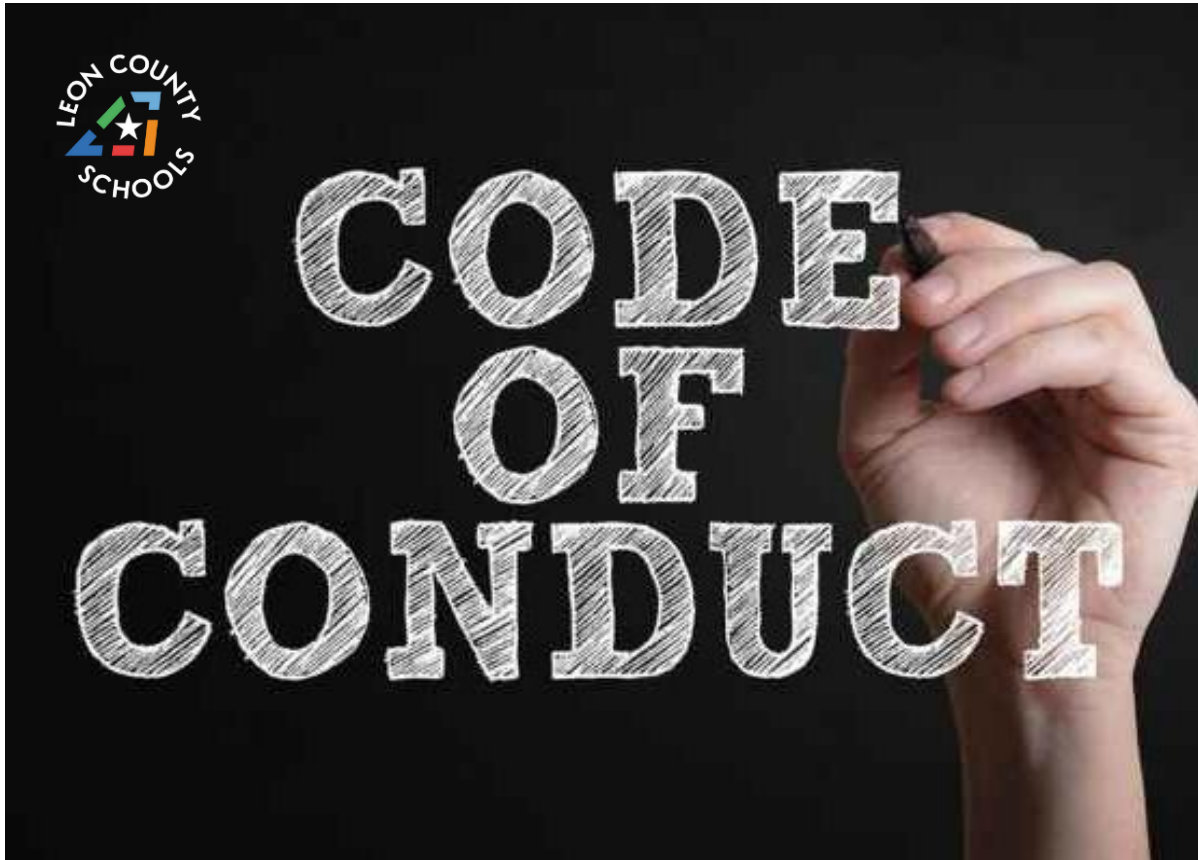


Leon County Public Schools Elementary



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Adopted July, 2025

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INTRODUCTION

This Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents, and the School District regarding student behavior. The Code is based on the Board's policies governing students. The Code and the complete policies are available online at www.leonschools.net.

This Code applies to every secondary and adult education student who is under the authority of the Leon County Public Schools. **See Policy 5500, Student Conduct**

The Code is in effect on school property, at school-sponsored events, and on school buses. You may also be subject to discipline if your misconduct is directed at a Board official or employee or the property of such official or employee.

The Leon County School Board is a Positive Behavioral Intervention and Supports (PBIS) school district. All students are expected to act kindly, respectfully, responsibly, and safely.

It is the policy of the School Board that misbehavior of any kind will not be tolerated. In order for instruction to occur in a safe environment, there must be a cooperative relationship between students, parents/guardians, and the school system.

Parents/guardians and students are asked to please read and discuss the Student Code of Conduct together. An electronic copy of The Student Code of Conduct can be found on the District website at <https://www.leonschools.net/Domain/43> or you may request a paper copy from your school. After reviewing the contents of the Code of Student Conduct, click the acknowledgement box in FOCUS during the re-enrollment process.

STUDENT

As a **STUDENT** you are expected to:

- Conform to reasonable standards of socially acceptable behavior;
- Respect the person and property of others;
- Preserve the degree of order necessary to the educational program in which they are engaged;
- Respect the rights of others;
- Obey the constituted authority and respond to those who hold that authority
- Be in school and learning every day;
- Demonstrate quality and pride in their academic work and co-curricular activities;
- Refrain from any conduct that interferes with another students' opportunity to learn; and
- Contribute to a safe and orderly learning environment by respecting themselves and others, their property, and school rules and regulations.

PARENT/GUARDIAN

As a **PARENT/GUARDIAN** you are expected to:

- Support student learning and the maintenance of a positive, safe, and orderly learning environment and are encouraged to be involved in planning programs for the school or their individual student
- Encourage your child to be successful in school;
- Ensure that your child is in school and on time every day, unless ill. If you refuse or fail to have a minor child who is under your control attend school regularly, you may be charged with a second degree misdemeanor or be

- referred with your child to truancy court;
- support the school in requiring your child to follow all school rules and regulations and to accept responsibility for their behavior;
- send your child to school clean, appropriately dressed and in good health;
- have an interest in your child's school work and make it possible for him/her to complete assigned homework;
- read all communications from the school, sign, and return documents promptly when requested;
- cooperate with the school by attending conferences and sharing information with school personnel;
- report to the front office any information or concerns you may have that might affect the health, safety, or welfare of your child, other students, or staff members;
- teach your child the rules for riding a school bus (see School Transportation);
- be responsible for your child's safety and supervision to and from school, to and from the bus stop, and while they are waiting at the bus stop; and
- provide transportation when your child's bus riding privileges have been suspended.

SCHOOL SYSTEM

The **SCHOOL SYSTEM** is expected to:

- Provide and maintain a safe atmosphere which will encourage positive behavior and high achievement.
- Provide courses of study, programs, and activities to meet the needs of all students;
- Show respect for all individuals by treating them fairly and impartially;
- Encourage open communication among students, parents/guardians, community agencies, and school personnel.
- Investigate any and all concerns raised that may affect the health, safety, or welfare of students and staff;
- Discipline any student under its supervision, subject to the limitations of the law and district policies; and
- Treat parents and other members of the public with courtesy, respect and civility.

Policies: 2260, Nondiscrimination and Access to Equal Educational Opportunity
2260.01, Section 504/ADA Prohibition Against Discrimination Based on Disability

No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information 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. The District's 504/ADA/Title IX/Equity Coordinators are (In addition, each school has a school-based Title IX Coordinator):

FOR STUDENTS

Tonja Fitzgerald
Equity Compliance Officer
725 S. Calhoun St.
Tallahassee, FL 32399
(850) 487-7210
fitzgeraldt@leonschools.net

Jennifer Benton
504 Specialist
(850) 487-7317
Jennifer.benton@leonschools.net

FOR EMPLOYEES

Wallace Knight
Equity Compliance Officer
Title IX Compliance Officer
725 S. Calhoun St.
Tallahassee, FL 32399
(850) 487-7210

SECTION ONE

STUDENT RIGHTS AND RESPONSIBILITIES

This section summarizes the rights of students. With each right comes a responsibility.

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

Effective learning takes place in an atmosphere where students, parents/guardians, teachers, support staff and school administrators know the rules for all students and the consequences for students who violate the Code of Student Conduct.

Responsibilities

- To know and observe school rules and procedures which govern your conduct.
- To become familiar with the Code of Student Conduct, school rules, classroom rules, and bus rules.

Rights

- To receive a copy and explanation of the rules of student conduct.
- To expect the rules to be enforced fairly and without discrimination.

RIGHT TO LEARN AND PARTICIPATE

You have the right to be involved in your education. Age, grade, and maturity are factors which determine the level of your involvement. Course selection and participation in school activities are an integral part of learning.

Responsibilities

- To request participation in academic programs and extracurricular activities that match with your abilities.
- To cooperate with teachers and help create a safe environment.
- To cooperate fully and strive to achieve mastery of the basic skills.
- To treat others equitably and fairly.
- To act in a way so as to not harass others and to report harassment or discriminatory incidents to school administrators.

