

# **SUWANNEE COUNTY SCHOOL DISTRICT**

## **Student Conduct and Discipline Code 2017-2018**

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

Suwannee Middle School – Jimmy Wilkerson

Suwannee High School – Malcolm Hines

RIVEROAK Technical College – Mary Keen

Suwannee Virtual School – Deidra McManaway

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

## **DISTRICT WEBSITE**

[www.suwannee.k12.fl.us](http://www.suwannee.k12.fl.us)

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



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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](http://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 – 2<sup>nd</sup> Street NW  
 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 – 2<sup>nd</sup> Street NW  
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 sportsman 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 9<sup>th</sup> grade in 2014-2015 and thereafter, a student who reaches the age of 19 on or after September 1<sup>st</sup>, 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 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)(c), Florida Statutes]. Parents can monitor student attendance counts through the FOCUS system ([www.suwannee.k12.fl.us](http://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 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.

### **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 12<sup>th</sup> 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 2017-2018 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/DTPaP (Diphtheria, Tetanus, Pertussis)\*\*\***
- **3 Polio \*\*\***
- **4 Hib \*\*\***
  - Haemophilus influenzae 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 School Entry Requirements**

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

#### **Public/Non-Public Schools Kindergarten through 12<sup>th</sup> 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\*
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella vaccine\*\* for kindergarten and grades one through eight
- One dose of varicella vaccine\*\* for grades nine through twelve

#### **Seventh Grade Requirements**

In addition to kindergarten through 12<sup>th</sup> grade requirements, students must have 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.

\*\*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 PAPILOMA 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](http://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).

- 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](http://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.**

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. 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 SCSB 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 SCSB 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 SCSB 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 SCSB. 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 SCSB Student Conduct and Discipline Code. The SCSB 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**

**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)(c), 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)(1), 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** – Forcibly, 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**

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

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. 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.
- **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 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 8** – 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  
2017-2018**

July 2017					
4 <sup>th</sup> Holiday	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

January 2018					
1 <sup>st</sup> -4 <sup>th</sup> Winter Break 5 <sup>th</sup> Teacher Work Day 15 <sup>th</sup> MLK Day 29 <sup>th</sup> PD Day	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

August 2017					
3 <sup>rd</sup> - 9 <sup>th</sup> Pre-Planning 10 <sup>th</sup> Students Begin 28 <sup>th</sup> PD Day		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

February 2018					
16 <sup>th</sup> County PD Day 19 <sup>th</sup> Presidents' Day				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28		

September 2017					
4 <sup>th</sup> Labor Day Holiday 25 <sup>th</sup> PD Day					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

March 2018					
12 <sup>th</sup> -16 <sup>th</sup> Spring Break 22 <sup>nd</sup> End of Quarter 3 23 <sup>rd</sup> Teacher Work Day 30 <sup>th</sup> Good Friday				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

October 2017					
12 <sup>th</sup> End of Quarter 1 13 <sup>th</sup> Teacher Work Day 30 <sup>th</sup> PD Day	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

April 2018					
2 <sup>nd</sup> PD Day	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

November 2017					
20 <sup>th</sup> -24 <sup>th</sup> Thanksgiving			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

May 2018					
7 <sup>th</sup> PD Day 28 <sup>th</sup> Memorial Day 29 <sup>th</sup> -30 <sup>th</sup> Early Release 30 <sup>th</sup> Students' Last Day/End of Quarter 4 31 <sup>st</sup> Post-Planning		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

December 2017					
20 <sup>th</sup> End Quarter 2 21 <sup>st</sup> -29 <sup>th</sup> Christmas Break 20 <sup>th</sup> Early Release					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

June 2018					
1 <sup>st</sup> Post-Planning					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

- 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 02/28/2017

SUWANNEE COUNTY SCHOOL DISTRICT  
CALENDAR FOR SCHOOL YEAR  
2017-2018

**Pre-Planning:** August 3-9, 2017

**Post-Planning:** May 31-June 1, 2017

**NINE WEEK PERIODS AND REPORTING DATES**

First nine weeks/term:

Progress reports will be distributed	September 15, 2017
End of first nine weeks/mid 1 <sup>st</sup> term	October 12, 2017
Grade reports go out	October 20, 2017

Second nine weeks/term:

Progress reports will be distributed	November 17, 2017
End of second nine weeks/end of 1 <sup>st</sup> term	December 20, 2017
Grade reports go out	January 12, 2018

Third nine weeks/term:

Progress reports will be distributed	February 15, 2018
End of third nine weeks/mid 2 <sup>nd</sup> term	March 22, 2018
Grade reports go out	March 29, 2018

Fourth nine weeks/term:

Progress reports will be distributed	May 4, 2018
End of fourth nine weeks/end of 2 <sup>nd</sup> term	May 30, 2018

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

**TEACHERS' WORKDAYS**

October 13, 2017	January 5, 2018	March 23, 2018
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**PROFESSIONAL DEVELOPMENT (PD) DAYS (7.25 DAYS - EXCEPT \*\*COUNTY PD DAY)**

August 28, 2017	January 29, 2018
September 25, 2017	February 16, 2018**
October 30, 2017	April 2, 2018
	May 7, 2018

**HOLIDAYS 12-Months**

July 4, 2017	January 15, 2018
September 4, 2017	February 19, 2018
November 20-24, 2017	March 12-14, 2018
December 21-29, 2017	March 30, 2018
January 1, 2018	May 28, 2018

**HOLIDAYS Students**

August 28, 2017	January 29, 2018
September 4, 2017	February 16-19, 2018
September 25, 2017	March 12-16, 2018
October 13, 2017	March 23, 2018
October 30, 2017	March 30, 2018
November 20-24, 2017	April 2, 2018
December 21-29, 2017	May 7, 2018
January 1-5, 2018	May 28, 2018
January 15, 2018	

**TEACHER PAID HOLIDAYS (6)**

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

- Teachers will work 6 planning days (Pre-Planning/Post-Planning) as determined by the Principal.
- 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 02/28/2017

## 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 .....	647-4628
Human Resources .....	647-4634

Information Technology .....	647-4100
School Board District Office .....	647-4600
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