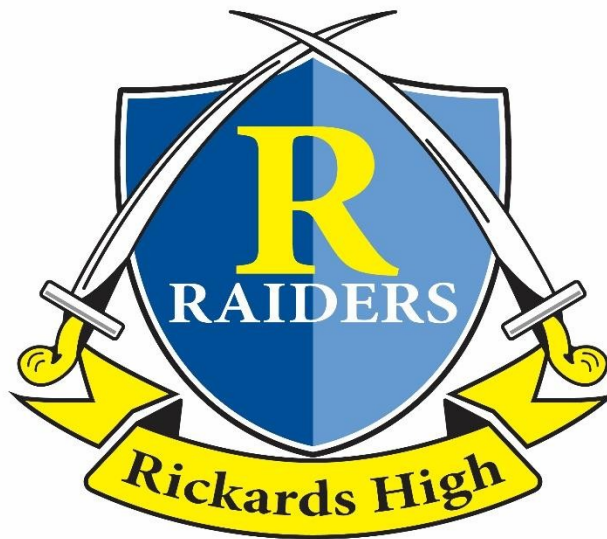


# James S. Rickards High School



## Student Code of Conduct

2023 -2024



**JAMES S. RICKARDS HIGH SCHOOL**  
**3013 JIM LEE ROAD**  
**TALLAHASSEE FL 32301**  
**(850) 414-5500**

**Principal**

Douglas Cook

**Assistant Principals**

Dr. Deborah Barnes – Assistant Principal of Curriculum  
Christopher Cowart – Assistant Principal of Administration  
Samuel Striplin – Assistant Principal of Student Affairs

Roosevelt Sea – Dean of Students

Dr. Joe Williams – IB Coordinator

Victoria Williams – IB Dean

Melissa Cooper – AP Coordinator

Earl Hankerson – Athletic Director

Chariya Davis – Assistant Athletic Director

John Summers – School Resource Office

Kenya Proctor – Media Specialist

Idris Smith – Technology Coordinator

Kerris Satchell – Title I Coordinator

Daryl Monroe – Principal Secretary

Valarie Washington – Attendance Secretary

Tameshia Nathan - Receptionist

Kapriesha Dessalines – Receptionist

Melanie Allen – Registrar

Jamilah Loriston – School Financial Accountant

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## LCS 2023-2024 REGULAR CALENDAR

2023 – August	2	Teachers Report
	2-4	Teacher Planning/Inservice Days
	7-9	Teacher Planning/Inservice Days
	10	Students Report
September	4	Labor Day Holiday (Districtwide)
	25	Fall Holiday (Districtwide)
October	13	End of First Nine Weeks
	16	Teacher Planning/Inservice Day
November	10	Veterans Day Holiday (Districtwide)
	20-22	Administrative Days (District Open)
	20-22	Thanksgiving Holidays (Students and Teachers)
	23-24	Thanksgiving Holidays (Districtwide)
December	19	End of Second Nine Weeks/End of the First Semester
	20-29	Winter Holidays (Districtwide)
2024 - January	1-3	Winter Holidays (Districtwide)
	4-5	Teacher Planning/Inservice Day
	8	Students and Staff Return
	15	Martin Luther King, Jr. Day Holiday (Districtwide)
February	19	Presidents Day Holiday (Districtwide)
March	8	End of Third Nine Weeks
	11-15	Spring Break (Students and Teachers Out)
	18	Teacher Planning/Inservice Day
	19	Students Return
April	1	Spring Holiday (Districtwide)
May	22-24	Middle and High School Exam Days/Elementary, Middle and High Early Release
	24	Last Day of School/End of Fourth Nine Weeks/End of Second Semester
	28-29	Teacher Planning/Inservice Day
	27	Memorial Day Holiday (Districtwide)
June	3	Four-Day Workweek Begins
	TBD	Summer Reading Academy and ESE Summer Services Training
	TBD	Summer Reading Academy and ESE Summer Services Planning
	TBD	First Day of SRA and ESE Summer Services
	TBD	SRA and ESE Summer Services
19	Juneteenth Holiday (Districtwide)	
July	TBD	SRA and ESE Holiday Break
	4	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	29	Last Day of Four-Day Workweek

**Possible Hazardous Weather Make-Up Days to be determined as needed (12/20/23-12/21/23)**

**LCSB APPROVED: 02.14.2023**

## STUDENT CODE OF CONDUCT

### INTRODUCTION

This Code of Conduct applies to all students in the district. It applies to activities at school, on school buses or other school property, on field trips, at athletic events, and at other school-sponsored activities. State law and district policy also provide for discipline for certain serious offenses by students that occur off campus, at school bus stops, and after school hours.

