

2013-2014
Student Code of Conduct



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Q O P I N E V I E W B O N D D
F Y E L I R N A V I L L U S Y

(Find your school name. See back cover also.)

All Children Learning.....
Building the Future Together

**SCHOOL BOARD OF LEON COUNTY,
FLORIDA**

Jackie Pons, Superintendent

2757 West Pensacola Street
Tallahassee, Florida 32304-2998
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HIPAA	487-7103
Intervention, Equity and Support Services.....	487-7306
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Please Note

This publication is developed to assist parents, guardians, and students to understand their rights and responsibilities as Leon County Schools strive to maintain a safe and orderly educational environment. The descriptions contained within this document do not supersede applicable Florida Statutes or School Board Policy. Copies of School Board Policies may be found at www.planning.leonschools.net or may be obtained by calling 487-7235.

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August 2013

Dear Parent/Guardian and Student:

Leon County School Board members and I have identified safe school environments as a major priority. We believe that an environment that is positive and safe is absolutely necessary for students and teachers to be successful. It is also important that everyone is treated with dignity and respect.

We also believe that proper student behavior in school is essential for academic success. By adhering to the guidelines in this Student Code of Conduct booklet and working together, we can ensure that students in the Leon County School District are provided the very best educational opportunities.

The Student Code of Conduct will be discussed at school by students, teachers, administrators, and others. I encourage you to spend some time together with your child to review the contents of this booklet and to commit to make this school year one of the best ever.

Thank you in advance for your cooperation. If you have any questions or comments, please contact your child's school or my office.

Sincerely,

A handwritten signature in cursive script that reads "Jackie Pons".

Jackie Pons,
Superintendent

August 2013

PARENT/GUARDIAN AND STUDENT ACKNOWLEDGMENT

Dear Parent or Guardian:

This Student Code of Conduct provides critical information which will assist your son or daughter in his or her school interactions and experiences. We believe that along with the support and encouragement that you provide, proper student conduct is essential for student success in school. We hope you will take some time to discuss this booklet with the student(s) in your household to make him or her aware of their rights and responsibilities and your expectations for their acceptable and responsible behavior at school.

If you have a concern about something that happens at school, please contact your child's teacher or the school's administration directly. Our teachers and administrators are available to work with you to resolve issues that might negatively impact your child's success at school.

Please sign the "Notice of Receipt" page included in this booklet, tear it out, and return it to the school office. This will acknowledge that you received and read the important information included in the Code of Conduct publication. We also welcome any comments you might have to assist us in providing safe and rewarding experiences for all students. Thank you for being a valuable partner with Leon County Schools.

Respectfully,

Marvin J. Henderson

Marvin J. Henderson, Ph.D.
Deputy Superintendent of Schools

Dear Parent or Guardian:

Welcome! We look forward to a year in partnership with you. As the primary caregiver, participation in your children’s education is important to their success in our school district. This publication serves as a critical component in helping us forge the relationship between home and school. The Student Code of Conduct Book provides information on guidelines for the expected behavior of students enrolled in our schools. It highlights policies and procedures germane to the success of each student.

This Code of Conduct highlights the key rights, responsibilities, and requirements for students and parents in our schools. A more detailed description of discipline, grievance, dress code, and other policies may be found at the Leon County Schools Policies web site at www.planning.leonschools.net. Additional information may be found in your school’s student handbook.

It is our hope that this book will provide you with the information needed to understand what we expect of a model student in the Leon County School District. By reviewing it with your child, it helps to set the tone for what can be an outstanding year. Once you have reviewed its contents, do not forget to sign the “Notice of Receipt” and return it to your child’s teacher.

Once again, welcome! Know that you are a valued team member of our team and with our concentrated efforts we will have a promising school year. Do let us know if you have any questions or require any clarifications as the need arises.

Warm Regards,



Kathleen L. Rodgers, Ph.D. – Divisional Director
Intervention, Equity and Support Service.

LEON COUNTY SCHOOLS

VISION

Leon County Schools will be an engaging, safe, and respectful learning environment that embraces change and produces successful learners who value diversity and are conscientious contributors to our society.

MISSION

The mission of Leon County Schools is to prepare students to become responsible, respectful, independent learners equipped with the critical thinking skills necessary to compete in our global society.

CORE VALUES

1. **Excellence** - LCS pursues the highest standards in academic achievement and organizational performance.
2. **Integrity and Personal Responsibility** - LCS requires the highest level of integrity and personal responsibility for individual actions as a family member, teacher, student, and citizen.
3. **Equity** - LCS fosters an environment that serves all students as we strive to eliminate the achievement gap.
4. **Citizenship** - LCS honors the diversity of our community by working as a team to ensure the educational success of all our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.
5. **Compassion and Respect** - LCS builds positive relationships through honesty, respect and compassion, which enhance the self-esteem, safety, and well-being of all stakeholders.
6. **Perseverance** - LCS promotes the inner strength to remain constant to a purpose, idea, or task in the face of obstacles. This includes dedication, consistency, and having a positive attitude.

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:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;

- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority;
- F. be in school and learning every day;
- G. demonstrate quality and pride in their academic work and co-curricular activities;
- H. refrain from any conduct that interferes with another student's opportunity to learn;
- I. 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:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. 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.

- A. establish classroom rules of conduct;
- B. establish and implement consequences, designed to change behavior, for infractions of classroom rules;
- C. have violent, abusive, uncontrollable, or disruptive students temporarily removed from the classroom for behavior management intervention;
- D. assist in enforcing school rules on school property, on school-sponsored transportation, and during school-sponsored activities;
- E. request and receive information as to the disposition of any referrals to the administration for violation of classroom or school rules;
- F. request and receive immediate assistance in classroom management if a student becomes uncontrollable or in case of emergency;
- G. request and receive training and other assistance to improve skills in classroom management, violence prevention, conflict resolution,

and related areas;

- H. 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
- I. 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.

Infractions Requiring Informal Consequences

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. The proposed consequences may thereafter be summarily

administered if warranted. Examples of in-school misconduct include, but are not limited to, the following:

- A. tardiness (see Policy 5200 - Attendance);
- B. failure to return required forms;
- C. Failure to have required materials or equipment;
- D. possession and/or use of tobacco products (see Policy 5512 - Tobacco-Free Environment);
- E. cheating, or plagiarism;
- F. unauthorized use of school property;
- G. Failure to report to class or leaving class without permission (see also Policy 5200 - Attendance);
- H. theft of less than three hundred dollars (\$300.00);
- I. violation of school parking regulations;
- J. targeted behaviors in a student's Individual Education Plan (IEP) or accommodation plan;
- K. violation of school bus rules of conduct;
- L. display or use of toys, games, audio or video players, or other potentially disruptive items during the school day; and
- M. use of a wireless communication device during instructional time without approval. Such devices include computers, tablets, electronic readers, smart phones, and/or other web-enabled devices of any type. (See Policy 5136 - Use of Personal Communication Devices and Policy 7542 - Network Access to Technology Resources from Personally-Owned Personal Communication Devices)

References to such offenses involve a matter of degree, and frequency. Whenever possible, these offenses should be dealt with on an individual basis without invoking formal discipline procedures. If repetition of these offenses occurs, or if they are of a severe nature, formal discipline may be considered necessary.

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:

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

Teachers shall maintain objective and accurate records of all attempts to deal with serious student misconduct.

For students with disabilities, teachers or other members of the IEP team shall review the annual goals and objectives if provided of the student's IEP and revise instructional, behavioral and other strategies as needed.

Teachers shall submit written referrals to the Principal on the appropriate discipline referral form. Such referrals shall indicate the failure of less formal interventions on the part of the teacher, or a serious breach of conduct requiring immediate administrative response. The discipline referral file shall be open only to authorized individuals (see Policy **8330** - Student Records). At the end of the school year, the teacher's referral files shall be returned to the Principal for appropriate disposition.

