

Jefferson County School District  
Student Code of Conduct

**JCSB**



2014-2015

## **Superintendent of Schools of Jefferson County**

Al Cooksey

### **School Board Members**

Phil Barker- District 1  
Sandra Saunders- District 2  
Shirley Washington- District 3  
Larry Halsey- District 4  
Phil Barker- District 5

### **School Administrators**

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Mrs. Elizabeth DeCardenas – Jefferson Elementary Assistant Principal

Dr. Baron McCombs – Jefferson Middle High School Principal  
Dr. Terell Davis – Jefferson Middle High School Assistant Principal

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# Jefferson County School District

## Vision Statement

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*“To be an educational system that prepares all students and stakeholders for a successful future.”*



**“Personal Responsibility In Developing Excellence”**

## Mission Statement

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*“The Jefferson County School District will ensure a safe, academically challenging environment that will provide college and career readiness opportunities for all students to become productive citizens in the 21<sup>st</sup> century.*

## District and School Phone Directory

<b>Jefferson Elementary</b> 342-0115	<b>Jefferson Middle High School</b> 997-3555
<b>Academic Services</b> 342-0517	<b>Technology</b> 342-0530
<b>Athletics</b> 342-0838	<b>Media Services</b> 342-0525
<b>Bus/Transportation</b> 342-0536	<b>Finance / Operational Services</b> 342-0521
<b>ESOL</b> 342-0525	<b>Public Relations</b> 342-0525
<b>Exceptional Student Education</b> 342-0525	<b>Risk Management</b> 342-0521
<b>Facilities and New Construction</b> 342-0521	<b>School Improvement</b> 342-0517
<b>Food Services</b> 342-0970	<b>School Services</b> 342-0514
<b>Federal Programs</b> 342-0514	<b>Superintendent</b> 342-0513
<b>Head Start</b> 997-2379	<b>Volunteers</b> 342-0514
<b>Health Services</b> 342-0525	<b>Volunteer Pre-K (3yr. old)</b> 342-0517
<b>Human Resource</b> 342-0523	<b>Volunteer Pre-K (4yr. old)</b> 342-0514



**Jefferson County School District  
Student Code of Conduct  
2014-2015**

**Introduction**

Florida Statutes require each School Board, in consultation with teachers, school personnel, students, and parents, to develop and distribute a Code of Student Conduct.

The Code of Student Conduct is based upon the rules governing conduct and discipline adopted by the School Board and shall be made available in the student handbook or similar publication. The Code shall include, but not be limited to, levels of discipline and the sanctions relating to disciplinary action. These shall include an explanation of the responsibilities and rights of students with regard to attendance, respect for persons or property, the rules of conduct, the right to learn, free speech and student publications, assembly, privacy, and participation in school programs and activities.

The School Board shares with personnel and students the responsibility for the creation of an atmosphere in all schools which is conducive to learning and which assures the health, safety, and general welfare of all.

Students enrolled in the public schools of Jefferson County are afforded certain rights and responsibilities as members of the school community. The School Board recognizes the rights of students as guaranteed by the United States Constitution and by the laws of the State of Florida. The Board also maintains that students Pre-K through grade 12 have responsibilities for obeying laws, and for complying with school rules and regulations with the following:

- While on school grounds
- While being transported by School District transportation
- During school-sponsored events, such as field trips, athletic functions, and off campus activities

While students may be disciplined for infractions as provided in this Student Code of Conduct, there also may be law enforcement consequences for acts of misconduct that violate the law.

**IMPORTANT NOTE:** *Information regarding forms which must be returned, are located on pages 52-54. Forms **MUST** be signed by student, parent or guardian and returned to student's school.*

## **SECTION 1 STUDENT RIGHTS AND RESPONSIBILITIES**

### **1. ATTENDANCE**

#### *Rights:*

- Students are entitled to a free public education from kindergarten through grade twelve. (This shall include students who are pregnant and those who have children. Students will not be required to withdraw from school upon reaching sixteen years of age without just cause and careful regard for due process.)
- Upon the occurrence of serious accident or prolonged illness, students are entitled to hospital/homebound instruction.
- Students have the right to appeal a decision about an absence.
- Students must make up work in a reasonable amount of time after an excused absence.

#### *Responsibilities:*

- Students are expected to be regular in school attendance and on time.
- Students must document the reason for an absence.
- Students are expected to refrain from interference with the educational opportunities of fellow students or with the orderly operation of the school.

### **2. RESPECTFUL, RESPONSIBLE, AND SAFE LEARNING ENVIRONMENT**

#### *Rights:*

- Students have the right to expect courtesy, fairness, and respect from the school staff and student body.
- Students have the right to attend a school in a positive learning environment where individuals respect one another by appropriate speech and actions.
- Students have the right to have a school staff that is respectful and responsible for providing a quality education.
- Students have the right to be safe from crime, violence, intimidation, bullying, harassment, racism and any other form of discrimination in the school.

#### *Responsibilities:*

- Students have the responsibility to become familiar with and to observe school rules and regulations.
- Students have a responsibility to obtain a quality education by being prepared each day with the proper attitude and the tools necessary to be successful.
- Students have the responsibility to obey the district and school behavioral expectations and to report unsafe conduct or situations to the appropriate school authority or law enforcement.



### **3. RIGHT TO LEARN**

*Rights:*

- Students have the right to develop their educational potential under competent instructors in an atmosphere conducive to learning.

*Responsibilities:*

- Students have the responsibility to be present, attentive, and willing to assist the school staff in operating a safe school in a wholesome environment.

### **4. RIGHT TO FREE SPEECH AND PUBLICATION**

*Rights:*

- Students are free to respectfully express opinions and ideas and to support or criticize policies publicly or privately.
- Students may advocate changes in law and/or in School Board rules or school policies and procedures.
- Students may participate in patriotic observances and or exercise religious beliefs.
- Students have the right to be protected from sexual harassment and all other forms of bullying whether face-to-face or through social media.

*Responsibilities:*

- Students have the responsibility to conform to the rules of propriety in speech and student publications.
- Students must avoid expressions that interfere with the orderly operation of the educational program.
- Student expressions, oral or written, must be free from profanity, obscenity, slanderous or libelous statements, bullying or harassment and must avoid the tactics and/or the violation of law or school policy.

### **5. RIGHT TO ASSEMBLE**

*Rights:*

- Students have a Constitutional right to assemble peacefully during times not expected to be in classes, and in a manner not disruptive of school or school activities.

*Responsibilities:*

- In the event of assembly, students have the responsibility to gather in a manner that safeguards health and safety and does not damage property or interfere with the activities of the school or of others.

## **6. PARTICIPATION IN SCHOOL ACTIVITIES**

### *Rights:*

- Students have the right to attend and participate in school-sponsored functions, unless restricted as a disciplinary measure pursuant to School Board rules or school policy.

### *Responsibilities:*

- Students have the responsibility to observe all applicable rules and policies while participating in school programs and activities.

## **7. RIGHT TO PRIVACY**

### *Rights:*

- Students have the right to privacy of person and property, subject to limitations prescribed by School Board rules.
- Students have the right to have personal property rights respected.

### *Responsibilities:*

- Students have the responsibility to observe all laws and school rules against bringing prohibited substances of any kind to or possessing them at school or school activities.

## **8. RIDING OF SCHOOL BUS**

### *Rights:*

- Students residing two or more miles from school, as determined by legal residence, are entitled to school bus transportation to and from school.

### *Responsibilities:*

- Students have the responsibility to abide by state law, School Board rules and school policy governing the riding of school buses so as to assure the safety of all transported students.
- Students need to understand that riding the bus is a privilege.

## **9. STUDENT RECORDS**

### *Rights:*

- Students and parents have the right to inspect a student's records and challenge inaccurate entries.
- Students are to be protected from unlawful disclosure of student records and information.

### *Responsibilities:*

- Students and parents have the responsibility to provide the school with accurate information that could help in making educational decisions.

## 10. PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege. In order to participate in extracurricular activities (including athletic programs), students must adhere to the School Board rules, school rules and applicable law. It is important for students to understand that the behavioral expectations placed upon them by the school can extend beyond the classroom and school campus. The school administration may restrict a student's extracurricular activity privileges in connection with poor attendance, repeated tardiness, and /or disciplinary action administered.

## 11. STUDENT DRESS

The dress and grooming of Jefferson County Public Schools students shall contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the school. Because inappropriate clothing worn by a student is detrimental to the school program, the wearing of garments suitable for school shall be encouraged. All faculty and administrative staff shall be on the alert to give positive guidance in these matters, without embarrassment to the student. These rules on personal appearance of students are intended to enable the students of Jefferson County Public Schools to dress casually but reasonably. However, the school principal is the final authority with regard to the appropriateness of student dress. **Nothing in these rules shall be construed to pre-empt the principal's authority** to act in specific cases when, in the principal's judgment and discretion a student's dress threatens to disrupt the educational process or the good order and discipline of the school, or is otherwise inappropriate.

### *All Students:*

- Personal attire may be in the style of the day, but clothing that is immodest, revealing, or distracting in character is unacceptable. Clothing, piercings and accessories shall not be worn if they display profanity, violence, discriminatory messages, sexually suggestive phrases, advertisements, phrases or symbols of alcohol, tobacco or drugs or create a safety issue within the learning environment.
- In accordance with statutory requirements, and as more particularly specified in the standards for boys and girls below, students are prohibited from wearing clothing that exposes underwear or that exposes body parts in an indecent or vulgar manner.
- Head coverings, including but not limited to, caps, hats, bandannas, hair curlers and/or sunglasses, shall not be worn on campus unless required by a physician or authorized by school administration.
- Students must wear shoes that are safe and appropriate for the learning environment. Middle school and elementary school students must wear shoes that have a back or strap on the heel. High school students may wear backless shoes; however, bedroom slippers and footwear commonly considered as beachwear is prohibited. (For example, beach sandals, or other such beach shoes, will not be allowed in school).
- Hair shall be clean and well combed or brushed. Extreme hairstyles will not be acceptable.

- Skirts, dresses, shorts, baggies, culottes, no shorter than four inches (4") above the top of the knee, are acceptable. Skirts shorter than four inches (4") above the top of the knee worn with leggings or tights are not acceptable.
- Gang graffiti will not be drawn or worn on backpacks, notebooks, folders, papers, clothing or any other object or on the body of any student or person on school property.
- Tank tops and shirts are not acceptable except in physical education classes.

***Standards: Boys***

- Boy's pants/slacks must be worn at the waist. No boxer shorts or underwear may be exposed.
- Mustaches and beards shall be neatly trimmed.

***Standards: Girls***

- Tops and shirts must cover the entire shoulder and they must be modest and not revealing or distracting. Midriff or "cut-out" dresses and "cut out" tops may not be worn. Extremely short skirts are not allowed. Skirts must be no shorter than four inches (4") above the top of the knee. Revealing clothing, yoga pants, pajamas and lingerie are not acceptable. Underwear must not be exposed. Hair curlers and excessive make-up shall not be permitted.