Rights

- To attend school in a learning environment where all students and adults are treated fairly without regard to race, color, religion, national origin, age, gender, marital status, disability, sexual orientation, or gender identity. This list is not all inclusive.
- To receive instruction under competent teachers.

RESPECT FOR PERSONS AND PROPERTY

The safety and security of both people and property are important. You, your parents and the school's staff should work together to preserve these ideals. You are expected to respect other persons and their property.

Responsibilities

- To treat other students, school personnel and campus visitors with respect.
- To respect others' property by not damaging or taking it.

- To treat school property with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and/or safety of others.
- To avoid conflict and to report and seek adult help first when conflict arises.
- Protect yourself from harm if no other option is available.
- If you see something, say something to a responsible adult.

Rights

- To be treated with respect by other students, school personnel and campus visitors.
- To expect that your property will be respected by other students and school personnel.
- To have a safe and orderly school.
- To protect yourself and your property against injury or damage attempted by another.

ATTENDANCE MATTERS!

All parents are responsible for their child(ren) attendance as defined by the state's Compulsory School Attendance laws [F. S.1003.24] and Leon County Schools Policy 5200.

Policies: 5200, Attendance

5223, Absences for Religious Instruction

5225, Absences for Religious Holidays

5230, Late Arrival and Early Dismissal

Student & Parent Responsibilities

- To attend and be on time for school and classes daily.
- To provide the school with an adequate explanation of absences (Check with your school about their policy for accepting excused absences).
- To request and complete make-up assignments as required by the school.
- To complete make-up work with honesty and integrity.

Student & Parent Rights

- To be informed of School Board policies and individual school rules regarding absences and tardies.
- To appeal a decision pertaining to an absence.
- To make up work and tests missed due to excused absences within the time required by the school.
- To make up quarterly and semester exams when there is an unexcused absence, in accordance with Leon County Schools Attendance Policy 5200.
- To be sent home with specific assignments when suspended from school, in accordance with Leon County Schools Policy 5200.

TARDY

It is important to be at school on time. If a student arrives late, they will miss valuable class time and may disrupt the learning of others. A student is tardy if they come to school after the beginning of the school day or if they are not in their classroom when the tardy bell rings.

- If a student is tardy to school, the student and/or parent must sign in at the front office or the attendance office.

The principal and/or designee will decide whether or not to excuse the tardy. The principal and/or designee will not accept the following reasons for being tardy: heavy traffic; oversleeping; returning home for forgotten items; and non-educational appointments other than doctor/dentist.

EXCUSED ABSENCES

Students must be in school unless they have an excused absence for one of the reasons listed below. It is the responsibility of ALL parents/guardians to explain the absence from school in a way acceptable to the principal and/or designee. The reasons for excused absences include:

· Sickness, injury, death in the family, or some other insurmountable condition (up to five (5) absences for illness per semester with a parental note are allowed).

- Documented appointments with health care professionals.
- Documented absence for religious instruction or religious holidays.
- Participation in an academic class or a school-sponsored activity approved by the principal and/or designee.
- Court appearances (court documentation is required).
- Absences for students in K-12 due to other individual circumstances may be excused by the principal And/or designee. All other absences are considered unexcused.

HABITUAL TRUANCY

The Superintendent is authorized to file a truancy petition under F.S. 984.151 if the student has accrued at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) calendar day period or has had more than fifteen (15) unexcused absences in a ninety (90) calendar period. [F.S. 1003.27]

Students are required to attend school from age 6 through age 16. Students may withdraw from school at age 16 only if their parent gives written permission to the school. [F.S. 1003.21]

A minor is not eligible for a learner's permit or driver's license unless enrolled in a public school, nonpublic school, or home education program and satisfies relevant attendance requirements. [F.S. 322.091]

Note: Student's school zoning exception may also be revoked if they accrue ten (10) or more unexcused absences within a semester, or fifteen (15) or more late arrivals, early dismissals, or a combination thereof within a semester. (School Choice, FIT)

FREE SPEECH, STUDENTS PUBLICATION, ASSEMBLY, AND OFF-CAMPUS BEHAVIOR

Citizens are guaranteed self-expression under the First and Fourteenth Amendments of the United States Constitution and Article One; Section Four

**Policies: 5520, Disruptions of Schools
and School Sponsored Activities**

of the Florida Constitution. One of the basic purposes of education is to prepare you for responsible self-expression and the free exchange of ideas.

Your off campus speech or other conduct which occurs outside of school time that violates the District's Code of Student Conduct may also be the basis for discipline, up to expulsion, if it has the potential to disrupt the process of education; impact the safe and efficient operation of the school or school-sponsored activities; or interferes with the rights, safety, or welfare of others.

Responsibilities

- To recognize the rights of others by expressing yourself in a manner which does not disrupt the process of education, violate school rules, or interfere with the rights, safety, and/or welfare of others.
- To observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons.

Rights

- To express your viewpoints responsibly without jeopardizing your relations with your teachers or school.
- To print and distribute publications only under the approval of the principal/designee.
- To conduct meetings on school grounds or in school buildings in accordance with school rules and the scheduled use of facilities.
- Upon written request from your parent, you have the right to not participate in the reciting of the pledge of allegiance, including standing & placing your right hand over your heart. [F.S. 1003.44]

PRIVACY

Federal and state laws provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of person and property. Such guarantees are not unlimited and must be balanced by the school's need to protect the health, safety, and welfare of all.

Policies: 2416, Protection of Student Privacy Rights
5780, Student/Parent Rights
8330, Student Records

Responsibilities

- Not to carry or conceal any prohibited material.
- To learn how information is gathered, used, and what it means in your school records.

Rights

- To keep private your personal possessions unless appropriate school personnel have reasonable cause to believe you have an object or material which is prohibited by law or the School Board.
- To expect that schools will keep your records safe and private.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law pertaining to maintenance and disclosure of student records. The **“Notice for Directory Information”**, in **Appendix A**, explains your rights and obligations regarding the disclosure of personal information in student records, including the release of information to military recruiters.

SECTION TWO

RULES AND NOTICES

You are expected to behave appropriately at school. Conduct that violates the rights of others, disrupts the school, or interferes with learning is not acceptable. These misconducts include, but are not limited to the following:

- **Alcohol/Drugs**
- **Arson**
- **Battery**
- **Bullying/Harassment**
- **Burglary**
- **Cheating**
- **Defiance**
- **Disrespect**
- **Disruptions**
- **Dress Code Violations**
- **False Information**
- **Fighting**
- **Gambling**
- **Hazing**
- **Inappropriate Behavior/Language**
- **Kidnapping**
- **Leaving the classroom/school grounds without permission**
- **Physical Aggression**
- **Possession of Combustibles**
- **Profane Language**
- **Robbery**
- **Sex Offenses**
- **Skiping**
- **Tardy**
- **Technology Violations**
- **Theft**
- **Threat/False Report**
- **Threat/Intimidation**
- **Tobacco/Vapes**
- **Trespassing**
- **Vandalism**
- **Weapons**

The School Board will recommend to law enforcement that a student who commits a criminal offense deemed as an eligible misdemeanor offense authorized under F.S. 985.12, be allowed to participate in a civil citation or similar pre-arrest diversion program as an alternative to expulsion or arrest. The final determination of whether the law enforcement will issue a civil citation or pre-arrest diversion program rests solely with the law enforcement agency and does not exempt the student from receiving other forms of discipline interventions from the school. [F.S. 1006.07(2)(n)]

ZERO TOLERANCE OF SCHOOL-RELATED CRIMES

Policies: 5500.01, Discipline Matrix

The School Board has zero tolerance for crimes, violence, weapons and drugs.

You are expected to help maintain a safe, alcohol, drug and weapon-free environment, and are expected to report acts that pose a serious threat to school safety whenever and wherever you are. If you see something, you should say something. Such acts include, but are not limited to: [F.S. 1006.13]

- **Aggravated Battery**
- **Arson**
- **Battery on School Board Employee or Law Enforcement Officer**
- **Drug sale/distribution**
- **Homicide**
- **Kidnapping;**
- **Robbery;**
- **Sexual Assault;**
- **Sexual Battery;**
- **Threat/False Report**
- **Weapons Possession**

VIOLENCE AGAINST SCHOOL DISTRICT PERSONNEL

Battery against any school employee by a student is a Class IV violation of this Code. If you deliberately and knowingly use force or violence against school personnel you will be suspended from school and the principal will recommend that you be expelled for a minimum period of one year. [F.S. 1006.13(5)]

WEAPONS

Policies: 5772, Weapons

On school property or at any school-related

event, students, regardless of age, are prohibited from bringing or possessing any weapon or explosive of any kind, including but not limited to, a BB gun, air (soft) rifle, air pistol, knife, dagger, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades, destructive devices, firearms, fireworks, tasers, orbeez guns, pepper spray, combs with pointed metal handle or any look-a-like weapons.