A teacher may send a student to the Principal office to maintain effective discipline in the classroom. The Principal shall respond by employing appropriate discipline-management techniques consistent with the *Student Code of Conduct* and State law.

A teacher may:

- A. have disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students temporarily removed from the classroom for behavior management intervention; or
- B. have violent, abusive, uncontrollable, or disruptive students directed for information or assistance from appropriate school or district personnel.

A teacher may have removed from a class a student whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

If a teacher has a student removed from class under this section, the Principal may place the student in another appropriate classroom, in in-school suspension, or in an alternative education program, or the Principal may recommend the student for out-of-school suspension or expulsion, as appropriate. The student may also be prohibited from attending or participating in school-sponsored or school-related activities. The Principal may not return the student to that teacher's class without the teacher's consent unless the committee established under F.S. 1003.32 determines that such placement is the best or only available alternative. The teacher must give consent or the placement review committee must review all relevant documentation, including previous student infractions and teacher interventions and render a decision within five (5) days of the removal of the student from the classroom.

Each school shall establish a placement review committee to determine the appropriate and available placement of a student when a teacher withholds consent to the return of a student to the teacher's class. Committee membership must include at least the following:

- A. two (2) teachers selected by the school's faculty and an alternate; and
- B. one (1) member from the school's staff who is selected by the principal.

For students with disabilities the required members of IEP team must be a part of the committee.

The teacher who withheld consent to readmitting the student may not serve on the committee.

Any teacher who requests twenty-five percent (25%) or more of his/her students to be removed from a class shall be required to complete professional development to improve classroom management skills that include a plan to improve discipline in his/her classroom.

Informal Consequences

Examples of informal consequences include, but are not limited to:

- A. confiscation of contraband items and/or direct discussion with student and/or parent/guardian, in order to work out a problem. In cases where it is appropriate, Student Services staff or outside social agencies may be called in for assistance in this procedure;
- B. a written warning or reprimand to a student and parent/guardian from the teacher, or if deemed necessary, from the Principal;
- C. class reassignment may be imposed during school hours by the Principal;

The student may be assigned for a period of time, determined by the Principal, to an alternative classroom under the direction of a

certified teacher. Regular academic instruction shall continue in this classroom.

- D. school detention may be imposed for a limited period of time with a maximum of one (1) hour a day unless extended at the parent/guardian request;

A period of detention may not begin without one (1) day's notice to the student and parent/guardian and a student shall be detained only under the supervision of school personnel.

- E. school privileges may be withdrawn by the Principal;

These may involve field trips, co-curricular activities, school government and school social events as well as other functions.

- F. referral may be made to a dispute resolution program, if available;

- G. probation or other consequences may be imposed in lieu of suspension; and

- H. consequences may be implemented for students with disabilities as described in a student's IEP or Section 504 accommodation plan or a behavior intervention plan including the use of "time out" procedures as described in AP 5600. For an identified student with a disability, temporary detention or reassignments within the school that does not result in a change of placement does not require an IEP or accommodation plan review.

Infractions Requiring Formal Consequences

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. These infractions include, but are not limited to:

- A. disruption or obstruction of the orderly educational process;
- B. defacement or destruction of school property;
- C. disrespect or disobedience of school officials acting pursuant to their official responsibilities, which results in a disruptive effect upon the education of other students;
- D. interference with, or intimidation of, school personnel by threat or actual force or violence or creating a hostile environment that includes harassment;
- E. interference with, or intimidation of other students, by threat or actual force or violence;
- F. behavior that is inappropriate or detrimental to the welfare or safety of other students including fighting on school grounds or on a school bus, at a school bus stop or while participating in a school-sponsored function or activity;
- G. interference with, or disruption or obstruction of the operation of a school bus or severe infractions at a school bus stop;
- H. failure to correct repeated misconduct as described under Infractions Requiring Informal Consequences above;
- I. participation in secret societies;
- J. illegal possession, distribution, use, sale, or attempted sale of drug, including any alcoholic beverage or any substance controlled under F.S. Chapter 893;

Self-referral or court-ordered referral to a State-licensed drug abuse program, and successful completion thereof; or voluntarily disclosing unlawful possession of controlled substances prior to arrest; or divulging information leading to the arrest and conviction of the person(s) who supplied the controlled substance may constitute sufficient grounds for a waiver of the suspension or expulsion for illegal possession or use only.

- K. theft or larceny;
- L. burglary;
- M. extortion;
- N. possession of a self-defense spray (such as Mace or pepper gas), pocket-knife, or laser pointer that is not displayed in a threatening manner or used as a weapon;
- O. indecent exposure;
- P. malicious mischief including intentional damage to personal property or vandalism;
- Q. robbery;
- R. trespass;
- S. leading or participating in a riot on school grounds;
- T. intentionally making false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff;
- U. creating a hostile environment that includes harassing physical, verbal, graphic or written conduct that is sufficiently severe, pervasive or persistent as to interfere with an individual's ability to participate in or benefit from school activities;

This includes all forms of sexual, racial, national origin, disability or other forms of discrimination or harassment prohibited by Board policies.

- V. formally charged by a proper prosecuting attorney with a felony, or with a delinquent act that would be a felony if committed by an adult, which allegedly occurred on property other than Board property, if that incident is shown in a properly noticed administrative hearing to have an adverse impact on the educational program, discipline or welfare in the school in which the student is

enrolled.

Each of these offenses calls for three (3) immediate responses:

- A. reference to the appropriate governmental authorities having jurisdiction for possible criminal penalties;
- B. if the offense involves a victim, notice to the victim and the victim's parents or legal guardian if the victim is a minor, of the offense and of the victim's right to press charges against the offender; and

School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.

- C. action to suspend or expel from school pursuant to the suspension and expulsion policies and procedures of the Board.

OFF CAMPUS INCIDENTS - LCSB POLICY 5610

- A. When a student has been arrested for an off-campus delinquent act that would be a felony if committed by an adult, and the Principal determines that the student's presence on the school grounds or on a school bus may threaten the order of the school or the safety of others, s/he may request the student be assigned to another school or alternative educational setting pending the filing of formal charges. There shall be no interruption of educational services to the student.
- B. When a student is formally charged with a felony by a proper prosecuting attorney for an incident that allegedly occurred on property other than public school property, the Principal shall determine if there may be an adverse impact upon the school that may warrant a suspension of the student and/or a recommendation for expulsion.

Serious incidents that occur off school grounds may result in a recommendation for suspension and/or expulsion if the presence of the student will substantially disrupt the educational process or endanger the health or safety of other students.

**OFFENSES REQUIRING SEVERE CONSEQUENCES (Zero Tolerance)
LCSB POLICIES – 5500, 5610**

Offenses on school property, school-sponsored transportation, at a school bus stop, or during a school-sponsored function or activity that pose a serious threat to the health or safety of students, staff, or others are those in which the appropriate punishment is expulsion, with or without continuing educational services, for a period of not less than one (1) full calendar year, and referral to the criminal justice or juvenile justice system. The appropriate school authority shall recommend to the Superintendent for expulsion pursuant to this section, any student who has been found to have committed the following offenses:

- A. homicide (murder or manslaughter)
- B. sexual battery
- C. armed robbery
- D. aggravated battery
- E. battery or aggravated battery on a teacher or other school personnel
- F. kidnapping or abduction
- G. arson
- H. possession, display, transmission, use or sale of any firearm or weapon, or such object which is utilized as, or is intended to function as a weapon while the student is on school property, in attendance at a school function, in a school vehicle, or at a school bus stop. For use in this policy, weapons shall include but not be limited to those defined in F.S. Chapter 790, and the following: air rifle, BB or pellet gun, rifle, shotgun, zip gun, stun gun, pistol, ammunition or explosive device (no matter how limited), incendiary device, ice pick, knife, box cutter, machete, hypodermic needles(s), brass knuckles, club, nunchakus, razor blade, sling shot, spear, sword, or any other object that can reasonably be considered a weapon. Exceptions may be made only in an authorized and supervised school-sponsored activity or program with the prior approval of the Superintendent.
- I. threat or intimidation using any pointed or sharp object or the use of any substance or object as a weapon with the threat or intent to inflict bodily harm
- J. making a threat or deliberate false report of any explosive or destructive device

Zero-tolerance policies are not intended to be applied to petty acts of misconduct and misdemeanors, which are not required to be reported to a law enforcement agency. These include, but are not limited to:

- A. disorderly conduct;
- B. disrupting a school function;
- C. simple assault or battery;
- D. affray;
- E. theft of less than \$300.00, trespassing; and
- F. vandalism of less than \$1,000.00.

