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PARENT AND STUDENT ACKNOWLEDGMENT

TO: PARENTS/GUARDIANS

The Code of Conduct has been developed to help your son or daughter gain the greatest possible benefit from school experiences. It defines the responsibilities and rights of students attending Putnam County Schools. The consequences of student actions, which disrupt the learning process, are also clearly stated. Since parents/guardians can be held responsible for the actions of their children, you should be involved in the education of your children. Students, parents, and schools working together will help maintain a safe atmosphere where students can learn.

TO: STUDENTS

The Code of Conduct tells you about your responsibilities and rights and the rules you must follow. It also states consequences for misbehavior. You are expected to show responsible behavior at all times.

TO: PARENTS/GUARDIANS and STUDENTS

The school is in need of your help and cooperation. Please read and discuss this important booklet together. You are requested to sign the “NOTICE OF RECEIPT” sheet in this booklet and return it to school. This form will be kept on file at the school. Your signature does not mean that you agree or disagree with the contents. It simply means that you received a copy of the code and are aware of its contents as it applies to students. Thank you in advance for your attention to this most important document and for returning the signed receipt.



Published in accordance with Florida Statute

NOTICE OF RECEIPT
PLEASE SIGN AND RETURN THIS FORM

Failure to return this form will not relieve a student or the parent(s)/guardian(s) from responsibility to know the contents of the Code of Conduct and will not excuse the student's non-compliance with the Code of Student Conduct.

Student Name

Grade

School

I (We) have received a copy and am (are) aware of the contents of the Putnam County Code of Conduct. I (We) am (are) aware that supervision is provided 30 minutes before school begins and 30 minutes after school ends.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Telephone

STUDENT SIGNATURE:

I have received a copy and instruction on the contents of the Putnam County Code of Conduct.

Student Name (please print)

Grade

Student Signature

Date

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CODE OF CONDUCT
SECONDARY – (MIDDLE AND HIGH SCHOOL)
2009-2010

DISCIPLINE

The authority set forth in Florida Statutes, Chapter 1006.07(1) vests in School Boards the responsibility to "adopt rules for the control, discipline, in-school suspension, suspension and expulsion of students and decide all cases recommended for expulsion.

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The rules set forth below shall apply to all students during the time they are attending school, during the time they are being transported to and from school at public expense, during the time they are participating in school sponsored activities or events off school campus, and during the time they are on any school premises owned by the Putnam County District School Board.

The following activities are considered improper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, alternate school placement, and may result in criminal penalties being imposed.

1. STUDENT CONDUCT

A. RULE 1: DISRUPTION AND INTERFERENCE WITH SCHOOL, SCHOOL ACTIVITIES, FUNCTIONS OR EVENTS

No student shall:

1. Occupy any school building or property with intent to deprive others of use or where the effect thereof is to deprive others of use.
2. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds under the direction of a school administrator.
6. Make noise or act in any other manner so as to interfere seriously with the teacher's instruction of the class or any other school activity.
7. In any manner by the use of violence, force, noise, coercion, threat intimidation, harassment, fear, passive resistance, or any other conduct causes the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
8. Refuse to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school attendance officer, or other school personnel.
9. Encourage other students to violate any rule or School Board policy.

B. RULE 2: DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The District School Board will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of eighteen (18) living with the parents may be liable for damages caused by said minor in an amount not in excess of Florida Statutes or a Court Order.

C. RULE 3: DAMAGE OR DESTRUCTION OF PRIVATE OR PUBLIC PROPERTY

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property. The District School Board will cooperate fully with law enforcement officials should violations occur.

D. RULE 4: PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL BOARD EMPLOYEE OR A PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not cause or attempt to cause physical injury or behave in such a way, as could reasonably cause physical injury to a District School Board employee, fellow student, or any other individual. Violence will not be tolerated under any circumstance.

E. RULE 5: NARCOTICS, BEVERAGES CONTAINING ALCOHOL, DRUGS, AND TOBACCO PRODUCTS

1. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any prescription drugs without a valid physician's prescription, or any other controlled substance as referenced in Florida Statutes, 1006.09, or beverage containing alcohol or intoxicant of any kind or tobacco products.
2. A student shall not possess, sell, use, transmit, or be under the influence of any counterfeit controlled substance or any substance represented or purported to be a controlled substance including but not limited to substances named or described in 893.03 Florida Statutes or substances represented or purported to be beverages containing alcohol or intoxicant of any kind. Amended 03-09-92
3. The 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. (Florida Statute 1006.07(2) (e). Devices may be used only before and after school and must be turned off and out of sight during the day. If a student's cell phone creates a disruption, it will be confiscated and parents will be notified. In case of a family emergency, parents are to contact the attendance or guidance office at the school. If any student needs to contact a parent or guardian, they will be allowed to use the office telephone for this purpose.
4. A violation of any portion of Policy E. Rule 5 is grounds for expulsion. Alternatives to suspension and expulsion may be considered as

provided in disciplinary guidelines approved by the District School Board. The parent/guardian of any student determined to be in violation of this policy will be informed of low cost substance abuse assessments available through state-licensed drug abuse treatment centers and of any agreement between the District School Board and such a center. The District School Board may consider successful completion of a treatment program developed by a state licensed treatment center in determining a student's length of expulsion, early termination of expulsion, or length of assignment at the alternate school.

F. RULE 6: WEAPONS, DANGEROUS INSTRUMENTS AND CONTRABAND

A student shall not possess, handle, transmit or use a weapon including but not limited to: a knife, razor, ice pick, laser light, explosive, pistol, rifle, shotgun, pellet gun, or any contraband materials or any other kind of gun (whether operable or inoperable, loaded or unloaded), or any replica of a gun.

A violation of this policy will also occur if a student uses any article or object as a weapon or in a manner calculated to threaten any person. A violation of this policy is grounds for expulsion.

G. RULE 7: DISREGARD OF DIRECTIONS OR COMMANDS

A student shall not fail to comply with directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendent, school bus drivers, school attendance personnel, custodians, lunchroom personnel, or other authorized school personnel.

H. RULE 8: APROPRIATE DRESS FOR STUDENTS

1. All students shall be properly groomed and attired when on school property or participating in school activities. Students shall be dressed so they will not present a clear danger to health and safety. They shall not be dressed in a manner that causes an interference with work or creates classroom or school disorder.
2. Attire which exposes the midriff (back or front) is prohibited (examples would be a halter or cut-off shirt).
3. Inappropriately revealing sleeveless clothing shall not be worn in the middle and high schools. Clothing that exposes the undergarments, armpits, breast, or chest will not be allowed. Shirts should cover the shoulder. Tank tops, spaghetti straps, or shirts with sleeves cut out are not considered proper in any grade. Sleeveless dresses and blouses are considered proper dress for girls in elementary schools.
4. Shoes shall be worn at all times. Shoes that are unsafe, such as bedroom slippers and heelys shoes, will not be allowed.
5. No head attire, including bandanas, shall be worn inside the buildings. This does not include wigs.
6. Clothing with slogans or symbols is prohibited if it may be interpreted to be offensive, obscene, indecent, vulgar, or encourages the sale or use of drugs or alcohol. Clothing that is symbolic of gang activity, i.e., bandanas, will not be allowed.
7. Shorts and skirts may be worn in classes pre-school through grade twelve (12) provided they meet the following criteria: They are not too tight, as determined on an individual basis by school administrators or deans. They are not too short, as determined on an individual basis by school administrators or deans.

As a general guideline to students, the District School Board allows the wearing of shorts and skirts that are not unusually tight fitting and that are at least mid-thigh when the student is in a standing position. All principals shall document violations of this code by students and an initial hearing shall be held by them regarding violation of this dress code policy.

8. Inappropriately loose fitting clothing, which could conceal contraband, will not be allowed, as determined on an individual basis by school administrators or deans.
9. Pants and skirts must fit the waist and may not drag the floor (no sagging pants or hip huggers).

I. RULE 9: SECRET SOCIETIES

Secret societies/gangs, as defined in the statutes, are prohibited in the public schools of Putnam County.

J. RULE 10: INITIATION AND HAZING

Students guilty of violating initiation and hazing policies shall be subject to suspension or expulsion, and the organization shall be suspended from school activities and school recognition.

K. RULE 11: OFF-CAMPUS ACTIVITY

Any student who commits, or threatens to commit, an act or is involved in a transaction, event or occurrence off school grounds which, in the opinion of the principal, following an administrative hearing with notice provided to the parent or legal guardian, poses a danger to the safety or welfare of students and/or school personnel is subject to action as said principal deems appropriate in order to protect and insure the safety and well being of students and/or personnel. Action as contemplated herein may include alternate class, transfer to the alternate school, suspension, or expulsion. Such discipline as imposed by the principal shall not affect the delivery of educational services to the student. If the decision of the Principal is to suspend said student from school, the student shall be immediately enrolled in a daytime alternative educational program. If the student is subsequently charged by a proper administrative hearing, conducted in a manner as set forth in this policy, it will serve as the administrative hearing referenced in 1006.09 Florida Statutes provided that no new evidence is alleged to exist. If the student is subsequently adjudicated guilty of a felony or a felony level delinquent act, the Superintendent shall have the authority to determine if a recommendation for expulsion shall be made to the School Board pursuant to this policy, Policy 5.10V (B) and 1006.09 Florida Statutes.

L. RULE 12: BEHAVIOR NOT COVERED ABOVE

The District School Board reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules. The District School Board directs individual schools and departments to develop, print and disseminate such rules and regulations which are consistent with District rules but which are needed to supplement District rules in order to carry out the proper and orderly function of the school or department. District and school rules, however, shall not permit disciplinary action to be taken based on the use of a language other than English by Limited English Proficient students.

M. OTHER INFORMATION

1. The District School Board may honor the final order of expulsion or dismissal of a student, from outside the district, for an act, which would be, grounds for expulsion under our guidelines.
2. A recommendation of expulsion or assignment to alternate school may be made for any student found to have intentionally made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff.
3. Violent, abusive, uncontrollable or disruptive students may be temporarily removed from the classroom for behavior management intervention.
4. Florida Statutes require that parents or guardians be informed at the beginning of each school year that their children may receive medical or physical examinations, screening, or treatment. Any child shall be exempt from this if his/her parent or guardian requests such exemption in writing to the school principal. The consent established by this notification does not include any procedure in which the skin or body is penetrated.
5. Student tardies to class is not a violation of the discipline code but may result in a loss of credits.

