

James S. Rickards High School

STUDENT CODE OF CONDUCT

INTRODUCTION

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

RULES OF CONDUCT

Expectations

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

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

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

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

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

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

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

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

Teachers' Authority

Teachers' Bill of Rights in Chapter 1015, Florida Statutes (F.S.). This law provides Florida teachers with a clear set of rights in their profession and classroom. Section (s.) 1015.05, F.S., Right to control the classroom, allows teachers to:

- Establish classroom rules of conduct.
- Establish and implement consequences, which are designed to change behavior, for infractions of classroom rules of conduct.
- Have disobedient, disrespectful, violent, abusive, uncontrollable or disruptive students removed from the classroom for behavior management intervention.
- Have violent, abusive, uncontrollable or disruptive students directed to appropriate school or district school board personnel for information and assistance.
- Assist in enforcing school rules on school property, during school-sponsored transportation and during school-sponsored activities.
- Request and receive information relating to the disposition of any referrals to administration for a violation of classroom rules of conduct or school rules.
- Request and receive immediate assistance in classroom management if a student becomes uncontrollable or in the case of an emergency.
- Request and receive training and other assistance to improve his or her skills in classroom management, violence prevention, conflict resolution and related areas.
- Press charges if there is a reason to believe that a crime has been committed on school property, during school-sponsored transportation or during school-sponsored activities

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

Student Discipline Matrix

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

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

- Cell Phone/Technology Violation
- Cheating
- Disruption Classroom
- Dress Code Violation
- Excessive Tardies
- Inappropriate Behavior/Language

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

- Teacher managed with classroom behavior plan/rules
- 1-2 days ISS
- 2-3 days ISS
- 3-5 days ISS, referral to MTSS follow up in FOCUS
- 3-5 Days OSS, MTSS follow up in FOCUS

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

- Defiance
- Disrespect
- Failure to follow admin. Directive
- Horseplay or Physical Aggression
- Profanity Toward Staff
- Restroom and Changing Facilities
- Skipping
- Theft (petty)
- Use/Possession of Combustibles
- Violation of Detention
- Weapons Possession

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Class 2 Infraction Discipline Options:

- Student conference, parent contact
- 1-3 days ISS
- 2-4 days ISS
- 3-5 days ISS
- 1-3 days OSS
- 3-5 days OSS and referral to MTSS
- 5-10 days OSS, MTSS follow up in FOCUS

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

- Alcohol
- Bullying
- Burglary
- Drug Use/Possession (excluding alcohol)
- Felony Charges Off School Property
- Fighting
- Harassment
- Hazing
- Larceny/Theft/Criminal Mischief
- Other Major
- Sexual Harassment
- Sexual Offense Other
- Simple Battery (physical attack)
- Threat/Intimidation (minor, requires threat assessment)
- Tobacco/Vape
- Trespassing
- Vandalism

Level 3 Discipline Options:

- 1-5 days OSS
- 3-10 days OSS Referral to MTSS
- 5-10 days OSS and behavior contract. Possible recommendation for expulsion. MTSS follow up in FOCUS.

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

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Class 4 Infractions- Actions that are considered to be serious violations where they interrupt the safety and/or security of the school, diminish the level of community trust, and may be considered a juvenile crime. Level 3 Infractions will be handled in a serious manner where law enforcement, social workers, and community resources may be involved.

- Aggravated Battery
- Arson
- Drug Sale/Distribution
- Homicide
- Kidnapping
- Robbery
- Sexual Assault
- Sexual Battery
- Threat/Intimidation (major requires threat assessment)
- Weapons Possession

Class 4 Discipline Options:

- Zero Tolerance-Consult with SRO, OSS, Recommendation for expulsion
- 10-day Suspension
- ESE/504 students-schedule manifestation hearing to determine if expulsion or alternative placement is needed.
- Report to Safety and Security

Bus Discipline Actions-Bus drivers will provide an initial warning to all students. Upon reoccurrence, the bus driver will contact individual parents to inform them of the problem behavior and seek support. Subsequent bus infractions will result in a bus referral.

- Eating/Drinking on bus
- Failure to wear seat belt
- Loading or unloading on unassigned bus stop
- Not in assigned seat
- Out of seat without permission while in motion

- Talking while lights are on at RR crossing
- Putting belongings or any part of body outside the bus window while in motion
- Throwing objects in/out of bus

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Bus Infraction Discipline Options:

Minor:

- Parent notification
- Parent conference, 1-3 ISS
- 3-5 days ISS and/or Bus suspension

Major:

- Loss of privileges and/or 1-3 days Bus Suspension
- Bus Meeting and/or 3-5 days Bus Suspension or 3-5 days OSS
- Bus Meeting and/or 5-10 days Bus Suspension or 3-5 days OSS

Special Procedures

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

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

Teacher Managed Referrals

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

Informal Teacher Interventions

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

- work with the student on a one-to-one basis to attempt to determine the source of the problem and recommend alternative solutions;

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- change the curriculum or instruction if such procedures appear warranted;
- contact the parents, guardian, relative, or emergency contact person if necessary
- refer the student to Student Services;
- contact outside social agencies;
- refer the student to a dispute resolution program, if available.

Administrative Referrals

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

ISS (In School Suspension)

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

OSS (Out of School Suspension)

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

Students Subject to Suspension

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

- The Principal will give the student an opportunity to explain his/her side of the story.

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

Expulsion

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

Students Subject to Expulsion

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

- The Principal will give the student an opportunity to explain his/her side of the story.
- In the event the Principal determines that the student violated the Student Conduct Code and that expulsion is the appropriate discipline, the student and their parent will be provided written notice of the charge(s) and the recommendation.
- The student and his/her parent will be given an opportunity to meet with a representative of Intervention Services staff to discuss the charge(s) and the expulsion process; discussion will include a hearing process, waiver and stipulation, if appropriate in the sole discretion of the Superintendent. The expulsion process is set forth in Policy 5610.06-Expulsion Process.
- The Board will act on any recommendation for expulsion.

Contact Information

Douglas Cook, Principal

Mr. Sam Striplin, Assistant for Discipline

Mr. Roosevelt Sea, Dean of Students

Dr. Deborah Barnes, Curriculum

Mr. Chris Cowart, Attendance

Deputy Robert Speights, School Resource Officer

Deputy Josh Leven, School Resource Officer

NONDISCRIMINATION NOTIFICATION & CONTACT

No person shall on the basis of sex, 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.

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

Tonja Fitzgerald, Divisional
Director Equity Compliance
Officer (Students) Leon County
School District
2757 West
Pensacola Street
Tallahassee,
Florida 32304
(850) 487-7309
fitzgeraldt@leonschools.net

Wallace Knight,
Director Equity Compliance
Officer (Employees)
Title IX
Compliance
Officer Leon
County School
District 2757
West
Pensacola
Street
Tallahassee,
Florida 32304
(850) 487-7210
knightwa@leonschools.net

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

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