### RULES OF CONDUCT

#### *Expectations*

The School Board acknowledges that conduct is closely related to learning -- an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students. The Board and community hold the highest expectations for the conduct of all students in order to create a caring and safe environment that prepares learners for success in school and society. Violence in the schools shall not be tolerated and students who engage in violent or criminal acts on school property, on a school bus or other school-sponsored transportation, at a school bus stop or during school-sponsored activities will receive the most severe consequences provided for by this policy. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students. The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- conform to reasonable standards of socially-acceptable behavior;
- respect the person and property of others;
- preserve the degree of order necessary to the educational program in which they are engaged;
- respect the rights of others;
- obey constituted authority and respond to those who hold that authority;
- be in school and learning every day;
- demonstrate quality and pride in their academic work and co-curricular activities;
- refrain from any conduct that interferes with another student's opportunity to learn;
- contribute to a safe and orderly learning environment by respecting themselves and others, their property and school rules and regulations.

Schools and their staffs are expected to provide a supportive learning environment with a fair and equitable application of rules and procedures without regard to real or perceived race, religion, color, gender, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability.

Parents/Guardians and the community are expected to support student learning and the maintenance of a positive, safe and orderly learning environment and shall be encouraged to be involved in planning programs for the school or their individual student.

Each student while waiting at a school bus stop, during the time he/she is being transported to or from school, during the time he/she is attending school, participating in school activities on or off school campus, or is presumed by law to be attending school, and during any time he/she is on the school premises shall be under the control of the Principal in charge of the school, and shall be subject to these provisions.

Failure to meet the above expectations, in-school misconduct, or other inappropriate behavior on the part of the students shall require interventions and, when necessary, informal or formal consequences.

The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

- relate in kind and degree to the infraction;
- help the student learn to take responsibility for his/her actions;
- be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

### ***Teachers' Authority***

Teachers and other instructional personnel shall have the authority to undertake any of the following actions in managing student behavior thereby providing for the safety of all students.

- establish classroom rules of conduct;
- establish and implement consequences, designed to change behavior, for infractions of classroom rules;
- have violent, abusive, uncontrollable, or disruptive students temporarily removed from the classroom for behavior management intervention;
- assist in enforcing school rules on school property, on school sponsored transportation, and during school-sponsored activities;
- request and receive information as to the disposition of any referrals to the administration for violation of classroom or school rules;
- request and receive immediate assistance in classroom management if a student becomes uncontrollable or in case of emergency;
- request and receive training and other assistance to improve skills in classroom management, violence prevention, conflict resolution, and related areas;
- press charges if a crime has been committed against the teacher or other instructional personnel on school property, on school-sponsored transportation, or during school-sponsored activities; and
- use reasonable force, according to standards recommended by the Education Standards Commission and the Education Practices Commission and adopted by the State Board of Education, to protect himself/herself or others from injury.

When knowledgeable of the likely risk of physical violence in the schools, the School District shall take reasonable steps so that teachers, other school staff, and students are not at undue risk of violence or harm.

### ***Corporal Punishment***

Corporal punishment is not permitted by Board policy. (See Policy 5630 - Corporal Punishment and Use of Reasonable Force and Restraint). Schools shall promote the utilization of nonviolent dispute resolution through the development of curriculum, programs, mediation, arbitration, or other dispute resolution systems at designated schools.

## **Student Affairs**

**\*\* The following disciplinary actions will be used at James S. Rickards High School; however, the administration reserves the right to use discretion in disciplinary measures. Policy and procedures supported by LCSB policy 5500\*\***

**Level 1 Infractions** – Actions that negatively affect James S. Rickards High School’s academic culture and community of safety, respect, learning and cooperation.

