



**2024-2025**

# **Code of Student Conduct and Discipline Matrix**

## **Mission Statement**

**The Taylor County School District is committed to providing a safe, supportive, unified environment that empowers students and educators to work collaboratively as successful life-long learners positively impacting our community.**

**Taylor County School District**  
**318 North Clark Street**  
**Perry, FL 32347**  
**(850)838-2500**  
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**Superintendent of Schools**  
 Alicia York Beshears

**Board Members**

Bonnie Sue Agner   Brenda Carlton   Jeannie Mathis  
 Danny Lundy        Deidra Dunnell

Taylor County High School	(850)838-2525
Taylor County Middle School	(850)838-2516
Taylor County Elementary School	(850)292-2530
Steinhatchee School	(352)498-3303
Big Bend Technical College	(850)838-2545
Taylor County Primary School	(850)838-2506

# NOTICE OF RECEIPT

## PARENTS AND STUDENTS

### PLEASE SIGN AND RETURN THIS FORM

Failure to return this form will not relieve you or your parent/guardian from responsibility to know the contents of the Code of Student Conduct and will not excuse your non-compliance with the Code of Student Conduct.

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Student Name (print)	Grade	School
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I have received a copy and am aware of the contents of the Taylor County Code of Student Conduct. I understand that supervision is provided 30 minutes before school begins and should be picked up promptly following dismissal times.

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Parent/Guardian (print)	Date
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Parent/Guardian Signature

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Telephone	Mobile/Cell	Alternate Emergency
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### Student Signature

I have received a copy of the Taylor County Code of Student Conduct and agree to comply with its terms.

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Student Name	Date
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Student Signature

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### **NOTICE OF APPLICABILITY**

All students, regardless of school enrolled within the Taylor County School District not limited to: Taylor County Pre-K, Taylor County Primary School, Taylor County Elementary School, Steinhatchee Elementary School, Taylor County Middle School, Taylor County High School, and Big Bend Technical College are subject to the rules, guidelines, and policies established within the approved Taylor County School District Code of Student Conduct. Students enrolled in Florida Virtual School, Home School, private schools, and charter schools are subject to the rules, guidelines, and policies established within the approved Taylor County School District Code of Student Conduct when participating in any TCSD sponsored events, transportation, or when present on a TCSD campus.

### **NON-DISCRIMINATION**

The District School Board of Taylor County, Florida prohibits any policy or procedure that results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion, or sexual orientation. If any\*\*student feels that he or she has been discriminated against or harassed, there are specific procedures to report such offenses. \*\*Whenever the word “student” appears, parents may become involved.

### **JURISDICTION OF THE SCHOOL BOARD**

Taylor County Public Schools students are subject to the rules and regulations of the District School Board of Taylor County. This jurisdiction of the Board is in effect during the school day, during the time any student is on the premises of any publicly supported school in this district and at regular school-sponsored activities, while being transported on school buses to and from school or other educational activities, at all times and places, including the time during which any student is proceeding from one school center to another during the school day, including, but not limited to: school- sponsored events, field trips, athletic functions, and other activities where appropriate school personnel have jurisdiction over students. All students will be under the control and direction of the principal, teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or the bus driver to whom such responsibility may be assigned by the principal; and each such student shall, during the time any student is otherwise in route to or from school at public expense, or is presumed by law to be attending school, be under the control and direction of the principal or teacher in charge of the school where any student is enrolled. All school regulations and prohibitions pertain to automobiles driven or parked on school property. In addition to the foregoing, jurisdictional control over the student may be extended to the immediate vicinity of the school and social media platforms, when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the student.

### **STUDENTS SUBJECT TO AUTHORITY BY SCHOOL PERSONNEL**

Florida Statute 1003.31 establishes that all students enrolled in the Taylor County Public Schools are subject to the law, rules, regulations, and policies of the State of Florida and the TCSD.

- a student is on School Board owned property.
- a student is attending school.
- a student is on a school bus.

a student is being transported to or from school or school-sponsored event student attends or participates in a school-sponsored activity.

During such times, all students are subject to the immediate control and direction of district and school level administrators, deans, supervising teachers, staff members, and district transportation drivers.

Instruction should occur in a climate that is conducive to learning. Good order and discipline are essential to effective instruction and to the ability of students and school personnel to work cooperatively toward mutually recognized and accepted goals. The rules outlined in the Code are designed to ensure that this primary reason for the existence of school is achieved. Any behavior that prevents learning from taking place is unacceptable and will result in the appropriate consequence.

To assist students, parents, administrators, and school personnel in maintaining such a climate, the Code of Student Conduct will:

- Identify classifications of violations and describe procedures for disciplinary actions
- Identify formal disciplinary actions
- Standardize procedures for administering formal disciplinary actions
- Describe roles of the home, student, school, and school personnel
- Describe rights and responsibilities of all students and parents
- Outline general code of appearance
- Describe rights of students with disabilities relating to discipline

It is the responsibility of both student and parents to know the rules of the Code of Student Conduct and to support the fair and impartial administering of the rules. With age and maturity students will be expected to assume greater responsibility for their actions. Students are responsible for accepting the consequences for actions that may violate the Code of Student Conduct.

It is the responsibility of school personnel to be aware of the specifics of the Code of Student Conduct and to apply them appropriately. It is the responsibility of the school to convey information regarding individual school policies and procedures to students and parents via a school planner or through other appropriate means.

The School Board and personnel appointed at the district level are responsible for ensuring that the Code of Student Conduct and the consequences for the identified violations are legal and fair. The Board is also responsible for conveying to the community and parents/guardians that once these conditions are met, the actions taken by the local school will be supported for the good of the school system and the community.

### **Introduction**

Maintaining a safe and secure environment is the number one priority of the District School Board of Taylor County, Florida. It is the belief of the School Board that all students have the right to attend school and school functions free of fear, harm, or harassment. The policies and procedures outlined in the Code of Student Conduct have been adopted in support of this fundamental premise. Please note that the School Board cooperates with federal, state, and local law enforcement agencies to report, prevent, and respond to unlawful activities occurring on the campuses of the Taylor County Public Schools.

For the School Board to fully implement its responsibilities it is important that enrollment and emergency card information be kept up to date at each student's school. It is the responsibility of each student and his or her parent to report changes in enrollment or emergency card information to the school. This Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents, and the school District regarding student behavior. The School Board also has other policies governing students and those policies are available on the district's website at [[www.taylor.k12.fl.us](http://www.taylor.k12.fl.us)]. This Code applies to every student who is under the authority of the Taylor County Public Schools. The Code is in effect on school property, at school-sponsored events, and on school buses. Students may also be subject to discipline for violation of the Code if their misconduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or if the misconduct is directed at a Board official or employee or the property of such official or employee. The principal or designee may take administrative action if the misconduct on the way to or from school has a harmful effect on the health, safety, or welfare of other students.

### **EXPECTED BEHAVIORS**

STUDENTS are expected to:

- Treat others with respect and honesty.
- Assume responsibility for his/her own behavior.
- Act responsibly on campus, on field trips, and all other school sponsored events, regardless of location.
- Be in school and on time every day, if well, and be ready to learn.
- Prepare for class by bringing paper, pencils, pens, books, and other needed supplies.
- Complete all class work and homework.
- Respect individuals and property.
- Take care of and return all textbooks, library books, or other school-owned materials and property.
- Use appropriate, responsible behavior always.
- Help maintain a safe, alcohol, drug, and weapon free environment.
- Follow rules and regulations, including those for field trips.

PARENTS/GUARDIANS are expected to participate in their child's career in school by:

- supporting the school in requiring their child to follow all school rules and regulations and to accept responsibility for their willful in-school behavior.
- sending their child to school clean, appropriately dressed, and in good health.
- having an active interest in their child's schoolwork and making it possible for the child to complete assigned homework by providing a quiet place and suitable conditions for study.
- reading all communications from the school, signing, and returning documents promptly when requested.
- cooperating with the school in attending school meetings, conferences, and sharing information with school personnel.

The SCHOOL SYSTEM is expected to:

- provide and maintain a safe atmosphere which will encourage positive behavior and high achievement.
- provide courses of study, programs, and activities to meet the needs of all students.
- show respect for all individuals by treating them fairly and impartially.
- encourage open communication among students, parents/guardians, community agencies, and school personnel.
- discipline any student under its supervision, subject to limitations of the laws and district policies.
- treat parents and other members of the public with courtesy and respect.

## **SECTION ONE: RIGHTS AND RESPONSIBILITIES**

It is the intent of the Students' Rights and Responsibilities section, as expressed in the Code of Student Conduct, that students understand that their rights must be accompanied by corresponding responsibilities. Florida's School Improvement and Accountability System states that all school communities will provide an environment that is alcohol and drug-free and protects students' health, safety, and civil rights.

### **PARENT/GUARDIAN DEFINED**

The term "parent" wherever used in this document shall include a student's parent or parents, legal guardian, legal custodian, or adult recognized by the student's school as acting "in loco parentis".

### **STUDENTS**

All students have the right to be involved in your education. Age, grade, and maturity are factors which determine the level of your involvement. Participation in school activities is part of learning. To be safe in public and private are important safeguards. Students' parent(s), and the school's staff should work together to see that these rights are preserved. You are expected to respect other people and their property.

Students have a RIGHT to:



- attend school in an environment where all students and adults are treated equally, without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation.
- attend school in an environment free from discrimination, as described above, to appropriate school personnel.

### **PARENTS, GUARDIANS, & STUDENTS**

This section summarizes the rights of parents, guardians, and students...with each right comes a responsibility.

Effective learning takes place in an atmosphere where students, parents/guardians, teachers, support staff, and school administrators know the rules for all students and the consequences for students who violate the Code of Student Conduct. The rights and responsibilities defined are basic and reflect the most recent court decision on students' rights.

#### **Conduct**

1. Students have a right to:
  - a. A copy of clearly defined rules of student conduct.
  - b. Expect the rules to be enforced without discrimination.
2. Students have a responsibility to know and observe school rules and regulations which govern their conduct.
- 3.

#### **Education**

1. Students have a right to:
  - a. Thirteen (13) years of education appropriate to their needs.
  - b. a positive learning climate free of disruption
  - c. information on how grades are determined.
2. Students with Disabilities:
  - d. Exceptional Student Education (ESE) students with disabilities who have not yet reached their twenty-second (22) birthday and who have not earned a standard diploma and who wish to continue their education may continue to receive Free Appropriate Public Education (FAPE) consistent with a properly developed IEP.
4. Students have a responsibility to:
  - a. utilize the educational experiences made available to them.
  - b. provide assistance to improve the educational experiences.

#### **School Participation**

1. Students have a right to participate in school.
2. Students have a responsibility to abide by school rules and regulations.

#### **Persons and Property (Respect)**

1. Students have a right to:
  - a. receive respect for their persons and property from other students and school personnel in the school setting.
  - b. expect school property to be clean and well maintained.
2. Students have a responsibility to:

- a. respect the persons and property of other students and school personnel.
- b. take care of the property of the school system.

