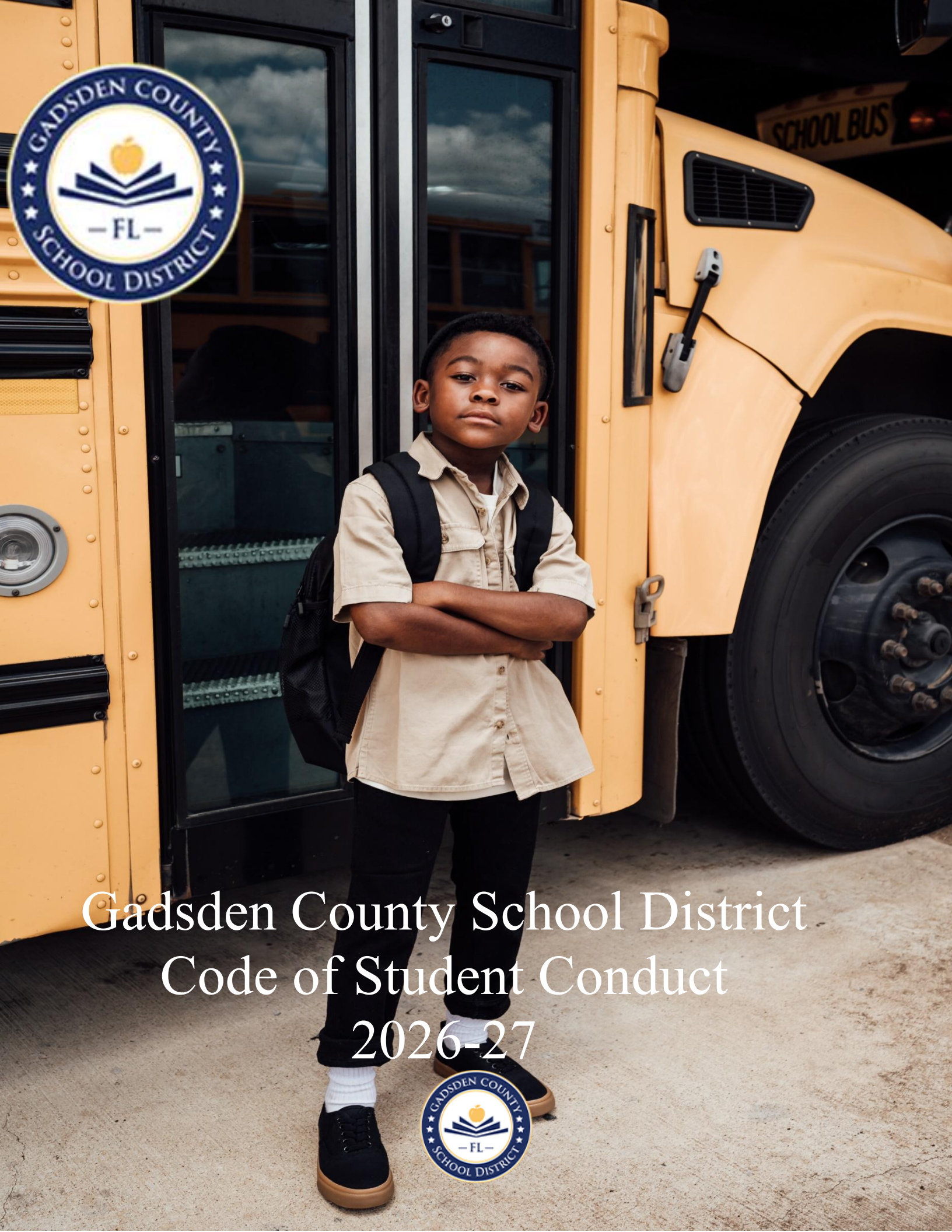

Gadsden County School District
Code of Student Conduct
2026-27

2026-2027

Gadsden County School District

35 Martin King Jr. Blvd.
Quincy, FL 32351
(850) 627-9651

Superintendent

Elijah Key, Jr.

School Board Members

Cathy Johnson, District 1
Steve Scott, District 2
Leroy McMillan, District 3
Charlie Frost, District 4
Stacey Hannigon, District 5

Vision

The Gadsden County School District comprises a system of excellence that prepares ALL students to live and successfully compete in a global society.

Mission

The mission of Gadsden County School District is to collaborate with and engage all stakeholders in providing safe, caring, rigorous and engaging environments in which students can learn and succeed.

Objectives

Engage and Educate Daily
Expectations for Student Learning
Student Social and Emotional Well
Being Dedicated and High-Quality Team
Positive Climate and Safe
Environment Efficient Operations
Engaged and Invested Community

GADSDEN COUNTY SCHOOL DISTRICT
CODE OF STUDENT CONDUCT
2026-2027

The Code of Student Conduct (Code) is adopted by the Gadsden County School Board (Board), to notify students and parents/guardians of student expectations for behavior while attending any school within Gadsden County. The Gadsden County School District (GCSD) Code applies to all activities throughout the school, while being transported to and from school at a public expense, a reasonable time before and after school, during school-sponsored activities, and may extend to behaviors that occur within the community that have an impact on GCSD or GCSD students.

The following represents some of the information found within the Code, however, students and parents/guardians should read the Code in its entirety:

- Students have the right to choose to participate in a GCSD disciplinary investigation. In addition, parents/guardians may request their students not participate in a student discipline investigation without the parent's/guardian's permission. The parent/guardian is required to submit their written request to the school Principal prior to a disciplinary matter occurring.
- Safe Harbor allows a student who accidentally brings an object (e.g. firearm, weapon) to school, or finds an object, which is not allowed by the Code, to turn the object into school staff **before** an investigation or screening starts. The student could still receive a discipline referral, but not a consequence. (Please note not all zero tolerance offenses, such as firearms and weapons, qualify for Safe Harbor)
- Students who commit a Level 4 offense will be recommended for expulsion/full exclusion from all GCSD schools.
- All threats made to a school or person will be taken seriously, regardless of the student's intent.
- Fighting is not allowed on any GCSD property or during any GCSD sponsored event/activity, however, a student may use "self-defense" to prevent a pending attack. "Self-defense" is described as an action that is necessary to protect myself or someone else from serious bodily harm. "Self-defense" may include asking an adult for help, restraining or blocking the attacker, shielding self or others from being hit, or pushing to get away from the attacker. However, retaliating by striking or hitting (e.g., punching, slapping, kicking) a person back, or choosing not to leave after the student is able to get away, may be considered as fighting.
- Searches of students and property will be conducted if school personnel have reasonable suspicion of a violation of the Code or law. Reasonable suspicion is not required to conduct random searches, which may occur at any time and are not protected by Safe Harbor.
- Students are strongly encouraged to report any suspicious or criminal behavior observed to FortifyFL through the FortifyFL app, on the student's school-issued device, or by going online at www.getfortifyfl.com. The report can be anonymous. If the student knowingly submits a false tip to FortifyFL the student may face criminal penalties and/or discipline under the Code.

The full version of the Code can be found on students' GCSD device and can also be found at www.gadsdenschools.org

School Name		Grade
Print Student Name	Student Signature	Date
Print Parent/Guardian Name	Parent/Guardian Signature	Date

PARENTS/GUARDIANS: The Code is reviewed with your child at school; however, it is important that you review the Code with your child at home as well. Please note, all students are required to follow the Code and can receive a disciplinary referral and consequences, even if you refuse or fail to sign this document.

TABLE OF CONTENTS

Acknowledgment Page	1
Introduction	5
Introduction	5
In Loco Parentis	5
Notice of Limited Responsibility for Supervising Students	6
Pledge of Allegiance	6
Section I: Discipline and Disciplinary Response	8
Disciplinary Response Code	8
Student Discipline Investigations	8
Level 1 Response Code	8
Level 2 Response Code	12
Level 3	23
Level 4	30
Intervention Definitions	32
Definitions Related to Formal Disciplinary Actions	35
Procedures for Formal Actions	37
Alternative Education	38
School Environment Safety Incident Reporting (SESIR)	43
Section II: Procedures for Disciplinary Action	44
Procedures for Level (I-III) Offenses	45
Procedures for Level IV Offenses	46
Suspension/Removal of Students Eligible for Services under the IDEA	49
Suspension/Removal of Students Eligible under Section 504 and the ADA	49
Section III: Student Rights and Responsibilities	53
Rights and Responsibilities	54
Code of Civility	55
Student Discrimination	57
Title IX of the Education Amendments of 1972 and Sex Discrimination	57
Attendance	57
Bullying and Harassment	57
Section IV: Parent and Student Notifications	58
Safe Harbor Provision	59
Student Dress	59
Search of an Individual	60
Student Parking and School Locker Search	61
Trafficking	61
Positive Alternative to School Suspension	61
Detention	61
Restorative Practices	61
Consultation with Law Enforcement	61
Cell Phone/Wireless Communication Device Policy for Students	62
Safety in Private Spaces Act	62
Dual Enrollment/Postsecondary Notification	62
Truancy	62
Corporal Punishment	62
Standards of Conduct for Students using Transportation	63
Internet Policy	64
Section V: Additional Information	65
FERPA Notification of Rights	66
Release of Directory Information	67
Release of Records to Other Educational Agencies	67
Procedures for Felony Suspension/Felony Expulsion	68
Procedures for Early-Re-entry of Students Assigned to an Alternative Placement	70
Procedures for Early-Re-entry of Students that Receive a Full Exclusion	71
Section VI: Extracurricular Activities	72
Athletics/Transfers	75

CODE OF STUDENT CONDUCT

INTRODUCTION

The Gadsden County School District (Board) is required to adopt a Code of Student Conduct (Code), pursuant to School Board Policy, titled "Code of Student Conduct," and Section 1006.07, Florida Statutes. In addition, Rule 6A-1.0017, Florida Administrative Code, defines several offenses the Board must adopt into the Code. Gadsden County School District (GCSD) has developed the Code to help students, parents/guardians, and school personnel understand the guidelines for maintaining a safe and orderly learning environment. The Code shall be discussed with students, school advisory committees, and parent/teacher associations at the beginning of each school year and quarterly thereafter and for transferring students upon their enrollment.

The Code applies to all GCSD students in Kindergarten through Grade 12, including high school and school- age students attending either a technical center in a dual-enrollment program or a community school program for high school credit.

Each GCSD student must adhere to GCSD rules and the Code:

- While on Board property.
- While being transported to or from school at public expense.
- During school-sponsored activities, including, but not limited to distance learning, virtual learning, field trips, athletic functions, and similar activities.
- While using an GCSD device or while on the GCSD network, even if in the community.
- While in the community if the behavior has an impact on GCSD or GCSD students; and
- If appropriate, any other area as permitted by Florida Statutes and/or State Board of Education Rules.

In order to conserve resources, schools will not distribute paper copies of the Code to every student. An electronic copy of the Code can be found online at www.gadsdenschools.org or on GCSD school-issued devices**.** If you require a paper copy of the Code, please notify your GCSD school.

Federal and state statutes and Board Policies are referenced throughout this handbook. It is important to note that the statutes and Board Policies referenced herein are subject to amendment throughout the school year, which may affect specific sections of this handbook. Should a section be impacted by an amendment during the current school year, the Code will be updated to reflect the amendment as adopted by statute or Board Policy. A redline version of the amendment and footnote with a detailed explanation of the update will be accessible online at www.gadsdenschools.org

In Loco Parentis

State and federal law recognizes that teachers and school administrators have a need to stand in place of parents/guardians over children entrusted to them at school. This is a legal concept called *in loco parentis*. While this authority is not equal to a parent's/guardian's authority over a child, it does permit school personnel to exercise a degree of supervision and control over students while students are on Board property, school transportation, or attending a school activity. Section 1003.31(1), Florida Statutes, also recognizes that students are under the control and direction of the principal or teacher in charge of the school. This authorizes school personnel to search without a warrant based on reasonable suspicion and are not held to the higher standard of "probable cause" by which law enforcement is bound. This concept authorizes school personnel to question a student without providing the student with Miranda warnings or allowing the student to call a parent/guardian or attorney.

The section to follow provides the disciplinary offenses and potential consequences for students for behavior that occurs on Board property; on school transportation; and at school activities, including, but not limited to distance learning, field trips, athletic functions, and similar activities; and if appropriate, any other area as permitted by Florida Statutes and/or State Board of Education Rules. Student disciplinary offenses and the responses to them are divided into four levels. Each level represents progressively more serious offenses and responses to them become progressively more severe. Some offenses require consultation with law enforcement if the offense is deemed to be a violation of state or federal laws.

GCSD promotes a safe and supportive learning environment in schools, to protect students and staff from conduct that poses a serious threat to school safety. School-based administrators shall provide consistent school-based discipline, where appropriate, and authorized by policy and this Code. In addition, pursuant to Section 1006.09, Florida Statutes, a good faith effort shall be made by the principal or designee and teachers to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions that require immediate suspension or in the case of a serious breach of conduct as defined by the Board and this Code.

GCSD is committed to providing a safe environment for all students and seeks support from the community and parents/guardians in achieving this goal. To that end, Section 1003.04, Florida Statutes, provides that the parent/guardian of each public K-12 student must cooperate with the authority of the Board, GCSD, the Superintendent, the Principal, teachers, and school bus drivers, to remove the student from the classroom and the school bus and, when appropriate and available, to place the student in an alternative educational setting, if the student is disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive.

Notice of Limited Responsibility for Supervising Students

GCSD employees are not responsible for supervising students who arrive on school grounds more than 30 minutes before school and/or 30 minutes before a school-sponsored activity is scheduled to begin or students remaining on school grounds more than 30 minutes after school and/or 30 minutes after the school-sponsored activity ends. GCSD is not responsible for supervising students not in attendance at school, or students not authorized to participate in school-sponsored activities. Casual or incidental contact between GCSD personnel and students on school grounds shall not result in a duty to supervise students. Parents/guardians should not rely on GCSD employees to provide supervision for their child outside of the aforementioned time period.

Nothing in this section precludes GCSD from administering discipline for acts or behavior that occur on GCSD property.

Pledge of Allegiance Notice

Pursuant to Florida Statutes, students have the right not to participate in reciting the pledge. Upon written request by his or her parent, a student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

PLEDGE OF ALLEGIANCE

The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle and high school in the Gadsden County School District. Upon written request by his or her parent, a student shall be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing headdress, except when such headdress is worn for religious purposes.

SECTION I:
DISCIPLINARY RESPONSE E

***PLEASE NOTE*: Any offense title in Levels 1-4 that is bold is an offense required by state statute or State Board of Education rule. It is important to note that GCSD is required to report these acts to the Florida Department of Education regardless of the student's capacity to understand the appropriateness of the student's actions (e.g., age and/or disability). The definitions for these offenses can be found in Rule 6A-1.0017, Florida Administrative Code, and on the Florida Department of Education, Office of Safe Schools website under SESIR Codes and Definitions.**

Student Discipline Investigations

Parents/guardians may request their student not participate in student discipline investigations without authorization from the parent/guardian by submitting the request, in writing, prior to the occurrence of any discipline matter, to the school administration. Refusal to participate in the investigation does not prohibit GCSD from continuing with the investigation and administering an appropriate disciplinary consequence pursuant to the procedures outlined in this Code. In addition, refusal does not prohibit the school resource officer, or law enforcement officer, from continuing the criminal investigation and imposing criminal penalties if warranted. However, if a student is a victim or a witness, the police or administrative
investigators are allowed to question the student without first contacting their parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during the student's interview.
After the discipline investigation is complete, the parent/guardian may request a copy of all documentary evidence upon which the proposed disciplinary consequence is based; however, if available and used as evidence for disciplinary purposes, video evidence may only be reviewed, a copy will not be provided. Additional information pertaining to discipline offenses and procedures can be found within this section of the Code and Section V.
If the discipline investigation is conducted due to allegations of a threat or threatening behavior, the investigation will be submitted to the School Threat Management Team for review. The School Threat Management Team is established by School Board Policy, Threats, and Section 1006.07, Florida Statutes.

Students will be recommended for participation in the Juvenile Civil Citation program, Civil Citation/Teen Court, or other diversion programs, pursuant to the Memorandum of Understanding, Juvenile Civil Citation Program.

Conduct outside of school, including threats, intimidation, harassment, or discrimination, where the incident (conduct) has a detrimental effect on the health, safety, and welfare of the school, and which causes a substantial disruption of, or interferes with, the educational process at school may also constitute an infraction of the Code of Student Conduct.

Level 1: Discipline Response

Level 1 offenses are minor acts of misconduct that may interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation.
The GCSD employee involved should intervene in the misconduct. If further action is necessary, the employee shall refer the student to the school administrator for disciplinary action. After hearing the student's explanation, consulting with staff members and other students, and conducting any other necessary investigation, the administrator will decide on disciplinary action. Suspension is not an available disciplinary response for Level I violations.
The following offenses and "Code Definitions" apply to Level 1 offenses. The column titled, "Simplified Definition," is provided to help students to have a better understanding of each offense, however, disciplinary referrals will be issued based on the "Code Definition."
MINOR INFRACTIONS – LEVEL I
Special Note- Infractions committed within the same Level in the Code of Student Conduct in school, at school-sponsored events and on the school, bus will be considered willful disobedience and/or open defiance of authority. As a result, the student infraction may be escalated to the next occurrence on the Disciplinary Actions/Interventions Matrix. The following Level 1 codes are grouped for occurrence purposes:

- 1.01-1.03-1.05
- 1.04-1.08

Example: A student committing a 1.01 infraction followed by another 1.01, 1.03 and/or a 1.05 infraction will move to the next occurrence on the Disciplinary Actions/Interventions Matrix.

1.01 (ZZZ) Disruption in Class – Any conduct which is so disruptive as to interfere with the teacher's ability to communicate with the students in class and/or with the ability of other students to learn and does not cease with teacher/classroom documented-based progressive discipline plan.

1.02 (ZZZ) Illegal Organization – Any participation in prohibited secret clubs or societies.

1.03 (ZZZ) Disorder Outside of Class – A student must not bother other students outside of class or participate in disruptive conduct that interferes with maintaining order in areas subject to school authority or the failure to follow directions to cease such conduct.

1.04 (ZZZ) Tardiness – Reporting late to school or class (refer to individual school's tardy procedures).

Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present. A student's tardiness shall be excused when the reason given for tardiness is acceptable to the principal or designee. Examples of acceptable reasons for tardiness are the same as examples of acceptable reasons for excused absences.
A student has the responsibility to be in class on time. A student failing to make an effort to attend class in a timely manner shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.

Accumulation of tardies shall be on a nine-week grading period. Schools with electronic tardy tracking systems shall track tardies on an aggregate basis. Schools without electronic tardy tracking systems shall track tardies by period.

NOTE: Pursuant to Florida law, out-of-school suspension is not a permissible disciplinary action for this infraction for students who are of compulsory attendance age. As such, action code 07 (out-of-school suspension) should not be used for this offense.

1.05 (ZZZ) Use of Abusive, Profane, or Obscene Language or Gestures– Must not use inappropriate language or gestures. (Not limited to classrooms but also common areas, classes, hallways, and cafeteria)
1.06 (ZZZ) Nonconformity to the General Code of Appearance (see Appendix for more info on General Code of Appearance)
1.07 (ZZZ) Inappropriate Public Display of Affection
1.08 (ZZZ) Unauthorized Absence from Class or school day activity but remaining on campus (Skipping)

NOTE: Pursuant to Florida law, out-of-school suspension is not a permissible disciplinary action for this infraction for students who are of compulsory attendance age. As such, action code 07 (out-of-school suspension) should not be used for this offense.

1.09 (ZZZ) Unauthorized Use of Wireless Communication Devices or Cell Phone – Possession of a wireless communication device is not an infraction of the Code of Student Conduct. However, it is an infraction of the Code of Student Conduct when the possession of a wireless communication device disrupts the educational process. This includes the unauthorized use of a wireless communication devices to capture images or recordings without permission during school hours and/or the unauthorized use on school buses in the absence of an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay). *Wireless communication devices include but are not limited to cell phones and/or auxiliary devices such as watches, headphones, and ear buds.

NOTE: If students possess a wireless communication device, it must be turned off and kept out-of-sight inside a book bag, purse, or similar container, unless authorized by the Principal/Designee or teacher. It is the expectation that parents/guardians should only contact students through the school office during school hours.

Violation of this policy will result in confiscation, and the device will only be released to the parent/guardian or student based on the discipline matrix. Progressive discipline will apply for repeated infractions. School Board employees or agents will not be held liable for wireless communication devices that are lost, stolen, or confiscated and brought onto district property. Florida Statute 1006.07 (2)(e) requires school districts to notify parents/guardians that students who use wireless communication devices in the commission of a criminal act may face school disciplinary action and/or criminal penalties and now provides that a student may not use a wireless communication device during instructional time, except when expressly directed by a teacher solely for educational purposes.
During district and state assessments, students may not have any electronic or recording devices, including but not limited to, smartphones, tablets, personal computers, tablets, cell phones, or electronic games, in their pockets, at their desk or anywhere they can reach them, before, during, or after the testing session. Possession of any electronic device that reproduces, transmits, records, or calculates (except for the state approved calculator), will result in the student's test being invalidated.

1.10 (ZZZ) Failure to Follow Instructions on the School Bus – Any conduct or disruption on the school bus including, but not limited to, the following: eating, drinking, or littering; failure to sit in assigned seat; improper boarding or departing in a disorderly manner, failure to keep aisle and stair wells clear; failure to utilize required safety equipment (e.g., seatbelts); and failure to present bus permit/student ID if one has been issued and is requested.

NOTE: Pursuant to Florida law, each passenger on a school bus that is equipped with safety belts or restraint system shall wear a properly adjusted and fastened safety belt at all times while the bus is in operation.