- Bus Referrals
- Class, Lunchroom, Assembly Disruptions
- Dress Code Violations
- Not Serving Detention
- Giving False Information
- Gambling
- Inappropriate Display of Affection
- Profanity
- Unauthorized selling of items on campus
- Internet and Computer Violations
- Defiance
- Leaving class early

Level 1 infractions will be addressed by teacher as described in the discipline plan submitted to administration. After 3 Level 1 infractions has been committed, administration will intervene. Administration will follow the specific guidelines for multiple Level 1 infractions:

***1<sup>st</sup> & 2<sup>nd</sup> Administrative Intervention: 1 period OFI***

***3<sup>rd</sup> & 4<sup>th</sup> Administrative Intervention: 1 full school day OFI***

***5<sup>th</sup>+ Administrative Intervention: Out of School Suspension (1-5 days)***

**Level 2 Infractions**– Actions that significantly affect James S. Rickards High School’s academic culture and community of safety, respect, learning and cooperation.

- Profanity Towards School Board Employee and/or Gross Insubordination
- Skipping class
- Physical Aggression including slap boxing
- Group Disruptions

- Facilitating Violence
- Constant Disruptions
- Threats, Provocation
- Unauthorized leaving campus
- Other miscellaneous Violations

All Level 2 infractions will be addressed administration. Administration will follow the specific guidelines for Level 2 infractions:

***1<sup>st</sup> & 2<sup>nd</sup> Administrative Intervention: 1 School Day OFI***

***3<sup>rd</sup> & 4<sup>th</sup> Administrative Intervention: 2 School Day OFI***

***5<sup>th</sup> + Administrative Intervention: Out of School Suspension (1-5 days)***

**Level 3 Infractions** – Actions that are considered to be serious violations where they interrupt the safety and/or security of the school, diminish the level of community trust, and may be considered a juvenile crime. Level 3 Infractions will be handled in a serious manner where law enforcement, social workers, and community resources may be involved.

- Fighting
- Drugs
- Arson
- Battery upon School board employee
- Robbery
- Stealing (\$100 + Value)
- Burglary
- Criminal Mischief
- Possession of Firearms
- Discharging of a Firearm
- Possession of Weapons
- Bomb threats
- Explosives
- Sexual Act
- Aggravated Battery
- Inciting or Participating in a Major Student Disorder
- Other offenses that are considered egregious

Level 3 Infractions will be handled in a serious manner where law enforcement, social workers, and community resources may be involved.

***All Level 3 Infractions will result in OSS (1-10 days) with the possibility of expulsion and/or arrest. Also, students that are arrested for crimes committed off campus may have privileges revoked and recommended for expulsion.***



### **Special Procedures**

The following applies the week before the winter holiday, spring break, and end of school:

- Any student who has two Level 1 or Level 2 offense may be sent home for the rest of the week
- Any student who has a Level 3 offense may be dealt with by the judicial system
- Only students who demonstrate appropriate behavior prior to scheduled class field trips will be allowed to attend. Policies for each grade level are established, and will be share with students and parents prior to trips.

### **Teacher Managed Referrals**

Infractions involving informal, natural or logical consequences should be dealt with by the classroom or supervising teacher or staff, prior to referral for formal consequences, utilizing appropriate procedures consistently applied to all students. Consequences may include loss of privileges, time out, after school detention, or confiscation of prohibited items to be returned to parent or guardian. These infractions are defined as disregard for school rules and/or the rights of others where the appropriate discipline does not necessarily require suspension or expulsion. These infractions may be viewed as involving a degree of carelessness or negligence. The student involved has the right to be informed, before consequences are administered, of the exact nature of the charges against him/her and the possible consequences of that misconduct, and the right to offer an explanation in defense or mitigation.

#### **Informal Teacher Interventions**

The basic responsibility for the maintenance of appropriate conduct and discipline in the classroom shall rest with the teacher. Teachers are expected to utilize positive classroom management procedures in their efforts to maintain appropriate classroom conduct. Teachers shall consider the following alternatives with regard to pupils who are disciplinary problems:

- work with the student on a one-to-one basis to attempt to determine the source of the problem and recommend alternative solutions;
- change the curriculum or instruction if such procedures appear warranted;
- contact the parents, guardian, relative, or emergency contact person if necessary
- refer the student to Student Services;
- contact outside social agencies;
- refer the student to a dispute resolution program, if available.

### **Administrative Referrals**

Infractions on school property, on a school bus or at a school bus stop, or a school sponsored activity involving formal consequences are those where the appropriate punishment may be suspension or expulsion from school, and may include petty acts of misconduct. The appropriate school authority may suspend, or recommend to the Superintendent for expulsion, any student enrolled as a student when his/her presence has or tends to substantially disrupt or interfere with the orderly educational process, destroys school property, endangers the health or safety of the student or others, or infringes on the rights of others. Formal consequences include, but are not limited to:

### ***OFI (Opportunity for Improvement)***

Opportunity for improvement is a different location (cafeteria) where educational services are provided for a specific time period due to disciplinary reasons. Students may be assigned OFI from a range of 1 period up to 3 full school days. Failure to report will result in additional full school day.

