

SEMINOLE COUNTY PUBLIC SCHOOLS

STUDENT CONDUCT AND DISCIPLINE CODE

2008-2009

The School Board of Seminole County, Florida

**Diane Bauer, Chairman
Dede Schaffner, Vice-Chairman
Barry Gainer
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**Superintendent
Dr. Bill Vogel**

EDUCATIONAL EQUITY

It is the policy of the School Board of Seminole County, Florida, that no employee, student, or applicant shall – on the basis of race, color, national origin, sex (gender), marital status, age, religion, disability (Section 504A/ADA) or any other basis prohibited by law – be excluded from participating in, be denied the benefits of, or be subjected to discrimination and harassment under any educational programs, activities or in any employment conditions, policies, or practices conducted by the district. For any concerns regarding employees/applicants – contact the Executive Director/Professional Standards at 407-320-0097; regarding students – contact the Executive Director/Exceptional Student Support Services at 407-320-0216. Either Executive Director may be contacted at: Seminole County Public Schools, Educational Support Center, 400 E. Lake Mary Blvd., Sanford, FL 32773-7127.

The School Board of Seminole County recognizes that the education of children is a process that involves a partnership between a child's parents, teachers, school administrators, and other school and school board personnel. School and school district personnel will treat all visitors on School Board property with courtesy and respect. The School Board asks that visitors treat school and school district personnel with the same courtesy and respect.

§ 1001.41, and § 1001.43, FL Stat.

School Board Policy 9.73 Civility and Conduct of Parents . . .

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INTRODUCTION

Welcome to Public Schools of Seminole County, Florida. The District School Board and Superintendent are proud of the positive learning environment and general tone of good discipline that exist in the public schools of Seminole County. These have been achieved through a cooperative effort among students, school district personnel, and parents to establish an orderly and purposeful educational atmosphere.

DEFINITIONS:

1. The term “parent” wherever used in this document shall include a student’s parent or parents, legal guardian, legal custodian, or adult recognized by the student’s school as acting “in loco parentis.”
2. The term “Superintendent” shall include the Superintendent’s designees including executive directors, principals, assistant principals, and/or deans as is appropriate within the context of the provision.

The *Student Conduct and Discipline Code* is published to communicate the expectations of the School Board for students behavior in grades K-12 and to summarize the policies of the Seminole County Public Schools related to the management of student conduct. Accordingly, this handbook:

1. defines the **responsibilities** and **rights** of students;
2. defines the **rules of conduct** and the **behavioral expectations** for students;
3. establishes the **consequences for violations** of the rules of conduct; and
4. describes the **procedures for processing disciplinary violations**.

The *Student Conduct and Discipline Code* is published once a year and therefore, may not contain subsequent changes in policy or procedure. When a policy or procedure is revised, the change will be communicated through school newsletters or other means of communication, at which time the published revision shall replace previous information. For the most current policy or procedure information, visit the Seminole County Public Schools’ website: www.seps.k12.fl.us.

SAFETY AND SECURITY

Maintaining a safe and secure environment is the number one priority of the School Board of Seminole County, Florida. It is the belief of the School Board that all students have the right to attend school and school functions free of fear, harm or harassment. The policies and procedures outlined in the *Student Conduct and Discipline Code* have been adopted in support of this fundamental premise.

Please Note that the School Board cooperates with federal, state, and local law enforcement agencies to report, prevent and respond to unlawful activities occurring on the campuses of the Seminole County Public Schools.

In order for the School Board to fully implement its responsibilities it is important that enrollment and emergency card information be kept up to date at each student’s school. It is the responsibility of each student and his or her parent to report any changes in any enrollment or emergency card information to the school.

SCOPE OF AUTHORITY

The *Student Conduct and Discipline Code* applies to all students enrolled in a Seminole County public school. The code is in effect on all School Board owned or controlled property and whenever students are under the official supervision of School Board employees, including but not limited to, field trips, extracurricular activities, or while being transported to and from such places either by school bus, approved drivers, or other official means of conveyance.

This code applies to students who are formally charged with the commission of a felony, or delinquent act, which would be a felony if committed by an adult, and when such conduct is determined by the student’s principal to have a detrimental effect on the orderly operation of a school, or to jeopardize the health, safety, or welfare of students and staff members of a school.

A student may be subject to school board authorized disciplinary sanctions when he or she commits an act or acts away and apart from school that can be shown to pose a threat or danger to the safety of other students, staff, or school property and/or that the act or acts will prevent the orderly delivery of the instructional program at any school.

STUDENTS SUBJECT TO AUTHORITY BY SCHOOL PERSONNEL

Florida Statute 1003.31 establishes that all students enrolled in the Seminole County Public Schools are subject to the law, rules, regulations, and policies of the State of Florida and the School Board of Seminole County, Florida, anytime:

1. a student is on School Board owned property;
2. a student is attending school;
3. a student is on a school bus;
4. a student is being transported to or from school or school-sponsored events; or
5. a student is in attendance at or participating in a school-sponsored activity.
6. school personnel have the right to question students concerning school matters without notice to or consent of the student's parent(s).

During such times, all students are subject to the immediate control and direction of district and school level administrators, deans, supervising teachers or other adults (such as chaperones), staff members, and school bus drivers.

SEARCH AND SEIZURE

School personnel have the authority to conduct a warrantless search of a student's person, book bag, locker, motor vehicle, or any other storage area on School Board property, if school personnel have reasonable suspicion that illegal, prohibited, stolen, or harmful items or substances may be concealed on the student or hidden therein. A search based on reasonable suspicion may be initiated without notice to or consent of the student or parent. The student shall be informed of the school personnel's suspicions for conducting the search prior to the search being initiated, unless there is a need to protect others from imminent danger or harm. The parent of a student who has been searched shall be immediately notified of the outcome of any search.

AUTHORITY OF THE TEACHER

Florida Statute 1003.32 vests teachers and other school staff members with authority for the control and discipline of students on a school campus and in other places they are assigned to supervise students. Students are **required** to follow the lawful directions of all district or school level administrators, teachers, school staff members and chaperones when on School Board owned property or at other places where they are under the supervision of School Board personnel.

Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident written on a **referral form** provided by the administration.

<p>Note: Florida Statute 1003.32 and State Board Rule 6A-1.0404, and 6A6.03312 authorize teachers and other school or school district personnel to file charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school-sponsored transportation, or during school-sponsored activities.</p>
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<p>Note: Florida Statute 1003.32(4) authorizes teachers to remove a student who is unruly, disruptive, or abusive, or who repeatedly interferes with the teacher's ability to communicate with the class or the ability of the student's classmates to learn in accordance with the provisions of 1003.32(5)&(6).</p>
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REASONABLE FORCE

Florida Statute 1003.32(1)(J) authorizes teachers and other instructional personnel to use reasonable force to protect himself/herself or others from injury. The Department of Education has defined reasonable force as, "appropriate professional conduct including physical force as necessary to maintain a safe and orderly environment." The Department of Education has also clarified that school personnel do have the right and the authority to protect against:

1. conditions harmful to learning;
2. conditions harmful to student's physical and mental health;
3. conditions harmful to safety; or
4. conditions harmful, causing injury to self, school personnel, and others.

Note: Florida Statute 1006.11(2) further provides that a principal, teacher, other staff members, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

STUDENT RESPONSIBILITIES

The following declaration outlines the fundamental responsibilities of all students who attend Seminole County Public Schools:

Responsible Students Make the Difference

Students are required to:

1. attend school regularly;
2. treat others with respect;
3. treat school property and the property of others with respect;
4. respect the privacy of others;
5. have in their possession only those items allowed by law and/or School Board rules or policies;
6. listen courteously to the opinions and points of view of others;
7. come to class with all necessary materials and be prepared to learn;
8. take advantage of their learning opportunities;
9. report hazardous or dangerous situations to an adult in authority;
10. report threats to do harm to an adult in authority, and
11. submit original work.

Note: **Speak-Out Hotline 1-800-226-7733**: The "Speak-Out" program provides a monitored 24-hour hotline that allows students, parents, or community members to call anonymously and report concerns regarding drugs, weapons, violence, abuse, suicide, or other problems. It has contributed to the district's ability to be proactive in responding to various situations before they escalate to the crisis level.

STUDENT RIGHTS

Students attending the Seminole County Public Schools have the right to a free and appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, gender, disability, or marital status. Students are also vested with other fundamental rights. Among these are the rights to:

1. a safe and orderly environment in which to learn;
2. be treated with dignity and respect;
3. reasonably express opinions and personal points of view;
4. peaceably assemble;

5. be secure in their personal privacy;
6. limit access to their student records;
7. be informed of the rules of conduct; and
8. reasonable and fair treatment.

Note: These rights are not absolute and are more restricted at school than when students are in a public place or engaged in activities not associated with school. Any student behavior that substantially interferes with the orderly operation of the school is prohibited and may subject the student to disciplinary action and criminal prosecution.

THREATS OF VIOLENCE

Students are **prohibited** from making direct or indirect threats of violence against individuals or groups. Any threat of such violence must be **reported immediately** to a teacher or school administrator. All threats of violence (oral, written, electronic, or symbolic) will be reported to **law enforcement** and investigated by school officials. A student found to have made a threat of violence is subject to appropriate disciplinary consequences, up to and including, **suspension, expulsion, arrest, and prosecution.**

Note: Pursuant to Florida Statute 836.10 it is a second-degree felony for a person to communicate a written threat to do bodily harm to another person.

Note: Pursuant to Florida Statute 790.162 it is a second-degree felony for a person to threaten to place or discharge a destructive device with the intent to do bodily harm.

HONOR CODE

Academic honesty and integrity are essential to the existence and integrity of an academic community. Without maintaining a high standard of honesty and conduct, the academic reputation of a school is compromised.

Students of Seminole County Public Schools shall refrain from all forms of academic dishonesty, such as cheating, plagiarism, misuse of electronic communication, or other deceitful means of obtaining inflated grades. In addition to receiving all consequences listed below, students found in violation of the Honor Code may lose additional academic and extracurricular privileges.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Zero on assignment	Zero on assignment	Zero on assignment
Parent contact	Parent contact	Parent contact
Saturday School or equivalent	In-School Suspension or equivalent	Out-Of-School Suspension or equivalent
Loss of exam exemption privileges for one semester in all classes	Loss of exam exemption privileges for two semesters in all classes	Loss of exam exemption privileges for three semesters in all classes
	Citizenship Standards invoked	Citizenship Standards invoked

VIOLATIONS OF LAW

Students are subject to arrest and prosecution for committing violations of the *Student Conduct and Discipline Code*, which are also determined to be violations of law. School resource officers and other law enforcement officers have the power and authority to conduct investigations independent of those conducted by school personnel for the same incident. Furthermore, the sanctions imposed by the school district for misconduct are separate and distinct from the consequences that may be imposed following the arrest and prosecution of a student for a violation of the law originating from the same incident. School personnel will make every effort to contact parents when a student is arrested.