1.11 (ZZZ) Unauthorized use of appropriate restroom or changing facility (Locker room/dressing room) – Any students that willfully enters a restroom or changing facility for their use, not respective to their biological sex and refuses to leave when asked by instructional personnel, administrative personnel, or safe school officer. Students that continue to violate this infraction will move to the next occurrence on the discipline matrix even if the student leaves when asked***.***

Disciplinary Actions/Interventions - Minor Infractions – Level I *Refer to Interventions Matrix for additional interventions for Level I infractions*					
Level 1 Infraction	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**	**4th Occurrence**	**5th Occurrence**
1.01 (ZZZ) Disruption in Class (Yelling out, out of seat, talking) **Group** 1.01 1.03 1.05	• Parent Contact • Parent Conference • Restorative Practice	• Parent Conference • Detention • Restorative Practice • Behavior Contract with progress monitoring	• Parent Contact • Detention • Work Detail • Class Suspension • Restorative Practice	• Parent Conference • 1-2 days ISS • Restorative Practice	• 1 –3 days OSS • Restorative Practice • Parent Shadowing
1.02 (ZZZ) *Illegal Organization*	• *Parent Contact* • *Parent Conference* • *Detention*	• *Parent Conference* • *Behavior Contract with progress monitoring*	• *Parent* • *Conference* • *Detention* • *Work Detail* • *Restorative Practice*	• *1-3 days ISS* • *Civil Citation/Teen Court (if declined, 1-3 days ISS)*	• *1-5 days OSS*
1.03 (ZZZ) *Disorder Outside of Class* ***Group*** *1.01* *1.03* *1.05*	• *Parent Contact* • *Detention* • *Restorative Practice*	• *Parent Conference* • *Detention* • *Restorative Practice* • *Behavior Contract with progress mon.*	• *1-2 days ISS* • *Restorative Practice* • *Counseling Referral/ Intervention*	• *Parent Conference* • *1-2 days ISS* • *Restorative Practice*	• *1-2 days OSS)* • *Restorative Practice*
1.04 (ZZZ) Tardiness	• Warning • School • Determined Consequence	• Parent Contact • Behavior Contract with progress monitoring • Restorative Practice	• Detention • Restorative Practice • Parent Contact	• 1-day ISS • Referral to Attendance Intervention Team • Use of Tardy Monitoring Sheet • Parent Contact	• 2-3 days ISS • Referral to Attendance Intervention Team • Use of Tardy Monitoring Sheet • Check In/Out • Parent Conferences
1.05 (ZZZ) Use of Abusive, Profane, or Obscene Language or Gestures **Group** 1.01 1.03 1.05	• Parent Contact • Restorative Practice	• Parent Contact • Behavior Contract with progress monitoring • Restorative Practice	• 1-3 days ISS • Counseling Referral/ Intervention • Detention	• 4-5 days ISS • Restorative Practice	• 1-2 days OSS • Parent Conference and 1 day of OSS • Restorative Justice Support Circle
1.06(ZZZ) *Nonconformity to the Dress Code*	• School Determined Consequence • Parent Contact	• Parent Conference • Detention • Behavior Contract	• 1-2 days ISS	• 2-4 days ISS	• 5-7 ISS
1.07 (ZZZ) ***Inappropriate Public Display of Affection***	• Teacher/ Student Conference • Detention • Parent Contact	• Counseling Referral/ Intervention • Behavior Contract with progress monitoring	• Detention • Restorative Practice	• 1-day ISS • Counseling Referral/ Intervention • Restorative Practice	• 2 Days ISS • Counseling Referral/ Intervention • Restorative Practice

Level 1 Infraction	***1st Occurrence***	***2nd Occurrence***	***3rd Occurrence***	***4th Occurrence***	***5th Occurrence***
1.08 (ZZZ) Unauthorized Absence from Class (Skipping) **<u>Group</u>** 1.04 1.08	• Parent Contact • Lunch Detention 2-3 days • Restorative Practice • Apology Letter to Teacher • Attendance Tracking Form Attendance Tracking Form	• Parent • Conference • ISS 1 day • Loss of Extra Curricular Activities for up to 5 days • Guidance Referral • Check in/out form. • Mentor Partner	• ISS 2-3 days Restorative Practice • Mandatory Parent Conference • In-Person Planned Discussion • Loss of Extra Curricular Activities up to 10 days • Mandatory if declined 5 days ISS • Restorative Practice	• ISS 3-4 days • Referral to Attendance Intervention Team • Use of Tardy Monitoring Sheet • Mandatory Parent Conference • Mentor Partner • Attendance Tracking Form • Loss of Extra Curricular Activities up to 15 days • Parent Shadowing	• 5 days ISS Attendance Tracking • Check-In/Check Out Program • Mandatory Parent Conference in person • Loss of all Extra Curricular Activities 25 days • Parent Shadowing
***1.11* (ZZZ)** Unauthorized use of a Wireless Personal Device or Cell Phone	• Parent Contact • Warning • Confiscation and return to student at end of the day	• Confiscation and return to the student at end of day • Parent Contact • Restorative Practice	• Detention • Confiscation and return to parent at school discretion • Restorative Practice • Parent Contact	• 1-day ISS • Restorative Practice • Confiscation and return to parent at school discretion • Parent Contact	• 2 days ISS • Restorative Practice • Confiscation and return to parent at school discretion • Conference
1.10 (ZZZ) Failure to follow Instructions on the School Bus (ex., eating, drinking, improper boarding)	• Parent Contact • Detention • Warning • Behavior Contract with progress monitoring • Restorative Practice	• Parent Conference • Restorative Practice • Parent Contact	• 1-day ISS • Restorative Practice • I day ISS • Parent Contact • Loss of Extracurricular Activities	• 2-3 days ISS • Restorative Practice • Parent Contact • 1-2 days Bus Suspension	• Mandatory parent conference (if declined, 3–5 day Bus Suspension)
1.11 (ZZZ) Unauthorized use of appropriate restroom or changing facility (locker room/dressing room)	• Parent Contact • Warning • Restorative Practice	• Parent Conference • Safety Contact with progress monitoring • Restorative Practice • Develop Safety Plan	• Parent Conference • Review Safety Plan – Implement new plan ideas. • Restorative Practice	• Parent Conference • Guidance Referral • 1 Day ISS	• Parent Conference in-person • Restorative Practice • 2 Days ISS • Guidance Referral • New Plan

NOTE: At the discretion of certified classroom teachers and administration, one or more of the disciplinary actions within each occurrence cell may be selected. School disciplinary action is not contingent on law enforcement agency and can be implemented while waiting for a response. It is the Principal's/Designees' responsibility to determine the Code of Conduct infraction within the matrix only. ***(Elementary consequences will be at 50% of what is listed for ISS or OSS, not rounding .5 up to the next number.)***

INTERMEDIATE INFRACTIONS - Level II

Special Note- Infractions committed within the same Level in the Code of Student Conduct in school, at school-sponsored events and on a school bus will be considered willful disobedience and/or open defiance of authority. As a result, the student infraction may be escalated to the next occurrence on the Disciplinary Actions/Interventions Matrix. **The following Level II codes are grouped for occurrence purposes:**

2 2.02-2.03
3 2.05-2.06-2.18-2.22
4 2.07-2.09-2.10-2.11-2.12-3.29
5 2.13-2.14
6 2.15-2.16-2.17
7 2.04-2.20

Example: A student committing a 2.07 infraction followed by another 2.07 or a 2.09, 2.10, 2.11 or 2.12 infraction will move to the next occurrence on the Disciplinary Actions/Interventions Matrix.

2.01 (ZZZ) Failure to Adhere to Safety Considerations – Any action that endangers self or others or has the potential to create danger and destruction. Examples may include situations resulting in the immediate area being cleared, throwing of food or dangerous objects which could cause bodily harm and body piercing/tattooing.
This offense may not be used to suspend students for tardies or multiple tardy behaviors or truancy.

NOTE: Any conduct which significantly disrupts all or portions of campus activities (greater than one classroom), school- sponsored events or school bus transportation may constitute a Level III offense.

2.02 (TBC) Tobacco/Vape or Tobacco/Nicotine/Vape Products
(Cigarettes or other forms of tobacco) - The possession, sale, purchase, distribution of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug Related.

NOTE: It is illegal to possess or use tobacco products if under the age of 21. Tobacco products shall include, but not be limited to, any lighted or unlighted cigarettes, cigars, pipe tobacco, pipe, pipe, bidi, and clove cigarette, cigarillo, hookah, blunts, chewing tobacco, snuff, snus, orbs, strips, sticks, electronic cigars and cigarettes/vaping product, and any other items containing or reasonably resembling tobacco or tobacco products.

To safeguard the health and safety of school district employees and students, the use of tobacco products on any School Board property is prohibited. School Board property, as used herein, shall mean any building owned or part thereof owned or used by the School Board, and the grounds upon which such building is located.

2.03 *(*ZZZ) Distribution, Possession, Sale or Purchase of Drug Facsimile Products – Possession, use and or sale of drug facsimile products. This includes substances which are not drugs but may be imitating a drug or can be used like a drug. (Example: bagging oregano like marijuana, sniffing or snorting non-drug powders)

Report to Law Enforcement

2.04 (**ZZZ) Possession and/or Use of Matches or Lighters** (Lighting of Flammable Material which did not cause disruption on school campus)

2.05 (TRE) Intentional Threat of a School District Employee or Agent – An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.

NOTE: There are specific disciplinary actions required for infractions of this offense.
Report to Law Enforcement and TMT.

2.06 *(*TRE) Intentional Threat of a Student – An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means. **Report to Law Enforcement and TMT**

2.07 Intentionally Striking a Student – Intentionally striking another student against his or her will that **Does Not** cause bodily harm/medical documentation to an individual. (This code does not include horseplay)

2.08 (ZZZ) Confrontation or Dispute – Lower-level confrontations such as, mutual, or non-mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.
NOTE: Out-of-school suspension shall not be a disciplinary action for a first offense of a dispute.

2.09 (FIT) Fighting (Mutual combat, mutual altercation) – When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in the School Environment Safety Incident Report (SESIR).
Report to Law Enforcement including all fights that occur during school sponsored events/activities.

2.10 (ZZZ) Initiating a Fight – When a student intentionally initiates a fight between others or with another student or impedes adults/agent from breaking up a fight. (This code should only be used when a fight occurs)

2.11 (FIT) Fighting or Striking a student on a School Bus or Officially Designated Bus Stop- When two or more persons mutually participate in physical violence that requires physical restraint and/or results in injury on a school bus or officially designated bus stops. **Report to Law Enforcement**

2.12 (**ZZZ) Response to Physical Attack** – A student that responds to a physical attack with a combative response not through self-defense.

NOTE: Self-defense is described as an action to block an attack by another person or to shield yourself from being hit by another person. If retaliation meets this definition, then there will be no consequence.
Retaliating by hitting a person back is not self-defense and consequences outlined in the rubric should be followed.

2.13 (ZZZ) Use of a Device to Record Student, School Board Employee or Agent – Students shall not use cameras or any other recording device (digital, video, cell phone, smart watches, cameras, tablets, smart technology etc.) to capture images or videos taken on school property, the bus, or at a school-sponsored event to record a school board employee, student, or agent without permission.

2.14 (ZZZ) Premeditated Use of a Device to Record a Fight – Student is aware that a fight, altercation, or infraction will occur and intentionally uses a recording device to record the offense.

2.15 (ZZZ) Vandalism – Any intentional and deliberate action resulting in damages of less than $200 to public property, school district property, or the real estate or personal property belonging to another including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto as defined by Florida Statute 806 (Documentation of assessment of damages required). A student who willfully damages school property, a school bus, or bus equipment shall be properly disciplined. The parent(s) or legal guardian of a minor student (or the student, if he/she is an adult) shall reimburse the owner of the property for restoration or for replacement of any damaged property in accordance with the true value as determined by the appropriate administrative staff. Students who damage school property, a school bus or bus equipment shall be subject to disciplinary action according to the Code of Student Conduct. Damage to property valued at $200 to $999.00 constitutes a Level III Offense.

2.16 (ZZZ) Stealing or Use of Counterfeit Bills – Any intentional unlawful taking and/or carrying away of property valued at less than $750 belonging to, or in the lawful possession or custody of another, including, but not limited to, money, credit cards, debit cards, gift cards, jewelry and personal items located in lockers, cars, book bags, clothing, or anywhere else on school property or the use of counterfeit money for procuring school items i.e., lunch, fundraisers, uniforms, etc. (Proof of purchase price required). The taking of property valued at $751 or more constitutes a Level III Offense. Report to Law Enforcement.

2.17 (ZZZ) Possession of Stolen Property (with the knowledge that it is stolen) Report to Law Enforcement

2.18 (ZZZ) Teasing/Intimidation/Ridicule – Verbal, written or printed communication that maliciously threatens injury to a person, property, or reputation of another, or other conduct that demeans or ridicules another. Multiple 2.18 offenses may rise to the level of bullying. Completion of the threat, either by the victim complying with the demands, or the carrying out of threats against the victim, constitutes a Level III Offense

2.19 (TRS) Trespassing – To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry. Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non- student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespassing are required to be reported in SESIR. Trespass incidents that did not have a prior official warning, did not result in arrest, or did not involve students under suspension or expulsion should be reported as locally defined incidents according to district policies. A student who has been suspended or

expelled from school or school bus and returns to any School Board property (without being authorized) or who enters a school other than their own (without permission) is considered to be trespassing and is subject to arrest. **Report to Law Enforcement.**

2.20 (ZZZ) Possession of Fireworks, Firecrackers, Smoke/Stink Bombs, or Flammable Materials Report to Law Enforcement

2.21 (ZZZ) Verbal Sexual Harassment – Any unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or electronic content when submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment (6A-19.008 SBE Rule). It includes, but is not limited to, sexually oriented jokes, verbal advances, sexually oriented kidding, teasing, using language that has a double meaning and is sexually suggestive. Immediately Report to Law Enforcement (Prior to Investigating) - Contact Title IX Prior to Assigning Discipline

NOTE: Violation of the School Board's sexual harassment policy may be grounds for in-school suspension, out-of- school suspension, expulsion, or the imposition of other disciplinary action by the school and may result in criminal charges by state or local units of government. Severe and/or repeated inappropriate or unwelcome conduct or speech that is sexual in nature may constitute a Level III offense.

2.22 (ZZZ) Obscene, Profane, or Offensive Language or Gestures Directed to a School District Employee or Agent

Any behavior offensive to common propriety or decency directed to school district employee or non-student including, but not limited to, any verbal, written, electronic, or physical conduct such as, slurs, or innuendos, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment. (Hearing a student use profanity about an employee that is not directed at the employee is not an example of this code.) Title IX Consultation (sexual in nature)

2.23 (ZZZ) Leaving School Grounds or the Site of Any School Activity without permission - This will include leaving the secure area of any school without permission.

2.24 (ZZZ) False Information – Intentionally providing false information to a school district employee or agent, including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, re-admit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.

NOTE: A student is responsible for ensuring that parents/guardians receive any materials sent home by the school and for ensuring that school personnel receive any materials sent to school by the parent/guardian.

2.25 (ZZZ) Refusal to Attend or Participate in Other Previously Assigned Discipline

2.26* (ZZZ) Inappropriate Use of Instructional Technology or an Electronic D*evice

- Students will only use computers with permission and must abide by the district's Acceptable Use Policy (AUP).
- Students will not share login, usernames, or passwords with anyone. Students are responsible for any activity that occurs under their account. Students have no expectation of privacy while utilizing the GCSD network, computers, or any device that is attached to it.
- Students will not attempt to access websites blocked by district policy, including the use of proxy services, software, or websites. If the website is blocked, do not attempt to bypass the block by any means.
- Students will not use the network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Students shall immediately notify a teacher or administrator if inappropriate information is mistakenly accessed or found anywhere on the GCSD network including student shares. This may protect students against a claim of intentional infraction of this policy.
- Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. Promptly disclose to a teacher any messages received that are inappropriate or make you feel uncomfortable.
- The use of the GCSD network or computers is a privilege that may be restricted or removed by school-based administration, automated content control systems, or the Office of Information Security. When a student's privileges are removed, the district will ensure that he or she maintains access to electronic curriculum for instruction and learning.
- Students will not make any attempt to bypass a firewall, intrusion detection/prevention system or any security system designed to secure the network. Students will not use sniffing (unauthorized monitoring of network traffic/usage) or remote access technology to monitor the network or other user's activity.
- Students will not download or store unauthorized music, videos, movies, software, or games on the GCSD network.
- Students will not use technology for personal gain, profit, or any illegal conduct, such as fraud, copyright infringement, hacking, cheating, or distributing viruses or malware that result in minor disruptions.
- Students using a personal device will only access the filtered internet through the GCSD BYOD (Bring Your Own Device)

Network while authenticated with their own username and password.

- Students will not possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety or use the Internet or websites at school to encourage illegal behavior or threaten school safety.

NOTE: Infractions, which constitute any major disruption of an educational or business process, may result in a Level III or IV Offense.

2.27 (ZZZ) Gambling – Any participation in games of chance for money and/or other things of value.

2.28 (ZZZ) Failure to Adhere to Safety Considerations on School Bus – Failure to adhere to expected school bus safety considerations include, but are not limited to, failure to remain seated, spitting out of the bus window, boarding or attempting to board a school bus other than the one to which the student is assigned, boarding, or departing a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission, yelling out of the bus and making any gesture to others outside of the bus that may be considered offensive to decency or common propriety. A student who boards or attempts to board a school bus other than the one to which the student is assigned or who boards or departs a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission is considered to be a 2.28 Code of Student Conduct offense and subject to formal disciplinary action.

2.29 (ZZZ) Cheating and/or Copying the Work of Others – Intentionally copying or using another's work to receive credit or improve grades. Examples would include, but are not limited to, plagiarizing, giving, or receiving answers during testing.

2.30 (ZZZ) Extortion – A student may not obtain money or property from an unwilling person by force, threat of force, or other means of coercion. Report to Law Enforcement

2.31 (ZZZ) Unjustified Activation of Bus Emergency System while the bus is not moving - Any unjustified activation of bus emergency doors, emergency windows, or other systems unless directed by the bus operator/attendant, or other authorized school district employee or agent in an emergency or in the case of an evacuation drill.

2.32 (**ZZZ) Gang Activity or Expression** - The willful use of overt language or action indicating gang-related association.

Report to Law Enforcement

2.33 (FIT) Multi Participant Fight *- Multiple students engaged in a fight on school grounds, transportation, or school sponsored events that did not cause a major disruption on campus. (Must meet FIT SESIR guidelines)*

NOTE: Situations involving multiple participants and 1 victim will be referred to the Office of the Assistant Superintendent for Support Services on the 1st Occurrence

Disciplinary Actions/Interventions - Intermediate Infractions – Level II Refer to Interventions Matrix for additional interventions for Level II Infractions (Schools may use PASS instead of OSS where applicable)				
Level 2 Infraction	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**	**4th Occurrence**
2.01 (ZZZ) Failure to Adhere to Safety Considerations	• Detention • Restorative Practice • Parent Conference • Counseling Referral • Meaningful Work	• Parent Conference • Behavior Contract w/progress monitoring • Restorative Practice • Class Suspension • ISS 1-2 Days	• Mandatory (if declined, 3-4 days ISS) • Restorative Practice • Loss of Extra Curricular Activities up to 7 days	• 1-2 days OSS • Loss of Extra Curricular Activities up to 14 days
2.02 (TBC) Use, Possession, Distribution, or Sale Tobacco/Nicotine Products **Group** 2.02 2.03	• Nicotine/Tobacco /Vaping Education (if not completed mandatory) • 1-3 days ISS /Behavior Contract • Parent Conference • Counseling Referral	• Substance Abuse and Mandatory Parent Conference (If not completed 1- 2 days out of school suspension) • Loss of extracurricular privileges (5-10 Days) • Restorative Practices • Counseling Referral	• 2-3 days OSS • Recommend Substance Abuse and mandatory Parent Conference • (If not completed Refer to Office of the Assistant Superintendent for Support Services Principal Discretion) • Loss of extracurricular privileges (5-10 days) • Restorative Practice	• 5 days OSS • Loss of all extracurricular privileges 10-20 days • Refer to Office of the Assistant Superintendent for Support Services
2.03 (ZZZ) Distribution, Possession, Sale or Purchase of Drug Facsimile Products **Group** 2.02 2.03	• Parent Conference • Counseling Referral Nicotine/Vaping Education (if decline 1-3 Days ISS)	• Substance Abuse • Restorative Practice • Parent Conference • Behavior Contract	• 1day OSS • Loss of extracurricular privileges (5-10 days) • Restorative Practice	• 2-3 days OSS • Loss of extracurricular privileges (10-20 days)
2.04 (ZZZ) Possession and/or Use of Matches or Lighters **Group** 2.04, 2.20, 3.31	• Parent Contact • Behavior Contract with progress monitoring • Note: Item should be confiscated	• 1-day ISS • Counseling Referral/ Intervention • Restorative Practice	• 2-3 days ISS • Restorative Practice • Parent Conference	• 1-2 days OSS
2.05 (TRE) *Intentional Threat on School District Employee or Agent* ***Group*** *2.05* *2.06* *2.18*	• Contact Hearing Office for Situations that are more serious in nature for Civil Citation/Teen Court or other intervention • Mandatory 5 days OSS and Parent Conference	• Contact Hearing Office for Possible Expulsion or Administrative Placement • 5-7 days OSS • Civil Citation/Teen Court	• Parent Conference and 10 days OSS and • The Principal will refer the student to Office of the Assistant Superintendent for Support Services for Expulsion • Civil Citation/Teen Court	