***Middle School Boys and Girls Dress Code (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grade Students):***

- Polo shirts (Blue, Orange, Black or White)
- Pants: Jeans or Khaki

**12. STANDARDS OF CONDUCT FOR STUDENTS TRANSPORTED BY BUS**

- Riding a school bus is a privilege. Students are responsible to the driver and must obey rules of conduct.
- Discipline on the school bus will follow the progressive discipline strategies outlined below.
- Bus drivers will report any student action that requires discipline to school administration. The school administration is responsible for disciplining bus students who do not obey the rules.
- The following rules apply to regular bus trips as well as extracurricular/field trips.
  - ✓ Students are safe when riding on the bus.
  - ✓ Students should watch for traffic as they walk to and from the bus, to and from the bus stop, and while at the bus stop.

***Responsibilities of the Bus Driver:***

- Maintain order on bus.
- Assign specific seats to students if necessary for discipline (students may sit three to a seat from window to aisle).
- Bus Drivers are not required to have a parent present at the afternoon bus stop for elementary age students, to include kindergarten age children, before unloading students.

If special circumstances arise regarding afternoon drop off, please contact the Transportation Department at 342-0136.

- Bus Drivers have authority to direct students to refrain from using CD players, iPods, or other musical devices on their bus.
- Cameras are installed on all buses and can be used to determine disciplinary action.

***Responsibilities of the Student:***

- Board and leave the bus at regular stop location (unless by written permission of parent or guardian along with a bus pass from the school).
- Arrive at the bus stop at least five minutes prior to the bus stop time. The bus will not wait for those who are tardy.
- Stand at least 12 feet off the roadway while waiting for the bus.
- If you cross the road to board/disembark the bus, wait for the driver's crossing signal to cross the road. If you cross the road, walk 12 feet in front of bus.
- Remain seated at all times when the bus is moving.
- Keep arms and head inside windows. Do not throw objects from windows.
- Refrain from unnecessary conversation with the driver.
- Observe classroom conduct. Ordinary conversation is acceptable.
- Refrain from fighting, bullying, pushing and tripping while boarding, riding and leaving bus.
- Refrain from any abusive or profane language to other students or driver.
- Maintain silence at railroad crossings.
- Refrain from eating, drinking, chewing gum and using tobacco on bus.
- Refrain from using cell phones on bus. Refrain from using CD players, iPods or other musical devices, if directed by the driver.
- Refrain from bringing animals (dead or alive), glass or glass containers, sharp objects, balls, bats, cutting instruments, batons, drum sticks, skate boards and large objects (including band instruments) unless you have prior permission of the school administration and driver.
- Refrain from bringing, applying or spraying perfume, cologne or aerosol items that could cause allergic reactions and breathing problems.
- Vandalism of school bus will not be tolerated.
- If the bus is equipped with lap belts, students must wear the lap belt while riding the bus.

***Discipline for Students Violating Bus Rules:***

- Disruptive behavior and violation of the Code of Conduct on a school bus by a student are grounds for suspension of the student's privilege of riding on a school bus, may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed. In particular:
  - ✓ The principal or the principal's designee may suspend a student from the school bus for up to ten (10) days per occurrence for violating the standards of conduct for students riding the bus or other misconduct.
  - ✓ The School Board may order suspension of bus privileges for a period between eleven (11) days and the balance of the school year.

- ✓ In addition to the suspension of bus privileges, students who violate the Code of Conduct while on a bus are subject to out-of-school suspension and other disciplinary action as authorized by this Code.

## **SECTION 2 STUDENT ATTENDANCE**

### **1. ATTENDANCE**

Regular school attendance is a necessary part of a student's education. Excessive absences impair a student's educational progress, impacts whether the student passes or fails a grade, and may result in court proceedings and/or the loss of driving privileges. Absences shall be classified and treated as follows:

#### ***Excused Absences:***

Students must be in school unless the absence has been excused for one of the reasons listed below. Excused absences include the following:

- Personal Illness.
- Illness of an immediate family member.
- Death in the family.
- Religious holidays of the student's religious faith.
- Required court appearance or subpoena by a law enforcement agency.
- Special events, including, but not limited to, important public functions, student conferences, student state/national competitions, administrative approved post-secondary educational institution visitation, as well as exceptional cases of family need. Students must get permission from the principal at least five days in advance.
- Scheduled doctor or dentist appointments. The parent or guardian must notify the school of the date and appointment time prior to the absence/release time.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of three (3) days excused absence for an infestation of head lice.

#### ***Unexcused Absences:***

Unexcused absences include, but are not limited to, the following:

- Shopping trips
- Pleasure trips
- Suspension from school
- Appointments without prior approval except in case of emergency
- Truancy
- Other avoidable absences.

### **2. REPORTING ABSENCES**

Any student who has been absent from school shall bring a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Failure to bring in a note will result in an automatic unexcused absence. However, the fact that the student brings in a note does not require the school administration to excuse the absence. The principal or designee will decide whether the absence meets the criteria for an excused absence, and that decision will be final. The administration may request additional documentation, such as a doctor's note. The excuse must state specific dates of absence, and must be signed by the treating, licensed physician. After fifteen (15) days of absence, whether excused or unexcused, a student must present verification from a licensed doctor for all subsequent absences due to illness.

### **3. PLANNED ABSENCES**

In case of a planned absence, the parent or guardian shall provide written notice at least five (5) days prior to the absence. The fact that such notice is provided does not require the administration to treat the absence as excused. Rather, the principal or designee will determine whether such absence meets the criteria for an excused absence as listed in paragraph 1.

### **4. MAKE-UP WORK**

#### ***Excused Absences:***

When a student is absent from school with an excused absence, the student shall be responsible for all work and assignments missed during the student's absence. The student shall make arrangements with teachers for "make-up" work and will complete it within a reasonable time frame, (as determined by the school), upon the student's return to school. Coursework, tests and quizzes can be made up at 100% credit.

#### ***Unexcused Absences:***

When a student has an unexcused absence, it is the responsibility of the student to complete all coursework, test and quizzes and turn them in to the appropriate teacher. A student shall have one day to complete and turn in the work for each day the student is absent (i.e., in the event of three days unexcused absences; the student has three days to complete and turn in assignments) and may only earn 50% credit. Test and quizzes can be made up at 100% credit. Coursework, tests, and quizzes not completed and turned in within the allotted time frame will earn no credit. There is no expectation that the child's teacher or teachers recreate lessons, lectures, or labs for unexcused absences. Unexcused absence without parental knowledge or consent, or absence from class without a written excuse from a teacher or administrator, will result in no credit for coursework, tests and quizzes missed during the absence.



## **5. TRUANCY**

A student may be deemed truant after (i) five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (ii) ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

Students are subject to the following actions for preventing and correcting truancy:

- ✓ When a student may be exhibiting a pattern of non-attendance, the principal shall refer the student to the school's attendance team to determine if a pattern of truancy is developing.
- ✓ The school's attendance team shall meet with the student and parent or guardian to determine if a pattern of truancy is developing and to identify and implement potential remedies.
- ✓ If the school-based efforts to resolve non-attendance are unsuccessful, the student shall be referred to the Superintendent or his designee for truancy.
- ✓ If no valid reason is found for the student's absences, the Superintendent or his designee may send the parent or guardian written notice requiring enrollment or attendance within three (3) days after the date of the notice.
- ✓ If the student does not return to school after the three (3) day notice, the Superintendent or his designee may refer the student and the parent or guardian to truancy court before the Circuit Court of Jefferson County. A criminal prosecution for truancy may also be initiated against the parent/guardian.

## **6. TARDINESS**

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness (more than 1 time per week) will be addressed on a case-by-case basis. Disciplinary action for unexcused tardiness shall be progressive, may include Level 1 consequences, and will be specifically defined in each individual school's discipline plan.

## **7. DRIVER'S LICENSE**

Florida law requires that minors who fail to satisfy attendance requirements will be ineligible for driving privileges. The School District is required to notify the Department of Highway Safety and Motor Vehicles of the following:

- ✓ Students ages 14-18 who accumulate fifteen (15) unexcused absences, not including out of school suspensions, in a ninety (90) calendar-day period.
- ✓ Students between the ages of 16-18 who have signed a declaration of intent to terminate school enrollment.
- ✓ Students ages 14-18 who are expelled.
- ✓ Students ages 14-18 who did not enter school and for whom the school has received no indication of transfer to another educational setting.

These students may not be issued a driver's license or learner driver's license. Also, the Department of Motor Vehicles shall suspend any previously issued driver's license or learner driver's license of any such minor pursuant to Florida Statute 322.091. In order to have a driver's

license reinstated, the student must attend school regularly for thirty (30) days with no unexcused absences and pay the appropriate reinstatement fee.

## **8. RELEASING STUDENTS FROM SCHOOL**

School staff shall definitively establish the identity and authority of any person who requests the release of a student from school prior to regularly-scheduled dismissal. If the person requesting the release of the student is a person other than a parent or guardian listed on the emergency contact form, the principal or teacher concerned shall not release the student without the consent of the parent or guardian who is listed on the emergency contact form. It is the responsibility of the enrolling parent or guardian at the time of registration, to make sure the emergency contact card is accurate and complete. If a non-enrolling parent contends that he or she has been improperly omitted from the card, it is that parent's responsibility to resolve the issue with the enrolling parent or seek a court order if the parties cannot resolve the issue.

## **9. GRANTING PERMISSION TO LEAVE SCHOOL GROUNDS**

No student shall be sent off the school grounds to perform an errand or to act as a messenger except with the approval of the principal, provided that approval shall be granted only for urgent and necessary school business and with the consent of the student's parent or guardian.

## **10. EXEMPTION FROM REGULAR SCHOOL ATTENDANCE**

A student of compulsory attendance age shall be required to attend school as provided by the law unless issued an exemption certificate by the Superintendent. Students who have reached age 16 must file a "Declaration of Intent to Terminate School Enrollment" if they wish to discontinue their education. Upon filing the intent, the student must allow the school to conduct an "Exit Interview" and "Exit Survey" to determine the reasons for the decision to terminate school enrollment and the actions that could be taken to prevent termination.

## **11. ILLNESS IN SCHOOL**

A student with a temperature above normal or who is exhibiting other signs of illness shall be evaluated by the school nurse and sent home.

## SECTION 3

### STUDENT DISCIPLINE

#### 1. OVERVIEW

Every student is subject to state and federal law, State Board of Education rules and School Board rules and policies while:

- Being transported to or from school, or is presumed by law to be attending school
- Attending school or a school-sponsored activity
- Present on school premises

Student disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions, and responses to them become progressively more severe. Both infractions and responses are outlined later in this section. The procedures relating to disciplinary action are explained in Section 4.