LEGAL NOTICES

1. Illegal use, possession, or sale of controlled substances, as defined in chapter 893, by any student while the student is upon school property or in attendance at a school function is grounds for disciplinary action by the school and may result in criminal penalties being imposed.
2. Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function. **Note: Possession and use of wireless communications devices includes but not necessarily limited to: cell phone, electronic telephone pager, personal digital assistant [PDA] when used for wireless communication of any type, and like devices.**
3. The possession of a firearm or weapon as defined in chapter 790, Florida Statutes, by any student while the student is on school property or in attendance at a school function is grounds for disciplinary action and may result in criminal prosecution.
4. Violence against any district school board personnel by a student is grounds for out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.
5. Violation of district transportation policies, including disruptive behavior on a school bus by a student is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.
6. Violation of the district school board's sexual harassment policy by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.
7. Any student who is determined to have brought a firearm or weapon, as defined in Florida Statutes Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, shall be recommended for expulsion, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred to the criminal justice of juvenile justice system. The School Boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to an alternative school or program or second chance school.
8. Any student who is determined to have made a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be recommended for expulsion, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to an alternative school or program or second chance school.

STATUTORY NOTICE

A student may possess a wireless communications device, including but not limited to a cell phone, electronic telephone pager, personal digital assistant (PDA), when used for wireless communication of any type, or a like device, while the student is on a school campus or while being transported by a school bus, but it may not be exposed or create a disruption.

A wireless communications device, including but not limited to a cell phone, electronic telephone pager, personal digital assistant (PDA) when used for wireless communication of any type, or a like device, shall not be used while the student is on a school campus during the instructional day or while being transported by a school bus. The term "on campus during the instructional day" shall include participation in a field trip or other instructional activity that may take place off campus. The term "transportation by a school bus" shall include transportation for a field trip or other instructional activity, either by a district school bus or a commercial carrier.

Notice is hereby given that use of a wireless communications device includes the possibility of the imposition of disciplinary action by the School Board or criminal penalties if the device is used in a criminal act.

DEFINITIONS OF INFRACTIONS AND MISCONDUCT

Student conduct, which is considered to be a violation of the *Student Conduct and Discipline Code* is defined and described in this section of the handbook. When a student has committed an infraction, the misbehavior is to be classified according to the definition that best describes it. The sanctions to be imposed are then to be determined by referring to the *Matrix of Infractions and Consequences*.

Aggression - engaging in any behavior (by word or act) as an individual or as a member of a group or crowd that encourages, incites, or instigates threatening, aggressive, or unsafe acts, or participating as a member of a group or crowd in aggressive or unsafe acts.

Alcohol (zero tolerance violation) – possession, sale, purchase, being under the influence or use of alcoholic beverages while on a school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities.

Arson (zero tolerance violation) – (intentionally setting a fire on/with school property) To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or any contents therein.

Assault on school employee volunteer, student, or other person lawfully on School Board property or at a School Board sponsored activity - making an intentional, unlawful threat, by word or act to do violence to a school employee, volunteer, student or other person lawfully on school property at a school sponsored activity coupled with an apparent ability to do so, and then doing some act that creates a well-founded fear in the person that violence is imminent.

<p>Note: Florida Statute 784.081 provides that enhanced criminal penalties be imposed on anyone who commits an assault against a school employee.</p>
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Battery (zero tolerance violation) – (physical attack/harm) the physical use of force or violence by an individual against another.

Battery of school employee or volunteer - the uninvited hostile touching or striking of a school employee or volunteer against their will.

Bomb/Biochemical Threat - intentionally making a false report to any person, including school personnel concerning the placement of any bomb, dynamite, explosive, chemical compounds or arson causing devices.

<p>Note: Pursuant to Florida Statute 790.162 it is a second-degree felony for a person to threaten to place or discharge a destructive device with the intent to do bodily harm.</p>

<p>Note: Pursuant to Florida Statute 790.163 it is a second-degree felony to make a false report concerning the placement of a bomb or destructive device.</p>

Breaking and Entering/Burglary – (illegal entry into a school or other district building) the unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, or the intent to damage or remove property or harm a person(s).

Bullying/Harassment – (intimidating or hostile behaviors) unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

Bus Rules/Procedures Violation - engaging in conduct or behavior that interferes with the orderly, safe, and timely transportation of students.

Cheating - the inappropriate and deliberate distribution or use of information, including, but not limited to, computer files or folders, oral or written notes, materials, or work of another person in the completion of an academic exam, test, or assignment (refer to Honor Code).

Confrontation - engaging in behavior that provokes, promotes, or encourages hostility or disruption.

Contraband - the possession or storage of items which are prohibited at school, including, but not limited to, ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, matches, lighters, firecrackers, bottle rockets, smoke bombs, or other similar devices, and laser pointers or light pens.

Disrespect - the use of words or acts that demean, degrade, antagonize, or humiliate a person or group of persons.

Disruption on Campus – disruption of all or significant portion of campus activities, school-sponsored events, a classroom, other portions of a school or school board facility, and school bus transportation that poses a serious threat to the learning environment, health, safety, or welfare of others.

Dress Code Violation - failure to comply with the established dress code policy.

Drug Sale/Distribution Excluding Alcohol (zero tolerance violation) – (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/Drug Paraphernalia Excluding Alcohol – (illegal drug possession, or use) the use or possession of any drug, narcotic, or controlled substance or being under the influence. Drug paraphernalia is defined as all equipment, products, and materials of any kind which are used, intended for use, or designed for use to introduce a controlled substance into the human body.

Electronic Device Misuse – exposure/use of wireless communications devices (cell phone, electronic telephone pager, personal digital assistant and like devices when used for wireless communication of any type) during the instructional day or while being transported to and from school on district provided transportation.

The use of a computer/calculator to do the following is unauthorized and prohibited including, but not limited to, violating the Acceptable Use Policy for Network Access (File: EHAA): hacking into or accessing or breaking into restricted accounts or networks; modifying, or destroying files without permission; illegally copying software; and, entering, accessing, viewing, distributing, or printing inappropriate/unauthorized files, programs, pornographic sites, or sites advocating hate or violence.

Explosives - possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance, or a destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device that is designed to explode.

Extortion - the use of threat or intimidation to obtain or attempt to obtain anything of value from another person, including, but not limited to, money.

Failure to Report for Detention/Saturday School - not attending an assigned detention or Saturday School.

False Accusation Against a Staff Member - the intentional publication (oral or written) of untrue, injurious allegations against a staff member or school volunteer, or knowingly bringing false charges against a staff member or school volunteer.

False Alarm - the intentional activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.

Fighting - (mutual combat, mutual altercation) when two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention. (Does not include verbal confrontations, pushing, or minor confrontations).

Note: *Self Defense* – a student has the right to protect himself or herself from uninvited physical harm or injury. A valid claim of self defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not say or do anything for the purpose of provoking another student, and that the student used reasonable force and restraint in protecting him/herself. Retaliation is not self-defense.

Firearms Violation - possessing, using, selling, storing, distributing, or detonating any weapon which, is designed to, or may be readily converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device. Includes firearms of any kind (operable or inoperable; loaded or unloaded), including, but not limited to, hand guns, zip guns, pistols, rifles, shot guns, or flare guns.

Forgery - making a false or misleading written communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member, or producing or possessing any false document, item, or record represented to be an authentic school document, item, or record.

Gambling - any participation in games or activities of chance for money or items of value.

Gang-Related Activity - engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors on a school campus or at a school sponsored program or activity

Hate Crime – is an act or acts that evidence prejudice based on race, religion, ethnicity, color ancestry, sexual orientation, or national origin.

Hazing – participating in any act that humiliates, demeans, or endangers a person in order for an individual to join, be initiated into, or become affiliated with a group organization, team, club, or a school sponsored program or activity.

Horseplay - engaging in reckless, rowdy, or rough behavior that interferes with the safe or purposeful order of a school or school-related activity.

Illegal Organization Violation - establishing or participating in a secret society or prohibited organization on School Board owned property, at a school function, or at a school sponsored extracurricular activity.

Inappropriate or Obscene Act – the use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in unwelcome or inappropriate touching, or any other physical act that is considered to be offensive, socially unacceptable, or not suitable for an educational setting.

Inattentive Behavior - conduct that demonstrates a lack of engagement or attention in lessons or class activities, including, but not limited to, non-participation, putting head down on desk, napping or sleeping in class.

Insubordination - the refusal, or failure to follow a direction or order from a school staff member, bus driver, or any other adult in authority at school.

Larceny/Theft – knowingly obtaining, possessing, selling, using, disposing of or attempting to obtain, possess, sell, use or dispose of the property of another with intent to either temporarily or permanently deprive the other person of their property or a benefit from the property or appropriate the property to his or her own use or to the use of any person not entitled to the use of the property without the permission or consent of the owner or person lawfully in possession of the property.

Lying/Misrepresentation - intentionally providing false or misleading information to, or withholding valid information from, a school staff member or any other adult in authority at school.

Medication Policy Violation – failure to comply with the guidelines for possessing or administering prescription medications and over-the-counter medications.

Offensive Touching of Employee, Volunteer, Student, or other person lawfully on School Board property or at a School Board sponsored activity - making inappropriate, uninvited, unwelcome, or offensive physical contact with a school employee or volunteer.

Off Campus Felony - the arrest of a student for the alleged commission of a felony or a delinquent act which would be classified as a felony if committed by an adult at a time and place where students are not subject to the control of the school.

Open Defiance - the flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority.

Repeated Misconduct - the repetitive violation of the *General Rules of Conduct*.

Robbery (zero tolerance violation) – (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 putting the victim in fear.

Sexual Battery (zero tolerance violation) - any sexual act directed against another person, forcibly or against that person's will, or not forcibly against that person's will where the victim is not capable of giving consent.

Sexual Harassment – (undesired sexual behavior) unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (F.A.C. Rule, 6A-19.008(1)). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

Sexual Misconduct - engaging in a consensual sex act or physical conduct of a sexual nature.