2.06 (TRE) *Intentional Threat on a Student* ***Group*** *2.05* *2.06* *2.18*	• *3-5 days OSS and Restorative Practice including letter of apology* • *Parent Conference* • *Behavior contract w/progress monitoring* • *Counseling Referral/ Intervention*	• *Restorative Practice* • *Mandatory OSS 5-7 days* • *Loss of all extracurricular activities for 10 Days*	• *7 days OSS* • *Restorative Practice and Loss of all extracurricular activities for 20 Days* • *Civil Citation/Teen Court*	• *10 days OSS and* • *Principal will refer the student to Office of the Assistant Superintendent for Support Services for Expulsion or Administrative Placement* • *Civil Citation/Teen Court*
***2.07 (ZZZ)** Intentionally Striking a Student **Group** 2.07 2.09 2.10 2.11 2.12 3.29	• Restorative • Practice including letter of apology • 1-2 days ISS and Behavior Contract w/progress monitoring • Parent Conference and Loss of all extracurricular activities for 10 days • Mentor Partner	• Counseling Referral/ Intervention • Restorative Practice • Parent Conference and Loss of all extracurricular activities for 20 days • Mentor Partner • 2-3 days ISS and Restorative Practice • 1 day OSS	• 2 Days OSS • Restorative Practice	• 3-4 Days OSS • Restorative Practice
2.08 (ZZZ) *Confrontation or Dispute*	• *Parent Conference and Behavior Contract with progress monitoring* • *Parent contact and Restorative Practice* • *Behavior contract with progress monitoring* • *Peer Mediation* • *Adult Led Mediation* • *Restorative Practice* • *1-3 days ISS*	• *2-4 days ISS* • *Restorative Practice* • *Counseling Referral/ Intervention* • *Detention* • *Parent Conference* • *Mentor Partner* • *Behavior contract with progress monitoring* • *Bus Dispute – 2- 3 days off bus*	• *Restorative Practice* • *Mandatory (if declined, 3 – 5 days ISS)* • *Bus Dispute* • *5-7 days off bus* • *1 day OSS*	• *2 days OSS* • *Civil Citation/Teen Court* • *Bus Dispute 7-10 days off bus*
2.09 (FIT) Fighting (Mutual combat, mutual altercation **Group** 2.07 2.09 2.10 2.11 2.12	• Mandatory Parent Conference and 5-10 days OSS and loss of all extracurricular activities for 5 days and • Restorative Practice before return to class • Mandatory Parent Conference and 5 days OSS and Behavior Contract w/progress monitoring and Restorative Practice before returning to school	• Mandatory Parent Conference and 5-10 days OSS • Mandatory Parent Conference and Loss of all extracurricular activities for 10 days and Restorative Practice • Civil Citation/Teen Court • Mandatory Re-Entry Circle	• 7 days OSS and Principal will refer the student to the Office of the Assistant Superintendent for Support Services for Expulsion or Administrative Placement	

Level 2 Infraction	● ***1st Occurrence***	● ***2nd Occurrence***	● ***3rd Occurrence***
2.10 (ZZZ) Initiating a Fight **Group** 2.07 2.09 2.10 2.11 2.12	● Mandatory Parent ● Conference and 3-5 days OSS and/or loss of all extracurricular activities for 5 days and Restorative Practice before return to school ● Mandatory Parent Conference and Behavior Contract with progress monitoring	● Mandatory Parent Conference and 5-7 days OSS, Civil Citation/Teen Court and Restorative Practice ● Mandatory Parent Conference and 3-5 days OSS and Loss of all extracurricular activities for 10 Days ● Civil Citation/Teen Court	● 7-10 days OSS and Principal will refer the student to the Office of the Assistant Superintendent for Support Services for Administrative Placement.
2.11 (FIT) Fighting or Striking a Student on a School Bus/Officially Designated Bus Stop **Group** 2.07 2.09 2.10 2.11 2.12	● 3-5 days OSS or 5-day bus suspension ● Restorative Justice/Contract ● Mandatory Parent Conference and Restorative Practice ● Loss of all extracurricular activities for 5 days ● Restorative Practice	● 5 Days OSS or 10 days' bus suspension ● Mandatory Parent Conference ● Mandatory Parent Conference	● 10 days OSS and Principal will refer the student to the Office of the Assistant Superintendent for Support Services for the removal of Bus Privileges.
2.12 (ZZZ) *Response to a Physical Attack* ***Group 2.07*** *2.09* *2.10* *2.11* *2.12*	● *Parent Contact* ● *Restorative Justice Peer Mediation* ● *1-2 days OSS* ● *Behavior Contract with progress monitoring* ● *Restorative Practice*	● *3-5 days OSS* ● *Restorative Practice* ● Mandatory Parent Conference	● *5-7 days OSS* ● *Counseling Referral/Intervention* ● Mandatory Parent Conference
2.13 (ZZZ) *Use of a Device to Record Student, School Board Employee or Agent* ***Group 2.13*** *2.14*	● *Parent Conference* ● *Behavior contract w/progress monitoring* ● *Detention* ● *Confiscation of device and return at end of day (returned to student)* ● *1-5 days ISS* ● *Restorative Practice*	● *6-10 days ISS* ● *Counseling Referral/ Intervention* ● *Confiscation of device and return to parent at school's discretion* ● *Restorative Practice* ● *1-3 days OSS*	● *3-5 days OSS* ● *Confiscation of device and return to parent at school's discretion.* ● *Restorative Practice*

Level 2 Infraction	*1st Occurrence*	*2nd Occurrence*	*3rd Occurrence*	*4th Occurrence*
2.14 (ZZZ) Premeditated use of a device to record a fight **Group** 2.13 2.14	• Parent Conference • Behavior contract with progress monitoring • 5 days of OSS • Confiscation of device and return at end of day (returned to student) • Loss of all • extracurricular activities for 5 days • Restorative Practice	• 5-7 days OSS) • Counseling Referral/ Intervention referral • Confiscation of device and return at end of day (returned to student) and Loss of all extracurricular activities for 10 days • Restorative Practice	• 7-10 days of OSS • Confiscation of device and return to parent at school discretion within 3 days. • Restorative Practice	• 10 days OSS • Confiscation of device and return to parents at school discretion after OSS has been served. • Referral to Office of the Assistant Superintendent for Support Services (Principal Discretion)
2.15 (ZZZ) Vandalism **Group** 2.15 2.16 2.17	• Restorative Practice • Behavior Contract with progress monitoring • 1-3 days OSS • Restitution • School Service	• Restorative Practice • Restitution • Mandatory OSS 3-5 days	• Restorative Practice • Civil Citation/Teen Court • 5 days OSS) • Revoke of Extra Curricular • Activities (Semester)	• Restorative Practice • 5-10 days OSS • Revoke of Extra Curricular Activities (Year) • Referral to Office of the Assistant Superintendent for Support Services (Principal Discretion)
***2.16 (ZZZ)** Stealing or Use of Counterfeit Bills **Group** 2.15 2.16 2.17	• Restorative Practice • Behavior Contract with progress monitoring • 5 days ISS • Restitution	• Restorative Practice • Restitution • Mandatory OSS 3-5 days	• Restorative Practice • Civil Citation/Teen Court • Mandatory OSS 5 Days • Restitution	• 5 days OSS and Restorative Practice • Civil Citation/Teen Court • Mandatory OSS 5 Days • Restitution
***2.17 (ZZZ)** Possession of Stolen Property **Group** 2.15 2.16 2.17	• Parent Contact and • Restorative Practice • Behavior Contract with progress monitoring • 5 days ISS • Restitution • Civil Citation/Teen Court	• Parent Conference and Restorative Practice • Restitution • Mandatory OSS 3-5 days	• 5 days OSS and Restorative Practice • Civil Citation/Teen Court	• 5-10 days OSS
2.18 (ZZZ) Teasing/Intimidation/ Ridicule **Group** 2.05 2.06 2.18	• Restorative Practice • Detention • Behavior Contract	• 1-2 days ISS • Counseling Referral/ Intervention Referral • Restorative Practice	• Restorative Practice • 2-3 days ISS	• 3-5 days ISS • 1-2 days OSS
2.19 (TRS) Trespassing (unauthorized entering of school board property/school bus without the intent to cause harm)	• Add 1 day to Suspension (if applicable) • Restorative Practice • Detention • 1-2 days ISS	• Add 2 days to suspension (if applicable) • Restorative Practice • Mandatory (if declined 3 days ISS)	• 4-6 days ISS • Restorative Practice • Civil Citation/Teen Court	• 1-3 days of OSS

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.20 (ZZZ) Possession of Fireworks, Firecrackers, Smoke/Stink Bombs, or Flammable Materials **Group** 2.04 2.20	• 5 days OSS • Restorative Practice	• 5-7 days OSS • Parent Conference • Counseling Referral/ Intervention • Restorative Practice	• 7-10 days OSS • Restorative Practice	• 5-7 days OSS • Referral to Office of the Assistant Superintendent for Support Services
2.21 (ZZZ) Verbal Sexual Harassment	• 5 days OSS • Restorative Practice • Counseling Referral • Parent Conference	• 5-7 days OSS • Parent Conference • Counseling Referral/ Intervention Referral • Restorative Practice	• 7-10 days OSS • Restorative Practice	• 10 days OSS • Referral to Office of the Assistant Superintendent for Support Services
2.22 (ZZZ) Obscene, Profane, or Offensive Language or Gestures directed to a School District Employee or Agent	• Mandatory Loss of extracurricular activities 5 days • 5 days OSS and Behavior Contract with progress monitoring • Restorative Practice including letter of apology • Parent Conference • Parent Shadowing • School defined Detention	• 5-7 days OSS • Loss of extracurricular activities for 10 days) • Restorative Practice • Counseling • Parent Conference	• 7-10 days OSS • Restorative Practice • Refer to Guidance Counseling • Mandatory Loss of extracurricular activities for 20 days) • Parent Conference	• 10 days OSS • Restorative Practice • Refer to Guidance • Student Accountability Board • Mandatory Loss of all extracurricular activities remainder of year • Counseling Parent Conference
2.23 (ZZZ) *Leaving School Grounds or the Site of Any School Activity Without Permission*	• 3-5 days ISS • Restorative Practice • Attendance Tracking Form • 10 days Suspension of school-related extracurricular activities • Parent Shadowing	• 5-7 days ISS • 20 days Suspension of school-related extracurricular activities • Referral to Truancy Officer • Attendance Tracking Form • Counseling • Referral/ Intervention • Check-In/Check Out Program	• 7-10 days ISS • Attendance Tracking Form • Suspension of school-related extracurricular activities for the quarter • Restorative Practice • Check- • In/Check Out Program	• 5 days OSS • 30-day Suspension of school-related extracurricular activities for the year • Attendance Tracking Form • Check-In/Check Out Program
2.24 (ZZZ) False Information	• Behavior Contract with progress monitoring • 3-day ISS • Restorative Practice	• 3-5 days ISS • Parent Conference • Counseling Referral/ Intervention • Restorative Practice	• 4-7 days ISS • Restorative Practice	• 5 days OSS

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.25 (ZZZ) Refusal to Attend or participate in Previously Assigned Discipline	• Reassign Discipline • 1-3 days OSS	• 3-5 days OSS	• 5-7 days OSS	• 10-days OSS
2.26 (ZZZ) Unauthorized Use of Instructional Technology	• Suspension of Usage (10-30 days) • Restorative Practice • Detention	• Suspension of Usage (30 days) • Detention • Parent Conference • Restorative Practice • Behavior Contract with progress monitoring	• Suspension of Usage (60 days) • 3-5 days ISS • Parent Conference • Restorative Practice	• Suspension of Usage (Permanent) • 5-10 days ISS • Parent Conference
2.27 (ZZZ) Gambling	• 5 Days ISS • Detention • Restorative Practice • Parent Conference • Counseling/ Intervention Mentor • Money Confiscation (return to Parent)	• Parent Conference and 3-5 days OSS • Restorative Practice • Behavior Contract with progress monitoring • Money Confiscation (return to parent)	• Parent Conference • Restorative Practice • 5 Days OSS • Money Confiscation (Principal discretion)	• Parent Conference and 5-7 days OSS • Money Confiscation (will not be returned)
2.28 (ZZZ) Failure to Adhere to Safety Considerations on School Bus	• Detention • Restorative Practice • Behavior Contract	• 3-5 days bus suspension and Restorative Practice	• 5-7 days bus suspension • Restorative Practice	• 7-10 days bus suspension
2.29 (ZZZ) Cheating and/or Copying the Work of Others	• Restorative • Practice (Consequences per pupil progression plan) • Parent Contact	• Restorative Practice • Detention • 3-5-day ISS	• Parent Conference • Restorative Practice • Restorative Practice and 5 days ISS	• Parent Conference and (if declined 5 to 10 days ISS)
2.30 (ZZZ) Extortion	• 1-3 days OSS • Parent Conference and Behavior Contract with progress monitoring • Restorative Practice	• Parent • Conference and Counseling Referral/ Intervention referral • 3-5 days OSS with Restorative Practice including letter of apology.	• Mandatory 5 days OSS • Civil Citation/Teen Court	• 7 days OSS and Referral to Office of the Assistant Superintendent for Support Services • Referral to SRO

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.31 (ZZZ) Unjustified Activation of Bus Emergency System while the bus is not moving	• Bus Suspension 5-10 days • Parent Conference • Restorative Practice	• Bus Suspension 10-20 days 3rd • (Bus Packet) anything over 20 days must go to the Office of the Assistant Superintendent for Support Services		
2.32 (ZZZ) Gang Activity or Expression	• Parent Conference and Civil Citation/Teen Court • Parent Conference and Behavior Contract with progress monitoring	• Civil Citation/Teen Court • Parent Conference and Restorative Practice • Referral to SRO		
2.33 (FIT) Multi Participant Fight	• 10 days OSS and Principal will refer the students to Office of the Assistant Superintendent for Support Services (Possible Expulsion)			

NOTE: At the discretion of certified classroom teachers and administration, one or more of the disciplinary actions within each occurrence cell may be selected. School disciplinary action is not contingent on law enforcement agency and can be implemented while waiting for a response. It is the Principal's/Designees' responsibility to determine the Code of Conduct infraction within the matrix only. ***(Elementary consequences will be at 50% of what is listed for ISS or OSS, not rounding .5 up to the next number.)***

MAJOR INFRACTIONS – Level III

Special Note- Infractions committed within the same Level in the Code of Student Conduct in school, at school-sponsored events and on the school bus will be considered willful disobedience and/or open defiance of authority. As a result, the student infraction may be escalated to the next occurrence on the Disciplinary Actions/Interventions Matrix. The following Level III codes are grouped for occurrence purposes:

- ***3.04/3.05/3.06/3.07***
- ***3.09/3.10/3.11/3.22***
- ***3.14/3.15***
- ***3.01/3.02/3.08/3.27 (3.08 for Prohibited Substance Only)***

Example: A student committing a 3.04 infraction followed by another 3.04 or a 3.05, 3.06 or a 3.07 infraction will move to the next occurrence on the Disciplinary Actions/Interventions Matrix.

Special Note – Threat Management Team (TMT) – Infractions with the acronym (TMT) should initiate the Threat Management Team, which is a multi-disciplinary team that convenes when there is a real or perceived threat to schools or persons related to behavioral health. Students who commit any violent infraction, a mental health referral to district provider must be submitted.

3.01 ***(ALC) Alcohol –*** Possession, purchase, or use/sharing of alcoholic beverages. Use means the person is caught in the act of using, admits using or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug Related **(This includes students on campus under the influence of Alcohol) Report to Law Enforcement.**

NOTE: It is illegal to possess or use alcoholic beverages if under the age of 21.

3.02 (DRU) Drug Use/Possession– The use/sharing or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. **This includes vaping products containing THC (Must have evidence of THC). Use means the person is caught in the act of using, admits using or is discovered to have used in the course of an investigation. (This includes students on campus, school sponsored event or school transportation under the influence of Drugs) Report to Law Enforcement**

NOTE: The possession or use of illicit drugs is illegal and harmful.

3.03 (PHA) Physical Attack of a School Board Employee or Non-Student – (Including by not limited to) Actual and intentional striking, pushing, or spitting on a School Board Employee or Non-Student against his/her will, or intentionally causing bodily harm to an individual. ***Report to Law Enforcement.***

3.04 (ROB) Robbery (using force to take something from another) – The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. A key difference in robbery and larceny/theft is that robbery involves a threat or assault**. Report to Law Enforcement and TMT.**

3.05 ***(STL) Stealing/Larceny/Theft –*** Any intentional unlawful taking, carrying, riding away, or concealing the property of another valued at $750 or more belonging to, or in the lawful possession or custody of another, without threat of violence or bodily harm. This offense also includes the theft of credit cards, debit cards, checks, school keys, and motor vehicles. ***Proof of purchase price required. (Replacement value will be reviewed). Report to Law Enforcement***

3.06 ***(BRK) Burglary–*** Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein. Pursuant to Florida Statute 810.02. Report to Law Enforcement

3.07 (**ZZZ) Vandalism** – Any intentional and deliberate action resulting in damages of $200 to $999.00 to school district property, public property or the real or personal property of another not limited to the placement of graffiti thereon or other acts of vandalism thereto as defined Pursuant to Florida Statute 806.13. (Documentation of assessment of damages required.) **Report to Law Enforcement**

NOTE: Damage to property valued more than $1,000 constitutes a Level IV offense.

3.08 (ZZZ) Possession of Prohibited Substance or Objects – Possession of any blade not considered to be a weapon (includes common pocketknife, plastic knife, or blunt-bladed table knife), martial arts weapons, bullets, syringes, BB guns, paint guns, air strike guns, over-the-counter drugs, or devices including, but not limited to, mace or pepper spray (2 oz. or less), firearm facsimile or any other object that may puncture, wound, or otherwise injure another ***person.***

3.09 (**ZZZ) Indecent, Offensive or Lewd Behavior** – Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," sexting, offensive touching, indecent exposure, possession, distribution, or display of obscene or lewd behavior. ***Immediately Report to Law Enforcement (Prior to Investigating) - Contact Title IX Prior to Assigning Discipline***

3.10 ***(*SXH) Physical Sexual Harassment** – (undesired sexual behavior) Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment,

cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. (6A-19.008(1) SBE Rule) **Immediately Report to Law Enforcement (Prior to Investigating) – Contact Title IX Prior to Assigning Discipline**

There is no requirement in School Board policies that specific body parts must be touched (i.e., sexual organs), or that sexual harassment, in any form, must be shown to have occurred repeatedly, over a long period of time, and/or be severe.

NOTE: Violation of the School Board's sexual harassment policy relating to a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal. Penalties are being imposed.

3.11 ***(SXO) Sexual Offenses –*** Law enforcement must be notified to investigate. Other sexual contact, including intercourse, without force or threat of force. This includes subjecting an individual to lewd, sexual gestures, sexual activities, sharing of pornography or exposing private body parts in a lewd manner**. Immediately Report to Law Enforcement (Prior to Investigating) – Contact Title IX Prior to Assigning Discipline**

3.12 (PHA) Simple Battery – An actual and intentional touching or striking of another person against his or her will, or the intentional causing of bodily harm to an individual. Requires medical treatment and documentation uploaded in student information system. **Contact the Office of the Assistant Superintendent for Support Services. Report to Law Enforcement.**

3.13 (DOC) Inciting or Participating in Major Student Disorder – Disruption of all or significant portion of campus activities, school-sponsored events or school bus transportation that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm. **(Office of the Assistant Superintendent for Support Services must be contacted) Report to Law Enforcement**

3.14 (DOC) Unjustified Activation of a Fire Alarm System or Fire Extinguisher. Report to Law Enforcement

3.15 (DOC) Unjustified Activation of Bus Emergency Systems while the Bus is Moving – Any unjustified activation of bus emergency doors, emergency windows, or other systems unless directed by the bus operator/attendant, or other authorized school district employee or agent in an emergency or in the case of an evacuation drill. **Report to Law Enforcement.**

3.16 (ZZZ) Defamation of Character – A knowingly false communication, either oral or written, that is harmful or injurious to a school board employee, student or agent's reputation and/or exposes that person to contempt, scorn or ridicule and jeopardizes the school board employee or agent's employment with the District.

3.17 (ZZZ) Stalking – Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyberstalking of another as defined Pursuant to Florida Statute 784.048 (2). **Immediately Report to Law Enforcement (Prior to Investigating) - Contact Title IX Prior to Assigning Discipline**

3.18 (ZZZ) Unauthorized Use of Instructional Technology

- Use of another user's account to bypass restrictions placed on his or her account.
- Intentionally utilizing a teacher or staff member's account to access district resources that are not intended for student use.
- Knowingly making unauthorized changes to grades, test scores, or student data on internal or externally hosted systems.
- Production and/or distribution of pornography or making pornography available to users.

3.19 (DOC) Major Altercation – The willful act of participating in a disruption involving physical contact with multiple participants which causes disruption of all or significant portion of campus activities or school-sponsored events resulting in a major altercation. Disruptive behavior that poses a serious threat to the learning environment health, safety, and welfare of others. **(Examples included but not limited to school lock down, buses delayed more than 20-min, change of school bell schedule, required CCR number) (Office of the Assistant Superintendent for Support Services must be contacted) Report to Law Enforcement.**

3.20 (TRE) Repeated Threats Upon School District Employee, Student or Agent – Repeated intentional threats by word or acts to do violence to the person of another and in accordance with 2.05/2.06 of the Code for a first infraction, doing a second (or repeated) act(s) which create(s) an incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. (The repeated threat must be made to the same individual) **Report to Law Enforcement and TMT**

3.21 (BUL) Bullying/Cyberbullying – Systematically and chronically, inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying as defined in Section 1006.147(3)(b), F.S. Bullying may include, but not limited, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment. **(The school must have completed a bullying packet to assign this charge)**

Note: Cyberbullying includes, but is not limited to, electronic *mail, Internet communications, instant messages, facsimile, texting, social media, creating webpages and weblogs, assuming the identity of another person, distribution by electronic means or posting of materials on an electronic medium that may be accessed by one or more persons which creates any of the conditions enumerated*

in the definition of bullying.

(UBL) **UNSUBSTANTIATED BULLYING -** After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffery Johnston Stand Up for all Students Act (section 1006.147, F.S.).

(UHR) **UNSUBSTANTIATED HARASSMENT –** After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.).