Any student who, without the prior approval of the Superintendent, is determined to have brought a firearm or weapon on school grounds or a school bus, at a school bus stop, or to a school-sponsored function or activity, or who is determined to have made a threat or false report shall be expelled, with or without continuing education services, from the student's regular school for a period of not less than one (1) full calendar year and referred for criminal prosecution. The Board may assign the student to a disciplinary program or alternative learning center for the purpose of continuing educational services during the period of expulsion.

The Superintendent may consider less than a one (1) year expulsion requirement on a case-by-case basis and request the Board to modify the requirement if determined to be in the best interest of the student and the school system based on information submitted by the school administration. The following mitigating factors, uniformly applied to all students, must be documented:

- A. nature and circumstances of the offense;
- B. the age, grade level and the ability of the student to comprehend the policy's intent;
- C. the student's past disciplinary and attendance history;
- D. the effect upon other students and/or the welfare, safety or discipline of the school.

Except for possession of a firearm or a weapon or a threat or false report of an explosive device on Board property as specified in F.S. 1006.13 (12)(a) and (b), the principal or site administrator may recommend to the Superintendent, and s/he may approve, a suspension or a stipulated agreement in lieu of expulsion for any offense, the documentation of the mitigating factors. The expulsion shall be held in abeyance pending the completion of all required conditions in the agreement.

Any disciplinary or prosecutorial action taken against a student who violates a zero-tolerance policy must be based on the particular circumstance surrounding the student's misconduct.

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.

1. Carries a weapon to school or to a school function or possesses a weapon at school or at a school function; or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function; or

3. 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.

Conditions of Suspension

1. When a child is suspended from riding a school bus due to misconduct, absence from school is not excused. The parent or guardian is expected to provide transportation both to and from school during the time the student is suspended from the bus. For a student with disabilities with transportation listed as a related service on the IEP or accommodation plan, an alternative mode of transportation must be provided by the District if cumulative suspensions have exceeded 10 days.
2. Absence due to an out-of-school suspension or expulsion shall be considered an administrative absence. A high school student may make up any work missed during the period of only the first suspension in a school year and shall receive a passing grade in a course if all performance standards and other requirements are met. Elementary and middle school students may make up work during any suspension.
3. There shall be no evidence of the suspension posted on the student's permanent record other than that reflected by an attendance record.
4. A suspension may be terminated by the principal when it is reasonably determined that the student's presence in the school or on the school bus will not result in a situation warranting further suspension. In no case may a student's suspension be extended or prolonged because of a failure on the part of the parent(s) or guardian(s) to attend a school conference.
5. For suspensions of 10 days or less, the decision of the principal shall be final if all appropriate procedures of Policy 5610 are followed.

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 effected 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 nonpublic and out-of-state schools or require assignment to Second Chance at Ghazvini Learning Center or other appropriate programs.

SUSPENSION AND EXPULSION - LCSB POLICY 5610

NOTE: A minor who has been suspended or expelled from school may not be or remain in a public place or establishment within 1,000 feet of a school during the hours of 9:00 a.m. to 2:00 p.m. during any school day – F.S. 877.22(2). Suspended or expelled students cannot be on school grounds anytime during the school day or when a school activity is being held.

Suspension, expulsion and exclusion are formal consequences and shall be employed only after parental/guardian assistance and all available school and support services have been unsuccessful in dealing with the student's misconduct, or when the student's conduct or conditions are disruptive to the learning environment, dangerous to the safety or welfare of other students or staff or if the situation is of an emergency nature. 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.

Conditions of Suspension

When a student is suspended from riding a school bus due to misconduct, his/her absence from school is not excused. The parent or guardian is expected to provide transportation during the time the student is suspended from the bus. For an ESE student, except gifted, or other student with a disability with transportation listed as a related service on the IEP or accommodation plan, an

alternative mode of transportation shall be provided by the district only if the student has been suspended more than ten (10) days cumulatively.

(b) Absence due to an out-of-school suspension shall be considered an administrative absence. A high school student other than an ESE student, except gifted, or other student with disability may make up any work missed during the period of only the first suspension in a school year, and shall receive a passing grade in a course if all performance standards and other requirements are met. An ESE student, except gifted, or other student with a disability may make up work if suspended for more than ten (10) days cumulatively upon the recommendation of the ESE teacher and the principal or designee. Elementary and middle school students may make up work during any suspension.

(c) There shall be no evidence of the suspension posted on the student's permanent record other than that reflected by his/her attendance record.

(d) A suspension may be terminated by the principal or designee when it is reasonably determined that the student's presence in the school or on the school bus will not result in a situation warranting further suspension and it is in the best interest of the student or the school. In no case may a student's suspension be extended or prolonged because of a failure on the part of the parent(s) or guardian to attend a conference requested by the school.

(e) For suspensions of 10 days or less, the decision of the principal shall be final if all appropriate procedures of Policy 5500 are followed.

Expulsion

Expulsion or long-term suspension or rescission of this status requires action of the Board. Exclusion from school for suspected or identified students with disabilities may be authorized only by a State or Federal court. The Board shall honor all expulsions from other Florida public schools and may, at its discretion, honor expulsions from out-of-state public schools and from non-public schools or require assignment to an alternative learning center or other appropriate programs.

Expulsion is a denial of access to the Leon County public school system. Violent crimes on school grounds, school transportation, or at school functions and serious and/or repeated misconduct may be cause for expulsion. Conviction of a felony, or a delinquent act which would be a felony if committed by an adult, which occurred on property other than School Board property that was determined to have an adverse impact upon the educational program, discipline or welfare of a student where a student was enrolled may also be grounds 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 effected and one additional year of attendance.

Students Taken Into Custody

The arresting agency, juvenile justice or court authority is required to immediately notify the Superintendent, parents/guardians and adult students shall be requested to inform the school at initial registration if a student has:

- A. been taken into custody for a delinquent act or violation of law that would be a felony if committed by an adult or involves a crime of violence;
- B. been charged with a felony or a delinquent act that would be a felony if committed by an adult;
- C. been adjudicated delinquent for an offense that would be a felony if committed by an adult;
- D. had adjudication withheld for a delinquent act that would be a felony if committed by an adult; or
- E. been found guilty of a felony.

SCHOOL DISTRICT RESPONSIBILITIES

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

- A. provide high quality instruction for all students;
- B. provide and maintain a safe atmosphere that encourages good behavior and learning for all students;
- C. teach students to respect themselves and others by treating them fairly and with dignity and respect;
- D. provide in-service courses in communications to further improve the working relationships among the staff and with the students, parents, and community;
- E. provide courses of study, programs, activities and materials to meet the academic and social needs of all students;

- F. involve parents/guardians in selecting strategies for reaching academic or behavioral goals; and,
- G. 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:

- A. an education appropriate to their needs;
- B. a positive learning climate free of disruption;
- C. a copy of clearly defined rules of student conduct and rules enforced fairly, without discrimination;
- D. express their viewpoints in appropriate ways;
- E. print and distribute publications within the guidelines provided by the school and District;
- F. meet together in accordance with school rules and scheduled use of facilities;
- G. privacy of their personal possessions;
- H. prior notification of any general search of book bags, lockers, or vehicles;
- I. participate in all eligible school programs and activities;
- J. be provided due process in all instances involving disciplinary actions or the exercise of their rights
- K. 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,
- L. participate and learn in an environment free from sexual and other harassment.