#### 2. PROGRESSIVE DISCIPLINE

When deciding what disciplinary action should be taken, the principal or designee shall consider the student's age, exceptionality, previous conduct, probability of a recurring violation, intent, attitude, and severity of the offense and, whenever possible, shall impose disciplinary action in a progressive manner. For all levels, any incident that is hate-related and/or gang-related should be coded in the appropriate "related" category AND should be grounds to increase disciplinary actions.

#### 3. STUDENT ATHLETES

It is recognized that some of the expectations for athletes may exceed the expectations for the general student body. Student athletes must remain aware that being a part of *interscholastic athletics is a privilege* and not a right. As a condition of participation in interscholastic athletics, students and their parents are required to enter into a **Tiger P.R.I.D.E Pursuing Victory Contract** and abide by the Student-Athlete Code of Conduct, Therefore, it requires observance of all aspects of the codes of conduct whether or not the student-athlete is at school, and whether or not the student-athlete is participating in school-related activities. It is also the intent of the Student-Athlete Code of Conduct to provide a clearly defined course for student-athletes to follow at school and in the community. Please refer to Section 7 (Student-Athlete Code of Conduct) for more information.

#### 4. POSSESSION OF ALCOHOL, TOBACCO, AND DRUGS

- The use, possession, delivery, or sale of alcohol, tobacco or other drugs including counterfeit or synthetic drugs, whether on school property or at a school function, will not be tolerated.

***Tobacco:***

- It is unlawful for anyone under the age of 18 to smoke tobacco in, on or within 1,000 feet of a public or private elementary, middle or secondary school. If a student is found to have violated this provision, the parents or guardian and law enforcement will be notified and civil penalties may be imposed. (Florida Statute 569.11).
- Smoking is prohibited in school buildings, on school property, or at any school sponsored activity by persons of any age. A student under the age of 18 who commits non-criminal tobacco violations (possessing or using tobacco in any form) and fails to comply with corresponding sanctions is subject to mandatory revocation or suspension of, or delay eligibility for driver's license. Tobacco-like nicotine or other smoking devices are addressed under Search and Seizure in Section 6 and Contraband in Section 6.

***Alcohol:***

- Students are prohibited from using, possessing, delivering, selling or being under the influence of alcoholic beverages on school property, on a school bus or school-approved transportation, or at any school-related function or activity. Violation of this rule is a Level IV offense.

***Drugs:***

- "Drugs" shall include any unlawful drug, narcotic or controlled substance (including prescription medications, except as provided in number 5 below), and any substance (including household products) represented to be such a drug, narcotic or controlled substance.
- Students are prohibited from using, possessing, delivering, selling, intending to sell, or being under the influence of drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity. They are likewise prohibited from possession of drug paraphernalia, which includes devices, products and things used or intended to be used for the ingestion of drugs.
- Students are also prohibited from possessing, using, delivering, selling, or intending to sell any counterfeit drug which is a substance that (i) is represented to be, (ii) is represented to contain, or (iii) appears to be (looks like) a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant or controlled substance of any kind, on school property, on a school bus or school approved transportation, or at any school-related function or activity.
- A violation of these rules is a Level IV offense, and may subject a student to arrest and prosecution.
- While on school property, school bus, or school-approved transportation, or at any school-related function or activity, students are prohibited from planning, intending or committing any act in furtherance of the possession, use, delivery, purchase, or sale of drugs, counterfeit drugs or drug paraphernalia.

***Use of Alcohol and Drugs:***

- A student who is under the influence of alcohol or drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity shall be deemed to have used and possessed alcohol or drugs. Evidence of such use of alcohol or drugs includes, but is not limited to a student's admission of use of alcohol or drugs on

or off campus; witness statements; a positive Portable Breath Test result indicating use of alcohol (see paragraph 7); red and/or glassy eyes; drooping eyelids; odor of alcohol or drugs; difficulty communicating, walking or standing; difficulty with other motor skills; or other impaired faculties.

- Students who violate the District's alcohol and drug policies are subject to the penalties provided for Level IV offenses. In addition, the principal may revoke the student's privilege of participating in non-academic school activities including, but not limited to, extracurricular activities, athletics, school trips, prom, and graduation exercise, and/or the revocation of school privileges, including, but not limited to, driving privileges.
- Delivery or sale of alcohol or drugs, or intent to deliver or sell alcohol or drugs, is a more serious offense than use and possession of drugs or alcohol and shall result in a more serious penalty.

## **5. PRESCRIPTION AND NON-PRESCRIPTION MEDICINE**

- Administration of medications during school hours is discouraged. All prescription and non-prescription (over-the-counter) medication administered by the school must be prescribed by a physician who has determined that a student's health and well-being requires medication during school hours. The prescription must be documented by a note from the physician on file with the school.
- Students are prohibited from possessing prescription medication on school property, on a school bus or school-approved transportation, or at any school-related function or activity, unless such medication is prescribed by a current prescription and the prescription is documented by a note from the prescribing physician filed with the school before the student brings the medication on campus. Unauthorized possession of prescription medication without a valid, current prescription constitutes possession of a drug and is a Level IV offense. If the student has a valid, current prescription for the medication, but fails to file the physician's note with the school before bringing it on campus, the possession is a Level II violation.
- Students are prohibited from possessing any non-prescription medication at school, on a school bus or school-approved transportation, or at any school-related function or activity without the written permission from the parent or guardian, documented with the appropriate form on file with the school, prior to the medication being brought on campus. Unauthorized possession or use of any non-prescription medication is a Level II offense.
- Misuse of non-prescription medication is a Level III offense. Misuse of non-prescription medication includes (i) the delivery of non-prescription medication or (ii) any use inconsistent with the manufacturer's directions or generally accepted guidelines.
- Aggravated misuse of non-prescription medication is a Level IV offense. Aggravated misuse of non-prescription medication is the sale of non-prescription medication for any purpose or its delivery with the intended or actual effect of modifying mood or behavior, or inducing physical, emotional or behavioral changes, rather than for its intended purpose.

## **6. SEARCH AND SEIZURE**

- Students, their lockers, vehicles and other possessions are subject to search upon reasonable suspicion that they may possess drugs, other prohibited substances, objects or contraband, while on school property or wherever students are under school supervision, such as on field trips, at extracurricular activities, or while being transported by school bus or school-approved transportation.
- For purpose of this Code, “contraband” is any item or substance that is prohibited by federal and/or state law, School Board rule or this Code from being used or possessed on School Board property, a school bus or school-approved transportation, or at any school-related function or activity. Contraband includes, but is not limited to, drugs, drug paraphernalia, alcohol, unauthorized non-prescription medications, tobacco, weapons, ammunition, matches, lighters, laser beam devices, firecrackers and fireworks, pornography, and gang-related signs or symbols, e-cigarettes, hookahs, and any other nicotine-dispensing device.
- School staff may search students reasonably suspected of being in possession of contraband or other prohibited items. They may search students’ possessions when reasonable suspicion exists that such possessions may conceal or contain contraband or other prohibited items. Students’ possessions subject to search include, but are not limited to, book bags, back packs, athletic bags, notebooks, purses, coats, jackets, telecommunication devices, computers, devices capable of storing or communicating information, lockers, and vehicles. Students do not have any expectation of privacy in or around vehicles on school property. Students are responsible for the contents of any vehicle they possess on school grounds and shall be deemed to be in possession of any contraband contained within their vehicle.
- School personnel are encouraged to seek consent from a student before the search but may proceed without consent if reasonable suspicion is present. Such search may include assistance from law enforcement personnel and/or K-9 dogs. Routine locker clean-ups are not searches. Schools may utilize metal detectors in the interest of security and student safety.

## **7. PORTABLE BREATH TEST**

When there is a reasonable suspicion that a student may be under the influence of alcohol, the school’s administration may request law enforcement to administer a portable Breathalyzer test (PBT) at school and school related activities.

## **8. CELL PHONE AND WIRELESS COMMUNICATION DEVICES**

- Students may possess cellular telephones and other wireless communication devices at school, on buses, and at school functions. However, they must be turned off, stored in student’s backpack, purse, locker or vehicle. The device shall not be used during the school day without administrative approval or on school buses to and from school. Failure to comply may result in the device being confiscated. Repeated failure to comply will be considered defiance of school rules.

- Any disruptive, harassing or other inappropriate use of a cell phone or wireless communications device in violation of this policy or school rules, shall be cause for disciplinary action, including confiscation of the device as contraband and, in the event of repeated or serious misuse, loss of the privilege to possess such a device on school property or while attending a school function. Inappropriate use includes, but is not limited to: (1) texting, phoning or web browsing during prohibited times; (2) taping conversations, music or other audio at any time; (3) photography or ideography of any kind at any time; (4) “sexting;” and (5) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers and other staff members.
- When there is reasonable suspicion that a student has used a cell phone or wireless communication device in violation of the Code of Conduct or other school rules, or for an unlawful purpose, the school administration may review the phone’s call log, voice messages, text messages, photographs and any other applications in furtherance of its investigation of the suspected violation.

## **9. INSTRUCTIONAL TECHNOLOGY**

- The Jefferson County School District recognizes the value of instructional technology as a tool that assists student achievement within the classroom. Students may possess an instructional technology device and utilize it as an instructional tool in the classroom with the consent and under the direction of the school administration and teacher, as it pertains to the current unit, lesson, etc., and only within the scope and sequence of the District’s Acceptable Use Policy. However, this device must be turned off and stored when not being used. Failure to comply may result in the item being confiscated. Repeated failure to comply will be considered defiance of school rules and may result in consequences as provided in the District’s Student Code of Conduct.
- When there is reasonable suspicion that a student has used an instructional technology device in violation of the Code of Conduct/AUP or other school rules, or if used for an unlawful purpose, the school administration may review the device’s applications in furtherance of its investigation of the suspected violation.

## **10. BULLYING AND HARASSMENT**

- Students and employees should be provided a safe and secure learning and work environment, free from bullying, harassment, and cyber-bullying of any kind.
- Bullying and harassment are Level III violations of the Code of Conduct and are major infractions. Bullying or harassment will not be tolerated and disciplinary action will be taken. In addition to school consequences, criminal charges may be filed. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying or harassment, as defined herein, is prohibited in all educational environments.

## **11. DATING VIOLENCE AND ABUSE**



It is the policy that the Jefferson County School District that all of its students have an educational setting that is safe, secure, and free from dating violence and abuse.