3.22 (SXA) Sexual Assault - An incident that includes, fondling, indecent liberties, child molestation or threatened rape both male and female students can be victims of sexual assault**. Immediately Report to Law Enforcement (Prior to Investigating) - Contact Title IX Prior to Assigning Discipline**

3.23 (TRS) Trespassing –A student who enters school board property or attends a school function when suspended or who enters a school other than their own with the intent to incite disruption (also subject to arrest). **Report to Law Enforcement**

3.24 (ZZZ) Teen Dating Violence or Abuse - Pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both. **Report to Law Enforcement Required**

3.25 (HAR) Harassment – Unwelcomed conduct of a sexual nature, such as sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties. **(As defined by the School Environmental Safety Incident Report (SESIR) codes and definitions. Requires compliance with the district's Anti-Bullying Policy as well as compliance with the district's Anti-Bullying Procedures. The required bullying and harassment investigation must be completed, and the required documentation placed in the student's disciplinary folder) Immediately Report to Law Enforcement (Prior to Investigating) - Contact Title IX Prior to Assigning Discipline (Sexual in Nature)**

3.26 (DOC) School Wide Threat – Any form of communication that is/was posted that poses a school wide threat which causes serious disruption to the educational environment in which law enforcement had to be notified and threat assessment had to be performed to include but not limited to threats to shoot school/officials. Investigation with threat assessment must be presented to the Office of the Assistant Superintendent for Support Services with Information Report Number.

Report to Law Enforcement and TMT. Special Note: Senate Bill 7026 any student who is determined to have made a threat or false report must be referred to mental health services identified by the school district for evaluation or treatment, when appropriate.

3.27 (OMC) Drug/Alcohol Paraphernalia - Any equipment that is used to produce, conceal, or consume illicit drugs. It includes but is not limited to items such as bongs, roach clips, miniature spoons, grinders, various types of pipes and any item that is used to take drugs**. Report to Law Enforcement**

3.28 (STL) Grand Theft – The unauthorized taking of the property of another person or organization, including motor vehicles, valued at $750 or more, without threat, violence, or bodily harm. Report to Law Enforcement

3.29 (OMC) Moving Bus Violation- When two or more persons mutually participate in physical violence while the bus is moving that requires physical restraint and/or results in injury. Including but not limited to throwing harmful items out of the window, jumping off the bus, throwing items at the bus driver while driving. Report to Law Enforcement.

3.30 (PHA) Striking of a School District Employee or Agent Resulting in Bodily Harm – The physical use of force or violence to a School Board employee or Agent. The attack must be serious enough to warrant law enforcement involvement resulting in more serious bodily injury. Requires medical treatment and documentation uploaded to student information system. **Report to Law Enforcement**

3.31(ZZZ) Burning of Flammable Materials – Intentional burning of flammable materials or objects which may cause disturbance/disruption to school campus or school sponsored event. Including but not limited to person, hair and clothing**. Report to Law Enforcement**

3.32 (PHA) Physical Attack of a Student – Actual and intentional striking/spitting/bodily fluid on another person against his/her will, intentionally <u>causing bodily harm</u> to an individual. (This infraction does not include students involved in horse playing.) Bodily harm does not include lower-level scrapes and bruising. **Report to Law Enforcement**

3.33 (ZZZ) Hate Speech/Communication/Material abusive or threatening speech that is directed at an individual or group which expresses prejudice/hate against a particular group through verbal or written communication, material, electronic images, text, or similar behavior**. Report to Law Enforcement**

3.34 (WPO) Weapons Possession – Possession of any instrument or object as defined in Section 790.001(6) and (13) F.S., that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. Incidents involving toys and simulated firearms, or weapons are subject to the limitations defined in Section 1006.07(2)(g), F.S. **Report to Law Enforcement and TMT**

790.001 (13) F.S. Examples included, but not limited to, dirk, knife, electric weapon (taser/stun gun), metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, or another deadly weapon except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife**.**

Disciplinary Actions/Interventions - Major Infractions – Level III		
Level 3 Infraction	**1st Occurrence**	**2nd Occurrence**
3.01 (ALC) Possession, purchase, or use of alcoholic beverages (Group 3.01-3.02-3.08-3.27)	• Parent Conference and 10 days of OSS • Refer student to Civil Citation/Teen Court • Refer student to the Office of the Assistant Superintendent for Support Services for Administrative Placement or Expulsion. • 7 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services	
***3.02 (DRU)** Use or possession of drugs or controlled substances (Group 3.01-3.02-3.08-3.27)	• Parent Conference and 10 days of OSS • Refer student to Civil Citation/Teen Court • Refer student to the Office of the Assistant Superintendent for Support Services for Administrative Placement or Expulsion. • 10 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services	
***3.03 (PHA)** Physical Attack of a School Board Employee or Non-Student	• Parent Conference and 10 days of OSS • Refer student to Civil Citation/Teen Court • Refer student to the Office of the Assistant Superintendent for Support Services for Administrative Placement or Expulsion. • 10 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services	
***3.04 (ROB)** Robbery (Group 3.04-3.05-3.06-3.07)	• Parent Conference and Civil Citation/Teen Court (if declined, 5 days OSS and Restorative Practice	• 10 days OSS and Principal refer the student to Office of the Assistant Superintendent for Support Services
***3.05 (STL)** Stealing/Larceny/Theft (Group 3.04-3.05-3.06-3.07)	• Parent Conference and Civil Citation/Teen Court (if declined, 5 days OSS and Restorative Practice	• 7 days OSS and Principal refer the student to Office of the Assistant Superintendent for Support Services
***3.06 (BRK)** Burglary of School Structure (Group 3.04-3.05-3.06-3.07)	• Parent Conference and 7 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services • Civil Citation/Teen Court	• 7 days OSS and Principal refer the student to Office of the Assistant Superintendent for Support Services
***3.07 (ZZZ)** Vandalism (Group 3.04-3.05-3.06-3.07)	• Parent Conference and Civil Citation/Teen Court if declined, 5 days OSS and Restorative Practice • Restitution	• 7 days OSS and Principal refer the student to Office of the Assistant Superintendent for Support Services • Restitution
3.08 (ZZZ) Possession of Prohibited Substance or Objects (Group 3.01-3.02-3.08-3.27) (3.08 link is for Prohibited Substance)	• Parent Conference and for prohibited object (if declined, 5-7 days OSS) • Parent Conference and Substance Abuse Program (for prohibited substances Civil Citation/Teen Court Per Office of the Assistant Superintendent for Support Services Approval)	• 7-10 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services for Expulsion
***3.09 (ZZZ)** Indecent, Offensive or Lewd Behavior (Group 3.09-3.10-3.11-3.022-3.33)	• Parent Conference and 5-7 days OSS) • Parent Shadowing for a day • Restorative Practice • Guidance Referral • Mental Health Counselor	• 7 -10 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services

Level 3 Infraction	1st Occurrence	2nd Occurrence
***3.10 (SXH)** Physical Sexual Harassment (Group 3.09-3.10-3.11-3.22)	● Parent Conference and 5-7 days OSS ● Civil Citation/Teen Court ● Guidance Referral	● 10 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services
***3.11 (SXO)** Sexual Offenses (Group 3.09-3.10-3.11-3.22)	● Mandatory Parent Conference and Civil Citation/Teen Court ● Counseling Referral/Intervention ● 5-7 days of OSS ● Mentor Partner	● 10 days OSS and Civil Citation/Teen Court, if declined Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services
***3.12 (BAT)** Striking of a Student resulting in bodily harm	● Parent Conference and 7-10 days OSS and Principal may at his/her discretion refer the student to Office of the Assistant Superintendent for Support Services ● Civil Citation/Teen Court	● 10 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services
***3.13 (DOC)** Inciting or Participating in Major Student Disorder (Must contact the Office of the Assistant Superintendent for Support Services)	● Parent Conference and Civil Citation/Teen Court ● 10 days OSS and refer the student to Office of the Assistant Superintendent for Support Services	
3.14 (DOC) Unjustified Activation of a Fire Alarm or Fire Extinguisher (Group 3.14-3.15)	● Parent Conference and Civil Citation/Teen Court ● 10 days OSS and refer the student to Office of the Assistant Superintendent for Support Services	● 10 days OSS and Principal will refer the student to Office of the Assistant Superintendent for Support Services
3.15 (DOC) Unjustified Activation of Bus Emergency Systems while the bus is moving (Group 3.14-3.15)	● 20 days Bus Suspension	● Removal of Bus Privileges and refer to Office of the Assistant Superintendent for Support Services
3.16 (ZZZ) Defamation of Character	● Civil Citation/Teen Court ● 5 days OSS	● 7-10 days OSS and Principal may at his/her discretion, refer the student to the Office of the Assistant Superintendent for Support Services
3.17 (ZZZ) Stalking	● Civil Citation/Teen Court, (if declined, 5 days OSS) ● 5-7 days OSS	● 7 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services
3.18 (ZZZ) Unauthorized Use of Instructional Technology	● 5 days OSS and Suspension of Usage per district policy	● 7-10 days OSS and Principal may at his/her discretion, refer the student to the Office of the Assistant Superintendent for Support Services and Suspension of Usage per district policy

Level 3 Infraction	1st Occurrence	2nd Occurrence
***3.19 (DOC)** Major Altercation (Must contact Office of the Assistant Superintendent for Support Services)	• Parent Conference and Civil Citation/Teen Court and 5 days OSS (if declined 10 days of OSS and refer the student for to Office of the Assistant Superintendent for Support Services) • 10 days OSS and refer the student to Office of the Assistant Superintendent for Support Services.	
***3.20 (TRE)** Repeated Threats Upon School District Employee, Student or Agent (Must have a previous 2.05 on same person**)**	• 10 days of OSS and the Principal will at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services.	
3.21 (BUL) Bullying/Cyberbullying	• Parent Conference and 5 days OSS • Counseling Referral	• 10 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services.
***3.22 (SXA)** Sexual Assault (Group 3.09-3.10-3.1-3.22)	• 10 days OSS and Principal will refer the student to Office of the Assistant Superintendent for Support Services	
3.23 (TRS) Trespassing (unauthorized entering of school board property with the intent to cause harm)	• Parent Conference and Civil Citation/Teen Court (if declined • 5-7 days OSS: Consultation with law enforcement as needed)	• 10 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services: Consultation with law enforcement as needed
3.24 (ZZZ) Teen Dating Violence or Abuse	• Parent Conference and 5 days OSS • Parent Conference and Civil Citation/Teen Court	• 10 days OSS and Principal may at his/her discretion, refer the student to the Office of the Assistant Superintendent for Support Services.
3.25 (HAR) Harassment	• Parent Conference and Civil Citation/Teen Court • 5 Days OSS	• 10 days OSS and Principal may at his/her discretion, refer the student to the Office of the Assistant Superintendent for Support Services.
3.26 (TRE) School Wide Threat	• 10 days OSS and Principal may at his/her discretion, refer the student to the Office of the Assistant Superintendent for Support Services.	• 10 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services (Possible Expulsion)
3.27 (OMC) Drug/Alcohol Paraphernalia (Roach clips, Pipes, Mini Spoons, Bongs, Water pipes, Grinders) (Group 3.01-3.02-3.08-3.27)	• Substance Abuse and 5 days OSS • Refer to Civil Citation/Teen Court)	• 10 days OSS and Principal may at his/her discretion, refer the student to the Office of the Assistant Superintendent for Support Services.
***3.28 (OMC)** Motor Vehicle Theft	• 10 days OSS and Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services: Consult with law enforcement as required	
3.29 (OMC) Moving Bus Violation	• Removal of bus privileges if/until referral of hearing packet	• 7 days OSS and Principal may at his/her discretion, refer the student to the Office of the Assistant Superintendent for Support Services and Removal of Bus Privileges per district policy.

Level 3 Infraction	1st Occurrence	2nd Occurrence
3.30 (BAT) Striking of a school district employee or non-student resulting in bodily harm	• 10 days OSS and Principal will refer the student to the Office of the Assistant Superintendent for Support Services for expulsion.	
3.31 (ZZZ) Burning of Flammable Materials (Not limited to Hair, Body and Clothing)	• Civil Citation/Teen Court Referral and behavior contract with progress monitoring • Principal may at his/her discretion, refer the student to Office of the Assistant Superintendent for Support Services • 7 -10 days OSS	
3.32 (PHA) Physical Attack of a Student	• Parent Conference and 5 days OSS • Parent Conference and • Counseling Referral • Civil Citation/Teen Court	• 10 days OSS and Principal will refer the student to the Office of the Assistant Superintendent for Support Services for expulsion.
3.33 (ZZZ) Hate Speech/Communication/Material	• Parent Conference and 5 days OSS) • Restorative Practice • Guidance Referral • Mental Health Counselor	• 7-10 days OSS and Principal may at his/her discretion refer the student to the Office of the Assistant Superintendent for Support Services.
3.34 (WPO) Weapons Possession	• 7 Days OSS and Parent Conference • Guidance Referral • Restorative Justice • Mental Health Counselor	• 10 days OSS and Principal may at his/her discretion, refer the student to the Office of the Assistant Superintendent for Support Services.

NOTE: At the discretion of certified classroom teachers and administration, one or more of the disciplinary actions within each occurrence cell may be selected. School disciplinary action is not contingent on law enforcement agency and can be implemented while waiting for a response. It is the Principal's/Designees' responsibility to determine the Code of Conduct infraction within the matrix only. ***(Elementary consequences will be at 50% of what is listed for ISS or OSS, not rounding .5 up to the next number.)***

ZERO TOLERANCE INFRACTIONS - Level IV

The Gadsden County School Board has adopted a zero- tolerance policy with respect to the following offenses. Students who commit these offenses shall receive the most severe consequences, including possible expulsion. See Gadsden County School Board Policy 5.32, Zero Tolerance for School Related Crimes.

NOTE: The highlighted (**) offenses are defined under Florida Statute 1006.13 and carry the recommendation of expulsion for a period not to exceed the remainder of the school year and one (1) additional year of attendance. All Level IV offenses may lead to the recommendation for expulsion. **The Gadsden County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from Gadsden County School District after committing the offense.**

Special Note – Threat Management Team (TMT) – Infractions with the acronym (TMT) should initiate the Threat Management Team, which is a multi-disciplinary team that convenes when there is a real or perceived threat to schools or persons related to behavioral health.

Report to Law Enforcement on all Level 4 Infractions.

4.01 (ALC) Alcohol – Any possession of an alcoholic beverage with the intent to sell or otherwise distribute to another person.
NOTE: It is illegal to possess or use alcoholic beverages if under the age of 21.

4.02 (DRD) Drug Sale/Distribution – The manufacture, cultivation, purchase, sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

NOTE: The possession or use of illicit drugs is illegal and harmful.

4.03 (ARS) Arson – To intentionally damage or cause damage by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.

4.04 (ROB) **Armed Robbery – The taking or attempted of taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force or threat of force or violence, and or putting the victim in fear. TMT

4.05 (WPO) **Possession of a Firearm – Possession, discharge, use, or sale of any firearm or destructive device on school property, school-sponsored transportation, or during a school-sponsored activity. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer, any destructive device, or any machine gun. A "destructive device" means any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any fragile (breakable) container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage. Incidents involving toys and simulated firearms or weapons are subject to limitations defined in Section 1006.07(2)(g), F.S. TMT

NOTE: Under the Gun-Free School Act, any student (regardless of age) who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year. (The expulsion requirement is subject to modification, on a case-by-case basis, as allowed by law.) A student who is determined to have brought a firearm to school will be referred for criminal prosecution.

The Gadsden County School Board will conduct an expulsion hearing for a student (regardless of age) found to have committed a Zero Tolerance Offense, even if the student withdraws from the Gadsden County Public School after committing the offense.

Pursuant to § 790.115(2)(a)3, Fla. Statute the School Board of Gadsden County, Florida hereby waives §790.115(2)(a)3., Florida Statutes, that otherwise would permit any person to possess a firearm on any school campus or at any school sponsored activity pursuant to § 790.25(5), Florida Statutes. Pursuant to the waiver set forth above, no person shall possess a firearm in any vehicle, locked or unlocked, parked on any school property, at any school facility, or at any school sponsored events.

Special Note: Senate Bill 7026 any student who is determined to have brought a firearm or weapon must also be referred to mental health services identified by Gadsden County School District.

4.06 (WPO) **Use of a Weapon – Possession of any deadly weapon, other than a firearm, which is used in a threatening manner and is perceived by the individual being threatened as capable of inflicting physical harm. TMT **NOTE:** The possession of a firearm, any instrument or object as defined by Section 790.001, F.S., or any item which is used as a weapon by any student while the student is on school property or in attendance at a school function, is grounds for disciplinary action and may also result in criminal prosecution. Incidents involving toys and simulated firearms or weapons are subject to limitations defined in Section 1006.07(2)(g), F.S. The Gadsden County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from the Gadsden County Public School after committing the offense.

4.07 (WPO) Use of a Prohibited Object or Substance see Code 3.08 – Use of any prohibited object or substance to strike or to threaten in a manner which is perceived by the individual being threatened as capable of inflicting physical harm. TMT

4.08 (DOC) **Bomb Threats – Reporting to school district employees or agents, police, or fire officials the presence of a bomb on or near school property with a reasonable belief that a bomb is actually present. Also giving a false report concerning planting a bomb, an explosive, or a weapon of mass destruction, or concerning the use of firearms in a violent manner. (Pursuant to Florida Statute 790.163) TMT

4.09 (WPO) **Explosives – Preparing, possession, or igniting on School Board property, explosives likely to cause serious bodily injury or property damage. TMT
NOTE: Under the Gun-Free School Act, any student (regardless of age) who is determined to have brought an explosive, as defined in 18 U.S.C. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year. (The expulsion requirement is subject to modification, on a case-by-case basis, as allowed by law.) A student who is determined to have brought a firearm to school will be referred for criminal prosecution.

4.10 (SXB) **Sexual Battery – (Attempted or actual) - Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object. Both males and females can be victims of sexual battery. Immediately Report to Law Enforcement (Prior to Investigating) - Contact Title IX Prior to Assigning Discipline.

4.11 (BAT) **Aggravated Battery – A battery where the attacker intentionally or knowingly causes more serious injury as defined in paragraph (8)(g) of this rule, such as great bodily harm, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. TMT

4.12 (TRE) Aggravated Stalking – Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyber stalking of another and making a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person, or the person's child, sibling, spouse, parent, or dependent, Pursuant to Florida Statute 784.048(3). TMT

4.13 (OMC) Other Major Offense- (major incidents that do not fit within the other definitions) - Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This included any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate related element (such as Drug-related or Weapon-related) and incident involvement must be reported unknown.

4.14 (KID) **Kidnapping/Abduction - Forcibly, secretly or by threat, confining, abducting, or imprisoning another person against his/ or her will and without lawful authority. TMT

4.15 (HOM) **Homicide- The unjustified killing of one human being by another. TMT

4.16 (VAN) Criminal Mischief (Felony Vandalism - $1000 threshold) – Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto. (Documentation of assessment of damages required).
******These offenses carry the recommendation of expulsion for a period not to exceed the remainder of the school year and (1) additional year of attendance.

4.17 (HAZ) 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 the purpose of initiation or admission into or affiliation with any school sanctioned organization. "Hazing includes, but is not limited to pressuring, coercing or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature such as whipping, beating, branding, or exposure to the elements.

Disciplinary Action Zero Tolerance Infractions –Level IV	
Level 4 Infraction	**1st Occurrence**
*4.01 (ALC) Alcohol – Any possession of an alcoholic beverage with the intent to sell, give away, or otherwise distribute to another person.	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.02 (DRD) Drugs – Any possession of a drug with the intent to sell, or give away, or otherwise distribute to another person including any substance alleged to be a drug, regardless of its content.	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.03 (ARS) Arson – Any willful and malicious burning of any part of a dwelling, structure, building or conveyance, whether occupied or not, or its contents.	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.04 (ROB) *Armed Robbery – The taking of money or other property from the person or custody of another by use of a weapon, or in the course of the taking, putting another in fear of the use of a weapon, force, or violence.	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.05 (WPO) **Possession of a Firearm	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.06 (WPO) **Use of a Deadly Weapon	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.07 (WPO) Use of a Prohibited Object or Substance	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.08 (DOC) **Bomb Threats	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.09 (WPO) **Explosives	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.10 (SXB) **Sexual Battery/Rape	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.11(BAT) **Aggravated Battery	• 10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.12 (TRE) Aggravated Stalking	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.13 (OMC) Any Major Offense Which Is Reasonably Likely to Cause Great Bodily Harm or Serious Disruption of the Educational Process	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.14 (KID) **Kidnapping/Abduction	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.15 (HOM) **Homicide/Murder/Manslaughter	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.16 (VAN) Vandalism	•10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)
*4.17 (HAZ) Hazing	.10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)

NOTE: When district school board takes action on a recommendation for the expulsion of a student is pending, the district school Superintendent may extend the suspension assigned by the principal beyond 10 school days if such suspension period expires before the next regular or special meetings of the district school board. School disciplinary action is not contingent on law enforcement agency and can be implemented while waiting for a response. It is the Principal's/Designees' responsibility to determine the Code of Conduct infraction within the matrix only.

***Infractions marked with an asterisk will require immediate police notification and possible arrest, as determined by law enforcement.**

The Gadsden County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from Gadsden County School District after committing the offense.