### **Attendance**

1. Students have a right to:
  - a. be informed of school rules and policies regarding absenteeism and tardiness.
  - b. make-up class work within a reasonable length of time, as defined in the Taylor County Student Progression Plan.
2. Students have a responsibility to:
  - a. recognize the rights of others by expressing themselves in a manner which does not disrupt the process of education, violate school rules, or interfere with the rights, safety, and/or welfare of others.
  - b. observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons.
  - c. request make-up assignments immediately upon returning to school
  - d. abide by school rules and regulations

### **Free Speech and Publications**

Citizens are guaranteed self-expression under the First and Fourteenth amendments of the United States Constitution. One of the basic purposes of education is to prepare students for responsible self-expression and the free exchange of ideas.

1. Students have a right to:
  - a. express viewpoints responsibly without jeopardizing relations with teachers or school.
  - b. print and distribute publications only under the supervision of the principal/designee.
2. Students have a responsibility to:
  - a. recognize the rights of others by expressing themselves in a manner which does not disrupt the process of education, violate school rules, or interfere with the rights, safety, and/or welfare of others
  - b. observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons

### **Assembly**

1. Students have a right to meet in accordance with school rules and scheduled use of facilities.
2. Students have a responsibility to:
  - a. conduct themselves and their activities consistently with the educational objectives of the school.
  - b. refrain from disrupting the educational process.
  - c. not endanger the health, safety, or welfare of other students.

### **Privacy**

1. Students have a right to:

- a. privacy in their personal possession unless there is reasonable suspicion to believe the material is prohibited by law, disruptive to the educational process, or a violation of Taylor County School Board (TCSB) Policy.
2. Students have a responsibility to:
  - a. not carry or conceal any such material prohibited by law or a violation of TCSB Policy or that would detract from the educational process.
  - b. accept the consequences for the contents stored within their lockers or personal property.

### **Attendance/Truancy**

Parents are responsible for student attendance as defined by the state's Compulsory School Attendance laws, (F.S. 1003.24). Students are required to attend school from age 6 through age 16. Students may withdraw from school at age 16 only if the parent gives written permission to the school, (F.S 1003.21). The Superintendent may file a truancy petition or child-in-need-of-services petition for students who have fifteen (15) days or more unexcused in a period of ninety (90) calendar days (F.S. 1003.27).

1. Students have the right to:
    - a. be informed of School Board policies and individual school rules about absences and tardies.
    - b. appeal a decision pertaining to an absence.
    - c. make up work and tests missed due to excused absences within the time required by the school.
  2. Students have the responsibility to:
    - a. attend and be on time to school and classes daily.
    - b. provide the school with an adequate explanation of absences.
    - c. request and complete makeup assignments as required by the school.
    - d. complete make up work with honesty and integrity.
- 
1. A student who is absent without the school's approval shall have his/her parent(s) or legal guardian report such absences to the school center in the manner prescribed by the Code of Student Conduct.
    - a. The Code of Student Conduct shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.
    - b. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes, and State Board of Education Rule.
    - c. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provision of this rule.
  2. Student absences must be tracked daily, and parents contacted as required by law.
  3. A person designated by the Superintendent or designee shall investigate truancy problems.

### **Student Eligibility – Interscholastic Activities**

**Each District School Board establishes and publishes eligibility standards for extracurricular activities in its Code of Student Conduct.** Code Per F.S. 1006.195(1)(a), the following applies to all students participating in an interscholastic program sponsored by Taylor County School District. The district has established, through its Code of Student Conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities.

In compliance with HB 7029 the District School Board of Taylor County has established the following:

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss.1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15(3)(h).
3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to F.S. 1006.20(2)(b).

The following includes a list of examples, such as, but not limited to, which may be considered for inclusion as eligibility standards to participate in extracurricular interscholastic or intrascholastic activities:

- School attendance policy that may prevent a student from participating
- Alcohol/drug related behavior
- 2.0 GPA Required for Academic Eligibility. A middle/junior high student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (s. 1006.15(3)(a)1, Florida Statutes). Final grades previously earned by the student from another school shall not be converted using the scale in Bylaw 9.4.2.

**TCSB Minimum requirements for eligibility in extra-curricular activities are:**

- Minimum GPA: 2.0 based on 4.0 scale at the end of each semester
- Athlete CANNOT turn 19 before September 1<sup>st</sup> of the current year
- Taylor County School District may require more stringent academic requirements (i.e. no F's)
- School/classroom discipline issues
- Social Media issues
- Bullying
- Sportsmanship
- Dress Code Policy
- Four Year Limit of Eligibility
- Age Limit - 19 years on or after September 1 (all others)
- Physical Evaluation (EL2) and Consent and Release from Liability Certificate (EL3)
- Any other district policy which would remove or prevent a student from participating in extracurricular activities

One of the exceptions for a student who transfers schools and wishes to continue participating in the same sport at the new school is “authorized for good cause” published in district or charter school policy. The following includes a list of examples, such as, but not limited to, which may be considered for “good cause authority”:

- Move to a new residence – the student moves to a new home address due to a move by the student and a person or person(s) with whom any student has been previously living that makes it necessary for the student to attend a different school.
- Move to a new residence following the marriage of the student. The student immediately establishes a new residence that makes it necessary to attend a different school.
- Reassignment by District School Board
- Transfer of school within the first twenty days – i.e. acceptance into a previously applied for a magnet program.

**Absences/Tardies**

*Florida Statutes 1003.26* requires the parent/guardian of a compulsory school attendance age child to contact the school to report and explain any absence. This should be done by noon of the first day of the absence and no later than the day the child returns to

school or the third day of the absence, whichever is later.

1. An absence is defined as non-attendance, that is, not being physically present at the school or a school sponsored function or-activity.
2. A tardy is defined as any unexcused arrival to school or to a class up to ten minutes after the school or a class starting time.

3. Parents/guardians shall sign in students who are tardy/late or shall contact the school to explain the tardiness/lateness by noon of the day it occurs.
4. Parents/guardians shall sign out students who leave school early and shall provide an explanation
5. Each school should document attempts to notify parents/guardians of unexplained absences through a phone call or other method. However, failure to successfully notify parents/guardians shall not negate the attendance policy.
6. Absences/tardiness shall be excused only for the following documented reasons:
  - a. Illness and/or medical care.
  - b. Death in the family.
  - c. Legal reasons: Court appearances (a copy of the subpoena is required).
  - d. Approved religious holidays.
  - e. Financial and/or other insurmountable circumstances.
  - f. Pre-arranged educational absences/tardies approved by the administration.
    - The following criteria must be met for f.
      1. The absence must be **pre-arranged** at least one week in advance.
      2. The pre-arranged absence request will be reviewed by the attendance administrator/clerk and/or the attendance committee.
      3. Upon return from the trip the student and parent will present proper documentation.
7. Any student classified as a Level 3 Truancy will not be allowed to attend any extracurricular activities as participant and/ or spectator

### **Unexcused Absences/Tardies**

1. The principal/designee may notify the parent/guardian of the school's concerns and penalties to be imposed upon accumulation of three unexcused absences/tardies in a grading period.
2. The principal/designee shall notify the parent/guardian of five unexcused absences/tardies in a calendar month and ten (10) in a ninety (90) calendar day period.

Students who drop out of school or who have 15 unexcused absences within 90 calendar days and have a driver's license or driver's permit will have their driving privileges suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license or permit if they apply for one. Additional information about procedures and waivers is available from school administration or guidance offices.

#### **Excessive Unexcused Absences/Tardies/Leaving Early**

Following the tenth unexcused absence/tardy or leaving early the principal or his/her designee shall take the following steps in attempting to bring about compliance with compulsory attendance laws and policies:

1. Written notice shall be sent to parent/guardian informing them of required compliance (registered mail suggested).
2. Written notice is sent to parent/guardian informing them of a required meeting with school officials to discuss compliance. Parent/guardian refusal to attend meeting must be documented.
3. Continued non-compliance may be referred to as Truancy.

#### **Student Records and Privacy**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents must submit a written request to the principal that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that you believe is inaccurate or misleading. Parents must write the principal; clearly identify the part of the record the parent wants changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify the parent of the decision and advise the parent of their right to a hearing regarding the request for amendment.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff; the person elected to the school board; or, a person or company with whom the district has contracted to perform a specific task. A school official has a

legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Personal identifiable information will be released without consent to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.

## DRESS CODE

### Taylor County School District Grades K-2 DRESS CODE

#### DRESS CODE AND GROOMING

A student's apparel and grooming shall be the responsibility of the individual student and his or her parents/guardians. Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Items that when worn together are usually indicative of gang memberships or apparel that contains a message that is obscene or promotes illegal activities, drugs, discrimination, alcohol, or tobacco products shall not be permitted on school grounds or at school sponsored functions.

Taylor County schools is designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school. Encouraging students to dress appropriately for school will prepare them to be productive members of society.

**This is not an all-inclusive list. Administrative discretion will apply in some cases.**

#### ALL

**Shoes:** Shoes must be worn at all times and conform to the safety requirements of any activity in which the student will take part. Open-toed and backless slides are acceptable if they are sturdy and fit securely. Bedroom shoes or slippers are not permitted.

**Accessories and Jewelry:** Accessories and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings which would be offensive or insensitive. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm.

**Hats and Sunglasses:** Both male and female head coverings and sunglasses are not permitted. This includes but is not limited to hats, beanies, hoods, bandanas, do-rags and caps worn during the school day. (During outside PE classes hats and sunglasses are permitted for sun protection).

**\*Hats and Sunglasses will be confiscated if worn on campus with the exception of an outside PE class. \*Uniforms or team purchased clothing for sports, organizations, and special activities sponsored by the school and district are permitted.**

#### Females

1. **Shorts, Skirts, Skorts and Dresses:** Clothing should be of an appropriate length, this also includes slits and holes. Dresses and skirts should be loose fitting.
2. **Shirts:** Shirts, tops, jackets, dresses or blouses should cover all aspects of the bosom, chest, back, shoulder, and sides.



- a. Cleavage should not be visible.
  - b. Tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top.
  - c. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.
  - d. Undergarments should not be visible at any time.
3. **Pants:** Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, and shorts). Any pants with holes or slits that are higher than 2 inches from the knee (when standing) will be allowed as long as no skin is visible through the hole or slit. No yoga pants/tights/form fitting pants are allowed unless the top (shirt) is 2 inches of the knee when standing. Yoga pants/ tights/form fitting pants should not be see-through or sheer.

### Males

1. **Pants**
  - a. Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, or shorts).
  - b. Any pants with holes or slits that are higher than 2 inches from the knee (when standing) will be allowed as long as no skin is visible through the hole or slit.
2. **Shorts:** shorts should be appropriate (when standing) this also includes holes.
3. **Shirts:** Shirts, tops, jackets, should cover all aspects of the chest, back and sides.
  - a. Tank tops are not permitted as a primary top.
  - b. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.