(See full definition for the term **Weapons** in the **Glossary**)

1. Weapons as defined by Chapter 790 F.S. Firearms/Explosives

You may not **have in your possession, sell, distribute, display, transfer or use** any firearm or explosive, whether operable or inoperable. If you do, you will be suspended from school for ten (10) days, and the principal will recommend that you be expelled. You will be expelled from the regular education, for not less than one year, will be referred to mental health services, and will be referred for criminal prosecution.

[F.S. 1006.07(2)(l)]

If you **bring or are in possession of** a firearm at school you will be expelled, with or without continuing educational services, from the regular school for not less than one year, will be referred for mental health services, and will be referred for criminal prosecution. [F.S. 1006.07(2)(l)]

2. Other Weapons

Weapons as defined by Chapter 790 F.S. If you **possess, sell, distribute, display or transfer** a weapon of any type, other than a firearm or explosive, you will be suspended from school for ten (10) days and the principal will recommend that you be expelled. Fireworks of any type are included in this category.

3. Non-Weapons Used as Weapons

If you **use as a weapon** any article or substance not normally considered a weapon (like rocks, pens, pencils, plastic knives), you will be suspended for ten (10) days, and the principal may recommend that you be expelled.

For students with disabilities, the mandatory penalties in this policy are subject to the procedures for discipline of students with disabilities.

FIGHTING

You have a right to be free from fear, harm, intimidation and violence at school, on the school bus, and at school related activities. You must obey School Board policies, administrative regulations, school rules, and classroom rules. You shall comply with all lawful directions of school board personnel. You are prohibited from harming or threatening to harm another person. You are prohibited from inciting or instigating a fight. Any student who incites others will be disciplined in the same manner as those students who engage in the physical altercation.

Students who video record a fight, contribute to causing a disruption in connection with a fight or refuse to leave the area of a fight when directed by school personnel are also subject to disciplinary consequences. Students shall not aid or assist another student who is engaged in a physical altercation.

You are expected to avoid a fight by walking away from the threatened conflict and by reporting the threat to school personnel. Under the Student Code of Conduct, causing or contributing to a disruption in connection with a fight or any affray, which is a fight between more than two people causing a large disruption, may be considered willful defiance of the Code of Student Conduct and you will be subject to disciplinary consequences for failing to follow the directions of school personnel.

ALCOHOL AND DRUGS

Policies: 5530, Drug Prevention

The use of illegal drugs and the unlawful possession and use of alcohol are wrong and harmful and are violations of this Code.

You may not possess, sell, transfer, distribute or use:

- Any alcoholic beverage
- Any controlled drugs
- Hallucinogens
- Similar substances

on school property, including buses, and at school-sponsored activities, except medications specifically prescribed by a licensed physician.

1. Violation of this prohibition is a serious breach of conduct. The school will notify law enforcement officials and your parent(s) or guardian(s).

2. If you **possess, use or are under the influence** of any item listed above, except under the direction of a licensed physician, you will be suspended from school for a period of five (5) to ten (10) days for the first offense and the principal may recommend that you be reassigned to an alternative placement or be expelled. For a second offense, you will be suspended for ten (10) days and the principal will consider an alternative educational placement or expulsion. The principal may consider your record in other schools and school districts.

3. If you **sell** any item listed above (or that you represent to be any item listed above), you will be suspended from school for ten (10) days for the first offense and the principal will recommend that you be expelled. If you **solicit a sale or transfer or distribute**, other than selling, any item listed above (or that you represent to be any item listed above), you will be suspended from school for five (5) to ten (10) days and the principal may recommend that you be expelled. For a second transfer or distribution offense, you will be suspended for ten (10) days and the principal will recommend that you be expelled.

4. You may not **use any legal substance to attain a mood-altering effect** and you may not **possess** any equipment or device for preparing or taking drugs.

5. If you are found to be guilty of a felony under Chapter 893, Florida Statutes, you may be recommended for expulsion or transfer to an alternative school.

6. You may be entitled to a waiver of discipline or expulsion: (a) if you divulge information leading to the arrest and conviction of the person who supplied such controlled substance to you or if you voluntarily disclose your unlawful possession of such controlled substance prior to your arrest; (b) if you commit yourself, or are referred by the court in lieu of sentence, to a state-licensed drug abuse treatment program **and** successfully complete that program. [F.S. 1006.09(2)(a), (b)]

7. If you are charged with any drug or alcohol offense, you will be referred to a School Board-approved counseling program and you may be granted a reduction in your consequence if you satisfactorily participate in and complete such program, i.e., family counseling, substance abuse awareness, etc. Failure to complete such program will result in the reinstatement of the original consequence.

If you have a doctor's orders to take prescription medicine at school, it is important to first notify the school principal/designee so that you know the proper procedures to follow.

If you have a doctor's orders to take prescription medicine at school, it is important to first notify the school principal/designee so that you know the proper procedures to follow. For students with disabilities, the mandatory penalties provided by this policy shall be subject to the procedures for discipline of students with disabilities.

TOBACCO PRODUCTS

It is unlawful for any person under 21 years of age to **knowingly possess** any tobacco product.

Policies: 5512, Tobacco-Free Environment

[F.S. 386.212; 569.11] Regardless of your age, you may not **use, possess, distribute or sell** tobacco products on school property, at school-sponsored events, at school bus stops or on school buses.

The Board prohibits the use of tobacco anywhere on the campus or property of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas, except in designated smoking areas as otherwise required by collective bargaining contracts.

Tobacco advertising and tobacco promotional items are prohibited on school grounds, at all school-sponsored and school-purchased publications, and at all school-sponsored events. (See Policy 5722 - Student Publications and Productions and Policy 9700.01 - Advertising and Commercial Activities)

Tobacco products mean: to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contain tobacco in addition to papers used to roll cigarettes. The Board also prohibits the use of electronic, "vapor," to use vapor-generating electronic devices, e-cigarettes, (e.g., JUULs), vaping products or supplies, including but not limited to vape pods, liquids or other vaping supplies, and/or; to use other substitute forms of cigarettes, clove cigarettes, or other smoking devices for burning tobacco or any other substance.

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BULLYING/HARASSMENT/SEXUAL MISCONDUCT

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students, employees, and volunteers. The

Policies: 5517, Anti-Harassment

5517.01, Bullying and Harassment

2266, Nondiscrimination on the Basis of Sex in Education Programs & Activities

School Board will not tolerate bullying or harassment of any type, including sexual harassment. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- During any school education program or activity conducted by the district;
- During any school-related or school-sponsored program or activity on a District school bus, or at a District school bus stop; or
- Using data or computer software, cell phones, or other electronic means.

Reports of bullying or harassment that occur at a school bus stop or at other times outside the regular school day will be investigated and may result in disciplinary actions if the bullying interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

If you are found to have committed an act of bullying or harassment, including sexual harassment, or are found to have falsely accused another as a means of bullying or harassment, you may receive behavioral interventions or be disciplined up to and including suspension, alternative placement, or expulsion. The Report About Possible Bullying/ Harassment Incident(s) Form can be found on the district's website, school website, or provided by the school.

Title IX

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally-funded education program or activity. This law includes protection from sexual harassment or misconduct. The District has a designated Title IX Coordinator and each school has a trained Title IX Coordinator. Any person may report sexual harassment or misconduct either in person, by mail, by telephone or by electronic mail, to a teacher, counselor, school administrator, other school staff, or to the school-based or District's Title IX Coordinators.

When an allegation of sexual harassment is made, interventions to ensure all students' safety may be put in place, which may include increased supervision, change in transportation, or change of schedule. The complainant or their guardian has the right to file a formal complaint. If a formal complaint is made, both the complainant and the respondent will receive notice of the investigation. Upon completion of the investigation, both parties will have an opportunity to review the report separately prior to formal disciplinary measures being taken. Both parties have a right to appeal decisions made within the Title IX process.

HAZING

The Board prohibits hazing activities at any time in school facilities, on school property, and/or off

Policies: 5516, Student Hazing

school property if the misconduct is connected to activities or incidents that have occurred on school property. Even if you are only a by-stander, you may be deemed to be a participant if you stay present during a hazing incident. Student by-standers are expected to leave the area immediately and are encouraged to report the incident. [F.S. 1006.135]

FALSE ACCUSATIONS

The Board prohibits any student intentionally make false accusations that jeopardize the professional reputation, employment or professional certification of a teacher or other member of the school staff. [F.S. 1006.09]

THREATS OR FALSE REPORTS

The Board prohibits the threat of violence against individuals or groups, either directly or indirectly,

Policies: 5500.01, Discipline Matrix

which places them in fear of physical harm with or without the use of a weapon.