### ***OSS (Out of School Suspension)***

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. Suspension from school, from riding a school bus, and/or co-curricular activities may be authorized by the principal or designee and extended beyond ten (10) days by the Superintendent or Board as provided by Board policy. Parent/guardian attendance with a child may be substituted for a portion or all of a suspension when offered as an alternative and approved by the principal or his/her designee. The parent must agree to attend school, shadowing his/her child, throughout the entire school day.

### **Students Subject to Suspension**

Prior to a suspension, a student will receive notice of the charge and an explanation of the evidence against him/her:

- The Principal will give the student an opportunity to explain his/her side of the story.
- In the event the Principal determines that the student violated the Student Conduct Code and that suspension is the appropriate discipline, the student and their parent will be provided written notice of the charge(s) and the recommendation. An appeal may be addressed to the Principal, whose decision is final.

### **Expulsion**

Expulsion. Expulsion is a denial of access to the Leon County School District. Violent crimes on school grounds, school transportation, or at school functions and serious and/or repeated misconduct may be cause for expulsion. Expulsion may be affected and rescinded only by the School Board. The length of the expulsion shall not exceed the end of that school year during which it was affected and one additional year of attendance. (See LCSB Policy 5610.) The School Board shall honor all expulsions from other Florida public or charter schools and may, upon the Superintendent's recommendation, honor expulsions from non\public and out-of-state schools or require assignment to Second Chance Learning Center or other appropriate programs.

### **Students Subject to Expulsion**

Prior to a recommendation for expulsion, a student will receive notice of the charge(s) and an explanation of the evidence against him/her.

- The Principal will give the student an opportunity to explain his/her side of the story.
- In the event the Principal determines that the student violated the Student Conduct Code and that expulsion is the appropriate discipline, the student and their parent will be provided written notice of the charge(s) and the recommendation.

- The student and his/her parent will be given an opportunity to meet with a representative of Intervention Services staff to discuss the charge(s) and the expulsion process; discussion will include a hearing process, waiver and stipulation, if appropriate in the sole discretion of the Superintendent. The expulsion process is set forth in Policy 5610.06-Expulsion Process.
- The Board will act on any recommendation for expulsion.

## Dress Code

In an attempt to accommodate our students and assist our families prior to going shopping for the new school year, while maintaining adequate and appropriate uniformity, the following Dress Code applies for the entire school year.

The school's dress code is designed to facilitate an environment where the school pursues its purpose of providing students an education based on academic excellence while limiting distractions and keeping the focus on learning. The cooperation of the student and the parent is necessary in maintaining the standards of the school's dress code, and dress code violations may result in appropriate disciplinary action. Coming to school each day with clothing in compliance with the dress code is a responsibility of both the student and the parent. The following information is intended to clarify the School Advisory Council approved JSRHS Dress Code and should be used as a guide. The complete Dress Code is posted online at [www.rickards.leon.k12.fl.us](http://www.rickards.leon.k12.fl.us).

### *Head*

- All caps, visors, hoods, and sunglasses must be removed when entering a classroom.
- Hair Bands, hair coverings (Including religious relics), hair accessories are permitted
- Bonnets, stalking caps, shower caps, or mask that cover the entire face are prohibited

### *Upper Garment*

- All garments must follow the 1-inch rule across the shoulders.
- Bare midriffs and bare sides should not show even when arms are extended above the head.
- Clothing that is sexually suggestive or that features crude or vulgar messages; depicts drugs, tobacco, alcoholic beverages, racial/ethnic clubs or gang affiliation in words, pictures or colors is prohibited.

### *Lower Garment*

- Undergarments MUST remain entirely covered even when seated.
- Hemlines of shorts, dresses, skirts and skorts shall be no shorter than mid-thigh.
- If leggings or tights are worn, the student's skirt or shorts worn with them must be at least mid-thigh.

## CONSEQUENCES FOR DRESS CODE INFRACTIONS

**\*For any infraction so, egregious that is deemed a disruption to the learning environment, the student will be removed from the classroom and escorted to OFI so that they can call a parent to be supplied with appropriate attire or to remain for the duration of the day in OFI. \***

Dress code violations are considered Level 1 infractions and will be addressed by teacher as described in discipline plan submitted to administration. After 3 Level 1 infractions has been committed, administration will intervene.