**\*See special disciplinary actions below.** Exceptions may be made by the administration for special school activities or if the student is a member of a legally recognized religious organization requiring head covering or if there is a legitimate medical necessity.

\*Any administrator or designee shall make the determination concerning questions regarding the appropriateness of dress for school and for school sponsored functions.

Any student wearing inappropriate clothing will be asked to change clothes. If no other clothing is available, parents will be contacted to bring a change of clothing and the discipline matrix will be followed. If a parent cannot bring appropriate clothing the student will sit in ISS for the remainder of the day and the discipline matrix will be followed.

**NOTE: The principal or the principal's designee has the final authority for interpreting whether a student's apparel/ appearance conforms to the dress code and hinders the education/safety of all students.**

# DRESS CODE

## Taylor County School District Grades 3-12

### DRESS CODE AND GROOMING

The purpose of the dress code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming, as well as developing good habits that will lead to “**dressing for success**” in college and career. Students shall maintain a clean, orderly appearance always. The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not disrupt the educational process. A student who is dressed appropriately is demonstrating a respect for self and others, as well as contributing to a safe and orderly learning environment. The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the principal or designee. Enforcement will focus on positive guidance without embarrassment to the student and should not disrupt the educational process. Principals have the authority with their staff and community, as permitted by School Board policy, to establish additional standards at individual schools.

**This is not an all-inclusive list. Administrative discretion will apply in some cases.**

#### **ALL**

**Shoes:** Shoes must be worn at all times and conform to the safety requirements of any activity in which the student will take part. Open-toed and backless slides are acceptable if they are sturdy and fit securely. Bedroom shoes or slippers are not permitted.

**Accessories and Jewelry:** Accessories and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings which would be offensive or insensitive. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm (nose; lip; eyebrow; tongue rings are not permitted). **Hats and Sunglasses:** Both male and female head coverings and sunglasses are not permitted. This includes but is not limited to hats, beanies, hoods, bandanas, do-rags and caps worn during the school day. (During outside PE classes hats and sunglasses are permitted for sun protection).

**\*Hats and Sunglasses will be confiscated if worn on campus with the exception of an outside PE class. \*Uniforms or team purchased clothing for sports, organizations, and special activities sponsored by the school and district are permitted.**

**\*Any item worn or displayed that causes a disruption will not be permit**

#### **FEMALE**

1. **Shorts, Skirts, Skorts:** Clothing should be at least as long as the middle finger with arms extended by the side, this also includes slits and holes.
2. **Dresses:** Dresses and skirts should be loose fitting.
  - a. No BodyCon, formfitting or body-hugging dresses are allowed.
  - b. Dresses/tops can be worn with leggings, but the top **MUST** come to the middle finger with arms extended by the side.
  - c. Dresses without leggings must be no more than 2 inches above the knee

3. **Shirts:** Shirts, tops, jackets, dresses or blouses should cover all aspects of the bosom, chest, back, shoulder, and sides.
  - a. Cleavage should not be visible.
  - b. Crop tops, tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top.
  - c. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.
  - d. Undergarments should not be visible at any time.
4. **Pants:** should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, and shorts). Any pants with holes or slits should come no higher than the middle finger with arms extended by the side. No yoga pants/tights/form fitting pants are allowed unless the top (shirt) is at least as long as the middle finger with arms extended by the side. Yoga pants/ tights/form fitting pants should not be see-through or sheer.

## MALE

### Pants

Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, or shorts).

- a. Any pants with holes or slits should come no higher than the middle finger with arms extended by the side
2. **Shorts:** shorts should be at least as long as the middle finger with arms extended by the side, this also includes holes.
3. **Shirts:** Shirts, tops, jackets, should cover all aspects of the chest, back and sides.
  - a. Tank tops are not permitted as a primary top.
  - b. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.

**\*See special disciplinary actions below.** Exceptions may be made by the administration for special school activities or if the student is a member of a legally recognized religious organization requiring head covering or if there is a legitimate medical necessity.

\*Any administrator or designee shall make the determination concerning questions regarding the appropriateness of dress for school and for school sponsored functions.

**Any student wearing inappropriate clothing will be asked to change clothes. If no other clothing is available, parents will be contacted to bring a change of clothing and the discipline matrix will be followed. If a parent cannot bring appropriate clothing the student will sit in ISS for the remainder of the day and the discipline matrix will be followed.**

Discipline for Failure to Follow the Dress Code Policy SB 228- Code of Student Conduct amends F.S. 1006.07 to include disciplinary action to any student who violates the dress code policy.

## STUDENT TRANSPORTATION

### SAFETY BELT/ RESTRAINT SYSTEM USE - SCHOOL BUS (F.S. 316.6145)

1. a. F.S. 316.6145 states that any school bus purchased after December 31, 2000 used to transport students in grades Pre-K thru 12 must be equipped with safety belts or with any other restraint system approved by the Federal Government in a number to allow each student who is being transported to use a separate safety belt or restraint system.
  - b. The term "School Bus" refers to any transportation that is owned, leased, operated or contracted by a school district.
2. **In compliance with F.S.316.6145 each passenger on a TCSB school bus that is equipped with safety belts or restraint system MUST WEAR a properly adjusted and fastened safety belt at all times while the school bus is in operation.** The state, county, school district, school bus operator under contract with a school district, any agents or employees of a TCSB employee including teachers or volunteers serving as chaperones, are not liable in an action of personal injury by a school bus passenger solely because the injured party was not wearing a safety belt or restraint system.
3. The state, county, school district, school bus operator under contract with TCSB, any agents or employees of TCSB including teachers or volunteers serving as chaperones, are not liable in an action of personal injury by a school bus passenger for an injury caused solely by another passenger's use/misuse or nonuse of a safety belt or restraint system in a dangerous or unsafe manner.

To maintain safety, **no person shall board a school bus except students assigned to that school bus.** The school bus is an extension of school; therefore, students must conduct themselves on the school bus in a manner consistent with the established Code of Student Conduct. **Riding a school bus is a privilege.** Students may receive a **bus referral** for unsafe behavior that distracts the driver, disrupts order on the bus, or endangers the health and safety of others. Cameras may be used to record behavior on the school bus.

### Bus Safety Rules

1. Always obey the bus driver.
2. Students will always sit in their assigned seat.
3. Students will always remain seated and wear seatbelts.
4. No portions of the body are permitted outside of the bus window.
5. Students will not throw any items in or out of the bus.
6. No: large items, boxes, cages, glass bottles, animals, offensive materials, skateboards, etc., on the bus. Band instruments too large to fit in student lap or under the seat will not be permitted.
7. No eating, drinking, chewing gum.
8. No electronics or cell phones usage while on the bus.
9. Students must be silent when approaching **railroad crossings**. Excessive noise is unsafe and always prohibited.
10. Students will be responsible for vandalism and restitution will be required and billed to the parents.
11. Students who create an unsafe environment on the bus will be immediately removed from the bus by school system employees or law enforcement officers.

12. Students must ride their assigned bus, and each must board and depart at a designated bus stop. Students must present a written request from the parent/guardian to the principal or designee for approval of requested change. Parents must provide the address and phone number of where the student will be dropped off, if other than designated bus stop.
13. Students are requested to be at the bus stop **five (5) minutes** before scheduled pick-up as **the bus will not wait beyond the scheduled pick-up time.**
14. Students will stand off the roadway and exhibit safe behavior while waiting for the bus. **(Parents are responsible for their children prior to boarding and departing from the bus.)**
15. Students will board, depart and cross the road as per instruction from the bus driver.

#### **STUDENT RULES FOR COMPUTER USE**

Students are responsible for appropriate behavior on computers at school. Computer files, including e-mail, are not private. The use of the school's computers and computer networks, computer software, data files, Internet access, and intellectual property is intended for educational purposes only and is a privilege. The privilege may be revoked and/or other disciplinary action taken for violation of any of the following rules.

#### **Students may not:**

1. Share computer account IDs and passwords, except when authorized.
2. Create, copy, receive, or use data, language or graphics which are obscene, abusive, harassing, or otherwise inappropriate at school.
3. Access, change or delete computer programs, data files or electronic mail belonging to others, without express permission.
4. Steal or destroy the school's computer hardware or peripherals (printer, mouse, monitor, modem, cable, connector, etc.).
5. Steal or destroy computer software or data files owned by the school or other persons.
6. Violate or attempt to violate the security of the computer/network systems; student may not attach or install any personal communication device to the district's computer/network systems.
7. Take unauthorized actions which deny access to, disrupt, or destroy the service of the computer/network systems.
8. Make unauthorized or unlawful installation of personal computer software on the school's computers or the computer networks, including, but not limited to, games, virus programs, and applications software. Student provided software must be used only in accordance with the license agreement.
9. Use computers, computer networks, or computer peripherals (printers, mouse, monitors, modems, etc.) to commit a forgery or to create a forged instrument.
10. Reveal personal address, phone numbers, or other personal information of self or classmates without approval of teacher or parent.
11. Use the District's network resources or the internet for product advertisement, commercial activities, political campaigning, or solicitation.
12. Use computers, computer networks, computer software, data files or intellectual property in any unauthorized way. Messages relating to, or in support of, activities that are prohibited by law or Board policy will be reported to the authorities and may result in the loss of user privileges and/or other discipline.

### STUDENT RULES FOR DRIVING/PARKING ON CAMPUS

**Parking on school board property is a privilege and may be granted or revoked by the principal or principal's designee.** Students are responsible for the care of your vehicle. Students must observe all safety rules and remain courteous and considerate of others. Weapons are prohibited in vehicles at school and at all school events at all times. The Board is not responsible for motor vehicles which are lost, stolen, or damaged.

Students parking vehicles on campus without authorization or who repeatedly violate campus-parking rules may have their parking decal revoked. The presence of a vehicle on school board property or at a school sponsored event implies consent by the student to a search of the vehicle upon reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Vehicles parked on School Board property or at a school sponsored event by a student are subject to search if school personnel have *reasonable suspicion* that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Each student who parks a vehicle on a school campus is presumed to know what is contained in his/her vehicle and will be held accountable for any contraband, weapons, drugs, etc., which may be found in the vehicle.

## SECTION TWO: PROHIBITIONS AND NOTICES

### VIOLENCE AGAINST SCHOOL DISTRICT PERSONNEL

Battery or assault against any school personnel by a student is a Level 4 violation of this Code. If you, as a student, use force or violence, accidental or intentional, against school personnel you will be suspended from school and the principal will recommend that you be expelled. Subject to federal and state law, if you are formally charged with a violation of *F.S. 784.081* (assault, aggravated assault, battery, or aggravated battery upon a school employee) you will be removed from the classroom immediately pending disposition. If you are found by the court to have committed a violation of *F.S. 784.081* you will be expelled for a minimum period of one year [*F.S.1006.13(5)*].

### ZERO TOLERANCE OF SCHOOL RELATED CRIMES

The School Board has zero tolerance for crimes, violence, weapons and drugs. Procedures include the reporting of acts that pose a serious threat to school safety at times when you are under the authority of the School Board. Such acts include but are not limited to: [*F.S. 1006.13*].

