

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
May 8, 2018

AGENDA

- 9:00 a.m. Call to Order/Welcome/Pledge Jerry Taylor, Chairman
- 9:02 a.m. Facilities Department Update Mark Carver
- Construction Committee Report
 - Branford Elementary School Traffic Committee Update
- 9:45 a.m. Assistant Superintendent of Bill Brothers
- Administration Department Update
- Student Conduct and Discipline Code 2018-2019 (*Debbie Land*)
(pgs. 2-49)
 - Policy Updates (pgs. 50-54)
- 10:45 a.m. Student Services Department Update Debbie Land
- Future of Opportunity Schools
- 11:45 a.m. Lunch
- 12:45 p.m. Assistant Superintendent of Janene Fitzpatrick
- Instruction Department Update
- 1:30 p.m. Chief Financial Officer/Finance Department Vickie DePratter
- Update
- 2:00 p.m. Superintendent Update Ted Roush
- 2:30 p.m. Adjourn

SUWANNEE COUNTY SCHOOL DISTRICT

Student Conduct and Discipline Code ~~2017-2018~~2018-2019

Branford Elementary School

Branford High School

Suwannee Primary School

Suwannee Elementary School

Suwannee Intermediate School

Suwannee Middle School

Suwannee High School

Suwannee Virtual School

Ted L. Roush

Superintendent of Schools

Suwannee County School Board

Jerry Taylor – District 1

Catherine Cason – District 2

Tim Alcorn – District 3

Ed daSilva – District 4

Ronald White – District 5

School Principals

Branford Elementary School – Jennifer Barrs

Branford High School – Terry Huddleston

Suwannee Primary School – Marsha Tedder

Suwannee Elementary School – Amy Boggus

Suwannee Intermediate School – ~~Gary Caldwell~~ Jennifer Beach

Suwannee Middle School – Jimmy Wilkerson

Suwannee High School – ~~Malcolm Hines~~ Ronnie Gray

RIVEROAK Technical College – Mary Keen

Suwannee Virtual School – ~~Deidra~~ Deidre McManaway

*Student Conduct and Discipline Code
adopted by the School Board ~~June 2017~~ June 2018*

DISTRICT WEBSITE

www.suwannee.k12.fl.us

(Link to FOCUS to check student grades and attendance online.)

Please complete and return this form to your child's school within 10 days.

Student's Full Name (Please Print) _____ School _____ Grade Level _____

2017-2018/2018-2019 PARENT AND STUDENT NOTIFICATION

The Suwannee County School District's Student Conduct and Discipline Code guide for Pre-K through grade 12 has been developed to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents/guardians have the responsibility for the actions of their children and should be involved in their children's education. Parents/guardians should take special notice of the attendance and tardy sections of this Code as well as the suspension and expulsion provisions. Please note the attendance policies and their effect on other policies, such as sports eligibility, compulsory school age, and driving privileges. Parents/guardians should also take special note of information in Section II, entitled "Public Notice," which includes, but is not limited to, your child's educational records, the release of directory information (i.e., Armed Forces) and possible participation in student surveys (i.e., Florida Youth Substance Abuse Survey).

The school is in need of your help and cooperation. When you have read and discussed the Student Conduct and Discipline Code with your son/daughter, sign this sheet, **remove it from the booklet**, and **return it to the school**. This form will be kept in your son's/daughter's curriculum folder for the current school year.

The Suwannee County School District (SCSD) is not responsible for the supervision of students on school grounds until 30 minutes prior to the start of the regular school day or a scheduled event, or beyond 30 minutes after the regular school day or scheduled event. Please refer to your school's beginning and ending hours and arrange for supervision of your child accordingly. [1003.31, Florida Statutes]

Failure to return this acknowledgement will not relieve a student, or the parent/guardian of the student, from responsibility for knowledge of the contents of the Student Conduct and Discipline Code and will not excuse non-compliance by the student of the Student Conduct and Discipline Code.

A copy of the Student Conduct and Discipline Code guide has been received. Please mark your decisions in the two permission areas below and return a copy of the form to your child's school.

Permission 1: Parent Release

☐ **Option 1:** I, as parent/guardian of a student enrolled in a SCSD school, hereby give SCSD my consent and permission to:
1) Record said student's participation and appearance on video tape, audio tape, film, photograph, or any other medium; 2) Use said student's name, likeness, voice, and biographical material in connection with these records; and 3) To exhibit or distribute such recording in whole or in part without restrictions or limitation for any educational or promotional purpose which the SCSD, and those acting pursuant to its authority, deem appropriate. It is specifically understood that the recording may be submitted for use by a school or district newsletter, the local press, the school, or district cable television programming, and the school or district website. I expressly agree and give permission to allow the use of said media in all forms without any royalties, commissions, or other remuneration due to me or any other party, or parties associated with this production.

I expressly release and discharge the SCSD from any and all liability that may arise from the use of said media in this manner. Furthermore, I expressly waive any and all privacy rights that would otherwise have been accorded to these recordings or other media in accordance with §1002.20 and §1002.22 (2004), Florida Statutes.

☐ **Option 2:** I do not give permission for any of the Parent Release information noted in Option 1 of this area.

Permission 2: Corporal Punishment Consent

Suwannee County School District's Student Conduct and Discipline Code defines corporal punishment as the moderate use of paddling in front of a witness by a principal/administrator that may be necessary to maintain discipline or to enforce school rules. Parents may opt to not permit corporal punishment as a disciplinary intervention by checking below. Please indicate your decision regarding corporal punishment for your child by signing and returning this form. [§§1002.20, 1003.01, and 1003.32, Florida Statutes]

The school may use corporal punishment with my child.

☐ Yes ☐ No

Signatures below indicate permission for areas checked above.

Parent/Guardian _____

Date _____

Student _____

Date _____

Witness Date _____

Witness OR School Administrator _____

Witnesses required; must be at least 18 years of age, cannot be a current student.

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SECTION I: RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Students attending Suwannee County Public Schools have the right to a free and appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, sex, disability, or marital status. Students are also vested with other fundamental rights. Among these is the right to:

1. Be informed of the Suwannee County School District (SCSD) policies and rules of the Student Conduct and Discipline Code
2. A safe and orderly environment in which to learn, have property respected, and to protect self and property against injury attempted by another
3. Know about and use school guidance services
4. Be treated with dignity and respect by other students, school personnel, and campus visitors
5. Reasonable and fair treatment and have rules enforced without discrimination
6. Be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without the consent of parents/guardians, or students 18 years of age or older
7. Free transportation as allowable by law
8. Be notified of failure or the potential for failure as outlined in the progress reporting schedule
9. Receive an academic program that promotes high student performance and is delivered by competent teachers in an atmosphere free from bias and prejudice
10. Express viewpoints responsibly in writing or orally without jeopardizing relations with teachers or school, conduct meetings on school grounds or in school buildings in accordance with school rules and scheduled use of facilities, and organize clubs and groups
11. Have privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student has any object or material which is prohibited by law or School Board
12. Expect student records will be kept safe and private
13. Expect that other students and school personnel respect feelings, rights, their property, and privacy
14. Opportunity for hearing upon suspension from school
15. Upon written request by his or her parent, be excused from standing for or reciting the Pledge of Allegiance

DAILY CONDUCT CODE [§1003.31(4)(a-g), Florida Statutes]

By enrolling in a public school in Suwannee County, Florida, each student agrees to conduct himself/herself according to the Statute's Daily Conduct Code which requires that students:

1. Be respectful and obedient at all times
2. Not hurt another person with my words or my acts
3. Tell the truth, because it is wrong to tell a lie
4. Not steal, because it is wrong to take someone else's property
5. Not cheat or plagiarize the work of others
6. Respect my body and not take drugs
7. Show strength and courage, and not do something wrong just because others are doing it
8. Pledge to be nonviolent and to respect my teachers and fellow classmates

SCOPE OF AUTHORITY

The **Student Conduct and Discipline Code** applies to all students enrolled in Suwannee County Public Schools. The code is in effect on School Board owned or controlled property and whenever students are under the official supervision of School Board employees, including but not limited to: field trips, extracurricular activities, or while being transported to and from such places either by school bus, approved drivers, or other official means of conveyance.

FAMILY RESPONSIBILITIES

By enrolling a child in a public school in Suwannee County, Florida, each parent/guardian agrees to comply with the essential parental responsibilities including but not limited to:

1. Reviewing the contents of the Student Conduct and Discipline Code guide with their child
2. Ensuring their child lives in the assigned school zone
3. Ensuring the daily attendance of their child and promptly report and explain any absences or tardiness from school
4. Providing their child with the resources needed to complete class work
5. Assisting their child in being healthy, neat, and clean

6. Bringing to the attention of the school authorities any problem or condition which affects their child or other children of the school
7. Ensuring their child does not bring inappropriate or contraband items to school
8. Discussing report card and work assignments with their child and monitor student academic progress in the FOCUS system (www.suwannee.k12.fl.us)
9. Ensuring that the school has up-to-date home, work, and emergency telephone numbers
10. Ensuring that current emergency health care information regarding their child is on file with the school
11. Communicating with the school (i.e., talk to child's teacher, return requested forms, etc.)

RESPONSIBILITY MAKES A DIFFERENCE

Becoming a responsible adult begins with becoming a responsible student! Students have the responsibility to:

1. Adhere to the guidelines set forth in the school handbook and this Student Conduct and Discipline Code
2. Attend all classes daily and be punctual for all school days during the school year and to provide the school with adequate written explanation and appropriate documentation to explain an absence, and request make-up work assignments from teachers upon return to school and complete them within an appropriate length of time
3. Come to class with all necessary materials and be prepared to learn
4. Take advantage of learning opportunities
5. Use guidance services for educational and personal improvement
6. Show respect for and consideration to all individuals and property
7. Report hazardous or dangerous situations to an adult in authority
8. Immediately report illegal activities to appropriate authorities
9. Refrain from bringing inappropriate or contraband items to school
10. Abide by all rules and regulations established by school, teacher, and bus driver
11. To complete all classroom assignments, homework, and projects/reports as outlined by their current classroom teacher
12. Refrain from profane or inflammatory statements
13. Conduct themselves in a safe and responsible manner
14. Dress in a neat, clean, and well-groomed manner
15. Take responsibility for his/her own work and actions, and share with their parents/guardians grades and progress reports received relative to their progress in each class

Note: Students who report any of the above listed activities/information to the appropriate authorities may have their names held in confidence and the District agrees not to release the student's name to any other student.

SECTION II: PUBLIC NOTICE

ACCESS TO STUDENTS AND STUDENT RECORDS BY PARENTS

The parent that registers the student and provides information on the student data registration form will be considered that parent who controls and makes final decisions regarding the student. It is the parent's responsibility to supply the school with any documents that delineate custody issues. When parents are divorced or separated, both parents have full rights to participate in the child's school activities and know what is happening at school unless there is a court document limiting that access. A non-residential parent may have access to student records and information unless a court order prohibits such access. If a court has issued such an order, then the student's parent is responsible for providing the principal with a certified copy of the order. Additionally, the school will not resolve parental disputes regarding a student and/or student record access. Normal school procedures for parent pick-up, eating with a student at school, and attendance at other school activities is permitted by both parents unless there is a court document that prohibits contact or severs parental rights. Schools do not have facilities nor is it appropriate to accommodate parent domestic visitations. If parents approach schools for these visitations, they will be requested to make arrangements for out-of-school visitation after school hours. [§61.13(2)(b)3, Florida Statutes]

CIVILITY POLICY

Employees of SCSD will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. Accordingly, this policy promotes civility, mutual respect, and orderly conduct among District employees.

CRISIS PROTOCOL

Providing a safe and secure environment for our students to learn is a top priority of the SCSD. Measures have been taken to ensure our staff and students are prepared in the event a crisis situation occurs in one of our schools. A comprehensive Crisis Management Plan has been created to guide our staff through a wide variety of situations. Fire drills, tornado drills, and lockdowns are practiced at each site to ensure that routines and safety procedures are well established and familiar to all.

Parents – Please cooperate with school and district authorities during a lockdown crisis:

- Please cooperate with school and/or district directives.
- Please consult local media for regular updates about the incident. Listen for information updates on local radio and television stations.
- You may be directed to an off-campus parent staging area for the latest information regarding a campus crisis.
- Please DO NOT call the school because phone lines will be needed for emergency communication; however, please consult the local media.
- Please DO NOT call your child's cell phone in order for cell towers to be clear for emergency use; however, please consult the local media.
- Please DO NOT go to the school if a lockdown situation should occur; however, please consult the local media. Roads are closed, doors are locked, and campuses are off-limits to anyone other than authorized personnel.

Pursuant to Florida Statute 120.54, in the event of an emergency, the Superintendent or the School Board can enact additional rules governing student conduct which shall be enforced as included in this Student Conduct and Discipline Code.

DIRECTORY INFORMATION

The SCSD reserves the right to release "directory information" to the general public without obtaining prior permission from students or parents/guardians. Directory information includes the student's name, parent/guardian names, residential address, telephone number (if listed), date and place of birth, name of most recent previous school or program attended, participation in school sponsored activities and sports, height and weight of athletic team members, dates of school attendance, anticipated graduation date, honors and awards received, and diploma conferred. However, a student or his/her parents may notify the principal of the desire NOT to have directory information released. This notification must be submitted in writing to the principal within 30 days of distribution of the Student Conduct and Discipline Code or 30 days after initial enrollment. In that case, this information will not be disclosed except with the consent of a parent/guardian or eligible student, or as otherwise allowed by the Family Educational Rights and Privacy Act. In the absence of written notification to restrict the release of directory information, the school and the SCSD will assume that neither a parent/guardian of a student, or an eligible student, objects to the release of the designated directory information. The SCSD will routinely publish directory information in conjunction with press releases regarding school activities, honor roll announcements, athletic events, and other such activities. Under provisions of the National Defense Authorization Act and the Elementary and Secondary Education Act (No Child Left Behind), directory information may also be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of Armed Forces, etc.) and to post-secondary programs to inform students of educational programs available to them. However, directory information shall not be released for commercial use, including among others, mailing lists for solicitation purposes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 30 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If copies of these records are requested, the first five pages will be provided at no cost. For requests in addition to five pages, an amount of 15 cents per page will be charged.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. Parents/guardians or eligible students may ask the SCSD to amend a record that they believe is inaccurate, misleading, or in violation of the student's privacy rights. When making such a request, a written statement to the principal should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the FERPA authorizes disclosure without consent. The one exception, which permits disclosure without consent, is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the District discloses educational records, including record of disciplinary actions, without consent to officials of another school district in which the student intends to enroll.
5. When requesting basic information from students and parents/guardians, a request will be made for student's social security number under section §1008.386, Florida Statutes. In any case, disclosure of the social security number is voluntary and will be used only as a student identification number in the Information Technology (IT) system maintained by the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

INSURANCE (Student Accident)

The SCSD recommends that parents/guardians, who do not have accident insurance for their child, purchase school accident insurance for their children Pre-K through grade 12 in the event of an incident on any SCSD property. Please note the type of insurance is accident only, not health insurance. School insurance information is available by calling 1-800-541-8256 or online at <https://www.schoolinsuranceagency.com>.

STATEMENT OF NON-DISCRIMINATION

The Suwannee County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

If you wish to file a complaint alleging any violation of this Act, notify:

Walter Boatright, Equity Coordinator
Suwannee County School District
~~702—2nd Street NW~~ 1729 Walker Avenue, SW, Suite 700
Live Oak, FL 32064
Office: (386) 647-4633 Fax: (386) 364-2610

NOTIFICATION OF COMPLIANCE

The SCSD adheres to a policy of non-discrimination in educational programs/activities and employment and strives to provide equal opportunities for all as required by:

Americans with Disabilities Act Title II – Prohibits discrimination on the basis of disability in state and local government programs/services.

Child Find – The District has an obligation to identify, locate, and evaluate all children with disabilities.

Civil Rights Act of 1994 TITLE VII – Prohibits discrimination on the basis of race, color, religion, or national origin.

Florida Civil Rights Act of 1992 – Secures for all individuals within the state, freedom from discrimination because of sex, national origin, age, disability, pregnancy, or marital status.

Florida Education Equity Act – The SCSD prohibits discrimination on the basis of race, disability or marital status, sex, or national origin against students or employees in any educational program or activity, or in any employment conditions or practices. The supervisor responsible for compliance may be contacted at (386) 647-4633.

Section 504 of the Rehabilitation Act of 1973 – Prohibits discrimination against the disabled. It is the intent of the District to identify, evaluate, and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students and parents/guardians have a right to due process under Section 504. A copy of parent/guardian rights afforded by Section 504 of the Rehabilitation Act of 1973 is available at all district schools and on the Student Services website. The Director of Student Services is the coordinator of Section 504 activities and may be contacted at (386) 647-4631.

Title IX of Education Amendments of 1972 states: No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The SCSD affirmed in 1975 that it is in compliance with the requirements of Title IX and does not discriminate on the basis of sex in the educational program or activities which it operates. This statement of non-discrimination extends to SCSD employment practices and to admission to school programs. A Title IX complaint is a claim by a person that he or she has been discriminated against on the basis of sex in the programs or activities operated by the SCSD. A person having a Title IX complaint should direct his/her concern to the Director of Human Resources who will either investigate the complaint or refer it to appropriate personnel. Title IX complaints should be addressed to:

Walter Boatright, Director of Human Resources
Suwannee County School District
~~702 2nd Street NW~~ 1729 Walker Avenue, SW, Suite 700
Live Oak, FL 32064
Office: (386) 647-4633 Fax: (386) 364-2610

NOTIFICATION OF RISK

Be aware that playing or practicing to play/participate in any sport can be dangerous in nature and involve MANY RISKS OF INJURY. It is understood that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result in complete or partial paralysis; brain damage; serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular-skeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body; and general health and well-being. Understand that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result not only in serious injury, but in a serious impairment of future ability to earn a living; to engage in other business; social and recreational activities; and generally to enjoy life. Because of the dangers of participating in interscholastic sports, it is important to follow and obey coaches' instructions regarding playing techniques, training, and team rules. The best investment that any parent can make is to invest in purchasing school accident insurance.