Administration will follow the specific guidelines for multiple Level 1 infractions:

*1<sup>st</sup> & 2<sup>nd</sup> Administrative Intervention: 1 full day O.F.I.*

*3<sup>rd</sup> & 4<sup>th</sup> Administrative Intervention: 2 full school day O.F.I*

*5<sup>th</sup> + Administrative Intervention: Out of School Suspension (1-5 days)*

## Tardy/Late

Students are marked tardy if they arrive to class after the tardy bell up until 10 minutes after the start of the period. Students who are 10-15 minutes late will be marked late. Students that arrive more than 15 minutes late to class are considered skipping and will be subject to disciplinary consequences (level 2 infractions). Students who are tardy/late to a class 5 times in a given 9 week grading period will be subject to disciplinary actions. Starting with the 5<sup>th</sup> tardy, the student will be assigned a full school day of OFI. Each additional tardy will result in a full day of OFI the following day. Tardy count will reset at the start of the next 9 week grading period.

## Personal Communication Devices

Personal Communication Devices include cell phone, smart watches, etc. must be turned off during class time and only can be used in the hallways, cafeteria and outside of the building unless otherwise directed by a classroom teacher. Each teacher will provide students with a cell phone contract that highlights the expectation and teacher managed consequences attached to use of PCD during class. Repeat violations of the rules and policies will result in more severe disciplinary actions from administration. *See example cell phone contract in appendix.*

## Social Media

All social media or digital communications that occurs on or off campus could potentially have an impact on the school environment. If the conduct is deemed to be dangerous to the safety or welfare of the other students or employees, infringes upon the rights of others, then appropriate consequences will be administered as appropriate. Infractions of this type will result in a minimum of 1 school day of OFI to recommendation of expulsion from Leon County School.

## Drugs

James S. Rickards High School is a Drug-Free School Zone. The Leon County School Board prohibits the use, possession, concealment, sale, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, in or on school vehicles, and at all school sponsored event. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions.

## Drug Paraphernalia (Tobacco/Vaporizer/E-Cigarettes)

Drug paraphernalia falls under Leon Schools Board Policy 5530. The state definition of drug paraphernalia can be found in FS 893.145

Students in possession/use of drug paraphernalia are processed in the following way:

- Student will receive 10 day out of school suspension. Student will be allowed to return to school after a minimum of 3 days of school suspension if student enrolls in an adolescent certified drug rehabilitation/educational program. A notice of enrollment must be given to student affairs on the company's official letterhead to have days rescinded. Rescinding of suspensions are only offered to first time offenders. Maximum penalty is expulsion from Leon County Schools and recommendation to the Leon County Sheriff's Office (LSCO) for prosecution.

Students selling drug paraphernalia are processed in the following way:

- Students will receive a 10 day out of school suspension. Rescinding of suspension are not offered to students who sell drugs or drug paraphernalia. Maximum penalty is expulsion from Leon County Schools and recommendation to the Leon County Sheriff's Office (LSCO) for prosecution.

## Parking Privileges

The campus parking facilities are the property of the Leon County School Board. Parking on campus is a privilege for junior and seniors with an approved parking permit and is based on spaces available. Juniors and Seniors must maintain a 2.0 GPA each nine-week grading period in order to maintain their parking space. Students who drive recklessly or causes disruption with their vehicles (excessively loud music, etc.) may be subject to disciplinary action to suspension of parking privileges and/or off campus privileges, OFI, OSS, and/or towing of vehicle.

NOTE: Vehicles on campus are subject to search by the administration and their designees. Vehicles parked on school grounds without a valid parking permit are subject to being immobilized or towed at the owner's expense as per School Board Policy 5771 and Florida Statutes 715.07. The administration has the discretion to remove or exclude from campus any flags, banners or symbol displayed in the parking facilities that could be deemed offensive/disruptive to the orderly educational process.

Out of school suspension will result in the immediate revocation of on campus parking for the remainder of the school year.

## Off Campus Lunch Privileges

Juniors and seniors who wish to leave campus must complete an application. Off campus privileges will be given to students who maintain a 2.0 gpa from the previous semester, and do not have outstanding attendance failure. Administration maintains the right to revoke off campus lunch privileges temporarily or indefinitely.