- Homicide
- Sexual battery
- Armed Robbery
- Aggravated Battery
- Battery or aggravated battery on teacher or other school personnel
- Kidnapping or abduction • Arson
- Possession use or sale or controlled substances.
- Possession, use or sale of any firearm
- Possession, use or sale of any explosive device

- Making a threat or false report about placing or discharging any destructive device, bomb, or explosive. **Anyone who is a victim of a crime at school has the right to press charges against the offender.**

## WEAPONS

Weapons and use of weapons are prohibited on school property, including buses, at school-sponsored activities and in any vehicle brought onto school property or to a school-sponsored activity. **Students may not possess common pocketknives, plastic knives or blunt-bladed table knives.** Violation of this prohibition is a serious breach of conduct.

### 1. Firearms/Explosives

No person may have in their possession, sell, distribute, display, transfer or use any firearm or explosive, whether operable or inoperable. Any student who is found in violation will be suspended from school for ten (10) days, and the principal will recommend expulsion from school.

If you bring or are in possession of a firearm at school, you will be expelled from the regular school for not less than one year and referred for criminal prosecution. [F.S. 1006.07]

### 2. Other Weapons

If you possess, sell, distribute, display or transfer a weapon of any type, other than a firearm or explosive, you will be suspended from school for five (5) to ten (10) days and the principal may recommend that you be expelled. Firecrackers, fireworks and M80s are included in this category. If you bring a weapon, as defined in Chapter F.S. 790, to school, you will be expelled from the regular school for not less than one year and referred for criminal prosecution. [F.S. 1006.07] If you use a weapon of any type, including pointed or sharp instruments such as ice picks, penknives or razor blades, you will be suspended from school for ten (10) days and the principal will recommend that you be expelled for not less than one year.

### 3. Non-Weapons Used as Weapons

If you use as a weapon any article or substance not normally considered a weapon (like rocks, pens, pencils), you will be suspended for ten (10) days, and the principal will recommend that you be expelled. For students with disabilities, the mandatory penalties in this policy are subject to the procedures for discipline of students with disabilities.

## SAFE HARBOR

A student who inadvertently possesses or finds a prohibited object shall immediately notify school staff and surrender the object. Thus, a student may approach a school official and voluntarily surrender an object prohibited by the Code of Student Conduct without being subjected to discipline so long as the object (excluding a firearm) is one that the student could lawfully possess off school grounds. If a student discovers an illegal item (i.e., drugs or weapons) or other contraband on school property or at a school function, the student may approach a school official and report the discovery. A student shall not be in violation of the Code of Student Conduct solely for making such a report. School officials shall make a determination after an investigation of the report. The Safe Harbor Provision may not apply if a search is ongoing in any location at the school, if the object is surrendered during a search, or if the object is not turned in prior to discovery by school staff. With respect to objects that have been turned over to school staff, the parent/guardian must make arrangements to pick up the object from the school, unless it is an object that must be turned over to law enforcement.

### ALCOHOL AND DRUGS

The use of illegal drugs and the unlawful possession and use of alcohol are wrong and harmful and are violations of this Code. **(Prescription as well as over-the-counter medication shall be turned into the school nurse upon arrival to school).**

Students may not ***possess, sell, transfer, distribute or use:***

- any alcoholic beverage,
- any controlled drugs,
- hallucinogens or
- similar substances

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

1. Violation of this prohibition is a serious breach of conduct. The school will notify law enforcement officials and your parent(s) or guardian(s).
2. If a student possesses, uses or is under the influence of any item listed above, except under the direction of a licensed physician, students will be suspended from school for a period of five (5) to ten (10) days for the first offense and the principal may recommend the student be expelled. For a second offense, students will be suspended for ten (10) days and the principal will consider expulsion. The principal may consider the student's disciplinary record in other schools and school districts.
3. If a student sells any item listed above or that you represent to be any item listed above, you will be suspended from school for ten (10) days for the first offense and the principal will recommend that you be expelled. If you solicit a sale, transfer, or distribution other than selling, you will be suspended from school for five (5) to ten (10) days and the principal may recommend that you be expelled. For a second transfer or distribution offense, you will be suspended for ten (10) days and the principal will recommend that you be expelled.
4. Students may not use any legal substance to attain a mood-altering effect and you may not possess any equipment or device for preparing or taking drugs.
5. If you are found to be guilty of a felony the student may be recommended for expulsion.
6. Students may be entitled to a waiver of discipline or expulsion if you divulge information leading to the arrest and conviction of the person who supplied such controlled substance to you or if you voluntarily disclose your unlawful possession of such controlled substance prior to your arrest. A waiver also may be granted if you successfully complete a state-licensed drug abuse treatment program. [F.S. 1006.09]

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



## TOBACCO PRODUCTS

Students may not **use, possess, distribute or sell** tobacco products (including papers used to roll cigarettes) or electronic smoking device or products on school property, at school-sponsored events, at school bus stops or on school buses. In addition, it is unlawful for any person under 18 years of age to **knowingly possess** any tobacco product. [F.S. 386.212; 569.11] Law enforcement has the right to issue citations for use or possession of tobacco products on any Taylor County School District campus.

## BULLYING AND SEXUAL HARASSMENT

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, 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; and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, or destruction of property. F.S. 1006.147

TCSD treats bullying as a serious breach of the Code of Student Conduct. Students who engage in such conduct shall be subject to a range of consequences, including verbal or written reprimand, in-school suspension, out-of-school suspension, change of placement, and/or recommendation for expulsion.

1. It is the policy of the TCSD that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
2. The School Board will not tolerate bullying or harassment, including sexual harassment of any student or school employee:
  - a. During any education program or activity conducted by a public K-12 educational institution;
  - b. During any school-related or school-sponsored program or activity;
  - c. On a school bus of a public K-12 educational institution; or
  - d. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution.

If a student is found to have committed an act of bullying or harassment, including sexual harassment, or found to have falsely accused another as a means of bullying or harassment, the student may receive positive behavioral interventions or be disciplined up to and including suspension or expulsion. If you or your parent/guardian believes you have been the victim of bullying or harassment, immediately report the situation to a teacher, school counselor, school principal or designee, or other school staff.

**Cyber stalking/bullying** as defined in F.S. 784.048 (1)(d), means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Taylor County has online reporting system located on the district website, [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us). If a student sees someone being bullied or does not feel safe at school any student may use the link to report the problem. False reports will be considered bullying. Reports may be given anonymously.

### HAZING

TCSB prohibits hazing activities at any time on school property or at school sponsored events. Even if a student is only a by-stander, you may be deemed to be a participant if you stay present during a hazing incident. Student bystanders are expected to leave the area immediately and are encouraged to report the incident. [F.S. 1006.135].

### FALSE ACCUSATIONS

It is a Level 3 violation to intentionally make false accusations that jeopardize the professional reputation, employment or professional certification of a teacher or other member of the school staff.

### PERMANENT REMOVAL OF STUDENT FROM CLASS

A teacher may send a student to the principal's office to maintain effective discipline in the classroom.

The principal shall respond by employing appropriate discipline-management techniques consistent with the Code of Student Conduct under *S. 1006.07* A teacher may remove from class a student:

- Who interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
- Whose behavior the teacher determines is so unruly, violent, disruptive, abusive, or disrespectful that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

If a teacher removes a student from class under this provision, the principal may place the student in another appropriate classroom, in in-school suspension, or in an alternative education program as provided by *S. 1003.53*; or the principal may recommend the student for out-of-school suspension or expulsion, as appropriate. The student may be prohibited from attending or participating in school sponsored or school-related activities. The principal may not return the student to that teacher's class without the teacher's consent unless the committee established under *S. 1003.32* determines that such placement is the best or only available alternative. The teacher and the placement review committee must make decisions within five days of the removal of the student from the classroom. Any teacher who removes 25 percent of his or her total class enrollment shall be required to complete professional development to improve classroom management skills.

### WIRELESS COMMUNICATIONS/ELECTRONIC DEVICES Grades 9-12

1. Cell phones/electronics /electronic devices may be used appropriately during all transitions and during lunch. (Use of any electronic device, including cell phones will be at discretion of the teacher during any given class time.

### WIRELESS COMMUNICATIONS/ELECTRONIC DEVICES PK-8

1. Students may possess wireless communication or electronic devices at school. The devices cannot be used upon the student's arrival on the school campus and can only be used after the final dismissal bell. Students are responsible to ensure that their device is turned off and out of sight until the final dismissal bell.
2. To avoid classroom disruptions, you may not display, use, or activate wireless communication or electronic devices prior to the final dismissal bell. The prohibited time may include study halls, lunch breaks, class changes and any other structured or non-structured activity.
3. After the final dismissal bell, students may use wireless communication or electronic devices except on school buses.
4. At school-sponsored activities, including extended day and other afterschool programs, you may use a wireless communication or electronic device provided the use does not interfere with the activity and follows the directives of the school administration. Students may be disciplined for disruptive or inappropriate behavior related to possession or use of wireless communication or electronic devices.
5. Electronic devices may not be used for inappropriate recordings to post on social media (Facebook, You Tube, etc.).
6. Under no circumstances should a wireless communication or electronic device be used inappropriately. Such inappropriate use includes, but is not limited to: texting, phoning, or web surfing until the final dismissal bell; taping conversations, music or other audio; photographic or videoing self or others; and any other activity that could in any way infringe on the rights of others including, but not limited to, teachers, students and staff.
7. **The School Board is not responsible under any circumstances for the loss, destruction, damage and/or theft of wireless communication or electronic devices or any communication bill associated with the authorized or unauthorized use of the wireless communication devices. You are responsible for locating any lost or stolen items.**

The misuse of a wireless communication or electronic device may result in the imposition of disciplinary action by the school and/or criminal penalties if the device is used in a criminal act. Misuse may also result in the **CONFISCATION** of the device.

### THREATS OR FALSE REPORTS

If a student is found to have made a threat or false report as defined by F.S. 790.162 and F.S. 790.163 involving school or school personnel's property, school transportation, or a school-sponsored activity, the student will be expelled from the regular school for not less than one year and referred for criminal prosecution. [F.S.1006.07]

### EXTRA-CURRICULAR ACTIVITIES

Extracurricular activities are offered in order to extend learning beyond the normal school day. These activities are supplemental to the school's core curriculum and are privileges, not rights. This includes participation in and/or spectator attendance at any extracurricular activity or event. Students are expected to behave appropriately at all times while participating in or attending these activities. All school and district rules and regulations are in effect during any extracurricular

activity, whether held on or away from campus. In addition to any other disciplinary consequence

as a result of misbehavior, the principal or his designee may revoke student participation in or attendance at extracurricular activities. *[F.S 1002.20(18)]*.