Sexual Offenses (zero tolerance violation) – other sexual contact, including intercourse, without force or threat of force, and where the victim is under age 16, subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

Skippping Class - not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval and/or following the established procedures for checking out of a class.

Skippping School - not reporting to school or leaving school grounds without receiving proper prior approval and/or following the established procedures for checking out of school.

Stalking - the willful, and repeated following of another person or engaging in a pattern of conduct composed of a series of acts over time, however short, that causes substantial emotional distress to the person who is the target of such conduct.

Substantial Disruption of School - engaging in disorderly conduct that seriously interferes with the orderly operation of school or a school function or poses a threat to the health, safety, or welfare of others, or causes personal injury, or results in damage or destruction to public or private property.

Tardy - late arrival to school or to a class.

Threat/Intimidation – the act of coercing, or making another person fearful of being harmed by declaration of intent through words (oral, written, electronic, or symbolic) or acts to do violence to another person or to his/her property.

<p>Note: Pursuant to Florida Statute 836.10 it is a second-degree felony for a person to communicate a written threat to do bodily harm to another person.</p>

Tobacco Products Violation - possessing, using, selling, storing, or distributing cigarettes, cigars, snuff, dip, pipe tobacco, and chewing tobacco.

Note: Pursuant to Florida Statute 386.212 it is unlawful for any person less than 18 years of age to smoke tobacco in, on, or within 1,000 feet of a public school. Monetary fines, community services, and revocation of driving privileges may be imposed for a violation of this law.

Note: Pursuant to Florida Statute 569.11 it is unlawful for anyone under the age of 18 to be in possession of tobacco products. Monetary fines, community services, and revocation of driving privileges may be imposed for a violation of this law.

Trespassing - the unauthorized entry onto School Board owned property, into a school function, or an extra-curricular activity, or remaining on School Board owned property after being directed to leave that location by a school staff member or law enforcement official or while subject to suspension, expulsion, or assignment to the district alternative school or another alternative placement.

Unauthorized Area - being present in buildings, rooms, or other areas on a school campus restricted or not open to student access during all or portions of a day.

Unauthorized Assembly - being present at unapproved student gatherings, meetings, demonstrations, or protests which interfere with the orderly process of the school environment, or which interrupts a school function or an extracurricular activity.

Unauthorized Items - the possession or storage of items that have the potential of interfering with teaching or learning, such as, but not limited to, skates, skateboards, radios, CD players, tape players, headphones, toys, video games, electronic devices, telephone pagers, beepers, over the counter stimulants, as well as items or merchandise brought to school without administrative authorization for the purpose of sale or distribution.

Unauthorized Publication - the unapproved posting or distribution of printed words, petitions, electronic messages, or graphic representations as set out in School Board policy.

Unsafe Act - engaging in any act which compromises the health or safety of an individual including, but not limited to, recklessness, pushing, shoving, hitting, kicking, or slapping.

Vandalism - willfully defacing, damaging or destroying by any means the real or personal property belonging to the School Board or to another person. This definition includes graffiti, as well as the malicious attempt to harm or destroy electronic data.

Vehicle/Parking Violation - failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.

Weapons Violation/Possession (zero tolerance violation) - possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to, fixed blade knives, folding knives, switch blade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, dirks, chains, pipes, nunchakus, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electrical weapons or devices, starter pistols, stun guns, BB or pellet guns, propellants, and "look-alike" weapons.

Zero Tolerance – as herein defined and as defined to School Board policy.

ZERO TOLERANCE

Recommendation for Expulsion Required: Students who are determined by the School Board to have committed one of the following violations as defined by Florida law or this code while on School Board owned, operated or maintained property (including a school bus or other school or School Board vehicle) or while at a school/School Board sponsored activity (whether on or off a school site or School Board owned, operated or maintained property).

- (a) Shall be **recommended for** expulsion from all Seminole County public schools for not less than one year:

- (1) Bringing or possessing a firearm or weapon, as defined in Chapter 790 Fla. Stat., to school, to any school function, or onto any school-sponsored transportation.
 - (2) Making a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving a school or school personnel's property, school transportation, or a school-sponsored activity.
- (b) shall be **recommended for expulsion from all Seminole County public schools for not less than one semester:**
1. aggravated battery;
 2. armed robbery;
 3. arson;
 4. battery or aggravated battery on a teacher, staff member or volunteer;
 5. homicide;
 6. kidnapping or abduction;
 7. sale, purchase, possession, or use of an explosive device;
 8. use or attempted use of a common pocket knife, plastic knife, or blunt-bladed table knife, or any other weapon or instrument that may be used as a weapon, to cause bodily harm, but is not identified in Charter 790, Fla. Stat.;
 9. sale or distribution of alcoholic beverages;
 10. sale or distribution of any prescription medication;
 11. sale or distribution of any intoxicants or substances capable of modifying mood or behavior;
 12. sale or distribution of any substance defined as a controlled substance under *Florida Statute* 893, including but not limited to any narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana;
 13. sexual battery.
 14. lewdness or/and indecent exposure;
 15. abuse of children; or
 16. any crime set forth in ss. 1006.5(a), Florida Statutes (student handbook).

Upon recommendation by the Superintendent, the School Board may assign students who are determined to have committed any of the above offenses to an alternative assignment under such terms and conditions as shall be determined by the School Board in lieu of expulsion.

Any student found to have committed a violation of s. 784.011(1), (2), or (3) shall be expelled or placed in the district alternative school, or other alternative program as deemed appropriate. Upon being charged with an offense under s. 784.011(1), (2), or (3), the student shall be immediately removed from his or her school of regular attendance and placed in the district alternative school, or other alternative program as deemed appropriate and as required by s. 1006.13(4).

ADMINISTRATIVE ASSIGNMENT

A student found to have committed one or more violations of the of *Student Conduct and Discipline Code*, which according to the Discipline Matrix of the *Seminole County Public Schools Student Conduct and Discipline Code* is punishable by an alternative placement, may be assigned by the Superintendent or the Superintendent's designee to the district alternative school, or other alternative program as deemed appropriate for a period not to exceed two school years (4 semesters).

The Superintendent reserves the right to extend a student's administrative assignment to the district alternative school or other alternative program as deemed appropriate for a period not to exceed one additional semester for any of the following reasons:

1. Failure of the student to attain and maintain a 90% attendance record.
2. Failure to comply with the rules of conduct established by the district alternative school or other alternative program as permitted by § 1003.32.

Students assigned to an alternative assignment, but who fail to attend the district alternative program and enroll in school in another district, private school or charter school, must apply for reentry to his/her zoned school thru the Office of Alternative Placement. The student's records of school attendance, school performance, and behavior will be reviewed to determine placement. The Superintendent reserves the right to reassign the student

to the district alternative school or other district alternative program for up to and including the length of time of the original assignment.

A student attending an out-of-zone school on the basis of a voluntary transfer (limited family/program transfer, capacity transfer, diversity, incentive transfer), or on the basis of an administrative assignment, to the extent permitted by law (NCLB, IDEA, or No Contract Order), that is expelled or placed at the district alternative school other district alternative disciplinary program, shall be reassigned to the student's zoned school upon completion of the student's term of assignment to the district alternative school or other district alternative program.

STUDENT ATTENDANCE

Regular attendance provides students the opportunity to acquire specific skills, and meet course goals and objectives that may not otherwise be possible if not in attendance. Many integral learning activities, including class discussions, laboratory experiments, field trips, direct instruction, and guest speakers cannot be simulated or replicated with bookwork. Therefore, the Seminole County Public Schools has adopted *attendance policies* for elementary, middle and high schools to encourage honest, accurate, and consistent adherence by all students, parents, teachers, and administrators. These policies outline what qualifies as an excused absence and unexcused absence, and provide guidelines for the make up of work missed due to an absence.

Florida Statute 1003.21 establishes that regular school attendance is required of **ALL** students enrolled in public school. This statute also points out that only those students who have attained the age of 16 years and have filed a formal declaration of intent to terminate school enrollment are not subject to compulsory school attendance laws. The declaration to terminate school enrollment must be signed by both the student and the student's parent. This declaration requires the student and parent to acknowledge that terminating enrollment is likely to reduce the student's earning potential or career opportunities in the future.

Parents are responsible for the attendance of their children within the compulsory attendance age (Florida Statute 1003.24). Whenever a student of compulsory school attendance age is absent without the permission of the person in charge of the school, the parent of the student will, as soon as practical after learning of the absence, report and explain the cause of such absence to the appropriate school personnel.

Florida Statute 1003.27 provides that a parent or legal guardian who refuses or fails to have a child under his or her control attend school regularly, is subject to the charge of a second degree misdemeanor, punishable as provided by law. A student who accumulates 15 or more unexcused absences within 90 days with or without the knowledge or consent of the student's parent shall be classified as a habitual truant. If a student becomes a habitual truant, the school administration shall file with the circuit court a complaint alleging the facts, and the student shall be dealt with as a child-in-need of services according to the provisions of Chapter 39 of the Florida Statutes. Prior to and subsequent to the filing of a child-in-need-of-services petition due to habitual truancy, the appropriate governmental agencies shall allow a reasonable time period to complete actions required by this subsection to remedy the conditions leading to the truant behavior. The Superintendent also may choose to refer a truancy matters to the State Attorney's Office for criminal prosecution of the parent.

Students who are married and students who are pregnant shall not be prohibited from attending school. These students and students who are parents shall receive the same educational instruction, or its equivalent, as other students, but may voluntarily be assigned to a class or program suited to their special needs. Consistent with Florida Statute 1003.54, pregnant or parenting teens shall be entitled to participate in a teenage parent program. Pregnant students may attend alternative education programs or adult education programs, provided that the curriculum allows the student to continue to work toward a high school diploma.

<p>Note: ALL students who do not attend school or who leave school without permission are subject to being detained by a local law enforcement officer and transported to the Seminole Truancy Alternatives for Youth (S.T.A.Y.) Center where they must remain until released directly into the custody of a parent or guardian.</p>

ADMINISTERING STUDENT MEDICATIONS POLICY

Medication which is prescribed by a licensed health care provider with prescriptive authority may be administered to the student or self-administered by the student (when permitted) during the school day, including any occasion when the student is away from school property on official school business.

Prescription, non-prescription, and over-the-counter medication must be administered in accordance with the district policy for Administering Medication to Students.

All medication to be administered by school personnel or self-administered by a student will require completion of the appropriate authorization form.