Intervention Definitions

Note: Interventions should be implemented with consistent progress monitoring and documented in the Student Information System. Interventions may be used at any point in the discipline cycle to assist the needs of the students.
Behavior Contract – A simple positive-reinforcement intervention that is used to help students modify an undesired behavior; it spells out in detail the expectations of the student and teacher (and sometimes parents) in carrying out the intervention plan; this should be monitored and followed up by the adult on campus that drafts it and any other adults specified in the plan. Parent signature is required or not valid.
Community Service - An intervention assigned by the Office of the Assistant Superintendent for Support Services where the student will be a part of a mandated work program; incomplete assignments should be referred to the Office of the Assistant Superintendent for Support Services.
Parent Contact – Contact with the parent/guardian of the student; you must either speak directly with the parent/guardian or receive a response from an email sent to the parent. Leaving a message or emailing a parent/guardian with no response will not be considered contact.
Parent Conference – A scheduled meeting with the parent/guardian that takes place on campus with the parent/guardian/student and school representative in attendance. Phone calls will not suffice as a parent conference. These meetings may be virtual through teams per administration.
Peer Mediation – Structured problem solving by youth with youth by which two or more students involved in a dispute meet in a private, safe and confidential setting to work out problems. Student mediators should be trained.
Student Accountability Board – An adult led restorative session with the assistance of trained mediators and the referred student where strategies, interventions, restitution, and/or recommendations are offered as consequences for the infraction committed. All parties must agree.
Student Support Circle – A tier II intervention to be used with a targeted student or group of students; topics depend on the nature of the infraction; helps to build community within the school.
Parent Shadowing – Parents visit school to shadow students in the school setting. Parents must sign waivers to not interfere with instruction or any students other than their own. Teachers should be notified 24-48 hours in advance.
Counseling Referral/Intervention– Referral to guidance for social/emotional support.
Refer to AIT – Attendance Intervention Team – Administrator refers students to AIT as an intervention to improve attendance.
Planned Discussion- One or more adults confer with a student about a particular concern and develop a plan for resolving it.
Goal Setting- Opportunity for student and school officials to meet and develop strategic goals relating to student's success. Plan should be followed up by an adult that drafts it and any other adult on campus outlined in the plan.
Mentor Partner – School based mentoring program developed for students that need more support with academics or behavior management. Adults will advise or train students to use replacement behaviors and act as an extra layer of support. All external mentors should complete and be approved through Family and Community Engagement/Volunteer Management.
Check In/Check Out – An evidence-based Tier II group-oriented intervention designed especially for students whose problem behaviors would be supported by increased positive adult contact, embedded social skills training, and positive reinforcement.
Teacher Student Mediation- Mediation led by admin, between teacher and student. This should not be used for the student accountability board.
Adult Lead Mediation – Mediation of two students or groups of students led by an adult - Examples: Admin, SRO, Counselors etc.
Restitution – A restoring of something lost or stolen to its proper owner, recompense for injury or loss. In restorative justice, this is used with the referred student making amends with the victim of their behavior.
Restorative Session- Before or after School session with students to provide a restorative approach to discipline. This should not be used for detention.
Life Skills Lesson – Lesson for students that need extra support with life skills; lessons can be found in Second Step, Learning for Life, etc.
Meaningful Work- A school-based jobs program that gives students responsibility to help them develop purpose, self-worth, and a sense of belonging.
Self-Monitoring Tool – Document that is provided to students that allows students to self-monitor behavior; this should be done with progress monitoring.
Substance Abuse Counseling – A Substance abuse program that is 6 weeks/12 sessions.
Letter of Apology – Student writes an apology to student/s or school official/s**.**
Safety Plan – Specific plan designed to provide safe protocols for transitions in and around schools for individual or multiple groups of students
School Service – School defined intervention which may include cafeteria duty, beautification of school grounds etc..

MTSS - A Multi-Tiered System of Supports organizes instruction and intervention into tiers, or levels of support:

- ♦ Tier 1 – All students receive high-quality instruction in academics.
- ♦ Tier 2 – In addition to Tier 1, students needing more support also receive small-group intervention and support. The difference is increased time, smaller groups of students or narrowed focus of instruction.
- ♦ Tier 3 – In addition to Tiers 1 and 2, students receiving Tier 3 intervention receive the most intensive support based on individual need. The difference is individual team-based problem-solving, increased time, smaller groups of students and narrowed focus of instruction.

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

Definitions Relating to Formal Disciplinary Actions

The following are examples of formal disciplinary actions that may or may not be used in each school. Students and parents/guardians who desire to have further information about the disciplinary actions used in specific schools should contact officials at that school.

- **Alternative Academy** – Gadsden County School District has developed an academy for grades 6-12 on each secondary campus. These Academies will provide a structured educational environment for the student who has a pattern of disobedience in the regular school setting. These schools are committed to guiding students toward academic excellence by assisting the student in modifying inappropriate behaviors and instilling positive student interactions that allow them to interact positively in the regular school setting and the community.

- **Before/After School Detention** – Assignment to a designated area on campus at the beginning or end of the regular school day for a specified period of time.

- **Cafeteria Suspension** – Denial of the privilege of eating meals in the cafeteria with other students for a specified period of time and assignment to another area in the school for meals.

- **Civil Citation -** Civil Citation is an alternative to arrest for youth 8-17 years of age who commit certain first-time misdemeanor offenses. Florida Statute 985.12 gives law enforcement authorization to issue the youth a civil citation in lieu of arrest.

- **Class Suspension** – Denial of the privilege of attending an individual class for a specified period of time and assignment to another area in the school for the time that class meets.

- **Commission of Level III or Level IV Infractions by Seniors** – A senior student who commits a Level III or IV infraction, described in the Code of Student Conduct, shall forfeit the right to participate in graduation exercises and other senior- related activities until the student has successfully completed all assigned consequences and disciplinary actions. School Board policies and procedures regarding assignment to education centers shall apply to students who commit a Level III or Level IV infraction.

- The School Board may expel a student from school based on grounds specified in the Code of Student Conduct.

- "Expulsion" means the removal of the right and obligation of a student to attend a public school under conditions set by the district school board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. The School Board has the sole authority to expel students pursuant to Florida Statute 1006.07.

- The Gadsden County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from Gadsden County School District after committing the offense.

- **In-School Suspension** – Assignment to a designated area within the school when a student is removed from the regular school program for a specified period of time.

- **Network/Internet Suspension** – Certain technology-based infractions may result in a suspension of network and/or internet access. Alternative instructional materials may be provided.

- **Saturday Detention School** – Assignment to a session at the school on Saturday for work assignments, academic work, or guidance.

- **Assistant Superintendent for Support Services** – Designee of the Superintendent who holds a disciplinary hearing with the parent/guardian in the event that resolution is not achieved at the school level.

- **School Board Hearing** – Hearing by the School Board with the parent/guardian and School Board staff where staff and parent/guardian are given the opportunity to speak before the Board (Available for Expellable Offenses only).

- **School Bus Suspension or Revocation** – Denial of the privilege of riding a school bus based on misconduct occurring while the student is being transported at public expense. Bus code infractions may result in the suspension of bus privileges. A student

may be suspended or expelled from riding the bus at any point in the discipline process. A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions, such as out-of-school suspension. Students are required to attend school. Bus suspension does not affect or excuse school attendance.

NOTE: A student who has been suspended or expelled from the school bus who boards, rides, or attempts to ride a school bus, without being authorized to do so, is considered to be trespassing and is subject to arrest.

- **Student Option for Success () Program** – An evening or Saturday counseling program developed to assist elementary, middle and high school students who are experiencing disciplinary problems in the regular school settings. Participation must begin in the first available class. Parental participation is required. (3rd through 12th Grade) (Not available exploring for future implementation)

- **Suspension** – Removal of students from their regular school program for a period not to exceed (10) days. Pursuant to Florida Statute 1006.09, no student who is required by law to attend shall be suspended for unexcused tardiness, absence or truancy. Therefore, suspension is not an appropriate disciplinary action for Code infraction 1.05 and 1.10, as it relates to students who fall within the mandatory state attendance requirements.

  NOTE: A student who has been suspended or expelled from school and returns to any School Board property without being authorized to do so is considered to be trespassing and is subject to arrest.

- **Disciplinary Work Assignments** – Supervised activities related to the upkeep and maintenance of school facilities.

- **Teen Court** - Teen Court is based on the philosophy that a youthful law violator is less likely to continue to offend when a peer jury decides the punishment. Teen Court attempts to interrupt developing patterns of criminal behavior by promoting feelings of self-esteem and healthy attitudes toward authority. The program places a high priority on educating teens about citizenship and accepting responsibility for their actions. In some cases, juvenile participants are given stern consequences for those actions. This program is recommended for certain Code of Student Conduct offenses and is offered at secondary schools. Parental consent is required for participation. Parental participation is required. (This intervention is used for serious infractions only)

PROCEDURES FOR ADMINISTRATION OF FORMAL DISCIPLINARY ACTION

When a formal disciplinary action is required, the principal/designee will make every reasonable effort to contact the parent/guardian immediately. If telephone contact cannot be made, written notice will be sent home with the student or placed in the U.S. Mail within twenty-four (24) hours.

It is the responsibility of the student to notify and/or deliver to his/her parent/guardian all written communications from the school.

When disciplinary action reaches the level of denial of educational participation, the following procedural steps shall be adhered to in order to protect the rights of the student.

Suspension

The student shall be given notice of the charges against him/her and shall be given the opportunity to present his/her explanation of the situation before any action is taken.

When a suspension is necessary, the Principal/Designee will make every reasonable effort to contact the parent/guardian immediately. Written notice shall be sent to the parent/guardian via **email or U.S. Mail within twenty-four (24) hours (School Calendar Days),** regarding the reason disciplinary action was taken if a parent cannot be contacted. Generally, a notice and a conference should precede the student's suspension from school. However, if the immediate suspension of the student is justified because the student's presence endangers others, school property, or would seriously disrupt the orderly academic process, the mailed notice will follow as soon thereafter as is practical. The parent/guardian may request a conference with the Principal/Designee regarding the suspension.

Level IV Offenses

The Principal is initially responsible for determining that an offense has been committed. In investigating such incidents, the student will be given in writing the pending charges and an opportunity to admit or refute those charges. It should be noted that any statement the student makes might be used with other documentation to prove whether the student is guilty of the offense (s) charged.

The Principal will review the above documentation with the parent/guardian. If at the disciplinary conference, the Principal concludes that extenuating circumstances exist, the student will be eligible for admission back into school following the determination of appropriate disciplinary action to be taken.

In the absence of extenuating circumstances, the Principal may, at his/her discretion, recommend placement in an academy or other programs provided by the school district. Should the parent/guardian be offered this opportunity and declines it, the principal shall recommend expulsion and immediately send all the documentation of the incident to the Assistant Superintendent for Support Services.

At this time, the Assistant Superintendent for Support Services, acting as the Superintendent's designee shall review the facts pertaining to the offense and shall request a conference with the parent/guardian and the suspended student within the suspension period and make a recommendation to the Superintendent for expulsion or for the student to return to school.

Bus Revocation - Bus riding is a privilege, which may be revoked. If a student displays inappropriate behavior on a bus, the student may be referred to the appropriate Asst. al Superintendent for possible revocation of bus privileges. Commission of a Level IV Offense on a school bus will result in revocation of bus privileges.

Expulsion – Removal of the right and obligation of a student to attend a public school under conditions set by the School Board for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance.

The School Board may expel a student from school based on grounds specified in the Code of Student Conduct. (Expulsion means the removal of the right and obligation of a student to attend a public school under conditions set by the district school board, and for a period of time not to exceed the remainder of the term or school year and an additional year of attendance.) Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. The School Board has the sole authority to expel students pursuant to Florida Statute 1006.07.

PLACEMENT PROCEDURES IN A SCHOOL ACADEMY

All Alternative Educational Academy packets and appeals must be signed in at the Office of the Assistant Superintendent for Support Services for review by the third (3rd) school day following the most recent infraction resulting in the hearing packet. No student should remain suspended for more than ten (10) days without due process or administrative action by the District. Refer to the Discipline Guidelines for Students with Disabilities (IEP/504) for those students involved with Level II, III, and IV infractions that indicate disciplinary action of referral to the Office of the Assistant Superintendent for Support Services.

Special Note: No students should be in Out of School Suspension for more than 10 consecutive days. After the 10th day students return to home school if no official action has been requested or taken within the suspension period. A request for extended OSS can be made to the Office of the Assistant Superintendent for Support Services prior to the 10th day limit if special circumstances arise, Hearing Packets will not be accepted after the 7th day of the suspension window without prior approval from the Office of the Assistant Superintendent for Support Services.

Placement of Students at an Alternative Academy - Pursuant to Florida Statute, Section 1003.53 (5) the school Principal or his or her designee shall, prior to placement in a dropout prevention and academic intervention program or the provision of an academic service, provide written notice of placement or services by certified mail, return receipt requested, to the student's parent/guardian. The parent/guardian of the student shall sign an acknowledgment of the notice of placement for service and return the signed acknowledgment to the Principal within three (3) days after receipt of the notice. The parent/guardian of a student assigned to such a dropout prevention and academic intervention program shall be notified in writing and entitled to an administrative review of any action by school personnel relating to such placement pursuant to the provisions of Florida Statute 120.

1. **Within seventy-two (72) hours of suspending a student for the purpose of placement in an Academy, the Principal shall send the parent/guardian a certified letter, return receipt requested, informing the parent/guardian of the placement (3 School Calendar Days).** This notice shall include the suggested date for a parent/guardian conference, as well as the automatic date of placement in the event the parent/guardian fails to respond to the notice. The Notice of Pupil Placement at an Alternative School must be sent via certified mail, return receipt requested, whether the parent/guardian is contacted by phone or not (or receives a copy of the charges and Parent Conference Checklist in a face-to-face conference)

2. The Parent Conference Checklist contained in the **Alternative Education Academy Admissions Packet must be given to parent/guardian during the parent/guardian conference.** The Parent Conference Checklist serves as written documentation that the parent/guardian was informed of the charges against their child, provided an opportunity to refute or show mitigation to the charges, and discuss alternative disciplines. The Parent Conference Checklist also serves as documentation of parent/guardian's decision regarding the student's placement at an alternative school and informs the parent/guardian of the Appeal Process.

The discipline/administrative transfer of a student to the A alternative Center should take place on or before the seventh (7th) day of suspension. However, if the parent/guardian indicates on the Parent Conference Checklist or in writing that they would like a review of the Principal's decision, the school shall, within 24-72 hours, forward the student's Alternative School admission packet to the Asst. Superintendent for Level III offenses or to the Office of the Assistant Superintendent for Support Services for Level IV offenses. The review/appeal process does not postpone the pending disciplinary action unless a written agreement can be established between the parent/guardian and the principal that the child should remain suspended until resolution of the appeal.

Parent/guardian who fails to enroll their child in an alternative school setting may violate compulsory school attendance requirements and is subject to criminal prosecution Pursuant to Florida Statutes, Section 1003.27

No student should remain suspended for more than ten (10) days without a due process hearing or administrative placement at an Alternative Education Academy.

3. If a satisfactory resolution between the parent/guardian and school administrator cannot be obtained, the parent/guardian may request a review by the Asst. Superintendent. This review is requested when the parent signs the Alternative ~~School~~ Academy Packet. The Asst. Superintendent review will result in a written response within two (2) working days.

4. Following the review of the principal's decision by the Asst. Superintendent or his/her designee, upon request, a parent/guardian may have an administrative review. The Office of the Assistant Superintendent for Support Services will have this responsibility. The Office of the Assistant Superintendent for Support Services will issue a final order upon the completion of the administrative review. **(This is the final step in the process and the Office of the Assistant Superintendent for Support Services' recommendation is the final decision from the District.)**

5. Once an Alternative Education Academy packet has been forwarded to the Office of the Assistant Superintendent for Support Services there are two ways that the packets are evaluated.
    a. Students that have never been assigned to alternative school will have their Alternative School Packets processed through an administrative review **(This does not include a formal hearing with the Office of the Assistant Superintendent for Support Services)**. If the parent has not requested an appeal before this point the decision is final. **(Though a formal hearing is not required, one may be scheduled at the Office of the Assistant Superintendent for Support Services' Discretion).**
    b. Students that have attended an Alternative Academy will be contacted for a formal hearing with the GCSD Office of the Assistant Superintendent for Support Services.

NOTE: If a student is voluntarily withdrawn in lieu of attending an alternative school/program, he/she must remain out of the Gadsden County School District for one calendar year. If the student chooses to return to the Gadsden County School District before the time has expired, he/she must complete the alternative school assignment before entering another public school in Gadsden County.

School's Academy

The Academy at each respective secondary school will serve 6th through 12th grade students that exhibit a **pattern of continuous and aggressive behaviors** of the Code of Student Conduct. Students will be assigned to an academy for a period of 45 to 180 school days based on a profile of behaviors as follows:
Note: Students being referred to the Office of the Assistant Superintendent for Support Services for violation of Multiple Infraction Rubrics must be referred to the District Student Option for Success Program before a hearing packet may be submitted. **Documentation from the school is required. (Civil Citation/Teen Court is not an option for Multiple Infraction Rubric Violations)**

Note: Students assigned to an Academy during a school year will retain their special/magnet assignment from the sending school, if the student has completed their alternative assignment in the same school year. If a student's attendance rolls over to the next calendar school year, the student will lose the special/magnet assignment and return to their home school.

ALTERNATIVE ACADEMY CENTER DISCIPLINE MATRIX

Minor Violations				
Offense	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**	
1.01 - Disruption in Class 1.02 - Illegal Organization 1.03 - Disorder Outside of Classroom 1.04 – Tardiness 1.05 - Profanity 1.06 - General Code of Appearance 2.07 – Inappropriate Display of Affection 2.08 Unauthorized Absence Class 2.09 - Unauthorized Use Wireless Device	Teacher/Student Administrator Conference Parent Contact Phone Conference ~~1~~-3 Days OSS	~~3~~-5 days OSS (Other than attendance infractions)	~~5~~-10 days OSS	

Disruptive Behaviors			
Offense	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**
2.01 – Failure to Follow Directions 2.23 – Leaving School grounds/ Activity 2.25 – Refusal to Attend or Participate in Other Previously Assigned Discipline 2.32 – Gang Activity or Expression	Teacher/Student Administrator Conference Parent Contact Phone Conference 3 Days OSS	~~3~~-5 days OSS (Other than attendance infractions)	~~7~~ 10 days OSS (Multiple repeated occurrences may result referral to Office of the Assistant Superintendent for Support Services for additional assignment days, alternative interventions, or expulsion.

Intermediate Class II Behaviors			
Offense	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**
2.02 – Use, Possession, Distribution, or Sale of Tobacco/Nicotine or Products 2.03 – Distribution, Possession, Sale or Purchase of Drug Facsimile Products 2.04 – Possession and/or Use of Matches or Lighters 2.13 – Use of a Device to Record a Fight or School Board Employee 2.14 – Premediated Use of a Device to record a fight 2.15 - Vandalism 2.16 – Stealing or Use of Counterfeit Bills 2.17 – Possession of Stolen Property 2.18 - Teasing/Intimidating/Ridicule 2.19 – Trespassing 2.20 – Possession of Fireworks 2.21 – Verbal Sexual Harassment 2.24 – False Information 2.26 – Inappropriate Use of Instructional Technology or an Electronic Device 2.27 – Gambling 2.29 – Cheating and/or Copying the Work of Others 2.30 – Extortion	• Parent Contact by Phone or Conference • 5 days OSS • 2.02 refer to Vaping Course	• Parent Contact by Phone and in Person Conference • 7-10 days OSS	• Parent Contact by Phone and in person Conference • 10 days OSS • Multiple repeated occurrences may result in referral to Office of the Assistant Superintendent for Support Services for additional days, alternative interventions, or expulsion recommendations.

Aggressive/Violent Behaviors				
Offense	**1st Occurrence**	**2nd Occurrence**		
2.07– Intentionally Striking a Student 2.08 - Dispute 2.09– Fighting (Mutual combat or altercation) 2.10 – Initiating a Fight 2.12 – Response to a Physical Attack 2.22 – Directing Obscene, Profane, or Offensive Lang. or Gestures to SBE or Agent 3.12 – Striking of a Student, School District Employee or Agent causing Bodily Harm 3.13 – Inciting or Participating in Major Student Disorder 3.19 – Major Dispute or Altercation	• 10 days OSS • Principal may refer to the Office of the Assistant Superintendent for Support Services and recommendation for possible expulsion.	• 10 days OSS • Principal will send a request to the Office of the Assistant Superintendent for Support Services for Expulsion		
2.05 – Intentional Threat of a School District Employee 2.06 – Intentional Threat on a Student 3.20 – Repeated Threats Upon School District Employee, Student or Agent	• 10 days OSS • Principal will send a request to the Office of the Assistant Superintendent for Support Services for Expulsion			

Drugs and Alcohol				
Offense	**1st Occurrence**	**2nd Occurrence**		
3.01– Alcohol 3.02– Drugs 3.27 – Drug/Alcohol Paraphernalia	10 days OSS Refer to Civil Citation/Teen Court and to the Office of the Assistant Superintendent for Support Services for Expulsion			

Bus Violation				
Offense	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**	
1.10 – Failure to follow Instruction on School Bus 2.28 – Failure to Adhere to Safety Considerations on School Bus 2.31 – Unjustified Activation of Bus Emergency System while the bus is not moving.	• 10 days Bus Suspension	• 30 days Bus Suspension	• Bus Suspension for Remainder of School Year	
2.11 – Fighting or Striking a student on a School Bus 3.15 – Unjustified Activation of Bus Emergency Systems while bus is moving	• 30 days Bus Suspension	• Bus Suspension for Remainder of School Year		

Major Offenses Class III				
Offense	**1st Occurrence**			
3.03 – Striking a School Board Employee 3.04 – Robbery (using force to take something) 3.05- Stealing/Larceny/Theft 3.06 – Burglary of School Structure 3.07 – Vandalism 3.09 – Indecent, Offensive, or Lewd Behavior 3.10 – Physical Sexual Harassment 3.11 – Sexual Offenses 3.16 – Defamation of Character 3.17 – Stalking 3.18 – Unauthorized use of Instructional Technology 3.21 – Bullying/Cyberbullying 3.22 – Sexual Assault 3.23 – Trespassing 3.24 – Teen Dating Violence 3.25 – Harassment 3.26 – School Wide Threat	• 10 days OSS Principal will refer to the Office of the Assistant Superintendent for Support Services for Possible Expulsion			

Zero Tolerance Offenses	
Offense	**1st Occurrence**
All Class IV Violations	10 days OSS & referred to Office of the Assistant Superintendent for Support Services (possible expulsion)

Note: Students who are assigned to an Academy will be assigned interventions/discipline when they violate the Code of Student Conduct while at Alternative School. Additional assigned time for the Alternative Center is not mandated by the Code of Student Conduct for a student to return to school. When a student returns to his/her home school student discipline rubric returns to zero. Academies must follow guidelines for students with disabilities.