## **12. ZERO TOLERANCE**

- Schools will conduct investigations of suspected criminal offenses independent of law enforcement and arrive at their own determination. Therefore, a student who commits a criminal offense will also be subject to possible arrest and prosecution by law enforcement authorities.
- A student found to have committed the following offenses on school property, school-sponsored transportation or during a school-sponsored activity shall receive the most severe consequences provided by this Code of Conduct. In addition, the offense shall be reported to law enforcement for appropriate action:
  - ✓ Homicide (murder, manslaughter)
  - ✓ Sexual battery
  - ✓ Hazing
  - ✓ Robbery
  - ✓ Aggravated battery
  - ✓ Battery or aggravated battery on a teacher or other school personnel
  - ✓ Kidnapping or abduction
  - ✓ Arson
  - ✓ Possession, use or sale of any firearm
  - ✓ Possession, use or sale of any explosive device
  - ✓ Possession, use, or control of any other dangerous weapon
- If a student is found to have committed any of the following offenses, they will be subject to Level IV disciplinary sanctions. In addition, such offenses will be reported to law enforcement:
  - ✓ Disturbances which substantially disrupt school or a school function
  - ✓ Possession, use or distribution of drugs or alcohol
  - ✓ Property damage of a substantial nature
  - ✓ Making a false report, with the intent to deceive, mislead, or otherwise misinform a person concerning the placing or planting of any bomb, dynamite or other deadly explosive
  - ✓ Robbery and/or theft of property of a substantial nature
  - ✓ Vandalism other than of a minor nature

## **13. WEAPONS PROHIBITED**

- In addition to those penalties provided for Level IV offenses, any student who is determined to have brought a firearm (as defined in Chapter 790, Florida Statutes), to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution.



- It is a third degree felony for a person to exhibit, in a rude and threatening manner, any firearm or destructive device, or other weapon within 1000 feet of school during school hours or during the time of a sanctioned school activity.
- All toy pistols, water guns, or facsimile guns are prohibited from school property, transportation and activities.

#### **14. LEGAL NOTICES – FLORIDA STATUE 1006.07**

- Illegal use, possession, or sale of controlled substances, as defined in Chapter 893, by any student while the student is upon school property or in attendance at a school function is grounds for disciplinary action by the school and may result in criminal penalties being imposed.
- 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. A student may possess a wireless communications device while the student is on school property or in attendance at a school function. The student’s use of such device is subject to School Board rules and the provisions of this Code of Conduct.
- Violence against any School Board personnel, including acts committed off-campus, by a student is grounds for out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.
- Violation of the District’s bullying, harassment and sexual harassment policies by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.
- Any student who is determined to have brought a firearm or weapon, as defined in Chapter 790, Florida Statutes, to school, shall be recommended for expulsion, with or without continual educational services, from the student’s regular school for a period of not less than one full year and referred to the criminal justice of juvenile justice system. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during a period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to an alternative school or program or second chance school.
- Any student who is determined to have made a threat or false report, as defined by Florida Statutes 790.162 and 790.163, respectively, involving school or school personnel’s property, school transportation, or a school-sponsored activity will be recommended for expulsion, with or without continuing educational services, from the student’s regular school for a period of not less than one full year and referred for criminal prosecution. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the District school board to modify the requirement by assigning the student to an alternative setting or program or second chance school.
- The procedures for assignment of disruptive or violent students to an alternative setting are set forth in Section 5 of the Code of Conduct.

## SECTION 4 LEVELS OF DISCIPLINE

School District staff should intervene in an effort to prevent or curtail misconduct. If further action is necessary, staff should refer the student to the school administration for disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administration will decide on disciplinary action.

### 1. LEVEL I

Level I offenses are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation. A student who commits a Level I offense may also be subject to criminal proceedings.

#### *Infractions:*

- **Classroom Disruption** - saying or doing something that keeps the teacher from teaching or other students from learning
- **Disorderly Conduct** - saying or doing something that upsets the normal school routine or any school activity, i.e. horseplay in hallways, inappropriate behavior in lunchroom.
- **Disrespect** - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees. This includes racial slurs and/or provocation.
- **Dress Code** - wearing anything that does not follow the school dress code.
- **Failure to Report for Detention** - not showing up for detention.
- **False and/or Misleading Information** - failure or refusal to tell the truth to members of the school staff.
- **Insubordination** - failure or refusal to follow the directions of school staff, school rules, classroom rules, or behavior contracts.
- **Misconduct on School Bus or School Approved Transportation** - saying or doing something that interferes with good order and discipline on the bus, or interferes with the safety of others.
- **Repeated Misconduct** - continual disruption of the normal school routine or activity.
- **Tardiness** - being late for school or class more than once a week.
- **Unauthorized Absence from School or Class** - being absent from school or class without a valid written excuse from a parent, guardian or doctor.
- **Physical Contact after Misconduct (Elementary Age)** - refusing to settle down after being told to stop misbehavior - pushing, shoving or striking out at another child or adult.
- **Public Display of Affection** - in a manner which is inappropriate in a school setting in the judgment and discretion of the principal.
- **Other** - any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or approved transportation.

### ***Responses and Disciplinary Actions:***

If a student commits a Level I offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- ✓ Counseling with student
- ✓ Verbal Reprimand
- ✓ Parent Contact
- ✓ Withdrawal of privileges (could include extracurricular activities)
- ✓ In-School Suspension
- ✓ Out-of-School Suspension
- ✓ Behavior Plan
- ✓ Level II Sanctions for repeated offenses

## **2. LEVEL II**

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II also includes repeated acts of Level I misconduct and acts directed against people or property that do not seriously endanger the health or safety of others. A student who commits a Level II offense may also be subject to criminal proceedings.

### ***Infractions:***

- **Cheating/Plagiarism** -cheating is the unauthorized use of notes or other forms of assistance, including electronic devices, to complete a test or assignment; and plagiarism is the unauthorized use of another person's work and calling it one's own. Cheating offense penalties are also applicable to the student who provided notes, forms of assistance, answers to complete a test or assignment, etc.
- **Cell Phone and Wireless Communications Devices** - using a cell phone or wireless communications device during school, a school function, or on a school bus, without permission, or in violation of this Code or school rules.
- **Destruction of Property/Vandalism (under \$10)** - breaking or destroying things that belong to the school or to another person.
- **Disrespect** - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees. This includes racial slurs and/or provocation (more serious than Level I).
- **Altercation** – verbal confrontation or minor physical contact (pushing, shoving) between two or more students, which is harmful or disruptive.
- **Forgery** - falsifying or altering a signature, note, or document with the intent of misleading a staff member.
- **Gambling** - betting on games or activities for money or other valuables.
- **Insubordination** - refusing to follow school rules or directions from the school staff.
- **Intimidation/Threats** - making a threat or coercing another person.
- **Profane, Obscene, or Abusive Language/Materials** - using words, gestures, pictures, or objects to disrupt
- **Repeated Misconduct of Level I offenses** - saying or doing something that disrupts the normal routine

- **Stealing** - taking the property of another without their permission.
- **Unauthorized Assembly and/or Publications** - holding meetings or passing out materials to other students, without permission, that disrupts the school routine or any school-sponsored activity.
- **Verbal Confrontation** - being argumentative, using profanity and verbally rude to others
- **Leaving Campus Unauthorized** - leaving campus without permission from school official.
- **Unauthorized Use of Technology** - any student found in violation of the District's Acceptable Use Policy
- regarding the use of technology, including but not limited to, hardware and software.
- **Unauthorized Possession of Non-Prescription Medication** - possession or use of non-prescription
- medication without prior written parental consent being filed with the school.

***Responses and Disciplinary Action:***

If a student commits a Level II offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- ✓ Parental contact required
- ✓ Behavior contract (oral or written)
- ✓ Peer mediation
- ✓ In-school suspension
- ✓ Work detail
- ✓ Detention (parental contact required)
- ✓ Confiscation of unauthorized materials/objects/contraband
- ✓ Return of property, payment for same or restitution for damages
- ✓ Suspension
- ✓ Suspension from bus
- ✓ Community service / Referral to law enforcement
- ✓ Level III sanctions for repeated offenses

**3. LEVEL III**

Level III infractions are major acts of misconduct which the School Board has determined constitute a serious breach of conduct. They include repeated misconduct acts from Level II, serious disruptions of school order and threats to the health, safety and property of others. A student who commits a Level III offense may also be subject to criminal proceedings.

***Infractions:***

- **Battery** - when one student physically attacks another student with the intent to do bodily harm.
- **Breaking and Entering** - unlawfully and forcefully entering or trying to enter school, school personnel property or student property.
- **Bullying** -unwanted and repeated written, verbal, or physical behavior, or use of digital technologies that include any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or

offensive educational environment; causes discomfort or humiliation; creates an existence of an imbalance of power: or unreasonably interferes with the individual's school performance or participation.

- **Contraband Material** - having, using, displaying or giving to others items not allowed at school such as unauthorized non-prescription medications, tobacco, weapons, ammunition, matches, lighters, laser beam devices, firecrackers and fireworks, pornography, hookahs, e-cigarettes, and other nicotine-dispensing devices, gang-related signs or symbols. Also included are instruments or objects in any vehicle brought onto school property or to a school-sponsored activity, which could be used to inflict harm on or intimidate another person, but which are not designed or ordinarily intended for use as a weapon (i.e. Leatherman, multi-tools, key chain tools). These items may be confiscated and not returned.
- **Destruction of Property/Vandalism (\$10 and over)** - breaking or destroying things that belong to the school or to another person.
- **Open Defiance** - flagrant or hostile challenge to the authority of a school staff member, bus driver or other adult in authority.
- **Disrespect** - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees including racial slurs and/or provocation. (More serious than Level I or Level II).
- **Extortion/Threats** - making threats to hurt others, their reputation, or their property, in order to obtain money, information, or help from them.
- **Fighting** – two or more students mutually participate in the use of force or physical violence that may require physical restraint or results in bodily injury.
- **Firecrackers/Fireworks** - having or using fireworks or firecrackers at school or at a school activity.
- **Gang Related Signs and Symbols** - use of gang related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person.
- **Gross Insubordination** - unconditionally refusing to do as directed by school staff; saying or doing something that shows the student will not follow directions.
- **Harassment** - any threatening, insulting or dehumanizing gesture, use of data or computer software or written, verbal, or physical conduct directed against a student or school employee which places the student or the school employee in reasonable fear of harm to his or her person or damage to his or her property and/or substantially interferes with the student's educational performance, opportunities or benefits and/or the orderly operation of a school.
- **Illegal Organizations** - belonging to or being a part of secret groups or clubs while at school.
- **Misuse of Non-Prescription Medication** - misuse of non-prescription medication, including (i) the delivery of non-prescription medication or (ii) any use inconsistent with the manufacturer's directions or generally accepted guidelines.
- **Repeated Commission of Level I and Level II offenses** - repeated commission of Level I or II offenses, which tend to substantially disrupt the orderly conduct of school, a school function or extracurricular/co-curricular activity.
- **Repeated misuse of cell phones or other electronic devices.**

- **Smoking and Other Use of Tobacco Products** - having, using, selling or giving to other students tobacco products at school or at a school activity.
- **Stealing** - taking the property of others without their permission.
- **Trespassing** - entering or staying on school property or at a school activity after being told to leave by the school staff.
- **Other** - any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular activity; unauthorized video-taping or recording of students.