In consideration of the SCSD permitting tryouts for high/middle school team sports and engaging in all activities related to the team including, but not limited to, trying out, practicing or playing/participating in that sport; all employees, agents, representatives, coaches, and volunteers will be held harmless from any and all liability, actions, causes of actions, debts, claims, or demands of any kind and nature whatsoever which may arise out of or in connection with participation in any activities related to the high/middle school interscholastic sports team. The terms hereof shall serve as a release and assumption of risk for heirs, estates, executors, administrators, assignees, and all family members.

PROTECTION OF PUPIL RIGHTS AMENDMENTS

Local educational agencies receiving funds from the U.S. Department of Education are required by federal law to comply with requirements for the collection and reporting of certain information by means of student surveys, as well as requirements to protect student privacy. The information that must be reported relates to student attitudes and behaviors on topics such as school safety, substance use and the prevalence of risky attitudes or behaviors, particularly with respect to alcohol and drug abuse. In addition, these surveys also collect information on general health practices and human sexuality. Such information is collected by survey anonymously on a sampling basis, and no personally identifiable information is obtained from or reported on any individual student. The District cooperates with other agencies such as the Florida Department of Health in conducting these surveys.

It is the policy of the SCSD to notify parents/guardians of upcoming surveys that reveal information concerning one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian
- Mental and psychological problems of the student or the student's family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers

- Religious practices, affiliations, or beliefs of the student or student's parent/guardian
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Participation Voluntary – No student shall be required to participate in such a survey if the student or the student's parent/guardian, if the student is less than 18 years of age, objects to participation. Prior written parental consent will be obtained before a minor student takes a survey funded by U.S. Department of Education that includes any of the above topics. On all other surveys, parents/guardians will be given the opportunity to opt their child out of participation. Notification to parents/guardians will occur prior to students being given surveys.

Right to Inspect – A student or the student's parent/guardian, if the student is less than 18 years of age, has the right to inspect any such survey instrument before the survey is administered or distributed to students if a request is made within a reasonable period of time. Parents/guardians further have the right to inspect or review:

- Arrangements that will be made to protect student privacy
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

Notification of Parents/Guardians – Parents/guardians will be notified of this policy annually, at the beginning of the school year, and within a reasonable period of time if any substantive change is made to this policy. Such notice shall include the specific or approximate dates during the school year when any such survey will be administered.

PUBLIC SAFETY INFORMATION ACT 1997 – SEX OFFENDER/SEXUAL PREDATOR LAWS

Information is available at each school. Contact your local principal.

STUDENT GRIEVANCE PROCEDURES

The SCSD will promptly investigate alleged incidents of harassment or discrimination and appropriate, corrective action will be taken. Any student who alleges harassment or discrimination by another student or SCSD employee shall report the harassment to the building principal, assistant principal(s), guidance counselor(s), or teachers. Filing of a complaint or otherwise reporting harassment in good faith, will not affect the student's status, extracurricular activities, grade, or any other assignments. However, willfully reporting a false claim of harassment or discrimination in bad faith is illegal and will subject the reporter of the false claim to disciplinary action.

The harassment or discrimination complaint shall be in writing, state the act or acts, state the date(s), state the names of witnesses, and shall be signed by the complainant. The right to confidentiality, both of the complainant and of the alleged harasser, will be respected, consistent with the School Board's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred. Retaliation against any student for alleging harassment or discrimination is strictly forbidden.

STUDENT RECORDS AND REPORTS – RIGHTS OF PRIVACY – NOTIFICATION

In accordance with §1002.22, Florida Statutes, students and their parents/guardians shall have rights of access, rights of challenge, and rights of privacy with respect to student records and reports. Every student shall have a right to privacy with respect to the educational records kept on him or her. Personally identifiable information contained in such records and reports is confidential. These records and reports cannot be released without the written consent of the student's parent/guardian, or of the student himself or herself if he or she is 18 years of age or older, unless the purpose for the release of such information is consistent with §1002.22(3)(d), Florida Statutes. Such a release of information without consent can be for any reason consistent with that in §1002.22(3)(d), Florida Statutes, including, but not limited to, purposes consistent with interlocal agreements with other agencies.

SUBPOENAS FOR STUDENT RECORDS

Federal and state law requires that school officials comply with court orders and subpoenas from a court of competent jurisdiction for the timely production of student records. If disclosure is made in response to a court order or subpoena, you will be notified, except where the law prohibits said notification. If a student (18 years old or older), or the parents/guardians of a minor student, object to the release of these records, an objection to a subpoena for non-party production must be timely filed and/or a protective order must be timely obtained from a court of competent jurisdiction.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL AND SCHOOL ACTIVITIES

The SCSD is not responsible for the supervision of students on school grounds until 30 minutes prior to the start of the regular school day or a scheduled event, or beyond 30 minutes after the regular school day or scheduled event.

Please refer to your school's beginning and ending hours and arrange for supervision of your child accordingly. [§1003.31, Florida Statutes]

SECTION III: GUIDELINES GOVERNING STUDENT BEHAVIOR

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

All high schools shall be members of the Florida High School Athletic Association (FHSAA) and shall be governed by the bylaws of that organization. These schools shall also follow the requirements for all extracurricular activities as prescribed by Florida law. For further details, refer to the FHSAA Handbook and the Florida Statutes. [§§1003.43(1) and 1006.15, Florida Statutes]

- A. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
- B. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15 (3)(h).
- C. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b).
 - 1. Attendance – Students must be in attendance all day, at school, in order to participate in extracurricular/after school activities.
 - 2. Alcohol/Drug – Prohibited acts include 1) possessing or consuming alcohol, 2) Operating a motor vehicle under the influence of alcohol, 3) Misrepresenting one's age for the purpose of purchasing, possessing, or consuming alcohol, 4) Public intoxications, and/or 5) Violations of additional team rules regarding alcohol use. Prohibited acts include 1) Possessing or using illegal substances, as defined by law, 2) Possessing or using controlled substances as defined by law, 3) Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law, 4) The use of tobacco products by a student-athlete during practice, competition, or other team functions. A student found to be in violation of the alcohol/drug guidelines may be suspended and/or expelled from extracurricular/after school activities.
 - 3. Academic – 2.0 GPA is required for Academic Eligibility. A middle/junior high student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (s. 1006.15(3)(a)1, Florida Statutes).
 - 4. School Discipline – Students who have been Out of School Suspended for disciplinary reasons will not be eligible to participate in extracurricular/after school activities. All other school discipline as it relates to student-athlete eligibility for participation will be at the discretion of the principal or designee.
 - 5. Bullying – *see Student Conduct & Discipline Code (page 10)*
 - 6. Sportsmanship – Sportsmanship shall be defined in accordance with the standards of the FHSAA. In general, a sportsperson is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity, and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by the proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the school, their families, and their communities, with the highest level of sportsmanship. A student found to be in violation of the sportsmanship guidelines may be suspended and/or expelled from extracurricular/after school activities.
 - 7. Dress Code – Students have a responsibility to be dressed and groomed in a manner that is consistent with the Student Conduct and Discipline Code. The principal or designee shall have the final authority for determining whether or not a student's apparel conforms to the dress code. The principal or designee may prohibit the use of clothing or items deemed inappropriate or to cause a disruption during school sponsored events to include extracurricular/after school activities.
 - 8. Four-Year Limit of Eligibility – A student is limited to four consecutive school years of eligibility beginning with the school year he/she begins ninth grade for the first time. This does not imply that the student has four years of participation. After four consecutive school years, the student is permanently ineligible.
 - 9. Age Limit – A student may participate at the high school level until the day he/she reaches the age of 19 years 9 months if the student has not exceeded his/her four year limit of eligibility. The student becomes permanently ineligible at the high school level on the day he/she reaches 19 years 9 months. Beginning with students entering the 9th grade in 2014-2015 and thereafter, a student who reaches the age of 19 on or after September 1st, and who has not exceeded his/her four-year limit of eligibility, may participate in interscholastic athletics during that school year.

10. Physical Evaluation (EL2 Form) – A student must have a physical evaluation each year and be certified as being physically fit to participate in interscholastic athletic programs. A physical evaluation shall be valid for a period not to exceed one calendar year from the date of the practitioner's signature. The student cannot be allowed to participate in any activity related to interscholastic athletic programs until the fully executed physical evaluation form is on file in the school (s. 1002.20(17)(b), Florida Statutes).
- 10a. Consent and Release from Liability Certificate (EL3 Form) – A student must have the consent of his/her parent(s) or legal guardian(s) to participate in interscholastic athletic programs at a member school. The student and his/her parent(s) or legal guardian(s) must also release the FHSAA, its member schools and contest officials, from all liability for any injury or claim that may result from the student's participation in interscholastic athletics. This consent and release from liability must be provided in writing on a form developed by the FHSAA for that purpose. The form must be signed by the student and his/her parent(s) or legal guardian(s). The student cannot be allowed to participate in any activity related to interscholastic athletic programs until the fully executed consent form is on file in the school
11. Transfer "authorized for good cause"
 - 11.a. Transfer before a Sport Season – The student transfers and begins attending the new school on or prior to the beginning date of the sport season, as established in the FHSAA Calendar, meets all other eligibility requirements per the FHSAA and, (a) The transfer has been approved pursuant to district school board policies in the case of a transfer to a public school or pursuant to the private school policies in the case of a transfer to a private school; and (b) A form to be provided by the association (EL6 Form – Notice of Transfer) has been submitted to the association.
 - 11b. Full and Complete Move – The student moves to a new home address due to a full and complete move by the student and the persons with whom he/she has been living for at least one calendar year that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements per the FHSAA. A student and his/her parents cannot occupy a residence at more than one address, and only the student's current residence may be used for eligibility purposes.
 - 11c. Necessary Relocation to Residence of Another Individual – The student transfers because he/she has to move into the residence of another person who lives at a residence that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements per the FHSAA. This exception applies only to the following specific situations: (a) One of the persons with whom the student has been living dies; or (b) One of the persons with whom the student has been living is imprisoned or committed by court order to a mental facility; or (c) The student is made a ward of the court or state and is placed in a foster home by a court of legal jurisdiction. In this case, a certified copy of the court order, a copy of the petition upon which the order was based, and other evidence the court had to consider in issuing the order must be provided to the FHSAA Office. Permanent guardianship must be appointed legally by a court of competent jurisdiction.
 - 11d. Move to New Residence Following Marriage – The student marries and immediately established a new residence with his/her spouse at a residence that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements per the FHSAA.
 - 11e. Reassignment by District School Board – The student is reassigned during the school year to a different school by the district school board, as long as the reassignment is not for athletic or disciplinary reasons, and is not requested by the student or his/her parents, and the student meets all other eligibility requirements per the FHSAA. In this case, the student may participate in interscholastic athletic competition at the public school where he/she is assigned or a private school he/she chooses to attend.
 - 11f. Transfers of Schools within the First Twenty Days – The student transfers school within the first twenty (20) school days of the academic school year, meets all other requirements per the FHSAA and provided: (a) The student has not engaged in any athletic activities affiliated with either school prior to the transfer; and (b) The student has not been recruited; and (c) The student is not transferring in whole or in part for athletic reasons; and (d) The student is not transferring because of disciplinary reasons and/or misconduct; and (e) The new school principal communicates and verifies with the losing school principal that the student has not engaged in any athletic activities affiliated with either school prior to the transfer, and the student is not transferring due to disciplinary reasons.

ATTENDANCE RULES

The classroom experience is of unique value and cannot be duplicated by make-up work. The purpose of this attendance policy is to foster responsibility and reliability on the part of District students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.

The District School Superintendent is responsible for enforcing school attendance of all students subject to the compulsory school age in the school district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to the District School Board that require public schools to respond in a timely manner to every unexcused absence, and every absence for which the reason is unknown, of students enrolled in the schools.

Parents/guardians are responsible for the attendance of their children within the compulsory school age (6-16 years) unless the child files a formal declaration of intent to terminate school enrollment with the School Board on or after age 16. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent/guardian. Parents/guardians who refuse or fail to have a child in school commit a misdemeanor, punishable as provided by law, 1003.21, Florida Statutes. Students, 18 years of age and older, shall have all rights accorded to their records, unless they are dependent on their parent/guardian as defined in the Internal Revenue Code. Students, 18 years of age and older, in K-12 educational programs are required to be in compliance with attendance and discipline policies of the SCSD.

Absences - Absence is nonattendance of a student at school or in an approved educational activity/field trip or program on days when school is in session. Absence occurs when a student is not physically present at school or not participating in an approved school activity as defined under the compulsory school law. Though school sponsored academic field trips are not considered absences, students are required to make up missed class work upon return to school.

Excused Absences may include:

- Illness or injury of the student, as documented by a health care professional
- Illness or injury of the student's immediate family creating insurmountable condition of absence, as documented by health care professional
- Death of a member of the student's immediate family
- Documented appointments with health care professionals
- Administrative approval based upon written request/justification to principal or designee
- Recognized religious holidays
- Documented judicial actions-subpoena/summons
- Therapy prescribed and delivered by a licensed certified practitioner

Prior approval for absences for vacation or other anticipated reasons must be granted by an administrator, and the student must make arrangements for makeup of work prior to the absence. Excessive absences and academic standing may be factors in the decision to excuse or not excuse the absence.

Unexcused Absences - An unexcused absence takes place any time a student is out of school for reasons not recognized under the law. On the third unexcused absence within the previous 30 school days, a letter will be sent to the parent/guardian informing them of the compulsory school attendance law and their legal obligation to follow the law.

Excessive Absences or Truant - A student is considered truant or excessively absent when he/she has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period; the student may be exhibiting a pattern of nonattendance and this may be considered excessive. Students who demonstrate truancy may forfeit their rights to attend Grad Bash, Prom, field trips or other extracurricular activities. The student may be referred to the school's Student Support Team to determine if early patterns of truancy are developing. If it is determined that an early pattern of truancy is developing, regardless of whether the absences are excused or unexcused, a meeting with the parent/guardian shall be scheduled to identify potential remedies. If absences continue to be a concern, despite intervention attempts, the school may make a recommendation for filing a truancy petition. (1003.26 and 984.141, Florida Statutes)

Habitual Truant - A student is considered habitually truant when he/she has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the parent/guardian. (1003.01, Florida Statutes) Accumulated tardies and early check outs shall be considered unexcused absences. At the high school level or at a 6-12 combination school, seven unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. At the elementary school level, four unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. At the middle school level, six unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. Legal actions, including possible criminal charges, will be pursued when the parent/guardian ignores school attendance requirements. The Superintendent must provide the Department of Highway and Motor Vehicles (DHMV) with the name of each habitual truant student, age 14-18. The DHMV may not issue a driver's license or learner's permit to and shall suspend any previously issued license of any student who is habitually truant. (Chapter 322, Florida Statutes) Families receiving public assistance for a student through the State of Florida WAGES program may have that assistance withdrawn if the student is classified as a habitual truant.

Authorized Student Sign Out - Students may not leave or be signed out from a school campus without the presence of an adult who is listed as the parent or guardian of record or an adult who is listed as an emergency contact on the Annual

Student Contact Form. A photo ID is required from the adult listed on the Annual Student Contact Form who is requesting the release of the student to his/her custody. Students who drive to school at BHS and SHS may not be released or signed out prior to the end of the regular school day over the phone by a parent, guardian, or other individual without the authorization of the principal/designee in emergency situations or circumstances that warrant leaving school campus without the presence of a parent, guardian, or other authorized individual. The principal is the final authority in determining if a student has permission to leave campus in the absence of the parent.

Parent Notes - Whenever a student of compulsory school age is absent without the permission of the person in charge of the school, the parent/guardian of the student will report and explain in writing the cause of such absence or tardy to the appropriate school personnel. This note should be provided to the school within three days upon the student's return to school. The principal or designee has the authority, within the guidelines of the law, to determine if an absence is excused or unexcused.

Make-Up Work - Parents and students with absences are responsible for making arrangements with the teacher to make up work and assignments missed while absent. Students with excused absences will be allowed to make up work for full credit. Students with unexcused absences will be allowed to make up work with a minimum of 70% credit. All missed work is due within a reasonable amount of time following the return to school (two days for each day absent) with the following exceptions:

- Test or exams assigned prior to absence will be taken on the day the student returns to school
- Work assigned prior to absence will be taken on the day the student returns to school
- Long-term assignments and projects must be turned in on the day the student returns to school
- Students checking in or out on the day a long-term assignment is due must turn the assignment in by the end of that school day to be accepted as on time
- Teacher extends due date

Failure to comply with requirements may adversely affect academic standing.