2. DISCIPLINARY GUIDELINES

Violations of the previous rules and/or supplemental rules may result in one or more disciplinary alternatives

A. IN SCHOOL SUSPENSION CLASS

“In-School-Suspension” means the temporary removal of a student from the student’s regular school program and placement in an alternative program, under the supervision of District School Board Personnel, for a period not to exceed ten (10) days.

Level II or Level III referrals for Middle and High school students may be assigned to the school’s In School Suspension class, Detention, Saturday School, Communication Skills Class, or referred to the Rtl Team or Counseling instead of an out-of-school suspension.

If school officials are considering the exclusion of a student with a disability for more than ten (10) days (e.g. expulsion), a manifestation determination must be made.

In-School-Suspension (ISS) Florida Statutes 1003.01 5(b)

B. SERIOUS BREACH OF DISCIPLINE

--- NOTICE ---

Weapon or firearm possession, violent acts against school personnel, violation of transportation policies and violations of the School Board’s Sexual Harassment Policy are all grounds for disciplinary action including suspension, expulsion or other disciplinary action by the school and may also result in criminal penalties being imposed.

FIREARMS VIOLATIONS: The possession of weapons or firearms by a student while the student is on school grounds or while attending a school function is grounds will be recommended for expulsion or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed. Middle or high school students in possession of a firearm or firearm facsimile including a pellet gun, BB gun or other gun capable of firing a projectile will be recommended for expulsion.

DRUG VIOLATIONS: The use or possession of illegal drugs and alcohol by students is wrong and harmful. The illegal possession, use, sale or distribution of alcohol or controlled substances as defined in Chapter 893 and School Board policy while on school property or while attending a school function is grounds for suspension, expulsion or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

C. SUSPENSION AND EXPULSION

GENERAL OVERVIEW

The District School Board of Putnam County recognizes that the suspension or expulsion of a pupil from the public schools of this county has a very serious consequence for that particular student; therefore, in view of the complex society in which we live and value of education to survive in the world of today and tomorrow, it is necessary to adopt a policy clearly defining the procedure of suspending or expelling a student.

1. PROCEDURES FOR SUSPENSION

- a. The principal or designee has the authority to suspend from school or class up to ten (10) days for any one breach of the school’s established conduct code for any reason provided by law.
- b. Initial Student Hearing:
 - (1). The offending student(s) should be presented to the principal or to his/her designee by the person(s) having knowledge of the misbehavior or infraction. It shall be the duty of the principal or his/her designee to determine the facts as presented by the person(s) and the students(s) and the offending student(s). The principal or designee has the responsibility to notify appropriate personnel in the District Office and appropriate police or sheriff department’s personnel at the time of any incident, if this action is warranted.
 - (2). When a student is to be suspended from school for up to ten (10) days by the principal or designee, the principal or designee shall prepare in triplicate an appropriate form (PCSB Form E-7) designated Notice of Suspension. The charge (s) should be

- specific, indicating the breach of the school's established conduct code for which the suspension is being issued. In addition, Form E-6 must be completed and kept on file.
- (3). The original copy of said Notice of Suspension form shall be sent to the parent or guardian, one (1) copy to the Superintendent and one (1) copy to be filed at the school.
 - (4). A suspension should not necessarily influence the student's conduct grades except as determined by the breach of the school's established conduct code for which that suspension was issued.
 - (5). Every effort shall be made to contact the parent of the student who is being suspended at the time of the suspension and the reason for the suspension shall be stated. The parent shall be informed that the Notice of Suspension has been sent to him/her by United States mail. If the parent cannot be contacted, the student is not to be sent home during the school day.
2. APPEAL PROCESS: Suspensions of ten days or less and transfer to the long-term alternate class.
- STEP 1 - The parent/guardian, after being informed of the charges against the student, may request a meeting with the principal or designee by notifying the principal within three (3) working days of the date of receipt of notice of disciplinary action of their desire to meet with the principal. The school administration, after hearing the case, may revise or reaffirm the disciplinary action.
- STEP 2 - The parent/guardian may file an appeal by submitting an "Appeal of Disciplinary Action" form to the office of Student Services within three (3) working days from the date of the principal's final decision. The Director of Student Services, or other person designated by the Superintendent, shall hear the appeal. It shall be within the authority of the designated person to:
- a. Determine the principal's jurisdiction regarding the matter.
 - b. Determine the adequacy of the procedural due process afforded the student.
 - c. Determine that sufficient evidence has been presented to substantiate a rule violation having occurred.
 - d. Assure that the subject student has been afforded an opportunity to present testimony in his/her behalf regarding the circumstances or events initiating the disciplinary action.
 - e. Determine that the disciplinary action is in keeping with School Board policy, discipline guidelines, school rules and appropriate court cases.
 - f. Determine alternative disciplinary action, as per established guidelines, which may be more appropriate.
 - g. Determine if handicapping conditions, as per ESE, are involved.
- STEP 3 - The appellate hearing provided in Step 2 above shall be conducted in accordance with the provisions of Florida Statutes 120.57(2) (Informal Proceedings) and shall constitute final agency action.
3. PROCEDURES FOR EXPULSION:
- a. The principal or designated representative, may, after written notification of to the parent/guardian, recommend to the superintendent the expulsion of any student who has committed a serious breach of conduct as per Chapter V (E) Section 5:10 of the District School Board of Putnam County Policy Handbook. In all cases where expulsion is being considered as a recommended penalty, the principal may suspend the student for a period of up to ten (10) days and/or request that the Superintendent continue the suspension until the next regular or special meeting of the District School Board. The School Board shall have authority, upon the recommendation of the Superintendent, to continue the suspension of a student being considered for expulsion until the next School Board Expulsion Committee meeting in order to further investigate the incident, provide sufficient notification to the parent/guardian, to determine the outcome of a pending criminal, juvenile or other proceedings or for such other reason as may be deemed appropriate by the School Board. The principal's recommendation for expulsion shall be in writing, addressed to the Superintendent and shall include the following information about the student:
 1. Attendance, conduct, and suspension information,
 2. The number of times the student has been seen by the visiting teacher, counselor, and other school support personnel,
 3. Curriculum adjustments, which have been made,
 4. The number of times the school has involved the parents in the student's adjustment problems,
 5. Other measures taken by the school to bring about a change in conduct of the student, and
 6. Alternative measures considered prior to the recommendation to expel. The letter recommending expulsion shall, upon request, be made available to the parent, guardian, or their representative.
 - b. Upon receiving a recommendation for expulsion, the Superintendent or designee will consider all information leading to the recommendation for expulsion and provide an opportunity for the parents, guardian or legal counsel to present written or oral evidence in opposition to the recommendation for expulsion
 - c. The Superintendent or designee shall have authority to recommend either expulsion of the student or other action as may be deemed appropriate. When recommending expulsion, the parent shall be notified by use of PCDSB Form E-9, which shall set forth the charges against the student and advise the parent or guardian of the date of the next regular Board meeting or special meeting called for the purpose of hearing the case. The letter shall be delivered by hand by the appropriate staff member or sent by certified mail.
 - d. Should the parent or guardian not request a hearing within the specified time, the District School Board Expulsion Committee shall act upon the recommendation at the time designated in the letter of notification to the parent or guardian. Said recommendation shall set forth a brief statement of the student's act or acts, which warrant expulsion.
 - e. Any student classified by the District as handicapped who commits an expellable offense will have his/her case considered and decided on an individual basis, with the provisions of IDEA being applied in conjunction with the procedures for expulsion.
4. PROCESS FOR APPEAL OF EXPULSION:
- STEP 1 - The parent/guardian, after being informed of the charges against the student, may request a meeting with the principal or designee by notifying the principal within three (3) working days of the date of receipt of notice of disciplinary action of their desire to meet with the principal. The principal or designee shall, after hearing the case, revise or reaffirm the disciplinary action.

STEP 2 - The parent/guardian may file an appeal by submitting an "Appeal of Disciplinary Action" form to the office of Student Services within five (5) working days from the date of the principal's final decision. The Director of Student Services, or other person designated by the Superintendent, shall hear the appeal. Additional individuals may be involved in hearing the appeal under the following conditions as determined by the Director of Student Services.

- a. In cases, which involve circumstances requiring legal interpretations, an attorney may be selected to represent the interest of the school administration.
- b. In circumstances involving potential conflicts of interest or which are deemed sensitive to the public interest, a committee may be selected to hear the facts and offer a recommendation.
It shall be within the authority of the designated person(s) to:
 - (1). Determine the principal's jurisdiction regarding the matter.
 - (2). Determine the adequacy of the procedural due process afforded the student.
 - (3). Determine that sufficient evidence has been presented to substantiate a rule violation having occurred.
 - (4). Assure that the subject student has been afforded an opportunity to present testimony in his/her behalf regarding the circumstances or events initiating the disciplinary action.
 - (5). Determine that the disciplinary action is in keeping with School Board policy, discipline guidelines, school rules and appropriate court cases.
 - (6). Determine alternative disciplinary action, as per established guidelines, which may be more appropriate.
 - (7). Determine if handicapping conditions, as per ESE, are involved.

STEP 3 - The parent/guardian has the right to request a hearing before the School Board. The parent/guardian shall submit a written petition within five (5) working days from the date of receipt of the final decision rendered pursuant to Step 2 above. Failure to file a timely petition requesting a hearing shall be deemed a waiver of any hearing on the matter. The petition shall contain:

- a. The name and address of the petitioner, and an explanation of how his/her substantial interests will be affected by the School Board determination
- b. A statement of when and how petitioner received the Notice of the School Board decision or intent to render the decision which is claimed to affect petitioner's substantial interests,
- c. A statement of all disputed issues of material fact. If there are none, the petition must so indicate.
- d. A concise statement of the ultimate facts alleged, and the rules, regulations, statutes, and constitutional provisions which entitle the petitioner to relief,
- e. A statement of the relief being requested by the petitioner, and
- f. Other information, which the petitioner contends, is material.

In cases involving disputed issues of material fact, the provisions of 120.57(1), Florida Statutes, FORMAL PROCEEDINGS, shall apply except when waived by consent of the parties involved.