***Responses and Disciplinary Action:***

If a student commits a Level III offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- ✓ Parental contact required
- ✓ Written behavior contract
- ✓ Return of property/payment for same or restitution for damages
- ✓ In-school suspension
- ✓ Suspension from bus
- ✓ Suspension from school (1-10 days)
- ✓ Expulsion from bus (for bus-related offenses)
- ✓ Temporary or permanent removal from participation in extracurricular activity
- ✓ Referral to appropriate prevention or treatment program
- ✓ Referral to law enforcement
- ✓ Level IV sanctions for repeated offenses
- ✓ Other school-based consequences as deemed appropriate by administrator.

**4. LEVEL IV:**

Level IV acts of misconduct are the most serious. All infractions must be reported to the Department of Education Office of Safe Schools. Sanctions will include suspension, and may include placement in an alternative school and/or expulsion. A student who commits a Level IV offense may also be subject to criminal proceedings.

***Infractions:***

- **Aggravated Misuse of Non-Prescription Medication** - the sale of non-prescription medication for any purpose or its delivery with the intended or actual effect of modifying mood or behavior, or inducing physical, emotional or behavioral changes, rather than for its intended purpose.
- **Alcohol** - the possession, use, delivery or sale of alcoholic beverages.
- **Arson** - (mandatory referral to an appropriate agency): setting a fire or trying to set fire to school property or the property of others.
- **Serious Assault** - any threat, direct or indirect, by word or act, to do violence or harm to a school employee, volunteer, or student which creates a fear that violence is imminent.



- **Hazing** – Pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior; any brutality or physical nature, such as whipping, beating, or exposure to the elements.
- **Serious Battery** - an actual or intentional touching or striking of a school employee, volunteer, or student against his or her will or intentionally causing bodily harm to an individual; in severe cases, the battery of a student may be the basis for expulsion.
- **Bomb Threats/Explosives** - threatening an explosion on school property or at a school function; having, preparing, or setting off explosives (including fireworks) on school property, or at a school function. This also includes items that appear to be explosive devices including novelty items, toys, and/or replicas.
- **Drugs** - possessing, using, delivering, buying, selling, intending to sell, or being under the influence of any drug or counterfeit drug, or planning, intending or committing any act in furtherance of the possession, use, distribution, purchase or sale of drugs, counterfeit drugs, or drug paraphernalia. This offense also includes possession, use, buying, delivery or sale of drug paraphernalia.
- **False Fire Alarm** - pulling a fire alarm falsely or reporting a fire when there is no fire.
- **Firearms** - the possession, use, or control of any firearm (operable or inoperable, loaded or unloaded) including, but not limited to, zip, pistol, revolver, rifle, or shot gun (refer to “Weapons Prohibited” section below).
- **Inciting, Leading or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or a School Function** - the willful act of inciting, leading or participating in any disruption (including gang-related activities or incidents with multiple participants), disturbance or other act 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 and others. This may also include any false accusations made by a student that jeopardizes the professional reputation, employment or professional certification of any district employee.
- **Larceny/Theft** - the act or attempted act of taking, carrying, leading, or riding away with property, from the possession, or constructive possession, of another person. Included are pocket picking, purse snatching, theft from a building, theft from a motor vehicle, theft of bicycles, theft from a machine or device which is operated or activated by the use of a coin or token and all other types.
- **Other Weapons** - the possession, use or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person, or to intimidate any person; included in this category are objects such as BB guns or pellet guns, knives of any kind, chains, pipes, razor blades, ice picks, other pointed instruments (including pencils or pens), nunchakus, brass knuckles, explosives, Chinese stars, billy-clubs, tear gas guns, paintball guns, or electrical/chemical weapons or devices. Also included is anything represented to be a firearm or other weapon if used in an intimidating manner toward another person. This is not a comprehensive list of items considered weapons.
- **Repeated Level III Offense**- repeated commission of a Level III offense.
- **Robbery/Extortion** - the taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or putting the victim in fear of larceny.

- **Sexual Battery** - any sexual act or attempt directed against another person, forcibly and/or against the person's will. Both male and female students can be victims or sexual assault.
- **Sexual Harassment** - any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature. The threat must include all the following elements: intent, fear, and capability.
- **Sexual Offenses** - any willful and/or deliberate act, behavior or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure.
- **Violation of Early Re-entry Plan/Probation** - any act or series of acts that violates or has the practical effect of violating a re-entry plan from expulsion or a probationary plan.
- **Other** - any other intentional, or wanton act which significantly harms or poses a realistic threat of serious harm to one's self or another person and which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include hate crimes, bullying, harassment, and repeated misconduct that result in multiple out-of-school suspensions. This also includes the planning or commission of any act in furtherance of a Level IV offense or felony.

***Responses and Disciplinary Action:***

If a student commits a Level IV offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- ✓ Mandatory 5 – 10 day suspension from middle/high school
- ✓ 1-10 day suspension for pre-kindergarten-grade 5
- ✓ Referral for placement in the alternative setting
- ✓ Referral to appropriate agency
- ✓ Referral to law enforcement
- ✓ Possible expulsion from the school district
- ✓ Loss of senior year privileges including graduation ceremony

**5. SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORTING (SESIR)**

All Level IV offenses must be reported to the Department of Education. These incidents are considered severe enough to require the involvement of a School Resource Officer (SRO) or incidents to be "Reported to Law Enforcement." When interpreting student behavior for SESIR reporting, consideration will be given to both developmental age-appropriate behavior and to those students with an Individual Educational Plan (IEP) or a 504 Plan. For more information concerning SESIR reporting go to the following website: <http://www.fldoe.org/safeschools/sesir>



## **SECTION 5 PROCEDURES RELATING TO DISCIPLINARY ACTION**

### **1. PROCEDURES FOR SUSPENSION**

Suspension, also referred to as out-of-school suspension, is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal, for a prescribed period of time not to exceed ten (10) school days at any one time. Referral to an alternative setting is not a suspension, but rather a school assignment.

When a student is accused of misconduct that would warrant suspension under the Code of Conduct, the following procedures shall apply. Before suspension is imposed, students shall be given notice of the provisions of the Code of Conduct they are accused of violating and the factual basis for the charges. Students shall have an opportunity to present their version of the incident before suspension is imposed.

The principal is authorized to immediately suspend a student if the student has physically assaulted another individual, engaged in behavior posing an immediate danger to students or staff, substantially disrupted the orderly operation of the school, or otherwise committed any offense which the School Board has determined constitutes a serious breach of conduct, including any Level III or IV offense. However, in these cases, the student shall still be given oral notice of the allegations and an opportunity to explain or defend the conduct. In these cases where immediate suspension is not authorized in accordance with this paragraph, the principal or designee should make a good faith effort to seek parental assistance before suspension.

In a timely manner following the imposition of suspension, the principal or designee shall make a good faith effort to inform the student's parent or guardian by telephone of the suspension and the reason such action was taken in a timely manner. The suspension and the reason for the suspension shall be communicated in writing to the parent or guardian within twenty-four (24) hours by United States mail or hand delivery. In case of high school students, written notice of suspension may be hand delivered in the care of the student.

The school staff shall notify the Superintendent within twenty-four (24) hours of the suspension and the reasons therefore. The school shall use the District-approved Notice of Suspension form. The Superintendent's designee shall review such suspension for compliance with the requirements of the Code.

The rules of evidence and judicial procedure do not apply to suspension procedures. The school's decision to impose suspension is not subject to further review beyond the Superintendent's designee.

### **2. PROCEDURES FOR PLACEMENT IN AN ALTERNATIVE SETTING**

The Superintendent shall appoint a District Discipline Committee to review all the recommendations for placement in an alternative setting, alternative school, or expulsion. If the

school principal or designee shall recommend alternative placement, the principal or designee shall appear before the Committee and explain the facts and the rationale for the recommendation. After due deliberation, this Committee shall act upon the recommendation and so advise the student and principal. The District Discipline Committee may accept, reject, or modify the principal's recommendation.

### **3. PROCEDURES FOR APPEAL OF ALTERNATIVE SCHOOL PLACEMENT**

- The student, parent or guardian may request an appeal of the Discipline Committee's decision to place the student in an alternative setting to the District Discipline Appeal Committee. However, the student must enroll at the alternative setting while the appeal is pending. The Appeal Committee may request, receive, and will consider such additional information from the parties as necessary to properly review the initial decision. After due deliberation, the Appeal Committee shall make a recommendation to the Superintendent, who may affirm, reject or modify the original decision.
- The Superintendent may request, receive, and review such additional information from the parties as necessary to properly review the Appeal Committee's decision. After due deliberation, the Superintendent shall act upon the Committee's recommendation and so advise the student and principal. The Superintendent may affirm, reject or modify the Appeal Committee's recommendation. The decision of the Superintendent is final, conclusive and binding.
- For all meetings under this section, with the exception of the initial meeting of the District Discipline Committee, the student shall attend with the student's parent(s) or guardian or other responsible adult. The student may also invite others to attend on the student's behalf including legal counsel or other representation. The student shall have an opportunity to explain his or her actions and provide any additional information, as the student may believe necessary. These are not legal proceedings, and the rules of evidence and judicial procedure do not apply. No transcript of testimony will be required or provided. The Superintendent's decision is final.

### **4. EXPLUSION**

- The school principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct, including any Level IV or other offense that is subject to expulsion under this Code or Florida law.
- The principal's recommendation of expulsion shall include a detailed report explaining the basis for the recommendation and alternative measures to expulsion considered by the principal before making the recommendation.
- The District Discipline Committee shall review the recommendation for expulsion and either accept, reject or modify the principal's recommendation. The Committee's decision shall be communicated in writing to the Superintendent and the student's parents or guardian.

- The Superintendent shall consider the Committee’s recommendation and may adopt, modify or reject it. If the Superintendent recommends expulsion, the recommendation shall be forwarded to the School Board for final action. The student or parent or guardian shall have the right to an expulsion hearing before the School Board.

## **5. DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES**

The District complies with all federal and state laws pertaining to students with disabilities. A student identified as disabled under Section 504 of the Rehabilitation Act of 1973 (Section 504) shall be subject to the same disciplinary procedures prescribed by Department of Education Rule 6A-6.03312 and the District’s Exceptional Student Program Policies and Procedures.

Students with disabilities may be subjected to short-term or long-term removals depending on the disciplinary infraction of the Code of Conduct. A short-term removal is one in which a student with a disability is removed from a school up to ten (10) school days within a school year. Short-term removals do not require the school to provide services identified in the student’s Individualized Education Plan (IEP) or Section 504 plan, or to conduct a manifestation determination meeting.

A **long-term removal** is one in which a student with a disability:

- ✓ is suspended for a period of more than ten (10) consecutive days, or
- ✓ has been suspended for more than ten (10) cumulative days in the school year, or is subject to expulsion.