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

It is the goal of Taylor County Public Schools to expect a higher standard of excellence from students involved in these activities. Participating students are representing our schools in our neighborhoods, our communities, our state and our nation. The standard of behavior should be one that exhibits pride, politeness, and responsibility. Parents and students should seriously discuss the impact of the extra time, energy, and maturity required to participate in these activities, and the strict eligibility rules a student must follow to remain qualified for such activities.

#### STANDARDS FOR USE OF REASONABLE FORCE

Administrators, teachers, and support staff may use and apply reasonable force and restraint for self-protection or for the protection of other students from physically disruptive students. *[F.S.1006.11]*. The use of reasonable force is permitted to protect the student from:

- conditions harmful to learning;
- conditions harmful to student's mental health;
- conditions harmful to student's physical health;
- conditions harmful to safety; and,
- harm and/or injury to self, school personnel, and others.

While use of physical force may be needed, alternatives should be attempted, time permitting. Reasonable force cannot be excessive or cruel or unusual in nature. Physical force being used should cease upon the restoration of a safe and orderly environment.

## SECTION THREE: PROCEDURES

Administrative judgment, particularly at the elementary level, is needed in classifying offenses or behaviors into incident types. In making these classifications, age and developmentally appropriate behavior **MUST** be taken into consideration. In all instances of disciplinary action,

- the incident shall be investigated by the principal or designee,
- a conference shall be held with the student,
- due process procedures shall be followed
- and the parents will be notified.

When a student is suspended or recommended for expulsion or alternative placement, procedures for the recommended action as described in this Code of Student Conduct shall be followed. A complete written report of the incident and the action taken shall be maintained.

A student with an IEP/504 Plan cannot be suspended for greater than ten (10) cumulative school days within one school year and must have a Manifestation Determination Hearing.

Some infractions may result in arrest and charges being filed due to being a violation of the law as well as a violation of school rules.

Some specific infractions and consequences are detailed in this section of the Code of Student Conduct. It is realized that there will be instances of misconduct that may arise that will not be detailed in this document or in the school's handbook.

Decisions regarding the consequences in such cases will be made based on the details of the information gathered in the investigation of the incident and the severity and seriousness of the misconduct.

#### STUDENT DETENTION, SEARCH AND SEIZURE

Students may be temporarily detained and questioned about possible violations of School Board rules. The principal or designee may search lockers, vehicles or other storage areas upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. *[F.S. 1006.09(9)]*. In addition, metal detectors and trained dogs may be used to screen for prohibited weapons and substances.

#### STUDENT HEALTH AND MEDICATION *[F.S.1006.062]*.

Prescription, non-prescription, and over-the-counter medication must be administered in accordance with school district policy and procedures for Student Illness and Administration of Medication during school hours.

No prescription medication may be self-administered or administered by school personnel without a dated authorization signed by the parent or guardian on file with the school. Non-prescription medication or prescription medication, except asthma inhaler or Epi-pen (epinephrine), may not be kept on a student's person without a physician's written order on file with the school. No student shall distribute or share any prescription or non-prescription medication with any other student.

#### IN SCHOOL SUSPENSION (ISS)

1. **Definition:** In-School Suspension is an alternative to out-of-school suspension that prevents a student from attending all or some classes for up to ten (10) school days at any one time. During the period of an In-School Suspension, the student is assigned to a self-contained alternative classroom on a Taylor County School Board Site. *[F.S. 1003.01(5)(b)]*.
2. **Conditions:**
  - a. Any school that has an in-school suspension program established in accordance with the TCSO guidelines may place students in in-school suspension.
  - b. The parent/guardian must be notified of the placement of a student in in-school suspension.
  - c. All criteria for student eligibility and the instructional program are subject to the requirements of the district's guidelines.
  - d. Schools shall not use continuous or multiple in-school suspensions to exclude a student with a disability from educational services. Services must be adhered to as outlined in the student's Individual Education Plan or 504 Accommodation Plan.
3. **Procedures:**
  - a. The principal or designee may assign a student to an in-school suspension program on the basis of a discipline referral after hearing the student's defense and/or

explanation of his/her conduct and giving the student an explanation of the reasons for and conditions of the in-school suspension.

- b. A student who fails to appear for in-school suspension may be assigned an additional amount of in-school suspension or be assigned a higher level of discipline which may include out-of-school suspension.

### OUT OF SCHOOL SUSPENSION (OSS)

The principal or administrative designee has the right to suspend you from school for a serious act of misconduct. Students suspended out of school are fully excluded and prohibited from attending any Taylor County public school, any school or School Board sponsored activity, or coming upon the grounds of any school until the term of the expulsion is completed. The procedure below shall be followed for suspension from school:

1. Students will receive oral and written notice of the charges and an explanation of the evidence against them. In a conference, students will have an opportunity to respond to the charges and to explain their behavior.
2. If the principal or designee determines that there are sufficient grounds for suspension, then the student will be informed of the suspension from school and the length of time. Students will normally be suspended effective at the end of the school day and shall remain in ISS for the remainder of the day or until a parent can pick them up.
3. The principal or designee will make a good faith effort immediately to contact the parent or guardian by telephone and will also send written notice to the parent or guardian. The notice will state the length of the suspension and the reasons for it.
4. If suspended, students will be released to their parents/guardians with a plan for specific homework assignments to be picked up.
5. In an emergency the principal may temporarily suspend a student prior to a conference when the safety or health of students, staff or other persons in the school may be threatened by your continued presence. When temporary suspension is necessary, the principal will inform the parent or guardian by the most rapid means (including telephone). As soon as feasible under the circumstances, the principal will hold a conference with the student and parent. Following the conference, the principal may formally suspend you; however, in no case shall the principal's temporary and formal suspensions exceed ten (10) days for the same offense.

The principal will follow the discipline procedures for students with disabilities.

### BUS SUSPENSION

The principal or designee has the right to suspend a student from bus-riding privileges for a period of time up to 10 (ten) days. Long-term suspension of bus privileges will be based on persistent misconduct which disrupts order on the bus and endangers the health, safety or welfare of other students riding the bus, or on a single incident of conduct which shows reckless or willful disregard of the safety of the driver or others.

1. If students receive four (4) or more bus misconduct referrals within a school year, the principal may permanently suspend bus riding privileges. The parent or guardian will receive written notice of the principal's recommendation.

2. If bus privileges are being suspended for longer periods of time, the parent or guardian may appeal to the Superintendent requesting a board review. At such point, the parent will be provided written notice of the schedule review.

The principal will follow the discipline procedures for students with disabilities.

#### EXPULSION

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



**DISCIPLINARY REASSIGNMENT AND EXPULSION**

The Board recognizes that disciplinary placement and expulsion from the educational program of the schools are the most severe sanctions for a student in this District and that either one cannot fairly be imposed without due process.

**Principal Recommendation**

A principal may recommend to the Superintendent the disciplinary placement or expulsion of a student who has committed a serious breach of conduct. A recommendation of disciplinary placement or expulsion will include a detailed report on the student's actions and alternative measures taken before the recommendation.

A student and his/her parent or guardian will be given written notice of the principal's recommendation and the reasons therefore and an opportunity to meet with the Superintendent to answer the charges.

**Superintendent Recommendation**

The Superintendent, after reviewing the facts and circumstances of the student's misconduct and the principal's recommendation, may accept, reject, or modify the principal's recommendation. The Board will decide on a recommended expulsion of any student and on a recommended disciplinary placement of any student who has been determined to have brought to, or possessed at, school a firearm or weapon, as defined in F.S. Chapter 790, or to have made a threat or false report, as defined by F.S. 790.162 and 790.163.

All students who are recommended for disciplinary placement or expulsion shall undergo screening to determine if they may be a student with a disability and due the procedural rights and safeguards afforded such students.

**Notice to Parents**

When the Superintendent makes a recommendation for disciplinary placement or expulsion to the Board, written notice shall be given to the student and his/her parent or guardian of the recommendation setting forth the charges against the student, with a summary of the factual, legal, and policy grounds for the recommendation, and advising the student and his/her parent or guardian of their right of due process, including the right to a hearing.

**Retained Documents**

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - *Information Management* (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

**Expulsion Recommendations for Exceptional Education Students:** The required due process of a student with a disability or otherwise entitled to be treated as a student with a disability under 20 U.S.C. § 1415, § F.S.1003.57, Fla. Stat., or Fla. Admin. Code Rule 6A-6.03311 (IDEA), are set forth in the *Exceptional Student Education Policies and Procedures (SP&P)*.

## SECTION FOUR: DISCIPLINE FOR STUDENTS WITH DISABILITIES

### Procedures for Disciplining Students with Disabilities

Taylor County School District does not discriminate on the basis of disability. The district has the obligation to provide a free appropriate public education to students with disabilities. An individual education plan (IEP) shall be developed for students attending exceptional education programs. During the development of the IEP, a copy of the **Notice of Procedural Safeguards for Parents of Students with Disabilities** shall be provided to the parent or guardian.

Disciplinary procedures must be consistent with Rule 6A-6.03312, Florida Statutes and State Board of Education Rules. 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 this rule, is appropriate for a student with a disability (SWD) who violates a Code of Student Conduct. In addition, each school shall ensure that the IEP of a student in an exceptional education program is reviewed prior to disciplinary action. In lieu of suspension and/or expulsion the IEP team may recommend an Interim Alternative Educational Setting (IAES). School personnel can remove a student with a disability from his/her current educational placement for no more than (10) school days in a school year without providing educational services. The student must receive a free appropriate education during any period of removal over (10) school days in a school year. If a student violates the Code of Student Conduct and is removed from their current placement for (10) consecutive school days, the IEP team must convene and hold a **manifestation determination** meeting. 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. It shall not be an appropriate form of discipline to suspend a student for behavior which bears a relationship to the disability or exceptionality, nor shall continuous/serial suspensions be considered an appropriate form of disciplinary action.

Students with disabilities who are removed from school or placed in an Interim Alternative Educational Setting (IAES) must continue to receive educational services so as 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 and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

### **RESTRAINT OR SECLUSION** *F.S. 1003.573*

#### **Use of seclusion and restraint on students with disabilities.**

Restraint practices may only be used when a student's welfare or the welfare of others is at risk. Only appropriately trained personnel may use the District School Board of Taylor County approved restraint techniques. The term "manual physical restraint" is used to describe the use of physical restraint techniques that involve physical force applied by a teacher or other staff member to restrict the movement of all or part of a student's body.

- A school will notify the child's parent/guardian in writing before the end of the school day in which the physical restraint occurs.
- A school shall prepare an incident report within 24 hours after a student is released from restraint.
- A school shall also provide the parent or guardian with the completed incident report in writing by mail within three school days after a student was manually physically restrained.
- Parent/guardian signatures are required to acknowledge receipt of notification.
- A school will notify the Superintendent or his/her designee when a restraint occurs.
- Taylor County School District does not practice seclusion.

The term "seclusion" is used to describe the involuntary confinement of a student alone in a room or area from the student is physically prevented from leaving. It is the policy of the District School Board of Taylor County that students are not to be placed in an area of seclusion and must always be in full view of a staff person.