ELECTRONIC RESOURCES ACCESS AND CONTROL

The *Acceptable Use Policy (AUP) and Implementation Guidelines (Policy 5.52)* provides, among other things, that the use of the district network, the Internet and other electronic resources relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a student user violates any of the provisions, access account will be terminated and future access will be denied. In addition, appropriate disciplinary actions will be taken which may include suspension, expulsion, and referral to law enforcement.

1. Usage
 - a. The use of the account must be in support of the educational goals and policies of SCPS.
 - b. Use of any other network or computer resources must be consistent with the rules appropriate to that network. This includes but is not limited to laws and regulations regarding:
 - (1) copyright material.
 - (2) threatening, obscene or profane materials.
 - (3) material protected by trade secret.
2. The following are prohibited:
 - a. Use of another individual's account.
 - b. Use of the network for financial gain or for political or commercial activity.
 - c. The attempt to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.
 - d. The attempt or actual action to access, modify, harm, or destroy another user's data on the SCPS network.
 - e. Harassing, insulting, or attacking others via network communication.
3. Privileges
The use of electronic networks is a privilege. Inappropriate use will result in cancellation of that privilege and referral for disciplinary/legal action. Administrators will decide if usage is appropriate and their decision is final.
4. Security
When you identify a security problem, notify a teacher, media specialist, or system administrator immediately. Do not show or identify the problem to others.

TOBACCO VIOLATIONS AND CIVIL PENALTIES

Florida Statute 569.12 authorizes school officials to be designated as Tobacco Product Enforcement Officers and authorizes them to issue civil citations that are filed with the Clerk of the Court for the Circuit Court of the 18th Judicial Circuit in Seminole County, Florida. Students found to be guilty of a tobacco violation (FS 386.212 or FS 569.11) are subject to penalties that include monetary fines, community service, and revocation of driving privileges in addition to discipline sanctions as provided by this code.

SUSPENSION OR DELAY OF DRIVING PRIVILEGES

Florida law authorizes the *Department of Highway Safety and Motor Vehicles* to suspend the driver's license or delay the issuance of a driver's license to anyone if they:

1. are convicted of the possession, sale, or conspiracy to possess a controlled substance (*FS 322.055*).
2. are less than 21 years of age and misrepresent his/her age or the age of any other person for the purpose of obtaining alcoholic beverages (*FS 322.069*).
3. are less than 21 years of age and are in possession of alcoholic beverages (*FS 322.069*).
4. are less than 18 years of age and misrepresent his/her age for the purpose of obtaining tobacco products and fail to complete the penalties imposed by the court (*FS 322.069*).
5. are less than 18 years of age and are in possession of tobacco or smoking tobacco on school property or within 1,000 ft. of a public school and fail to complete the penalties imposed by the court (*FS 322.069*).
6. are less than 18 years of age and accumulate 15 unexcused absences in any 90-day period during the school year (*FS 322.091*).
7. are less than 18 years of age and drop out of school (*FS 322.091*).
8. are expelled from public school (*FS 322.091*) and not otherwise in attendance as required by law.

INVOLUNTARY TRANSFER OF STUDENTS

The Superintendent/Superintendent's designee may involuntarily transfer or administratively assign a student to a school or alternative program of attendance other than the student's zoned school when such placement is determined to further the interest of the School Board in maintaining a safe, orderly, and purposeful learning environment. A student who is repeatedly disruptive or who poses a threat to the health, safety, or welfare of others may be involuntarily assigned to an alternative program or school.

The School Board may involuntarily transfer or administratively assign a student to a school or an alternative program of attendance other than the student's zoned school when the commendation of expulsion is a mandatory consequence for the violation of the Student Conduct and Discipline Code.

Students who have been suspended, expelled, or administratively assigned to the district alternative school or other alternative program are prohibited from coming on any district school campus, participating in any extra curricular event, or attending any event or activity sponsored by a school or the School Board for the duration of their suspension, expulsion or disciplinary assignment, regardless of whether the assignment is an administrative assignment by the Superintendent/Superintendent's designee or an assignment in lieu of expulsion by the School Board. Students who violate this prohibition shall be deemed trespassers.

Students who are administratively assigned to a school other than their zoned school for violations of the *Student Conduct and Discipline Code* or as the result of the entry of a no contact order may only participate in activities or events at their assigned school, except as otherwise limited or prohibited by the Citizenship Standards for participation in school sponsored extra-curricular activities.

A student who is administratively assigned to an alternative disciplinary school or program or a school other than the student's zoned school may request a review of the assignment by the School Board. The assignment shall, however, be effective upon the termination of any suspension or if there is no suspension, immediately upon being made. Upon review, the School Board may take such action, as it deems appropriate.

<p>Note: State Board Rule 6A-1.0404 authorizes the use of a student's juvenile justice information and criminal record in conjunction with other relevant information for the purpose of reviewing a student's educational placement and need for services, and to protect the safety of other students and school personnel.</p>
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REVOCATION OF VOLUNTARY TRANSFER

The voluntary transfer of a student from one school to another, pursuant to Policy 5.30, may be revoked and the student returned to his/her zoned school of attendance if, tardiness, unexcused absences or behavior or discipline problems develop at the receiving school.

STUDENT APPEARANCE AND DRESS CODE

Responsibility for the dress and appearance of students enrolled in the Seminole County Public Schools primarily rests with parents and the students themselves. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings.

To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following guidelines for the appearance and dress of students.

Students shall not dress or groom themselves in a manner that causes a disruption of the orderly operation of the school. Furthermore, students **will** do the following:

1. Wear clothing and hairstyles which are not harmful, disruptive or hazardous to health or safety.
2. Wear appropriate undergarments at all times. Undergarments are to remain unexposed.
3. Wear shoes at all times.
4. Wear athletic shoes for physical education classes.
5. Meet appropriate standards of cleanliness.
6. Wear shorts and skirts that are adequate in length and coverage to be considered appropriate for school.
7. Wear pants and shorts fastened and worn at the waist.
8. Follow the school's dress code policy as stated in the student handbook

In addition, students **will not** wear the following:

1. Anything sexually suggestive, such as see-through clothing.
2. Halters, backless dresses or tops, spaghetti straps, tube tops, tank tops, muscle shirts, or any clothing which may be distracting.
3. Shirts or blouses tied at the midriff, clothing improperly fastened, or anything with a bare midriff.
4. Caps, hats, bandannas, hose hats, and sunglasses in school buildings and other designated areas.
5. Chains or wallet chains.
6. Hair curlers or other grooming aids, and students may not use a comb or brush anywhere except in the restrooms and locker rooms.
7. Unsafe footwear.
8. Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs or other illegal activity.
9. Apparel or symbols which are identified with gang involvement, participation, or membership.
10. Clothing or garments that are associated with or promote violence.
11. Unsafe jewelry, including, but not limited to, spiked wristbands, spiked collars, spiked rings, and razor necklaces.

<p>Note: The principal or the principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code. When it is determined that a student's clothing or appearance does not comply with the dress code, depending upon the circumstances, a parent may be asked to bring an appropriate change of clothes to school, or a student may be sent home.</p>
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RULES OF CONDUCT - TRANSPORTATION

Florida Statute 1006.10 gives school bus drivers the authority to monitor and control the behavior of students when they are on a school bus, when they are being transported to and from school or school functions at public expense, or when a school bus is present at a bus stop.

Standards of Conduct for Riding a School Bus: Student conduct that distracts the driver, endangers the health and safety of other students, or demonstrates a willful disregard for transportation rules shall be reported to the principal or principal's designee.

The following rules of conduct, in addition to the *General Rules of Conduct*, apply to students when the bus is present at the bus stop and when they are being transported on a school bus:

1. Students must be at the bus stop on time. The bus driver cannot wait for those who are tardy.
2. Students are to stand at least five (5) feet off the roadway at all times while waiting for the bus.
3. A student's parents have responsibility for the control and direction of the student at the bus stop.
4. Students must ride their assigned buses and cannot board or depart the bus at any stop other than their regular stop, unless authorized by the principal/designee.
5. Students are to enter the bus in an orderly manner and sit in an assigned seat, if designated by the bus driver or by the school administration.
6. Students must obey the driver, monitors, and chaperones at all times and follow the posted rules of conduct while riding the school bus.
7. Students are to remain seated, facing forward at all times when the bus is moving. All portions of a student's body are to remain inside the bus.
8. No eating or drinking is allowed on the bus.
9. No glass or breakable containers are allowed on the bus.
10. No reptiles, insects, animals, or marine life are allowed to be transported on the bus.
11. Absolute silence is required of students at railroad crossings.
12. Bulky or objectionable objects, including musical instruments, that cannot be held in the student's lap are not permitted on the bus. No objects may block the aisles or emergency exits.
13. No items are to be thrown or propelled out of the bus windows. (Behavior that violates this rule/expectation may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.)
14. No littering, throwing, or propelling of objects inside the bus is allowed.
15. Defacing or vandalizing a school bus is forbidden. Restitution will be required.
16. No profanity, obscene language, offensive gestures, or offensive materials of any nature are permitted on the bus.
17. No posters or signs are to be displayed from the bus.
18. After disembarking, those students who must cross the road shall cross approximately twelve (12) feet in front of the stopped bus.
19. Students may not use electronic communication devices while being transported to and from school on district provided transportation.

Bus Probation: Violation of transportation policies, rules, standards of conduct, or the **General Rules of Conduct** on the school bus may be grounds for placing a student on probationary status for an indefinite period of time. Violation of the conditions of probation is grounds for bus suspension, or other sanctions, up to and including, out-of-school suspension and expulsion when warranted.

Bus Suspension: Violation of transportation policies, rules, standards of conduct, or the **General Rules of Conduct** on the school bus may be grounds for the suspension of bus riding privileges for a period of time not to exceed ten (10) school days per occurrence. However, the consequences for such violations are **not limited** to the suspension of bus riding privileges. Other sanctions, up to and including, out-of-school suspension and expulsion may be imposed when warranted.

Bus Expulsion: Repeated violation, or a single serious violation, of transportation policies, rules, standards of conduct, or the **General Rules of Conduct** on the school bus may be grounds for the revocation of a student's bus riding privileges by the principal for a period of time up to the remainder of a school year, the intervening summer school, and the following school year. However, the consequences for such violations are **not limited** to revocation of bus riding privileges. Other sanctions, up to and including out-of-school suspension and expulsion from school may be imposed when warranted.