Tardies - Tardies are disruptive to the learning environment and have a negative impact on student achievement. A student is tardy when they arrive to school or class after the beginning bell has sounded without an approved excuse. Leaving school early before the end of the school day also falls under this category. For K-8 students, the parent must accompany the student to the office when they are tardy. For secondary and 6-12 schools, the student must report to the attendance clerk. Tardies may be recognized and calculated in instances of truancy. For truancy purposes and documentation for court action, 7 (seven) unexcused tardies to school or seven (7) early checkouts from school will equal one unexcused absence at the high school or combination school. Four (4) unexcused tardies to school or four (4) early checkouts from school will equal one unexcused absence at the elementary level. Six (6) unexcused tardies to school or six (6) early checkouts from school will equal one unexcused absence at the middle school, this number being determined by the number of periods at the school.

Home School Students - Home school students with previous attendance concerns will be required to submit ongoing documentation regarding educational participation in a home school curriculum by submitting required documentation as requested to the Home School Coordinator.

The expectation of the SCSD is that all students will be in attendance each day of the school year. Please understand that parent notes are **not** accepted for the purpose of documenting an excused absence, but they are encouraged.

1. Parents/guardians are responsible for the attendance of their children within the compulsory school age (6 – 16 years of age) unless the child files a formal declaration of intent to terminate school enrollment with the School Board on or after age 16. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent/guardian. Parents/guardians who refuse or fail to have a child in school commit a misdemeanor, punishable as provided by law [§1003.21(1)(e), Florida Statutes]. Parents can monitor student attendance counts through the FOCUS system (www.suwannee.k12.fl.us).
2. Whenever a student of compulsory school age is absent without the permission of the person in charge of the school, the parent/guardian of the student will report and explain in writing the cause of such absence or tardy to the appropriate school personnel.
3. Excused absences or tardies may include:
 - a. Illness or injury of the student, as documented by a health care professional
 - b. Illness or injury of the student's immediate family creating insurmountable condition of absence, as documented by health care professional
 - c. Death of a member of the student's immediate family
 - d. Documented appointments with health care professionals

- e. Administrative approval based upon written request/justification to principal or designee
- f. Recognized religious holidays
- g. Documented judicial actions—subpoena/summons
- h. Therapy prescribed and delivered by a licensed certified practitioner
- 4. School sponsored academic field trips are not considered absences; students are required to make up missed class work upon return to school.
- 5. Students with absences are responsible for making arrangements with the teacher to make up work and assignments missed while absent. All missed work is due within a reasonable amount of time following the return to school (allowing two days for each day absent) with the following exceptions:
 - a. Test or exams assigned prior to absence will be taken on the day student returns to school
 - b. Work assigned prior to absence and due while absent, will be due on the day student returns to school
 - c. Long term assignments and projects must be turned in on the day the student returns to school (i.e., book reports, research papers, etc.)
 - d. Long term assignments and projects submitted after first day student returns to school may result in a grade reduction
 - e. Students checking in and out on the day a long term assignment is due must turn the assignment in by the end of that school day for it to be accepted as on time
- 6. **Authorized Student Sign Out**—Students may not leave or be signed out from a school campus without the presence of an adult who is listed as the parent or guardian of record OR an adult who is listed as an emergency contact on the Annual Student Contact Form. Photo ID is required of the adult listed on the Annual Student Contact Form who is requesting the release of the student to his/her custody.
 - Students who drive to school at Branford High School and Suwannee High School may not be released or signed out over the phone by a parent, guardian, or other individual without the authorization of the principal/designee in emergency situations or circumstances that warrant leaving school campus without the presence of a parent, guardian, or other authorized individual. The principal is the final authority on determining if a student has permission to leave campus in the absence of the parent.
- 7. **Excessive Absences**—If a student has had at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period, the student may be exhibiting a pattern of nonattendance and this may be considered excessive. The student may be referred to the school's child study team to determine if early patterns of truancy are developing. If it is determined that an early pattern of truancy is developing, regardless of whether the absences are excused or unexcused, a meeting with the parent/guardian shall be scheduled to identify potential remedies. If absences continue to be a concern, despite intervention attempts, the school may make a recommendation for filing a truancy petition. [§§1003.26 and 984.141, Florida Statutes]
- 8. **Truancy**—A habitual truant is defined by law as a student who has 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the parent/guardian. [§1003.01(8), Florida Statutes] Accumulated tardies and early check outs shall be considered unexcused absences. Four unexcused tardies or early check outs will equal one unexcused absence for the purpose of defining a habitual truant. The Superintendent must provide the Department of Highway and Motor Vehicles (DHMV) with the name of each habitual truant, age 14-18. The DHMV may not issue a driver's license or learner's driver's license to and shall suspend any previously issued license of any such student. [Chapter 322, Florida Statutes] Families receiving public assistance for a student through the State of Florida WAGES program may have that assistance withdrawn if the student is classified as truant.
- 9. Students, 18 years of age and older, shall have all rights accorded to their records, unless they are dependent on their parent/guardian as defined in the Internal Revenue Code. Students, 18 years of age and older, in K-12 educational programs are required to be in compliance with attendance and discipline policies of the SCSD.
- 10. Students and families violating the state truancy law may face court action. [§§1003.27 and 1003.29, Florida Statutes]
 - a. **Elementary and Middle School**—Student with absences is responsible for making arrangements with the teacher to make up all work and assignments within a reasonable time after their return to school. Arrangements to make up work are to be made with the teacher and are the responsibility of the student.
 - b. **High School**—Daily school assignments missed because of an unexcused absence shall be made up for, at least, partial credit if made up within the reasonable time frame (two days for each day absent).
- 11. On the third unexcused absence within the previous 30 school days, a letter will be sent to the parent/guardian informing them of the compulsory school attendance law and their legal obligation to follow the law. Legal actions, including possible criminal charges, will be pursued when the parent/guardian ignores school attendance requirements.
- 12. Home School students with previous attendance concerns will be required to submit ongoing documentation regarding educational participation in a home school curriculum by submitting a portfolio as requested to the Home School Coordinator.

BULLYING AND OTHER FORMS OF AGGRESSION

The SCSD is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The SCSD encourages the promotion of positive interpersonal relations among all members of the school community. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. The SCSD will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school sponsored activities and those occurring off school property if the student or employee is at any school sponsored, school approved, or school related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. "Bullying", including cyberbullying, is defined as and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing
2. Social exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property

[§1006.147, Florida Statutes] [SCSD Policy No. 5.101]

Each school principal will be fully expected and authorized to implement and monitor the SCSD's policy on bullying.

BUS CONDUCT RULES

The bus is an extension of the school campus. Therefore, students will adhere to all conduct rules, including those addressing medication, while riding a SCSD school bus. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's enrollment card for that bus, shall be permitted to ride such a bus while it is being operated on a regular school bus route except upon the written request of the parent/guardian of a student and with the written approval of the Director of Transportation. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds five days, the Superintendent's designee's approval shall be required. Approval shall not be allowed for: 1) student visitation, unless duly authorized; and 2) a student to obtain transportation to his/her regular place of employment. Students attending a school on a zone waiver must provide his/her own transportation.

Section 1006.10(1-7), Florida Statutes, gives school bus drivers the authority to monitor and control the behavior of students any time they are being transported to and from school or school functions at public expense.

Students being transported on a school bus must comply with the following rules:

1. Get on/off at their regularly appointed bus stop unless written parent/guardian permission is provided to the school administrator early in the day to allow time for verification.
2. Occupy the seat assigned by the driver and refrain from moving around while the bus is in motion. Seat belts must be correctly fastened upon taking assigned seat and worn at all times if the bus is designed with seat belts.
3. Wait until the bus has come to a complete stop before entering or exiting the front door of the bus. Students shall form a line in order to ensure safety in getting on or off the bus.
4. Be at the bus stop at least 5 minutes before bus arrival but not more than 15 minutes before arrival. Observe proper rules of conduct while waiting for the bus. Students shall stay at least 12 feet off the road and off private property.
5. If it is necessary for a student to cross a road to board a bus, the student should wait until the bus arrives and the driver deploys the stop arm and flashing red lights. The student should make visual contact with the driver, watching for the Department of Education's (DOE) adopted crossing signal. The student should then make a right and left check for traffic and cross 12 feet in front of the bus.
6. If it is necessary for a student to cross a road after unloading from a bus, the student should stand at the side of the bus in sight and hearing of the driver. The student should make visual contact with the driver, watching for the DOE's adopted crossing signal. The student should then make a right and left check for traffic and cross 12 feet in front of the bus.

7. Obey the driver, monitor, and volunteers at all times and follow the standards of conduct while riding the school bus. Report promptly to the principal when instructed to do so by the driver. Bus infractions may result in an out-of-school suspension.
8. Keep all body parts and belongings inside the bus windows.
9. Keep from littering, throwing, or propelling objects inside the bus.
10. Keep from throwing or propelling items outside the bus windows. (Behavior that violates this rule/expectation may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.)
11. Keep from defacing or vandalizing a school bus. Restitution will be required for any damages sustained to the bus.
12. Use the handrail when entering and leaving the bus. Be careful that loose straps or drawstrings on articles of clothing or backpacks do not get caught on the handrail.
13. Follow emergency evacuation procedures when appropriate.
14. Observe classroom conduct rules at all times (except for ordinary conversation). Silence on the bus shall prevail while the bus is stopped for railroad crossings or for discharging students. When the bus is in motion, only talk to the driver if it is necessary and be quiet when the driver turns the dome lights on, raises a hand, etc. One of these signals will be used at railroad crossings.
15. Use of profane or objectionable language or engaging in any other objectionable conduct is prohibited. There shall be no pushing, fighting, or any other type of misconduct at any time.
16. Possession of sharp/dangerous instruments or any type of weapons on the bus is prohibited.
17. Bring no animals, glass containers, skateboards, food, or drinks on the bus.
18. Do not use or have any tobacco products (smoking, chewing, dipping) or other mood altering substances while on the bus.
19. Bring no bulky or inappropriate objects on school transportation. This includes, but is not limited to, musical instruments, athletic equipment, etc., that cannot be held in the student's lap. No objects may block the aisles or emergency exits.
20. Students may not use cell phones while riding school buses to and from school. Cell phones may be used upon returning from a field trip or an extracurricular activity beyond normal school hours. The teacher/coach and the bus driver will jointly give permission for students to call parents to give an estimated time of arrival.

Note: SCSD buses are equipped with video/audio cameras for security purposes. Students are being taped during their ride. These tapes may be used to determine violations of the Student Conduct and Discipline Code. Only authorized school personnel can view a bus video/audio recording, when the need arises, due to the protection of other students' privacy.

All bus incidents requiring potential discipline intervention will be referred to school administration for determination of appropriate consequences.

Procedures for students with disabilities are described in the subsection ESE: Suspensions and Expulsions.

BUS SUSPENSION/EXPULSION

When a student is suspended or expelled from the bus, they are not permitted to use any SCSD school bus for extracurricular activities or field trips during the suspension or expulsion timeframe. At the principal's discretion, a student with a Level I or Level II infraction may be allowed to ride the bus for extracurricular activities only for field trips that are academic in nature.

A student who uses School Board provided transportation must abide by the rules of safety and behavior necessary for the operation of the system. Bus riders must follow rules in the Student Conduct and Discipline Code. Serious or repeated infractions of these rules may cause the student to lose the privilege of riding the bus. It is the responsibility of the parent/guardian to see that the student follows the rules or to provide for the student's own transportation. Suspension from a school bus does not affect the requirements of attendance laws and regulations. Level II or Level III offenses may result in an out-of-school suspension. Level III and Level IV offenses may result in expulsion from school. By statute, criminal penalties may be imposed. See Mandatory Consequences for Bus Violations. [§§1001.42, 1003.26, 1006.10, and 1006.21, Florida Statutes]

Parents/guardians are responsible for their children at the bus stop. However, school officials may address misconduct by students at a bus stop. Bus drivers may issue bus referrals based on behavior they observe at bus stops and administrators may investigate and discipline accordingly. [§§1006.07(2)(h), 1006.09(1)(b), and 1006.10, Florida Statutes]

CELL PHONES AND/OR ANY ELECTRONIC COMMUNICATIONS DEVICES

Cell phones that are heard, or are in use on school grounds during school hours without the consent of school personnel, or on school transportation will be confiscated. The SCSD recognizes the need for students to have cell phones. However, during

school hours or on school buses, cell phones, and/or any other electronic communications device are not to be used unless specifically authorized by school staff. Only electronic communications approved by school officials for a school assignment will be permitted. Any other electronic communications will be considered a violation and will be prohibited. Electronic communications include, but are not limited to, video/audio records, photographs, and/or text messages. **The school will not be held responsible for lost or stolen cell phones and/or any electronic devices. No student may have in his or her possession any wireless communication device or any other item that records, stores, or transmits data during any standardized testing (FSA, EOC, etc.).** This policy applies to grades PreK-12 as does everything in the Student Conduct and Discipline Code. Violation of this provision may result in the loss of the student's privilege to possess a cell phone on campus in addition to any other prescribed disciplinary intervention. If a cell phone/electronic device is visible, being handled, or otherwise used in any manner during a test or exam, it will be considered cheating and the student may receive a zero for that test or exam.

Note: Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. [§1006.07(2)(e), Florida Statutes]

DRESS CODE

Students have a responsibility to be dressed and groomed in a manner that is consistent with the Student Conduct and Discipline Code. The principal shall determine when a student's personal hygiene, appearance, or dress is such that it disrupts or interferes with the educational process or endangers the health and safety of the student or others. Students who attend the RIVEROAK Technical College shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. [§1001.43(1)(b), Florida Statutes]

1. Footwear must be worn at all times.
 - a. At the elementary school level, flip flops and shoes with wheels are not acceptable.
 - b. At the middle and high school levels, bedroom slippers, cleated shoes, and shoes with wheels are not acceptable.
2. Jewelry worn in pierced body parts shall be of a nature that is not distracting to others.
3. All middle and high school students shall be required to wear appropriate dress for physical education as prescribed by the school.
4. The following items have potential to cause disruption or threat to a safe and positive school environment and are not allowed:
 - a. Decorations, symbols, mottos, or designs imprinted or attached to the body or clothing which is offensive to good taste or the maintenance of good decorum. Examples include, but are not limited to, wearing advertisements of commodities, such as alcoholic beverages, drugs, tobacco, and symbols or writings that have sexual or racial connotation, gang references, or profane language.
 - b. Revealing clothing or clothing that exposes the torso. Examples include, but are not limited to: see-through garments; bare midriff clothing that allows any area of the midriff (front and back) to be exposed when sitting, standing, or raising the arm; backless attire; sleepwear; skin-tight clothing (i.e., bike pants, tights, leotards, jeggings, leggings); shirts/blouses that do not extend to or over the cap of the shoulder from the base of the neck.
 - c. Clothing that is not worn appropriately, is not properly fastened, or has rips, holes, or tears. Clothes shall be worn as they are designed, for example, suspenders over the shoulders, pants secured at the waist, belt-buckled, no underwear as outerwear, no underwear exposed, no oversized or baggy pants.
 - d. Skirts, dresses, shorts, and skorts that are shorter than four inches above the top of the knee cap are not acceptable. These items worn with leggings or tights are not acceptable.
 - e. Caps, hats, headgear, visors, bandanas, or sunglasses while in the building and/or other areas designated by the principal. No hoodies with hoods worn over the head are allowed at any time.
 - f. Chains, other than necklaces considered to be jewelry. Examples include, but are not limited to, heavy chains generally used for utility purposes, animal choke collars, and so-called hip-hop chains.
 - g. Jewelry that contains any type of sharp object and mood bracelets.

Note: The principal or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. The principal or designee may prohibit the use of clothing or items that cause disruption during school, on school transportation, or during school sponsored events. When it is determined that the apparel is inappropriate, the parent/guardian will be asked to bring clothing to the school which conforms to the Student Conduct and Discipline Code. Repeated violations of dress code guidelines will be considered insubordination and will be subject to disciplinary interventions.

Per Florida Statute 1006.07, clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment shall, on first offense, receive a verbal warning and the principal shall call the student's parent/guardian. For a second offense, the student is **ineligible** to participate in any extracurricular activity for a period not to

exceed five days and the school principal must meet with the student's parent/guardian. For a third or subsequent offense, a student must receive an in-school suspension for a period not to exceed three days and the student is ineligible to participate in any extracurricular activities for a period not to exceed 30 days, and the school principal must call the student's parent/guardian and write a letter regarding the student's suspension and ineligibility to participate in extracurricular activities.

GANGS AND GANG-RELATED ACTIVITY

The SCSD will not tolerate any gang related activity on school grounds, school sponsored events, and/or on school transportation, to include dress, tattoos, bandanas (to be used as gang identifiers), graffiti, hand signals, or verbal slang. Gang related activity may include, but is not limited to, engaging in any verbal, written, or physical act, which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors on a school campus or at a school sponsored program or activity. Violations that disrupt the educational process will lead to disciplinary action. If a student is identified or qualifies as a gang member, the student may be subject to expulsion. If a student qualifies as a gang member, subsequent violations of the Student Conduct and Discipline Code may be raised to the next level (i.e., Level I to Level II; Level II to Level III; Level III to Level IV).