A **long-term removal** of a student with a disability requires the following:

- ✓ The school will schedule a manifestation determination meeting with the relevant members of the IEP or Section 504 team including the parent and student. At this meeting, the team reviews the student’s IEP or Section 504 plan, the student’s file, teacher observations, and relevant information provided by the student’s parents. Following this review, the IEP or Section 504 team shall determine whether the student’s behavior was a manifestation of his/her disability.
- ✓ If the behavior is not a manifestation of the student’s disability, then the student may be disciplined in the same manner as non-disabled students. Additionally, the student may be removed to an alternative education setting if recommended by the District Discipline Committee. The District Discipline Committee will also serve as an IEP team to consider any educational placement issues relating to the student’s disability. Students with disabilities may also be recommended for expulsion by the District Discipline Committee when appropriate.
- ✓ If the behavior is a manifestation of the student’s disability, the District shall conduct a functional behavioral assessment (FBA) and implement a behavior intervention plan (BIP) for the student to address the behavior. The student may not be disciplined and shall be returned to his/her original placement unless the parent and District agree otherwise as part of the student’s BIP. However, if recommended by the District Discipline Committee, a student may be removed to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the student’s behavior is determined to be a manifestation of his/her disability if the student:

(a) carries a weapon to or possesses a weapon at school, (b) knowingly possesses or uses illegal drugs at school, or (c) has inflicted serious bodily injury upon another person while at school.

- ✓ Additional requirements for the suspension and expulsion of students with disabilities are detailed in the District's Exceptional Student Program Policies and Procedures, and Florida Department of Education Rule 6A-6.03312. Any time a significant change in placement (such as an exclusion of more than ten (10) consecutive days) is being considered, the parent(s) or guardian of a student with a disability shall be provided a copy of the notice of procedural safeguards for parents of students with disabilities and written notice, or the procedural safeguards and parent rights for Section 504.

## **6. FELONY CHARGES AND CONVICTIONS**

A student may be suspended from all regular classes when formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on other than school property, but which is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. The procedures and requirements for felony suspensions are prescribed by Florida Statute 1006.09(2) and Department of Education rules.

## **7. CORPORAL PUNISHMENT**

The principal shall prepare guidelines for the use of corporal punishment. The guidelines will identify the types of punishable offenses, conditions under which the punishment shall be administered, and the specific personnel of the school staff authorized to administer the punishment.

Corporal punishment is defined as "the moderate use of physical force or physical contact by a teacher or principal as may be necessary to maintain discipline or to enforce school rules."

- ✓ It is required that corporal punishment be administered only in the presence of another adult who is informed beforehand, and in the student's presence, of the reason for the punishment. It is recommended that female staff members administer corporal punishment to female students (middle and high school). The school officials will honor a written request by a parent or guardian for no corporal punishment. An alternative disciplinary measure will be used in its place, such as out-of-school suspension.
- ✓ A teacher or principal who has administered corporal punishment is also required, upon request of a student's parent or guardian, to provide a written explanation of the need for the punishment and the name of the adult witness who was present.
- ✓ In no case shall corporal punishment be unduly severe or degrading in its nature.
- ✓ Corporal punishment shall never be administered to a student known to be under medical treatment for an emotional disability or to a student suffering from a physical condition which would cause his/her life to be endangered by the use of such punishment.

## **SECTION 6: MISCELLANEOUS**

### **1. ADMINISTRATION ASSIGNMENT TO AN ALTERNATIVE SETTING**

The Superintendent has the authority to administratively assign students to an Alternative Setting to facilitate their transition to a mainstream District school from a juvenile justice facility, an alternative school outside the District, or from another school district where serious disciplinary charges were pending at the time of the student's withdrawal or transfer, or whenever in the Superintendent's judgment and discretion such alternative placement would be in the District's best interest in terms of protecting student safety and welfare.

### **2. EDUCATIONAL RECORDS-DIRECTORY INFORMATION**

The School Board reserves the right to release selected personal information about students ("Directory Information") without the consent of the students or their parents or guardian. A student's parent(s) or an adult student, however, may notify the School Board that directory information concerning the student shall not be released. Such notification shall be in writing and filed annually with the principal of the student's school and with the District's office. Please refer to the "**Release of the Student Directory Information Options**" form at the end of this booklet.

***Directory Information consists of the following data:***

- Name;
- Address;
- Telephone number, if listed;
- Date and place of birth;
- Participation in officially recognized activities and sports;
- Weight and height, if an athletic team member;
- Most recent previous school or program attended;
- Dates of attendance at schools in the District;
- Degrees, awards and honors received;
- Major field of study; and
- Photographs and video.

***Directory Information will be released to:***

- Yearbook publishers, School Ring vendors, School Photograph vendors, as selected by each school
- Law enforcement and other governmental agencies, both state and federal (official request only)
- U.S. Armed Forces recruiting officials (as required by federal law)
- College and university recruiters

***Directory Information will not be released to:***

- commercial vendors except those listed above
- when a parent or adult student has given notice of non-consent as provided for above.

### **3. EDUCATIONAL RECORDS- NOTICE OF RIGHTS**

Federal State law affords parents, guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- The right to inspect and review the student's education records within forty-five (45) days of the day the School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under federal law.
- Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to privacy of personally identifiable information in the student's education records, except to the extent that federal law authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); and a volunteer 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. Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- The right The Jefferson County School Board has designated student directory information and the conditions for its release.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and



address of the office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520

#### **4. EDUCATIONAL RECORDS-DIVORCED OR UNMARRIED PARENTS**

Regardless of who may have legal custody or parental responsibility for a student, both parents have the right of access to the student's educational records unless there is a judicial order limiting or prohibiting a parent's access.

#### **5. EDUCATION RECORDS-NAME CHANGE**

When a parent, guardian or any other person seeks to enroll a student under a name other than the legal name, or seeks to change the name of a student already enrolled, the parent or other person shall be informed that the name of the child as shown on the birth certificate or other supporting evidence as provided in Florida Statute 1003.21(4) of these regulations will be used until such time as a final court order verifies a legal change.

#### **6. GRIEVANCE PROCEDURES FOR DISCRIMINATION/SEXUAL HARRASSMENT**

The Board and the Superintendent recognize that unlawful discrimination and sexual harassment are inappropriate in District schools and prevent students from achieving at their highest level. Whenever a student makes a complaint of unlawful discrimination or sexual harassment, every effort will be made to arrive at a satisfactory resolution of the problem on an informal basis. When this is not successful, a student can resort to the more formal procedures as provided herein.

##### ***Definitions:***

- ✓ **“Unlawful Discrimination”** - occurs when a student is excluded from participation in, is denied the benefits of, or is subjected to discrimination under any education program or activity conducted by this School District, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, social and family background or a language other than English by Limited English Proficiency (LEP) students when allowed by law.
- ✓ **“Sexual Harassment”** - is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
  - ✓ Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education
  - ✓ Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual
  - ✓ Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance, or creating an intimidating, hostile or offensive school environment.
  - ✓ Such conduct places a student in reasonable fear to his or her person.

***Examples:***

Sexual harassment may include, but is not limited to, the following:

- ✓ Verbal harassment or abuse of a sexual nature
- ✓ Subtle pressure for sexual activity
- ✓ Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes or sexual activity, etc.)
- ✓ Unwelcome or inappropriate physical contact (e.g., patting, pinching, or unnecessary touching)
- ✓ Suggesting or demanding sexual involvement accompanied by implied or explicit threats.
- ✓ Display of sexually suggestive objects, pictures, or written materials.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

***Complaint Procedures:***

**Informal discussion** - if a student believes there is a basis for a complaint, the student shall discuss the complaint with his or her immediate teacher or a school administrator (except in cases of discrimination or harassment allegations involving the teacher or a school administrator, in which case they can report and discuss the issue with a member of the Equity Committee) within sixty (60) days.

- ✓ **Level One** - if the student is not satisfied with the informal discussion, he or she may, within ten (10) days, file a formal complaint with his or her principal. If the complaint involves the principal, it may be filed with the Equity Committee. The principal, or the Committee, as the case may be, shall investigate the complaint and report in writing to the student within ten (10) days after receipt of the complaint. Complaints involving an administrator above the building level may be filed by the complainant at Level Two.
- ✓ **Level Two** - if the student is not satisfied with the resolution at Level One, student may, within ten (10) days of the report, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint, the Superintendent shall respond in writing to the student.
- ✓ **Board Appeal** - if the student is not satisfied with the resolution by the Superintendent, the student shall have the right to appeal the Superintendent's decision to the School Board, provided request for placement on Board agenda is filed within ten (10) days.

***Investigations:***

Reports of sexual harassment and discrimination will be promptly and impartially investigated by appropriate District staff. During the investigation, both the alleged perpetrator and victim will have the opportunity to present witnesses and other evidence.

***Disciplinary Consequences:***

Sexual harassment is a Level IV offense, subject to discipline that may include expulsion, mandatory suspension and placement in an alternative setting.

***Remedies and Support:***

The District will take steps to prevent recurrence of incidents of sexual harassment and to remedy the discriminatory effects of such harassment. In addition to taking disciplinary action



against the perpetrator, the District, when appropriate, will work with victim to develop a safety plan designed to protect the victim from recurrence and to remedy the discriminatory effects of the harassment.

***Confidentiality and Protection:***

Confidentiality and protection from retaliation will be provided to the extent possible to any student who alleges unlawful discrimination or harassment. A student who appropriately reports unlawful discrimination or sexual harassment will not be subjected to adverse educational action or retaliation in any form.

## **7. HOMELESS STUDENTS**

Under Section 725 of the **McKinney-Vento Act** established in 1987 by the U.S. Department of Education and the **No Child Left Behind** legislation, school districts have an obligation to provide guidance for homeless students and their families. Incorporated in these guidance services, homeless students/families are eligible for the following services:

- ✓ Homeless children/youth are identified by school personnel and through coordination activities with other entities and agencies
- ✓ Homeless students/youth have access to a district liaison who will assist in the school enrollment process
- ✓ Homeless children/youth have access to immediate enrollment in school districts.
- ✓ Parents or guardians of homeless children/youth are informed of educational opportunities for their children.
- ✓ Parents or guardians and unattached youth are informed of their rights to comparable services, including, but not limited to, transportation, special education, pre-school programs, etc.
- ✓ Enrollment disputes are mediated in accordance with McKinney-Vento Act
- ✓ Public notice of the educational rights of homeless students is widely disseminated to various appropriate locations.
- ✓ For further information please contact the homeless liaison at 342-0514.

## **8. NOTIFICATION OF SOCIAL SECURITY NUMBERS AND USE**

- In compliance with Florida Statute 119.071(5), the District gives this notice regarding the purpose of the collection and use of student's Social Security number.
- The District collects students' Social Security numbers for use in performance of the District's duties and responsibilities. To protect students' identity, the District will secure the Social Security number from unauthorized access. The District will never release a student's Social Security number to unauthorized parties; in addition each student in the District will be issued a unique student identification number.
- In addition to the federal reporting requirements, the public school system in Florida uses the Social Security number as a student identifier. The use is authorized in Florida Statutes 229.559 and 1008.386. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next.