Students have a responsibility to:

- A. make an effort to learn;
- B. come to class prepared with required books and materials;
- C. complete all assignments;
- D. ask questions, seek help and make up missed work due to excused absences or tardies;
- E. become familiar with the Student Code of Conduct and the school student handbook;
- F. know and observe school rules and regulations related to conduct and behavior;

- G. 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;
- H. conduct themselves and their activities consistent with the educational objectives of the school;
- I. not disrupt the educational process or endanger the health, safety, or welfare of other students or staff;
- J. not carry or conceal anything prohibited by law or that would detract from the educational process;
- K. abide by the rules for co-curricular or other school-sponsored activities;
- L. use the grievance procedures described within this Code and Board policy when a serious problem arises;
- M. treat others equitably, fairly, and with mutual respect;
- N. conduct themselves and their activities in such a manner that they do not harass or discriminate against others; and
- O. 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:

- A. the entitlement to a quality education for their child through a uniform, safe, secure, efficient, and high-quality system;
- B. the opportunity to request and be granted permission for the absence of the student from school for religious instruction or religious holidays
- C. a written notice and an administrative review by certified mail prior to placement in a dropout prevention, academic intervention or other special program;
- D. 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;
- E. timely notification of any verified substance abuse violation by the student;
- F. 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;
- G. a good-faith effort to use parental assistance before suspension unless the situation requires immediate suspension;

- H. a written notification of a recommended expulsion including the charges against the student and a statement of the right of due process;
- I. 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;
- J. controlled public school choice options (requested by March 1st of each year) that are applicable and available to students in the District;
- K. 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;
- L. notice and due process for parent of public school students with disabilities including an individualized written educational program plan;
- M. receipt of ESOL (English for Speakers of Other Languages) instruction and parental involvement for limited English proficient students;
- N. a written request to excuse a student from reciting the pledge of allegiance;
- O. access, waiver of access, challenge and hearing and privacy regarding student records of their children;
- P. 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;
- Q. an appraisal at regular intervals of the academic progress and other needed information about their child; and
- R. 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;
- B. showing interest in their child's school progress;
- C. working with school personnel to solve disciplinary and academic problems;
- D. getting to know their child's school, staff, programs, and activities;

- E. attending parent-teacher conferences and school/parent functions, such as PTO and/or School Advisory Committee meetings, and volunteering to help in the classroom;
- F. teaching their child to be clean, well groomed, and wear clothes that are appropriate for school;
- G. making sure their child gets to school on time every day unless their child is ill or has a contagious disease;
- H. keeping up-to-date information at the school, including home, work and emergency telephone numbers, addresses, and health data;
- I. contacting the school to explain why their child is absent, as is required by Florida statutes and Board policies; and
- J. teaching their child by word and example respect for law, the authority of the school, and the rights and property of others.

WEAPONS ON SCHOOL PROPERTY LCSB POLICY – 7217

The School Board prohibits any visitor from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

Weapons and firearms as defined in F.S. 790.001 and include, but are not limited to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

For purposes of this policy, the term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

The Superintendent shall require that any visitor possessing a weapon or other device designed to inflict serious bodily harm, including a concealed weapon, is reported immediately to the appropriate law enforcement agency, regardless of whether such visitor possesses a valid concealed weapon license.

A weapon may be brought on District property for educational purposes under controlled circumstances when authorized by the Superintendent.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools

and school buildings, on school premises and school buses, and at school activities.

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

Pursuant to F.S. 790.115(2)(a)3, for the purpose of campus parking privileges, this prohibition shall include any firearm or weapon even if securely encased in a vehicle or other private conveyance regardless of licensure or permit. The District will post appropriate signage at all properties.

DESTRUCTIVE DEVICES ON SCHOOL PROPERTY

A “destructive device” includes, but is not limited to the following: any explosive, incendiary, or poison gas bomb, grenade, mine, rocket, missile, or similar device; and includes any type of weapon which will, or is designed to or may readily be converted to, expel a projectile by the action of any explosive and has a barrel with a bore of one-half inch or more in diameter and ammunition for such destructive devices.

NOTIFICATION OF RIGHTS UNDER HIPAA

Board Duties

The Board is required by law to maintain the privacy of protected health information that belongs to your child enrolled in the District. This Notice of Privacy Practices states how your child’s protected health information may be used and how the District keeps your information private and confidential. As part of the District’s legal duties, this Notice of Privacy Practices must be given to you. The District is required to follow the terms of the Notice of Privacy Practices currently in effect.

Uses and Disclosures of Your Protected Health Information

Protected health information includes demographic and medical information that concerns the past, present, or future physical or mental health of an individual. Demographic information could include your name, address, telephone number, social security number, and any other means of identifying you as a specific person. Protected health information contains specific information that identifies a person or can be used to identify a person.

Protected health information is health information created or received by a health care provider, health plan, employer, or health care clearinghouse. This medical information is used in many ways while performing normal business activities.

Your child's protected health information may be used or disclosed by the District for purposes of treatment, payment, and health care operations. *Health care professionals use medical information in the clinics or hospitals that take care of your child. Your child's protected health information may be shared, with or without your consent, with another health care provider for purposes of your treatment. The District may use or disclose your child's health information for case management and services. The District may send the medical information to insurance companies or community agencies to pay for the services provided to your child.*

Your child's information may be used by certain District personnel to improve the operations of the District's health care components. Personnel may send your child appointment reminders, information about treatment options, or other health-related benefits and services.

Some protected health information can be disclosed without your written authorization as allowed by law. Those circumstances include:

- A. reporting abuse of children, adults, or disabled persons;
- B. investigations related to a missing child;
- C. internal investigations and audits by the District's divisions, bureaus, and offices;
- D. investigations and audits by the State's Inspector General and protected health information

This summary does not include disclosures:

- A. made to you;
- B. to individuals involved with your care;
- C. authorized to you;
- D. made to carry out treatment, payment, and health care operations;
- E. for public health;
- F. for health professional regulatory purposes;
- G. to report abuse of children, adults, or disabled persons;
- H. prior to April 14, 2003.

This summary does include:

- A. purposes of research, other than you authorized in writing;
- B. responses to court orders, subpoenas, or warrants.

You may request a summary of disclosures for not more than a six (6) year period from the date of your request.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; 34 C.F.R. Part 99, is a Federal law that generally requires the District to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, as one exception to this general rule, FERPA permits the District to disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. Directory information is limited to the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates, awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age (eligible students) certain rights with respect to the student's education records. These include the right to:

- A. inspect and review the student's education records within the forty-five (45) days of the day the District receives a request for access;**
Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading;**
Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. This notice will include information regarding the hearing procedures.
- C. consent to disclosures of personally identifiable information contained in the student's education records, *except to the extent that FERPA authorizes disclosure without consent;***
- D. file a complaint with the U.S. Department of Education concerning**

alleged failures by the District to comply with the requirements of FERPA;

The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

In certain circumstances, FERPA permits the District to disclose personally identifiable information contained in a student's education records without consent. These include but are not limited to disclosures to/of:

- A. school officials with legitimate educational interests;
A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or entity with whom the District has contracted to perform services or functions required by the institution (such as legal; auditing; health care; safety and security; therapy; student support; or assessment, progress monitoring and other data services); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (such as a volunteer). A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- B. officials of another school district;
Upon request, the District discloses education records without consent to officials of another school system or district in which a student seeks or intends to enroll.
- C. directory information (e.g., student names, age, enrollment status) may be disclosed unless the parent has specifically informed the school (in writing) not to disclose directory information; Additional guidance concerning directory information is provided on the back of this sheet.