A. Bomb/Destructive Devices: If you are found to have made a threat or false report of a bomb or destructive device as defined by F.S. 790.162 and F.S. 790.163 involving school or school personnel's property, school transportation, or a school-sponsored activity, you will be expelled, with or without continuing educational services, from the regular school for not less than one year, will be referred for mental health services, and referred for criminal prosecution. [F.S. 1006.07]

B. Other Threats of Violence (Assault): You are prohibited from making other threats of violence against individuals or groups, either directly or indirectly. If you are found to have made a threat of violence, you may be disciplined up to and including suspension, alternative placement, expulsion, arrest, and prosecution. [F.S. 836.10]

If you have received a threat or have knowledge of a threat, you must report it immediately to a teacher or school administrator. You may also report using FortifyFL at <https://getfortifyfl.com/>. If you see something, say something.

Any student who is determined to have made a threat or false report, whether oral, written, electronic or symbolic, will be reported to law enforcement and a school-based threat assessment will be conducted. The threat assessment team will be composed of, at minimum, an administrator, counselor and School Resource Officer (SRO). The threat assessment may include student/staff statements, a review of records, student history, mental health history, and the creation of interventions and/or a safety plan. This plan may include a referral to mental health services. Threat assessment determinations shall be reported to the superintendent or designee.

All threats of violence (oral, written, electronic or symbolic) will be reported to law enforcement and investigated by school officials.

DRESS CODE

The manner in which you dress can have a positive impact on you and your school. If you respect

Policies: 5511, Code of Student Conduct - Dress Code

yourself and others and dress appropriately for school, you will help to make the school a safe and orderly place to learn.

General Requirements

This general dress code applies to all students at school and to all students while attending school-sponsored activities after the regular school day.

- A. Clothing may not reveal any undergarments;
- B. Clothing must cover the midriff, back, buttocks, and sides at all times and should be fastened so that it does not expose undergarments or body parts in an indecent or vulgar manner.

Each school will provide students/parents with a copy of the school's dress code.

Exceptions

- A. You may wear special clothing necessary for a school-sponsored activity, as permitted by the principal.
- B. The Superintendent or designee, in consultation with the principal, may waive the school dress code policy on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held-religious belief.
- C. Shoes must be safe and appropriate. You may not wear bedroom slippers or shoes with wheels.
- D. You may wear a face mask for health and safety reasons related to COVID-19, provided the face mask otherwise complies with the provisions of the District's dress code policy. The face mask must be worn appropriately, covering the nose and mouth area. You may not wear a face mask which covers your entire face (i.e., Halloween mask, hooded face mask, etc.); however a clear face shield shall be allowed.
- F. You may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours.
- G. The Superintendent or designee may, with a recommendation by the School Advisory Council (SAC) and the Principal, approve a uniform policy for a school.

You may not wear

- A. Clothing that is not properly fastened;
- B. Clothing, piercings, jewelry, or accessories that are dangerous to the health and safety of yourself or others or are distracting or disruptive to the orderly learning environment;
- C. Pajamas or sleepwear;
- D. Outer garments traditionally designed as undergarments such as boxer shorts or bras;
- E. Clothing, including outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:
 - Promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior; or
 - Denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender.
- F. Sunglasses, hats, bandannas, sweat bands, headgear, or other head coverings inside the school building, except when approved by the principal/designee;
- G. Clothing that exposes undergarments or body parts in an indecent or vulgar manner, including clothing that is unlined sheer, unlined lace, ripped jeans or ripped shorts; or
- H. Wearable technology and other attire that interferes with instruction or student safety pursuant to Policy 5136 – Student Use of Personally-Owned Wireless Communication Devices.

Violations of the Dress Code

The principal or designee has the authority to decide if your clothing complies with Board policy.

If the principal determines that your clothing does not comply with Board policy, your parent/guardian may be asked to bring an appropriate change of clothes to school for you, or you may be asked to leave an after-school activity. You may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences.

If you wear clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment, the school will take the following actions: [F.S. 1006.07(2)(d)]

For the first offense:

- You will receive a verbal warning; and
- Your parent or guardian will be called.

For the second offense:

- You will not be allowed to participate in any extra-curricular activity for up to five (5) days; and
- The principal or designee will meet with your parent or guardian.

For the third or subsequent offense:

- You will be sent to in-school suspension for up to three (3) days;
- You will not be allowed to participate in any extra-curricular activity for up to thirty (30) days; and
- The principal or designee will call and send a letter to your parent or guardian about your in-school suspension and exclusion from extracurricular activities.

You may appeal the principal's decision through the Student Grievance Procedure.

SCHOOL TRANSPORTATION

Your parent/guardian is responsible for your safety, supervision, and conduct to and from school, to and from the bus stop, and while you are waiting at the bus stop. [FAC 6A-3.0121

Policies: 5610.04, Suspension of Bus Riding/Transportation Privileges
8600.02, Seat Belts
8620, Parent Responsibility

It is a privilege to ride a school bus. You may only ride on your assigned bus to and from school. You may not get off at a different stop or ride a different bus unless your parent has given written permission, with principal approval, and room is available on the bus. If your place of residence changes, please notify the school so that a new stop can be arranged.

Do not carry onto the bus large boxes, weapons, cages, glass bottles, balloons, animals, reptiles, offensive materials, skateboards, tobacco items or other prohibited items. Band instruments too large to fit in your lap or under the seat are not permitted. You must pay for any damage you do to a school bus or to school board property within ten (10) days after billing.

Before the Bus Arrives, you must:

1. Be at the bus stop ten (10) minutes before your scheduled pick-up time and follow all school rules. For safety reasons, your bus driver is not permitted to wait at the bus stop for you if you are late.
2. Not cross the road before the bus arrives at the stop or after the bus departs from the stop.
3. Not cross a road wider than two (2) lanes to reach your stop. If you need to cross a two (2) lane road to reach the bus stop, wait on your side of the road until the bus arrives. After the driver signals that it is clear to cross, walk across the road ten (10) feet in front of the bus.
4. Stand off the roadway while waiting for the bus.

While on the Bus, you are required to:

5. Obey the driver and observe classroom conduct at all times.
6. Sit in your assigned seat.
7. Wear a seat belt at all times and remain seated when the bus is in motion.
8. Keep your arms, legs, head and objects inside the windows.
9. Remain quiet. Unnecessary conversation with the driver is dangerous. Students using WCDs with audio must use headphones.

10. Not eat, drink or have/use tobacco products/illegal substances or other prohibited items.
11. Not wear head coverings on the bus. The Principal may waive this requirement on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held religious belief.
12. Refrain from foul language, racial comments and obscene gestures.
13. Refrain from bullying others to include the driver/assistant.

Cameras are used to record behavior on school buses. If you violate these rules, you may have your bus riding privileges suspended and/or you may be suspended from school and you may also be subject to criminal penalties.

Consequences for Violations of Bus Rules

Bus Drivers have the authority of a classroom teacher. Drivers will initially discuss minor violations with the student/parent and attempt to resolve the problems without written referral. If this is not successful, a written referral will be completed and forwarded to school administration for action.

WIRELESS COMMUNICATION DEVICES (WCD)/ TECHNOLOGY USE

You are expected to follow all procedures stated below, as well as those given orally by the appropriate staff, and to demonstrate ethical behavior that is of the highest order in using technology at the school.

Policies: 5136, Student Use of Personal-Owned Wireless Communication Devices
7540.03, Use of Technology by Students
7540.07, Student Use of Electronic Mail

Students enrolled in elementary school across Leon County are prohibited from using WCD during the school day. WCD must remain powered off, stored securely, and out of sight from the time a student arrives on campus until the end of the school day.

You may **POSSESS** personal Wireless Communication Devices (WCD) at school, on school property, during after-school activities (e.g., extra-curricular activities) and at school-sponsored activities.

You may **USE** WCD (like cell phones, tablets, smart watches, etc.) under the following conditions:

- During After-School activities & School Events: Use is allowed if it doesn't interfere with the activity or environment.
- On School Buses or School Vehicles: Use is allowed at the discretion of the bus driver, teacher, coach, or sponsor. Any behavior that creates an unsafe environment is not allowed.

At all times during school hours, you must have WCD powered completely off (not just placed into vibrate or silent mode) and stored out of sight. Students shall not use the telephone functionality of any WCD during the school day without teacher or administrator permission.