### Bus Conduct

- A. Students shall obey the following bus rules:
  - Be on time and stand off the roadway while waiting for the bus.
  - When crossing the roadway, be sure that the road is clear of traffic in both directions. When needing to cross the road, follow the driver's instructions and never cross behind the bus.
  - Wear a properly adjusted and fastened safety belt at all times when the bus is in operation if the bus is equipped with safety belt.
  - Remain in the seat at all times while bus is in motion.
  - Use ordinary quiet conversation and classroom conduct.
  - Be respectful to the driver. Do not talk to or distract the driver while the bus is in operation.
  - Refrain from foul language, racial slurs, or making obscene gestures.
  - Keep hands, feet, arms, head, and objects to yourself and inside windows at all times.
  - Do not throw wastepaper or other rubbish on the floor or otherwise litter, mark, deface, or damage any part of the bus.
  - Do not throw anything from the bus. Nothing may be thrown into, within, out of, or at the bus.
  - Do not tamper with or exit from the bus emergency exit doors or windows. Do not use for ordinary boarding and alighting.
  - Do not stand or sit in the service door step well.
  - Do not sit or climb on top of seat backs or stand in bus seats.
  - Take backpack off before entering the bus, and while on the bus keep it off. Students will put their backpack on their lap.
  - Remain quiet approaching and during a railroad crossing procedure.
  - Students will ride their assigned bus and get on and off at their assigned bus stop. Exceptions must be preapproved and signed by the Principal.
  - Electronic devices, such as, I-Pods, MP3 players, PCDs, tablets, etc., may be used on school buses at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach and only if used with headphones. Cell phone cameras and other cameras are not to be used on the bus. A student will not use a cell phone or electronic device to make a video or audio recording while on the school bus. At no time should an electronic device create a distraction for the bus driver or interfere with safe operation of the bus.

- B. The following are prohibited on the school bus:
  - Bullying, including pushing, shoving, calling names, or harassment, such as sexual gestures and aggressive behavior. Behavior on the bus should not make any student feel uncomfortable or unsafe.
  - Gum chewing, eating, drinking or tobacco products.
  - Animals or pets; including animal cages, unless approved service animals.
  - Small objects or toys that are loose and that could get underfoot and cause passengers to trip or fall. Examples: toys, such as laser lights, toy guns or weapons, air guns, paintball guns, BB guns, water guns, flashing lights, reflective surfaces, including noise makers and party poppers.
  - Band instruments, projects, athletic equipment, and other objects will need to be held in the student's lap. Other arrangements will need to be made if, band instruments, projects, athletic equipment, and larger items cannot be held by the student. Large objects can become dangerous projectiles on the bus and interfere with driver's visibility.
  - All athletic equipment needs to be in a backpack, book bag, or an athletic bag. Examples, skate board, baseball glove, baseball bat, baseball, basketball, pool stick, tennis racket, tennis ball, etc.
  - Glass bottles or containers and fragile items. Aerosol cans such as deodorant, hairspray, or perfume need to stay in the student's backpack or purse.
  - Balloons.
- C. The driver shall be in full charge of the bus and students at all times and his/her directions shall be obeyed.
- D. The driver will assign students to certain seats.
- E. The driver may issue verbal warnings, contact parent/guardian, and issue written referrals for violations of these rules.
- F. The Principal shall consider the bus driver's recommendation for discipline when making decision regarding a student's referral.
- G. The Principal may suspend a student from riding the bus for rule violations or repeated violations.

### **Students with Disabilities**

#### *Short-Term Removals*

To the extent that children without disabilities would be disciplined, school district personnel may remove a child with disabilities for up to ten consecutive or cumulative days in a school year when that child has violated the school district's code of conduct. The school district is not required to provide educational services during these short-term removals.

#### *Long-Term Removals*

The school district may also remove a child for more than ten cumulative days in a school year when the removal is not considered a pattern of exclusion. When determining whether or not there has been a pattern of exclusion, the following factors must be considered: the length of each removal; the total amount of time the child has been removed; and the proximity of the removals to one another. Whenever a child is removed for more than ten school days in a school year, the school district will meet to determine whether the conduct in question was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the district's failure to implement the IEP.

### *Interim Alternative Educational*

Setting an Interim Alternative Educational Setting (IAES) is a different location where educational services are provided for a specific time period due to disciplinary reasons. The IAES must be determined by the IEP team and must be selected to enable the child with a disability to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP that will enable him/her to meet IEP goals. The IAES must also include services and modifications to address the behavior which resulted in the removal and that are designed to prevent the misconduct from recurring.