## SECTION FIVE: DISCIPLINE BY LEVELS

To establish reasonable consistency in the schools, a uniform Discipline Code has been developed.

Definitions of terms used can be found in the Glossary. Consistent with the Code of Student Conduct, the **principal or designee is responsible for discipline** and determines the level of the behavior and its appropriate consequence. Schools and teachers may develop individual rules and disciplinary practices which supplement the Code but do not conflict with it. It is the intent of the DSBTC that the principal or designee of each school has a reasonable degree of choice in determining the level of a student's behavior and the resulting consequences. The factors to consider include, but are not limited to:

- \* **Seriousness of offense**
- \* **Premeditation, impulse, or self-defense**
- \* **Age and/or disability**
- \* **Strength of evidence**
- \* **Cooperation/remorse**
- \* **Disciplinary history**

Behaviors and their consequences are divided into four levels. Each level represents progressively more serious misbehavior and consequence. School support staff and/or community resource agencies may be involved.

Under the Individuals with Disabilities Education Act (IDEA), students who have been identified as educationally disabled and are receiving ESE services are subject to additional disciplinary guidelines that are different than those for non-disabled students.

### **Level I Discipline – Schoolwide Behavior Management**

Level I offenses are minor acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. These offenses may be handled first by the teacher or other staff members involved. If additional action is necessary because of continued violation or other concerns, the student will be referred to the principal or designee for appropriate disciplinary action. The teacher or school administrator/designee, after review of the student's explanation, consultation with other persons involved and further investigation (when needed), will determine appropriate disciplinary action consistent with this Code and attempt to contact parents.

### **Level II Discipline**

Level II offenses are intermediate acts of misconduct which require administrative intervention, including, but not limited to, repeated minor misconduct and acts directed against persons or property but which do not seriously endanger the health or safety of others. After review of the student's explanation, consultation with other persons involved, and further investigation (when needed) the school administrator/designee will determine appropriate disciplinary action consistent with this Code and attempt to contact parents. Includes both Levels II A and B.

**Level III Discipline**

Level III offenses are serious acts of misconduct, including, but not limited to, repeated similar misbehavior, serious disruptions of the orderly conduct of school, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal/designee and may result in immediate removal of the student from the school or extracurricular activities. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and contact parents.

**Level IV Discipline**

The most serious acts of misconduct are included in this level ; they must be recorded immediately to the principal/designee. These violations are so serious that they may require district administrators, outside agencies and/or law enforcement. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and contact parents. **Such acts may also result in criminal penalties being imposed.** The principal/designee may recommend the expulsion of any student who has committed a **serious breach of conduct.**

**Students are expected to behave appropriately at school. Misbehavior that violates the rights of others, disrupts the school, or interferes with learning is not acceptable.**

**DANGEROUS WEAPONS OR DRUGS**

The Individuals with Disabilities Education Act (IDEA) amendments and regulations incorporate the definition of dangerous weapon from the U.S. code: “The term dangerous 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 the term does not include a pocket knife with a blade of less than 2 ½ inches in length.” School personnel may remove a student to an Interim Alternative Educational Setting (IAES) for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student’s disability, if the student:

1. 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.
2. 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.
3. 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.

**School Bus Discipline Matrix**

**LEVEL ONE OFFENSES:** These offenses should follow the present school matrix except for SBV which should result in a one-day bus suspension:

1. First Offense: Warning
2. Second Offense: 1-day bus suspension
3. Third Offense: Move to Level Two Offense #1

EAT	Eating or drinking on the bus.
KIS	Public display of affection.

NAS	Not in assigned seat.
OOS	Out of seat without permission while bus is in motion or sitting improperly.
RRX	Talking when lights are on at railroad crossing.
SAL	Unauthorized sales at school or on the bus
STP	Loading or unloading on unassigned bus or bus stop
UIB	Bring unauthorized items on the bus.
DIS	Consistently showing disrespect to fellow students.
SBV	Failure to wear seat belt.
HSP	Horseplay

**LEVEL TWO OFFENSES:** These offenses should result in bus suspension regardless of the students standing on the present school matrix.

1. First Offense: 3 days bus suspension
2. Second Offense... 5 days bus suspension
3. Third Offense ... 10 days bus suspension
4. Fourth Offense .... Bus suspension for the remainder of the year.

DEF	Blatant defiance of authority, disobeying or showing disrespect to school board employees.
WWT	Possessing or use of matches, lighter or fireworks, including stink bombs.
INT	Intimidating or threatening students with violence.
PRO	Use of profane, obscene, or abusive language or gestures.
FTG	Fighting without any injury to person or property.
IMI	Having an imitation or toy weapon.
LWD	Lewd or lascivious behavior, literature or object.
LYG	Providing false information to school board employee
PRP	Destroying, defacing or damaging school property.
XIT	Playing with or using emergency exits.
THR	Throwing or propelling objects or spitting.
BOW	Putting any part of the body outside the bus window while moving.

**LEVEL TWO OFFENSES:** This offense should result in school suspension regardless of the students standing on the present school matrix.

FTG	Fighting with or without any injury to person or property.
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**LEVEL THREE OFFENSES:** These offenses should result in suspension from the bus for the remainder of the year.

HIT	Hitting or striking a school board employee
INT	Threatening a school board employee with bodily harm.
PUT	Displaying or use of weapons, dangerous objects, mace or pepper spray.

INJ	Fighting or any careless or malicious action which results in the injury of a person or to property.
POS	Possessing, selling, or attempting to sell alcohol, drugs, or drug related items.

School bus drivers will provide an initial warning to all students, then, upon reoccurrence, contact the parent by telephone or message to inform parents of the problem and seek support. Documentation must be maintained by the bus driver that contact has been made. Subsequent infraction of this matrix will result in automatic referral requiring no parent contact.

Infractions involving level two and three offenses are to be referred for disciplinary action. In addition to the sanctions above, the school may impose more severe consequences as outlined in the respective school discipline matrix. Such school discipline matrix may require suspension or expulsion from school based upon the type and seriousness of the offense.

Adult students are afforded the privilege of school bus transportation and are subject to loss of privilege for failure to comply with bus rules.

\*\*\*Upon receiving 2 bus referrals, students will not be allowed to ride that bus for the remainder of the year.

## DISCIPLINE GRID: TAYLOR COUNTY PRE-K

	Behavior	First Offense	Second Offense	Third Offense
1	<b>Bus Conduct</b>	Conference with students and warning.	Conference with students, parents notified, special seat beside aide, loss of privileges	Bus suspension
2	<b>Disruptive Behavior</b>	Warning and conference with parents; time out	Parent, teacher, student and administrator conference; choices limited; shadowing teacher.	Mandatory parent volunteer training – 5- or 15-days suspension for student; Parent conference is required.
3	<b>Possession of Drugs, tobacco, and/ or alcohol products</b>	Parent, teacher, student and administrator conference; loss of privileges; school resource officer called	Suspension 1-5 days and parent conference required	
4	<b>Fighting, battery, or biting</b>	Warning and conference with student; time-out and loss of privileges	Parent, teacher, student and administrator conference; loss of privileges; shadowing teacher	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student. Parent conference is required.
5	<b>Insubordination</b>	Warning and conference with student; time-out and loss of privileges	Parent, teacher, student and administrator conference; choices limited	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student. Parent conference is required.
6	<b>Disrespectful speech/ action</b>	Warning and conference with student, teacher calls parents	Mandatory parent, teacher, student and administrator conference; loss of privileges	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required.
7	<b>Profanity, foul language, or obscene materials</b>	Warning and conference with student; time –out; loss of privileges	Parent, teacher, student and administrator conference; loss of privileges	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required.
8	<b>Items not appropriate at school</b>	Item(s) will be confiscated by teacher and parents will be notified to retrieve item(s) from school	Item(s) will be confiscated by the teacher and may be held until the end of the school before parents will be able to reclaim property.	
9	<b>Failure to follow school rules</b>	Warning and conference with student; time –out; loss of privileges	Parent, teacher, student and administrator conference; loss of privileges	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required



Principals/ Assistant Principals/ Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact parent or guardian will be made during the referral process.

Discipline for Students with Disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or his designee to affect all situations as afforded by law.

Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s) unless all faces of students not belonging to the viewer's family are blurred or otherwise removed and the video has not been entered into evidence with Law Enforcement Agencies.

## Discipline Grid K-12

Level 1	Level 2	Level 3 (begins under level 2)	Level 4
<p><b>Dress code violation</b> Tardy to school/class</p> <p><b>Lack of cooperation, does not want to complete assignments, sleeping in class, not bringing required materials</b> Possessing inappropriate items</p> <p><b>Use of cell phone and smart watches without permission</b> Use profane and obscene language</p> <p><b>Public display of affection</b> Inappropriate searches (not vulgar, includes games)</p> <p><b>Gestures and name calling to other students</b> Gambling or unauthorized sales</p> <p><b>Wandering the halls</b> Electronic device misuse</p> <p><b>Possession/use of unauthorized medication (OTC)</b> Behavior putting safety at risk (horseplay)</p> <p><b>Careless act w/o injury</b> Pushing, shoving, slap-boxing</p> <p><b>Throwing/propelling objects</b> Driving or parking without a sticker/parking in unauthorized area</p>	<p><b>Cheating on a test</b> Use of profane or obscene language</p> <p><b>Loitering on campus</b> Disruptive behavior</p> <p><b>Leaving class without permission</b> Skipping class, in the hallway without permission</p> <p><b>Insubordination</b> Failure to show up for detention/work detail</p> <p><b>Behavior putting safety at risk w/ cause or intent to injure</b> Defiance of authority</p> <p><b>Failure to comply with ISS expectations</b></p> <p style="text-align: center;"><b><u>LEVEL 3</u></b></p> <p>Sexual misconduct; indecent exposure, contact, touching, or pornographic materials</p> <p><b>Sexting</b> Stealing or accessory to theft (less than \$300)</p> <p><b>Entering or remaining in school property without permission</b> Possession of pocketknife with less than 2.5-inch blade</p> <p><b>Cheating on state assessment</b> Intimidation, threatening, harassment of other students</p>	<p><b>Improper or careless driving</b> Graphic/vulgar search</p> <p><b>Leaving campus without permission</b> Improper computer use/unauthorized entry into any computer system, altering or deleting</p> <p><b>Verbal altercation</b> Search containing threat of violence</p> <p><b>Disruption of school function</b></p> <p><b>Hazing</b> Inciting/instigating a fight/videoing a fight</p> <p><b>Tampering with emergency equipment</b> Possession of tobacco, matches, lighters, electronic smoking products</p> <p><b>Possessing, using or under the influence of alcohol</b> Bullying or harassment</p> <p><b>Pulling fire alarms</b> Careless act causing injury</p> <p><b>Gross disrespect /misbehavior towards staff</b> Open display gang related</p> <p><b>Disruption of school sponsored activity after school hours</b> Fighting</p> <p><b>Possession or use of fireworks</b> Making false accusations</p> <p><b>Sexual harassment</b> Sexual misconduct; indecent exposure, contact, touching,</p>	<p><b>Threat</b> Provide false information to a school board employee</p> <p><b>Threatening to disrupt school</b> Sale or distribution of alcohol</p> <p><b>Arson</b> Battery, when one or more students physically attack another student</p> <p><b>Assault on school staff</b> Bomb threat</p> <p><b>Breaking and entering/burglary into school property</b> Major campus disruption</p> <p><b>Possession, use, or under the influence of drugs</b> Sale or distribution of controlled substance</p> <p><b>Extortion/Coercion/Blackmail</b> Homicide, kidnapping, or other serious harmful activities resulting in law enforcement intervention</p> <p><b>Intimidating, threatening, or harassment of school staff</b> Major campus disruption causing many people to gather or behave violently/riot</p> <p><b>Robbery</b> Stealing or accessory to steal, buying/selling stolen property (over \$300)</p> <p><b>Sexual contact including intercourse, with or without force</b> Sexual offense/sexual battery</p> <p><b>Threatening to use or bring a weapon</b> Possession or discharge of an explosive device</p> <p><b>Possession of weapons or firearms, lookalikes, imitation or dangerous objects which can be used to cause bodily harm including knives over 2.5 inches</b></p>