In cases which involve no disputed issues of material fact, the petition, submitted by the parent/guardian, shall address any personal, family or other matters which the parent/guardian believe to be pertinent to the case so that Expulsion Committee Members may consider this information prior to rendering a decision or may grant a hearing to further study the matter. Provisions of 120.57(2), Florida Statutes, INFORMAL PROCEEDINGS, shall apply in such cases as are granted by the Board.

Petitions shall be delivered to the Director of Student Services at the Campbell Administration Building, 200 South Seventh Street, Palatka, Florida. Petitions requesting hearings will be granted or denied within fifteen (15) working days of receipt. In order to preserve and ensure the privacy and confidentiality of the students involved, the hearing will be held during a closed School Board Expulsion Committee meeting scheduled solely for the purpose of considering the case. No other matters of business will be conducted except as is necessary to complete the disposition of the disciplinary matter being considered.

Any School Board Member may arrange for a hearing pursuant to this paragraph by contacting the Director of Student Services in advance of the regularly scheduled Board Meeting during which the matter would normally be addressed.

D. ALTERNATE SCHOOL

1. Students may be referred to alternate school for a breach of conduct indicated in the discipline guidelines. Long Term Alternative Placement addresses the following: (a) Students who have committed a serious offense which warrants suspension or expulsion from school according to the district school board's code of student conduct , (b) serious offenses that threaten the general welfare of students or others whom the student comes in contact; (c) violence or frequent conflicts of a disruptive nature; (d) students in possession of weapons or drugs; (e) harassment or verbal abuse of school personnel or others, (f) interference with the student's own learning or the educational process of others requiring attention and assistance beyond that which the traditional program can provide.

A student can be assigned Long-Term Alternative Placement from thirty (30) to ninety (90) days, or until adjudicated, depending on the offense, however, every effort will be made to provide the necessary positive behavior support prior to a placement decision by the school administrator, RtI Team and Student Services.

2. REFERRAL PROCEDURE

- a. The principal or his designee will inform the parent or guardian of the recommendation to transfer the student for long time placement. Transfer from the School's I.S.S. class to a long-term Alternate Center may occur after a minimum of four (4) of the following options have been tried to correct misconduct:

- * Extension of days in school's I.S.S. class
 - * Saturday detention
 - * Work detention (Supervision)
 - * Behavior contract
 - * Corporal punishment
 - * Parental involvement - class visitation all day
 - * Creating Lasting Family Connections
- b. A RtI Team meeting must be held by the school.
 - c. The parent or guardian may request a review of the case by contacting the school principal. The school administrator, after reviewing the case with the parent or guardian, will reaffirm the transfer request and file a recommendation with the Superintendent to take other action he/she deems appropriate.
 - d. The principal or designee will notify the Superintendent of his/her recommendation to transfer the student.
 - e. The recommendation will be presented to the School Board for final action.
 - f. If the parent or guardian feels that his/her child was not afforded a fair hearing at the school, he/she may appeal the action of the principal to the Director of Student Services. See Appeal Process: Suspensions of Ten Days or Less and Transfers to the Alternate School. (See C2)

E. FELONY OFFENSE

Suspension proceedings may be initiated against any pupil enrolled as a student who is formally charged with a felony or a felony level delinquent act by a proper prosecuting attorney for an incident, which allegedly occurred on property other than public school property, if the incident is shown, in an administrative hearing with notice provided to the students or legal guardian or custodian of such pupil by the principal of the school pursuant to rules promulgated by State Board of Education and to rules developed pursuant to s.1006.09(2), to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. Any pupil who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed 10 days, as determined by the Superintendent.

Such suspension shall not affect the delivery of educational services to the pupil, and the pupil shall be immediately enrolled in a daytime alternative education program. If the pupil is not subsequently adjudicated delinquent or found guilty, the suspension shall be terminated immediately.

If the pupil is found guilty of a felony, or a felony level delinquent act, the Superintendent shall have the authority to determine if a recommendation for expulsion shall be made to the School Board.

Any pupil, who is subject to discipline or expulsion for unlawful possession or use of a substance controlled under Chapter 893, may be entitled to a waiver of the discipline or expulsion by the District School Board if the pupil successfully completes a state licensed drug abuse program.

F. SEARCH AND SEIZURE

If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, any alcoholic beverage or liquor, illegal drugs, or any type of weapon, a member of the instructional or administrative staff may search the temporarily detained student and the student's locker for the purpose of disclosing the presence of the aforementioned items.

Student lockers are the property of the District School Board and it is a privilege and not a right for a student to have the use of one. Acceptance of a locker by a student includes full permission by the student and his /her legal guardian to search the locker and its contents without notice so long as such search is conducted by law enforcement personnel or the Superintendent, Principals or those authorities delegated by them.

The use of metal detectors is hereby authorized in conducting random and specific searches with reasonable suspicion of students and other persons entering and/or occupying school grounds.

If a search of a student or the student's locker reveals stolen or illegal property prohibited by law or the Putnam County School Board, the student is subject to action taken by law or School Board policy.

G. ZERO TOLERANCE OF VIOLENCE

Any act of serious violence, as determined by the Principal, shall result in a discipline classification of at least Level III and should result in a ten (10) days suspension or transfer to the alternate school or expulsion and referral to law enforcement.

Zero-tolerance policies must require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system.

Serious Acts of Violence include:

1. Bringing a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
2. Making 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 school-sponsored activity.

H. GUN-FREE SCHOOLS ACT OF 1994

The GFSA states that each state receiving federal funds must have a state law (F.S. 1006.07) requiring local educational agencies to expel from school for a period of not less than one year a student who is determined to have brought a weapon. Each state's law also must allow the chief administering officer of the local educational agency (LEA) to modify the expulsion requirements on a case-by-case basis.

The legislation explicitly states the GFSA must be construed to be consistent with the Individuals with Disabilities Education Act (IDEA). Therefore, by using the case-by-case exception, LEAs will be able to discipline students with disabilities in accordance with the requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act (Section 504).

I. STUDENT RIGHTS AND RESPONSIBILITIES

The authority to set forth in Florida Statutes, Chapter 1001.49, vests in School Boards the responsibility to adopt "an explanation of the responsibilities and rights of students". All students continue to maintain their constitutional rights within the school and its activities, functions or events. However, concurrent responsibilities are established by the District School Board as an explanation to students, parents, teachers and other instructional personnel, and administrators.

1. **KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT RIGHT:**
Students have a right to expect rules and regulations to be available to them and to be enforced without discrimination.
RESPONSIBILITIES:
Students have a responsibility to know and observe the school rules and regulations, which pertain to them.
2. **ATTENDANCE RIGHT:**
Students have the right to avail themselves of a free and appropriate public education.
RESPONSIBILITIES:
 - a. Students have the responsibility to avail themselves of a free and appropriate public education.
 - b. Students have the responsibility to provide the school with an adequate explanation with appropriate documentation indicating the reasons for an absence.
 - c. Students or parents have the responsibility, after an excused absence to request the make-up assignment from their teachers within three (3) school days.
 - d. Students or parents have the responsibility to provide professional medical confirmation.
3. **RESPECT FOR PERSONS AND PROPERTY RIGHT:**
Students have a right to expect that their person and property will not be violated or damaged by others in the school setting.
RESPONSIBILITIES:
 - a. Students have a responsibility to respect the persons and the property of fellow students, school personnel, visitors, and school district support staff.
 - b. Students have a responsibility to take care of the property of the school board.
 - c. Students have a responsibility to neither damage nor deface the property in the community surrounding the school grounds. This includes the building and lawns in the neighborhood.
4. **RIGHT TO LEARN RIGHT:**
Students have the right to learn and to have appropriate educational experiences made available to them.
RESPONSIBILITIES:
 - a. Students share the responsibility to seek clarification, if necessary from informed persons in the school.
 - b. Students have the responsibility to strive for growth in this area by participating to their utmost ability.
 - c. Students have the responsibility to contribute toward the development of a positive climate in the school that is conducive to wholesome learning and living.
 - d. Students have the responsibility to respect the rights of other individuals and to become informed and knowledgeable about issues.
 - e. Students have the responsibility to schedule appointments in advance unless the problem or concern is one of an emergency nature.
5. **FREE SPEECH AND STUDENT PUBLICATION RIGHT:**
Students have the right to form and express their own opinions on issues without jeopardizing their relations with their teachers or other school personnel, provided it does not interfere with the orderly conduct of school or classes.
RESPONSIBILITIES:
 - a. Students have the responsibility to respect the rights of other individuals who have viewpoints differing from their own and to express themselves on those issues in which they disagree in a manner which does not infringe upon the rights or interfere with the orderly educational process of the school and is not obscene or libelous or in violation of the school code.
 - b. Students have the responsibility to make efforts to become informed and knowledgeable about various issues.
 - c. Students have the responsibility to act in a manner that preserves the dignity of the occasion.
 - d. Students have the responsibility to use only those bulletin boards or wall areas designated for use by students and student organizations, and must also accept responsibility for the effect that the posting, publication, or distribution of this literature might have on the normal activities of the school.
6. **ASSEMBLY RIGHT:**
Students have the right to hold group meetings in accordance with use of facilities and rules.

RESPONSIBILITIES:

- a. Students have the responsibility to plan for, seek approval of the administration, and properly conduct the activities in a manner, which is consistent with the educational objectives of the school.
- b. Students have the responsibility to refrain from engaging in any assembly, which endangers others or disrupts the orderly process of school.

7. PRIVACY RIGHT:

Parents, guardians, or eligible students (18 years of age or attending a post-secondary institution) have the right to inspect, review, and challenge the information contained in those records directly relating to the student (PCSD Policy 5.19 (3)).

RESPONSIBILITIES:

- a. Parents, guardians, or eligible students have the responsibility of informing the school of any information that may be useful in making appropriate educational decisions.
- b. Parents, guardians, or eligible students have the responsibility to meet their financial obligation as it relates to school fees.
- c. Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.
- d. Students have the responsibility to release information to those individuals or agencies that are working actively and constructively for the benefit of the student.

8. PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES RIGHT:

Students have the right to participate regularly and to conduct themselves in an appropriate manner to demonstrate leadership in school activities, and to operate within the bounds of rules and regulations.