It is therefore the policy of the SCSD that gangs and gang activities are prohibited in Suwannee County Schools according to the following:

1. Gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal/violent acts, and having a common name or common identifying sign, colors or symbols, or the purposeful violation of any SCSD policy.
2. No student on or about school property or at any school activity shall:
 - a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with, any gang.
 - b. Communicate either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership affiliation in any gang or that promotes gang affiliation.
 - c. Engage in any act that encourages or promotes interest in any gang or gang activity, including, but not limited to:
 - (1) Soliciting membership in, or affiliation with, any gang
 - (2) Soliciting any person to pay for protection, or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act
 - (3) Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school or personal property
 - (4) Engaging in violence, extortion, or any other illegal act or other violation of school policy
 - (5) Soliciting any person to engage in physical violence against any other person
 - (6) Engaging in the use of technology that encourages or promotes interest in any gang or gang activity

The SCSD is working in conjunction with the Suwannee County Sheriff's Office, Department of Juvenile Justice, and the local police department to deter gang activity on school campuses. Any student exhibiting gang activity/characteristics as described in this section may be photographed and information will be shared with local law enforcement. A student identified as a gang member by the School Resource Officer/Deputy will be photographed and entered into the Florida Department of Law Enforcement's Gang Net. [§§874.03 and 874.05, Florida Statutes]

HARASSMENT

The purpose of this policy is to inform and educate students of their responsibilities, rights, and complaint/grievance procedures with regards to harassment. The term harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. Harassment includes, but is not limited to, racial slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts, denigrating or hostile written or graphic material in student's possession or constructive possession (i.e., book bag, locker, etc.), worn, posted, circulated in the workplace or schools. The term also includes sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance. This includes dating violence as per Florida Statute and SCSD policy.

VIOLENT OR DISRUPTIVE BEHAVIOR

The SCSD is committed to providing an environment supported by educators for improving school safety and increasing access to mental health supports for children and youth. The District will not tolerate violent and disruptive behavior which interferes with the orderly environment and the academic process of the school. Violations may lead to the removal of a student to an Opportunity School Placement or referral to mental health services. A committee will be established to

consider the consequences of such behavior. The purpose of the committee is to review all relevant data for making a determination of placement and services. Appropriate Opportunity School staff, school-level staff, and the parent/guardian will be included in the committee. The parent/guardian will be notified in writing but does not have to be present for placement decisions.

Any student who is determined to have brought a firearm or weapon must be referred to mental health services identified by the District. Any student who is determined to have made a threat or false report must be referred to mental health services identified by the District for evaluation or treatment, when appropriate.

HEALTH SERVICES PROVIDED

School health staff provides health counseling, health education, health screenings, and referral and follow up of suspected or confirmed health problems. They also provide consultation with students' parents/guardians regarding the need for health evaluation by the family physician, dentist, or other specialist when definitive diagnosis or treatment is indicated. School health staff review and maintain records on incidents of health problems, corrective measures taken, and other information that may be needed to plan and evaluate health programs and policies. The school nurse provides health information, when necessary, regarding the placement of students in exceptional student programs and the reevaluation at periodic intervals of students placed in such programs.

ANNUAL EMERGENCY INFORMATION AND HEALTH UPDATE

It is very important that you complete the Annual Emergency Information and Health Update form and return it to your child's school the first week of school. PLEASE provide us with emergency contacts and inform us of any health problems your child may have which can affect them in the school setting.

Current accurate health and telephone information enables the school to contact you in case of emergency, accident, or illness, and will help us to ensure the health and well-being of your child. **If any information changes during the school year, please contact the school immediately.** It is the parent/guardian's responsibility to keep their child's health and contact information (telephone numbers, address, etc.) updated. In case of a serious accident or illness at school, your child will be transported by ambulance to an emergency medical facility. The parent/guardian is responsible for all expenses.

MEETING EMERGENCY HEALTH NEEDS

Onsite emergency health needs are provided at each school by school health staff employed by SCSD, the Suwannee County Health Department, and/or other trained SCSD staff who are currently certified by a nationally recognized certifying agency to provide first aid and CPR. Onsite emergency health needs means management and aid for illness or injury pending the student's return to the classroom or release to a parent/guardian, designated friend, or designated health care provider.

Please list on the Annual Emergency Information and Health Update form, friends and/or relatives who may serve as emergency contacts for your child when you cannot be reached. Please list your best contact information such as a cell phone number, if applicable.

SCHOOL ENTRY HEALTH EXAMINATION

Students in grades Pre-K through 12th grade who are making their initial entry into a Florida school must present a record of a physical examination completed within the past 12 months. The exam record shall be completed on a DH3040 form.

The exam record should be taken to the child's school upon enrollment. It must be completed by a health care provider licensed to perform physical examinations. For students transferring to a Florida school, a comparable form from another state would be acceptable, if completed within one year. [§1003.22(1), Florida Statutes; Rule: Chapter 6A-6.024, FAC]

FLORIDA IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY 2017-20182018-2019 SCHOOL YEAR

Section 1003.22 (10) Florida Statutes, requires each district school board and the governing authority of each private school to refuse admittance or temporarily exclude from attendance any student who is not in compliance with the immunization requirements for school attendance.

Pre-Kindergarten

- 4 DTP/DTaP (Diphtheria, Tetanus, Pertussis)***
- 3 Polio ***
- 4 Hib ***

- Haemophilus influenza type b (Hib) vaccination is required for public/private preschool, childcare, and family daycare home attendees from two months through 59 months of age. The number of doses of Hib may vary according to age that series was started or vaccine used. If child was over 15 months when first vaccine was given, one dose will be given.

- 1 MMR
- 3 Hepatitis B
- 1 Varicella (chicken pox)

***Pre-K students must have started the series and have a current immunization certificate.

2017-2018 2018-2019 School Entry Requirements

Before entering or attending school in Florida (kindergarten through 12th grade), each child must provide a Florida Certification of Immunization (DH 680 form), documenting the following vaccinations:

Public/Non-Public Schools Kindergarten through 12th Grade:

- Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine*
- Three doses of hepatitis B (Hep B) vaccine
- ~~Four or five doses of polio vaccine~~ Three, four, or five doses of polio (IPV) vaccine**
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella vaccine*** for kindergarten and grades one through eighteen
- One dose of varicella vaccine*** for grades ~~nine~~ eleven through twelve

Seventh Grade Requirements

In addition to kindergarten through 12th grade requirements, ~~students must have the following vaccinations~~ vaccines, students entering or attending seventh grade need the following vaccinations:

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through twelve
- An updated DH 680 form to include Tdap, must be obtained for submission to the school

~~*If the fourth dose of vaccine is administered prior to the fourth birthday, a fifth dose of polio vaccine is required for kindergarten entry only. The fifth dose of DTaP vaccine is not necessary if the fourth dose was administered at age four years or older.~~

~~**If four or more doses are administered before age four years, an additional dose should be administered at age four through six years and at least six months after the previous dose. A fourth dose is not necessary if the third dose was administered at age four years or older and at least six months after the previous dose.~~

~~***Varicella vaccine is not required if varicella disease is documented by the health care provider.~~

EXEMPTIONS

There are only two types of exemptions: MEDICAL and RELIGIOUS. Your child's doctor (MD or DO) must fill out the DH-680 form (Part C) indicating a valid reason for MEDICAL EXEMPTION. Only the Health Department can grant a RELIGIOUS EXEMPTION.

MENINGOCOCCAL VACCINES

Meningococcal vaccines are not required for school entry or attendance, but are **recommended** for all children at their routine preadolescent visit (11-12 years of age). For those who have never previously received Meningococcal vaccines, a dose is recommended at high school entry.

HUMAN PAPILLOMA VIRUS VACCINES (HPV/GENITAL HERPES)

Human Papilloma Virus vaccines are not required for school entry or attendance, but are **recommended** for girls at their routine preadolescent visit (11-12 years of age). Males that are 9-26 years of age may receive HPV vaccine.

MEDICATION ADMINISTRATION

Administration of medications during school hours is discouraged unless a physician determines that a student's health needs require them to be given while at school. Medication must be transported to and from school by the parent/guardian or a responsible adult designated by the parent/guardian. SCSD has a "Zero Tolerance" drug policy. Don't put your child at risk of disciplinary action! As the parent/guardian, you can avoid potential problems for your child. Don't send any medications to school with your child. Remember, even over the counter medications, such as Tylenol and Advil, are considered drugs. Instructions on using medication shall be provided in writing by the Florida licensed prescribing healthcare practitioner or as described on the medication container provided by the pharmacist and/or the Florida licensed prescribing healthcare

practitioner. All medications shall be delivered to the school office or health clinic with the **Authorization for Medication Administration Form** completed and signed by the student's parent/guardian and the Florida licensed prescribing healthcare practitioner (form is available online on the Student Services webpage at www.suwannee.k12.fl.us). A separate Authorization for Medication Administration Form must be completed for **each** medication that must be given during school hours or school sponsored activities. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic or adverse reaction.

- Only medication in its **ORIGINAL** container from the store or pharmacy will be accepted.
- All medications being received at school must be counted with the parent/adult delivering the medication and a school health staff and/or a school employee who is receiving the medication. Verification of the count shall be made, in writing, on the medication administration log notes by the person delivering the medication(s) and the person receiving the medication(s).
- Medication should be given as close to the prescribed time as possible. It is acceptable medical practice to give the dose one hour before or after specified time on a routine basis.
- Narcotic analgesics will not be administered at school. Narcotics are known to cause decreased coordination and decreased levels of consciousness, thus presenting both impaired learning and safety issues for the student.
- ~~The school can accept no more than a 30-day supply of prescription medications.~~
- No medications, prescription or non-prescription, with an expired prescription date or that is past the manufacturer's expiration date will be administered at school or during school sponsored activities.
- **The medication in the bottle must match the label, match the student's name, match the authorization form, and have a current prescription label (within the past 30 days for controlled substances and antibiotics; within the past 12 months for other prescribed medications) on the bottle (if it is a prescribed medication).**
- **Prescription labels shall not be altered with handwriting by a parent, school staff, or school health staff.**
- A new prescription bottle with correct labeling is required for any dosage and/or time changes.
- **The school cannot alter dosages without a new Authorization for Medication Administration Form completed by the parent/guardian and the Florida prescribing healthcare practitioner.**
- Unused medication should be retrieved from the school/office within one week after medication is discontinued or by the end of the last student school day of the current school year. Otherwise, the school will dispose of the medication.

AUTHORIZATION FOR STUDENTS TO CARRY A PRESCRIPTION, INHALER, EPIPEN, INSULIN, PANCREATIC ENZYME SUPPLEMENT OR OTHER APPROVED EMERGENCY MEDICATION

If you have a student who has asthma or other health-related conditions that require self-administration of medicine or emergency type(s) of medication, or a student who needs to carry medication and self-administer on his/her person, you must complete an **Authorization for Students to Carry a Prescription, Inhaler, Epipen, Insulin, Pancreatic Enzyme Supplement or Other Approved Medication Form**. You may obtain a form from your child's school or online at suwannee.schooldesk.net/Department/Health/Medications/tabid/19339/Default.aspx. This form requires signatures of a Florida licensed healthcare practitioner, the parent/guardian, and the student.

- The school nurse (who is a registered nurse), upon performing a nursing assessment of the student, shall determine whether or not this student is ready to responsibly self-carry and self-administer medications at school or during school sponsored activities without endangering the health and safety of themselves, school staff, and/or fellow students. If the school nurse determines that a student is not ready to responsibly self-carry and self-administer medications at school or during school sponsored activities, the medication(s) will be administered by school health staff and/or trained school staff.
- **Parents are strongly encouraged to keep a "back up" supply of any emergency medications, such as an inhaler, epipen, diabetes medication, etc., in the school clinic. For further instructions, please call or visit your child's school nurse.**

Emergency Injectable Medications such as Epi-pens, Glucagon, etc.:

- Must be accessible immediately in case of an emergency. Only these medications with the exception of inhalers will leave the building in the event of an emergency.
- Should be kept in the clinic. It is not recommended to keep emergency medications in the classroom unless the student has been checked off to self carry.
- May be kept in a secure but unlocked location in the clinic. If stored this way, there should be a sign on the outside of the medication cabinet indicating where the emergency medications are located.

Under NO circumstances should students show, share, dispense, or deliver prescription or non-prescription medication(s) to/with another student!

SCSD's definition of substance abuse:

- The use of any drug when such use is unlawful, and the use of any drug when such use is detrimental to the user or to others but is not unlawful.

STUDENT USE OF SUNSCREEN

Students may possess and use non-aerosol topical sunscreen without a physician's note or prescription if the sunscreen is regulated for over-the-counter use to limit ultraviolet light-induced skin damage.

HEALTH SCREENINGS

The Suwannee County Health Department and the SCSD provide health screenings to students in Suwannee County Schools. Florida Statute 402.32 of the School Health Services Act requires these screenings. These screenings are designed to detect health problems that could affect student's learning and/or growth. The screenings conducted are those outlined in our current School Health Plan. The screenings for our county include:

- Vision – Kindergarten, first, third, and sixth grade students and students entering school for the first time
- Hearing – Kindergarten, first, and sixth grade students and students entering school for the first time
- Growth and Development (height and weight) with BMI calculation – first, third, and sixth grade students
- Scoliosis – Sixth grade students

These screenings will not harm your child in any way. Mass screenings as listed above ~~are done during the months of October, November, and/or December~~ will take place within the first semester. If your child does not pass any part of the screening exam(s), you will be notified in writing. Results of your child's health screenings will remain confidential and shared only with school personnel with a need to know.

EXCLUDING STUDENTS FROM SERVICES

Parents who do not desire their child to participate in health screenings or health education are requested to send a written letter of exclusion to the school nurse no later than two (2) weeks after the date of enrollment of current school year.

HEALTH INSTRUCTION

Health instruction will be provided by properly trained personnel as mandated by the Florida House Bill 1739, which requires that public school curriculum include instruction to reduce destructive behavior in children, human growth and development, AIDS, and pregnancy prevention. This legislation established abstinence from sexual activity outside marriage as the expected standard for all school age children and states that human growth and development education will stress this standard. Parents/guardians may review the content of the curriculum by calling the school for an appointment.

PARKING/VEHICLE RULES

The parking of a student's vehicle on campus is a privilege that is granted by the SCSD that may be conditioned upon the purchase of a parking decal at the school of attendance. Students who repeatedly violate campus-parking rules may have their parking decal revoked and/or are subject to disciplinary interventions. Students must follow the school policies on driving and parking. Violation of the Student Conduct and Discipline Code policies or the school parking/driving policies may result in loss of privileges, suspension, or expulsion from school. [§1001.43(1)(f), Florida Statutes]

Note: Privileges and Responsibilities – Parents are encouraged to review Florida law pertaining to the operation of motor vehicles by their children. High school students with operator's licenses may not be legally allowed to drive their vehicle home after a late ballgame. It is the student and parent's responsibility to know the law.

1. A student will not be permitted to drive any vehicle to school until filing with the principal the written consent of the student's parent/guardian and a written agreement to comply with all rules of the SCSD and local school officials. Students parking vehicles on campus without authorization are subject to disciplinary interventions.
2. A student leaving home for school shall proceed directly to the school campus. After arriving at school, a student shall remain on school grounds unless given permission to leave the grounds as provided in these rules. At the close of the school day, the student shall leave the school grounds promptly unless under the supervision of a faculty member.
3. The student shall park a car driven to school in the area designated for student parking.
4. Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, contraband, etc., which may be found in the vehicle.
5. No student shall loiter in or around the parking area or areas.
6. Students shall not occupy cars during class hours, between classes, or before or after school except as they arrive and leave for the school day and travel to and from approved programs at other locations.
7. The principal shall cooperate with law enforcement officers. A student who receives a citation for a traffic violation while traveling to or from school, or who is known to be operating a vehicle in such a manner as to endanger the

student's own safety or that of others, may at the principal's discretion lose the privilege of driving a vehicle to school. Any student violating such directives shall be subject to suspension or expulsion from school.

8. Students must follow all Florida DHMV traffic laws and regulations while on school property or be subject to citations.
9. Habitual truants will have their driver's license withheld/suspended by the DHMV.
10. Student parking is provided only at the high school facilities, therefore, no middle or elementary school students are permitted to drive themselves to school.

TECHNOLOGY – STUDENT ACCEPTABLE TELECOMMUNICATIONS/ELECTRONIC COMMUNICATIONS USE POLICY AND AGREEMENT

The SCSD provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. Students may be granted access to the District's electronic communication system that includes access to the internet. A student's activities while using this system must be in support of education and research and be consistent with the educational objectives of the SCSD. This access is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege by the Information Technology (IT) Department and/or disciplinary action by school officials. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. The District may suspend or revoke a student's access to the District system upon violation of District policy and/or procedures, including the SCSD Student Conduct and Discipline Code. The SCSD provides filtering software in an attempt to restrict access to inappropriate materials on the internet. However, users must recognize that filtering cannot block access to everything that might not be of educational value. REMINDER: Network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all information stored on the network.

Using the network to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of the SCSD or another entity's computer software or hardware, electronic communications system, or telecommunications/electronic communications system is prohibited.

Using the services for any activity which adversely affects the ability of other people or systems to use SCSD's network or the internet is prohibited. This includes denial of service attacks against another network host or individual user. Interference with or disruption of other network users, network services, or network equipment is prohibited, unless the user is connected to the "Guest" wireless account.

Using or attempting to use a teacher's credentials to access network resources or the internet is prohibited. Other uses that the Superintendent/designee may find unacceptable are prohibited.

Using electronic resources, including, but not limited to, network access, internet access, digital cameras, tablets (i.e., Windows mobile devices, iPod Touch, Palm, etc.), personal communication devices (i.e., cell phones, pagers, messaging devices, telephones, digital recorders), MP3 players, iPods, USB flash drives, email, computers, and laptops are prohibited, unless student has permission from the classroom teacher where the electronic resource will be used.

