or personal CD-ROMs on school computers.
- Users will not make use of school computers or software for illegal, unauthorized, unethical, or inappropriate purposes.

### **INTERNET ACCESS PROCEDURES:**

- In the Media Center, users must sign the computer usage log that shall be maintained at the Circulation Desk.
- 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 guidelines.
- Due to heavy student demand, usage may be limited to 30 minutes per session. Exceptions to the time limitation maybe 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.
- Printing is limited to materials needed for class assignments and research.
- Users must have faculty permission to save files to a thumb drive. Drives may be purchased from the Media Center and will be provided at a minimal charge.
- 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.

## **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 within 10 days of any decision to change the placement of a student with a disability because of a violation of the code of conduct.

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:
    - i. If the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability, or
    - ii. 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 (1) 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 or 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 that 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 who 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.
- c. The staffing committee will examine and recommend alternatives for continuing educational programs and services. These may include, but are not limited to:
  - i. continuation in present program with some modifications;
  - ii. a reduced day program;
  - iii. transferal to a more restrictive environment, which may include recommendation to the District's alternative school;
  - iv. attendance for special education classes only;
  - v. the student may come to the school campus at the end of the school day for the instructional program;
  - vi. home instruction; and
  - vii. 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.

**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.

**PREKINDERGARTEN PROGRAM DISCIPLINE PLAN**

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

<b>DISCIPLINARY ACTION</b>	
1 <sup>st</sup> Offense-Redirect Student	3 <sup>rd</sup> Offense-Contact Parent/Parent Teacher Conference/Develop strategies to resolve problem
2 <sup>nd</sup> Offense-Contact Parent/Loss of Privilege	4 <sup>th</sup> Offense-Parent/Teacher/Administrator Conference/Conference with support or behavior specialist and/or counselor/referral for assessment





## **APPENDIX B**

## **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 in-service 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**

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.

FRANKLIN COUNTY SCHOOL DISTRICT  
HARASSMENT OR INTIMIDATION (BULLYING) REPORTING FORM

Directions: Harassment and intimidation (bullying) are serious and will not be tolerated. This is a form to report alleged harassment and intimidation (bullying) that might occur on school property, at a school-sponsored activity or event off school property, on a school bus, or on the way to and/or from school, during the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim and wish to report an incident of alleged harassment or intimidation (bullying), complete this form and return it to the Principal at the student victim’s school. Contact the school for additional information or assistance at any time.

Today’s date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

School: \_\_\_\_\_

Person Reporting Incident: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Check as appropriate: \_\_\_ Student \_\_\_ Parent/guardian \_\_\_ Close adult relative

1. Name of student victim: \_\_\_\_\_ Age: \_\_\_\_\_

2. Name(s) of alleged offender(s) (If known): \_\_\_\_\_  
Age \_\_\_\_\_ Is he/she a student? (if \_\_\_\_\_ Yes \_\_\_\_\_ No known)

3. On what date(s) did the incident happen? \_\_\_\_\_

4. Where did the incident happen (check all that apply)?  
On school property \_\_\_\_\_  
At a school-sponsored activity or event off school property \_\_\_\_\_  
On a school bus \_\_\_\_\_  
On the way to/from school \_\_\_\_\_

5. Check the statement(s) that best describes what happened (check all that apply):  
Hitting, kicking, shoving, spitting, hair pulling, or throwing objects \_\_\_\_\_  
Getting another person to hit or harm the student \_\_\_\_\_  
Teasing, name-calling, making critical remarks, or threatening in any form \_\_\_\_\_  
Demeaning and making the victim of jokes \_\_\_\_\_  
Making rude and/or threatening gestures \_\_\_\_\_  
Excluding or rejecting the student \_\_\_\_\_  
Intimidating (bullying), extorting, or exploiting \_\_\_\_\_  
Spreading harmful rumors or gossip \_\_\_\_\_  
Other (specify below) \_\_\_\_\_

6. What did the alleged offender(s) say or do?

(Attach a separate sheet if necessary)

7. Why did the harassment or intimidation (bullying) occur?

(Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Please specify.

(Attach a separate sheet if necessary)

9. If there was a physical injury, do you think there will be permanent effects? \_\_\_\_\_

(Attach a separate sheet if necessary)

10. Was the student victim absent from school as a result of the incident?

\_\_\_ Yes \_\_\_ No

If yes, how many days was the student victim absent from school as a result of the incident? \_\_\_\_\_

11. Do you believe a psychological injury result from this incident? Please explain. (Attach a separate sheet if necessary)

12. Is there any additional information you would like to provide? (Attach a separate sheet if necessary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the Florida Department of Education.**



**FILL OUT COMPLETELY – DETACH – RETURN TO SCHOOL**

**2016-2017 CODE OF CONDUCT**

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, media, churches, military, intuitions of higher education and local businesses.

School Board policy is available in each school or on the District website at [www.franklincountyschools.org](http://www.franklincountyschools.org) for the interpretation of the educational records of students.

**PLEASE CHECK ONLY ONE BOX**

*(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.
- 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-5*, including the provision and conditions regarding Internet access and digital device usage, and have 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*, including the provision and conditions regarding Internet access and usage of digital devices, and have discussed it with my child. My intentions regarding the release of my child’s directory information, as well as information requested by military recruiters and institutions of higher learning, are indicated above.

\_\_\_\_\_  
*Signature – Parent/Legal Guardian*

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

**NOTE TO PARENT/LEGAL GARDIAN** – Please sign and return this page to Franklin County School. If this page is not returned your child will not have access to the schools networks.