School Environment Safety Incident Report (SESIR)

Florida Administrative Code Rule 6A-1.0017 requires school districts to correctly code data used to report incidents that are against the law or represent serious breaches of the Code of Student Conduct. This includes those incidents considered severe enough to require the involvement of a School Resource Officer "SRO" or incidents to be "Reported to Law Enforcement."

Those incidents that are required to be reported to SESIR and/or Law Enforcement are identified in the Code of Student Conduct with the three-letter code identifying SESIR incidents. When multiple incidents occur at the same time and place, the incident that caused the most injury or the highest loss of property or monetary cost should be the one reported. Any related elements to the SESIR incident must be reported. A related element includes those specified in Florida Administrative Code Rule 6A-1.0017(8): alcohol, bullying, drug, gang, hate crime, hazing, injury, vaping, and weapon(s).

"Reported to Law Enforcement" means that an official action was taken by a School Resource Officer (SRO) or a local law enforcement officer such as, assigning a case number, filing a report, filing an affidavit, issuing a civil citation, conducting an investigation and finding it to be an incident reportable to SESIR, or making an arrest.

SESIR CODES INDEX		
Alcohol (ALC)	Fighting (FIT)	Sexual Battery (Rape) (SXB)
Aggravated Battery (BAT)	Grand Theft (STL)	Sexual Harassment (SXH)
Arson (ARS)	Harassment (HAR)	Sexual Offenses (Other) (SXO)
Bullying (BUL)	Hazing (HAZ)	Simple Battery (PHA)
Burglary (BRK)	Homicide (HOM)	Threat/Intimidation (TRE)
Criminal Mischief (VAN)	Kidnapping (KID)	Tobacco (TBC)
Disruption on Campus-Major (DOC)	Other Major (OMC)	Trespassing (TRS)
Drug Sale/Distribution Excluding Alcohol (DRD)	Robbery (ROB)	Weapons Possession (WPO)
Drug Use/Possession Excluding Alcohol (DRU)	Sexual Assault (SXA)	

SECTION II: PROCEDURES FOR DISCIPLINARY ACTION AND INFORMATION FOR STUDENTS WITH DISABILITIES

Procedures for Levels 1-3 Offenses

In order to protect student rights, certain procedures are followed with regard to disciplinary actions. These procedures are developed as suggested or required by law or regulation. School/classroom management strategies not covered by these specific procedures are encouraged. A student accused of misconduct for a Level 1-3 offense, shall be afforded the following procedures.

Any offense that is "overturned" for a due process violation will remain on the student's record for reporting purposes only. The information in the student's file will state the discipline was overturned for a due process violation, but a disciplinary consequence was not imposed.

Please note, these procedures should be used in conjunction with the procedures set forth in Title IX of the Education Amendments Act of 1972 and the Board Policy, Equal Educational Opportunities.

LEVELS 1-3 PROCEDURES	
Step 1:	The student must be told by the principal/designee of the reason(s) for the referral.
Step 2:	The student must be given the opportunity to present his or her side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
Step 3:	The principal/designee shall determine whether the evidence supports the offense. If so, the principal/designee determines the appropriate discipline offense according to Section I of this Code. The student shall be informed of the disciplinary offense assigned.
Step 4:	The principal/designee shall report each suspension in writing to the student's parent/guardian and to the principal's supervisor or designee. This report shall be sent via United States mail or other method agreed to by the parent/guardian. The notification of suspension must be initiated within 24 hours of the start of the suspension or on the next regular school day to the parent/guardian. Reasonable efforts shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian, but continued reasonable efforts to contact the parent/guardian shall be made.
Step 5:	After the discipline investigation is complete, the parent/guardian may request a copy of all documentary evidence upon which the proposed disciplinary consequence is based; however, if available and used as evidence for disciplinary purposes, video evidence may only be reviewed, a copy will not be provided.
Step 6:	The student and parent/guardian have a right to request a conference with the principal upon request of the parent/guardian to appeal the discipline imposed. All such requests must be made within three (3) school days of the first notification of a discipline referral. The principal shall have the discretion to adjust the discipline offense.
Step 7:	A meeting shall be held each time any student with disabilities has been suspended from the classroom or transportation for ten (10) consecutive school days or ten (10) cumulative school days for similar behavior during a school year. The purpose is to determine if the placement is appropriate and if any changes need to be made in order to more effectively address the student's behavior. *More information on this step can be found within this Section of the Code under "Suspension/Removal of Students Eligible for Services under the Individuals with Disabilities in Education Act (IDEA)" and "Suspension/Removal of Students Eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA)."*
Step 8:	At the discretion of the principal/designee, a written behavior contract or supervision plan may be required upon the return of the student.
Step 9:	If the parent/guardian feels that procedural safeguards were not provided, they may appeal the principal's/designee's decision by contacting an Area Director (Elementary, Secondary, Student Services). The Area Director (Elementary, Secondary, Student Services) shall discuss the matter with the parent/guardian, and if appropriate, schedule a meeting between the principal/designee, the Area Director (Elementary, Secondary, Student Services), and the parent/guardian to further discuss the matter.
Step 10:	The Area Director of Student Services will make a recommendation to the Asst. Superintendent to either uphold the principal's/designee's decision or modify the decision based on whether the facts meet the criteria of the offense and whether the student was afforded appropriate disciplinary due process. The Asst. Superintendent of Support Services has the final decision-making authority for these types of appeals.

Procedures for Level 4 Offenses

In order to protect student rights, certain procedures are followed with regard to disciplinary actions. These procedures are developed as suggested or required by law or regulation. School/classroom management strategies not covered by these specific procedures are encouraged. A student accused of a violation of the Code, which, in the opinion of the principal/designee, meets the criteria of a Level 4 offense and may require expulsion from school or transportation, shall be afforded the procedural safeguards described below.

Any offense that is "overturned" for a due process violation will remain on the student's record for reporting purposes only. The information in the student's file will state the discipline was overturned for a due process violation, but a disciplinary consequence was not imposed.

Please note, these procedures should be used in conjunction with the procedures set forth in Title IX of the Education Amendments Act of 1972 and the Board Policy, Equal Educational Opportunities.

LEVEL 4 PROCEDURES	
Step 1:	The principal/designee must inform the student of the reason(s) for the Level 4 referral and consideration of expulsion.
Step 2:	The student shall be given the opportunity to present his or her side of the matter either verbally or in writing and must have the opportunity to offer witnesses to the incident.
Step 3:	The principal/ designee shall make a determination in writing as to whether the facts support the Level 4 offense. If so, the principal/designee will determine the appropriate discipline offense according to the Code. The student shall be informed of the Level 4 offense. The student shall also be informed that the student is being suspended from school for up to ten (10) school days and a recommendation for a full exclusion is being considered.
Step 4:	The principal/designee shall report the suspension in writing to the student's parent/guardian and the District that the student has been suspended for ten (10) school days and include the recommendation for a full exclusion. The report shall be sent via United States mail or other method agreed to by the parent/guardian. The notification of suspension must be initiated within 24 hours of the start of the initial ten (10) day suspension or on the next regular school day to the parent/guardian. Reasonable efforts shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian. A meeting shall be held each time any student with disabilities has been suspended from the classroom or transportation for ten (10) consecutive school days or ten (10) cumulative school days for similar behavior during a school year. The purpose is to determine if the placement is appropriate and if any changes need to be made in order to more effectively address the student's behavior. *More information on this step can be found within this Section of the Code under "Suspension/Removal of Students Eligible for Services under the Individuals with Disabilities in Education Act (IDEA)" and "Suspension/Removal of Students Eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA)."*
Step 5:	The student and parent/guardian have a right to request a conference with the principal to review the Level 4 offense. All such requests must be made within three (3) school days of the first notification of suspension that the parent/guardian receives.
Step 6:	After the discipline investigation is complete, the parent/guardian may request a copy of all documentary evidence upon which the proposed expulsion is based; however, if available and used as evidence for disciplinary purposes, video evidence may only be reviewed, a copy will not be provided.
Step 7:	An Area Director (Elementary, Secondary, Student Services) from the District shall convene a Discipline Team Meeting (DTM) as soon as possible. The GCSD employees present at the DTM shall include the Area Director (Elementary, Secondary, Student Services), principal/designee and other appropriate personnel, which may include, but is not limited to, a counselor, school psychologist, administrative dean, staffing specialist, 504 Coordinator, Carter Parramore/Gadsden Central Transition staff, etc. The school will also request that the parent/guardian and student attend the DTM. The parent/guardian may elect to bring additional people of their choosing to the DTM however, if the parent/guardian retains legal counsel, the District Office must be notified prior to the DTM at (850) 627-9651. The purpose of the DTM is to: 1) Review all documentary evidence upon which the Level 4 and proposed expulsion is based. 2) Ensure the student received disciplinary due process during the investigation. 3) Provide the student and parent/guardian the opportunity to present new information and/or explain the student's involvement; and 4) If upheld, determine whether a referral will be made to an alternative program/school or expulsion.

LEVEL 4 PROCEDURES	
Step 8:	No later than one (1) school day prior to the DTM, the parent/guardian must notify the school principal/designee of all parties that will attend the DTM on behalf of the student.
Step 9:	If the Area Director (Elementary, Secondary, Student Services) verifies the Level 4 and the consequence is a full exclusion, with or without continuing educational services, the Superintendent may invoke Section 1006.08, Florida Statutes, and either extend the student's suspension or temporarily administratively place a student in an alternative setting pending the final decision of expulsion from the Board. If the Area Director (Elementary, Secondary, Student Services) verifies the Level 4 and the consequence is an alternative placement, Section 1006.08, Florida Statutes, will be invoked and the student will be administratively placed at the alternative school within Gadsden County. It is important to note, once the student is withdrawn from their home school the only GCSD school the student may attend is the school designated by the Area Director (Elementary, Secondary, Student Services) at the DTM, however, the parent/guardian may instead elect to enroll their child in home school, or Florida Virtual School, private school, or another county, if permissible.
Step 10:	If the Area Director (Elementary, Secondary, Student Services) verifies the Level 4 and the parent/guardian would like to appeal the decision, the parent/guardian may request an administrative hearing by providing notice of the request to the applicable Area Director (Elementary, Secondary, Student Services) or designee within fourteen (14) calendar days. Failure of the parent/guardian to request an administrative hearing from the applicable Area Director (Elementary, Secondary, Student Services) or designee within fourteen (14) calendar days after the Discipline Team meeting shall be deemed a waiver of any appeal to the discipline offense and consequence assigned. Administrative hearings shall be granted or denied within fifteen (15) days from the time they are requested unless an extension is agreed upon in writing. An administrative hearing can be requested for one or more of the following reasons: (1) Dispute the facts presented at the DTM and present additional evidence or information to support this claim. (2) The criteria for the Level 4 offense have not been met. (3) The parent/guardian has new evidence to present that was not available at the DTM. (4) The parent/guardian believes the school did not provide the student with disciplinary due process as detailed within this Code The Area Director (Elementary, Secondary, Student Services) and the principal/designee, as well as other appropriate school personnel may attend the administrative hearing. The parent/guardian may elect to bring additional people of their choosing to the administrative hearing; however, if the parent/guardian retains legal counsel, the District Office must be notified prior to the DTM at (850) 627-9651. If the student is recommended for a full exclusion without educational services, the administrative hearing will be governed by the provisions in Sections 120.569 and 120.57(2), Florida Statutes.
Step 11:	The parent/guardian shall notify the applicable Area Director (Elementary, Secondary, Student Services) of all parties attending the administrative hearing on behalf of the student no later than three (3) school days prior to the administrative hearing.

LEVEL 4 PROCEDURES	
Step 12:	The Administrative Office of the Assistant Superintendent for Support Services cannot modify the recommended placement by the Area Director (Elementary, Secondary, Student Services); however, the Administrative Office of the Assistant Superintendent for Support Services can recommend the DTM decision be upheld, overturned, or changed to another offense. The Administrative Office of the Assistant Superintendent for Support Services will make this determination based on the facts presented and whether the student was afforded disciplinary due process. Both the principal/designee and the parent/guardian shall have the right, but not obligation, to submit a recommended order to the Administrative Office of the Assistant Superintendent for Support Services containing proposed findings of facts and conclusions of law. The Administrative Office of the Assistant Superintendent for Support Services may, in his/her discretion, use a proposed order submitted by either the principal/designee or the parent/guardian, however, the Administrative Office of the Assistant Superintendent for Support Services may reject both proposed orders and issue his/her own order.
Step 13:	If the recommendation of the Administrative Office of the Assistant Superintendent for Support Services is to uphold the Level 4, the parent/guardian may request a meeting with Asst. Superintendent (Discipline) to discuss the recommendation of the Area Director (Elementary, Secondary, Student Services) and Administrative Office of the Assistant Superintendent for Support Services. The Asst. Superintendent (Discipline) will review the facts presented and disciplinary due process and provide a recommendation to the Superintendent for review. **For Level IV consequences of alternative placement or disciplinary program:** The Superintendent shall then review the Asst. Superintendent's (Discipline) recommendation and shall have the authority to take whatever action he/she deems appropriate (which may include a lesser discipline consequence). The superintendent's decision shall be final and binding. **For Level IV consequences that result in an expulsion as defined in Section 1003.01(6), Florida Statutes, with or without continuing educational services:** The Superintendent shall then review the Asst. Superintendent (Discipline) recommendation and shall have the authority to recommend to the Board that the student be expelled or take whatever action he/she deems appropriate. The Superintendent shall notify the parent/guardian and the principal/designee prior to the Board meeting at which the Board will consider his/her recommendation.
Steps 14 and 15 only apply for Level IV consequences that result in an expulsion as defined in Section 1003.01(6), Florida Statutes.	
Step 14:	The parent/guardian/student shall have the right to appear before the Board. Factual evidence, which was not properly presented either at the DTM or the Administrative Hearing may not be presented to the Board. The parent/guardian/student is limited to challenging whether the facts found at the DTM appropriately led to the consequence under the Code. The School Board may reject the Office of the Assistant Superintendent for Support Services' findings of fact only if it determines that there is no competent substantial evidence to support the findings of fact. The School Board may reject the conclusions of law only if it determines that School Board Policy, Code of Student Conduct, was misinterpreted or applied incorrectly. The School Board may reduce or increase the penalty only upon a review of the complete record and must state with particularity its reasons by citing to the record to justify the action.
Step 15:	For full exclusions brought before the School Board, the School Board will execute a Final Order memorializing the discipline consequence.

SECTION II: PROCEDURES FOR DISCIPLINARY ACTION

Suspension/Removal of Students Eligible for Services under the Individuals with Disabilities Education Act (IDEA)

The following information only applies to students with disabilities eligible for services under the Individuals with Disabilities Education Act (IDEA), and to students where GCSD had knowledge that the student may be a student with a disability under the IDEA **before** the violation of the Code occurred. The disciplinary procedures for Levels 1-4 provided in this Code apply to all students, including students with disabilities; however, the following additional information also apply to students with disabilities under the IDEA, but does not apply to students who have an Educational Plan (EP) for gifted services only. Students with an EP are disciplined in the same manner as a non-disabled student.

Please note, these procedures should be used in conjunction with the "Level 1-3 Procedures" and "Level 4 Procedures," set forth herein, as well as the procedures in Title IX of the Education Amendments Act of 1972 and the Board Policy JB, Equal Educational Opportunities.

ADDITIONAL IDEA INFORMATION	
SUSPENSION	If a student with a disability violates the Code, the student may be removed from the student's current placement to an appropriate interim alternative educational setting, another setting, or suspended **without continuing educational services** for up to ten (10) school days in a school year. The ten (10) school days can be consecutive (meaning ten (10) school days in a row), or cumulative (meaning the student receives a total of ten (10) out of school suspension days throughout the school year for the same or similar behavior). According to the IDEA, a removal from a student's current placement is permitted for these ten (10) school's days and the school district does not need to provide continuing educational services or determine whether the behavior causing the offense is related to the student's disability. However, if the Individual Educational Plan (IEP) team notices a pattern of behavior, the IEP team should review a student's misconduct as early as possible to determine if there is a need for additional behavior supports and/or services. After a student with a disability has been removed from the student's placement for ten (10) school days, consecutive or cumulative, as detailed herein, GCSD must provide continuing educational services to the student; however, it is important to note, that the manner in which the services are provided to the student may vary depending on the student's disciplinary placement.

(Continued on the next page)

ADDITIONAL IDEA INFORMATION

MANIFESTATION DETERMINATION

Once a student has been removed for ten (10) school days, consecutive or cumulative as detailed in the "Suspension" section above, the IEP Team must convene 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. In some cases, the manifestation determination may occur in conjunction with the Discipline Team Meeting for Level 4 offenses.

The manifestation determination meeting must include relevant members from the student's Individual Educational Plan (IEP) team (as determined by GCSD and the parent(s)/guardian(s)), which may include, but is not limited to: (1) the parent(s)/guardian(s) (as defined by IDEA); (2) student (if appropriate); (3) not less than one regular education teacher (if the student is, or may be, participating in the regular education environment); (4) not less than one special education teacher, or where appropriate, not less than one special education provider of the student; (5) a representative of GCSD qualified to provide, or supervise the provision of, specially designed instruction, is knowledgeable about the general education curriculum, and is knowledgeable about the availability of GCSD resources; (6) an individual who can interpret the instructional implications of evaluation results, if needed (this may be a person already listed in the section); and (7) at the discretion of the parent/guardian or GCSD, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate. The parent(s)/guardian(s) may also be accompanied by another adult of their choice.

During the manifestation determination meeting, the IEP team will determine whether the student's behavior was caused by, or had a direct and substantial relationship to, the student's disability, or whether the student's behavior was the direct result of the school's failure to implement the IEP.

- If the IEP team determines the student's behavior is a manifestation of the student's disability, the student may return to the student's current placement, unless the parent(s)/guardian(s) agree to a change in placement as part of a modification of the student's Positive Behavior Intervention Plan (PBIP), or the student's behavior involves a weapon, drugs, or the student has inflicted serious bodily harm on another person.

- If the IEP team determines the student's behavior is a manifestation of the student's disability, but the student's behavior involves a weapon, drugs, or serious bodily harm, then the student may be removed to an interim alternative educational setting for up to forty-five (45) school days.

- If the IEP team determines the student's behavior is not a manifestation of the student's disability the student may be disciplined in the same manner and for the same duration as students without disabilities.

The Procedural Safeguards must be provided to the parent(s)/guardian(s) at the manifestation determination meeting. In addition, regardless of whether the behavior is determined to be a manifestation of the student's disability, the team must consider whether a Functional Behavioral Assessment (FBA) and/or PBIP needs to be developed or, if a PBIP has already been developed, whether the PBIP needs to be modified to address the student's current behavior.

APPEAL

If the parent(s)/guardian(s) disagrees with the manifestation determination made by the IEP team, as detailed herein, the parent(s)/guardian(s) may appeal the decision by requesting a District review of the manifestation determination or by requesting a due process hearing before an Administrative Law Judge with the Florida Division of Administrative Hearings. In addition, if GCSD believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, GCSD may also appeal the manifestation determination and request the student be removed from the student's current placement. More information on this process can be found in the Procedural Safeguards provided at the manifestation determination meeting, the IDEA, Florida Statutes, and the Florida Administrative Code.

It is important to note that pursuant to the IDEA, if the student is placed in an interim alternative education setting due to a violation of the Code, the student will remain in the interim alternative education setting pending the outcome of the due process hearing.

If the parent(s)/guardian(s) disagrees with the discipline investigation or whether disciplinary due process was afforded to the student, the parent(s)/guardian(s) may request an appeal for disciplinary purposes as detailed in the disciplinary procedures for Levels 1-4 of this Code.

SECTION VI: PROCEDURES FOR DISCIPLINARY ACTION

Suspension/Removal of Students Eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504) and Americans with Disabilities Act (ADA)

The following information only applies to students eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504) and Americans with Disabilities Act (ADA), and to students where GCSD had knowledge that the student may be a student with a disability under Section 504 or the ADA **before** the violation of the Code occurred. The disciplinary procedures for Levels I-IV provided on pages 46-50 of this Code apply to all students, including students with disabilities; however, the following additional procedural safeguards also apply to students with disabilities under Section 504 and the ADA.

Please note, these procedures should be used in conjunction with the "Level 1-3 Procedures" and "Level 4 Procedures," set forth herein, as well as the procedures in Title IX of the Education Amendments Act of 1972 and the Board Policy JB, Equal Educational Opportunities.

ADDITIONAL 504 AND ADA INFORMATION

If a student with a disability violates the Code, the student may be removed from the student's current placement to an appropriate interim alternative educational setting, another setting, or suspended **without continuing educational services** for up to ten (10) school days in a school year. The ten (10) school days can be consecutive (meaning ten (10) school days in a row), or cumulative (meaning the student receives a total of ten (10) out of school suspension days throughout the school year for the same or similar behavior). A removal from a student's current placement is permitted for these ten (10) school's days and the school district does not need to provide continuing educational services or determine whether the behavior causing the offense is related to the student's disability. However, if the Section 504 team notices a pattern of behavior, the Section 504 team should review a student's misconduct as early as possible to determine if there is a need for additional behavior supports and/or services.

(Continued on the next page)

ADDITIONAL 504 AND ADA INFORMATION

MANIFESTATION DETERMINATION

Once a student has been removed for ten (10) school days, consecutive or cumulative as detailed in the "Suspension" section above, the Section 504 Team must convene a meeting (Note: Section 504 regulations do not use the term "manifestation determination" but do require an "evaluation" prior to a significant change in placement; GCSD has termed this meeting a "manifestation determination" to differentiate between an evaluation meeting for eligibility and a disciplinary change in placement). A manifestation determination is a process by which the Section 504 team determines whether the behavior for which discipline is proposed is based on the student's disability, and if so, whether changes in the student's placement are required to ensure the student receives a free and appropriate public education. In some cases, the manifestation determination may occur in conjunction with the Discipline Team Meeting for Level IV offenses.