If your child, as a student with a disability, commits any of the following offenses, the school district may place your child in an IAES for up to 45 school days without your written consent.

- Carries a weapon to school or to a school function or possesses a weapon at school or at a school function; or
- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function; or
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the school district.

The IEP Team will determine where educational services will be provided. This process may be completed without a formal meeting. When the decision to place your child in an IAES has been made, the school district must notify you of this decision that day and provide you with a copy of the notice of procedural safeguards. The school district must also follow all of the procedures described above under Long-Term Removals.

If you disagree with the decision and request an expedited due process hearing, your child will remain in the IAES placement pending the decision of the hearing officer or until the 45-day time period expires, whichever occurs first, unless you and the school district agree otherwise.



## SCHOOL DISTRICT RESPONSIBILITIES

It is the responsibility of the School District and each school to:

- provide high quality instruction for all students;
- provide and maintain a safe atmosphere that encourages good behavior and learning for all students; teach students to respect themselves and others by treating them fairly and with dignity and respect; provide in-service courses in communications to further improve the working relationships among the staff and with the students, parents, and community;
- provide courses of study, programs, activities and materials to meet the academic and social needs of all students;
- involve parents/guardians in selecting strategies for reaching academic or behavioral goals; and,
- inform parents/guardians of the availability of homebound instruction when the school suspects or knows that a student will be absent for at least fifteen (15) or more school days for health reasons.

## STUDENT RIGHTS AND RESPONSIBILITIES

Students have a right to:

- an education appropriate to their needs;
- a positive learning climate free of disruption;
- a copy of clearly defined rules of student conduct and rules enforced fairly, without discrimination;
- express their viewpoints in appropriate ways;
- print and distribute publications within the guidelines provided by the school and District;
- meet together in accordance with school rules and scheduled use of facilities;
- privacy of their personal possessions;
- prior notification of any general search of book bags, lockers, or vehicles;
- participate in all eligible school programs and activities;
- be provided due process in all instances involving disciplinary actions or the exercise of their rights
- attend a school where all students and adults are treated equitably without regard to race, color, religion, national origin, age, sex, sexual orientation, marital status, disability, perceived disability, or record of disability as defined by the Americans with Disabilities Act; and,
- participate and learn in an environment free from sexual and other harassment.

Students have a responsibility to:

make an **As we approach the Winter Break, I would like to first take this opportunity to wish each of you and your families a happy, healthy, and safe holiday season. I hope that you will have a chance to relax and enjoy some special time with your children, families, and friends. Our school will be closed **December 20, 2023–January 3, 2024.** Teachers and staff will return on**

**Thursday, January 4, 2024.** Students will return on **Monday, January 8, 2024.** On behalf of the entire James S. Rickards High School community, we wish you and your family a very happy holiday season.

- effort to learn;
- come to class prepared with required books and materials; complete all assignments;
- ask questions, seek help and make up missed work due to excused absences or tardiness;
- become familiar with the Student Code of Conduct and the school student handbook;
- know and observe school rules and regulations related to conduct and behavior;
- express themselves in a manner that does not interfere with the orderly process of education, violate school rules, or infringe on the rights of others;
- conduct themselves and their activities consistent with the educational objectives of the school;
- not disrupt the educational process or endanger the health, safety, or welfare of other students or staff;
- not carry or conceal anything prohibited by law or that would detract from the educational process;
- abide by the rules for co-curricular or other school-sponsored activities;
- use the grievance procedures described within this Code and Board policy when a serious problem arises;
- treat others equitably, fairly, and with mutual respect;
- conduct themselves and their activities in such a manner that they do not harass or discriminate against others; and
- report occurrences of discrimination or sexual harassment to the Principal or District Equity Officer.