If you violate these rules, you will be subject to disciplinary action and/or confiscation of your WCD. Also, you may lose the privilege to bring your WCD to school for a designated length of time. The principal or designee may search your WCD if they reasonably suspect that you have used your WCD to violate Board policy. The principal may also refer the matter to law enforcement if the violation involves an illegal activity.

You may also possess other electronic devices which have been approved by the principal.

You are responsible for the care and security of your WCD and other electronic devices. You should record your device's serial number and tracking software is recommended.

In using any technology at school, you will:

- A. Access the Internet through the Board's approved network only.
- B. Use only the username and password assigned to you by the District.
- C. Completely charge personal devices prior to bringing them to school and operate them using battery power while at school.
- D. Install current virus protection software on your personal WCDs and keep the software updated on a regular basis.
- E. Be polite and use appropriate language for the educational environment and activity in which you are currently involved.
- F. Always report any known violations of Board Policies, including inappropriate messages and possible security problems, to your teacher or administrator.
- G. Save work on your personal devices and/or external storage devices such as flash drives.

Prohibited Uses of Technology at School

You may not:

- A. Use personal data plans.
- B. Share your username and password with anyone.
- C. Use personal WCDs at any time in any school situation where a reasonable expectation of personal privacy exists. (e.g., locker rooms, shower facilities, restrooms).
- D. Use personal WCDs, including accessing or using social media or other apps, to capture/record/store/send/or transmit the spoken word or visual image (e.g., audio, video, text, or photographs) of any person, including other students or staff members, without express prior notice and explicit written consent.
- E. Access electronic mail belonging to the school employees or other students.
- F. Send messages using a false identity or use the accounts of others to send messages.
- G. Use District technology or personal WCDs at school to make unauthorized purchases of products or services.
- H. Access the control panel on a district computer, or attempt to modify settings in any way.
- I. Steal or destroy the school's technology (e.g., computers, projectors, etc.).
- J. Violate or attempt to violate the security of the computer network.
- K. Take actions (whether successful or not) to by-pass the District's filter or to deny access, disrupt, or destroy the service of the computer network.
- L. Attach or install personal computer software or any WCD to the District's computers or network. This does not include data storage devices (i.e., flash drives).
- M. Use District technology resources for illegal purposes or any other activity prohibited by District policy.
- N. Reveal personal information about yourself or others (e.g., photos, addresses, e-mail addresses, or telephone numbers) without the approval of your teacher or parent.
- O. Use District technology for personal financial gain, product advertisement, commercial activities, political campaigning, or solicitation.

- P. Capture, transmit, or receive test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.
- Q. Access social media, except for educational use in accordance with your teacher's plan.
- R. Use technology in any way to threaten, humiliate, harass, embarrass or intimidate another person. See Policy 5517.01 - Bullying and Harassment.

You are prohibited from:

- Transmitting material that is threatening, obscene, disruptive, or sexually explicit or that harasses or disparages others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; or
- Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (e.g., "sexting") in electronic or any other form.

S. You may not knowingly distribute any material that is obscene or harmful to others, as defined in F.S. 847.012, in any format through e-mail sent, or caused to be sent, to or through the District network.

Services

Access to the District's network is available but not guaranteed in all classrooms. All communications made through the District's network is subject to filtering and monitoring. The District is not responsible for providing troubleshooting or technical support for personal WCDs.

RESTROOMS AND CHANGING FACILITIES

Policies: 7421, Restrooms and Changing Facilities

Students should be provided and use restrooms and changing facilities (i.e., locker rooms/dressing

rooms) for their use, respective to their biological sex at birth. Students may use single occupancy restrooms. Students that willfully enter a restroom or changing facility designated for the opposite sex and refuse to leave when asked by instructional personnel, administrative personnel, or other employees of the district are in violation of the Code. In such cases, students may be subject to a behavior referral and subsequent interventions or disciplinary action.

SECTION THREE

DISCIPLINE FOR MISCONDUCT

The principal/designee is responsible for school discipline and has a reasonable degree of discretion in determining the severity of misconduct and the appropriate consequence. Administrators and teachers may develop specific rules and disciplinary practices which supplement this Code, but do not conflict with it. The principal/designee is authorized to take disciplinary action in response to all misbehavior.

Off campus speech or other conduct occurring outside of school time that violates the District's Student Code of Conduct may also be the basis for discipline, up to expulsion, if it has the potential to disrupt the process of education; impact the safe and efficient operation of the school; or interferes with the rights, safety, or welfare of others.

For any misbehavior, the teacher or principal/designee will listen to your explanation and, when needed, talk to other persons involved and investigate further. The teacher or principal/designee may contact your parents.

If a student engages in violent or disruptive behavior, the student may be referred for mental health services in addition to or in lieu of any other sanctions that may be imposed. [F.S. 1006.07]

A number of factors will be considered in determining the level of misbehavior and the resulting consequences. These factors include, but are not limited to:

- **SERIOUSNESS OF OFFENSE**
- **PLANNING, IMPULSE, OR SELF-DEFENSE**
- **AGE**
- **DISABILITY, IF ANY**
- **STRENGTH OF EVIDENCE**
- **ATTITUDE- COOPERATION/REMORSE**
- **DISCIPLINARY HISTORY, IF ANY**

Behaviors and their consequences are divided into four levels. Each level represents progressively more serious misbehavior and consequence.

In addition to those consequences listed in Class I and Class II below, if a student commits a petty act of misconduct pursuant to Policy 5500.01 – The Discipline Matrix, the student may be assigned to a school- based intervention program unless the student is charged by law enforcement with a criminal offense or referred to a civil citation program or similar pre-arrest diversion program. [F.S. 1006.07(2)(o)]

CLASS I DISCIPLINE

A Class I offense is a repeated minor act of misconduct which interferes with orderly classroom or school functions, or with learning. These offenses have been handled by the teacher or another professional staff member prior to the referral, as outlined in the school's Discipline Plan for minor infractions, and an opportunity for reteaching the expected behavior has been given. These incidents will be documented as minor offenses.

The following additional actions may be taken in response to Class I misconduct:

- Behavior Contract
- Behavior Referral
- Conference with Student
- Detention
- Guidance Referral
- Mentoring
- Parent Conference
- Parent notification
- Peer Mediation
- Restitution and Restorative Practices
- School-Based Intervention Program (MTSS)
- Time out
- Verbal reprimand
- Withdrawal of privileges

CLASS II DISCIPLINE

A Class II offense is an act of misconduct which requires administrative action. Such offenses include acts directed against persons or property and repeated Class I misconduct.

Your parent will be notified, and the following additional actions may also be taken in response to Class II misconduct:

- Behavior Contract
- Behavior Referral
- Conference with Student
- Detention
- Guidance Referral
- In-school suspension/detention for partial day
- Mentoring
- Parent Conference
- Parent notification
- Peer Mediation
- Recommendation for Expulsion
- Restitution and Restorative Practices
- School-Based Intervention Program (MTSS)
- Withdrawal of privileges
- Work detail

CLASS III DISCIPLINE

CLASS III DISCIPLINE

A Class III offense is a more serious act of misconduct and a serious disruption of school or threat to health, safety, or property. These incidents are reported to the principal/designee and will be documented as major offenses. Class III offenses also require schools report to a law enforcement agency, and to the state SESIR reporting system. Incidents documented in the SESIR reporting system will be included on the student's permanent transcripts.

Your parent will be notified and the following additional actions may also be taken in response to Class III misconduct:

- Behavior contract

- Bus suspension
- Detention
- Conference with Student
- Guidance Referral
- In-school suspension/detention
- Mental Health Referral
- Mentoring
- Out-of-school suspension
- Parent Conference
- Peer Mediation
- Recommendation for Expulsion
- Restitution and Restorative Discipline
- School-Based Intervention Programs (MTSS)
- Suspension from extracurricular activities

CLASS IV DISCIPLINE

A Class IV offense is the most serious breach of conduct; a Zero Tolerance offense and it must be reported immediately to the principal/designee. If you commit a Class IV offense, you will be suspended from the regular education program and the principal/designee will recommend expulsion. A Class IV act may also require a report to a law enforcement agency, which may result in criminal penalties, as well as documentation in the state SESIR reporting system. Incidents documented in the SESIR reporting system will be included on the student's permanent transcripts.