The following are examples of unacceptable use of telecommunications/electronic communications and students must not attempt to:

- Use or share another individual's username and password
- Leave computer unattended while logged on
- Read, create, send and/or receive email unless using a District-provided email account.
- Access, download, store, send, or display text, images, movies, or sounds that contain pornography, obscenity, or language that offends or degrades others
- Use social network sites including, but not limited to, twitter.com, facebook.com, chat rooms, etc.
- Video streaming not related to educational purposes or curriculum set by the school or District
- Download music or videos not authorized by the school or District
- Install services or electronic file sharing mechanisms
- Access, modify, harm, or destroy another user's data
- Attempt to send or send anonymous messages of any kind or pretend to be someone else while sending a message
- Cyber bullying on or off campus (i.e., threatening, harassing, embarrassing, terrifying, insulting, stalking, or attacking others which includes, but is not limited to, online threats and insults intended to embarrass, harass, or terrify others via electronic resources)
- Post personal information about self or others, sharing confidential information about students or employees
- Agree to meet with anyone met online
- Intentionally waste limited resources
- Bypass the filtering by use of anonymous proxies or unauthorized proxies and services

- Download and/or install games, software, tools, or any executable file.
- Connect to any unauthorized wireless access point or internet service provider

All users must read and be familiar with the IT Policies and Procedures handbook. A copy can be found on the District website at <http://suwannee.schooldesk.net/Departments/InformationTechnology/tabid/7270/Default.aspx>.

STUDENT TECHNOLOGY AND DEVICE GUIDELINES

The SCSD provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources.

All users, including parents and students, must read and be familiar with the IT Policies and Procedures handbook. A copy can be found on the District website on the Information Technology Department web page. In addition to those set forth in the IT Policies and Procedures Handbook, the following policies apply:

1. Students are responsible for good behavior on the SCSD network and devices just as they are in a classroom or school hallway.
2. SCSD Devices and its Network shall only be used for instructional and school related purposes.
3. Devices and network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all devices and information stored on the network.
4. Students must notify a school administrator or teacher of device or network malfunctions immediately.
5. All SCSD devices must be made available for immediate inspection by SCSD staff with or without prior notification.
6. Scheduled device checks will occur throughout the year; all devices must be brought to school every day.
7. Students and/or parents must notify a school administrator or teacher of device damage immediately.
8. Devices will be expected to be maintained in good working order. If misuse is evident, the full price of repair or replacement of the device becomes the responsibility of the parent.
9. It is strongly suggested that protective equipment, covers, bags, etc. are used to ensure an additional layer of protection from damage to the device.
10. Students may not use the device for purposes in contrast to the SCSD Acceptable Use Policy.
11. If a student violates this policy, the SCSD device must be immediately returned in good working order.
12. If a device is damaged, the student is responsible for the cost or repair in accordance to the following:
 - a. Screen Replacement: \$50
 - b. Keyboard Assembly or Replacement: \$75
 - c. Charger: \$40
 - d. Battery: \$40
 - e. Full replacement: \$200

If a student violates any of these guidelines, his/her access to the network or SCSD devices may be terminated and appropriate disciplinary and/or legal action will be taken.

SECTION IV: DISCIPLINARY INTERVENTIONS

The SCSD philosophy of student behavior is one that employs a structured, systematic approach designed to support learning. Classroom management, student motivation, and positive reinforcement generate an atmosphere where student rules are viewed as guidelines for academic success.

The SCSD will provide a safe, comfortable classroom and campus environment and maximize opportunities for student learning which are the most important factors in governing student behavior. All students' interests, strengths, and cultural backgrounds are welcomed and valued.

The SCSD believes that all students have the right to a safe and effective learning environment and that teachers have the right to a safe and effective teaching environment. Discipline issues are minimized when students are engaged in meaningful and interesting activities. Students do best with positive reinforcement techniques. Students need to have structure and limits.

The SCSD believes that discipline and classroom management exist as additional learning experiences for students. Discipline should come from a desire to teach students to self-assess and self-regulate their behavior. A well-disciplined student understands what is socially and personally healthy and productive, and can correct his or her own behavior when

straying from that ideal. This kind of student can resolve conflicts in a healthy way and knows what behavior is productive within social communities. Likewise, classroom management exists to guide students toward positive behaviors. It not only maximizes the time spent learning in the classroom, but it also serves to eliminate many situations in which students are tempted to exhibit negative behaviors. Effective classroom management helps ensure student success.

The SCSD believes that as professional educators, the SCSD is charged with providing a safe, structured, and orderly environment for all students, staff, and school visitors. Further, the SCSD believes that expecting, teaching, and upholding high behavioral standards are key components in preparing students to be successful and productive citizens in the greater society. In order to fulfill these responsibilities and achieve these goals, as a District, all SCSD schools will:

- Follow the Student Code of Conduct and School Board Policies
- Provide training for staff and parents in effective behavior practices
- Promote positive behavioral supports
- Administer disciplinary measures with fairness and consistency
- Engage parents as partners in identifying and maintaining student behavior as an educational priority for all SCSD students

Abusive, Profane, Obscene, Discriminatory Language/Material - The use of oral or written language, electronic messages, pictures, objects, gestures, or any other physical act (engaging in unwelcome or inappropriate touching) that is considered to be offensive, socially unacceptable, or not suitable for an educational setting; the deliberate use of inappropriate language (profanity) with the intent for others to hear, the use of obscenity toward a school staff member, or the use of obscene gestures.

Alcohol Possession/Use/Sale SESIR - Possession, being under the influence, sale, or distribution of alcoholic beverages while on a school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

Arson SESIR - Intentionally setting a fire on/with school property to damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or any contents therein.

Battery/Physical Attack SESIR - The physical use of force or violence by an individual against another against his/her will. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. To distinguish from fighting, report an incident as battery only when the force or violence is intentional and carried out against a person who is not fighting back.

Bomb Threat/Explosives - Intentionally making a false, verbal or written, report to any person, including school personnel concerning the placement or use of any bomb, dynamite, explosive, chemical compounds, or arson causing devices.

Breaking and Entering SESIR - 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, harm a person(s), or intent to commit a crime.

Bullying SESIR - Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student, that are severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

Bus Misconduct - Violation of any code of conduct rules or transportation rules.

Cell Phone/Electronic Device Violation - Disruptive and inappropriate exposure/use of cell phones, text messaging, web access, portable music devices, digital cameras, and like communication devices during the instructional day.

Cheating/Plagiarism - Cheating on any assignment, test/quiz, or online classwork to include the possession of inappropriate or deliberate distribution, or use of information, including, but not limited to: computer files or folders, passwords, electronic devices, or oral or written notes, materials, or work of another person in the completion of an academic exam, test, or assignment.

Class/Campus Disruption (Minor) - Disruption of all or a significant portion of campus activities, school-sponsored events, a classroom, other portions of a school or School Board facility, and school bus transportation that poses a threat to the learning environment, health, safety, or welfare of others.

Class/Campus Disruption (Major) SESIR - Disruption of all or a significant portion of campus activities, school-sponsored events, a classroom, other portions of a school or School Board facility, and school bus transportation that poses a serious threat to the learning environment, health, safety, or welfare of others. These include bomb threats, inciting a riot, and initiating a false fire alarm.

Combustibles/Fireworks - Possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance, or a destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device that is designed to explode.

Contraband - The possession or storage of items which are prohibited at school, including, but not limited to: e-cigarettes/paraphernalia, ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, matches, lighters, firecrackers, bottle rockets, smoke bombs, or other similar devices, and laser pointers or light pens.

Dangerous Implement - Possession of a tool, instrument, appliance, or utensil which may/may not be intended to cause harm to another.

Defiance/Insubordination - Not submitting to authority, disobedience, failure to follow reasonable request by School Board employee, not telling the truth when requested by School Board employee.

Defiance of Authority and School Rules - The flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority.

Destruction of School Property (Minor) - To deliberately destroy or deface school property with a value of less than \$300.

Destruction of School Property (Major) - To deliberately destroy or deface school property with a value of more than \$300.

Disorderly Conduct (Minor) - Any act that substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment.

Disorderly Conduct (Major) - Engaging in disorderly conduct that seriously interferes with the orderly operation of school or a school function or poses a threat to the health, safety, or welfare of others, or causes personal injury, or results in damage or destruction to public or private property.

Dress Code Violation - Failure to comply with the established dress code policy.

Drug Sales and Distribution SESIR - The manufacture, cultivation, sale, purchase, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug (look-alike), narcotic, or controlled substance.

Drug Possession/Use SESIR - The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

Fight (Minor) - Incidents that involve personal contact to include: pushing, shoving, acting aggressively toward another student, or attempting to fight, which could include the following: instigating, inciting/enticing fights verbally or through social media.

Fight (Major) - Mutual combat and/or mutual altercation. When two (2) or more persons mutually participate in use of force or physical violence that requires either physical restraint or results in injury requiring first aid or medical attention.

Forgery (Minor) - To fraudulently or falsely make or alter a document.

Forgery (Major) - To make a false or misleading written communication to a school staff member with either the intent to deceive, or under circumstances which would reasonably be calculated to deceive the staff member, or producing or possessing any false document, item, or record represented to be an authentic school document, item, or record.

Gang-Related SESIR - Engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors on a school campus, transportation, or at a school-sponsored program or activity.

Harassment SESIR - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that: (1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or (3) has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that caused substantial emotional distress in such a person and serves no legitimate purpose.

Hazing SESIR - Any action that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (1) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior; or (2) any brutality of a physical nature, such as whipping, beating, banding, or exposure to the elements.

Homicide/Murder/Manslaughter SESIR - The unjustified killing of one human being by another.

Instigating a Fight - A person instigating, inciting, or encouraging a fight or confrontation between individuals.

Kidnapping SESIR - Abduction of an individual. Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Larceny/Theft SESIR - Knowingly obtaining, possessing, selling, using, disposing of, or attempting to obtain, possess, sell, use, or dispose of the property of another with intent to either temporarily or permanently deprive the other person of their property or benefit from the property or appropriate the property to his or her own use or to the use of any person not entitled to the use of the property without the permission or consent of the owner or person lawfully in possession of the property. Value must be over \$300.

Medication Policy Violation - Failure to comply with the guidelines for possessing or administering prescription medications and over-the-counter medications.

Misuse of School Computer - Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network program(s) or data.

Motor Vehicle Theft - The theft of a motor vehicle from any property owned and operated by the SCSD.

Other (Minor) - Minor incidents that do not fit within the other definitions.

Other (Major) SESIR - Major incidents that do not fit within the other definitions. Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples include student producing or knowingly using counterfeit money, participating in gambling activities, possession of child pornography, possession of drug paraphernalia.

Public Display of Affection (PDA) - Failure to comply with the established PDA policy of the individual school.

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

Sexual Assault SESIR - An incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: (1) intent, (2) fear, and (3) capability.

Sexual Battery SESIR - Any sexual act directed against another person, forcibly or against that person's will, or not forcibly against that person's will where the victim is not capable of giving consent.

Sexual Harassment SESIR - Undesired sexual behavior. Unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or persuasive 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. An incident when one person demands a sexual favor from another person under the threat of physical harm or adverse consequence.

Sexual Offense (Minor)-Undesired behavior of a sexual nature.

Sexual Offense Other (Major) SESIR - Sexual contact, including intercourse, without force or threat of force, subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

Skipping Class - Not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval and/or following the established procedures for checking out of a class.

Strike/Adult - The uninvited, hostile touching or striking of a school employee or volunteer against their will.

Strike/Student - The uninvited, hostile touching or striking of a student against their will.

***Tardiness (Excessive)** - A student will be considered tardy to class when he/she is not in the classroom when the tardy bell rings. Any student arriving late must go to the attendance/front office to sign in before attending class.

Theft (Minor) - The unauthorized taking, carrying, riding away, or concealing the property of another person which is less than \$300 in value, without threat or bodily harm.

Threat/Intimidation SESIR - Instilling fear in others. A 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 of 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).

Throwing/Propelling Objects - To drive forward an object by means of force that imparts motion.

Tobacco Possession/Use/Sale SESIR (Cigarettes or other forms of tobacco) - The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

Trespassing SESIR - The unauthorized entry onto School Board owned property, into a school function, or an extracurricular activity, or remaining on School Board owned property after being directed to leave that location by a school staff member or law enforcement official or while subject to suspension, expulsion, or assignment to an alternative placement.

Unauthorized Area/Location - Being present in buildings, rooms, or other areas on a school campus restricted or not open to student access during all or portions of a day.

Unauthorized Leaving of Campus - Failure of student to follow proper procedures to leave school campus.

Unauthorized Sales - The selling of goods which has not been authorized by administration.

Unsubstantiated Bullying - After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying, as listed in the Jeffrey Johnston Stand Up for All Students Act (Section 1006.147, F.S.).

Unsubstantiated Harassment - After a complete investigation and follow up of reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of harassment, as listed in the Jeffrey Johnston Stand Up for All Students Act (Section 1006.147, F.S.).

Vandalism (Minor) - The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. This definition includes graffiti, as well as the malicious attempt to harm or destroy electronic data. (Damage must be \$1000 or less).

Vandalism (Major) SESIR - The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. (Damage must be \$1,000 or more to report in SESIR.)

Vehicle Violation - Failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus, to include parking in unauthorized areas, driving or parking without proper sticker, improper driving on campus, or unauthorized driver on campus.

Weapon SESIR - Possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to: fixed blade knives, folding knives, switch blade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, dirks, chains, pipes, nunchakus, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electrical weapons or devices, starter pistols, stun guns, BB or pellet guns, propellants, and "look-alike" weapons. Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement, per Section 1006.07(2), F.S. However, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.

<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
<u>Abusive, Profane, Obscene, Discriminatory Language/Materials Directed to a Student</u>	<u>Abusive, Profane, Obscene, Discriminatory Language/Materials Directed to an Adult</u>	<u>Alcohol Possession/Use/Sale SESIR</u>
<u>Bus Misconduct</u>	<u>Contraband</u>	<u>Arson SESIR</u>
<u>Cell Phone/Electronic Device Violation</u>	<u>Dangerous Implement</u>	<u>Battery/Physical Attack SESIR</u>
<u>Cheating/Plagiarism</u>	<u>Destruction of School Property (Minor)</u>	<u>Bomb Threat/Explosives</u>
<u>Class/Campus Disruption (Minor)</u>	<u>Disorderly Conduct (Major)</u>	<u>Breaking and Entering SESIR</u>
<u>Disorderly Conduct (Minor)</u>	<u>Fight (Minor)</u>	<u>Bullying SESIR</u>
<u>Dress Code Violation</u>	<u>Forgery (Major)</u>	<u>Class/Campus Disruption (Major) SESIR</u>
<u>Forgery (Minor)</u>	<u>Instigating a Fight</u>	<u>Combustibles/Fireworks</u>
<u>Medication Policy Violation</u>	<u>Medication Policy Violation</u>	<u>Contraband</u>
<u>Misuse of School Computer</u>	<u>Sexual Offense (Minor)</u>	<u>Dangerous Implement</u>
<u>Other (Minor)</u>	<u>Strike/Adult</u>	<u>Destruction of School Property (Major)</u>
<u>Public Display of Affection (PDA)</u>	<u>Strike (Student)</u>	<u>Drug Sales and Distribution SESIR</u>
<u>Skiping Class</u>	<u>Theft (Minor)</u>	<u>Drug Possession/Use SESIR</u>
<u>Tardiness (Excessive)</u>	<u>Tobacco Possession/Use/Sale SESIR</u>	<u>Fight (Major)</u>
<u>Throwing/Propelling Objects</u>	<u>Vandalism (Minor)</u>	<u>Gang-Related SESIR</u>
<u>Unauthorized Area/Location</u>	<u>Defiance/Insubordination</u>	<u>Harassment SESIR</u>
<u>Unauthorized Leaving of Campus</u>	<u>Defiance of Authority and School Rules</u>	<u>Hazing SESIR</u>
<u>Unauthorized Sales</u>		<u>Homicide/Murder/Manslaughter SESIR</u>
<u>Unsubstantiated Bullying</u>		<u>Kidnapping SESIR</u>

<u>Unsubstantiated Harassment</u>		<u>Larceny/Theft SESIR</u>
<u>Vehicle Violation</u>		<u>Motor Vehicle Theft</u>
		<u>Other (Major) SESIR</u>
		<u>Robbery SESIR</u>
		<u>Sexual Assault SESIR</u>
		<u>Sexual Battery SESIR</u>
		<u>Sexual Harassment SESIR</u>
		<u>Sexual Offense Other (Major) SESIR</u>
		<u>Strike/Adult</u>
		<u>Strike/Student</u>
		<u>Threat/Intimidation SESIR</u>
		<u>Trespassing SESIR</u>
		<u>Vandalism (Major) SESIR</u>
		<u>Weapon SESIR</u>

ACTIONS

Teacher Managed Consequences OSS
Corporal Punishment
Corporal Punishment by Parent OSS Pending Manifestation
Punitive Assignment Parent Training Requirement
Parent Contact Other
Parent Conference
Verbal Reprimand/Warning
Alternative Placement
Time Out
Written Apology
Guidance Referral
MTSS Referral
Lunch Detention
ISS
Computer Suspension
Computer Expulsion
Work detail
Detention
Behavior Contract
Schedule Change
Restitution
Suspension of Driving/Parking Privilege
Suspension of Lunch Privilege
Suspension of Privilege
Removed from After School/Summer School
Tobacco Module
Technology Module
Bus Suspension

Social Skills Module

Key: (*) Some disciplinary interventions require restitution for damages or the payment of a fee. Any fees from counseling on anger management, substance abuse, tobacco education, prevention, or treatment programs that are stipulated in a student's alternative placement or alternative to suspension plan, as part of a disciplinary action, are the responsibility of the student and parent/guardian.