- All social security numbers are protected by federal regulations and are never released to unauthorized parties.

## **9. PLEDGE OF ALLEGIANCE**

As provided by Florida Statute 1003.04 (i), the Pledge of Allegiance shall be recited at the beginning of each day in Jefferson County public schools. A student has the right to be excused from reciting the pledge upon written request of the student's parents.

## Section 7 Student-Athlete Code of Conduct

Athletics is an important part of the total school program in the Jefferson County Schools and works in conjunction with the other educational experiences to provide students the environment and opportunity to develop the values of character and ethical decision-making. This opportunity to participate in interscholastic athletics is an extracurricular activity and privilege that carries with it responsibilities to the school, the sport, other students, the family, and the community, as well as the student-athlete.

The Student-Athlete Code of Conduct governs all student-athletes (including home school and virtual school students) in the District who participate in interscholastic athletics. These standards of conduct shall supplement, and not supplant or replace, the District's Student Code of Conduct or any additional or more stringent rules and standards of conduct that the Head Coach of each athletic team lawfully imposes as a condition of participation in such activity. Discipline imposed as a result of a violation of the Student-Athlete Code of Conduct shall not preclude additional discipline or consequences under the Student Code of Conduct or the rules and bylaws of the Florida High School Athletic Association (FHSAA). The **Tiger P.R.I.D.E. Pursuing Victory with Honor** and Student-Athlete Code of Conduct hold student-athletes to a higher standard of conduct than the general student body. Participation in interscholastic athletics is a privilege, not a right, and that privilege is conditioned upon the student-athlete's compliance with the Student Code of Conduct, FHSAA rules and by-laws, and, in addition, the Student-Athlete Code of Conduct. Student-athletes and their parents should be aware that the Student-Athlete Code of Conduct applies not only at school and school events and activities, but also off-campus and during non-school hours, including breaks and vacations.

It is the intent of the Student-Athlete Code of Conduct to provide a clearly defined course for student-athletes to follow, at school and in the community. It is also the intent that a onetime infraction should result in appropriate consequences without causing lasting hardship.

### 2. PARENT AND STUDENT CONTRACT

In order to participate in the interscholastic athletics, student-athletes and their parents are required to execute the **Tiger P.R.I.D.E. Pursuing Victory with Honor Contract** and agree to abide by the terms and conditions of the Jefferson County School District Athletic Handbook and the Student-Athlete Code of Conduct. These contract forms for student and parents are found in the back of this Student Code of Conduct Book.

### 3. PROHIBITED CONDUCT

Each student-athlete is expected to display good sportsmanship, win or lose. This means that student-athletes must demonstrate the "Six Pillars of Character" (trustworthiness, respect, responsibility, fairness, caring, and good citizenship) in both school and in the community at large during the time that the student is enrolled in the District. Student-athletes are subject to disciplinary action under the District's Code of Conduct and Student-Athlete Code of Conduct,

as well as FHSAA rules and by-laws. Such disciplinary action may include suspension or termination of the privilege of participating in any or all extracurricular activities. Sanctions may apply to all practices and meetings and at all times before, during and after games or school-sponsored events, as well as to bus trips to and from games or school sponsored events. Ejection from any contest or event will result in a suspension from subsequent contests under the rules and bylaws of FHSAA and the Student-Athlete Code of Conduct. The following are violations of the Student-Athlete Code of Conduct:

**A.** Violations of the Student Code of Conduct.

**B.** Disrespectful, derogatory, harassing comments and/or conduct (verbal, written, electronic), disruptive conduct, and insubordination by a student-athlete directed toward any other person or group, including but not limited to game officials, coaches, advisors, teammates, athletes or members of opposing teams or schools, fans, spectators, other students, and the general public.

**C.** Conduct at school, at related activities, on school transportation, or in the community which is clearly beyond the bounds of what is acceptable and tolerable. Any misconduct in the community that would constitute a Level III or Level IV offense if committed at school constitutes a violation of this standard of conduct.

**D.** No student-athlete shall knowingly attend any party or other social gathering where underage drinking and drug use occurs. This rule is intended to apply to gatherings that consist primarily of students and student age individuals where underage drinking is occurring, usually without the knowledge or acquiescence of the parents, and shall not apply to events such as a wedding, family reunion, or the like. **It shall not be a defense to this rule that a gathering of students at which alcohol and drugs are consumed was sanctioned by any parent, or held with parental consent. It is the attendance at such gatherings that is prohibited by this rule. Actual consumption of alcohol or use of drugs is not a prerequisite to establish a violation of this rule. Any student-athlete who is found to have voluntarily remained in the vicinity of a gathering prohibited by this section shall be guilty of a violation of this rule whether or not he or she consumes or uses any prohibited substance.** No student-athlete will be deemed to have violated this rule if he or she can show to the satisfaction of the school Principal, Athletic Director and Head Coach that, immediately upon becoming aware that underage drinking and/or drug use is present at a party or social gathering, he/she completely removed himself/herself from the place where the party or social gathering was held, including parking areas.

**E.** A student-athlete's use, distribution and possession of alcohol (including hosting a party where alcohol is available) drugs or controlled substance, possession of drug paraphernalia, use of performance enhancing substances; use of tobacco products or any other misconduct that, if committed at school would violate the rules governing drug and alcohol use, as set forth in the Student Code of Conduct, or misuse of prescription medication, as set forth in the Student Code of Conduct. For purpose of this provision, the definition of "drugs" in the Student Code of Conduct applies.

**F.** Felony arrest.

#### **4. DISCIPLINARY PROCEDURE**

Student-athletes who are accused of a violation of the Student Code of Conduct shall be subject to the disciplinary procedures specified in Sections 3 and 5 of the Student Code of Conduct. In conjunction with that disciplinary process, the principal or designee shall impose such athletic sanctions as may be appropriate under the paragraph below.

Some offenses under the Student-Athlete Code of Conduct may not be subject to Student Code of Conduct discipline because the alleged offense occurred off-campus, after school hours or for some other reason. In those cases, the principal or the principal's designee shall give the student-athlete oral notice of the allegations and an opportunity to explain or defend the conduct. The principal or designee shall then determine whether the student-athlete violated the Student-Athlete Code of Conduct. If a violation is found, the principal or designee shall impose such sanctions as may be appropriate under paragraph 5 below. The sanctions and the reason for the sanctions should be communicated in writing to the student-athlete's parent or guardian within twenty-four (24) hours by United States mail or hand delivery, including hand delivery in the care of the student-athlete.

The school should notify the Superintendent within twenty-four (24) hours of the Student-Athlete Code of Conduct disciplinary action and the reasons therefore. The Superintendent's designee shall review the case for compliance with the requirements of the Student-Athlete Code of Conduct.

A student-athlete may appeal disciplinary action imposed under the Student-Athlete Code of Conduct to the Student-Athlete Disciplinary Review Committee, by scheduling a hearing through the District Office. However, the pendency of the appeal shall not delay the commencement of any sanctions, including suspension from athletic contests.

The rules of evidence and judicial procedure do not apply to disciplinary proceedings under the Student-Athlete Code of Conduct. The decision of the Student-Athlete Disciplinary Review Committee shall be final and shall not be subject to further review.

#### **5. RESPONSES AND SANCTIONS**

The following are the sanctions for student-athletes who are found to have violated the Student-Athlete Code of Conduct. The sanctions listed shall not be construed as a promise or guarantee of any particular form of discipline. The District retains the right to take disciplinary action under this policy that is deemed to be appropriate under the individual circumstances of each case. These penalties can be assessed in addition to those assessed under the Student Code of Conduct.

All game(s) suspensions will be served during the athlete's current-year season of participation. In the event that a sanction is assessed at the end of the current season, the sanction will be carried over into the next sport season in which the student-athlete participates. Student athletes will begin serving sanctions immediately upon imposition. In the event a student-athlete files an

appeal of a disciplinary action imposed as a result of a code violation, the game(s) suspension will be immediately served upon imposition and/or during the appeals process.

**A. Minor Violation** - A coach shall be responsible for assessing penalties for violation of team and attendance rules. Such penalties may range from a verbal warning to expulsion from the team for repeat offenses. Coaches shall generally practice progressive discipline, depending on the facts and circumstances. A coach's decision to remove a student-athlete from a team will be approved by the Athletic Director prior to the imposition of the penalty. The coach shall notify the parents of the imposition of any sanction including the nature of the offense and the reason(s) for the disciplinary action.

**B. Level 1 Violation** - Any student-athlete found to have engaged in prohibited conduct unless otherwise indicated at another Level. For a Level 1 violation, suspension from participation, probation and successful completion of educational component may be required.

**C. Level 2 Violation** - Any student-athlete found to have committed a second Level 1 violation while on probation or any student-athlete found to have hosted a party where alcohol is served or who participates in any bullying, harassment or hazing. For a Level 2 violation, suspension from participation, probation, and successful completion of educational component may be required.

**D. Level 3 Violation** - Any student-athlete found to have engaged in prohibited conduct while serving a Level 2 probation or to have committed a second Level 2 violation during his/her enrollment in the District. For a Level 3 violation, loss of participation for 1 calendar year, probation and successful completion of educational component may be required.

**E. Level 4 Violation** - Any student who is charged with or convicted of, a felony. Such a student-athlete will be suspended from participation (includes practices and meetings) until the case has been adjudicated after which a review will be conducted to determine eligibility. Level 4 also includes repeated violations while on probation.

**Drug testing may be required as part of a sanction at student or parent expense.**

- ✓ **Probation** is a stipulated period of time (1 calendar year) assessed to an athlete as a consequence for violations of the Student-Athlete Code of Conduct. This period of time may be extended (extended probation) until the athlete has successfully fulfilled all requirements of the assessed for a violation.
- ✓ The **Educational Component** is a rehabilitative activity intended to reinforce the athlete's personal adherence to the policies and rules that govern the interscholastic program and is designed to educate the athlete about the violation committed and its impact on reaching personal and team goals. This component will occur after school hours and will take place at the location of the provider in partnership with the Jefferson County School District.

**SECTION 8**  
**Acceptable Use Procedures (AUP) for Students and Visitors**  
(to view full document go to [www.jeffersonschooldistrict.org/docs/itpp.pdf](http://www.jeffersonschooldistrict.org/docs/itpp.pdf))

*Digital Network and Technology Resources*

**1. ACCEPTABLE USE OF THE DIGITAL NETWORK IN THE SCHOOLS**

- Students' use of the District's digital network, internet service and other electronic resources is a privilege. As a condition of that privilege, students must comply with this Acceptable Use Policy ("AUP"). The following general rules govern students' use of the District's digital network and technology resources:
- The use must be in support with the District's educational goals and policies.
- The use must comply with this Acceptable Use Policy ("AUP").
- The use must comply with the instructions of teachers and staff.
- The use must comport with the six pillars of CHARACTER COUNTS!
- Require that students who access our network with district or personally owned electronic equipment ANNUALLY sign this Acceptable Use Agreement which is to be kept on file at each school or district department.
- The use must comply with applicable laws and regulations, including (a) bullying and harassment and (b) copyright laws.