RESPONSIBILITIES:

- a. Students have the responsibility to participate regularly and to conduct themselves in an appropriate manner; to demonstrate positive leadership in school activities, and to operate within the bounds of rules and regulations.
- b. Students have a responsibility to observe school rules in their participation in school programs and activities.

9. FREEDOM FROM DISCRIMINATION RIGHT:

Students have a right to expect no discrimination in curricular or extracurricular offerings of the school. Students will not be denied the benefits or be subjected to discrimination under any educational program or activity on the basis of race, national origin, sex, handicap, or marital status.

RESPONSIBILITIES:

Students have a responsibility not to discriminate against each other.

POSITIVE BEHAVIOR SUPPORT – SECONDARY

PRINCIPALS MAY DEVIATE FROM THESE OPTIONS WITH THE APPROVAL OF STUDENT SERVICES.

LEVEL I OFFENSES	SESIR REPORTING	MANDATORY OPTIONS (SELECT AT LEAST ONE)	OPTIONAL CONSEQUENCES (SELECT ALL THAT APPLY)
Abusive/Inappropriate Language		Parent Conference	Time out- Assignment to another class
Dress Code Violation		Counseling	Withdrawal of Privileges
Electronic Device Violation-1st Offense		Positive Behavior Education (Life Skills Curriculum or Educational Video and Report)	Behavior Contract
Inappropriate Display of Affection		Academic Assignment	Work Detail
Out of Area /Skipping *			Detention
Tease/Taunt			Community Service (including meaningful work at school)
Property Damage (Minor)			Saturday School
Physical Aggression (Minor)			Restitution
Use/Possession of Unsafe Items			Parent agrees to attend class with student for an agreed length of time
Disruptive Behavior			Life Skills Curriculum- Health Department
Defiance/Disrespect			Principal may waive first time suspension if parent agrees to
attend Parent Conference and sign a behavior contract			School Classroom Plan
			Peer Mediation
LEVEL II OFFENSES	SESIR REPORTING	MANDATORY OPTIONS (SELECT AT LEAST ONE)	OPTIONAL CONSEQUENCES (SELECT ALL THAT APPLY)
Abusive/Inappropriate Language		Parent Conference	Repeat Level I Options if appropriate
Threat (Minor)	•	Counseling	Adjust Student Contract
Bullying/Harassment	•	Academic Assignment	Saturday School
Defiance/Disrespect			Child Study /RtI Team
Disruption			Detention
Dress Code Violation			Bus Suspension
Electronic Device Violation-Repeat Offense			Positive Behavior Education (Life Skills Curriculum or Educational Video and Report)
Forgery/Theft (Minor)	•		RtI Team Meeting
Out of Area/Skipping * (Cannot Suspend for Skipping)			In School Suspension (1-5 days)
Trespassing	•		Suspension 1-3 days after other options have been attempted
Tobacco-possession or use			Life Skills Curriculum-Health Department
Property Damage <\$1,000			
Physical Aggression			
Use/Possession of Unsafe Items			
LEVEL III OFFENSES	SESIR REPORTING	MANDATORY OPTIONS (SELECT AT LEAST ONE)	OPTIONAL CONSEQUENCES (SELECT ALL THAT APPLY)
Alcohol/Drugs- Possession	•	Parent Conference	Repeat Level I Options if appropriate
Abusive/Inappropriate Language		Creating Lasting Family Connections (CLFC)	In School Suspension (Maximum 10 days)
Assault	•	Adjust Student's Schedule	Bus Suspension
Battery	•	Positive Behavior Education	Withdraw Privileges
Bullying/Harassment	•	School Classroom Plan	Saturday School
Burglary	•	Law Enforcement per Reporting Guidelines	Communication Skills Class (CLFC)
Defiance/Disruption			Suspension 1-10 days
Disruption			Bus Expulsion
Fighting (Minor)	•		Transfer to Alternative Class
Forgery/Theft < \$300	•		RtI Team Meeting
Sexual Harassment	•		
Sexual Offense/Other	•		
Trespassing	•		
Vandalism < \$1,000	•		
Weapons	•		
LEVEL IV OFFENSES	SESIR REPORTING	MANDATORY OPTIONS (SELECT AT LEAST ONE)	OPTIONAL CONSEQUENCES (SELECT ALL THAT APPLY)
Alcohol/Drugs- Sale, Distribution- 1st Offense	•	Parent Conference	Repeat Level I Options if appropriate
Assault	•	Reporting to District Office	Child Study/RtI Team/manifestation Staffing
Battery	•	Report to Law Enforcement	Transfer to Alternative Class
Bomb Threat/Alarm	•	Contact ESE Department if appropriate	Counseling
Bullying/Harassment	•	Suspend 5-10 days	Parent/Student Attend Educational Class
Burglary	•		Creating Lasting Family Connections (Referral to Drug Alcohol Awareness Program)
Defiance/Disrespect			Bus Expulsion
Disruption			Recommend Expulsion
Forgery/Theft > \$300	•		Psychiatric Evaluation
Robbery	•		
Sexual Harassment	•		
Sexual Offenses/Other	•		
Trespassing	•		
Vandalism >\$1,000	•		
Weapons	•		
Other Major Offense	•		
Fighting (Major)			
LEVEL V OFFENSES	SESIR REPORTING	MANDATORY OPTIONS (SELECT AT LEAST ONE)	OPTIONAL CONSEQUENCES (SELECT ALL THAT APPLY)
Alcohol/Drugs- Sale, Distribution-2nd Offense	•	Parent Conference	Restitution
Arson	•	Reporting to District Office	Child Study Team/RtI Team/ Manifestation Staffing
Battery	•	Report to Law Enforcement	Recommend Expulsion
Bomb Threat/Alarm	•	Contact ESE Department if appropriate	
Robbery	•	Suspend 10 days	
Sexual Battery	•	Psychiatric Evaluation	
Vandalism >\$1,000	•		
Weapons	•		
Other Major Offense (19)	•		

WEAPONS AND FIREARMS VIOLATIONS

The possession of weapons or firearms by a student while on school grounds or while attending a school function is grounds for suspension, expulsion or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

*** ANY STUDENT IN POSSESSION OF A FIREARM WILL BE RECOMMENDED FOR EXPULSION**

The Principal may recommend a penalty, which deviates from these guidelines by including written justification detailing the facts, which necessitate such deviation. Notwithstanding the above, deviation from the guidelines is not encouraged in order to promote consistency in disciplinary matters. Principals shall, therefore, state in detail and with specificity their reasons for any deviation.

ATTENTION PARENTS: TRUANCY IS YOUR RESPONSIBILITY, IT'S THE LAW

Florida Law places the responsibility of school attendance squarely on the shoulders of parents. Everyone between the ages of five and sixteen must be in school or the law clearly defines the consequences for their parents. While Putnam County Schools make every effort to avoid prosecution of parents, there have been, nonetheless, some parents who have had to appear in court because of their child's lack of attendance in school.

Your School Board has a very active truancy office. Each attendance period is monitored first by the home school and secondly by the district's truancy office. Three unexcused absences results in a school to home notice (including a phone call) that steps must be taken to insure the child's attendance. A second notice is given after the non-attendance becomes duplicative. It is at this point that the district's truancy office steps into the process. A letter defining Florida Law on the matter is sent, via certified mail, to the address of the parent responsible for the child. Failure to schedule an appointment with school officials and continued absenteeism is when the State Attorney's Office is notified of legal action pending by the School District. One more attempt, usually by a personal visit from the district's truancy officials, is made. If that attempt fails to get satisfactory results charges are filed by the district against the parents of the truant.

Truancy is not confined to teenagers alone. Many elementary school students establish a pattern of non-attendance prior to reaching Middle School age. Programs are in place to encourage students to be in school and every effort is made to involve their parents in the process. School attendance incentives are many and varied throughout the district. The bottom line is this: Please reread the topic of this article just above the first paragraph.

STUDENT ATTENDANCE 5.04

- I. Regular school attendance is required between the ages of six (6) and sixteen (16) with certain exceptions outlined under Florida Statutes, Chapter 1003.21. Principals in each school center shall determine the daily attendance of that center through an official attendance check taken during the first hour that the school center is in session. Classroom absenteeism shall be reported within the school on PCDSB Form E-10.

Attendance of all students for at least one hundred eighty (180) days is required except for absences due to illness or otherwise as provided by the law.
- II. Parents are responsible for the attendance of students. The absence of a student from school shall be prima facie evidence of a violation with certain exceptions according to Florida Statutes, Chapter 1003.24.
- III. Whenever a child of compulsory school attendance age is absent without the permission of the person in charge of the school, the parent of the child shall as soon as practicable after learning of the absence, report and explain the case of such absence to the appropriate school official.
- IV. Student absences must be tracked on a daily basis and parents contacted as required by law.
- V. It shall be the responsibility of each school to determine if the absence is excused or unexcused based on the definition of excused absence in VII.B.
- VI. Schools shall abide by the following policy and procedures for handling non-attendance of students of compulsory age.
 - A. When a student is absent, the school shall contact the parents and as soon as practical after learning of the absence, the parents shall explain the absences. Failure to make valid explanation shall be evidence of consent of the parent. If the absence is an excused absence the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up in the time specified by the school.
 - B. If a student has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown, within a ninety (90) calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of non-attendance. The principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of non-attendance is developing, the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.
 - C. When no valid reason is found for a child's non-enrollment in school, or when a child has five (5) unexcused absences within a calendar month, school personnel shall give written notice either in person or by registered mail, to the parent, guardian or other person having control of the child. Within three (3) days of receiving this notice, the child must be enrolled or in attendance at school, and the parent or guardian of the child must attend the child study team meeting to participate in planning remedial strategies.
 - D. If an initial meeting does not resolve the problem, the child study team shall implement interventions that best address the problem.

- E. If the parent, guardian, or other person in charge of the child refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent, guardian, or other person in charge of the child may appeal to the School Board. The School Board may provide a hearing officer and the hearing officer shall make a recommendation for final action to the Board. If the Board's final determination is that the strategies of the child study team are appropriate, and the parent, guardian, or other person in charge of the child still refuses to participate or cooperate, the Superintendent may seek criminal prosecution for non-compliance with compulsory school attendance.
- F. If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, or the Superintendent or his or her designee shall refer the case to the case staffing committee pursuant to S.984.12 and the Superintendent or his or her designee may file a truancy petition pursuant to the procedures in S.984.151.
- G. The school representative shall keep accurate records of all notices sent or delivered, visitations made, and all efforts to correct the child's truant behavior.
- H. If the child repeats a pattern of non-attendance within one (1) school year, the school representative shall resume the escalating activities at the point at which he/she previously ended.