Your parent will be notified and the additional actions may be taken in response to Class IV misconduct:

- Behavior Contract
- Guidance Referral
- Mental Health Referral
- Mentoring
- Parent Conference
- Out-of-school suspension
- Recommendation for expulsion
- Report to law enforcement
- Restitution and Restorative Discipline

Note: Your school choice assignment may be revoked by the principal if you accrue one (1) or more Class III discipline referrals within the school year, or if you accrue five (5) or more Class I or II offenses. The school choice assignment may also be revoked by the principal if you accrue ten (10) or more unexcused absences within a semester, or ten (10) or more late arrivals, early dismissals, or a combination thereof within a ninety (90) calendar-day period.

STUDENTS WITH DISABILITIES (IEPs/504s)

All students are expected to follow the Code and Board Policies. The Board will comply with state and federal laws for the discipline of students who have disabilities.

1. Within 10 days of the decision to change the placement (10 days cumulative or consecutive suspension) of a student with

Summary of Procedural Safeguards for Parents of Students With Disabilities ("Parents' Rights")

Notice of Rights for Disabled Students and Their Parents under Section 504

Policies and Procedures for the Provision of Specifically Designed Instruction and Related Services

1. Within 10 days of the decision to change the placement (10 days cumulative or consecutive suspension) of a student with a disability, the IEP/504 team must conduct a Manifestation Determination.
 - a. If the team determines that the behavior is not directly related to the disability, disciplinary actions can be imposed as with a non-disabled student.
2. The IEP/504 team is compelled to document the consideration for a functional behavioral assessment and behavior intervention plan.
3. If the behavior is found to be directly related to the student's disability, the IEP/504 team must plan for a Functional Behavioral Assessment and the development of a Behavior Intervention Plan based upon the results of the assessment.
4. If a behavior plan is already in place, the IEP/504 team must review whether the plan was being followed and revise it as needed to address the behavior that led to this action.
5. If the team determines the behavior was directly related to the disability, OR an improperly implemented IEP/504 plan, the student is returned to the original setting unless the parents agree to a new placement as part of the Behavior Intervention Plan.
6. Special Circumstances The following offenses can lead to a student being removed to an interim alternative educational setting for up to 45 school days even if the conduct is determined to be related to the student's disability: Weapons, Drugs, Serious Bodily Injury (as defined by paragraph (3) of subsection (h) of section 1365 of title 18, US Code).

SECTION FOUR

PROCEDURES

STUDENT DETENTION, SEARCH AND SEIZURE

You may be temporarily detained and questioned about possible violations of School Board rules.

Policy: 5771, Search and Seizure

The principal or designee may search your locker, vehicle or other storage areas upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. [F.S. 1006.09(9)] In addition, metal detectors and trained dogs may be used to screen for prohibited weapons and substances. The principal or designee may search your wireless communication device (WCD) if there is a reasonable suspicion that you have used the WCD to violate Board policy.

EXCLUSION FROM EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are offered to enhance your overall educational experience. These activities are supplemental to the school curriculum and are privileges, not rights.

Policies: 2520, Selection and Adoption of Instructional Materials
5610.05, Extra-Curricular Student Activities

This includes participation in and/or spectator attendance at any extra-curricular activity or event.

You are expected to behave appropriately at all times while participating in or attending these activities. All school and Board rules and regulations are in effect during extra-curricular activities, whether held on or away from campus.

In order to participate in extra-curricular activities, you must maintain satisfactory conduct as determined by the principal. The principal may revoke participation in or spectator attendance for one (1) specific extra-curricular activity or for all extra-curricular activities, for a period not to exceed the remainder of the school year in which the offense took place.

If you are convicted of, or be found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, you shall not be eligible to participate in interscholastic extra-curricular activities for a period of one (1) year from the time of such conviction or finding.

If you fail to pay charges assessed for replacement of lost or damaged materials or equipment loaned to you, then you may be suspended from participation in extra-curricular activities.

PERMANENT REMOVAL OF STUDENT FROM CLASS

You may be removed from class by a teacher for chronic misbehavior which interferes with the teacher's ability to effectively communicate with the class, or interferes with the ability of your classmates to learn. The circumstances and facts of your case shall be sent to the school's Placement Review Committee for their consideration. The Placement Review Committee has among its options to permanently remove you from a teacher's classroom. [F.S. 1003.32]

Policy: 5610.01, Removal of Students

STANDARDS FOR USE OF REASONABLE FORCE

Corporal punishment is prohibited by the Leon County School Board. Administrators, teachers, and support staff may use and apply reasonable

Policy: 5630, Corporal Punishment and Use of Reasonable Force and Restraint

force and restraint for self-protection or for the protection of other students if you are physically disruptive.

IN-SCHOOL DISCIPLINE

In-school discipline will only be offered at the discretion of the principal for offenses found in **Section Two: Rules and Notices**.

You may be temporarily reassigned to the supervision of another school employee during the regular school day, restricted during the school day (i.e., lunch detention or time-outs).

OUT-OF-SCHOOL SUSPENSION

The principal or administrative designee has the right to suspend you from school for a serious act of misconduct (Class III or IV violation under the Code). The procedure below shall be followed for suspension from school:

Policies: 5500, Student Conduct / Discipline 5500.01, Discipline Matrix 5611, Due Process Rights

1. **Notice Prior to Suspension.** You will receive oral and written notice of the incident and an explanation of the evidence against you. In a conference, you will have an opportunity to respond to the incident and to explain your behavior.
2. **Suspension.** If the principal or designee determines that there are sufficient grounds for suspension, then you will be informed that you are being suspended from school. Except in emergencies, your suspension will begin at the end of the school day, unless your parent/guardian picks you up earlier.
3. **Parent Contact.** The principal or designee will make a good faith effort to immediately contact your parent/guardian by telephone and will also send a written notice to your parent or guardian. The notice will state the length of the suspension and the reasons for it.
4. **Appeal.** You or your parent may appeal a suspension decision through the Student Grievance procedure. See Section Five of this Code.
5. **Temporary Suspension.** In an emergency the principal may temporarily suspend you prior to a conference when the safety or health of students, staff or other persons in the school may be threatened by your continued presence. When temporary suspension is necessary, the principal will inform your parent/guardian by the most rapid means. As soon as feasible under the circumstances, but no longer than the third day of suspension, the principal will hold an informal conference with you and your parent.

If you are a student with a disability, the principal will follow the discipline procedures for students with disabilities.

If you are suspended from school, you may not be on any school property during your suspension, except with the principal's permission.

SUSPENSION FROM BUS-RIDING PRIVILEGES

Policy: 5610.04, Suspension of Bus Riding/Transportation Privileges

The principal/designee has the right to suspend a student from bus-riding privileges for a period of time up to 10 (ten) days. On recommendation

of the Superintendent, the Board may suspend your bus riding privileges for a longer period of time. Long-term suspension of bus privileges will be for persistent misconduct which disrupts order on the bus and endangers the health, safety or welfare of other students riding the bus, or upon a single incident of conduct which shows reckless or willful disregard of the safety of the driver or others.

1. Principal Recommendation. If you have received five (5) or more bus misconduct referrals within a school year or one (1) referral which shows reckless or willful disregard of the safety of the driver or others, the principal may forward a report to the Superintendent with a recommendation for long-term bus suspension. Your parent/guardian will receive written notice of the principal's recommendation.

2. Notice of Board Meeting Date/Request for Hearing. If you are recommended for long-term suspension of bus privileges, the Superintendent will notify your parent/guardian of the time and place when the Board will consider the matter. Your parent/guardian may request a hearing before the Board-designated hearing agent within ten (10) calendar days from receipt of the Superintendent's notice.

3. Extension of Suspension. When Board action on a recommendation for long-term bus suspension is pending, the Superintendent may extend the bus suspension beyond ten (10) days until the next meeting of the Board. Your parent/guardian will be notified in writing of any extension.

4. Notice of Board Action. When the Board reaches a decision concerning suspension of bus riding privileges, notice of that decision will be sent to all parties by hand delivery or U.S. mail. The decision of the Board is final.

Parents/Guardians will be notified before a bus suspension takes effect, except in emergency situations necessary to protect the safety of individuals, property, or the integrity of the educational process. In such cases, the necessary notice will be as soon as possible. **During the suspension of bus riding privileges, the parent/guardian is responsible for your transportation to and from school.** Failure to attend school due to loss of bus riding privileges, is considered an unexcused absence. If a student has five or more unexcused absences then the district truancy policy will be applied (See Truancy Policy and F.S. 1003.27) If you are a student with a disability, the principal will follow the discipline procedures for students with disabilities.

DISCIPLINARY PLACEMENT

Policy: 5610.06, Expulsion Process

The Pineview Second Chance program is an alternative/ disciplinary program placement for elementary school students.