PARKING ON CAMPUS

The parking of a student's vehicle on campus is a privilege that is granted by the School Board that may be conditioned upon the purchase of a parking decal at the school of attendance. Students parking vehicles on campus without authorization or who repeatedly violate campus-parking rules may have their parking decal

revoked and/or their vehicle towed at the owner's expense. **The issuance of a parking decal authorizing a student to park a vehicle on school grounds constitutes implied consent by the student to a search of the vehicle for which the decal is issued upon reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be contained therein.**

Vehicles parked on School Board property by a student are subject to search if school personnel have *reasonable suspicion* that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Each student who parks a vehicle on a school campus is presumed to know what is contained in his/her vehicle and will be held accountable for any contraband, weapons, drugs, etc., which may be found in the vehicle.

SUSPENSION

Suspension is the temporary removal of a student from a class, all classes or from a student's zoned school and all district schools and school or school board sponsored activities, except as authorized by a student's principal for a prescribed period of time, not to exceed ten (10) school days at any one time.

When a student is suspended, the principal or the principal's designee shall make a good faith effort to *immediately* inform a student's parents by telephone of the student's suspension and the reasons for the suspension. The reasons for the suspension shall be reported in writing within *24 hours* to the student's parents by U.S. mail or in person.

Except when taken into custody by law enforcement officials, the student will be remanded to the custody of the parent with specific homework assignments for the student to complete.

<p>Note: Florida Statute 1006.09 provides that no student may be suspended out-of-school for unexcused tardies, lateness, absences, or truancy.</p>
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<p>Note: Only a principal or the principal's designee may suspend a student. Only a principal may reduce the number of days assigned for a suspension.</p>

Student Excluded from School and School Activities: Throughout the duration of an out-of-school suspension, the student may not come onto School Board owned property. The student is also prohibited from attending athletic events, extracurricular activities, or any other school related function until the suspension is completed.

Parent Notification: When a student is suspended, the principal or the principal's designee shall make a good faith effort to inform immediately the student's parent or guardian by telephone of the reason(s) for the student's suspension. When telephone contact is made with the parent, then a copy of the suspension papers related to the incident shall be mailed within 24 hours. Following a conference a copy of the suspension papers may be given directly to the parent.

If the principal or the principal's designee is unable to contact the parent, then the suspension papers related to the incident shall be sent by certified mail to the parent's most current address on record at the school.

Guidelines for Suspensions: The principal or the principal's designee may suspend a student for a period of time not to exceed ten (10) school days at any one time. Before a suspension is imposed on a student, except in emergencies, the student shall be provided an:

1. explanation of what provision(s) of the Student Conduct and Discipline Code was/were violated,
2. explanation of the specific conduct that constituted the violation(s),
3. explanation of the factual basis for the suspension,
4. opportunity to present his/her version of the incident,
5. opportunity to identify witnesses who support the student's version of the incident, and the identified students will be interviewed by the disciplining administrator; and,
6. explanation of the rationale for the suspension.

Note: A suspension conference is not a formal legal proceeding and is not required to be conducted in accordance with rules of procedure normally associated with an administrative hearing under ss. 120.57, Florida Stat. or a court proceeding. Students do not have the right to cross-examine witnesses or to have legal representation at a suspension conference. However, if the conduct underlying a suspension results in a recommendation for expulsion, the student shall be entitled to the full procedural safeguards associated with an expulsion.

Immediate Suspension: The principal may immediately suspend a student out-of-school if he/she has committed any of the following acts:

1. physically assaulting another individual;
2. engaging in behavior posing an immediate danger to students or staff members; or
3. creating an immediate disruption of the orderly operation of the school.

Note: Before a student is suspended immediately from school, the student shall be given either oral or written notice of the allegation(s), an explanation of the allegation(s), and an opportunity to explain his/her version of the incident.

Provision for Academic Make-Up Work: Students are permitted to make up, for full credit, any academic work missed during the term of a student's first or second out-of-school suspension. Missed class assignments, homework, quizzes, tests, and exams shall be made up in a timely manner for the student to receive full credit. However, the absences are unexcused absences.

Note: It is the student's responsibility to make specific arrangements with each teacher for completing make-up work. At a minimum, the student shall have the number of days he/she was absent to complete and hand in make-up work for credit. A zero will be assigned for any work not made up in a timely manner.

Extension of the Duration Out-of-School Suspension: Florida Statute 1006.08 permits the Superintendent to extend a suspension beyond ten (10) school days if such suspension period expires before the next regular or special school board meeting following the tenth day of a suspension if the student is being recommended for expulsion. Alternatively, the Superintendent or the superintendent's designee may assign a student to the district alternative school or other alternative program pending the conduct of any expulsion hearing and entry of any final order of expulsion by the School Board.

Suspension for Criminal/Delinquent Acts Occurring Off Campus: The Florida Legislature has authorized indefinite suspension, and expulsion of students who engage in criminal/delinquent acts off-campus which cause the student's presence on campus to be disruptive to the maintenance of good order and discipline at school. Florida Statute 1006.09 permits the principal to initiate suspension proceedings against any student who is formally charged by a proper prosecuting attorney with a felony, or with a delinquent act which would be a felony if committed by an adult, for an incident that allegedly occurred on property other than that owned by Seminole County Public Schools.

Upon receipt of notice that a student has been formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, the principal shall conduct a suspension conference for the purpose of determining whether or not the student shall be assigned to the Eugene Gregory/Consequence Alternative Unit pending court determination of whether the student did or did not commit such an act, or dismissal of the charges by the court or prosecuting attorney. The alternative assignment may be implemented upon receipt of notice of the filing of formal charges (Petition for Delinquency in Juvenile Court, Information or Indictment in the Circuit Court or Indictment in the U.S. District Court) pending conduct of the required due process conference and statutory determination that the alternative placement shall continue pending the outcome of the formal charges. All proceedings under this provision shall comply with Fla. Admin. Code R. 6A-1.0956.

Fla. Admin. Code R. 6A-1.0956 requires that, the principal shall:

1. Immediately notify, in writing, the student and parent of the specific charge(s) against the student and of their right to a suspension conference at the school.

2. The notice of a suspension conference shall stipulate a date for the hearing which shall be not less than two (2) school days no more than five (5) school days from the postmarked date, or delivery, of the notification. The notification must advise the parent of the conditions under which a waiver of suspension may be granted.
3. Pending such conference, the student may be **temporarily assigned** to the Eugene Gregory/Consequence Alternative Unit if the principal is concerned that the presence of the student on campus will have a disruptive influence on the orderly operation of the school.
4. Conduct a school site conference that may be attended by the student, the parent, the student's representative or counsel, and any witnesses requested by the student or the principal.
5. Allow the student to speak in his/her own behalf, present evidence indicating his/her eligibility for a waiver of disciplinary action, and be questioned regarding his/her testimony.
6. Make a determination as to whether the presence of the student on campus would have an adverse impact on the educational program, discipline, or welfare of the school.
7. Provide the student and the parent with written notification of the decision as to whether or not the student will be **indefinitely assigned** to the Eugene Gregory/Consequence Alternative Unit pending the legal resolution of the formal charge.
8. Make provisions for the delivery of educational services to the student during the time of suspension (assignment to the Eugene Gregory/Consequence Alternative Unit).

Upon a judicial determination that the student committed the act or acts charged, the principal/superintendent may recommend to the School Board that the student be expelled and the School Board may expel the student for the maximum time permitted by law.

*****Suspension of Exceptional Education Students:** The required due process guidelines for suspension of students with a disability or otherwise entitled to be treated as a student with a disability under 20 U.S.C. §1415, § 1003.57, Fla. Stat., are set forth in Fla. Admin. Code Rule 6A-6.03312 (IDEA) and in the *Manual for Admissions and Placement for Exceptional Students*. The provisions of Fla. Admin. Code R. 6A-603312 shall control in the event of a conflict between the *Manual of Admissions and Placement for exceptional Students* and the rule.

*****Suspension of Students With A Section 504 Plan or Subject to Be Treated As a Student With a Disability Under Section 504:** The required due process guidelines for suspension of students with a disability or students otherwise entitled to be treated as a student with a disability under § 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 795 are set forth in the *Policies and Procedures for Implementation of Section 504 Handbook*.

In-School Suspension: In-School Suspension is an alternative to out-of-school suspension that prevents a student from attending all or some classes for up to ten (10) school days at any one time. During the period of an In-School Suspension, the student is assigned to a self-contained alternative classroom.

EXPULSION

Expulsion is the severest penalty the School Board may impose for a violation of the *Student Conduct and Discipline Code*. Expulsion is the removal of the right and obligation of a student to attend public school for a specified period of time, not to exceed the current school year the following school year and any intervening summer school. Expelled students are fully excluded and prohibited from attending any Seminole County public school any school or School Board sponsored activity, or coming upon the grounds of any school until the term of the expulsion is completed.

Recommendations for expulsion shall be processed in accordance with the procedures adopted by the School Board and prescribed by law and administrative regulations of the State of Florida, for student expulsions.

*****Expulsion Recommendations for Exceptional Education Students:** The required due process guidelines for the expulsion of a student with a disability or otherwise entitled to be treated as a student with a disability under 20 U.S.C. § 1415, § 1003.57, Fla. Stat., or Fla. Admin. Code Rule 6A-6.03312 (IDEA), are set forth in the *Manual for Admissions and Placement for Exceptional Students*.

*****Expulsion of Students With a Section 504 Plan or Subject to Be Treated as a Student With a Disability Under Section 504:** The required due process for expulsion of students with a disability or otherwise entitled to be treated as a student with a disability under § 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 795, are set forth in the *Policies and Procedures for Implementation of Section 504 Handbook*.

Guidelines for Expulsions: Florida Statute 1006.09 states that the principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct, as set forth in the *Student Conduct and Discipline Code*, including, but not limited to, willful disobedience, open defiance of a school staff member, violence against persons or property, any other act which substantially disrupts the orderly conduct of the school, or violations of the **Zero Tolerance** policy. All offenses for which a student may be expelled are identified in the *Matrix of Infractions* as set forth in the Code or the Zero Tolerance provision therein contained.

The procedures outlined in this section shall be followed when a student is recommended for expulsion.