VII. Absences from School

- A. Absences may be determined by school officials to be "excused" or "unexcused" and such notation shall be entered into the student's computer record within two (2) school days. Excused absences will allow the student to make up any schoolwork missed during the absence. Unexcused absences may give the student a failing grade for all schoolwork missed due to the absence. Excused absences shall include those absences which result from:
 1. Illness of the student
 2. Illness in the family requires the student's presence in the home,
 3. Death in the family, or
 4. Court appearances and/or legal matters
 5. Extraordinary circumstances approved by the principal, in advance when possible,
 6. Sickness or injury attested to by a licensed practicing physician, or
 7. Absence for religious instruction or holiday as provided for F.S. 1003.21 (2) (b).

Parent notes are sufficient documentation for absences due to short-term illness in #1 and #2 above. The principal shall require independent verification of the circumstance or condition resulting in extended, excused absences beyond four (4) days within a thirty (30) day grading period (six weeks), and beyond five (5) days in a forty-five (45) day grading period (nine weeks). The parent/guardian may secure a waiver of this policy by making the condition known to the principal in advance and the principal approving the parent/guardian's request.

- B. Unexcused absences or tardies - Shopping trips, pleasure trips, vacations, appointments, or other avoidable absences shall be deemed to be unexcused absences or tardies. Any suspension from school shall be an unexcused absence unless the suspension was made in error or the principal directs that such absence be excused.
- C. Habitual truancy for any student under compulsory attendance requirements shall be defined as fifteen (15) or more unexcused absences in a period of ninety (90) calendar days (Section, 228.041 Florida Statutes).
- D. For purposes of this policy, three (3) tardies to school or class shall equal one (1) absence. Tardies shall be determined to be excused or unexcused.
- E. "Regular Attendance" is defined as attendance each class or subject at least twenty seven (27) days of each thirty (30) day grading period and forty (40) days in a forty-five (45) day grading period. Attendance shall be the actual presence of a student in the class or subject or away from the class or subject or school on an educational activity that is part of the approved school program.
- F. Schools will give the students the number of days missed, but not the dates. It is the students and parents' responsibility to keep accurate records of absences.
- G. Exceptions to the attendance policy may be made due to extenuating circumstances. Parents must contact the principal who will make a decision.
- H. Each school will develop an attendance plan for reinforcing exemplary attendance. This plan will be developed by a committee which consists of a school based administrator, a district level administrator, parents, community representatives, teachers, students and the School Advisory Committee.

Suspension days, which occur during six (6) weeks/nine (9) weeks' tests and/or semester/final examinations or other major tests, will not prohibit the student from taking those exams or making them up upon return to school.

J. MIDDLE AND HIGH SCHOOL GUIDELINES

Students who earn 1 credit for a full year class, must have been in that class for at least 135 hours of instruction. Students who miss 18 days of class, with excused or unexcused absences (school sponsored trips are not counted as an absence) may fail to meet this requirement and may result in the loss of credit. Failure to meet this requirement may result in the loss of the credit.

Students who earn a half credit for a semester class, must have been in that class for at least 68 hours of instruction. Students who miss 9 days of class with excused or unexcused absences (school sponsored trips are not counted as an absence) may be in jeopardy of losing semester credit. Failure to meet this requirement may result in a loss of credit.

** The Principal will review all cases where a loss of credit may result and will make the final decision whether to award or deny the credit. **

- Once a student has exceeded the maximum amount of absences allowed, the school shall administer a test for mastery at the end of the current grading period.
- This may be the nine (9) weeks exam, final exam or a separate test designed by the school utilizing the Florida Sunshine State Standards and benchmarks, 70% will be the minimum allowable passing score.
- The Principal shall determine what is excused and unexcused. The Principal's decision will be final. There is no appeal process for documented attendance that supports the decision of the Principal.

VIII. Driver's License

In accordance with State Law, the school principal or designee shall notify the superintendent or designee of any minor student who accumulates fifteen (15) unexcused absences in a period of ninety (90) calendar days or any student withdrawn from school under a dropout code. The Superintendent or designee shall so notify the Department of Highway Safety and Motor Vehicles (DHSMV) so they may not issue and shall suspend any previously issued driver's license or learner driver's license for any such minor student.

- A. For purposes of this policy, the term "minor student" shall include any student attaining the age of fourteen (14) years within the current fiscal year though the age of seventeen (17) years.
- B. A minor student or the parent/guardian may request a hardship waiver hearing before the Principal or designee. The request for hearing shall be in writing, signed by the student or parent/guardian and delivered to the school office within fifteen (15) calendar days of receipt of notice from the DHSMV of intent to suspend. The school will notify the DHSMV within twenty-four (24) hours of receipt of the request for a waiver hearing.
- C. The Principal or designee will conduct the hearing within thirty (30) calendar days after the school receives the request for a waiver hearing. The attendance requirements will be waived for any minor student with a personal or family hardship, which requires that the minor have a driver's license. The following criteria will be used to determine the existence of a hardship:
 - (1) The minor whose sibling, parent or guardian is disabled and needs to receive medical treatment at a location other than their home.
 - (2) The minor who's driving is essential for the primary financial support of the family.
 - (3) An extraordinary circumstance which creates a serious personal or family hardship.
- D. The Principal or designee will render a decision and report the outcome to the DHSMV within twenty-four (24) hours.
- E. Any student or parent/guardian denied a hardship waiver by the Principal or designee may appeal the decision to the Director of Student Services or designee who will serve as the designee of the District School Board to consider such cases. Requests for appeal shall be in writing, signed by the student or parent/guardian and delivered to the Director of Student Services or designee within fifteen (15) calendar days of the receipt of the Principal's decision.
- F. The Director of Student Services or designee will review the student's waiver request and the Principal's decision in making his/her determination. The decision of the Director of Student Services or designee will constitute final action for the School Board. The Director of Student Services or designee will notify the DHSMV if the hardship waiver is granted.
- G. Once suspended or denied, a minor's driving privilege may be reinstated if the minor submits to the DHSMV written verification of thirty (30) days of attendance without any unexcused absences. The school will, upon request, provide the minor student with verification of compliance with attendance requirements for reinstatement of the minor's driving privilege.

STATUTORY AUTHORITY: 230.22, 230.33, F.S.

LAW(S) IMPLEMENTED: 6A-1.44, S.B.E.R; 230.23(6)(b); 230.33(8)(b); 232.01; 232.09; 232.022; 232.10; 232.17(2)(b); 232.17(2)(c); 232.17(20)(c); 232.19, 1003.21, 1003.24 F.S.

HISTORY: ADOPTED: June 16, 1997 REVISION DATE(S): 10-27-97; 2-9-98; 8-24-98; 12-13-99; 05-08-00; 04-23-01; 11-07-06; 01-16-07

FORMERLY: 5.23

Putnam County School Board Policy on Discipline of Students with Disabilities

DEFINITIONS

1. Change of placement because of disciplinary removals
For the purpose of removing a student with a disability from the student's current educational placement as specified in the student's individual educational plan (IEP) under Rule 6A-6.03312, F.A.C., a change of placement occurs when:
 - a) The removal is for more than ten consecutive school days, or
 - b) The student has been subjected to a series of removals that constitutes a pattern that is a change of placement because the removals cumulate to more than ten school days in a school year, because the student's behavior is substantially similar to the student's behavior in

previous incidents that resulted in the series of removals, and because of additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another. A school district determines on a case-by-case basis whether a pattern of removals constitutes a change of placement, and this determination is subject to review through due process and judicial proceedings.

2. **Controlled substance**
A controlled substance is any substance named or described in Schedules I–V of s. 893.03, F.S.
3. **Illegal drug**
An illegal drug means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act, 21 U.S.C. 812(c), or under any other provision of federal law.
4. **Serious bodily injury**
Serious bodily injury means bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.
5. **Weapon**
Weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade that is less than 2 1/2 inches in length.
6. **Manifestation determination**
A manifestation determination is a process by which the relationship between the student’s disability and a specific behavior that may result in disciplinary action is examined.
7. **Interim alternative educational setting**
An interim alternative educational setting (IAES) is a different location where educational services are provided for a specific time period due to disciplinary reasons and that meets the requirements of Rule 6A-6.03312, F.A.C.

PROCEDURES

1. For students with disabilities whose behavior impedes their learning or the learning of others, strategies, including positive behavioral interventions and supports to address that behavior, will be considered in the development of their IEPs. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the requirements and procedures in Rule 6A-6.03312, is appropriate for a student with a disability who violates the Code of Student Conduct.
2. **Authority of school personnel**
Consistent with the school district’s Code of Student Conduct and to the extent that removal would be applied to nondisabled students, school personnel may:
 - a) Remove a student with a disability who violates a code of student conduct from the student’s current placement for not more than ten consecutive school days
 - b) Further remove a student with a disability for not more than ten consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement as defined in Rule 6A-6.03312, F.A.C.
3. **Manifestation determination**
A manifestation determination, consistent with the following requirements, will be made within ten days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct.
 - a) In conducting the review, the school district, the parent, and relevant members of the IEP team (as determined by the parent and the school district) will:
 - Review all relevant information in the student’s file, including any information supplied by the parents of the student, any teacher observations of the student, and the student’s current IEP
 - Determine whether the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability or whether the conduct in question was the direct result of the school district’s failure to implement the IEP
 - b) If the school district, the parent, and relevant members of the IEP team determine that the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability or that the conduct in question was the direct result of the school district’s failure to implement the IEP, the conduct will be determined to be a manifestation of the student’s disability and the school district will take immediate steps to remedy those deficiencies.
 - c) If the school district, the parent, and relevant members of the IEP team determine that the conduct was a manifestation of the student’s disability, the IEP team will either:
 - Conduct a functional behavioral assessment (FBA), unless the school district had conducted a FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan (BIP) for the student; or
 - If a BIP has already been developed, review and modify it, as necessary, to address the behavior; and
 - Except as provided in number 6 below, return the student to the placement from which the student was removed, unless the parent and the school district agree to a change in placement as part of the modification of the BIP.
 - d) For disciplinary changes of placement, if the behavior that gave rise to the violation of a Code of Student Conduct is determined not to be a manifestation of the student’s disability, the relevant disciplinary procedures applicable to nondisabled students may be applied to the student in the same manner and for the same duration in which they would be applied to nondisabled students, except that services necessary to provide a free appropriate public education (FAPE) will be provided to the student with a disability, as described in number 5 below.
 - e) If a parent disagrees with the manifestation determination decision made by the IEP team pursuant to this rule, the parent may appeal the decision by requesting an expedited due process hearing as described in number 7.
4. On the date a decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a code of student conduct, the school district will notify the parent of the removal decision and provide the parent with a copy of the notice of procedural safeguards.