For a complete list of the entities and circumstances in which disclosure is authorized under FERPA, please visit
<http://www2.ed.gov/policy/gen/guid/fpco/index.html>.

Military Recruiter Access To Student Directory Information

Federal law requires secondary public schools to permit access by military recruiters to a student's name, address, and telephone listing. If a parent of a student (or the student himself/herself if an emancipated minor) does not want directory information disclosed to military recruiters, the parent must make this known to the school in writing. A form for this purpose is attached to this notice, or is available via the District's forms website (www.forms.leon.k12.fl.us). This form should be sent directly to the school.

For Further Information/Complaints

Requests for more information about matters covered by both the HIPAA and FERPA notices may be directed to school personnel, the school divisional director or the administrator of the school health facility where you received the notice. You may also contact:

Superintendent's Office
2757 West Pensacola Street
Tallahassee, Florida 32304
Phone: 850-487-7147

REVIEW OF STUDENT RECORDS – LCSB POLICY 8330

The rights of students and their parents with respect to education records created, maintained, or used by the District must be protected in accordance with FERPA, and the implementing regulations issued pursuant thereto. Students and their parents have the right to access their education records, including the right to inspect and review those records, have the right to waive their access to their education records in certain circumstances, have the right to challenge the content of education records, have the right of privacy with respect to such records and reports, and receive annual notice of their rights under FERPA with respect to education records.

In addition to students and their parents and eligible students, student records shall be available only to designated school officials and personnel, to such other persons as the parent or eligible student authorizes in writing, or a court of competent jurisdiction or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to students who are eighteen (18) years of age or older, or who are enrolled in a postsecondary institution, regardless of age.

The District presumes that the eligible student or either parent of the student has the right to inspect, review, and receive copies of the education records of the student or eligible student unless the Board, its staff, or the individual school has been provided a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary.

The District shall make available, upon request, certain information known as "directory information" without prior permission of the parents or the eligible student. The Board designates as student "directory information": a student's name; address; telephone number, if it is a listed number; date and place of birth; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation or program completion; diplomas; certificates; and awards received, and the most recent previous educational agency or institution attended.

An annual written notice shall be given to inform parents, guardians, and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Alternate methods of notice shall be made for parents, guardians, or eligible students unable to comprehend a written notice in English. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.

STUDENT INFORMATION – LCSB POLICY 8330

Confidentiality of student records shall be maintained in accordance with Board Policy 8330. However, the school or District shall provide information to parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions that provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and that support students in successfully completing their education. Information provided in furtherance of such interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for

coordinating the delivery of such programs and services, and as such is inadmissible in any court proceedings prior to a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.

ALTERNATIVE EDUCATION - LCSB POLICY 2451

The School Board recognizes that the regular school program may not be appropriate for all students and that certain students may need special programs to help them overcome attendance, academic, and/or behavioral problems.

The Board authorizes the Superintendent to provide dropout prevention/alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option and who meet eligibility requirements for the program. Participation in dropout prevention/alternative education programs does not exempt the student from adherence to school attendance rules or the Student Code of Conduct (Policy **5500** - Student Conduct).

Parents shall be notified annually in writing of their child's placement in any dropout prevention/alternative education program and their right to review any action related to such placement. For educational alternatives of choice, which are voluntary and for which a student's parent or guardian has requested participation, such notification of administrative review shall not be required.

ATTENDANCE – LCSB POLICY 5200

All students are expected to attend all classes each day that school is in session. Unexcused absences will result in a disciplinary consequence and will negatively affect a student's grade. Determination of whether an absence is excused or unexcused is the responsibility of the site principal or designee.

The following absences may be excused with the proper documentation:

- a. Illness and/or medical care
- b. Death in the family
- c. Legal reasons
- d. Financial conditions
- e. Religious Holidays (Religious Holiday(s)/Observance(s) exemption forms shall be available), and
- f. Prearranged absences for educational purposes approved by an administrator.

BUS RULES OF CONDUCT – LCSB POLICY – 5610.04

A. Students shall obey the following bus rules:

1. Be on time and stand off the roadway while waiting for the bus.
2. 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.
3. 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.
4. Remain in the seat at all times while bus is in motion.
5. Use ordinary quiet conversation and classroom conduct.
6. Be respectful to the driver. Do not talk to or distract the driver while the bus is in operation.
7. Refrain from foul language, racial slurs, or making obscene gestures.
8. Keep hands, feet, arms, head, and objects to yourself and inside windows at all times.
9. Do not throw wastepaper or other rubbish on the floor or otherwise litter, mark, deface, or damage any part of the bus.
10. Do not throw anything from the bus. Nothing may be thrown into, within, out of, or at the bus.
11. Do not tamper with or exit from the bus emergency exit doors or windows. Do not use for ordinary boarding and alighting.
12. Do not stand or sit in the service door step well.
13. Do not sit or climb on top of seat backs or stand in bus seats.
14. Take backpack off before entering the bus, and while on the bus keep it off. Students will put their backpack on their lap.
15. Remain quiet approaching and during a railroad crossing procedure.
16. 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.
17. Electronic devices, such as, I-Pods, CD players, MP3 Players,

tablets, etc., may be used on school buses, only if equipped with headphones. Cell phones are not to be used on the bus unless in an emergency where immediate communication is necessary and with the permission of the bus driver. Cell phone cameras and cameras are not to be used on the bus. A student will not use an electronic device to video or audio record while on the school bus. At no time should an electronic device create a distraction for the bus driver and safe operation of the bus.

B. The following are prohibited on the school bus:

1. 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.
2. Gum chewing, eating, drinking or tobacco products.
3. Animals or pets; including animal cages, unless approved service animals.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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 a decision regarding a student's referral.
- G. The Principal may suspend a student from riding the bus for rule violations or repeated violations.

CIVILITY IN SCHOOLS – LCSB POLICY 1380

The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions. This policy promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for staff members.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning physical well-being is strictly forbidden. Any parent, visitor, staff member, volunteer, or agent of the Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities. Members of the District staff will treat parents and other members of the public with respect and expect the same in return.

The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds. Staff will take the necessary actions to protect students' and other employees' personal safety and positive work environment.

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on School District property, will be directed to leave school or School District property promptly by the site administrator or designee, or shall be escorted from the property with the assistance of other staff or a law enforcement officer.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will attempt to calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is termination and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.

NONDISCRIMINATION – LCSB POLICY 1122

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. As such the School Board will not discriminate nor tolerate harassment in its educational programs or activities on the basis of race, color, national origin, sex, disability (including HIV, AIDS, or sickle cell trait), marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (Protected Classes). In addition, the Board will not discriminate nor tolerate harassment in its educational programs or activities on the basis of sexual orientation or gender identity.

Any student who believes that he/she has been discriminated against may file a complaint in accordance with the Student Grievance Procedure described in this Code of Conduct to the Equity and Title IX Compliance Officer, Leon County School, 2757 West Pensacola Street, Tallahassee, FL 32304, (850) 487-7306.

TITLE IX - LCSB POLICY 2260

The School district shall comply with Title IX of the Educational Amendments of 1972 (Title 20 U.S.C. Sections 1681-1688). This law states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Any person who believes that he or she has been discriminated against under the protections of Title IX may file a written complaint with the Title IX Compliance Officer, Leon County Schools, 2757 West Pensacola Street, Tallahassee, FL 32304, (850) 487-7306.

IMPARTIAL HEARINGS under Section 504, Rehabilitation Act of 1973 – LCSB POLICY 2260.03

The parents or guardians of a student who, because of disability, as defined under Section 504 of the Rehabilitation Act of 1973, may request an impartial hearing under Section 504 with respect to actions that occurred within 180 days of the request, regarding the identification, evaluation, or educational placement of such student.