**2. PROHIBITED ACTIVITIES**

*The following are prohibited:*

- Use that violates the Code of Conduct.
- Use of another individual's account or providing individual account information to another person.
- Use of the network for financial gain or for political or commercial activity.
- Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.
- Attempting to access, modify, harm or destroy another user's data on the network.
- Harassing, insulting, ridiculing, attacking or defaming others via network communications.
- Attempting to subvert, defeat or disable installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school district's technology resources.
- Users of unauthorized methods of access to Jefferson County School District technology resources such as modems and virtual private networks (VPN's).
- Use of remote access software or services to access remote computer networks, workstations or servers from the district system.
- Attempting to transmit damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damaging or disrupting any computer facility, software, or data.



- Attempting to interfere with the normal operation of computers, terminals, peripherals, or networks.
- Usage invades the privacy of others. .
- Use or experimentation with software or hardware.
- Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, prurient, sexually suggestive or otherwise inappropriate.
- Changing, deleting or modifying Internet browser settings including hiding or deleting Internet history or records of Internet use.
- Use of the system for an unauthorized purpose.

### **3. ENFORCEMENT**

Students who violate these procedures may be denied access to Jefferson County School District computing or technology resources and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to the Jefferson County School District disciplinary procedures.

### **4. NO EXCEPTION OF PRIVACY**

Students and visitors have no expectation of privacy in their use of the District system.

### **5. AUP AGREEMENT**

As a condition of the privilege of using the District system and technology resources, students are required to annually execute the District AUP Agreement found in the Forms Section of this Code of Conduct.

### **6. USE/OPERATION OF PERSONALLY OWNED TECHNOLOGY DEVICES**

Students and visitors who are authorized to use or operate personally owned devices must adhere to the following:

- District employees are not authorized to install software, perform any repair, configuration or maintenance on student-owned technology resources, that are brought to school property or present during school sponsored activities including both software and hardware resources.
- Students shall not perform any kind of maintenance, repair, configuration or installation services on technology devices owned by the District, and while at school, students shall not perform services on technology devices owned by others.
- Students who are authorized to bring and/or use a personally owned technology devices are responsible for the safe keeping and proper use of their property. The District is in no way liable for any loss or damage for student-owned devices.
- Schools/Departments will not be responsible to hold or store student-owned devices.



## **7. REQUIREMENTS FOR STUDENTS OR VISITORS REQUESTING A WAIVER FOR PERSONAL ELECTRONIC PROPERTY**

Students and visitors requesting to operate their personal electronic property within the district must obtain written approval and abide by the following additional requirements:

- Any computer that is connected to the District Digital Network via wired or wireless control must have approved and functioning anti-virus software running with up-to-date virus definitions. Acceptable anti-virus software includes those by Norton/Symantec, McAfee, and Trend Micro.
- A Waiver for Personal Electronic Property form must be signed (denoting approval) by the school or district department administrator prior to operating any personal electronic property in Jefferson County School District schools or offices.
- Any student for visitor that operates any personal electronic property must also sign and acknowledge this AUP.

## **8. ADDITIONAL GUIDELINES FOR STUDENTS**

*Student users must adhere to the following additional guidelines:*

- Students will follow teacher instructions regarding the use of the Jefferson County digital network.
- Students must observe and adhere to all regulations when using any digital device on school campus or during sponsored events including cell phone use as outlined in the Student Conduct Code.

## **9. THE USE OF AUDIO AND/OR VIDEO RECORDING DEVICES**

This section covers the use of any device that can record audio or video in the school environment, particularly the classroom. All students and visitors must adhere to the following:

- Students may possess instructional technology devices that record audio and/or video and utilize them as instructional tools in the classroom only with the consent and under the direction of the school administration and teacher, as it pertains to the current curricular unit, lesson etc.
- All active recordings must be disclosed to all parties present during recording.
- No hidden recording devices are permissible.
- All recording devices must be powered off when not in use.
- Publication of recordings without prior written consent from the Principal is prohibited.
- Recordings have the potential to inadvertently capture the transmission of copyrighted materials. All copyright and intellectual property laws and restrictions apply.
- Recording of private conversations without agreement by all parties is strictly prohibited.
- All recordings must be in compliance with state and/or federal recording and/or wiretapping laws.

- Recording of public events is allowed where permissible by Florida law.

***Examples of Recording and Recording-Capable Devices include, but are not limited to:***

- Smart Pen (i.e. Livescribe Echo), Personal audio recorder (i.e. Olympus Digital Voice Recorder)
- Mobile Phone or Smart Phone (i.e. iPhone), Personal Media Player/MP3/MiniDisc Player (i.e. iPod), Tablet or Slate Device (i.e. iPad), eReader (i.e. Nook, Kindle)
- Computer System (i.e. notebook, netbook, etc), Digital Still Camera (i.e. Canon Powershot SD1300is), Digital Video Camera (i.e. Flip UltraHD), Tape-based Video Camera
- Tape-based Audio Recorder (i.e. Cassette player)

## **10. WEB CONTENT DEVELOPED BY STUDENTS**

As part of class/course projects, students may be developing and publishing content on web page(s) for the Internet. Student photographs, drawings, and written work that are published on a class or school page may NOT contain any personal information that can be linked to the student. Teachers may use first names or other codes, such as the teacher's name and a number for each student within the web page and with all file names.

***The following procedures apply:***

- Student web pages which profile a student are prohibited. No web page shall contain a student's phone number, address, e-mail address, opinions, or other personal information.
- Blogs in use by Jefferson County School District students must be registered with their local school or department with an accountable publisher and content approver who is responsible for all content posted to the blog.
- Students are not authorized to share or post personal photos and other profile information to public or school district websites when using district or personally owned electronic devices on school property or during any school sponsored activities.

## JEFFERSON COUNTY SCHOOL DISTRICT STUDENT-ATHLETE CODE OF CONDUCT CONTRACT

The highest potential of athletic competition is achieved when athletes are committed to pursuing victory with honor according to six core principles: Trustworthiness, respect, responsibility, fairness, caring and good citizenship.

ALL JCMHS student-athletes agree to act in accord with the following:

### TRUSTWORTHINESS

To be worthy of trust in all I do means:

**Integrity** - living up to high ideals of ethics and sportsmanship and pursuing victory with honor.

**Honesty** – living and competing honorable.

**Reliability** – doing what I say I will do.

**Loyalty** – putting my team above personal glory.

### RESPECT

To be respectful in all I do means:

**Class** – living and playing with class, being a good sport, gracious in victory and dignified in defeat. Giving fallen opponents help, complimenting extraordinary performance and showing sincere regard in pre-game and post-game contacts.

**Restraint** – remaining polite to referees in the midst of any perceived errors. Never resorting to demeaning actions or words of a sexual, racial, trash-talking or taunting nature to opposing players or schools.

### RESPONSIBILITY

To be responsible in all I do means:

**Priority** – living in balance. I am a student first, an athlete second. My family and my deep personal beliefs are integral to the person I want to be known as in my community.

**Role Modeling** – consistently displaying good character and conducting myself as a positive role model. I know, that as an ambassador for JCMHS, I am expected to represent my school, coach and teammates with honor, on and off the field of competition.

**Self-Control** – avoiding excessive displays of anger or frustration; having the strength to overcome the temptation to retaliate to any such displays.

**Healthy Lifestyle** – safeguarding my health. Refraining from any illegal or unhealthy substances including alcohol, tobacco and drugs or engaging in any unhealthy techniques to gain, lose or maintain weight.

**Integrity of the Game** – playing hard, playing fair, playing according to the rules. Refraining from gambling.

### FAIRNESS

To be fair in all I do means:

**Know the Rules** – refraining from shortcuts on the high standards of safe and fair play in my sport.

**Listen** – being open to hearing from my teammates, parents and coaches; being a willing learner.

**Balance and Criticism** – since mistakes on an athletic field may make up less than one per cent of an athletic event, I understand that mistakes will help me become a better athlete, not an unhappy teammate.

### CARING

To be caring in all I do means:

**Concern for Others** – demonstrated by never engaging in reckless behavior that might cause injury to others or myself.

**Concern for Teammates** – demonstrated by promoting their well-being by use of positive encouragement and persistent in supporting positive team dynamics. It is my intention to report unhealthy or dangerous conduct to my coaches.

### GOOD CITIZENSHIP

To show good citizenship in all that I do means:

**Honor the Spirit of the Rules** – refraining from improper gamesmanship to gain a competitive advantage.

I have read and understand the requirement of this Code of Conduct. I understand that participation in athletics is a privilege that is revocable by the school administration. I understand there may be sanctions or penalties for breaking this Code of Conduct.

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Student Network/Internet  
Acceptable Use Policy**

The Jefferson County School Board's Network(s) provide access to network(s)/Internet services for educational purposes. The Internet is an information highway connecting thousands of computers all over the world. I understand that I will have access to the Internet and with this access comes the availability of some material that may not be considered to be of educational value within the context of the school setting.

Efforts will be made to direct students to educationally related material. However, on a telecommunications network(s) it is impossible to control all materials and sites. I believe that the valuable information and interaction available on the network(s)/Internet services far outweigh the possibility of users gaining access to sites that are not acceptable.

I understand that if I violate these guidelines established by the Jefferson County School Board, I will have my access to the network(s) services denied and terminated. My signature indicates that I have read the Acceptable Use Policy of the Jefferson County School Board and that I understand the significance of the terms and conditions of the Policy.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

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

**Parent or Guardian Network/Internet Contract  
Acceptable Use Policy (Required if Student is Less than 18 Years of Age).**

As the parent or guardian of \_\_\_\_\_, I have read the Terms and Conditions of the Jefferson County School Board's Acceptable Use Policy. I understand that this access is designed for educational purposes. I understand that some materials on telecommunications network may be objectionable, but I accept responsibility for guidance of network use – setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

I understand that this permission will be in effect for the duration of my student's education experience at this school. As the parents or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked telecommunication services.

Parent or Guardian (Please Print): \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

## Conduct Agreement Form

As the parent or guardian of (student name) \_\_\_\_\_, I have read the terms and conditions of the 2014-2015 Jefferson County School Board Code of Student Conduct. I understand that this Code of Student Conduct shall be the framework of behavioral management procedures in the school district, and I will support the school district's efforts to have a safe, well-disciplined learning environment.

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Student Agreement

I have read the terms and conditions of the 2014-2015 Jefferson County School Board Code of Student conduct. I understand that if I do not follow these policies I will be held responsible according to the level of offense I have committed and will receive the corresponding disciplinary action(s) determined by my school administrators.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date