5. FAPE for students with disabilities who are suspended or expelled or placed in an interim alternative educational setting (IAES)
 - a) A school district is not required to provide services to a student with a disability during removals totaling ten school days or fewer in that school year, if services are not provided to nondisabled students who are similarly removed.
 - b) Students with disabilities who are suspended or expelled from school or placed in an IAES will continue to receive educational services in accordance with s. 1003.01, F.S., including homework assignments, to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP and receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications designed to address the behavior violation so that it does not reoccur.
 - c) After a student with a disability has been removed from the current placement for ten school days in the school year, if the current removal is not more than ten consecutive school days and is not a change of placement under this rule, school personnel, in consultation with at least one of the student's special education teacher(s), will determine the extent to which services are needed to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP.
 - d) If the removal is a change of placement under Rule 6A-6.03312, F.A.C., the student's IEP team determines appropriate services under paragraph (b) above.
6. Special circumstances and interim alternative educational settings (IAES)
 - a) School personnel may remove a student to an IAES for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:
 - Carries a weapon to or possesses a weapon at school, on school premises, or to a school function under the jurisdiction of a state education agency or a school district;
 - Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district; or
 - Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district.
 - b) On the date which a decision is made to make a removal that constitutes a change of placement because of a violation of a code of student conduct, the school district will notify the parent of that decision and provide the parent with a copy of the notice of procedural safeguards.
7. Appeal and expedited hearings
 - a) An expedited hearing may be requested:
 - By the student's parent, if the parent disagrees with a manifestation determination or with any decision not made by an administrative law judge (ALJ) regarding a change of placement under Rule 6A-6.03312, F.A.C.
 - By the school district, if it believes that maintaining the current placement of the student is substantially likely to result in injury to the student or to others
 - b) The school district may repeat the procedures for expedited hearings if it believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.
 - c) Expedited due process hearings requested under this subsection will be conducted by an ALJ for the Division of Administrative Hearings, Department of Management Services, on behalf of the Department of Education, and will be held at the request of either the parent or the school district regarding disciplinary actions. These hearings will meet the requirements prescribed in Rules 6A-6.03011 through 6A-6.0361, F.A.C., except that the hearing will occur within 20 school days of the date the request for due process is filed and an ALJ will make a determination within ten school days after the hearing. In addition, unless the parents and the school district agree in writing to waive the resolution meeting described herein or agree to use the mediation process set forth in these rules:
 - A resolution meeting will occur within seven days of receiving notice of the request for expedited due process hearing
 - The expedited due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of the receipt of the request for expedited due process hearing
 - d) The decision of the ALJ rendered in an expedited hearing may be appealed by bringing a civil action in a federal district or state circuit court, as provided in s. 1003.57(1)(e), F.S.
8. Authority of an ALJ

An ALJ hears and makes a determination regarding an appeal and request for expedited due process hearing under this subsection and, in making the determination:

 - a) An ALJ may return the student with a disability to the placement from which the student was removed if the ALJ determines that the removal was a violation of Rule 6A-6.03312, F.A.C., or that the student's behavior was a manifestation of the student's disability; or
 - b) Order a change of placement of the student with a disability to an appropriate IAES for not more than 45 school days if the ALJ determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.
 - c) The procedures under this subsection may be repeated if a school district believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.
9. Student's placement during appeals/expedited due process proceedings

When an appeal as described in number 7 above has been made by either the parent or the school district, the student will remain in the IAES determined by the IEP team pending the decision of the ALJ or until the expiration of the time period specified by school personnel, including expulsion for a student where no manifestation was found, unless the parent and the Department of Education or school district agree otherwise.
10. Protections for students not determined eligible for special education and related services

A regular education student who has engaged in behavior that violated a code of student conduct may assert any of the protections afforded to a student with a disability under this rule if the school district had knowledge of the student's disability before the behavior that precipitated the disciplinary action occurred.

 - a) Basis of knowledge

A school district is deemed to have knowledge that a student is a student with a disability if:

- The parent has expressed concern in writing to supervisory or administrative personnel of the appropriate school district, or a teacher of the student, that the student needs special education and related services; or
- The parent has requested an evaluation to determine whether the student is in need of special education and related services; or
- The teacher of the student, or other school district personnel, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the school district's special education director or to other supervisory school district personnel.

b) Exception

A school district would not be deemed to have knowledge of a disability (see above) if:

- The parent of the student has not allowed an evaluation to determine if the student is an eligible student with a disability;
- The parent of the student has refused to provide consent for initial provision of special education and related service;
- The parent of the student revoked consent for the student to receive special education and related services; or
- The school district conducted an evaluation in accordance with Rules 6A-6.03011 through 6A-6.0361, F.A.C., and determined that the student was not a student with a disability.

c) Conditions that apply if no basis of knowledge

- If the school district has no knowledge that the student is a student with a disability prior to disciplinary action, the student may be disciplined in the same manner as a nondisabled student who engages in comparable behaviors.
- If an evaluation request is made for the student during the time period of the disciplinary action, the evaluation will be conducted in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the student is determined to be a student with a disability, taking into consideration information from the evaluation and information provided by the parents, the school district will provide special education and related services consistent with the requirements of Rule 6A-6.03312, F.A.C.

11. Nothing in Rule 6A-6.03312, F.A.C. prohibits a school district from reporting a crime committed by a student with a disability to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with a disability.

12. Student records in disciplinary procedures

School districts will ensure that the special education and disciplinary records of students with disabilities are transmitted, consistent with the provisions of s. 1002.22, F.S., and Rule 6A-1.0955, F.A.C.:

- a) For consideration by the person making the final determination regarding the disciplinary action
- b) For consideration by the appropriate authorities to whom school districts report crimes

13. Disciplinary records of students with disabilities

School districts will include in the records of students with disabilities a statement of any current or previous disciplinary action that has been taken against the student and transmit the statement to the same extent that the disciplinary information is included in, and transmitted with, the student records of nondisabled students.

- a) The statement may be a description of any behavior engaged in by the student that required disciplinary action, a description of the disciplinary action taken, and any other information that is relevant to the safety of the student and other individuals involved with the student.
- b) If the student transfers from one school to another, the transmission of any of the student's records will include both the student's current IEP and any statement of current or previous disciplinary action that has been taken against the student.

Statutory and Regulatory Citations : Title 34 Code of Federal Regulations (CFR) §§ 300.530 – 300.537

Sections 893.02, 893.03, 1002.20, 1003.01, 1003.31, 1003.57, and 1006.09, Florida Statutes (F.S.)

Rule 6A-6.03312, Florida Administrative Code (F.A.C.)

School Environmental Safety Incident Reporting

SESIR CODES AND DEFINITIONS

The following SESIR definitions were developed to enable school districts to correctly code data used to report incidents that are against the law or represent serious breaches of the code of student conduct. This includes those incidents considered severe enough to require the involvement of a School Resource Officer (SRO) or incidents to be “Reported to Law Enforcement.” → The following definitions are not meant to match the *Uniform Crime Report*, nor are they intended to be an additional reporting system for law enforcement. When interpreting student behavior for SESIR reporting, consideration should be given to both developmental age-appropriate behavior and to those students with an Individual Educational Plan (IEP) or a 504 Plan.

INCIDENTS THAT MUST BE REPORTED TO SESIR AND ARE EXPECTED TO BE “REPORTED TO LAW ENFORCEMENT” →

ALCOHOL (ALC)

(possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use should be reported only when the person is caught in the act of using or is discovered to have used in the course of an investigation.

◆ ARSON (ARS)

(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 its contents.

□ BATTERY (BAT)

(physical attack/harm) The physical use of force or violence by an individual against another. (To distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.)

◆ BREAKING AND ENTERING/BURGLARY (BRK)

(illegal entry into a facility) Unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s).

◆ DISRUPTION ON CAMPUS—MAJOR (DOC)

(major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)

DRUG SALE/DISTRIBUTION EXCLUDING ALCOHOL (DRD)

(illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

DRUG USE/POSSESSION EXCLUDING ALCOHOL (DRU)

(illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for hallucinogenic purposes.

□ HOMICIDE (HOM)

(murder, manslaughter) The unjustified killing of one human being by another.

□ KIDNAPPING (KID)

(abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

◆ ROBBERY (ROB)

(using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

LARCENY/THEFT (STL)

(taking of property from a person, building, or a vehicle) The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. (The item must be \$300 or more to report in SESIR.)

□ SEXUAL BATTERY (SXB)

(attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.

SEXUAL OFFENSES (OTHER) (SXO)

Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)

THREAT/INTIMIDATION (TRE)

(instilling fear in others) A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent—an intention that the threat is heard or seen by the person who is the object of the threat; (2) fear—a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability—the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

TRESPASSING (TRS)

(illegal entry onto campus) To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.

VANDALISM (VAN)

(destruction, damage, or defacement of school or personal property) The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it. (Damage must be \$1000 or more to report in SESIR.)

WEAPONS POSSESSION (WPO)

(possession of firearms and other instruments which can cause harm) Possession of any instrument or object, as defined by Section 790.001,

Florida Statutes, or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)

◆ **OTHER MAJOR (OMC)**

(major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Example: Student producing or knowingly using counterfeit money; participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.

INCIDENTS THAT MUST BE REPORTED TO SESIR, BUT MAY NOT NEED TO BE “REPORTED TO LAW ENFORCEMENT”

◆ **BULLYING/HARASSMENT (BHA)**

(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.