Administrative Placement (Due to Felony Charges)—Any student charged with a felony off campus or a delinquent act which allegedly occurred on property other than public school property which would be a felony if committed by an adult may be subject to suspension and administrative placement by the Superintendent/designee into an alternative setting if that incident is shown, in an administrative hearing, to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. Any felony that occurs on campus will be addressed by the school through the Student Conduct and Discipline Code, regardless of whether the felony is pursued criminally through the state attorney. [§1006.09(2), Florida Statutes] An adverse impact administrative hearing for an ESE student with a disability must be part of the discipline review procedures described in the subsection ESE: Suspensions and Expulsions.

Alternative Disciplinary Placement (in Lieu of Expulsion)—Alternative disciplinary programs are those programs that are longer than ten days in duration and are designed to serve students who are disruptive in the traditional school environment. Any student who is recommended for expulsion may be considered for placement, if available, by the School Board or hearing officer, in an alternative educational setting in lieu of expulsion. Placement in an alternative disciplinary setting will involve a strict behavioral and attendance contract. In the event that either contract is violated, the expulsion goes into effect without further request for leniency from the School Board. [State Board Rule 6A-6.0527]

Behavioral Contract (School Imposed)*—A behavior contract is an agreement in which the student must follow specific administrative directions in order to regain privileges. A student may be placed on a behavior contract for serious misconduct or for repeated misconduct at the principal's discretion provided the student's parent/guardian is notified promptly in writing.

Bus Suspension/Expulsion—A student who uses School Board provided transportation must abide by the rules of safety and behavior necessary for the operation of the system. Bus riders must follow rules in the Student Conduct and Discipline Code. Serious or repeated infractions of these rules may cause the student to lose the privilege of riding the bus. It is the responsibility of the parent/guardian to see that the student follows the rules or to provide for the student's own transportation. Suspension from a school bus does not affect the requirements of attendance laws and regulations. Level II or Level III offenses may result in an out of school suspension. Level III and Level IV offenses may result in expulsion from school. By statute, criminal penalties may be imposed. See Mandatory Consequences for Bus Violations. [§§1001.42, 1003.26, 1006.10, and 1006.21, Florida Statutes]

Confiscation of Unauthorized Materials/Objects/Contraband—A student in possession of unauthorized materials, objects, or contraband may have items confiscated and returned only to parent/guardian. Illegal contraband will be delivered to the School Resource Officer and may be used as evidence. School will not be held responsible for items that are confiscated.

Corporal Punishment—The moderate use of paddling in front of a certified adult witness by a principal/administrator may be necessary to maintain discipline or to enforce school rules. Parents/guardians may opt out to prohibit corporal punishment as a disciplinary intervention by signing and returning the consent/authorization form in this Student Conduct and Discipline Code. [§§1003.32(1)(k), 1002.20(4), and 1003.01(7), Florida Statutes]

Counseling—Administrators may refer a student with behavior problems to school guidance counselors as a disciplinary action. Information about alcohol/other drugs counseling and rehabilitation/re-entry programs is available, upon request, from school-based guidance counselors, or the SCSD Student Services Department.

Detention—A student may be detained for disciplinary reasons for an extended length of time after school upon notification of the student's parent(s)/guardian(s) at least 24 hours in advance. Reasonable detention of a transported student during non-instructional time shall be permitted for a maximum of 25 minutes during any school day. Students are required to bring and perform school work. Failure to attend an assigned detention will result in an appropriate consequence. [§§1001.10, 1001.42, 1006.07, and 1006.13, Florida Statutes]

Expulsion—Expulsion is the removal of the right and obligation of a student to attend a public school and participate in other school activities. Any student who was previously recommended for expulsion may be brought to the School Board for expulsion for any Level III or Level IV offense. [§§1006.07 and 1006.09, Florida Statutes]

In-School Suspension (ISS)—A student is temporarily removed from the student's regular school program and placed in an on-site alternative program for a period not to exceed ten consecutive days. Students are to complete coursework during the ISS assignment. [§§1003.01 and 1006.07, Florida Statutes]

Loss of Privileges—A student receiving two out-of-school suspensions shall lose privileges accorded students in good standing with the SCSD. The loss of privileges may include:

- Driving or parking on any SCSD property
- Attendance and participation in extracurricular activities
- Attendance and participation in co-curricular activities
- Out-of-zone waiver

Mandatory Parent Conference—Administrators may require a parent conference in order to prevent a student's behavior from rising to a level that may result in serious consequences.

No Contact Orders*—When a student has been adjudicated guilty, delinquent, or has adjudication withheld for felony violations of certain crimes as outlined in Florida Statutes, the juvenile court may issue a no-contact order requiring that the student refrain from attending the same school or riding the same school bus as the victim or victim's siblings at the expense of the adjudicated student. [§1006.13(5)(a-d), Florida Statutes]

Other Appropriate Interventions—Other interventions may be imposed at the discretion of the school principal.

Out-of-District Expelled Students—Any student, who has been expelled from another school district, shall not be permitted to transfer, enroll, or be admitted to a SCSD school. This prohibition shall be in effect for the period of time which the student was expelled from the out-of-county school district. [§1006.07(1)(b), Florida Statutes]

Parental Contact—When a student's actions require a school discipline referral, the parent/guardian will be notified by written or verbal communication.

Problem Solving Team*—The Problem Solving Team uses the Multi-Tiered Student Support Service (MTSSS). The Problem Solving Teams are small groups of educational professionals who work together to provide and/or coordinate specific targeted evidenced-based interventions for a student regarding academic, attendance, or behavioral concerns. School personnel or parents/guardians may initiate the MTSSS process to discuss a problem and possible interventions that would assist the student in becoming more successful in the school environment. Classroom interventions and/or community-based agencies may be utilized. Guidance counselors usually provide the leadership for these meetings.

Restitution*—Students will be required to pay for any and all damages resulting from his/her actions while on school grounds, school transportation, or at a school sponsored activity.

Search, Seizure, and Detainment—A school principal or a school employee designated by the principal, if she or he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within a student's locker or other storage area, may search the locker or storage area. This subsection does not prohibit the use of metal detectors or specially trained animals in the course of a search for illegally possessed substances or objects. Other student storage areas include, but are not limited to, lockers, vehicle, purse, backpack, and other personal possessions. If the student refuses to comply, the principal/designee may detain the student until law enforcement and/or the student's parents/guardians are called. These are safety precautions to provide a safe and healthy school in which to learn. [§§1006.09(9) and 1001.43(1)(e), Florida Statutes]

Suspension—The temporary removal of a student from the regular school program shall be for a period not to exceed ten school days per suspension. The Superintendent may impose additional days in order to schedule an expulsion hearing. [§§1006.07 and 1006.09, Florida Statutes]

The burden for make-up work from a suspension is consistent with that for all absences. A high school student who receives a suspension shall have the suspension count as an unexcused absence.

A student receiving a suspension may not participate in any SCSD activity or extra-curricular activity or be on any SCSD property during the suspension. Any student who is currently suspended or who has been expelled and who enters or remains

upon any SCSD facility commits a trespass and is guilty of a misdemeanor of the second degree. [§810.097(1)(b), Florida Statutes] Violation of suspension guidelines may result in the issuance of a trespass warrant, referral to law enforcement, and/or additional suspension days. Further restrictions may apply based on Loss of Privileges guidelines (see Loss of Privileges).

A student who receives a suspension, which results in expulsion, shall lose any rights afforded under the suspension/attendance rules. Any student who commits an act on school grounds or on a school bus which results in suspension during the last week of school shall be suspended for the remaining number of days of the suspension period when school opens the following year. Any student who is suspended for the fourth time in a school year may be referred to the Superintendent for possible expulsion. All suspensions received from within or outside the District during the current school year will count toward the four suspension rule.

Threat Assessment—When a direct or indirect verbal comment or unusually intense physical contact with a degree of violence is committed by a student, the school site leadership team will determine whether or not to proceed with a threat assessment. The assessment will consist of obtaining information from the student and the parent/guardian by Student Services personnel that may include the school psychologist or school guidance counselor and school-based personnel such as administrators and teachers. If, after the threat assessment, the threat has been determined to have impact on the safety of students and/or school personnel appropriate disciplinary action will result which could include alternate placement, suspension, or expulsion. A threat assessment for a student with an ESE disability must be a part of the discipline review procedures.

Tobacco Violation—Possession or use of tobacco products on School Board property may result in a suspension. The School Resource Officer/Deputy may write a civil citation for possession of tobacco by a minor. A law enforcement official may issue a citation to any person found smoking tobacco on school grounds. Such non-criminal violations are punishable by fine of not more than \$100 for the first violation and not more than \$500 for each subsequent violation. [§§386.204 and 386.212, Florida Statutes]

Use of Reasonable Force—The law allows school personnel to use reasonable force for self-protection or to protect other students from disruptive students, and to prevent disruption of the orderly conduct of the school. [§§1006.09, 1003.32, and 1006.11, Florida Statutes]

Warning/Verbal Reprimand—A student will meet with an administrator, discuss the infraction, be advised as to an acceptable action that could have been taken, and warned of future consequences if unacceptable actions continue.

Work Assignment/Work Detail—A student may be assigned some form of physical activity, often involving cleaning or beautification of school property.

INFRACTIONS: LEVEL I

Any serious and/or repeated Level I infractions may be considered as Level II-IV infractions. Level I offenses committed in a more serious, harmful, or disruptive manner may be considered Level II-IV infractions. **The administration reserves the right to treat any infraction at any level deemed appropriate.** The following Level I infractions are prohibited:

- **Attendance Rules Violations/Skipping**—Willful disobedience of District and/or school attendance rules. The law requires mandatory school attendance until the age of 16. If a student arrives at school and then leaves campus without school permission, the student is unexcused and truant and the school must take disciplinary action. [§1003.21, Florida Statutes]
- **Bus Misconduct**—Willful disobedience of one or more of the bus rules or school rules. If the bus infraction is deemed to be serious, it may result in suspension from school.
- **Cheating**—Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test. A student who is found to have cheated on a school assignment will not receive credit for that assignment and will be disciplined in accordance with the Student Conduct and Discipline Code. When grade reduction is determined to be the appropriate disciplinary measure, the student's parent/guardian shall be notified.
- **Defacing or Failure to Account for Materials**—Willful destruction or loss of textbooks, media, or other school-owned materials. Failure to pay for lost or damaged books/materials may result in loss of privileges. [§1006.42(1), Florida Statutes]

- **Disrespect of Minor Nature**—Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration for a person or group of persons. This may include, but is not limited to, teasing, name-calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another person.
- **Dress Code Violation**—Extreme or repeated non-conformity to the established dress code (see Section III: Dress Code).
- **Inappropriate Conduct or Behavior**—Conduct or behavior that interferes with or disrupts the orderly process of the school environment, a school function, transportation, or extracurricular/co-curricular activity. This includes, but is not limited to, a public display of affection, minor classroom disruption, bringing unauthorized electronic equipment, animals, or other materials to school.
- **Plagiarism**—The use of ideas or words of another as one's own; work presented as new and original, an idea, or product derived from an existing source. A student who is found to have plagiarized on a school assignment will not receive credit for that assignment and will be disciplined in accordance with the Student Conduct and Discipline Code. When grade reduction is determined to be the appropriate disciplinary measure, the student's parent/guardian shall be notified.
- **Prohibited Sales**—Items brought to school for the purpose of a sale unrelated to an approved school activity.
- **Tardiness**—Late arrival to school or class without valid documentation from parent/guardian or authorized school personnel. Repeated tardiness may be considered habitual truancy (see Section III: Attendance Rules).
- **Vehicle Violation**—Failure to adhere to the District and school vehicle guidelines.

INFRACTIONS: LEVEL II

Any serious and/or repeated Level II infractions may be considered as Level III-IV infractions. Level II offenses committed in a more serious, harmful, or disruptive manner may be considered Level III-IV infractions. The following Level II infractions are prohibited:

- **Abusive, Profane, Obscene Language/Materials**—Use of either oral or written language, electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity.
- **Careless or Malicious Action**—Action that results in the injury of person(s) or damage to property.
- **Cell Phones and/or any Electronic Communications Devices**—Failure to adhere to the District and school cell phone guidelines (see Section III: Cell Phones).
- **Combustibles/Minor**—Bringing or possessing, lighters, or matches on school grounds, transportation, or at a school related activity.
- **Contraband Materials**—Include, but are not limited to, ammunition, laser instruments, concentration devices (Fidget spinners, etc), electronics (not including calculators). The possession, use, sale, and/or distribution of contraband materials on school grounds, school sponsored events, and/or on school transportation is prohibited. The school will not be held responsible for lost or stolen contraband materials. [§1006.07(2)(e), Florida Statutes]
- **Defiance of Authority, Willful Disrespect, or Interference with School Authority**—Non-verbal refusal to comply with school rules or directions from school authority, refusal to identify one's self, giving false information, or disrespect of school authority on or off campus. [§§1006.08(1), 1006.09, and 1006.09(1)(e), Florida Statutes]
- **Disrespect**—Conduct or behavior which demeans, degrades, antagonizes, humiliates, or embarrasses a person or group of persons. This includes, but is not limited to, hurtful acts, words, or other behavior committed by one or more students against another.
- **Fighting**—When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention. (SESIR)
- **Medication Policy Violation**—Refer to Section III: Medication/Health Procedures. [§1006.062, Florida Statutes]
- **Missed Detention**—Non-attendance at an assigned detention.
- **Physical Altercations**—Physical conflicts between two or more persons that do not require physical restraint or cause injury, at principal's discretion, without regard to who was the original aggressor.
- **Technology Violation**—Using technology in a manner that is inappropriate, but is not harmful or destructive (see Section III: Technology).
- **Theft of a Minor Nature**—Unauthorized taking, carrying, riding away, or concealing the property of another person without threat, violence, or bodily harm. Items under this heading would have a replacement value of less than \$300. [§812.014, Florida Statutes]
- **Trespassing**—To enter or remain on school grounds/campus, school transportation, or at a school sponsored event/off campus without authorization or invitation and with no lawful purpose for entry. [(SESIR); §810.097, Florida Statutes]
- **Unauthorized Assembly, Publications, Petitions, Electronic Message**—Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages which interfere with the orderly process of the school environment, a school function, or extracurricular activity.

- **Vandalism of a Minor Nature**—Intentional destruction, damage, or defacement of public or private property, real or personal, without consent of the owner or the person having custody or control of it. Damage must be valued at less than \$1,000, including time and labor to be considered under this heading.

INFRACTIONS: LEVEL III

Any serious and/or repeated Level III infractions may be considered as Level IV infractions. Level III offenses committed in a more serious, harmful, or disruptive manner may be considered Level IV infractions. The following Level III infractions are prohibited and violators will be subject to school disciplinary interventions and possible criminal prosecution:

- **Alcohol**—Violation of laws or ordinances prohibiting the manufacture, purchase, transportation, possession, or use of intoxicating alcoholic beverages. The student or substance may be subject to testing. [I: 1 (SESIR); §§1006.07 and 1006.09, Florida Statutes]
- **Breaking and Entering/Burglary**—Unlawful entry into or remaining behind in or on school property or at school sponsored activities, with the intent to commit a crime, even if no force was used to gain entry. [(SESIR); §§810.02, 810.08, 810.09, and 810.097, Florida Statutes]
- **Bullying**—See Section III: Bullying and Other Forms of Aggression. [(SESIR); §1006.147, Florida Statutes]
- **Dangerous Instruments**—Possession, distribution of materials, paraphernalia, or items that are dangerous. Possession of a dangerous instrument may be considered under this heading if there has been no threatening or intimidating display of the dangerous instrument. Dangerous instruments shall include, but not be limited to, clubs, blow guns, chains, pipes (any length, metal, or otherwise), ice picks, or other pointed instruments, nunchakas, Chinese stars, pepper spray, mace, laser instruments, common pocketknives, BB guns, pellet guns, paintball guns, air soft guns, slingshots, imitation weapons, or firearms made of plastic, metal, wood, or any other material which may be used in a harmful manner. Students shall be prohibited from carrying or concealing items considered to be dangerous instruments while on school grounds, buses, in school buildings, at school sponsored events, and vehicles parked on school grounds or adjacent thereto for school related activities. A pocketknife shall be defined as a folding knife with a blade less than four inches. If a student unintentionally brings a pocketknife to school or to a bus stop, the student should immediately turn it over to school officials upon boarding the bus or arrival on school grounds. The principal will decide what action is to be taken. A student may be suspended for two days and be recommended for expulsion from school for possession of a dangerous instrument. [§1001.43, Florida Statutes]
Note: Dangerous instruments used in a threatening or intimidating manner may be considered a Level IV infraction. A threat to use a dangerous instrument on school grounds, on school sponsored transportation, or at any school sponsored activity is prohibited. [I: 27 (SESIR)]
- **Disruption on Campus/Major**—Any act that substantially disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. [(SESIR); §§1006.09 and 1006.145, Florida Statutes]
- **Drugs/Excluding Alcohol**—Using, possessing, or being under the influence of any controlled drug, illegal, or narcotic substance or any substances represented to be a drug, narcotic, controlled substance, or drug paraphernalia. The student or substance may be subject to testing. Elementary school principals shall try to determine intent in cases involving student possession prior to enforcing a suspension. [(SESIR); §§1001.43, 1006.07, and 1006.09, Florida Statutes]
- **Drugs/Over the Counter**—Use, possession, or distribution of over the counter or mood altering substances, or any substances represented as drugs or drug paraphernalia. Repeated incidents will be handled as a Level IV infraction. Students on medication must abide by established District procedures (see Section III: Medication/Health Procedures).
- **Felony Charges/Off Campus**—See Section IV: Administrative Placement. [(SESIR); §1006.09 (2), Florida Statutes]
- **Fireworks**—Bringing, possessing, or using fireworks on school grounds, transportation, or a school related activity. This infraction could be considered under Level IV: Bomb Threats/Explosives. The fireworks may be considered as explosives if they meet the statutory definition. [(SESIR) for major fireworks; §791.001, Florida Statutes]
- **Four Suspensions**—Any student who is suspended for the fourth time in a school year may be referred to the Superintendent for possible expulsion. All suspensions received from within or outside the District during the current school year will count toward the four suspension rule.
- **Gang Related Activity**—See Section III: Gangs and Gang Related Activity. [Gang Related Activity or (SESIR)—Gang Activity]
- **Harassment**—Any willful and/or deliberate work or act (including racial comments), of a serious nature based upon race, color, religion, sex, gender, age, national or ethnic origin, political beliefs, marital/family status, disability or disabling condition, social or family background, or harassment for any other reason. [(SESIR)]
- **Hazing**—Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school sanctioned organization. This includes but is not limited to: pressuring, coercing, or forcing a student to participate in illegal or dangerous

behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements. [(SESIR)]