You are eligible for the program under any of the following criteria:

- You have a history of disruptive behavior in school: you have been referred to the office for major (Class III or IV) disciplinary reasons for which you have received at least two out-of-school suspensions. Your discipline record for the most recent three (3) semesters will be considered for purposes of eligibility. Your record in other school districts may be considered.
- You have committed an offense which would warrant expulsion from school according to the Code of Student Conduct.
- You are returning from detention or a court-adjudicated commitment program and you have been evaluated by District personnel; you will not be automatically assigned to Pineview Second Chance.

The following procedure shall be used:

1. **Recommendation.** The Principal makes a recommendation for expulsion based on your disciplinary history. Your parent will receive a written notice and the reasons for the recommendation.
2. **Review of Records/Notice of Reassignment.** District personnel will review all of your pertinent records. You will have an opportunity to meet with District personnel to answer the charges. If you are determined to be eligible for the program, you will be reassigned, effective on a specified date, and your parent/guardian will be notified in writing of the reassignment.
3. **Request for Hearing.** Your parent/guardian may request a hearing, within twenty (20) calendar days from receipt of the notice of reassignment, before the Board-designated hearing officer. You may be assigned to, and required to attend, Pineview Second Chance before a hearing.
4. **Term of Assignment.** Assignment to Pineview Second Chance will normally be effective for at least one full semester. Transfers from Pineview, back to a regular school, will normally occur only at the end of a semester or the end of the school year.
5. **Return to Zoned School.** When you have demonstrated acceptable behavior, attendance, and academic progress while attending Pineview Second Chance for the assigned expulsion period, you may be released to enroll at your Home Zoned School. As a condition of returning to the receiving school, you may be required to enter into a behavior contract with such terms as established by the principal and the receiving school.

If you are a student with a disability, the principal will follow the discipline procedures for students with disabilities.

EXPULSION

The school principal may recommend to the Superintendent that the School Board expel any student who has committed a serious breach of conduct (Level I offense under the Code).

**Policies: 5610.06, Expulsion Process
5611, Due Process Rights**

The following procedure shall be used:

1. **Notice.** You will receive oral and written notice of the incident and an explanation of the evidence against you. In a conference, you will have an opportunity to respond to the incident and to explain your behavior. You may give the principal the names of witnesses to the incident, so that they may be questioned.
2. **Suspension/Recommendation.** You will be informed that you are being suspended from school for ten (10) days and that a recommendation for expulsion is being forwarded to the Superintendent.
3. **Parent.** The principal/designee will make a good faith effort to contact your parent/guardian by telephone immediately and will also send a written notice to your parent or guardian. The notice will state that you have been suspended for ten (10) school days, that a recommendation for expulsion has been forwarded to the Superintendent and the reasons for the action taken.
4. **Conference Opportunity.** Upon request, your parent or guardian will be given an opportunity to attend a conference with the principal to discuss the reasons for suspension and the recommendation for expulsion. This opportunity will be provided within 48 hours of the request (excluding Saturday, Sunday and school holidays).
5. **Review.** Upon receipt of the recommendation, the Superintendent/designee will review the incident. Alternatives to expulsion shall be considered.

6. **Notice of Charges/Request for Hearing.** If the Superintendent finds a sufficient basis for an expulsion recommendation to the Board, regardless of whether you have withdrawn from school, a notice of charges will be sent to your parent or guardian. Your parent/guardian may, within twenty (20) calendar days from receipt of the Superintendent's notice, request a hearing on the charges before the Board-designated hearing officer. Failure to timely request a hearing or failure to appear at a hearing after receipt of the notice of the date of your hearing shall be deemed a waiver of any hearing on the matter. If a hearing is held, the hearing officer's Recommended Order will be submitted to the Board.

7. **Extension of Suspension.** When Board action on a recommendation for expulsion is pending, the Superintendent may extend the suspension beyond ten (10) school days, until the next regular or special meeting of the Board.

8. **Board Action.** The Board will enter a Final Order on the expulsion recommendation and you and your parent/guardian will be notified in writing of the Board's action.

If you are expelled from school, you may not be on any school property during your expulsion, except with the Superintendent's permission.

If you are a student with a disability, the principal will follow the discipline procedures for students with disabilities.

SECTION FIVE

GRIEVANCE PROCEDURES FOR STUDENTS AND PARENTS/GUARDIANS

Student Right

- You have a right to file a complaint if you feel that you have been treated in an unfair way.

Student Responsibility

- You have a responsibility to learn about and follow the procedures for filing a complaint.

A grievance procedure is used when a student believes there has been a violation of the procedures in the Code of Student Conduct. Unless otherwise provided, a student grievance may be pursued in order through three levels.

See **Policy 5710**, Student Complaints

LEVEL 1 - INFORMAL DISCUSSION

You or your parent/guardian should discuss your complaint with the person responsible for what you or your parent/guardian believes to be unfair treatment under the Code of Student Conduct. A meeting and discussion should occur within five (5) school days after the time of the alleged unfair treatment. No grievance will be processed until after such informal discussions have taken place. If your grievance involves discrimination or harassment, you or your parent may report, orally or in writing, 1) to a teacher or administrator at your school or at the harasser's school; 2) to the Superintendent; or 3) to a Compliance Officer listed at the front of this Code.

LEVEL 2 - SCHOOL PRINCIPAL

If the grievance has not been resolved at Level 1, the informal level, you and/or your parent/guardian may submit a completed Student Grievance Form to the principal within five (5) school days after the Level 1 discussion. The grievance shall: a) name the person(s) affected; b) state the facts giving rise to the grievance; c) identify the specific action being grieved; and d) indicate the specific relief requested. The principal will have five (5) school days after the receipt of the grievance in which to hold a conference and provide a written response.

LEVEL 3 - SUPERINTENDENT

If the grievance has not been resolved at Level 2, you and/or your parent/guardian may, within five (5) school days after receipt of the principal's decision, submit the Student Grievance Form to the Superintendent's designee*.

A. Within five (5) days from receipt of the written grievance form, the Superintendent's designee will communicate with you and your parent. An investigation will be conducted. The investigation should be completed within fifteen (15) school days from receipt of your written grievance form.

The Superintendent's designee will attempt to resolve the grievance through mutual agreement.

B. If the grievance has not been resolved, the Superintendent's designee (not the person who conducted the investigation) will hold a conference with you and your parent within twenty (20) days from receipt of grievance form. You will have an opportunity to present evidence relevant to the facts and issues raised by the grievance and you may be represented by counsel at the grievance conference. The Superintendent's designee will make a decision in writing within five (5) days.

C. The decision of the Superintendent's designee will be communicated with you and your parent.

The decision of the Superintendent's designee shall be final.

*The Superintendent's designee for coordinating all grievances for all students with disabilities under this Code is the Director of Exceptional Student Education (ESE). You may reach the department at (850) 487-7160 to schedule an appointment

GLOSSARY OF TERMS

- ♦ **Aggravated Battery (BAT)*#:** (Intentional great bodily harm) A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known that the victim was pregnant.
- ♦ **Alcohol (ALC)*#:** (Possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- ♦ **Arson (ARS)*#:** (Intentionally setting a fire on school property.) To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.
- ♦ **Assault/Threat:** See Threat/Intimidation below.
- ♦ **Bullying (BUL)*:** (Intimidating behaviors) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment or unreasonably interferes with the individual's school performance or participation. Bullying includes instances of cyberbullying. May involve teasing; threats; intimidation; stalking; cyberstalking; cyberbullying; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or damage to or destruction of property.
- ♦ **Burglary (BRK)*#:** (Illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
- ♦ **Cheating:** Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test.
- ♦ **Classroom Disruptions:** The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor's ability to teach, or interferes with another students' ability to learn.
- ♦ **Cyber-Bullying*:** Includes tormenting, threatening, taunting, ranking, degrading, harassing, humiliating or otherwise targeting a student or staff member using the Internet, interactive and digital technologies or cell phones or inviting others to join in these acts.
- ♦ **Dating Violence or Abuse:** Verbal, sexual, or physical behavior used by one person who is in a current (or was in a past) dating relationship to harm, threaten, intimidate or control the other person in that relationship. This may include insults, coercion, social sabotage, sexual harassment, stalking or threats or be a pattern of demeaning, coercive, abusive actions that amounts to emotional or psychological abuse. May occur via electronic devices such as WCDs and computers, as well as harassment through a third party.
- ♦ **Disruption on Campus - Major (DOC)*#:** (Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.
- ♦ **Disruption of the Orderly Educational Process:** The act of behaving inappropriately which disrupts the learning environment of multiple classrooms, inhibiting the instructor's ability to teach, or interferes with other students' ability to learn.