◆ **FIGHTING (FIT)**

(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. (Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command. Use local codes.)

◆ **SEXUAL HARASSMENT (SXH)**

(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 (6A-19.008(1) SBE Rule). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

TOBACCO (TBC)

(cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

→ **INCIDENTS THAT MUST BE REPORTED TO SESIR AND ARE EXPECTED TO BE REPORTED TO LAW ENFORCEMENT**—

“Reported to Law Enforcement,” means that an official action was taken by a School Resource Officer (SRO) or a local Law Enforcement Officer such as: a case number was assigned, a report was filed, an affidavit was filed, an investigation was conducted and found to be an incident reportable to SESIR, or an arrest was made. The presence of, notification of, or consultation with a Law Enforcement Officer or SRO, is not sufficient for an incident to be coded as “Reported to Law Enforcement.”

LEVELS I - IV = PRELIMINARY RANK ORDERING OF INCIDENT TYPES FOR SCHOOL REPORTING—(Level I Incidents are the

Most Serious, and Level IV Incidents are the Least Serious). General Rule: When multiple incidents occur at the same time and place, code the incident that is the most serious incident. The incident that caused the most injury or the highest loss of property or monetary cost should be the one reported. The particular context of the incidents should also be considered when determining the level of seriousness. If school personnel determine that an incident ranked at a lower level is more serious than another incident which is ranked higher according to this guide, school personnel should report the incident they judge to be more serious. Any Related Elements that apply **MUST** also be reported.

DISCIPLINARY ACTIONS FOR SESIR INCIDENTS

The following disciplinary actions are the only actions that should be reported for SESIR incidents. (C) Corporal Punishment; (I) In-School Suspension; (O) Out-of-School Suspension; (H) Suspension Extended, Pending Hearing; (E) Expulsion without Services; (F) Expulsion with Services; (P) Alternative Placement; (U) Change in Placement (not to exceed 45 days) following a drug, weapon, or serious bodily injury offense for students with disabilities only, and (S) Other SESIR Defined. These disciplinary actions may also be used for less serious local incidents with the exception of (S) Other SESIR Defined and (U) Change in Placement. NOTE: Districts are reminded to update code (H) Suspension Extended, Pending Hearing to (E), (F), or (P) for Survey 5 (based on the final outcome of the School Board Hearing).

NEW REPORTING REQUIREMENTS FOR VIOLENT INCIDENTS

The U.S. Department of Education (US DOE) has mandated new reporting requirements for SESIR which includes reporting of “Violent Incidents with Physical Injury” and “Violent Incidents without Physical Injury.” SESIR has identified “Violent Incidents” as Kidnapping, Homicide, Battery, and Sexual Battery. (A large star □ precedes “Violent Incidents” on the poster). “Violent Incidents if they Result in Bodily Injury” are Arson, Bullying/Harassment, Breaking and Entering, Disruption on Campus-Major, Fighting, Other Major Offenses, Robbery, and Sexual Harassment. (A large diamond ◆ precedes “Violent Incidents if they Result in Bodily Injury” on the poster). Additionally, a new related element, “Injury-Related” was added to SESIR. When reporting any of the above violent SESIR incidents, districts must also complete the new “Injury-Related” element. The “Injury-Related” element is broken down into three separate codes: More Serious, Less Serious, or No Serious Bodily Injury. This allows DOE to meet new USDOE reporting requirements. For more information on these changes, please refer to the 2008-09 SESIR Definitions and Guidelines, and Appendix P, Definitions for Incident Reporting.

RELATED ELEMENTS:

FOR EACH SESIR INCIDENT, APPLICABLE “RELATED ELEMENTS” MUST ALSO BE REPORTED TO SESIR:

- Alcohol-Related
- Hate Crime-Related (REVISED)
- Bullying-Related
- Injury-Related (NEW)
- Drug-Related
- Weapon-Related
- Gang-Related (REVISED)

Definitions for all Related Elements (including the NEW Injury-Related Element) may be found in the document 2008-09 SESIR Definitions and Guidelines, and the DOE Information Data Base Requirements, Automated Student Information System, Automated Student Data Elements. Every Weapon Possession Incident should be coded as Weapon-Related and should include a description of the “Weapon, Type” used.

KEY:

- Incidents that must be reported to SESIR and are expected to be reported to law enforcement
- “Violent Incidents” that must be reported in the new related element “Injury-Related”
- ◆ “Violent Incidents if they Result in Bodily Harm” that must be reported in the new related element “Injury-Related”

(Revised 2008)

Additional Parent Resources

Below is a list of alcohol and drug counseling and rehabilitative programs available to residents of Putnam County. Any parent/guardian who is concerned about the possible use of illegal drugs or alcohol by their child may consider seeking help from one of the programs/agencies listed. Also, parents/guardians of a pupil who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Chapter 893, may be entitled to a waiver of such punishment if the pupil commits himself/herself or is referred by the court in lieu of sentence to a state licensed drug abuse program and successfully completes the program. Contact your school principal or the Department of Student Services for more information.

Putnam Behavioral Health Care

330 Kay Larkin Drive, Palatka, Florida 32177
(386) 329-3780

Children’s Home Society

1910 Reid Street, Palatka, Florida 32177
(386) 326-4244

CDS (Corner Drug Store) Family & Behavioral Health Services, Inc.

2919 Kennedy Street, Palatka, Florida 32177
(386) 385-0405 or (386) 328-7771

Community Partnership for Children – Palatka

1910 Reid Street, Palatka, Florida 32177
(386) 326-4244

Juvenile Crime Prevention Office

142 Ferry Road, East Palatka, Florida 32131
(386) 312-4909 or 329-1231

Putnam County Anti-Drug Coalition

200 South 7th Street, Palatka, Florida 32177
(386) 326-9502

Putnam County Health Department

2801 Kennedy Street
Palatka, Florida 32177
(386) 326-3200

ADDITIONAL RULES, GUIDELINES AND PROCEDURES ENFORCED

A. STUDENT RULE: FOR RIDING SCHOOL BUS

In accordance with Chapter 1006.10 F.S.: “Any pupil who persists in disorderly conduct on a school bus or at a stop shall be reported to the principal by the driver of the bus, and may be suspended by the principal of the school he/she attends from being transported to and from school, and school functions, at public expense.”

1. Students must obey the bus driver/bus aide.
2. Be at the bus stop at the scheduled stop time; stand ten (10) feet off the road in an orderly manner. When crossing, cross ten (10) feet in front of the bus on drivers signal.
3. Sit in seat, face forward, keep aisle clear. Keep hands, feet and other objects to yourself at all times.
4. No foreign object(s) in the mouth.
5. Ordinary conversation is permitted. Absolute silence any time the bus is stopped in route to and from school. No use of profane language or gestures.
6. No objects, which interfere with the seating safety of others, will be permitted on the bus.
7. Students must board and leave the bus at their regular stop, except with written permission of parent and principal or his/her designee.
8. The District School Board requires a system of progressive discipline of transported students for actions that are prohibited by the Code of Student Conduct.
9. Bus transportation is a privilege and the District School Board reserves the right to remove a student from the bus for up to one (1) school year.

B. REFERRAL/SUSPENSION/EXPULSION GUIDELINES FOR BUS DRIVERS

The following guidelines constitute a progressive discipline procedure for Bus Drivers to write referrals and recommend suspension and/or expulsion from bus transportation to and from school:

1st Offense

Minor Misconduct (includes profanity not directed to driver)

- Written referral (warning)
- Driver option- contact parent

If driver option is used, please contact school. If driver only writes referral, the school should notify parent of their child's first offense. This will serve as a warning to the student and parent of unacceptable behavior as a passenger.

2nd Offense

- Driver is to write referral
- Driver option- contact parent

If parent has already been contacted of child's first offense, parent can expect a 3-day bus suspension.

3rd Offense

- Driver is to write referral
- Driver option- contact parent

If student has already been suspended once, parent can expect a 5-day bus suspension.

4th Offense

- Driver is to write referral
- Driver is to contact Supervisor/Route Coordinator
- Notify school and contact parent

If the student has already been suspended twice, parent can expect a 10-day bus suspension.

5th Offense

- Driver is to write referral
- Driver is to contact Route Coordinator
- Notify school and contact parent

If student has already been suspended three times, parent can expect a 10-day suspension and a recommendation of expulsion.

The following behaviors Supersede established progressive discipline guidelines and shall result in an immediate written recommendation for bus suspension:

1. Profanity towards Driver
2. Fighting on the Bus
3. Any type of sexual harassment
4. Serious Misconduct
 - a. Jeopardizing safety
 - b. Distracting Driver
5. Open Defiance/Willful Disobedience

The following behaviors Supersede established progressive discipline guidelines and shall result in immediate recommendation for bus expulsion:

1. Battery on a Bus Driver
2. Violent Fights
3. Possession of Drugs/Alcohol or Facsimile of Illegal Substances

C. VEHICLE RULES

1. A student leaving home for school shall proceed directly to the school campus. After arriving at school a student shall remain on the school grounds unless given permission to leave the grounds as provided in these rules. At the close of the school day, the student shall leave the school grounds promptly unless under the supervision of a faculty member.
2. The student shall park a car driven to school in the area designated for student parking.
3. Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable or any weapons, drugs, or contraband which may be found in the vehicle.
4. No student shall loiter in or around the parking area or areas.
5. Students shall not occupy cars during class hours, between classes, or before or after school except as they arrive and leave for the school day and travel to and from approved programs at other locations.
6. The principal shall cooperate with law enforcement officers. A student who receives a citation for a traffic violation while traveling to or from school, or who is known to be operating a vehicle in such a manner as to endanger the student's own safety or that of others, may be directed by the principal not to drive a vehicle to school. Any student violating such directive shall be subject to suspension or expulsion from school.
7. A student will not be permitted to drive any vehicle to school until filing with the principal the written consent of the student's parent/guardian and a written agreement to comply with all rules of the School Board and local school officials.

8. Driving to school is a privilege. Students must follow the school policies on driving and parking. Violation of the Code of Conduct policies or the school parking/driving policies may result in loss of privileges, suspension, or expulsion from school.
9. Habitual truants will have their driver's licenses withheld/suspended by the Department of Highway Safety & Motor Vehicles.
10. No middle school students or those assigned to an alternate school are permitted to drive themselves to school.