<b>Level</b>	<b>1<sup>st</sup> offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>	<b>Repeated</b>
<b>1</b>	Parent contact; conference with student	Parent contact; 1 day restorative practice	Parent contact; 1 day restorative practice	Parent contact; 1 day ISS/OTI	Parent contact; 3-5 days ISS/OTI	Parent contact; 10 days OSS/ recommendation for expulsion
<b>2</b>	Parent contact; conference with student; 1-3 days ISS/OTI	Parent contact; 3-5 days ISS/OTI	Parent contact; 5 days ISS/OTI	Parent contact; 3-5 days OSS	Parent contact; 3-5 days OSS	Parent contact; 10 days OSS/ recommendation for expulsion
<b>3</b>	Parent contact; 3-5 days OSS	Parent contact; 5-10 days OSS	Parent contact; 10 days OSS; recommendation for expulsion			
<b>4</b>	Parent contact; 10 days OSS/ recommendation for expulsion					

**\*\*Principals/Assistant Principals/Deans have the authority to adjust disciplinary consequences based on their evaluation of the circumstances surrounding the incident. Students will receive an administrative conference upon each offense. A good faith effort to contact the parent/guardian will be made during the referral process. Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal, assistant principal, dean or designee to affect all situations as afforded by law.**

**\*\* Parent will be responsible for picking up cell phones, smart watches or any other electronic devices taken from students for inappropriate usage.**

**\*\* Students that reach 5 discipline referrals will be referred to MTSS.**

**\*\* If a student reaches 10 level 2 referrals/higher, or 15 referrals total they will be referred for expulsion.**

### **FIELD TRIPS**

Classes may be scheduled to take field trips. Only students who demonstrate appropriate behavior prior to the trip will be allowed to attend. Policies for each grade level are as follows: A student can earn up to 2 minor/ intermediate offense referrals (please refer to Level 1 and 2 offenses above for a list of minor/ intermediate offenses) and still be allowed to go on field trips. If a student earns a 3rd minor offense referral, then they are ineligible. A student can earn 1 major offense referral (please refer to above list for Level 3 offenses) and still be eligible to attend a field trip. If a student earns a 2nd major referral, they are then ineligible for field trips. Any student earning a Level 4 Offense referral will not be eligible to attend field trips.

## Behavioral Levels

### PLAN ONE

<p><b>Level I behaviors are acts that disrupt the orderly operation of the classroom, school function, and extracurricular activities or approved transportation. Level I behaviors are the least serious incidents.</b></p> <ul style="list-style-type: none"> <li>• Careless act with injury</li> <li>• Dangerous Object</li> <li>• Dress Code Violation</li> <li>• Horseplay</li> <li>• Peer Conflict</li> <li>• Petty Theft</li> <li>• Use of Profanity</li> <li>• Skipping</li> <li>• Tardiness</li> <li>• Visiting an Unauthorized Area</li> <li>• Other Rule Violations</li> </ul>	<p><b>Addressing Level I behaviors may include several possible interventions and corrective actions as listed below. Parental contact will be attempted for all offenses.</b></p> <ul style="list-style-type: none"> <li>• Adjustment of student’s program/change of schedule</li> <li>• After school detention</li> <li>• Assign peer or adult mentor</li> <li>• Behavior contract/plan</li> <li>• Confiscation</li> <li>• Days held in abeyance</li> <li>• Extracurricular suspension</li> <li>• Lunch detention</li> <li>• Parent/guardian contact</li> <li>• Guidance counseling</li> <li>• Restitution</li> <li>• Restorative practices                         <ul style="list-style-type: none"> <li>-Effective communication</li> <li>-Circles (preventative/relationship building/responsive/restorative)</li> </ul> </li> <li>• Formal mediation</li> <li>• Conferencing</li> <li>• Letter of apology</li> <li>• Peer mediation</li> <li>• Reflective assignment</li> <li>• Restorative agreement/plan</li> <li>• Review rules/expectations</li> <li>• Student, parent/guardian/staff conference</li> <li>• Temporary loss of bus privileges</li> <li>• Verbal warning</li> <li>• Wardrobe change</li> <li>• Work detail</li> </ul>
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**PLAN TWO**

<p><b>Level II behaviors are more serious behaviors and require more formal interventions and corrective actions.</b></p> <ul style="list-style-type: none"> <li>• Aggressive Acts</li> <li>• Bullying</li> <li>• Cheating</li> <li>• Defiance of Authority</li> <li>• Horseplay</li> <li>• Misuse of Electronics/ Telecommunication devices</li> <li>• Harassment</li> <li>• Insubordination</li> <li>• No-Show for Discipline</li> <li>• Peer Conflict</li> <li>• Petty Theft</li> <li>• Use of Profanity</li> <li>• Other Rule Violations</li> </ul>	<p><b>Addressing Level II behaviors may include several possible interventions and corrective actions as listed below. Parental contact will be attempted for all offenses.</b></p> <ul style="list-style-type: none"> <li>• Adjustment of student’s program/change of schedule</li> <li>• Assign peer or adult mentor</li> <li>• Behavior contract/plan</li> <li>• Days held in abeyance</li> <li>• Internal school suspension</li> <li>• Loss of privileges</li> <li>• Out-of-School Suspension</li> <li>• Participation in Counseling</li> <li>• Restitution</li> <li>• Restorative practices             <ul style="list-style-type: none"> <li>-Effective communication</li> <li>-Circles (preventative/relationship building/responsive/restorative”</li> <li>-Formal mediation</li> <li>-Conferencing</li> <li>-Letter of apology</li> <li>-Peer mediation</li> <li>-Reflective Assignment</li> <li>-Restorative agreement/plan</li> <li>-Restorative conferencing</li> </ul> </li> <li>• Student, parent/guardian/staff conference</li> <li>• Suspension/revocation of network/internet access</li> <li>• Temporary loss of bus privileges</li> <li>• Work detail</li> </ul>
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**PLAN THREE**

<p><b>Level III behaviors are more serious acts that disrupt the orderly operation of the classroom, school function and/or extracurricular activities or approved transportation.</b></p> <ul style="list-style-type: none"> <li>• Alcohol possession/use</li> <li>• Altercation (physical/verbal)</li> <li>• Bullying</li> <li>• Disruption on Campus</li> <li>• Drug Use/Possession</li> <li>• Electronic Telecommunication Device</li> <li>• Extortion</li> <li>• False Accusation</li> <li>• Fighting</li> <li>• Forgery/Misuse</li> <li>• Gang Related</li> <li>• Gross Disrespect</li> <li>• Harassment</li> <li>• Hazing</li> <li>• Instigating a Fight (videoing/messaging)</li> <li>• Intimidation of student/staff</li> <li>• Larceny/Theft</li> <li>• Physical Altercation</li> <li>• Safety Violation</li> <li>• Sexual Harassment</li> <li>• Sexual Offenses</li> <li>• Tobacco/Nicotine Use/Possession</li> <li>• Vandalism</li> <li>• Other Major</li> </ul>	<p><b>Addressing Level III behaviors may include several possible interventions and corrective actions as listed below. Parental contact will be attempted for all offenses.</b></p> <ul style="list-style-type: none"> <li>• Adjustment of student’s program/change of schedule</li> <li>• Assign peer or adult mentor</li> <li>• Behavior contract/plan</li> <li>• Extra-curricular suspension</li> <li>• Internal school suspension</li> <li>• Loss of privileges</li> <li>• Nicotine prevention course</li> <li>• Out-of-school suspension</li> <li>• Restitution</li> <li>• Restorative practices             <ul style="list-style-type: none"> <li>-Effective communication</li> <li>-Circles (preventative/relationship building/responsive/restorative”</li> <li>-Formal mediation</li> <li>-Conferencing</li> <li>-Letter of apology</li> <li>-Peer mediation</li> <li>-Reflective Assignment</li> <li>-Restorative agreement/plan</li> <li>-Restorative conferencing</li> </ul> </li> <li>• Student, parent/guardian/staff conference</li> <li>• Temporary loss of bus privilege</li> <li>• ****FL Statute 386.212: A law enforcement officer may issue a citation in such form as prescribed by a county or municipality to any person violating this section.</li> </ul>
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**PLAN FOUR**

<p><b>Level IV behaviors are increasingly more serious behaviors that disrupt the orderly operation of the classroom, school function, and or extracurricular activities or approved transportation.</b></p> <ul style="list-style-type: none"> <li>• Burglary</li> <li>• Drug Sale/Distribution</li> <li>• Off-Campus Felony</li> <li>• Physical Attack</li> <li>• Robbery</li> <li>• Sexual Assault</li> <li>• Trespassing</li> <li>• Arson</li> <li>• Battery</li> <li>• Homicide</li> <li>• Kidnapping</li> <li>• Sexual Battery</li> <li>• Weapons Possession</li> <li>• Threat or False Report</li> </ul>	<p><b>Addressing Level IV behaviors may include several possible interventions and corrective actions. Parental contact will be attempted for all offenses.</b></p> <ul style="list-style-type: none"> <li>• Out-of-school suspension -school based hearing must be held for any considerations of suspension between 8 to 10 days</li> <li>• Restitution</li> <li>• Recommendation for Expulsion</li> </ul>
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**BIG BEND TECHNICAL COLLEGE**

Dual Enrolled students will be responsible for following the required policies and procedures established at their respective institutions.

## GLOSSARY OF TERMS

### Definitions of Infractions and Misconduct

**ADMINISTRATIVE REVIEW** – A total review of the student’s record with an administrator, other appropriate school personnel, student and the parent/legal guardian. The consequences for the infraction will be determined at, or immediately following, the review. Depending on the severity and/or frequency of Level III offenses, consequences may range from suspension to alternative reassignment to expulsion.