Such hearings will be conducted before a hearing officer appointed by the District who is not an employee of the District. The hearing officer may not have a direct interest in the outcome of the hearing. The hearing officer shall conduct the hearing in a fair and impartial manner. The hearing officer will have adequate training or experience relating to the requirements of Section 504.

The District shall give the parent or guardian notice of the time, date and place of the hearing at least twenty-one (21) days in advance of the hearing.

The parent or guardian and the District shall have a full and fair opportunity to present evidence relevant to the issues raised. The parents or guardians may, at their own expense, be represented by one or more individuals of his/her own choice, including an attorney, and shall have an opportunity to examine relevant records.

The hearing officer shall make a decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

The hearing officer's decision may be reviewed by filing a notice of appeal with the clerk of the School Board within twenty (20) days of the rendition of the hearing officer's decision. Thereafter, the appealing party shall within fifteen (15) days file with the clerk of the Board and serve on the other party a memorandum not to exceed twenty (20) pages explaining why the appealing party believes the hearing officer's decision violates Section 504. Thereafter, the other party may within fifteen (15) days file and serve a responsive memorandum that does not exceed twenty (20) pages. The hearing officer's decision, the two memoranda and the record below shall be considered by a reviewing hearing officer appointed by the District who is not an employee of the District and who shall render a decision in writing within twenty-one (21) days. The reviewing hearing officer may not have a direct interest in the outcome and may not be same person who served as the initial hearing officer.

The hearing officer will have adequate training or experience relating to the requirements of Section 504.

DRESS AND GROOMING - LCSB POLICY 5511

The School Board recognizes that each student's dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct.

Items of apparel that when worn together are usually indicative of gang membership or apparel that contain a message that is obscene or promotes illegal activities, drugs, discrimination, alcohol, or tobacco products shall not be permitted on school grounds or at school sponsored functions.

Students may wear sunglasses, hats, or other sun-protective wear while outdoors for extended periods of time during school hours, such as when students are outside at lunch, recess or physical education. Students shall not wear hats or sunglasses in the classroom, hallways or other indoor instructional spaces.

While on school grounds during the regular school day, students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

Students who violate the foregoing rules will not be admitted to class and are subject to the following disciplinary action:

- A. For a first offense, the student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
- B. For a second offense, the student is ineligible to participate in any extra-curricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student's parent or guardian.

- C. For a third or subsequent offense, a student shall receive an in-school suspension pursuant to F.S. 1003.01(5), for a period not to exceed three (3) days, the student is ineligible to participate in any extra-curricular activity for a period not to exceed thirty (30) days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extra-curricular activities.

The Superintendent designates the principal as the arbiter of student dress and grooming in his/her building.

DRUG PREVENTION – LCSB POLICY 5530

It is the intent of the School Board that all schools, school-sponsored activities, and school vehicles shall be drug free. The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers through education. The Board, through this policy, establishes a drug-free zone within 1,000 feet of any facility used by the District for educational purposes.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Florida statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance that is a "look-alike" to any of the above;
- G. any substance other than food and water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state.

The 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.

District employees shall report to the Superintendent any suspected unlawful use, possession, concealment, sale, or distribution of drugs.

HAZING – LCSB POLICY 5516

Hazing activities of any type as a condition for membership and/or participation in a District club or activity or a non-district sponsored club or activity, or for acceptance by any group of students, are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other School Board employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing. No volunteer of the School District shall plan, direct, encourage, aid, condone, or engage in hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act that causes or creates a substantial risk of causing mental or physical harm. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating State or Federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

HEALTH

IT'S ALL ABOUT HEALTH: Tips and Tools to Make a Healthy Lifestyle Easy

For Parents...

- Explain to your child how a healthy lifestyle will improve his or her life. Healthy eating and exercising are things your children can do to improve their lives. They are not things they should do to make others admire or approve of them. Explain how wonderful they will feel with more energy and more confidence.
- Diets are not for children. Children need healthy food and exercise to grow. They grow at different rates. As they grow they often put on weight and may look overweight and then hit a growth spurt and “grow into their weight.” Please be patient with them and help them make healthy choices. Don’t use the word “diet” when talking to your children about eating and exercise. Avoid rapid weight loss and fad diet plans, and focus on healthy eating.
- Encourage your child, but don’t use food as a reward. Praise your children when they make healthy choices, and don’t act like the “food police.” Use of nonfood rewards can be great for your relationship. Try rewarding good behavior by playing a game or having a fun family outing.
- Be a good role model. Children will often mimic their parents’ habits. Join your children in creating a healthier lifestyle. Take a team approach. Improve your children’s fitness as you improve your own. Take part in family activities such as walking, hiking, biking, playing tennis, jumping rope, swimming, dancing, shooting hoops, kicking a soccer ball, raking leaves, or working out to an exercise video. Activities will improve your fitness and your children’s fitness, and you will enjoy time with each other.
- Shop smart. Stock your kitchen with healthy, high fiber foods that are naturally low in sugars and fat. Since the parents buy the food, choose to purchase only healthy food, so children will only have healthy foods from which to choose.

For the whole family...

- Eat together as a family. If children see you eating healthy foods, they may want to try them out of curiosity. Invite children to try new foods, but never insist. Teach by example by eating a wide variety of foods.
- Make time to participate in physical activities. Start an evening tradition of walking with your child or taking part in some other

activity that will get the whole family moving. Participate in a community program for healthy eating and activity or weight control. Look for the upcoming resource guide in the Tallahassee Democrat.

- Create an atmosphere for success. Chips, dips, sugary sodas, and the like should not come into your house. Stock up on fruit, low-fat cheeses, nuts, and other healthy snacks, instead of foods high in fat and sugar.
- First drink choice: water. Many times, when someone thinks he or she is hungry, he/she is really thirsty, and then is no longer hungry after drinking a glass of water. Offer other healthy choices, such as fat-free milk and 100% juice. Sodas and flavored drinks are high in sugar and calories. They are not good for your health or teeth.
- Quick tip: Try the 5, 4, 3, 2, 1 rule. That is, every day should include 5 fruits and vegetables, 4 glasses of water, 3 servings of low-fat milk products, less than 2 hours of screen time, and 1 hour of physical activity.
- Always eat breakfast. It makes a tremendous difference in your child's ability to concentrate and learn during school hours. (It makes a difference for adults, too!) Local schools offer a school breakfast program which is great for busy families.
- Get kids involved in buying, cooking and eating. If children pick it out, they are more excited about eating it. Take them to the grocery store so they can see you choosing healthy foods. Allow them to choose a fruit or vegetable. Have your children help you in the kitchen. When they help prepare foods that are good for them, they are more likely to eat them.

Health screenings and services are available free of charge to all students. Parents are given an opportunity to refuse health screenings in writing. LCS will provide care and management for students with sudden illness and/or injuries, and any chronic health conditions occurring on the school campus. If you do not wish your child to receive any of these school health services, please provide written notification to your child's school nurse. If you have any questions or concerns, contact Health Services at 487-7525.

USE OF MEDICATIONS – LCSB POLICY 5330

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication, non-prescribed drugs (over-the-counter/OTC) for temporary medical conditions, and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment

were not made available during school hours, or if the child requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (OTC) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

Parents may administer medication or treatment to their own children at school or during school-sponsored events. Before any prescribed medication, OTC medication, or medical treatment may be administered to any student by School District personnel or before a student is permitted to self-administer a medication or treatment, as approved by statute, during school hours or at school-sponsored events, the Board shall require the written authorization of the parent on the Medication Permission Form, which shall be valid for the school year in which it is signed by the parent. A separate Medication Permission Form (Form 5330 F1) shall be signed and placed on file at the school for each prescription or nonprescription medication or medical treatment.