D. MEDICAL INFORMATION/NOTIFICATION

1. ADMINISTRATION OF MEDICATION TO STUDENTS

Principals and school personnel designated by the principal are authorized to administer medication to students provided:

- a. Each individual administering medication is trained through the Putnam County Health Department.
- b. The student's parent or guardian has provided the school principal with a signed, written statement which: (1) requests assistance in the administration of medication and (2) explains the need for medication being administered during school hours.
- c. All medications should be brought to school by the parent or guardian.
- d. All medication must be in the original container.
- e. Prescription medications shall be received and labeled as follows:
 - Student's name
 - Name of the medication
 - Directions concerning dosage
 - Time of day to be taken
 - Physician's name
 - Date of prescription
 - Duration of the medication (length of time student should be administered medication), and expiration date.
- f. Non-prescription medications will be administered according to manufacturer's instructions and labeled with student's name.
- g. All medications shall be stored under lock and key.
- h. Only trained personnel shall assist in the administration of medication.
- i. A medication log will be kept for all students receiving medications at school

2. MEDICAL OR PHYSICAL EXAMINATION, SCREENING AND TREATMENT NOTIFICATION

Florida statutes require that parents or guardians be informed at the beginning of each school year that their children may receive medical or physical examinations, screening, or treatment. Any child shall be exempt from this if his/her parent or guardian requests such exemption in writing to the school principal. The consent established by this notification does not include any procedure in which the skin or body is penetrated.

GLOSSARY

Abusive Language: Verbal messages that include swearing, name calling or use of words in an inappropriate way.

Administrators: Adults with executive authority to manage the day to day operation of a school or administrative office/department.

Administrators include: Superintendent, Assistant Superintendent, Associate Superintendent, Directors, Principals and Assistant Principals.

Alcohol: Mind-altering or mood-altering beverages, including but not limited to beer, wine, wine coolers, vodka coolers, liquors, etc.

Alternative Placement: Transfer of a student to an alternative class or center for 30-90 days. Alternative Placement addresses students who have committed a serious offense which warrants suspension or expulsion from school according to the district school board's code of student conduct , (b) serious offenses that threaten the general welfare of students or others whom the student comes in contact; (c) violence or frequent conflicts of a disruptive nature; (d) students in possession of weapons or drugs; (e) harassment or verbal abuse of school personnel or others, (f) interference with the student's own learning or the educational process of others requiring attention and assistance beyond that which the traditional program can provide.

Appeal: A due process hearing after a decision has been rendered by the site Administrator to determine corroboration, vindication, or a decision on the consequences of an infraction.

Arson: Willfully, or while committing any felony, causing damage to a building, structure, or dwelling by fire or explosion.

Assault/Threat: An intentional, unlawful threat by word or act to do violence to another, coupled with apparent ability to do so, and doing some act, which creates a well-founded fear in the other person that such violence is imminent.

Aggravated assault: An assault with the use of a weapon or with the intent to commit another felony.

Battery: Actually and intentionally touching or striking another against his or her will, or intentionally causing bodily harm to another.

Aggravated Battery: Intentionally or knowingly causing great bodily harm, permanent disfigurement, or permanent disability to another, or committing battery against another with the use of a deadly weapon.

Behavior: The way people act or react or the way they conduct themselves.

Bullying/Harassment: Repeatedly using hostile, intimidating, domineering, or threatening behavior with the intent or purpose of physically or mentally hurting another individual. 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.

Burglary/Breaking and Entering: Entering a building, structure, or dwelling with the intent to commit an offense therein, without license or invitation to enter, unless the structure is open to the public, or remaining in a building, structure or dwelling with the intent to omit an offense therein, without license or invitation to enter, unless the structure is open to the public, or remaining in a building, structure, or dwelling after permission has been withdrawn, surreptitiously with the intent to commit an offense.

Cheating: Using unauthorized answers or sources to receive credit for schoolwork. Some examples are looking at someone else's paper, copying from your notebook when you are supposed to use only your memory, or copying someone else's homework because you did not complete yours.

Complaint: A verbal or written disagreement or concern about something that is alleged to be unfair.

Complaint procedure: A series of steps taken to try to resolve a complaint.

Confrontation: An argument or squabble.

Controlled Substances (Drugs): Mind altering or mood-altering drugs, including but not limited to marijuana, cocaine, heroin, various pills, etc.

Counselor: A school employee whose job responsibilities include providing advice to students.

Defiance: Refusing to follow the directions of authority figures within the school, such as administrators, teachers, office workers, custodians, volunteer parents/guardians, cafeteria workers, and others.

Disrespect: Student engages in brief or low-intensity failure to respond to adult requests.

Disruption on Campus/Disorderly Conduct: Behavior that seriously interferes with an orderly learning environment or poses a threat to the safety of others, including but not limited to making a false fire alarm.

Distribution: Giving out, sharing, dispensing to others.

Drugs: Mind altering or mood-altering beverages or substances, including but not limited to alcohol, marijuana, cocaine, heroin, pills, etc. Possession, use, sale or distribution of controlled substances that results in corrective actions at school may lead to arrest and criminal penalties.

Electronic Devices: Any device that is powered by electricity or a battery, which is not required by the curriculum and includes items such as but not limited to compact disc players, MP3 players, headphones, cellular phones, PDA's, and cameras.

Enforce: To compel observance of a law or rule.

Expulsion: An option that means you are no longer allowed to attend your current school.

False Accusation: An untrue serious statement about a teacher, staff member, or another person. False accusations are serious when they can hurt the professional reputation of others or otherwise get them in trouble that they do not deserve.

False Fire Alarm: Any action that causes people that believe that there is a fire or threat of a fire when there is not.

False Report/Bomb Threat: An action that causes people that believe that the school is under a serious threat, including but not limited to explosives and weapons of mass destruction.

Felony: A serious crime, often punishable by imprisonment exceeding one year.

Fighting: When two or more students try to physically hurt each other. (See confrontation)

Lower Level Fight: Minor fight with minor injuries; (bloody nose, black eye).

Major Fight: Serious fight causing great bodily harm or life threatening injuries.

Firearms: Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any such firearm muffler or firearm silencer; any destructive device; or any machine gun.

Forgery (written misrepresentation): Making, altering, or signing a document with the intent to defraud or signing another person's signature without the person's consent.

Freedom: The power to make your own decisions.

Gambling: Participating in games of chance for money and/or other things of value.

Gender: Male or female (boy or girl)

Grievance: A formal complaint.

Hardship: Any school accepting a student on hardship is required to keep the student for the entire school year if the student has been in attendance for two (2) FTE Counts at the same school; or

Any school accepting a student on hardship is required to keep the student for the entire school year if the student has been in attendance both FTE counts unless parent(s)/guardian(s) desires to make a change and withdraw student from Putnam County District Schools to attend school in another district or state.

Harassment: Conduct directed at a person that causes him/her to feel intimidated or verbally, mentally, or emotionally abused, or that causes him/her substantial emotional distress. Repeated Harassment is bullying.

Harassment (Civil Rights): Harassment directed at someone because of his or her gender, race, color, religion, ethnicity, national origin, political beliefs, marital status, age, sexual orientation, social and family background, language, pregnancy or disability.

Hearing: A proceeding of relative formality where different sides of a story are presented to a person who makes a decision about what happened and what to do.

Homicide: The killing of one person by another.

Inappropriate Items: Items unsuitable for school because they tend to disrupt the learning environment.

Inappropriate Language: Student engages in low intensity instance of inappropriate language.

Inappropriate Public Display of Affection: Engaging in unsuitable, intimate, sexually-suggestive behavior (like kissing and touching), in agreement with someone else, in places where others are likely to be present, such as hallways, stairwells, classrooms, school buses, etc.

Infraction: The breaking of a school rule: a violation; and infringement.

Physical Aggression: Student engages in non-serious, but inappropriate physical contact.

Possession: Having control or ownership.

Property Damage: Student participates in an activity that results in destruction or disfigurement of property.

School Choice: Any school accepting a student under Public School choice is required to keep student for the entire current school year unless a move out of the district occurs.

Sexual Battery: Using force or the threat of force to touch, feel, or hurt someone in a sexual way against his or her will, or to use force to attempt to do so.

Sexual Harassment: Displaying unwanted and repeated conduct of a sexual nature that substantially interferes with a student's academic performance and/or creates an intimidating, hostile, or offensive school environment, or causes discomfort or humiliation for that student.

Sexual Offense: Sexual contact in a lewd manner. A variety of actions can be characterized as sexual offenses at school.

Suspension: A corrective response to serious behavior to avoid when the student is not permitted to attend the regular school program.

Robbery: The taking of money or property from another through use of force, violence, assault, or putting in fear.

Theft: Knowingly obtaining or using the property of another with the intent to temporarily or permanently deprive the owner of its use or benefit.

Grand Theft: Stealing something over \$ 300 in value.

Petty Theft: Knowingly obtaining or using property of another under \$300 in value with the intent of temporarily or permanently depriving the owner of its use or benefit.

Trespassing: Entering and/or remaining upon a school campus, school transportation, or at school sponsored events off campus or other School Board property without authorization or invitation to enter or remain, including students who are suspended or expelled.

Vandalism: The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

Weapons: Any instrument that can be used to inflict serious harm on another person or that places another person in fear of serious harm. Examples include but are not limited to all types of firearms (weapons used to shoot with, such as guns, dart-guns, stun-guns), dirks or daggers, knives, metallic knuckles, clubs, tear gas guns, chemical weapons or devices, bombs, aerosol, and other destructive devices (any item that can explode or cause destruction, such as grenades, mines, rockets, or missiles). This definition excludes simulated weapons. Everyday objects can become weapons if they are used to seriously harm or attempt to seriously harm someone. Chapter 790.001, FS (Weapons and Firearms), provides a further definition of weapons.

Simulated Weapons: Any instrument that looks like a weapon but is not a weapon. Toy guns are simulated weapons.

Witness: A person who saw something.

Zero Tolerance: A principle that violence will not be tolerated at school, during school activities, on school property, or on school-sponsored transportation.

Other Major Offenses: Major incidents not otherwise defined in this glossary. Serious or harmful incidents resulting in the need for law enforcement intervention. Students may be disciplined for off campus felony offenses in certain circumstances.