**ACADEMIC REVIEW** – A total review of the student’s academic record with the child study team, including the School Social Worker if there are attendance-related issues.

**ALCOHOL (*possession, use or sale*)** – Possession, sale, purchase or use of alcoholic beverages.

Use should be reported only if the person is caught in the act of using, admits to using or is discovered to have used in the course of an investigation.

**ARSON** – Damaging, or attempting to damage, any real or personal property by fire or explosion, or 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** – Physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. *(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.)*

**BEHAVIOR LEVELS** - Behavior levels escalate in severity from level 1 to level 4.

**Level I behaviors** disrupt the orderly operation of the classroom, school functions, extracurricular/ co-curricular programs or approved transportation. The core principle of the Multi-Tiered System of Supports (MTSS) model is to provide general academic and behavioral instruction and support to all students in all settings. MTSS is a continuum of tiered interventions with increasing levels of intensity and duration that aims to prevent inappropriate behaviors by means of teaching and reinforcing appropriate behaviors.

**Level II behaviors** are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

**Level III behaviors** are more serious acts that disrupt the orderly operation of the classroom, school function and/or extracurricular activities.

**Level IV behaviors** are the most serious acts of unacceptable behavior. They seriously endanger the health and wellbeing of others and/or damage property. For these infractions it is expected the school give notification to law enforcement.



**BOMB THREAT** – Making a false report to any person, including school personnel, concerning the placement of any bomb, dynamite, explosive or arson-causing device.

**BURGLARY** – 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).

**BULLYING (including cyberbullying)** – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal or physical behavior, including any threatening, insulting or dehumanizing gesture, by a student or adult 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. It may involve, but is not limited to, teasing; stalking; destruction of property; intimidation; public or private humiliation; sexual, religious, or racial harassment; threat; theft; social exclusion; physical violence; and/or cyberbullying.

**BUS RULES/PROCEDURES VIOLATION** – Engaging in conduct or behavior which interferes with the orderly, safe and timely transportation of students.

**CHEATING** – The inappropriate and deliberate distribution or use of information, notes, materials or work of another person in the completion of an academic exam, test or assignment in an online or traditional course to include plagiarism.

**COMPUTER MISUSE** – The inappropriate use of a computer, including but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software and entering, distributing or printing unauthorized files.

**CONTRABAND** – Items which are prohibited at school including but not limited to bullets or cartridges, flammable liquids, combustible materials, matches, lighters, poisonous substances, skates and skateboards, inappropriate written material, etc.

**DISRESPECT** – The use of words or acts which demean, degrade, antagonize or humiliate a person or group of persons.

**DISRUPTION ON CAMPUS** – Disruptive behavior that poses a serious threat to the learning, environment, health, safety or welfare of others, including but not limited to making a bomb threat, inciting a riot, initiating a false fire alarm, etc. which affects all or a significant portion of campus activities, school-sponsored events or school transportation.

**DISRUPTIVE BEHAVIOR** – Participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related functions.

**DRESS CODE VIOLATION** – Failure to comply with dress code requirement(s).

**DRUG USE/POSSESSION (*illegal drug possession or use*)** – The use or possession of any drug, narcotic, controlled substance or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

**DRUG SALE/DISTRIBUTION** – The manufacture, cultivation, sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug.

**DRUG PARAPHERNALIA** – Any equipment used for the purpose of preparing or taking drugs.

**ELECTRONICS/TELECOMMUNICATION DEVICES** – Unauthorized display or use of a personal electronic or telecommunication device during school hours.

**FALSE ACCUSATION** – Making false accusation(s) against a staff member or other student that may jeopardize employment, education, professional certification or reputation including, but not limited to, accusations created and/or transmitted from computers or any electronic device during school hours.

**FALSE ALARM** – The activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.

**FIGHTING** – Two or more people mutually participating in use of force or physical violence that requires physical restraint or results in injury that requires immediate first aid or subsequent medical attention.

**FORGERY/MISUSE** – Making a false or misleading communication to a school staff member with either the intent to deceive, or under circumstances which would reasonably be calculated to deceive, the staff member.

**GAMBLING** – Any participation in games or activities of chance for money or items of value.

**GANG** – A formal or informal ongoing organization, association or group that has as one of its primary activities the commission of criminal or delinquent acts, and that consists of three or more persons who have a common name or common identifying signs, colors or symbols, including but not limited to terrorist organizations and hate groups (*Section 874.03(1), Florida Statutes*).

**GANG-RELATED ACTIVITY** – Engaging in any verbal, written or physical act which is associated with becoming a member of a gang, being a member of a gang or participating in gang identified rituals or behaviors.

**HARASSMENT** – Any threatening, insulting or dehumanizing gesture, use of data or computer software or written, verbal or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her

property, 2) has the effect of substantially interfering with a student's educational performance, opportunities or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

**HAZING** – Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes but is not limited to: (a) pressuring, coercing or forcing a student to participate in illegal or dangerous behavior and/or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

**HOMICIDE** – Unjustified killing of one human being by another. Must be reported to law enforcement.

**HORSEPLAY** – Engagement in physical activity with another student or students; non-confrontational in nature.

**INAPPROPRIATE/OBSCENE ACT** – The use of oral or written language, electronic messages,

pictures, objects or gestures, or engaging in any physical act considered to be offensive, socially unacceptable or not suitable for an educational setting.

**INSUBORDINATION** – The refusal or failure to follow a direction or an order from a school staff member, bus driver or any other adult in authority.

**KIDNAPPING** – Forcibly, or by threat, confining, abducting or imprisoning another person against his/her will and without lawful authority. Must be reported to law enforcement.

**LARCENY/THEFT** – Unauthorized taking, carrying, riding away or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm, when the stolen property totals \$750 or more.

**OFF-CAMPUS FELONY OFFENSE** – Having a formal charge, by the proper prosecuting attorney, of a felony or a delinquent act that would be a felony if committed by an adult on other than school property, or a student who has been adjudicated guilty of a felony on other than school property.

**OPEN DEFIANCE** – The flagrant or hostile challenge of the authority of a school staff member, bus driver or any adult in authority.

**OTHER MAJOR OFFENSE** – Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.

**PEER CONFLICT** – Mutual participation in an altercation, either verbal or physical, including but not limited to pushing, shoving and other forms of minor confrontations

that do not require medical attention; when directed to stop by a staff member, participants in the altercation comply.

**PETTY THEFT** – Unauthorized taking, carrying or concealing property of another person without threat, violence or bodily harm, when the stolen property totals less than \$750.

**PHYSICAL ATTACK** – Refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual

**PROFANITY** – Use of profanity and/or vulgar, abusive or inappropriate language or gestures.

**ROBBERY** – Taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances of force or threat of force or violence, and/or by putting the victim in fear.

**SAFETY VIOLATION** – Engaging in an act that endangers the safety of others, such as:

- Possession of a common pocketknife (*2.5" blade or less*), plastic utensils, blunt bladed knife or other object not commonly used as a weapon
- Use of a common object to inflict harm on another
- Throwing inappropriate objects
- Other activities that endanger the safety of others
- Leaving campus without permission

**SEXUAL BATTERY** – Any sexual act directed against a person, forcibly or against the person's will, or not forcibly against the person's will where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent incapacity; forced or attempted penetration by using any body part or object. Must be reported to law enforcement.

**SEXUAL HARASSMENT** – Unwanted verbal or physical behavior with sexual connotations 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; or, unwelcome and repeated sexual advances, requests for sexual favors and/or other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature.

**SEXUAL OFFENSE** – Sexual misconduct or contact without force or threat of force, subjecting an individual to lewd sexual gestures or comments or sexual activity, or exposing private body parts in a lewd manner.

**SESIR** - The School Environmental Safety Incident Reporting System collects data on 26 incidents of crime, violence, and disruptive behaviors that occur on school grounds, on school transportation, and at off-campus, school-sponsored events,

during any 24-hour period, 365 days per year. Incidents are reported by schools to the districts which, in turn, provide the data to the DOE. SESIR takes a comprehensive look at serious crime and violence on the school campus. The included incidents relate to:

Aggravated Battery	Harassment	Sexual Battery
Alcohol	Hazing	Sexual Harassment
Arson	Homicide	Sexual Offenses-Other.
Bullying	Kidnapping	Threat/Intimidation
Burglary	Larceny/Theft (\$750)	Tobacco
Disruption on Campus-Major	Other Major Incidents	Trespassing.
Drug Sale/Distribution	Physical Attack	Vandalism (\$1000)
Drug Use/Possession	Robbery	Weapons Possession
Fighting	Sexual Assault	

**SKIPPING CLASS** – Not reporting to or leaving an assigned class, activity or area without receiving proper approval and/or following the established procedures for checking out of a class.

**TARDINESS** – Late arrival to school or to a class.

**THREAT/INTIMIDATION** – The declaration by word or act to do bodily harm to other people or to their property, forcing other people to do something, preventing other people from doing something by coercion, bullying or making them afraid, threat to cause physical harm to other people 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 or people who are the object of the threat, (2) fear – a reasonable fear or apprehension by the person or people who are the object of the threat that the threat could be carried out, and (3) capability – the ability of the offender to carry out the threat directly or by a weapon or other instrument that can easily be obtained.

**TOBACCO** – Possessing, using, selling, storing or distributing cigarettes, cigars, snuff, dip, pipe tobacco, chewing tobacco or other tobacco products on school grounds, at school-sponsored events or on school transportation.

**TRESPASSING** – The unauthorized entry onto School Board-owned property or into a school function or extracurricular activity or remaining on School Board-owned property after being directed to leave that location by a school staff member law enforcement official, entering or remaining 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.

**UNAPPROVED DISTRIBUTION** – Unapproved posting or distribution of printed material, petitions, electronic messages or graphic representations on school grounds or property.

**UNAUTHORIZED AREA** – Being present in buildings, rooms or other areas on a school campus restricted to student access during all or part of a day or not assigned to for that period of time.

**UNAUTHORIZED ASSEMBLY** – Being present at unapproved student gatherings, meetings, demonstrations or protests which interfere with the orderly process of the school environment, or which interrupts a school function or an extracurricular activity.

**VANDALISM** – Defacing, damaging or destroying by any means the real or personal property belonging to the School Board or to another person; intentional destruction, damage or defacement of public or private property without consent of the owner or the person having custody or control of it, when resulting damage amounts to \$1,000 or more.

**VAPING** – A dispensing device or electronic nicotine delivery system (*ENDS*) such as electronic cigarettes, vape pens, hookah pens, etc.

**WEAPONS** – Possession of any instrument or object (*as defined by Section 790.001 Florida Statutes*) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm, including but not limited to: Billy clubs, chemical weapons or devices, dirks, electronic weapons (*e.g. stun gun*), explosive propellants, firearms, flare guns, handguns, zip guns, rifles, shotguns, knives (*for pocketknives, kitchen knives and razor blades see Safety Violation definition*), metallic knuckles, projectile devices, slingshots, Chinese throwing stars, and tear gas.