For prescription medication or treatment that is to be self-administered by the student, the child's physician must authorize in writing, by completing the Authorization for Carrying Medication Form (Form 5330 F3), any self-medication/treatment to be administered by the student, and the Board shall require the prior written consent of the parent on the Authorization for Carrying Medication Form (Form 5330 F3), along with a waiver of any liability of the District, before self-administration of the medication or treatment occurs. No other medication shall be carried on a student's person in the school. Furthermore, no student is allowed to provide or sell any type of prescription or OTC medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention, Policy 5330.01 - Self-Administered Medication, Policy 5600 - Student Discipline, and of the Student/Parent Handbook.

For prescription medication, only medication, in its original container, labeled with the student's name, name of the medication, exact dosage to be given, route of medication (mouth, eyes, ears, injection, etc.), time to be administered, and date prescribed, if a prescription will be administered. Requests for the school to administer prescription medication classified as narcotics will be reviewed by the Principal, in consultation with the parent/guardian, the student's physician, if a parent release is signed, and the local health department, to determine if possible side effects of the prescription narcotic could result in potential safety concerns for the student at school. If potential safety concerns exist, the student

may be excluded from school until the student is no longer being administered the medication.

For OTC medication for a temporary medical condition (i.e. cough and cold medicines, pain relievers, allergy medications, skin conditions, etc.), a written health care provider order is not required for the first five days of medication administration. After the initial five days of administration, a written health care provider's order is required. Dosage shall not exceed the recommended dosage printed on the container and/or package. Such medication shall be provided in its original container/package labeled with the student's name.

Prescription and OTC medication, unless approved for self-administration by a student, shall be transported to and from school by the parent/guardian. Medications, other than those approved for self-administration, may not be transported by students unless an exception to this rule is approved by the Principal due to special hardships.

USE OF MOTOR VEHICLES - LCSB POLICY 5515

The School Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

For the operation and parking of motor vehicles students shall be licensed drivers and have adequate liability insurance.

The Board shall not be responsible for motor vehicles that are lost, stolen, or damaged.

Students and parents/guardian visitors may park only in designated spaces during regular school hours. The site administrator may restrict student vehicle parking on school property by grade level or other equitable means. Students on high school campuses may be charged a fee for parking permits.

Illegally parked vehicles are subject to being towed at the owner's expense.

SEARCH AND SEIZURE BY SCHOOL PERSONNEL – LCSB POLICY 5771

The School Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. These searches should be conducted in the presence of another authorized person. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. These search must have prior review and authorization of the Principal or Site Administrator.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Strip searches of a student's person or intimate personal belongings by school staff are not permitted, and shall only be conducted by a appropriate law enforcement or intake facility personnel.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, weapons, or other harmful devices, when the Superintendent has reasonable suspicion that illegal drugs, weapons, or other harmful devices may be present in a school. This means of detection shall be used only to determine the presence of drugs, weapons, and other harmful devices in locker areas and other places on school property where such substances could be concealed.

Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search. Pursuant to Policy 7440, the Superintendent is also authorized to use metal detectors for this purpose as well.

BULLYING AND HARASSMENT – LCSB POLICY 5517.01

The School Board is committed to providing an educational setting that is safe, secure, and free from harassment and bullying of any kind for all of its students, school employees, and volunteers. The Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a school bus of the District; or
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network of the District.

Consequences and remedial action for students who commit an act of bullying or harassment will be determined in accordance with School Board Policy 5517.01

SEXUAL HARASSMENT – LCSB POLICY 5517

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other legally prohibited basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of unlawful harassment and in those cases where legally prohibited harassment is substantiated, the Board

will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Any student who believes he or she has been placed in a hostile environment or harassed by another student or any other person in the school, on a school bus, or while participating in a school activity may file a complaint utilizing the Student Grievance Procedure in this Code of Conduct with the District's Equity Officer, Leon County Schools, 2757 West Pensacola Street, Tallahassee, Florida 32304, (850) 487-7306.

TEEN DATING VIOLENCE AND ABUSE – LCSB POLICY 5517.03

The School Board believes that all its students and school employees should have an educational setting that is safe, secure, and free from dating violence and abuse of any kind. The District will not tolerate dating violence and abuse of any type. The Board strictly prohibits any act of dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation.

Teen dating violence and abuse shall be defined as a pattern of emotional, verbal, sexual, or physical abuse of a student who is in a current or was in a past intimate relationship to exert power and control over another when one or both of the partners are teenagers. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of mental, physical or sexual abuse. It may also be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. Dating violence and abuse may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, as well as harassment through a third party. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner.

Any student who is the victim of an act of dating violence and abuse, or has cause to believe that s/he is in immediate danger of becoming the victim of an act of dating violence and abuse, should report the matter to the Principal or to any member of the school staff.

Any Board employee who receives a report of an act of dating violence and abuse, who directly observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse shall report such report, observations, or suspicions to the Principal.

Any resident of the community or other member of the school community, including students, parents, volunteers, and visitors, who observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse is encouraged to report the matter to the Principal. These reports can be made either in person or anonymously.

STUDENT GRIEVANCE PROCEDURE – LCSB POLICY 9130

Any dispute concerning student rights and responsibilities and the application of School Board Policy and Procedures may be grieved using these steps outlined in the next two sections.

Informal Grievance/Complaint Resolution – LCSB POLICY 9130

When a dispute arises, the student, parent or guardian is encouraged to first discuss the grievance informally with the person against whom it is directed. The student may seek the assistance of Student Services personnel, other faculty members, or his/her parents/guardians in mediating the dispute. The student may be accompanied by his/her parent/guardian or other representative at all steps in this process in order to arrive at an equitable resolution to a dispute.

If an initial complaint about a building level problem, issue or administrator is made at the District office or to the Board, it shall be referred back to the principal or site administrator to attempt to resolve the issue following the process outlined below.

The complainant shall make an appointment with the administrator regarding the issue. The meeting shall be during normal work hours unless both parties agree to a different time.

When such a meeting is requested, the affected administrator or designee is expected to respond within forty-eight (48) hours, or document attempts to reach the complainant. S/He should arrange the requested meeting within no more than five (5) work days unless there are documentable extenuating circumstances. At no time shall the meeting be permitted to interfere with the orderly operation of the school.

In the event that additional information is required to respond appropriately to a complaint, the administrator shall have no more than five (5) additional work days to complete the fact gathering and provide appropriate follow-up.

Both parties are expected to make a good faith effort to attain a mutually agreeable accommodation regarding the issue or problem in a timely fashion. Failure on the part of the site administrator to respond to the complaint as required above shall be justification for the complainant to immediately move to the next level of the process.

Grievance Steps – LCSB POLICY 9130

Any student, parent or guardian who believes that a District policy or procedure was violated, misinterpreted or misapplied and was unable or unwilling to reach an accommodation through the informal process may file a formal written grievance in accordance with the following procedures:

- A. The complainant shall file a written grievance with the principal or site administrator within sixty (60) calendar days of the alleged improper action. Upon receipt of the written grievance, the principal or site administrator, if s/he has not previously done so, shall interview the complainant and the accused. It shall be the responsibility of the school/site to complete an investigation and make recommendations to the Superintendent or his/her designee or the District Equity Officer, if appropriate. Confidentiality shall be maintained to the extent allowed by law.
- B. The principal or site administrator shall meet with the complainant and investigate all specific allegations, which shall include interviewing any student, parent or staff witnesses, and take statements from witnesses if it is deemed necessary. The principal or site administrator shall report, in writing, the results of the investigation and his/her recommendation to the person who filed the grievance and the area director or other District staff as appropriate within twenty (20) work days of the receipt of the grievance.
- C. If the issue is not resolved by the principal/site administrator within twenty (20) work days or not resolved to the student/parent/guardian's satisfaction, the complainant may file an appeal to the site administrators' area director or supervisor within fifteen (15) work days of the site administrator's response or deadline for a response. The complainant shall provide the principal's supervisor with a written summary of the issues that could not be resolved at the previous level. The issues shall remain the same as those addressed at the previous levels. The principal or site administrator's supervisor shall investigate and furnish both parties with a written response within twenty (20) work days of the receipt of the appeal.
- D. In the event the complainant is not satisfied with the response or resolution provided by the principal or site administrator's supervisor, the complainant shall have fifteen (15) work days from receipt of the written response from the supervisor to appeal the decision to the Superintendent.