- **Other Major**—Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Other major includes, but is not limited to, producing/knowingly using counterfeit money, gambling, pornographic materials, forgery, false accusations on employee, etc. Gambling refers to the act of taking a risk or betting on the outcome of an event, or any game of chance with something of value. Forgery refers to the act of falsely making, writing, or materially altering, with intent to defraud. [(SESIR)]
- **Physical Attack**—An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. [(SESIR)]
- **Sexual Offenses**—Any willful and/or deliberate act committed with the intention of promoting sexual favors, or any lewd or lascivious act. Any unsolicited sexual proposal, consensual sex or physical conduct of a sexual nature, offensive touching of another person, any act of indecent exposure, obscenities such as phone calls or other communication are included under this heading, as well as, the unlawful manufacturing, publishing, selling, buying, or possessing materials including, but not limited to, literature, photographs, or media from electronic devices. [(SESIR)]
- **Technology Violations**—Inappropriate use, distribution of illegal or improper material, modification, or intentional destruction of hardware, software, or data (see Section III: Technology—Student Acceptable Telecommunications/Electronic Communications Use Policy and Agreement).
- **Theft/Larceny**—Act of taking, carrying, leading, riding away, or concealing the property of another person without threat, violence, or bodily harm. Items under this heading would have a replacement value of \$300 or more. [(SESIR)]
- **Threat/Intimidation/Extortion/Retaliation**—To place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Threatening any School Board employee shall be considered a Level IV infraction. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat. Retaliation is knowingly engaging in conduct that causes bodily injury to another student or damages the tangible property of another student, or threatens/attempts to do so, with the intent to get revenge against the other student. [(SESIR); §914.23, Florida Statutes]
- **Tobacco***—The possession, use, distribution, or sale of tobacco/nicotine products on school grounds, school sponsored events, and school transportation by any student. Violators may be subject to non-criminal fines and may be required to complete a School Board approved Tobacco Education Program. A law enforcement official may issue a citation to any person found smoking tobacco on school grounds. Such non-criminal violations are punishable by a fine of not more than \$100 for the first violation and not more than \$500 for each subsequent violation. [(SESIR) under 18 only; §§386.212, 386.204, and 386.208, Florida Statutes]

Note: Possession or use of electronic cigarettes is considered a violation of this Student Conduct and Discipline Code.

- **Vandalism**—Intentional destruction, damage, or defacement of public or private property, real or personal, without consent of the owner of the person having custody or control of it. Damage must be valued at \$1,000 or more, including time and labor to be considered under this heading. [(SESIR)]

INFRACTIONS: LEVEL IV

Any serious and/or repeated Level I-III infractions may be considered as Level IV infractions. Level I-III offenses committed in a more serious, harmful, or disruptive manner may be considered a Level IV infraction. The following Level IV infractions are prohibited and violators will be subject to school disciplinary interventions and possible criminal prosecution:

- **Alcohol**—Violation of laws or ordinances prohibiting the distribution, manufacture, sale, purchase, transportation, or use of any intoxicating alcoholic beverages. The student or substance may be subject to testing. [(SESIR)]
- **Arson**—To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. [(SESIR)]
- **Assault or Battery on Specified Official or Employee**—Committing an assault, aggravated assault, or battery upon an employee of the SCSD when the person committing the offense knows or has reason to know the identity or position or employment of the victim. An assault is an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent. [§§784.011 and 784.081, Florida Statutes]
- **Battery**—Physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back. [(SESIR)]

- **Bomb Threats/Explosives**—Any communication which has the effect of threatening an explosion to do malicious, destructive, or physical harm to school property or bodily harm to the person(s) in or on that property or attending a school function or extracurricular activity. This includes, but is not limited to, threat by telephone, telecommunications/electronic communications, spoken word, or written word. Also prohibited are preparing, possessing, using, or igniting destructive or explosive devices on school property or at a school function or extracurricular activity. Destructive device means any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode such filler and is capable of causing bodily harm or property damage. An explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including, but not limited to, dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, detonators, and fireworks. [(SESIR)]
- **Boycotts/Riots/Sit-Ins/Walkouts/School Disruption**—The willful act of inciting, leading, or participating in any disruptive act (including gang related activities, organized skip day, strike) that interferes with the educational process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others. By statute, criminal penalties may also be imposed. [(SESIR)]
- **Drugs-Excluding Alcohol**—Distribution, use cultivation, manufacture, sale, purchase, possession, or repeated incidents of any controlled drug, narcotic substance, or any substances represented to be drug, narcotic, or controlled substance. The student or substance may be required to be tested. [(SESIR)]
- **False Accusations**—Any student intentionally making false accusations against a member of the school staff that could jeopardize that employee's employment, professional reputation, or certification may be subject to expulsion.
- **False Reports**—Making a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or weapon of mass destruction as defined in Florida Statute §790.166. [(SESIR); §§790.163 and 1006.07(2)(l), Florida Statutes]
- **Firearms**—The possession, use, or control of any firearm (operable or inoperable, loaded or unloaded), is prohibited. Firearm means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term firearm does not include an antique firearm unless the antique firearm is used in the commission of a crime. [§790.001(6), Florida Statutes] By statute, criminal prosecution may also result. The SCSD will not tolerate firearms of any nature being taken on school property, transportation, or at any school function, whether on or off the school campus, in any manner at any time, and considers this notice as fair warning to all concerned of the serious consequences for violations of this policy. [(SESIR); §§1006.07(2)(k), 790.162, and 790.163, Florida Statutes]
- **Homicide**—The unjustified killing of one human being by another. [(SESIR)]
- **Kidnapping/Abduction**—Foreibly, secretly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority. [(SESIR)]
- **Robbery**—Taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force or violence and/or by putting the victim in fear. [(SESIR)]
- **Sexual Assault**—Any incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include intent, fear, and capability to meet the definition. [(SESIR)]
- **Sexual Battery**—Any sexual act or attempt directed against another person, forcibly and/or against the person's will including persons incapable of giving consent because of age or because of temporary or permanent mental incapacity. This level warrants calling law enforcement. [(SESIR)]
- **Sexual Harassment**—Unwanted, sufficiently severe, persistent, pervasive or repeated, verbal or physical sexual behavior which is offensive and objectionable to the recipient that causes discomfort or humiliation or otherwise affects an individual's educational opportunities. Any slur, innuendo, or other verbal or physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment; has the purpose or effect of unreasonable interference with an individual's work or school performance or participation; or otherwise affects an individual's educational opportunities is prohibited. By statute, criminal penalties may also be imposed. Included in this definition is an incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence. [(SESIR); §1006.07(2)(i), Florida Statutes]
- **Threat/Intimidation/Harassment/Retaliation toward Employees/Volunteers**—Any threat by a student through word or act, to do violence to a school employee/volunteer on or off campus, or damage to property of a school employee/volunteer, coupled with an apparent ability to do so, and creating a well-founded fear in the school employee/volunteer that violence is imminent. By statute, criminal penalties may also be imposed. Retaliation is knowingly engaging in conduct that causes bodily injury to a school employee/volunteer or damages the tangible

property of a school employee/volunteer, or threatens/attempts to do so, with the intent to get revenge against the school employee/volunteer. [(SESIR); §§784.081 and 914.23, Florida Statutes]

- **Weapon, Electric Weapon or Device, Dart-Firing Gun**—The possession, use, or control of any sword, sword-cane, weapon, electric weapon or device, or dart-firing gun, (whether operable, inoperable, loaded or unloaded), razor blade, box-cutter is prohibited. Weapon means any dirk, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a common pocketknife, plastic knife, or blunt-bladed table knife. Electric weapon or device means any device which, through the application or use of electrical current, is designed, redesigned, used, or intended to be used for offensive or defensive purposes, the destruction of life, or the infliction of injury. Dart-firing stun gun means any device having one or more darts that are capable of delivering an electrical current. Bringing a weapon, electric weapon or device, or dart-firing gun to school, any school functions, or onto any school-sponsored transportation is prohibited. The SCSD will not tolerate weapons of any nature being taken on school property or at any school-sponsored activity, whether on or off the school campus, in any manner at any time, and considers this notice as fair warning to all concerned of the serious consequences for violations of this policy. By statute, criminal prosecution may also result. [(SESIR); §§790.001 and 790.115, Florida Statutes]

Note: It is the expressed policy of the SCSD that no firearm or weapon of any nature, including a firearm used for recreational activities such as hunting or target practice, shall be brought upon a school campus, other property owned or maintained by the SCSD, or property designated for school activities. Violation of this policy may result in expulsion from school for the minimum of one calendar year.

Note: Simulating a firearm or weapon while playing (unless it substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm) or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. (§1006.13 Florida Statutes).

INTERVENTIONS: LEVEL I—IV

INTERVENTIONS			
LEVEL I	LEVEL II	LEVEL III	LEVEL IV
<ul style="list-style-type: none"> • Bus suspension • Conference with student • Confiscation of unauthorized materials, etc. • Corporal punishment • Detention • Grade reduction (cheating or plagiarism only) • Loss of privileges • Other appropriate intervention • Parent contact • Parent mandatory conference • Problem solving team • Restitution • Suspension (in school) • Suspension (out of school) • Threat assessment • Warning/verbal reprimand • Work assignment/work detail 	<ul style="list-style-type: none"> • Behavioral contract • Conference with student • Confiscation of unauthorized materials, etc. • Corporal punishment • Detention • Law enforcement intervention • Loss of privileges • Other appropriate intervention • Parent contact • Parent mandatory conference • Problem solving team • Restitution • Suspension (bus) • Suspension (in school) • Suspension (out of school) • Threat assessment • Work assignment/work detail 	<ul style="list-style-type: none"> • Administrative placement — (due to felony off campus) • Alternative disciplinary placement • Behavioral contract • Conference with student • ESE—change in placement • Expulsion • Expulsion (bus) • Other appropriate intervention • Parent mandatory conference • Problem solving team • Referral to law enforcement • Restitution • Suspension (bus) • Suspension (out of school) • Threat assessment 	<ul style="list-style-type: none"> • Administrative placement — (due to felony off campus) • Alternative disciplinary placement • Expulsion • Interventions consistent with Florida Statute • Referral to law enforcement • Suspension

Any student found to have committed a Level IV infraction on school property, school sponsored transportation, or during a school sponsored activity shall receive a ten day suspension. In addition:

- Students found to have committed Level IV infractions may be subject to either alternative placement in a disciplinary program or expulsion from school for up to one year. A placement to opportunity school may shorten the 10-day suspension for a successful staffing.
- In addition, SCSD's zero tolerance policy and Florida Statute's zero tolerance on school violence, crime, and the use of weapons are part of a comprehensive approach to reducing school violence and crime. Students shall be subject to interventions consistent with the SCSD policy and Florida Statutes. [§1006.13, Florida Statutes]

Note: The SCSD may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one year expulsion for Level IV infractions on a case-by-case basis and request that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school if it is determined to be in the best interest of the student and the school system (see Section V: Due Process). At the elementary level, a probationary plan may be implemented in lieu of expulsion.

SECTION V: DUE PROCESS

In order to protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation.

DUE PROCESS FOR SUSPENSIONS

A student accused of an offense, which in the opinion of the principal/designee, would require suspension from school or bus, shall be afforded the following due process procedures. If a student is formally charged with a felony occurring off property owned by the SCSD by a prosecuting attorney, the principal/designee shall determine if the student's presence on campus threatens the orderly environment or safety of others. An administrative hearing should be scheduled if it is determined the felony charge is upheld. The information shall be provided to the Superintendent who shall determine the length of the suspension by an administrative placement in an alternative setting. A recommendation to expel a student shall be determined by the Superintendent and submitted to the School Board if the student is adjudicated guilty of a felony. Additional procedures for students with disabilities are described in the subsection ESE: Suspension and Expulsions. In

emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for due process.

- **Step 1** – The student must be told by the principal/designee of the reason(s) for consideration of suspension from school or from the school bus (not to exceed 10 days).
- **Step 2** – The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
- **Step 3** – The principal/designee shall make a determination as to whether or not the student is guilty of the misconduct, and if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the determination is to impose suspension, the notice of suspension shall be in writing. The following information shall be included in the written notice of suspension to the parent/guardian, of the minor student, or the adult student, and the Superintendent:
 - Nature of the offense
 - The date of the offense, the beginning date of the suspension, and the date on which the student may return
 - Any condition involving the suspension, such as a possible reduction of the suspension
- **Step 4** – The principal/designee shall report each suspension from school or the school bus in writing to the student's parent/guardian and to the Superintendent/designee. Any suspension notice to an adult student, or the parent/guardian, or custodian of a minor student, shall be hand-delivered by the principal or an administrative staff member, or shall be sent by first class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent/guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian, then the notice may be sent by certified mail. This report shall be mailed and delivery initiated within 24 hours of the start of the suspension or on the next regular workday. Reasonable efforts shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.
- **Step 5** – The student and parent/guardian have a right to a conference with the principal/designee upon request of the parent/guardian to appeal the discipline imposed. The principal shall have the discretion to reduce or cancel the suspension if it is felt that it would be in the best interest of the student and school to do so.
- ~~**Step 6** – A student who is transported to and from school at public expense may be suspended from riding a school bus by a principal for a period not to exceed ten school days. Written notice shall be given immediately to the student's parent/guardian and to the Superintendent. A student who is 18 years of age shall be given written notice directly and a copy thereof sent to the Superintendent.~~
- ~~**Step 7** – The principal shall conduct an administrative hearing when a student is formally charged with a felony by a proper prosecuting attorney to determine if the incident has an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled. The information shall be provided to the Superintendent who shall determine the length of the suspension by administrative placement in an alternative setting. A recommendation to expel a student shall be determined by the Superintendent and submitted to the School Board if the student is adjudicated guilty of a felony.~~
- **Step 68** – If the parent/guardian feels that due process was not provided, they may appeal by contacting the office of Student Services or the Assistant Superintendent of Administration to further discuss the matter. This shall not be interpreted as permitting the District administrator to substitute their judgment for the judgment of the principal.

DUE PROCESS FOR ALTERNATIVE SCHOOL PLACEMENT (Same as for suspension decisions.)

DUE PROCESS PROCEDURES FOR EXPULSION

A student accused of an offense which, in the opinion of the principal/designee, may require expulsion from school or bus, shall be afforded the due process described below. Additional procedures for students with disabilities are described in the subsection ESE: Suspension and Expulsions. In emergency situations, these procedures may be modified, as long as reasonable efforts are made to provide substantially similar opportunities.

- **Step 1** – The student must be told by the principal/designee of the reason(s) for consideration of expulsion.
- **Step 2** – The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
- **Step 3** – The principal/designee shall make a determination as to whether or not the student is guilty of the misconduct, and if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the principal/designee determines that there are sufficient grounds for expulsion, then the principal/designee shall inform the student of the suspension from school for ten days and that a recommendation for expulsion is being considered.

- **Step 4** – The principal/designee shall report in writing to the student’s parent/guardian and the Superintendent that the student has been suspended for ten days and that a recommendation for expulsion is being considered. Any suspension notice to an adult student, or the parent/guardian, or custodian of a minor student, shall be hand-delivered by the principal or an administrative staff member, or shall be sent by first-class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent/guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian, then the notice may be sent by certified mail. This shall be mailed within 24 hours of the start of the initial 10-day suspension or on the next regular workday. Reasonable effort shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.
- **Step 5** – The Superintendent/designee shall review the principal’s recommendation for expulsion within five school days of receipt and shall recommend whatever action is deemed appropriate. The Superintendent shall notify the parent/guardian and the principal/designee of the decision within 24 hours.
- **Step 6** – The parent/guardian shall have the right to a hearing with the Superintendent/designee to challenge the extension or imposition of an expulsion. The hearing shall be informal in nature and shall be granted on written request.
- **Step 7** – The student’s parent/guardian or the adult student shall be informed of any alternatives, if appropriate, and changes shall be made in the student’s assignment or program.
- **Step 8** – If the Superintendent decides to recommend expulsion, the parent/guardian shall be notified by certified mail of the hearing at which the School Board will consider the recommendation. Failure to request a hearing in writing in a timely manner shall be considered a waiver of the student’s right to a hearing to contest the charges.
- **Step 9** – The parent/guardian shall have the right to appear before the School Board, as designated depending on circumstances leading to expulsion, which will act on the Superintendent’s recommendation for expulsion.
- **Step 10** – A student who is expelled from the District by School Board action shall not be afforded a rehearing before the School Board unless prior evidence is proven to be false or new evidence is substantiated that was omitted from the original hearing. A request for a rehearing shall be made by the parent/guardian to the Superintendent/designee. The Superintendent’s office shall determine whether the expulsion shall be reheard by the School Board.