- **Drug Sale/Distribution (DRD)*#:** (illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.
- **Drug Use/Possession (DRU)*#:** (illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- **Expulsion:** The removal of the right and obligation of a student to attend a public school for a period of time not to exceed the remainder of the term or school year and one additional year of attendance.
- **Fighting (FIT)*:** (Mutual combat, mutual altercation): When two or more persons mutually participating in the use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.
- **Harassment*:** (Insulting behaviors) Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities or benefits; or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.
- **Hazing (HAZ)*#:** Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to: pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior; or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
- **Homicide (HOM)*#:** (Murder, manslaughter) The unjustified killing of one human being by another.
- **Horseplay or Physical Aggressive Acts:** The act of rough or boisterous play, with no intent to harm and no injury.
- **In-School Suspension (ISS):** The temporary removal of a student from the student's regular school classes/program and placement in an alternative class/program, under the supervision of school district personnel. The student remains in attendance for the school day(s) assigned and is allowed to continue appropriate curriculum standards without academic penalty.
- **Kidnapping (KID)*#:** (Abduction of an individual) Forcibly, or by threat, confining, abducting or imprisoning another person against his/her will and without lawful authority.
- **Larceny/Theft (STL)*#:** Taking of property from a person, building, or a vehicle. The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to District policies.
- **Other Major (OMC)*#:** (major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. Examples include: Student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.

- **Out-of-School Suspension (OSS):** The temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal/designee, for a period not to exceed ten (10) school days, beginning at the end of the school day, and remanding of the student to the custody of the parent with specific homework assignments to complete. [F.S. 1003.01(5)]
- **Profane Language:** Using insulting/offensive language, swearing, cursing, or uttering vulgar words; profane, indecent, obscene, or seriously offensive language, gestures, or propositions.
- **Progressive Discipline:** Consequences become more severe for repeated same or similar misbehaviors.
- **Providing False Information:** Intentionally and/or maliciously giving a false report of an incident(s) to school administration.
- **Restitution:** Restoring or paying for damaged or stolen property.
- **Robbery (ROB)*#:** (Using force to take something from another): The taking, or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
- **SESIR (School Environmental Safety Incident Reporting):** This refers to specific offenses that are against the law or represent serious breaches of the Code of Student Conduct. These include incidents considered severe enough to require the involvement of an SRO or incidents required to be reported to law enforcement. SESIR incidents can involve students, non-students, and/or unknown perpetrators. SESIR acts are indicated with an asterisk in this glossary and will be included on a student's permanent transcripts.
- **Sex Offenses-Other (SXO)*#:** (Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)
- **Sexual Assault (SXA)*#:** An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both male and female students can be victims of sexual assault.
- **Sexual Battery (SXB)*#:** (Attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object. Both males and females can be victims of sexual battery.
- **Sexual Harassment (SXH)*:** (Undesired sexual behavior) Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cell phones, and other devices connected to the internet. The conduct can be carried out by school employees, other students, and non-employee third parties.
- **Sexting:** The knowing transmission or distribution to another person, through a computer or similar device, of any photograph or video of any person that depicts nudity. Sexting also includes possessing a photo of any person that was transmitted or distributed by another person that depicts nudity. [F.S. 847.0141]
- **Simple Battery (PHA)*#:** An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
- **Skipping:** Intentionally missing class(es) or days of school without knowledge or permission of parent/guardian.

- ♦ **Tobacco (TBC)*:** (Cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation, by any person under the age of 18.
- ♦ **Tardy:** Unexcused lateness to school or class.
- ♦ **Theft/Petit Larceny (less than \$750):** The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.
- ♦ **Threat/False Report (TRE)*#:** Making a threat or false report, as defined by Section 790.162 and 790.163, Florida statutes, respectively involving school or school personnel's property, school transportation or a school-sponsored activity.
- ♦ **Threat/Intimidation (TRE)*#:** (Instilling fear in others) An incident where there was no physical contact between the offender and victim(s), but the victim(s) felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.
- ♦ **Trespassing (TRS)*#:** (Illegal entry onto campus) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.
- ♦ **Vandalism (more than/less than \$1,000) (VAN)*#:** (Destruction, damage, or defacement of school or personal property) The intentional destruction, damage, or defacement of public or private personal property without consent of the owner or the person having custody or control of it. (Damage must be \$1000 or more to report in SESIR.) Vandalism is also defined as any deliberate or malicious attempt to harm or destroy computer hardware or peripherals, data of another user, the Internet, the District's network, or any other networks that are connected to the District. This includes, but is not limited to, the uploading or creation of computer viruses.
- ♦ **Vaping*#:** The inhaling of a vapor created by an electronic cigarette (e-cigarette) or other vaping device. E- cigarettes are battery-powered smoking devices. They have cartridges filled with a liquid that usually contains nicotine, other drugs, flavorings, and/or chemicals. The liquid is heated into a vapor which the person inhales.
- ♦ **Weapons (WPO)*#:** (Possession of firearms and other instruments which can cause harm) Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether operable, inoperable, loaded or unloaded), sword, sword cane, knives (except common pocket knives, plastic knives and blunt-bladed table knives), box cutters, razors, clubs, electric weapons or devices, metallic knuckles, martial arts weapons, ammunition, destructive devices, and explosives and look-alike items that closely resemble weapons or operate similarly. 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, as well as endangering the health and safety of persons.
- ♦ **Wireless Communication Devices (WCDs):** A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, Smartwatches, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, electronic readers "e-readers" (e.g., Kindles or similar devices) and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. (See also Electronic Devices above)

- **Wireless/Technology Violation:** The misuse of wireless communication devices including but not limited to cellular telephones, camera telephones, e-readers and other electronic devices.
- **Work Detail:** Supervised activities related to the upkeep and maintenance of school facilities or grounds, as an alternative to other disciplinary action. May only be used after parental approval.

* **SESIR Incident Report required** (Note: SESIR definitions are subject to change, please see the FLDOE website for the most current definition, <http://www.fldoe.org/safe-schools/sesir-discipline-data/>)

Law Enforcement contact expected

APPENDIX A

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School Board, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. The School Board may, however, disclose appropriately designated directory information without written consent unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School Board to include this type of information in certain school publications.

Examples include:

- a playbill showing your child's role in a production
- the yearbook
- the honor roll or recognition lists
- graduation programs
- sports activity sheets, e.g., for a wrestling meet, showing weight/height of team members
- photographs and videotapes

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office (U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920) if it is believed that a violation of the act has occurred.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the name, address and telephone listing of students, unless parents have advised the LEA that they do not want this information disclosed without their prior written consent.*

Policy 8330, Student Records

You must notify the District in writing by September 12, 2025, or within thirty (30) calendar days of school enrollment, whichever is later, if you do not want the Leon County School Board to disclose directory information from your child's education records without your prior written consent.

The Board designates the following personally identifiable information contained in District education records as “Directory Information.”

1. student’s name
2. student’s address
3. student’s telephone number, if it is a listed number
4. major field of study
5. date and place of birth
6. school photographs
7. dates of attendance
8. participation in officially recognized activities and sports
9. degrees, honors, and awards received
10. weight/height of members of athletic teams
11. date of graduation or program completion
12. most recent previous educational agency or institution attended

* These laws are Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill; and 10 U.S.C. 503, as amended by Section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L.) 107-107, the legislation that provides funding for the nation’s armed forces.

APPENDIX B

Whom to Contact

ELEMENTARY SCHOOLS

Apalachee (850) 488-6239
Astoria Park (850) 488-4673
Bond (850) 488-7676
Buck Lake (850) 488-6133
Canopy Oaks (850) 488-3301
Chaires (850) 488-5977
Conley (850) 414-5610
DeSoto Trail (850) 488-4511
Fort Braden (850) 488-9374
Gilchrist (850) 487-4310
Hartsfield (850) 488-7322
Hawks Rise (850) 487-4733

Killearn Lakes (850) 921-1265
Oak Ridge (850) 488-3124
Pineview (850) 488-2819
Riley (850) 488-5840
Roberts (850) 488-0923
Ruediger (850) 488-1074
Sabal Palm (850) 488-0167
Sealey (850) 488-5640
Springwood (850) 488-6225
Sullivan (850) 487-1216
Woodville (850) 487-7043
W.T. Moore (850) 488-2858

ADMINISTRATION

District Office (850) 487-7100
504 Coordinator (850) 487-7160
Title IX/Equity Coordinator (Students) (850) 487-7210
Families In Transition (FIT) (850) 561-8376
ESE (850) 487-7160
Transportation (850) 488-2636
School Choice (850) 561-8950
Safety and Security: District Security Center (850) 922-5437

REPORTING SUSPICIOUS ACTIVITY

If you see something, say something through **FortifyFL** (<https://getfortifyfl.com>).