The manifestation determination meeting must include persons that are knowledgeable about the student. The parent(s)/guardian(s) may also be accompanied by another adult of their choice.

During the manifestation determination meeting, the Section 504 team will determine whether the student's behavior was caused by, or had a direct and substantial relationship to, the student's disability and whether the student's current placement is appropriate.

- If the Section 504 team determines the student's behavior is a manifestation of the student's disability, the school cannot carry out discipline that would exclude the student on the basis of the disability and may return the student to the student's current placement.
- If the Section 504 team determines the student's behavior is a manifestation of the student's disability, but the student's behavior involves a weapon, possession of drugs, or serious bodily harm, then the student may be removed to an interim alternative educational setting for up to 45 school days.
- If the Section 504 team determines the student's behavior is not a manifestation of the student's disability the student may be disciplined in the same manner and for the same duration as students without disabilities.
- A student with a Section 504 Plan may be recommended for expulsion as defined for all students when the behavior, as determined by the Section 504 team, is not a manifestation of the student's disability.
- GCSD is not required to hold a manifestation determination meeting for use of illegal drugs or alcohol committed by a student eligible under Section 504. The student may be disciplined in the same manner as non-disabled students for use of illegal drugs or alcohol and may be disciplined in the same manner and for the same duration as students without disabilities.

NOTE: If a student with a Section 504 Plan has been referred for an evaluation under the IDEA **before** the violation of the Code occurred, then a manifestation meeting under the IDEA will be provided.

APPEAL

If the parent(s)/guardian(s) disagrees with the manifestation determination made by the Section 504 team, the parent(s)/guardian(s) may appeal the decision by requesting a district review of the manifestation determination or by requesting a due process hearing before an Administrative Office of the Assistant Superintendent for Support Services with the School Board of Gadsden County, Florida. In addition, if GCSD believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, GCSD may also appeal the manifestation determination and request the student be removed from the student's current placement. More information on this process can be found in the Procedural Safeguards provided at the manifestation determination meeting.

It is important to note that if the student is placed in an interim alternative education setting due to a violation of the Code, the student will remain in the interim alternative education setting pending the outcome of the hearing.

If the parent(s)/guardian(s) disagree with the **discipline investigation or whether disciplinary due process** was afforded to the student, the parent(s)/guardian(s) may request an appeal for disciplinary purposes as detailed in the disciplinary procedures for Levels 1-4 of this Code.

SECTION III: RIGHTS AND RESPONSIBILITIES

The Board believes a positive school culture promotes equal educational opportunities and establishes the framework for a safe and effective learning environment. The Board expects all students and stakeholders to demonstrate mutual respect for one another and, therefore, establishes the following Rights and Responsibilities for Students, Parents/Guardians, and GCSD Personnel.

Student Rights and Responsibilities

- Follow the Code and school-based rules
- Maintain behavior that enhances a positive learning environment
- Notify school staff about any dangerous behaviors, bullying, or activity that occurs on school grounds or off school grounds when it results in a disruption to the school campus
- Accept and respect individual differences and people
- Only bring materials to school that are allowed
- Keep parents/guardians informed of school-related matters
- Ask school personnel or other trusted adults for help in solving problems
- Attend school daily, be prepared for class, and complete assignments to the best of the student's ability
- Make-up missed class work in a reasonable amount of time after an absence
- Use guidance services for educational and personal improvement
- Respect the right of others to express their views and refrain from using speech or expression that could substantially disrupt the learning environment or harm the health, safety, or welfare of others
- Behave respectfully during patriotic observances
- Respect the religious beliefs of others and to refrain from activities that hold religious beliefs up to ridicule
- Follow the rules of responsible journalism under the guidance of an advisor, including seeking complete information about topics and refraining from publishing false or obscene material
- Create a good academic environment
- Report any violations of the Code that you may witness or have knowledge of
- Respect each other's privacy and confidentiality
- Actively contributes to a culture of respect and inclusivity
- Provide a statement and present witnesses if the student is accused of violating the Code
- Assist with creating an environment that is safe

Parent/Guardian Rights and Responsibilities

- Florida Parental Rights and Protections in Education (1014.04, Florida Statutes (F.S.)
- Read the Code with your child(ren)
- Ensure your child(ren) attend school regularly and on time
- Notify the school of absences or tardies in a timely manner
- Monitor your child(ren) academic and behavioral progress
- Talk to your child(ren) about school and behavioral expectations
- Teach and model for your child(ren) to respect the rights and property of others
- Report any violations of the Code that you may witness or have knowledge of

GCSD Personnel Rights and Responsibilities

- Distribute and review the Code with students
- Implement the Code in a fair and consistent manner
- Maintain a safe and orderly school by using prevention and intervention strategies
- Set expectations, teach, model, and reinforce positive behavior
- Provide students with meaningful and relevant feedback on their behavioral and academic progress
- Provide corrective feedback and re-teach appropriate behaviors when a student demonstrates misconduct
- Keep parents informed of students' academic progress and behavior through regular communication
- Provide meaningful opportunities for parent participation and involvement
- Communicate expectations and concerns to students and parents, and respond to students' and parents' concerns in a timely manner
- Review and revise the Code as needed
- Report any violations of the Code that you may witness or have knowledge of

Code of Civility

The education of a child happens only through a partnership among the child, school faculty and staff, parents/guardians, the community and district office employees. Partnership is an active state that includes sharing responsibilities, having meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. Two people will not always agree and that can make partnership difficult. The partnership is most powerful, as children are educated to reach their potential, when we agree on how to disagree. We must be civil in our discourse.

Civility is often described by its absence. We hear of harmful actions such as road rage, physical confrontation, ethnic stereotypes and slurs. But civility is not just an absence of harm. It is the affirmation of what is best about each of us individually and collectively. It is more than saying "please" and "thank you." It is reflecting our respect for others in our behavior, regardless of whether we know or like them. It is not simply being politically correct and should not be used to stifle criticism or comment. It is being truthful and kind and for us to take responsibility for our own actions rather than blaming others.

As we communicate with each other, we need to remember that we are working together to benefit the children of this community.

Therefore, the Board requires that, as we communicate, students, GCSD faculty and staff, parents/guardians, and all other members of the community shall:

1. **Always treat each other with courtesy and respect**
   This means:
   - We listen carefully and respectfully as others express opinions that may be different from ours.
   - We share our opinions and concerns without loud or offensive language, gestures or profanity.

2. **Treat each other with kindness**
   This means:
   - We treat each other, as we would like to be treated.
   - We do not threaten or cause physical or bodily harm to another.
   - We do not threaten or cause damage to the property of another.
   - We do not bully, belittle or tease one another and we do not allow others to do so in our presence.
   - We do not demean and are not abusive or obscene in any of our communications.

3. **Take responsibility for our own actions**
   This means:
   - We share information honestly.
   - We refrain from displays of temper.
   - We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.

4. **Cooperate with each other**
   This means:
   - We obey school rules for access and visitation.
   - We respect the legitimate obligations and time constraints we each face.
   - We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
   - We respond when asked for assistance.
   - We understand that we do not always get our way.

Code of Civility

Authority and Enforcement of the Code of Civility

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved – students, GCSD faculty and staff, parents/ guardians, and all other members of the community. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to. Therefore:

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator.

2. A parent/ guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor.

3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should use the following guidelines:

   - If personal harm is threatened, the employee may contact law enforcement.

   - Anyone on Board property without authorization may be directed to leave the premises by an administrator or school resource officer. Anyone who threatens or attempts to disrupt school or school district operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper must be directed to leave the premises by an administrator or school resource officer. If such person does not immediately and willingly leave and if the school resource officer is not available, law enforcement shall be called.

   - If a telephone call recorded by an answering machine, e-mail, voicemail message, or any type of written communication is demeaning, abusive, threatening, or obscene the employee is not obligated to respond.

     - If personal harm is threatened, the employee may contact law enforcement.
     - The employee shall save the message and contact his or her immediate supervisor, the school resource officer and/or GCSD District Police.

   - If any member of the public uses obscenities or speaks in a demeaning, loud, or insulting manner, the employee to whom the remarks are directed shall take the following actions:

     - Calmly and politely, ask the speaker to communicate civilly.
     - If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference, or telephone conversation.
     - If the meeting or conference is on the school district premises, request that an administrator or authorized person direct the speaker to promptly leave the premises.
     - If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any action deemed necessary.

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Student Discrimination

Board Policy, Equal Educational Opportunities, defines discrimination as conduct that deprives the victim of the opportunity to participate in educational programs or activities on the account of race, color, religion, age, sex, national origin, marital status, disability, sexual orientation, genetic information, gender identity or expression, language spoken, homelessness, or any other reason prohibited by law. Students attending GCSD shall be treated according to a unitary code, which applies equally to all students. All activities, curricular and extracurricular, which are sponsored by GCSD shall evidence respect for the individual student. Every reasonable attempt shall be made to ensure that activities do not disparage or offend any student on account of discrimination.

If a student believes they are a victim of discrimination based upon any factor identified above, the student is encouraged to report the alleged discrimination to school administration to investigate. The victim may also file a grievance/complaint with the GCSD Equity Officer to investigate the allegations; the Equity Officer for GCSD is Dr. Sonya Jackson and is located at the Max Walker Building, 35 Dr. Martin Luther King, Jr. BLVD, Quincy, FL, 32351, (850) 627-9651.

Title IX of the Education Amendments of 1972 and Sex Discrimination

In accordance with Title IX of the Education Amendments of 1972, and Board Policy, Equal Educational Opportunities, GCSD is committed to protecting its students, employees, and applicants for admission from sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. GCSD believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Substantiated allegations of discrimination will not be tolerated and shall be just cause for disciplinary action. Any student who alleges sex discrimination by another student may use the school's student grievance procedure or may complain directly to the Title IX Coordinator.

Bullying and Harassment

In accordance with Section 1006.147, Florida Statutes, Board Policy, Safe Schools, and Board Policy, Equal Educational Opportunities, the Board is committed to protecting its students, employees, and applicants for admission, from bullying, harassment, or discrimination for any reason and of any type. The Board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Substantiated allegations of bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. In addition, although unsubstantiated bullying and harassment do not result in disciplinary action, the unsubstantiated bullying and harassment must be documented and reported to the Florida Department of Education through the requirements of the School Environment and Incident Reporting (SESIR) structure. Any student who alleges bullying or harassment by another student may use the school's student grievance procedure or may complain directly to the principal or designee.

ATTENDANCE

- All questions relating to the attendance policy are to be directed to the school's attendance office first, and then if needed, the school principal.
- Florida law requires each parent/guardian of a child from age six (6) to sixteen (16) years to be responsible for the child's school attendance. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the state board.
- The school attendance law was amended by the 1997 Florida Legislature to require that any sixteen- or seventeen-year-old student withdrawing from school must file a formal declaration of intent to terminate school enrollment with the district school board.
- A student is considered "truant" when he/she is not in attendance without approval of the principal and/or consent of the parent/guardian. School-based interventions will occur for all truant students.
- A student is considered a "habitual truant" when he/she has 15 unexcused absences within 90 calendar days.

***Note:* The district will electronically transmit the truancy list to the FL-DMV monthly**

Driver License Noncompliance Reporting

1. School personnel are responsible for entering daily attendance data in the school's automated student attendance system.
2. School personnel are responsible for submitting withdrawal code corrections when a student's withdrawal information changes.
3. District office personnel will extract from FOCUS a monthly list of students (between the ages 14 and 18) who have accumulated more than 15 days of unexcused absences within the last 90 calendar days or who have been withdrawn from school with a dropout code.
4. The monthly extraction list of students will be available to schools for review and edit one week before being transmitted to the Florida Department of Education (DOE) on the second Friday of each month.
5. The District will forward the list to the Department of Highway Safety and Motor Vehicles (DHSMV), who will then begin the driver license suspension process by issuing a "Notice of Intent to Suspend" letter to the student and parent(s).

SECTION IV: PARENT AND STUDENT NOTIFICATIONS

Safe Harbor Provision

Safe Harbor allows a student who accidentally brings an object (e.g. firearm, weapon) to school or finds an object, which is not allowed by the Code, to turn the object into school staff **before** a discipline investigation or screening starts. The student could still receive a discipline referral but not a consequence. The school will arrange with the student's parent/guardian to pick up the object from the school, if allowable.

Please note, however, that zero-tolerance offenses (see Section 1006.13, Florida Statutes) include "firearms" and "weapons." GCSD is required to report zero-tolerance offenses to the Florida Department of Education and is also required to recommend the student for expulsion, assign the student to a disciplinary program, or assign the student to an alternative "second chance" school. Each incident involving a student turning in a "firearm" or "weapon" under Safe Harbor will be reviewed by District GCSD Personnel to determine whether the Safe Harbor provision applies. If the Safe Harbor provision applies, District GCSD Personnel may recommend a disciplinary program instead of expulsion to the Superintendent and Board.

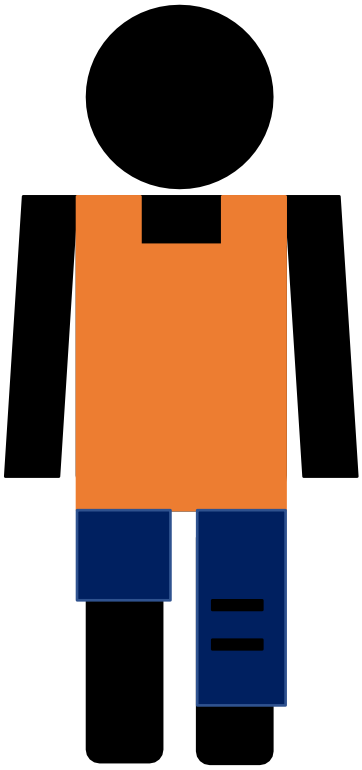
Law enforcement may also be contacted for specific offenses as required by Board Policy, "Code of Student Conduct," and Section 1006.13, Florida Statutes. Safe Harbor does not impact whether law enforcement will pursue criminal charges. These offenses may include, but are not limited to, firearms, drugs, and explosive devices.

Objects not allowed by the Code that are discovered during a random search are not protected by the Safe Harbor provisions.

Dress Code

The dress and grooming of GCSD students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These standards of dress and grooming apply to all students in the public schools of Gadsden County, unless a specific exemption is granted by the principal. Any request for an exemption shall be made to the principal.

1. Clothes shall be worn as they are designed. For example, suspenders should be over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, and no underwear exposed.
2. Clothing must cover the body from one armpit across to the other armpit and down to approximately mid-thigh (see image to the right). Tops must have straps. Undergarments must not be viewable. Rips, holes, or tears in clothing must be below mid-thigh.
3. Shoes shall be always worn and should be safe for the school environment. The following shoes are not acceptable for any GCSD student: cleated shoes or shoes with wheels.
4. Headgear shall not be worn on campus during the school day, unless the headgear is approved by the principal. Headgear includes, but is not limited to, hats, visors, du-rags, bandanas, bonnets, hoodies, shower caps, ski mask, etc. Hoodies (pullover or zipper) are not allowed at any school.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear, and must be approved by the principal before being worn during the school day.
6. See-through, revealing, or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of this dress code.
7. Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias that display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
8. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected class.
9. Clothing and accessories that endanger students or staff shall not be worn. This includes clothing that obscures the visual identification of a person (unless approved by the principal). The use of a medical mask worn for its intended purpose is permitted.



10. Alternative, elementary and middle schools must wear approved school uniforms. See A below
11. Individual schools are expected to use the state and district dress and grooming guidelines as minimum standards; any adjustments may be made upon approval of the principal's supervisor. The principal at each school reserves the right to determine what appropriate dress is for the school as detailed in these minimum standards.

A. Elementary and Middle School Requirements:

1) All students in elementary or middle school shall wear a school uniform while in attendance during the regular school day and on school sponsored field trips.
2) Colors shall be that of the official school colors and other colors as recommended by the School Advisory
3) Committee and approved by the principal of the school.
4) Shirts/blouses must have a collar. T-shirts may be worn at the discretion of the individual school. Shirts must be tucked into pants.
5) Uniform style bottoms will be dark blue, black, tan (khaki). No sweatpants, overalls, or jeans will be allowed. Jeans are allowed to be worn at the discretion of the principal.
6) Uniform knee-length shorts/skirts will be acceptable.
7) Shoes must be safe and appropriate covering the student's feet.
8) Socks must be black, white, or other colors as approved by the principal.
9) Boys and girls must wear belts if pants/shorts have belt loops. No sagging of pants will be allowed.
10) Outer garments for cold weather are permissible. Uniform shirts are required underneath.

A student who transfers from one school to another in the county will be required to wear the "generic school uniform" and will have 15 days to acquire the new school's uniform.

The "generic uniform" shall consist of the following:

A. Khaki or black pants, shorts, or skirt
B. White collared shirt
C. Safe and appropriate shoes covering the feet.

Any student, grades K-12 who violates this dress policy will be subject to disciplinary action as outlined in Section I and of the Code, Section 1006.07(2)(d), Florida Statutes, and below:

1. For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent/guardian.

2. For the second offense, a student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal shall meet with the student's parent/guardian.

3. For a third or subsequent offense, a student shall receive an in-school suspension pursuant to Section 1003.01(5), Florida Statutes, for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal shall call the student's parent/guardian and send the parent/guardian a written letter regarding the dress code violation.

Threats or False Reports

Any student who makes a threat or false report as defined by Sections 790.162, 790.163, and 836.10, Florida Statutes, involving school or school personnel's property, school transportation, or a school-sponsored activity will be expelled, with or without continuing educational services, for a period of not less than one (1) full school year and referred to law enforcement, regardless of intent. Threats may include but are not limited to bomb threats; threats to use firearms in a violent manner; threats to kill or do bodily injury; and/or threats to conduct a mass shooting or an act of terrorism.

The Disciplinary Response Code provides additional definitions for threats. Threats can be direct or indirect, verbal or nonverbal. A direct threat may include a specific act or a specific victim. A direct threat is delivered in a straightforward and clear manner, such as making a threat verbally or in writing directly to the victim. Indirect threats may be unclear or hidden. Indirect threats may not state a specific victim or there is no intent that the threat be heard or seen by the victim, such as writing a threat that is not shown to the victim.

In addition, if a student makes a statement or posts statements on social media alluding to the student bringing a firearm or other weapon on Board property, on school transportation, or to a school activity, even if the student does not actually bring the firearm or weapon, the student will be presumed to cause a disruptive environment which will lead to disciplinary action and possible criminal penalties. This section includes students who post similar statements as a self-defense tactic.

Search of an Individual

Any individual on Board property, on school transportation, and/or at a school activity, is subject to search. To this end, GCSD recognizes the need to respect the rights of individuals while protecting the health, safety, and welfare of all students and school employees. GCSD has developed operational guidelines for electronic scanning utilizing metal detectors and "hands-on" physical searches in schools as a means of helping to create and to maintain a safe educational environment in Gadsden County. Secondary schools may have their classrooms randomly selected to be searched, which may include a search of the student's person and/or belongings.

Student Parking and School Locker Search

All GCSD parking areas and lockers are the property of the school district. School authorities have the right to inspect any student vehicle and/or lockers in order to protect the health, safety, and welfare of all students and school employees. This includes the use of K-9 detection dogs. Each student who uses Board property to park a vehicle or uses a school locker must sign an GCSD Student Parking and/or Student Locker Application and Consent to Search and Waiver of Liability form acknowledging and agreeing to the conditions as a prerequisite to, and in consideration for, the issuance of a student parking decal and/or a student locker. Individual student parked vehicles and/or locker searches will be conducted if school personnel have reasonable suspicion of a violation of the law or of the Code. A student is responsible for all objects found in the car the student drove on campus and/or found in the student's locker. Routine locker clean-ups are not considered searches.

Trafficking

Any form of trafficking, such as human trafficking or drug trafficking, is prohibited on all Board property, school transportation, and/or at school activities. Anyone who is a victim of trafficking or anyone who suspects trafficking is strongly encouraged report the allegations to school administration for further investigation. School administration should consult with the school resource officer, or law enforcement officer if the school resource officer is unavailable, before beginning an investigation. The reporter may choose to remain anonymous.

Students may qualify for an Alternative to Out-of-School Suspension Program based on their disciplinary offense. A2S provides students with a safe, structured, alternative to complete assignments from teachers, while providing character education for life and social skills training. To qualify for A2S, the student's school administration coordinates with the parent/guardian and student to discuss the A2S process.

Positive Alternative to School Suspension (PASS)

Section 1003.01, Florida Statutes defines "in-school suspension" as the temporary removal of a student from the student's regular school program and placement in an alternative program under the supervision of GCSD personnel, for a period not to exceed ten (10) days.

The Positive Alternative to School Suspension (PASS) program is a short-term, on-site intervention classroom initiative designed to address the unique needs of students who have committed a school-level behavioral offense. The classroom components help students develop more effective coping skills, character development principles, pro-social behaviors, while remaining on track with academics in the classroom. Restorative Practices are included in the PASS program and used in congruence with the classroom components. PASS is designed as an enhancement to the Code. Only administrators with official referral documentation may place a student in PASS. These placements are on a period-by-period basis or for a number of days not to exceed ten (10) days for any single placement. The goal of this program is to allow schools and administrators to effectively deal with Code violations that do not require a student be removed from the school setting.

Detention

Detention is permitted during school hours or outside of normal school hours if the principal or designee believes the detention is in the best educational interest of the student. Written notice shall be provided to the parent/guardian twenty-four (24) hours before the start of the detention.

If a student is assigned to detention before or after school, during the school week, then the detention shall be for no longer than one (1) hour and shall not exceed five (5) school days in a row, unless the principal or designee and parent/guardian agree otherwise. If the student rides the school bus, prior arrangements shall be made by the principal/designee to ensure the student has transportation.

If a student is assigned detention on a non-school day, then the detention shall be for no longer than four (4) hours, unless the principal or designee and parent/guardian agree otherwise. Prior arrangements shall be made by the principal/designee to ensure the student has transportation before detention can be assigned on a non-school day.