1. The principal/designee shall conduct a pre-suspension conference with the student as required prior to a student's suspension;
2. The principal/designee shall schedule a pre-expulsion conference with the parent or the student (if majority age).
3. At the pre-expulsion conference the principal/designee shall review the basis and rationale for the preliminary recommendation for expulsion and advise the student and the parent of the preliminary recommendation for expulsion that will be forwarded to the Superintendent/designee. Pursuant to Florida Statute Section 1002.20(21)(a), the parent may be accompanied by another adult of their choice such as an attorney, an advocate, etc., at the pre-expulsion conference
4. The student and parent will be advised that the recommendation for expulsion will be scheduled for a preliminary hearing before a school board member sitting as an administrative hearing officer and that at that time the hearing officer will determine if the student admits the misconduct or denies the misconduct. If the student admits the misconduct, the hearing officer shall conduct an informal hearing pursuant to ss. 120.57(2) and determine what penalty to recommend to the School Board. If the student denies the misconduct, the matter will be scheduled for a formal hearing pursuant to ss. 120.57(1). The student and parent will be noticed as to the formal hearing as required by law. The student will be assigned to the district alternative school or will remain at the district alternative school pending any hearing and the entry of any final order by the School Board.

5. A student has the right to be represented by legal counsel, or any other qualified person during the process. Discussed in subsection four (4) above.
6. Failure of the student or the parent to appear before the School Board at the designated time for any formal or informal hearing without good cause shall be deemed a waiver of the student's right to a hearing on the matter. Upon the determination of a waiver by the administrative hearing officer, the hearing officer shall forward his or her recommended final order to the School Board without further hearing.
7. The recommended order shall comply with the requirements of law and applicable provisions of the Uniform Rules of Procedure for administrative proceedings under ss. 120.57(1)&(2), Florida Statutes found at Fla. Admin, Code R. 28-106.101, et. seq.
8. The final order entered by the School Board shall be subject to judicial review pursuant to ss. 120.68.Fla. Stat.

Expulsion Recommendations: A student **may** be recommended for expulsion for any violation of the code for which expulsion is an optional penalty. The nature of the incident, the severity of the infraction, and the student's previous record of discipline shall be considered by the principal when making this recommendation. A student shall be recommended for expulsion for any violation of the code that requires a mandatory recommendation or for any "zero tolerance offense." The School Board member hearing officer may recommend any penalty that he or she deems appropriate upon the facts of a case and the School Board may impose any penalty that it deems appropriate upon the facts of a case, upon recommendation of the referring principal or designee or upon its own determination.

Alternatives to Expulsion: A student who appears before a School Board subject to a recommendation for expulsion may be assigned to the district alternative school or other alternative program in lieu of expulsion as a consequence, subject to conditions as the School Board may impose. An assignment in lieu of expulsion shall not be considered an expulsion to termination of educational services.

When a student is assigned to the district alternative school or other alternative program in lieu of expulsion, the School Board reserves the right to extend the term of the student's assignment for a period not to exceed one semester or revoke the assignment and impose an expulsion for the maximum period permitted by law for the following:

1. Failure of the student to attain and maintain a 90% attendance record, except bona fide excused absences.
2. Failure to comply with the rules of conduct established by the district alternative school programs as permitted by §1003.32.

ENROLLMENT OF STUDENTS EXPELLED/DISMISSED FROM OTHER SCHOOL DISTRICTS OR PRIVATE SCHOOLS

Students seeking to enroll in a zoned school of attendance in Seminole County Public Schools who have been assigned to an alternative school by another public school district, a private school, or a charter school, must be reviewed by the Executive Director of Secondary Education and the Director of Alternative Placement to be assigned to the district alternative school or other alternative school program or a reentry program for the period of time as determined to be appropriate based on records from the institution from which he/she is transferring.

Students seeking to enroll in a zoned school of attendance in the Seminole County Public Schools who are currently being recommended for expulsion or dismissal, or who have been expelled or dismissed from another public school district, a private school, or a charter school, must appear before the School Board to petition for admission.

The School Board shall review the information relevant to the expulsion or dismissal decision of the previous school of attendance. The cumulative academic, attendance, and disciplinary history of the student will also be given consideration by the School Board prior to making a decision for admittance and/or placement.

If a final order of expulsion has been imposed upon the student from the previous school, the School Board may chose to:

1. honor the expulsion or dismissal of the student from the previous school;
2. assign the student to a district alternative school;
3. assign the student to another district alternative program; or
4. assign the student to a zoned school of attendance.

RE-ENTRY OF EXPELLED STUDENTS

Upon completion of a term of expulsion from the Seminole County Public Schools, students shall be assigned to the district alternative school as an alternative educational assignment. Students shall then transition to the district alternative school and, at a minimum, complete successfully the Professional Development Training (PDT) component of the transition program, prior to returning to a zoned school of attendance.

<p>NOTE: Students are subject to all of the policies, rules, and sanctions outlined in the School Board policies and the <i>Student Conduct and Discipline Code</i> while assigned to any district alternative school placement.</p>

CORPORAL PUNISHMENT

The School Board of Seminole County, Florida prohibits the use of corporal punishment.

CITIZENSHIP STANDARDS FOR PARTICIPATION IN SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES

SECTION 1. INTRODUCTION AND PURPOSE

A. Introduction

Participation in a school sponsored extra-curricular activity or sport is a privilege. These activities are important components of our total educational program. Successful participation in school sponsored extra-curricular activities requires a higher level of commitment, energy, and maturity.

It is the goal of Seminole County Public Schools to expect a higher standard of excellence from students involved in these activities. Participating students are representing our schools in our neighborhoods, our communities, our state and often our nation. The standard of behavior should be one that exhibits pride, politeness, and responsibility.

Parents and students should seriously discuss the impact of the extra time, energy, and maturity required to participate in these activities, and the strict eligibility rules a student must follow to remain qualified for such activities.

B. Purpose

1. To provide minimum citizenship standards among all Seminole County Secondary Schools for continued participation in school sponsored extra-curricular activities.
2. To instill in each student a sense of responsibility to conduct himself/herself as a positive role model.
3. To encourage the growth of good citizenship among participants in school sponsored extra-curricular activities.
4. To delineate the sanctions that will be imposed for violation of this policy.

SECTION 2. APPLICABILITY

These standards apply to all students participating in School Board approved extra-curricular activities sponsored by the school. Furthermore, these standards apply 24 hours a day for the duration of an activity season. An activity season is considered to be that span of time that commences with the first group/team meeting or tryouts, and runs through any pre-season or regular season practices, competition, or activities, and concludes with any post season or state qualifying play or culminating activity.

SECTION 3. PROCESSING REPORTS OF VIOLATIONS

Reports of alleged violations of the Citizenship Standards for Participation shall be made to the principal or his/her designee. The principal or his/her designee shall conduct an investigation to determine the validity of any allegations. If it is determined that it is reasonable to believe a violation has occurred, the student and his/her parents shall be notified of the alleged violation, of the possibility of extra-curricular sanctions, and of a right to an informal hearing where evidence may be presented.

A hearing must be requested within seven (7) calendar days of the date of the notification by the principal or his/her designee of the violations. If a hearing is requested, the principal or his/her designee shall conduct one within seven (7) calendar days of receipt of the hearing request. If no hearing is requested, or the hearing request is received after the deadline, the principal or his/her designee shall make a determination whether or not a sanction should be imposed.

Hearings shall be conducted in a manner that affords students with a full opportunity to present his/her version of the incident. However, these hearings are not formal legal proceedings and are not required to be conducted in accordance with the rules of procedure normally associated with formal administrative hearings or court proceedings. The decision of the principal is final and is not subject to appeal. If it is determined that a student did commit a violation of the Citizenship Standards Policy the sanctions shall be imposed immediately.

SECTION 4. SANCTIONS

A. Suspension from Participation in Events

Students found to have violated the Citizenship Standards Policy shall be suspended from participation in extra-curricular events in accordance with the sanctions outlined in the *Summary Table of Infractions and Consequences*. The sanctions outlined in this policy establish the minimum disciplinary sanction a sponsor or coach shall take in responding to a violation of the Citizenship Standards Policy. Coaches and sponsors have the authority to increase the duration of suspension from participation in extra-curricular events for any violation of this policy.

Students suspended from participation shall not be permitted to participate in any event related activities, dress out for the event, or travel to the event with the team or group. An event is defined as a game, activity, or contest. A tournament experience is considered to be a single event, even though a tournament consists of more than one game, activity, or contest.

When School Board Policy permits, and with permission of the coach or sponsor, students under suspension from participation may participate in tryouts, practices, or meetings while waiting for a sanction to be completed. However, coaches and sponsors may prohibit students from participating in tryouts, practices, or meetings when they deem such action is appropriate.

It is beyond the scope of this policy to identify every possible action on the part of a student that may be deemed as undesirable by a coach or sponsor. Therefore, coaches and sponsors may impose appropriate disciplinary consequences for acts not specifically identified in the *Summary Table of Infractions and Consequences*. Furthermore, nothing in this policy shall prohibit coaches from dismissing or removing a student from a team or group when coaches or sponsors conclude such action is warranted.

B. Imposing Sanctions

Sanctions shall remain in effect until they are completed. This may require sanctions assigned as a consequence for a violation of the Citizenship Standards Policy be completed during an activity season that is different from the activity that was in effect when the violation occurred. When necessary, the balance of any unfulfilled sanction shall be completed in the following school year in which the student is enrolled.

Students may be given the opportunity to reduce up to one-half the number of events they are to be suspended from for a **first time tobacco violation** of the Citizenship Standards Policy. Students are eligible for this consideration only if they document to the principal completion of a tobacco or smoking cessation class or a tobacco education class that is approved by the Seminole County Public School Safe and Drug Free Schools Committee.

Students may be given the opportunity to reduce up to one half the number of events they are to be suspended from for a **first time drug or alcohol related violation** of the Citizenship Standards Policy. Students are eligible for this consideration only if they comply with the principal's requirements for a drug/alcohol assessment from a licensed drug/alcohol counselor and they follow any recommendations made by the counselor.

**Citizenship Standards for Participation
Summary Table of Infractions and Consequences**

ON CAMPUS VIOLATIONS

- **LEVEL 1 - IN-SCHOOL SUSPENSION** - *If a student is assigned **In-School Suspension**, then the student shall be suspended from a number of events ranging from:*

1 Event to 10 Events .

- **LEVEL 2 - OUT-OF-SCHOOL SUSPENSION** - *If a student is assigned **Out-of-School Suspension**, then the student shall be suspended from a number of events ranging from:*

10% of Events to all Events (minimum of 2)

- **LEVEL 3 - RETURN TO ZONED SCHOOL UNDER THE CONDITIONS OF A WAIVER and DISTRICT BEHAVIOR CONTRACT** - *If a student is allowed to return to a zoned school under conditions of a **Waiver and District Behavior Contract** as an alternative to expulsion, then the student shall be suspended from a number of events ranging from:*

50% of Events to All Events for 1 Calendar Year.