- E. After reviewing all written materials and consulting with the principal, site administrator and area director or supervisor, the Superintendent or his/her designee will notify the complainant and the accused of the final disposition of the grievance within twenty (20) work days from the date of the receipt of the appeal of the grievance. A copy of the "Notice of Final Action" will be filed with and maintained in the office of the appropriate area director or supervisor.
- F. If the Superintendent's decision is unacceptable to the individual complainant, s/he may submit a signed appeal to the Board. Such submission shall be filed with the Superintendent within fifteen (15) work days following notification of the Superintendent's decision. The appeal shall be accompanied by a true copy of the Superintendent's written grievance decision, together with a true copy of all documents presented to or considered by the Superintendent in reaching his/her decision. No additional documents or evidence may be presented to the Board and no additional testimony or evidence will be heard or considered by the Board.
- G. Within twenty (20) work days of the receipt of the individual's appeal addressed to the Board, the Superintendent shall cause the grievance to be agendaed at the next meeting of the Board at which matters for consideration are included and shall notify the person of the date, time and place of such meeting.
- H. The Board shall not act on any person to be heard nor consider any matters which were not previously raised in the written grievance filed with the Superintendent.
- I. The Board may permit the person and/or his/her representative and the Superintendent to make a brief oral presentation to the Board regarding the appeal of the Superintendent's decision. The order and recommended time limits of presentation shall be:
 - 1. complainant and/or representative (five (5) minutes);
 - 2. Superintendent and/or staff (five (5) minutes);
 - 3. complainant response (three (3) minutes);
 - 4. Superintendent's response (three (3) minutes);
 - 5. Board questions;
 - 6. complainant's closing comments (one (1) minute);
 - 7. Superintendent's closing comments (one (1) minute);

- 8. Board discussion and action.
- J. The decision of the Board shall be final.
- K. Unless safety or the learning environment for other students is at risk, all negative consequences for the grievant shall be held in abeyance from the date the appeal is submitted until its completion. This policy, however, prohibits the use of these procedures to interfere with the orderly learning process or to prevent any Board employee from completing their assigned responsibilities.

PERSONAL COMMUNICATION DEVICES – LCSB POLICY 5136

The use of personal communication devices (PCDs) on school grounds must be appropriately regulated to protect students, staff, and the learning environment. This policy sets forth the District's policy with respect to PCDs.

For purposes of this policy "personal communication device" includes computers, tablets (e.g. iPad-like devices), electronic readers (Kindle-like devices), cell phones, smartphones, and/or other web-enabled devices of any type.

Students may use personal communication devices (PCDs):

- A. before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment during after school activities (e.g. extra-curricular activities) at school-related functions;
- B. while riding to and from school on a school bus or other vehicle provided by the Board at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Behavior that distracts the driver of the school bus or other vehicle provided by the Board will not be tolerated; and/or
- C. for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the noninstructional use of any communication functionality of the PCD is expressly prohibited. This includes, but is not limited to, wireless Internet

access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's business network.

At all other times, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

PCDs shall not be in a student's possession during State mandated testing. Possession alone will invalidate the test.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using PCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit, written consent for the capture, recording or transmission of such words or images. Using a PCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school year.

PCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a PCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of PCDs on school premises/property.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy **5517.01** – Bullying and Harassment. In particular, students are prohibited from using their PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. As set forth in State law, sexting is the knowing transmission or distribution to another minor by a computer or similar device any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possessing a photo of any person that was transmitted or distributed by another minor that depicts nudity and is harmful to minors. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their PCDs to receive such information.

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. In particular egregious offenses involving the invasion of another person's privacy, the Board reserves the right to confiscate the PCD and hold it until the end of the school year. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. PCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy **5771** – Search

and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

TOBACCO PRODUCTS – LCSB POLICY 5512

Students shall be prohibited from possessing and/or using tobacco products while on school property and/or when on a school bus participating in school-sponsored activities. (See Policy 5512 – Tobacco-Free Environment)

TRESPASSING – LCSB POLICY 9150.01

Any student enrolled in and attending any school in the District is prohibited from entering upon the premises or grounds of another school center from one (1) hour before the start of school to one (1) hour following the end of school without specific authority of both the principal of the school in which s/he is enrolled and the principal of the school which s/he intends to visit.

Students may wait at one school for transfer of buses, or secondary students may meet to escort home younger students at the elementary schools.

Any District student who is suspended or expelled from school and school functions shall be prohibited from entering upon the premises or grounds of any District center at any time during the period of their suspension or expulsion.

Violators of this regulation shall be subject to disciplinary procedures as described in policy and the Student Code of Conduct and criminal penalties prescribed by law.

Nonstudents shall report to the school office immediately upon entering a school premise or grounds. Failure to report to the school office or the commission of any act which interferes with the orderly conduct of school activities shall be considered grounds for prosecution for trespass.

VANDALISM – LCSB POLICY 7440.02

A student who willfully damages school property shall be properly disciplined and his/her parent(s) or legal guardian, if the student is a minor, shall be requested, in writing, to restore or to replace any damaged property in accordance with the true value as determined by the principal, the responsible District department head, or in extreme circumstances the Superintendent and/or School Board. In extreme cases of vandalism, a student shall be subject to suspension or expulsion from school under the charge of serious misconduct. The *Student Code of Conduct* shall identify disciplinary procedures for students who abuse school property. An adult student involved in the destruction of school property shall be held solely responsible for the damages.

A civil action against the student’s parent(s) or legal guardian may be instituted by the Board in an appropriate action to recover damages in an amount not to exceed the limit prescribed by Florida statutes if vandalism or theft of school property is known to have been committed by a minor and the parent(s) or legal guardian refuses to restore or replace the property

VICTIMIZATION – LCSB POLICIES 5500 and 8405

The District shall take all steps necessary to protect the victim of any violent crimes from any further victimization. When a student or staff member has been the victim of a violent crime perpetrated by a student who attends the same school, the principal shall make full and effective use of his/her statutory authority to take steps to protect the victim of any such crime.

These steps shall include, but not be limited to, in-school suspension of the offender or rescheduling of classes, lunch, or other school activities of the victim and the offender so as not to coincide. A reassignment request for the offender or the victim will also be considered. ESE students shall require an IEP review to determine an appropriate placement and, if applicable, continuation of services required by law.

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with

Federal and State law, the parents or the eligible student shall be offered the opportunity to transfer to another school within the District that serves the same grades. If there is another school serving the same grades, the transfer shall be completed in a timely manner. If there is not another school serving the same grades, the parents or eligible student will be advised that, although they have the right to transfer, they will be unable to do so.

Notes

Notes

NOTICE OF RECEIPT
(FILL IN ALL REQUIRED INFORMATION)

**PLEASE SIGN AND RETURN THIS FORM
TO YOUR CHILD'S SCHOOL**

Student Name

Grade

School

We have received, read, and discussed the Leon County School District Student Code of Conduct.

Student Signature

Date

Parent/Guardian Signature

Date

Comments:

Nondiscrimination Notification and Contact Information

“No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment or any educational program or activity may contact:

**Dr. Kathleen L. Rodgers
Equity and Title IX Compliance Officer
Leon County Schools
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306
rodgersk@leonschools.net**

A student or parent alleging discrimination or disability harassment as it relates to Section 504 of the Rehabilitation Act may contact:

**Dr. Margot Palazes, 504 Specialist
Leon County Schools
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7161
palazesim@leonschools.net**

**Jackie Pons, Superintendent
Leon County School District
Tallahassee, Florida**

Find Your School Continued...

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V C I A D H C M I Y O U M I A
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