#### **PARENT RIGHTS AND RESPONSIBILITIES**

Parents and guardians are afforded numerous statutory rights including:

- the entitlement to a quality education for their child through a uniform, safe, secure, efficient, and high-quality system;
- the opportunity to request and be granted permission for the absence of the student from school for religious instruction or religious holidays
- a written notice and an administrative review by certified mail prior to placement in a dropout prevention, academic intervention or other special program;
- the opportunity to request exemptions related to certain health issues, including school entry health exams, immunizations, participation in biological services, if offered by the school;
- timely notification of any verified substance abuse violation by the student;
- a good-faith effort by the school district to notify the parent by telephone of the student's suspension and the reason and a report in writing within twenty-four (24) hours by U.S. mail;
- a good-faith effort to use parental assistance before suspension unless the situation requires immediate suspension;
- a written notification of a recommended expulsion including the charges against the student and a statement of the right of due process;
- that victims and siblings of certain felony offences by other students are kept separate from the student offender both at school and during school transportation;

- controlled public school choice options (requested by March 1st of each year) that are applicable and available to students in the District;
- access to all educational programs, activities, and opportunities offered by the District without discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status;
- notice and due process for parent of public-school students with disabilities including an individualized written educational program plan;
- receipt of ESOL (English for Speakers of Other Languages) instruction and parental involvement for limited English proficient students;
- a written request to excuse a student from reciting the pledge of allegiance;
- access, waiver of access, challenge and hearing and privacy regarding student records of their children;
- an easy to read report card on a regular basis that clearly depicts and grades the student's academic performance in each class or course, the student's conduct, and the student's attendance;
- an appraisal at regular intervals of the academic progress and other needed information about their child; and
- notification in writing requiring written consent before a student may be transported in a privately-owned vehicle to a school function.
- parents and guardians can ensure proper discipline in school by meeting the following responsibilities: A. encouraging respect for the authority of teachers, principals, and other school staff members;
- showing interest in their child's school progress;
- working with school personnel to solve disciplinary academic problems;
- getting to know their child's school, staff, programs, and activities;
- attending parent-teacher conferences and school/parent functions, such as PTO and/or School Advisory Committee meetings, and volunteering to help in the classroom;
- teaching their child to be clean, well groomed, and wear clothes that are appropriate for school;
- making sure their child gets to school on time every day unless their child is ill or has a contagious disease;
- keeping up-to-date information at the school, including home, work and emergency telephone numbers, addresses, and health data;
- contacting the school to explain why their child is absent, as is required by Florida statutes and Board policies; and
- teaching their child by word and example respect for law, the authority of the school, and the rights and property of others.



## Appendix

## Cell Phone Classroom Contract

Classrooms are sanctuaries for learning and must be fully engaged in learning to maximize their true potential. Technology provides our students with wonderful opportunities to research, explore content, and collaborate with teachers and peers. With these benefits come challenges that we hope to help students avoid. For this reason, cell phone use in the classrooms is prohibited during the school year without permission. THERE WILL BE NO CELL PHONES OUT DURING CLASS. By signing this contract, student and parent(s)/guardians acknowledge the following rules. **Sign and return the bottom portion to your teacher. (This policy will be enforced, regardless of whether you sign the contract or not.)**

Upon entering the classroom, the student is required to place their cell phone in the cell phone holder in the front of the room or in their backpack. Phones are not allowed to be on their person or desk. The phone will remain on silent and secured in one of these choices before the late bell rings and will remain until the teacher gives permission otherwise. Charging of cell phones does not exempt the students from following the rules. If you need to contact your child during school, please call the front office (850-414-5500) and they can forward your call to the appropriate teacher.

If a student is caught violating the contract the following consequences will occur:

1<sup>st</sup> offense: Verbal reminder to put their phone in one of the two designated areas and will be documented as a minor classroom referral.

2<sup>nd</sup> offense- Student will place their phone on the teacher's desk until the end of class and a second minor classroom referral will be written, with parent contact.

3<sup>rd</sup> offense- Student will place their phone on the teacher's desk to be secured in a locked drawer by the teacher until the end of the period, a third minor classroom referral will be written, and the student will be assigned a lunch detention to be served with the teacher.

4<sup>th</sup> offense and beyond- Student will place their phone on the teacher's desk to be secured by the teacher until the end of the period and a MAJOR referral will be written and the Dean will act.

- During any of the offenses if a student refuses to give up the cell phone, a MAJOR referral for defiance will be written, the student will be sent out of class, and the Dean will act.

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*Please fill out this portion and return it to your teacher and staple the top portion into your class notebook.*

*This will be your first daily grade in this class.*

I have reviewed the above information and agree to follow the rules for cell phone usage for this class. I understand that if I fail to follow the above rules, I will receive the consequences listed above

\_\_\_\_\_  
(Student's printed name)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent's printed name)

\_\_\_\_\_  
(Parent's signature)