- **LEVEL 4 - ALTERNATIVE PLACEMENT UNDER THE CONDITIONS OF A WAIVER and DISTRICT BEHAVIOR CONTRACT** - *If a student is allowed to attend the district alternative school or another **Alternative Educational Assignment** as an alternative to expulsion, then the student shall be suspended from a number of events ranging from:*

All Events for the Duration of Placement to All Events for the Duration of the Student's Enrollment in the Seminole County Public Schools.

- **LEVEL 5 - EXPULSION** - *If a student is **Expelled** from all Seminole County Public Schools, then the student shall be suspended from a number of events ranging from:*

All Events for 1 Calendar Year and/or the extent of the expulsion to All Events for the Duration of the Student's Enrollment in the Seminole County Public Schools.

**Citizenship Standards for Participation
Summary Table of Infractions and Consequences**

OFF CAMPUS VIOLATIONS

- **LEVEL 1 - FALSE IDENTIFICATION or TOBACCO PRODUCT USE** - *If a student is found to have possessed or used False Identification, or possessed or used Tobacco Products, then the student shall be suspended from a number of events ranging from:*

2 Events to All Events for 1 Calendar Year.

- **LEVEL 2 - DRUG/ALCOHOL VIOLATION** - *If a student is found to have possessed, used, or been under the influence of Drugs, Alcohol, Controlled Substances, Intoxicants, Substances Capable of Modifying Mood or Behavior, or Prescription Medication without a physician's prescription, then the student shall be suspended from a number of events ranging from:*

20% of Events to All Events for 1 Calendar Year.

- **LEVEL 3 - ARREST BY LAW ENFORCEMENT** - *If a student is Arrested for committing an off campus, misdemeanor, or delinquent act, then the student shall be suspended from a number of events ranging from:*

0 to All Events Pending School Administrative Review.

- **LEVEL 4 - ARREST BY LAW ENFORCEMENT** – *If a student is Arrested for committing an off campus felony, then the student shall be suspended from a number of events ranging from:*

50% of Events to All Events for the Duration of the Student's Enrollment in the Seminole County Public Schools

- **LEVEL 5 - FORMAL CHARGES FILED** - *If a student is Formally Charged with committing an off campus felony, misdemeanor, or a delinquent act, then the student shall be suspended from a number of events ranging from:*

All Events for 1 Calendar Year to All Events for the Duration of the Student's Enrollment in the Seminole County Public Schools.

- **LEVEL 6 - CHARGES CONFIRMED** – *If a student is found by a court of competent jurisdiction to have committed an off campus felony, misdemeanor, or a delinquent act, then the student shall be suspended from a number of events ranging from:*

All Events for 1 Calendar Year to all events for the duration of the Student's Enrollment in the Seminole County Public Schools.

PICTURES/VIDEOTAPING/TELEVISION BROADCASTS

The photographing, videotaping, and broadcasting of class activities, school functions and events that are common and customary practices on public school campuses must be approved by the principal. When pictures, films, or broadcasts are restricted to use by the school, and not disseminated to outside sources for publication to the general public, no prior permission is necessary for such publication. Parents or students not wanting pictures, video taping, or broadcasts of the student on campus or involved in school related activities should make their wishes known to the principal. This notification must be submitted in writing to the principal within ten (10) calendar days prior to the beginning of the school year, or submitted ten (10) calendar days from the date of enrollment of a student after the start of the school year.

DIRECTORY INFORMATION

The School Board of Seminole County, Florida, reserves the right to release "Directory Information" without obtaining prior permission from students or parents. A student or his/her parents however, may notify the School Board that directory information concerning a particular student shall not be released. Such notification shall be in writing and filed with the principal of the student's school.

Directory information consists of the following data about a student:

- a) name;
- b) address;
- c) date and place of birth;
- d) telephone number if listed;
- e) weight and height of members of athletic teams;
- f) degrees, honors, and awards received;
- g) the most recent educational agency or institution attended;
- h) participation in officially recognized activities and sports;
- i) major field of study; and
- j) images, including photographs and videos.

Directory information will be released to:

- Law enforcement and other governmental agencies, both state and federal (official request only)
- U.S. Armed Forces recruiting officials (as required by federal law)
- College and university recruiters

However directory information will not be released to commercial vendors except yearbook publishers, school ring vendors, and school photograph vendors as selected by each school, when a parent or adult student has given notice of non-consent as provided for above.

The School Board shall provide annual written notice of this policy and the right of a student or parents to require that said information not be published or released by publication of this policy in the *Student Conduct and Discipline Code*, which is published and distributed to all students annually.

All request of directory information shall be referred to the Information Services Supervisor, Seminole County Public Schools, Educational Support Center, or the person designated at each school or cost center to process such requests.

STUDENT RECORDS

Federal and State of Florida laws provide that a student's education records are private and confidential. Education record means any information recorded in any way, including, but not limited to, hand writing, print, computer media, video, or audio tape, film, microfilm, and microfiche, that is directly related to a student and maintained by employees of the school district, including principals, assist principals, deans, guidance counselors, and teachers, and by any county level employee. Parents and legal guardians, or the student, if age 18 or older, have certain rights regarding their child's education records:

1. The right to inspect review and copy education records within 30 days of such a request. A written request to inspect, copy or disseminate education records shall be made to the school principal or designee;
2. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal or designee, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment;
3. The right to consent to disclosures of personally identifiable information, other than directory information, contained in the student's education records to third parties, except that consent is not required to disclose personally identifiable information to other school officials in the school district who have legitimate education interests, and to other school systems where the student seeks or intends to enroll. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, or auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
4. The School Board of Seminole County, Florida maintains some of all of the following records for each student. (1) SASI computer data base records including, but not necessarily limited to enrollment, discipline, academic history, class schedule, and attendance data; (2) student cumulative file; (3) special education confidential file; (4) discipline file; (5) health records; (6) Progress Monitoring Plan; (7) behavior intervention plan; (8) miscellaneous communications between teacher/school and parent; (9) portfolio of student work; (10) and material provided by parent. The primary custodian of your child's student records is the principal of your child's school.

A Parent or student over the age of 18 who believes their rights regarding education records have been violated may file a complaint with the Family Policy Compliance Office of the United State Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Authority: Family Education Rights and Privacy Act 20 U.S.C. 1232g; 34 CFR 99; §1002.22 Fla. Stat.; 6A-1.0955 F.A.C.

SUBPOENAS FOR STUDENT RECORDS

School officials must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner.

If a student (18 years or older) or the parents of a minor student object to the release of subpoenaed records, the student and/or parent must obtain an order to the contrary from a court of competent jurisdiction. After school receipt of proper subpoena, the requested records will be produced as demanded on the tenth working day following the service of the subpoena if the student and/or parent does not provide the school with an order from a court of competent jurisdiction prohibiting the release of the requested records.

PROHIBITION OF DISCRIMINATION/HARASSMENT

The School Board forbids discrimination against any student, by any student, employee, or non-employee (volunteer) on the basis of race, color, national origin, gender, age, religion, disability, marital status, or any other basis prohibited by law.

The School Board also forbids the harassment of other persons through the use of offensive or inflammatory words, symbols, gestures, or physical conduct that belittle, demean, disparage, mock, or ridicule another person.

Procedures: Any student who believes he/she has been discriminated against or has been harassed by another student, employee, or non-employee (volunteer) may use the student grievance procedures or may complain directly to the building **principal** or the District's Educational **Equity Coordinator**. The filing of a complaint or otherwise reporting discrimination or harassment will not affect a student's status, extracurricular activities, future grades, or homework assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the School Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes sexual/racial harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual/racial harassment.

Disciplinary Action: a substantiated charge of discrimination or harassment on the part of a student shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the *Student Conduct and Discipline Code*.

STUDENT GRIEVANCE PROCEDURE (DISCRIMINATION)

The student grievance procedure is **solely limited** to the questions and concerns that arise from Title IX of the Education Amendments Act, that prohibits sex discrimination in education or the Florida Equity Act, which prohibits discrimination in public education on the basis of race, national origin, sex, disability, or marital status of a student.

Note: The student grievance procedure does not apply to the appeal of school disciplinary actions, unless the student asserts that the disciplinary sanctions are the result of discrimination, as defined by Title IX or the Florida Equity Act.

The following steps shall be followed if a student feels that he/she has experienced discrimination at school:

Level I: If the student believes that he/she has been discriminated against, he/she may file a written complaint with his/her school counselor or the District Equity Coordinator. The school counselor or the District Equity Coordinator will schedule a conference. The conference must be held within five (5) school days of the date of filing.

Level II: If a student is not satisfied with the resolution made at Level I, he/she may appeal in writing to the appropriate building level administrator (such as an assistant principal or dean) for an informal conference and discussion of the grievance.

Level III: If a student is not satisfied with the resolution made at Level II, he/she may appeal to the building principal in writing for an informal conference and discussion of the grievance.

Level IV: If a student is not satisfied with the resolution made at Level III and the grievance was filed due to alleged discrimination on the basis of race, color, national origin, gender, disability, marital status, age, religion, or any other basis prohibited by law, he/she may appeal to the District's Educational Equity Coordinator by following the Educational Equity Complaint/Grievance Procedure. Such complaints should be filed with:

Educational Equity Coordinator
Seminole County Public Schools
400 East Lake Mary Blvd.
Sanford, FL 32773-7127



**RELEASE OF DIRECTORY INFORMATION
The School Board of Seminole County, Florida**

The School Board of Seminole County, Florida may release the following “directory information” without your permission unless you notify the principal in writing by September 2, 2008. Upon request, military recruiters will be provided with your child’s name, address, and telephone listing unless you advise your child’s school not to release their information to any military recruiter.

Directory Information is defined as: student’s name; address; telephone number if listed; most recent educational agency or institution attended; major field of study; date and place of birth; weight and height of members of athletic teams; degrees, honors and awards received; participation in officially recognized activities and sports; and, images, including photographs and videos.

Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the release of the directory information listed above. If you decide you do not want the school to release the information listed above, any future requests for the “directory information” will be refused. Please indicate here your request to withhold the items listed above. You may request that directory information not be released except for having your child’s name and photograph appear in the school yearbook.