Note: The Superintendent/designee may recommend to the School Board expulsion of a student who is found guilty of a felony. However, any student subject to discipline or expulsion for the unlawful possession or use of any substance under Chapter 893, Florida Statutes **may** be entitled to a waiver of the discipline or expulsion if the student divulges information leading to the arrest and conviction of the person who supplied such controlled substance or if the student voluntarily discloses the unlawful possession of such controlled substance prior to arrest. For the purpose of this section, “voluntarily discloses” means that the individual comes forward on their own volition, without coercion from outside influences. [§1006.09, Florida Statutes]

ESE: SUSPENSIONS AND EXPULSIONS

Students with disabilities identified as exceptional education students may be suspended in accordance with SCSD policy for a total of ten days. In case of serious breach of conduct involving the health, safety, and welfare of students and SCSD employees, appropriate alternatives for allowing the student to continue receiving educational programs and services during the suspension may include, but are not limited to, a reduced day program, transfer to a more restrictive placement for a designated period of time, attendance for special class(es) only, modified school day (i.e., student may come to the school campus at the end of the school day for the instructional program), home instruction, and other options.

Any recommendation for the expulsion of any exceptional education student with a disability shall be made in accordance with the rules promulgated by the State Board of Education and Federal Regulations outlined in IDEA. The **expulsion** of an exceptional education student shall not result in a complete cessation of educational services; the District is responsible for providing the student’s education during the expulsion in accordance with a revised individual education plan (IEP). The principal/designee is responsible for taking appropriate action consistent with School Board policy and the Procedural Safeguards for Parents of Students with Disabilities. The following procedures shall be followed for the **expulsion** of exceptional education students:

- **Step 1** – The principal shall be responsible for convening a manifestation committee. The committee shall include, but not be limited to, the Director of Student Services/designee, the school psychologist, the guidance counselor, ESE school specialists, the involved ESE teacher, and the principal/administrative designee. Proper parent/guardian notification/invitation procedures must be followed.
- **Step 2** – The committee shall review the student’s IEP and shall determine whether the student’s behavior bears a relationship to the student’s exceptionality. This decision will be taken into consideration when reviewing all evidence and making recommendations. If the committee determines the student’s behavior is in relation to the exceptionality, the team may modify the student’s IEP in accordance with current needs, and expulsion will not be applied (cessation of

educational services is not an option for a student with a disability). Procedures in State Board of Education Rules shall apply when a student's conduct does not bear a relationship to the exceptionality.

- **Step 3** – The decision of the committee shall be documented. The student's IEP may be revised to reflect a modification of the current special program or an alternative placement, or an indication that the exceptionality is not a precipitating factor and the student is expected to behave in accordance with the rules established in the Student Conduct and Discipline Code.
- **Step 4** – Any change from the student's school placement to an alternative education setting must be reviewed within 45 days. The principal/designee of student's home school must attend the meeting to review the interim alternative education placement prior to extending the alternative setting or returning the student to their home school.
- **Step 5** – The principal/designee is responsible for taking appropriate action consistent with School Board policy and the Procedural Safeguards for Parents of Students with Disabilities.

SCHOOL COUNSELING PROGRAMS

All SCSD schools have certified school counselors that provide a variety of services to students. These services are presented to students in classrooms, small groups, and in individual counseling sessions. If you do not wish your child to have access to these programs and activities, please notify the school principal in writing.

**SUWANNEE COUNTY SCHOOL DISTRICT
CALENDAR FOR SCHOOL YEAR
2018-2019**

July 2018					
July - Summer Work Schedule (4-10hr days)	2	3	4	5	6
July 4 - Holiday	9	10	11	12	13
July 30 - Return to 5 day weeks	16	17	18	19	20
	23	24	25	26	27
	30	31			

January 2019					
Jan 1-4 Christmas Break		1	2	3	4
Jan 7 - Students Return					
Jan 21 - MLK Holiday	7	8	9	10	11
Jan 28 - PD Day	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

August 2018					
Aug 3-9 PrePlanning			1	2	3
Aug 10 First Day Students					
Aug 27 PD Day	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

February 2019					
Feb 15 PD Day					1
Feb 18 Presidents Day					
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	

September 2018					
Sept 3 Labor Day	3	4	5	6	7
Holiday					
Sept 24 PD Day	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

March 2019					
Mar 13 End of Quarter 3 (45 days)					1
Mar 15 Teacher Work Day	4	5	6	7	8
Day					
Mar 18 PD Day	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

October 2018					
Oct 11 End of Quarter 1 (42 days)	1	2	3	4	5
Oct 12 Teacher Work Day	8	9	10	11	12
Oct 29 PD Day	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

April 2019					
April 15-19 Spring Break	1	2	3	4	5
April 22 - PD Day	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

November 2018					
Nov 12 Veterans Day				1	2
Holiday					
Nov 19-23 Thanksgiving	5	6	7	8	9
Holiday					
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

May 2019					
May 27 Memorial Day			1	2	3
Holiday					
May 27 Begin Summer Work Schedule (4-10hr days)	6	7	8	9	10
May 28-29 Early Release	13	14	15	16	17
May 29 End of Quarter 4 (45 days)	20	21	22	23	24
May 29 Students Last Day	27	28	29	30	31
May 30 Post Planning					

December 2018					
Dec 20 Early Release	3	4	5	6	7
Dec 20 End of Quarter 2 (42 days)	10	11	12	13	14
Dec 21 Teacher Work Day	17	18	19	20	21
Dec 24-31 Christmas Break	24	25	26	27	28
	31				

June 2019					
Summer Work Schedule (4 - 10 hr days)	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

☒ PD Day - Holiday for students.

☒ Teacher Work Day - Holiday for students, bus drivers, food service workers, and paraprofessionals (as assigned).

☒ Holidays for 10/11 month teachers, students, bus drivers, food service workers, and paraprofessionals.

☐ Holidays for ALL employees and students.

*Early Release days may be subject to change with prior notice

SCSB Approved 11/14/2017

SUWANNEE COUNTY SCHOOL DISTRICT
CALENDAR FOR SCHOOL YEAR
2018-2019

Pre-Planning: August 3 - 9, 2018

Post-Planning: May 30, 2019

NINE WEEK PERIODS AND REPORTING DATES

First nine weeks/term:

Progress reports will be distributed	Friday, September 14, 2018
End of first nine weeks/mid 1 st term	Thursday, October 11, 2018
Grade reports go out	Friday, October 19, 2018

Second nine weeks/term:

Progress reports will be distributed	Friday, November 16, 2018
End of second nine weeks/end of 1 st term	Thursday, December 20, 2018
Grade reports go out	Friday, January 11, 2019

Third nine weeks/term:

Progress reports will be distributed	Friday, February 8, 2019
End of third nine weeks/mid 2 nd term	Thursday, March 14, 2019
Grade reports go out	Friday, March 22, 2019

Fourth nine weeks/term:

Progress reports will be distributed	Friday, April 26, 2019
End of fourth nine weeks/end of 2 nd term	Wednesday, May 29, 2019

The school office is responsible for the distribution of report cards at the end of the year.

TEACHERS' WORKDAYS

October 12, 2018	December 21, 2018	March 15, 2019
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PROFESSIONAL DEVELOPMENT (PD) DAYS (7.25 DAYS - EXCEPT **COUNTY PD DAY)

August 27, 2018	October 29, 2018	March 18, 2019
September 24, 2018	January 28, 2019	April 22, 2019
	February 15, 2019**	

HOLIDAYS 12-Months

July 4, 2018	December 24-31, 2018	February 18, 2019
September 3, 2018	January 1-2, 2019	April 17-19, 2019
November 12, 2018	January 21, 2019	May 27, 2019
November 19-23, 2018		

HOLIDAYS Students

August 27, 2018	November 12, 2018	January 28, 2019
September 3, 2018	November 19-23, 2018	February 15-18, 2019
September 24, 2018	December 21-31, 2018	March 15-18, 2019
October 12, 2018	January 1-4, 2019	April 15-22, 2019
October 29, 2018	January 21, 2019	May 27, 2019

TEACHER PAID HOLIDAYS (6)

Labor Day	Christmas Day
Veterans Day	Martin Luther King Jr. Day
Thanksgiving Day	Presidents' Day

- Paraprofessionals will work all student days, 6 professional development days, plus 5 of the following determined by the school principal: Pre Planning, Post Planning, Teacher Work Days
- Food Service and Bus Drivers work 6 professional development days as determined by supervisor.
- 10 months personnel work 196 days.
- 11 months personnel work 216 days.

SCSB approved 11/14/2017

SUWANNEE DISTRICT SCHOOLS DIRECTORY

SCHOOLS:

Branford Elementary School.....	935-5700
Guidance	935-5704
Nurse	935-5707
Branford High School	935-5600
Attendance Office	935-5601
Athletic Department.....	935-5620
Guidance (Grades 9-12)	935-5607
Guidance (Grades 6-8)	935-5608
Nurse	935-5609
Suwannee Elementary School.....	647-4400
Guidance	647-4453
Nurse	647-4465
RIVEROAK Technical College.....	647-4200
Night School/Community Education.....	647-4200
Student Services.....	647-4210
Financial Aid.....	647-4214
Suwannee High School.....	647-4000
Athletic Department.....	647-4046
Attendance	647-4004
Guidance	647-4005
Nurse.....	647-4023
Suwannee Intermediate School.....	647-4700
Guidance	647-4704
Nurse.....	647-4710
Suwannee Middle School	647-4500
Guidance	647-4507
Nurse.....	647-4513
Suwannee Primary School	647-4300
Guidance	647-4305
Nurse.....	647-4307

DISTRICT DEPARTMENTS:

Assistant Superintendent of Administration	647-4610
Assistant Superintendent of Instruction	647-4647
Elementary and Early Childhood Education.....	647-4635
ESE Parent Liaison	647-4640
Facilities.....	647-4156
Title I	647-4637
Finance.....	647-4608
Food Service	647-4177
Home School/Virtual School	647-4243
Homeless Advocate	647-46284638
Human Resources	647-4634

Information Technology	647-4100
School Board District Office	647-4600
School Safety	647-46??
Student Services.....	647-4638
Superintendent of Schools	647-4600
Transportation Office (7:00 a.m. – 4:00 p.m.).....	647-4125
Transportation Shop (5:00 a.m. – 7:00 a.m. and 4:00 p.m. – 5:00 p.m.).....	647-4141

CHAPTER 7.00: *BUSINESS SERVICES*

HOSPITALITY FUNDS

7.25

The Superintendent may authorize expenditures for purposes of promotion, public relations and parent involvement activities and hospitality, as set forth herein. Such expenditures are restricted as to the source of funds, amount of annual expenditures and conditions for expenditures, as set forth herein and as limited by law or regulations.

- I. Expenditures may include promotion and public relation activities and hospitality of business guests provided they will directly benefit or are in the best interest of the District. Expenditures may also include, but are not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of employees, official meetings and receptions, guest speakers, accreditation studies, and other developmental activities, awards or other types of recognition for meritorious performance.
- II. Expenditures shall be made from auxiliary enterprises and undesignated donations to the District for promotion and public relations except that federal funds may be used to purchase food when federal program guidelines permit such use.
- III. Expenditures for hospitality of business guests shall be limited to the maximum permitted by state law and rule.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1010.08, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-1.0143

HISTORY: ADOPTED: 7/28/2009

REVISION DATE(S):

FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

MEDICAL MARIJUANA

5.152

- I. Administering Medical Marijuana to Qualified Students on District Property
 - A. The Board strives to comply with state law to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, as a general rule, prescription medication, including medical marijuana, should be administered at home. Prescription medications, including medical marijuana, should only be administered on District property during school hours when administration cannot reasonably be accomplished outside of school hours. The primary caregiver should administer the medical marijuana/low THC cannabis at home whenever possible to qualified students/patients who require the use of medical marijuana/low THC cannabis for a qualifying medical condition.
 - B. In those limited circumstances when it is medically necessary, administration of medical marijuana to qualified students on District property shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students on District property during school hours shall be in accordance with applicable law and Board policy concerning the administration of medications to students.
 - C. Medical marijuana/low THC cannabis cannot be administered to a qualifying student/patient while aboard a school bus or at a school-sponsored event.
 - D. This policy conveys no right to any student or to the student's parents/guardians or other caregiver to demand access to any general or particular location on school or district property, a school bus or at a school-sponsored event to administer medical marijuana/low THC cannabis.
 - E. If the federal government indicates that the district's federal funds are jeopardized by this policy, or asks the District to cease and desist the implementation of this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana/low THC cannabis to qualified students on school property shall not be permitted. The District will comply with any federal guidance and/or directives related to this policy. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.
 - F. Definitions - For purposes of this policy, the following definitions shall apply per Florida Statute:

CHAPTER 5.00 – STUDENTS

1. “Student” means an individual enrolled in a _____ County Public School, Pre-K through 12th grade who are subject to compulsory school attendance, as well as students with disabilities 18 through 21 years of age.
2. “Qualified student/patient” means a student/patient who is a resident of this state who has been added to the medical marijuana/low THC cannabis use registry by a qualified physician to receive marijuana or a marijuana delivery device for a medical use and who has a qualified patient identification card and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.
3. “Primary caregiver” or “caregiver” must be 21 years of age or older and a resident of this state who has agreed to assist with a qualified patient’s medical use of marijuana, has a caregiver identification card and meets the requirements set forth in F.S. 381.986(6).
4. “Designated location” means a location identified by the District in its sole discretion on school grounds, such as the nurse’s office or a building administrator’s office. District or school administration determines, in its sole discretion, the location of administration of a permissible form of medical marijuana/low THC cannabis that do not create risk of disruption to the educational environment or exposure to other students.
5. “Qualified physician” means an individual who holds an active, unrestricted license as an allopathic physician under chapter 458 or as an osteopathic physician under chapter 459 and is in compliance with the physician education requirements set forth in F.S. 381.986(3).
6. “Permissible form of medical marijuana/low THC/cannabinoid products” means non-smokeable/non-inhalable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Due to the potential for misuse, vapors, patches or other forms of administration that continue to deliver medical marijuana to a student while at school are not permitted.

CHAPTER 5.00 – STUDENTS

- II. Permissible administration of medical marijuana to a qualified student on school district property.
- A. School nurses or health care personnel or school administration staff are not allowed to administer, store/hold or transport the medical marijuana/low THC cannabis in any form and it will not be stored on any District property, including school grounds, at any time.
- B. A student's parent/guardian or caregiver may administer the permissible form of medical marijuana to the qualified student/patient on District property in the designated location if all of the following criteria are met:
1. A copy of the student's valid registration form for medical marijuana must be provided to the District. The authorization for medical marijuana/low THC cannabis use for qualified students at school form must be submitted to the principal/designee every school year, and when there are any changes to the medication and the type of preparation (i.e., oils, tablet). The completed form shall include the type, amount, time to be administered, possible side effects and any special instructions regarding the medication.
 2. A written statement signed by the qualified student's parent/guardian must be on file which assumes all responsibility for ensuring the administering individual is qualified to perform the task, assumes all responsibility for the administration, maintenance and use under state and federal law, and releases the District from liability for any injury arising out of the administration of medical marijuana on District property.
 3. The parent/guardian/caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the qualified student and for removing the medical marijuana from school grounds immediately after the administration is complete.
 4. The District determines, in its sole discretion, that a designated location and method of administration of medical marijuana are available that do not create a risk of disruption to the educational environment or exposure to other students.
 5. In accordance with this policy, district or school administration shall prepare, with input from the qualified student's parent/guardian/caregiver, a written medical marijuana/low THC cannabis implementation plan that identifies the registration number for the medical marijuana registration, permissible form of the

CHAPTER 5.00 – STUDENTS

medical marijuana/low THC cannabis, designated location(s), and which shall be on file with the school.

6. The written plan shall be signed by the school nurse, school administrator, and the qualified student's parent/guardian/caregiver.
- C. Any parent/guardian seeking access to District property for purposes of this policy must comply with District policy and/or procedures concerning visitors to schools, including checking in through the District's Raptor*Check-in System.
- D. Student possession, use, distribution, sale or being under the influence of medical marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol use by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.
- E. Permission to administer medical marijuana/low THC cannabis to a qualified student/patient may be limited or revoked if the qualified student/patient or the student's caregiver violate this policy or demonstrate an inability to responsibly follow this policy's parameters.
- F. At no time shall the qualifying student/patient have the medical marijuana/low THC cannabis in their possession except during the administration process, through dispensation by the designated primary caregiver, per the District's implementation plan.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 381.88, 381.885, 768.13, 1000.21, 1001.43,
1002.20, 1002.22, 1006.062, F.S.

HISTORY: _____ **ADOPTED:** _____
_____ **REVISION DATE(S):** _____
_____ **FORMERLY:** _____