I do not want my child’s directory information released, including but not limited to any military recruiter.

I do not want my child’s directory information released except for the following purposes:

- school yearbook
- school website
- school newsletter and newspapers
- school newscasts
- newspaper articles about students and schools
- television stories about students and schools

Parent Name: _____

Parent Signature: _____

Student Name: _____

Student I.D. #: _____

School Name: _____

Grade: _____ Date: _____

If this form is not received by the school principal by September 2, 2008, it will be assumed that the above information may be released.



Seminole County Public Schools, Florida
DISCIPLINE REFERRAL
Florida Department of Education Infraction

STUDENT NAME: _____ School Name/ #: _____ GRADE: _____

OFFICE USE ONLY

INCIDENT #: _____	STUDENT #: _____	ESE: _____
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ADMINISTRATIVE USE ONLY

REFERRED BY: _____	LOCATION: _____	BUS #: _____
REFERRAL DATE: _____	INCIDENT DATE: _____	TIME: _____ PERIOD: _____
DESCRIPTION: _____ _____ _____		
INFRACTIONS – MANDATORY CONSEQUENCES		
<input type="checkbox"/> Alcohol Violation (50)	<input type="checkbox"/> Bomb Threat (55)	<input type="checkbox"/> Explosives (59)
<input type="checkbox"/> Arson (51)	<input type="checkbox"/> Breaking and Entering (56)	<input type="checkbox"/> False Alarm (60)
<input type="checkbox"/> Assault on Staff/Volunteer (52)	<input type="checkbox"/> Drug Alcohol Violation (57)	<input type="checkbox"/> Firearms Violation (61)
<input type="checkbox"/> Battery on Staff/Volunteer (53)	<input type="checkbox"/> Drug Paraphernalia (58)	<input type="checkbox"/> Off-Campus Felony (62)
<input type="checkbox"/> Battery (54)	<input type="checkbox"/> Robbery (63)	<input type="checkbox"/> Other Major Infract. (99)
<input type="checkbox"/> Sexual Battery (64)	<input type="checkbox"/> Stalking (65)	<input type="checkbox"/> Substantial Disrupt. (66)
<input type="checkbox"/> Weapons Identify (67)		
ADMINISTRATIVE INFRACTION TYPE (FL DEPT OF ED)		
FL DOE INCIDENT TYPE: _____	<input type="checkbox"/> Reported to Law Enforcement	
<input type="checkbox"/> Drug Related	Drug Type: <input type="checkbox"/> M - Marijuana/Hashish	<input type="checkbox"/> O – Other Illicit Drugs
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Bullying	<input type="checkbox"/> Gang Related
	<input type="checkbox"/> Hate Crime	<input type="checkbox"/> Weapon
Weapon Type: <input type="checkbox"/> Firearm (Describe) _____	Student in possession of weapon: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Knife	# of weapons _____	
<input type="checkbox"/> Other (Describe) _____		
PARENT CONTACT		
<input type="checkbox"/> Parent Notification	<input type="checkbox"/> Personal Contact	<input type="checkbox"/> Phone message
	<input type="checkbox"/> Written Communication	
Name of Parent/Guardian: _____	Phone (H/W/C): _____	
Notes: _____		
ADMINISTRATIVE DISPOSITION		
<input type="checkbox"/> Alternative Educational Assignment	<input type="checkbox"/> Formal Referral to Law Enforcement	<input type="checkbox"/> Restitution
<input type="checkbox"/> Behavioral Contract	<input type="checkbox"/> Guidance Referral	<input type="checkbox"/> Sat. School
<input type="checkbox"/> Buss Expulsion	<input type="checkbox"/> In-School Suspension	<input type="checkbox"/> Temp. Class Placement
<input type="checkbox"/> Bus Probation	<input type="checkbox"/> Out-of-School Suspension	<input type="checkbox"/> Verbal Reprimand
<input type="checkbox"/> Bus Suspension	<input type="checkbox"/> Parent Conference	<input type="checkbox"/> Wed. School
<input type="checkbox"/> Confiscation	<input type="checkbox"/> Parking Revoked	<input type="checkbox"/> Work Detail
<input type="checkbox"/> Detention	<input type="checkbox"/> Recommended for Expulsion	
Number of Days: _____	Beginning Date: _____	Ending Date: _____ Return Date: _____
ESE STUDENTS: <input type="checkbox"/> Behavior Plan Required	<input type="checkbox"/> Manifestation Meeting Required	
CITIZENSHIP STANDARDS FOR PARTICIPATION		
<input type="checkbox"/> On Campus Violation	Level: _____	Sports/Activity: _____
<input type="checkbox"/> Off Campus Violation	Level: _____	# of Events to be Missed: _____
DESCRIPTION: _____		

Parent Signature: _____ Principal Signature _____

SCPS Form White Copy – School Yellow Copy – Teacher/Staff Pink Copy – Student/Parent

MATRIX OF INFRACTIONS AND CONSEQUENCES

The *Matrix of Infractions and Consequences* specifically identifies prohibited student conduct and lists the range of consequences that may be imposed for each infraction. When assigning a consequence, or a combination of consequences for misconduct, the principal or the principal's designee shall give consideration to factors such as **the nature of the infraction**, the student's **past disciplinary record**, the student's **attitude**, the student's **age and grade level**, and the **severity of the problem** as it exists in that particular school.

Note: SED center schools have the option of modifying consequences for inappropriate behavior considered to be an infraction of the *Student Discipline and Conduct Code*. The principal, in consultation with the Director of ESSS or designee, shall determine the appropriate consequence to assign for an infraction.

Matrix of Infractions and Consequences

Mandatory Consequences are indicated by (M); Optional Consequences are indicated by (O).

INFRACTIONS	Verbal Reprimand	Time Out	Confiscation	Restitution	Parking Decal Revoked	Vehicle Towed at Owner's Expense	Bus Probation	Bus Suspension	Bus Expulsion	Work Detail	Detention	School Behavior Contract	Saturday School	In-School Suspension	Out-of-School Suspension	Administrative Assignment	Recommended for Expulsion	Referred to Law Enforcement	
Aggression		O					O	O			O	O	O	O	O	O	O	O	O
Alcohol			M												M	O	O	M	
Arson (Z)															M		M	M	
Assault of Staff Member (Z)															M		M	M	
Battery															M		M	M	
Battery of Staff Member (Z)															M		M	M	
Bomb/Biochemical Threat															M		M	M	
Breaking & Entering/Burglary															M		M	M	
Bullying/Harassment													O	O	O	O	O	O	O
Cheating/Honor Code Violation																			
Confrontation	O	O					O	O	O	O	O	O	O	O	O	O			
Contraband/Drug Paraphernalia			M		O		O	O	O	O	O	O	O	O	O	O	O	O	O
Disrespect	O	O					O	O		O	O	O	O	O	O	O			
Disrupting Campus	O	O			O					O	O	O	O	O	O	O	O	O	O
Dress Code Violation	O		O							O	O	O	O	O					
Drug Sale/Distribution Excluding Alcohol (Z)			M												M		M	M	
Drug Use/Possession/Under Influence <i>Excluding Alcohol (Z)</i>			M												M	O	O	M	
Electronic Device Misuse			O				O	O		O	O	O	O	O	O	O	O	O	O
Explosives (Z)			M												M		M	M	
Extortion				M											M		O	M	
Failure Report to Det./Sat. Sch.					O						O		O	O	O	O			
False Accusation Against Staff														O	O	O	O	O	O
False Alarm															M	O	O	M	
Fighting													O	O	O	O	O	O	O
Firearms Violation (Z)			M												M		M	M	

	Verbal Reprimand	Time Out	Confiscation	Restitution	Parking Decal Revoked	Vehicle Towed at Owner's Expense	Bus Probation	Bus Suspension	Bus Expulsion	Work Detail	Detention	School Behavior Contract	Saturday School	In-School Suspension	Out-of-School Suspension	Administrative Assignment	Recommended for Expulsion	Referred to Law Enforcement
INFRACTIONS																		
Forgery			M				O	O		O	O		O	O	O	O	O	O
Gambling											O	O	O	O	O	O	O	O
Gang-Related Activity					O							O		O	O	O	O	M
Hate Crime															M		M	M
Hazing	O										O	O	O	O	O	O	O	O
Horseplay	O	O					O	O	O	O	O	O	O	O	O			O
Illegal Organization Violation												O		O	O	O	O	M
Inappropriate or Obscene Act	O	O	M				O	O	O	O	O	O	O	O	O	O	O	O
Inattentive Behavior	O									O	O	O	O					
Insubordination		O					O	O	O	O	O	O	O	O	O			O
Larceny/Theft		O	M	M				O	O	O	O	O	O	O	O	O	O	O
Lying/Misrepresentation	O	O					O	O	O	O	O	O	O	O	O			O
Medication Policy Violation	O		M							O	O	O	O	O	O	O		
Offensive Touch. Of Staff Members							O	O	O	O	O	O	O	O	O	O	O	M
Off-Campus Felony					O			O	O			O			O	O	O	O
Open Defiance								O	O			O		O	O	O	O	
Repeated Misconduct					O			O	O	O	O	O	O	O	O	O	O	
Robbery			M	M											M		M	M
Sexual Battery (Z)															M		M	M
Sexual Harassment													O	O	O	O	O	M
Sexual Misconduct												O			M	O	O	M
Sexual Offenses												O			M	O	O	O
Skiping Class					O					O	O	O	O	O				
Skiping School					O					O	O	O	O	O				O
Stalking															M		M	M
Substantial Disruption of School															M	O	O	M
Tardiness					O					O	O	O	O	O				
Threat/Intimidation		O					O	O	O	O	O	O	O	O	O	O	O	O
Tobacco Products Violation			M					O	O	O	O		O	O	O			
Trespassing					O									O	O	O	O	M
Unauthorized Area	O	O								O	O	O	O	O	O	O	O	O
Unauthorized Assembly										O	O		O	O	O	O	O	O
Unauthorized Items	O	O	O				O	O	O	O	O		O	O		O		
Unauthorized Publication			O							O	O	O	O	O	O	O	O	O
Unsafe Act		O			O		O	O	O	O	O	O	O	O	O	O	O	O
Vandalism				O	O			O	O	O	O	O	O	O	O	O	O	O
Vehicle/Parking Violation	O				O	O				O	O		O	O	O			O
Weapons Violation/ Possession (Z)			M												M		M	M
Zero Tolerance															M		M	M