Restorative Practices

Restorative Practices is a research-based approach to address school culture and climate. Restorative Practice is a preventative approach aimed at promoting inclusiveness, relationship building, and problem solving. Restorative Practices involve a continuum of interventions and strategies that are both proactive and responsive. GCSD has implemented Restorative Practices to address the unique needs of students who have committed disciplinary offenses in violation of the Code. A trained school staff member (administrator, teacher, or counselor) facilitates Restorative Practices conflict resolution circles with the person harmed and the person causing harm. Some restorative methods include using affective statements, restorative questions, community building circles, and conflict resolution circles.

Restorative Practices also aim to build a school culture that focuses on developing and maintaining relationships among educators and students. Through Restorative Practice, all voices are heard as problems are addressed and solved. Restorative Practices teach the skills necessary to manage and reduce conflict. Successful completion of Restorative Practices may serve as an acceptable consequence in lieu of a suspension or other appropriate disciplinary response.

Consultation with Law Enforcement

Section 1006.13, Florida Statutes, and School Board Policy, Code of Student Conduct requires GCSD employees to consult with the school

resource officer (SRO), or law enforcement officer if the SRO is not available, for any act that poses a threat to school safety that occurs whenever or wherever students are in the jurisdiction of the district school board. GCSD employees are not required to consult with law enforcement when a student commits a petty act of misconduct that is not a threat to school safety. A threat management team may use alternatives to expulsion or referral to law enforcement agencies to address disruptive behavior through restitution, pre-arrest delinquency citation, Civil Citation/Teen Court, neighborhood restorative justice, or similar programs. The final determination of whether the SRO or law enforcement officer will issue a pre-arrest delinquency citation rests solely with the SRO or law enforcement officer and does not exempt the student from receiving other forms of discipline interventions from the school. This recommendation cannot be made for certain offenses, which includes, but is not limited to, the following: felonies; threats to the school; and possession/use of a firearm or weapon.

Cell Phone/Wireless Communication Device Policy for Students

A student may possess a cell phone on Board property, on school transportation and at school activities, provided that during school hours, the cell phone is off/silenced and concealed. Pursuant to Section 1006.07, Florida Statutes, "a student may not use a wireless communications device during instructional time. Violations of this policy will be handled in accordance with the Code and may result in confiscation of said device. If the cell phone is used in a criminal act (such as sexting as outlined in Florida Statutes and the Code), the cell phone will be provided to law enforcement and the student may face criminal penalties.

The use of wireless communication devices is always prohibited during the school day (from the first morning bell to dismissal). Wireless communication devices include, but are not limited to, cell phones, smartphones, tablets, laptops, and/or auxiliary/ancillary devices such as watches and ear buds, headphones, meta glasses or any other personal electronic device that can emit signals, browse the internet, or record media. Students may not receive discipline if they use their cellphone and/or ancillary device(s) to monitor a health condition that is documented through medical records provided to the school including, but not limited to, an IEP, a Section 504 Plan, or a Health Plan. GCSD is not responsible for theft, loss, or damage to cell phones or other wireless or electronic devices brought onto its property.

Safety in Private Spaces Act

Pursuant to Section 553.865, Florida Statutes, each educational institution shall, within its code of student conduct, establish disciplinary procedures for any student who willfully enters, for a purpose other than those listed below: a restroom or changing facility designated for the opposite sex on the premises of the educational institution and refuses to depart when asked to do so by any instructional personnel as described in Section 1012.01, Florida Statutes, administrative personnel as described in Section 1012.01, Florida Statutes, or a safe-school officer as described in Section 1006.12, Florida Statutes.

Pursuant to Section 553.865, Florida Statutes, "a person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:

(a) To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063;
(b) For law enforcement or governmental regulatory purposes.
(c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk.
(d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
(e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex."

Dual Enrollment/Postsecondary Notification

Students who participate in a dual-enrollment program at a postsecondary institution, such as Gadsden Technical College, Tallahassee State College, Florida Agricultural and Mechanical University are subject to both this Code and the postsecondary institution's Code of Student Conduct. Any disciplinary offenses that occur on GCSD campus will be reported to the participating postsecondary school where the student is dually enrolled and may result in the student being excused from the program. In addition, any disciplinary offenses that occur on the postsecondary institution's campus will be reported to GCSD for further investigation. Students who commit a verified Level IV offense pursuant to this Code may be unable to complete their dual enrollment program. Students are permitted to use their wireless devices during the periods for dual enrollment only.

Truancy

If a student is required by law to attend school, the school will not suspend the student for unexcused absences or truancy pursuant to School Board Policy, Student Attendance. In addition, parents/guardians of habitually truant students are subject to actions taken through the judicial system. Please see the attendance policy and procedures at www.gadsdenschools.org

Corporal Punishment

The Board prohibits the administration of corporal punishment in the school district.

Standards of Conduct for Students using Transportation Provided by GCSD

Bus riding is a privilege, which may be revoked. Misconduct by any student while riding a school bus or at an officially designated bus stop that represents a serious threat to the safety of all occupants on the bus/officially designated bus stop as well as other motorists pedestrians, and members of the community. Parents/guardians are urged to discuss with their children appropriate school bus conduct in order to ensure bus safety. All students who misbehave while riding the school bus will be disciplined according to the Code of Student Conduct.

Because of GCSD's continuing efforts to provide safe transportation for all students, whether for a field trip, athletic function, similar activity, or to and from home, students are expected to abide by the following standards of school bus behavior, in addition to the Code*:*

(1) Obey the bus driver at all times.
(2) Stand off the roadway while waiting for the bus.
(3) Be at the bus stop five minutes prior to a scheduled stop time.
(4) Cross the roadway several steps in front of the bus.
(5) Ride only on the assigned bus.
(6) Board and depart at the assigned bus stop.
(7) Must scan their RFID Student ID or Bus Pass to enter and exit the bus, upon issuance of RFID Student ID or Bus Pass.
(8) Act appropriately while waiting for the bus.
(9) Give your proper name when requested by the bus operator or monitor.
(10) Remain seated at all times when the bus is moving and properly wear a seat belt, as applicable.
(11) Remain silent when the dome lights are on.
(12) Remain silent at railroad crossings.
(13) Refrain from littering on the bus.
(14) Refrain from bringing reptiles, bugs, animals, or marine life (dead or alive) on the bus unrelated to school activities.
(15) Refrain from displaying signs from the bus.
(16) Refrain from using profane language or gestures.
(17) Refrain from acts of vandalism.
(18) Refrain from throwing any objects from the windows of the bus.
(19) Refrain from any conduct or behavior that interferes with the orderly, safe, and expeditious transportation of yourself or other bus riders.
(20) Students are permitted to use their electronic device while on GCSD/GCSD-sponsored transportation so long as the student utilizes earbuds, headphones, etc. and has at least one ear free to hear directions.
(21) Balloons or other items that may cause distractions are not permitted on the school bus.

Recording devices have been installed on buses. Students may be filmed at any time during their ride. The recordings may be utilized to determine violations of the Code. Violations of the aforementioned standards, or any other section of the Code, may be the basis for suspension or expulsion from the bus/school.

Internet Policy: Student Technology Acceptable and Responsible Use Agreement

GCSD is committed to providing a safe, positive, productive, and nurturing educational environment. GCSD believes that all students should have access to technology (e.g., software, Internet, and network access) when they act in a responsible, efficient, courteous, and legal manner.

Educational Purpose

Technology access has been established for educational purposes and will be consistent with the district's curriculum and the Florida Standards. The term "educational purpose" includes age-appropriate academic activities that directly improve upon 21st century skills such as creativity, innovation, critical thinking, problem solving, communication, and collaboration.

Students are expected to follow the rules set forth in the Code and the law in the use of the Internet and network resources.

Students may not use the Internet for commercial purposes. This means they may not offer, provide, or purchase products or services through the Internet at any school using district resources.

Student Internet Access

All students will have district-supervised access to the Internet through the classroom, media center, or computer lab. In accordance with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA), all GCSD web access is filtered. However, this does not preclude the possibility that inappropriate sites are not blocked.

Students will use GCSD Internet access for educational purposes only and will not access profane or obscene material, advocate illegal acts, or advocate violence or discrimination towards other people. GCSD-issued student accounts are subject to GCSD monitoring.

Responsible Uses

In order to ensure a safe, positive, productive, and nurturing educational environment for all, students are expected to demonstrate responsible technology uses. Students will keep information, such as his/her password, address, phone number, birthday, and other identifiable information private. Sharing personally identifiable information that might compromise a student's GCSD-issued account, even your own, is strictly prohibited. Students are strongly encouraged to report anyone who tries to use technology to hurt or harass other students or staff or anyone who makes him/her feel uncomfortable.

Students will not login to any account other than their own or use GCSD technology to engage in any illegal acts, such as drug sales, purchasing alcohol, engaging in criminal gang activity, threatening the safety of another person, cyber-stalking, or cyberbullying. Any attempts to circumvent GCSD ITS security and network protocols and systems is prohibited. This includes the use of unauthorized executable files. Violations will be subject to the GCSD Code of Student Conduct.

Inappropriate Language

Students will treat others with respect by using appropriate language and offer constructive criticism if appropriate. Students will not use inappropriate language, harass others, knowingly or recklessly communicate false or defamatory information about a person or organization, share privately sent messages without permission of the person who sent it, share private information about another person, or participate in sexting.

System Security

All students will allow any teacher, administrator, or GCSD ITS staff to review their work and activities created on a school device or GCSD network at any time. Students are required to ask for permission before connecting their personal device to the GCSD network and will make sure any devices used on the GCSD network are approved by the district. GCSD ITS and school personnel do not require student permission to access district owned accounts or devices.

Students will not use technology to gain access to student grades or private student records, download unauthorized software, apps, extensions, or plug-ins on a school device, intentionally spread computer viruses, or bypass, destruct, disrupt, modify, or abuse GCSD network access. Violations of the policy will result in disciplinary action pursuant to this Code.

SECTION V:
ADDITIONAL INFORMATION

Family Educational Rights and Privacy Act (FERPA)

Notification of Rights under FERPA for Parents/Guardians/Eligible Students

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (eligible students) certain rights with respect to your student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access. Parents/guardians or eligible students who wish to inspect their child's or their education records must submit a written request to the principal that identifies the record(s) the parents/guardians or eligible student wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student 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 the parent/guardian or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/guardians or eligible students who wish to ask the school to amend their child's or their education records must write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the school decides not to amend the record as requested, the school will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. If, as a result of the hearing, the school still decides not to amend the record, the parent/guardian or eligible student can insert a statement into the record setting forth his or her views regarding the nature of the inaccuracy. The statement must remain with the contested part of the record for as long as the record is maintained. Please note, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Additionally, if FERPA's amendment procedures are not applicable to a parent's/guardian's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

3. 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. Additionally, personally 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. Further disclosures of personally identifiable information from educational records of a student without obtaining prior written consent of the parents/guardians or the eligible students can be found in 34 C.F.R. Part 99.31. Please note: Per FERPA, disciplinary records are also considered educational records and cannot be disclosed unless one of the above exceptions applies.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of
   Education 400 Maryland
   Avenue, SW Washington,
   DC 20202-4605

Release of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that GCSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, GCSD may disclose appropriately designated "directory information" without written consent, unless you have advised GCSD to the contrary in accordance with GCSD procedures and Board Policy, Student Records, The form to opt-out of the release of directory information can be obtained from your child's school. Please note, directory information, as permitted by the Board, will only be shared with contracted entities and is pursuant to Board Policy, Student Records.

In accordance with FERPA and Board Policy, Student Records, the following information, also known as "directory information," can be found in your child's school records and is not confidential:

- Student name;
- Student address;
- Telephone numbers, if listed;
- Name of the most recent previous school or program attended;
- Dates of attendance at schools in the district;
- Participation in officially recognized activities and sports;
- Diplomas, certificates, and honors received;
- Date of graduation; and
- Date and place of birth.

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

Military recruiters may also request the name, addresses, and telephone listings of students pursuant to federal law. Local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA), must provide the requested information to the military recruiters, unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c), and Section 1003.451, Florida Statutes.]

In addition, the names and directory information pertaining to children of active or former law enforcement officers, investigative personnel of the Department of Health and Rehabilitative Services, firefighters, justices and judges, and other officials, as outlined in Section 119.07, Florida Statutes, are exempt from disclosure. If such a parent/guardian makes a written request to the school that information not be released by the school without parent/guardian consent, the school shall not release such information.

Release of Educational Records to Other Educational Agencies

FERPA permits disclosure of educational records to other educational agencies or institutions in accordance with 34 C.F.R. § 99.34. GCSD may disclose educational records (e.g. academic, disciplinary, Title IX, etc.) to other educational agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. The parent/guardian may request a copy of the record that was disclosed, and/or the parent/guardian may request a hearing as outlined in this Section. In addition, pursuant to Section 1003.25, Florida Statutes, educational records transferred to another educational agency shall include: verified reports of serious or recurrent behavior patterns, including threat management evaluations and intervention services; and psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by GCSD, as appropriate.

Procedures for Felony Suspension/Felony Expulsion

Section 1006.09(2), Florida Statutes, allows the principal to suspend a student enrolled at his/her school who has been formally charged with a felony or similar offense by a prosecuting attorney and the incident for which he/she has been charged occurred off of Board property, and under circumstances in which the student would not already be subject to the rules and regulations of GCSD, and the incident would have an adverse impact on the educational program, discipline or welfare in the school in which the student is enrolled.

FELONY SUSPENSION PROCEDURES	
Step 1:	Determine that the student has been formally charged with a felony (or has been charged with an offense in juvenile court which, if the student were an adult, would be classified as a felony) by notifying an Area Director (Elementary, Secondary, Student Services) who will contact the Office of Legal Services for confirmation, if needed.
Step 2:	If the student attempts to return to school, the principal must decide whether the student's return would have an adverse impact on the school. The principal should consider the possibility of harm to the accused student or to others created by the presence of the accused student in the school. Felony suspension should be used only when the principal identifies and documents a definite adverse impact on other students or on the accused student. In determining "adverse impact", the principal should consider the nature of the alleged offense (e.g., a student charged with rape, robbery, murder, etc.). The principal should also consider the publicity of the offense or any other circumstances which might increase the possibility that the student's presence would pose a threat to the students and staff and substantially disrupt the school. The principal should also consider whether the student's continued attendance would pose a threat to the student charged with the felony.
Step 3:	The principal must contact the Area Director (Elementary, Secondary, Student Services) to schedule the hearing within ten (10) schools' days of receiving the notice of the felony charges against the student. A hearing is conducted by the principal/designee and Area Director (Elementary, Secondary, Student Services) in every felony suspension procedure. It is not necessary for the parent/guardian to request a hearing.
Step 4:	If a felony suspension related to the documented adverse impact is imposed, the parent/guardian must be notified in writing of the following: (1) Recommendation for suspension until the determination of student's guilt or innocence, or dismissal of charges. (2) Specific charges against a student. (3) The date and time of a hearing with the Area Director (Elementary, Secondary, Student Services). (4) Pending the hearing, the student is temporarily suspended. (5) If the hearing results in a felony suspension, the student will need to be temporarily placed at an alternative education site until the outcome of the felony charge has been determined. (6) Conditions under which a waiver of felony suspension may be granted in the case of unlawful use of an illegal controlled substance as provided in Section 1006.09(2)(b), Florida Statutes: a. If there is not an adverse impact on the school. b. If the student divulges information leading to the arrest and conviction of the person who supplied the controlled substance to him. c. If the student voluntarily discloses his/her unlawful possession of such controlled substances prior to his/her arrest. d. If the student commits himself/herself, or is referred by the court in lieu of sentence, to a state- licensed substance abuse program and successfully completes the program.
Step 5:	The hearing will be conducted by the Area Director (Elementary, Secondary, Student Services) and must be attended by the principal/designee, the student, the parent/guardian, and the student's representative or counsel, if applicable. The student may speak to his/her own defense, may present any evidence indicating his/her eligibility for waiver of disciplinary action, and may be questioned on his/her testimony. However, the student shall not be threatened with punishment or later punished for refusal to testify. The person conducting the hearing is not bound by courtroom procedure or testimony and no transcript of the testimony shall be required. The purpose of the hearing is not to determine the student's guilt or innocence of the felony. The purpose of the hearing is to determine whether knowledge of the offense with which the student has been charged would have an adverse impact on the educational program, discipline, or welfare of the school.

FELONY SUSPENSION PROCEDURES	
Step 6:	Following the hearing, the Area Director (Elementary, Secondary, Student Services) will provide the student and parent/guardian with a decision in writing as to whether or not the felony suspension will be made. In arriving at a decision, the Area Director (Elementary, Secondary, Student Services) will consider conditions under which a waiver may be granted and may grant a waiver when he/she determines such actions to be in the best interest of the school and student. The letter should also instruct the parent/guardian and student to provide documentation to the principal of the satisfactory resolution of the charges. The Area Director (Elementary, Secondary, Student Services) has the authority to modify the decision to either grant or deny a waiver at any time prior to adjudication by a court. However, any modification that is adverse to the student shall be made only following a hearing conducted in accordance with the procedure described.
Step 7:	If the decision by the district is to impose the felony suspension, an Area Director (Elementary, Secondary, Student Services) will make arrangements to place the student in an alternative education setting.
Step 8:	If the charges are dropped (nolle prosequi) or the student is adjudicated not guilty or not delinquent by the court, the student may return to their zoned school upon presenting documentation of the court's decision.
FELONY EXPULSION	
Step 9:	If the court determines that the student did commit the felony or delinquent act which would have been a felony if committed by an adult, the Area Director (Elementary, Secondary, Student Services) may provide a recommendation for expulsion to the Asst. Superintendent of Support Services and Superintendent. The Superintendent shall review the recommendation and shall have the authority to recommend to the Board that the student be expelled for one (1) year from the date of the adjudication, provided that the expulsion does not affect the delivery of educational services to the student in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting.

Notice: Section 1006.09, Florida Statutes, prohibits any student who commits, and is adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere, of any kind of the felony offenses specified by Section 1006.13, Florida Statutes, (homicide, assault-battery-culpable negligence, kidnapping-luring or enticing-false imprisonment-custody offense, sexual battery, lewdness-indecent exposure, abuse, robbery, sudden snatching, carjacking, home invasion robbery) against another student from attending school with, or riding the same school bus as, the victim or any sibling of the victim, or if a "no contact" order is issued by the court and notification is reported by the Department of Juvenile Justice to GCSD.

Procedures for Appealing Disciplinary Actions – A parent/guardian wishing to appeal a disciplinary action for a Level I, II, or III offense may appeal with written documentation to the principal/designee within three (3) school days of being notified of the infraction and the parent/guardian has met with the Principal/Designee if a satisfactory resolution cannot be obtained, the parent/guardian may appeal to the appropriate Asst. al Superintendent. This appeal is a review of documentation and does not involve a formal hearing.

District Level Appeal for Disciplinary Cases to include but not limited to Bullying Cases and Level I. II, III Actions - The district level review will be completed by the Asst. Superintendent of Student or Designee – If a satisfactory resolution between the parent/guardian and Asst. Superintendent cannot be obtained. The Office of the Assistant Superintendent for Support Services/District Designee will make the final decision and the consequences will be administered by the Office of the Assistant Superintendent for Support Services/District Designee.

Procedures for Appealing Placement at an Alternative Education Center or Discipline Actions – A parent and guardian wishing to appeal the recommendation of placement of their child at an Alternative Education Center is entitled to an administrative review of any action by school personnel relating to such placement Pursuant to the provisions of Florida Statute Chapter 120**.**

- The discipline/administrative transfer of a student to the alternative center should take place on or before the tenth (10th) day of suspension. **However, if the parent/guardian indicates on the Parent Conference Checklist that they would like a review of the principal's decision, the school shall, within 24 hours, forward the student's Alternative School admission packet to the appropriate Asst. Superintendent for Level III offenses or to the Office of the Assistant Superintendent for Support Services for Level IV offenses. (The appeal process is for the student's behavior/infraction and not the alternative assignment)** The review/appeal process does not postpone the pending disciplinary action unless a written agreement can be established between the parent/guardian and the principal that the child should remain suspended until resolution of the appeal. No student should remain suspended for more than seven (10) days without a due process hearing or administrative placement.

- If a satisfactory resolution between the parent/guardian and school administrator cannot be obtained, the parent/guardian may request a review by the Asst. Superintendent. This review may include all level infractions/disciplinary action appeals. This is a review of documentation only and does not involve a formal hearing. The Asst. Superintendent review will result in a written

response within three (3) working days.

***Note for the level 1 and 2 infractions this is the final appeal and the Asst. Superintendent's decision is final.**

- Following the review of the Principal's decision by the Asst. Superintendent or his/her designee, upon request, a parent/guardian may have an administrative review. The Office of the Assistant Superintendent for Support Services will have this responsibility. The Office of the Assistant Superintendent for Support Services will issue a final order upon the completion of the administrative review.

Procedures for Early Re-entry of Students Assigned to an Alternative Placement in Lieu of Expulsion

A student may qualify for an early re-entry to the student's zoned school or other school deemed appropriate by GCSD, following the Superintendent or Designee's action to place a student at an alternative school in lieu of expulsion. This section details the procedures for early re-entry, including what will be required of the student, parent/guardian, and/or school. Any student who qualifies for early re-entry must have a re-entry plan. Failure to abide by the re-entry plan may result in the student returning to the alternative placement and/or further disciplinary action, as appropriate.

A re-entry plan requires a commitment from the student and parent/guardian to cooperate with school officials to reasonably ensure that the behavior that led to the original alternative placement does not recur.

The determination to allow a student early re-entry solely rests with the Superintendent or Designee. A student will only be considered for early re-entry if the Superintendent or Designee finds reasonable probability that the student will behave in a respectful manner upon re-entry, abide by this Code, and does not pose a threat to the school, other students, GCSD staff, contracted vendors, or volunteers. Students who have committed acts of violence or made concerning threats to an individual or school may not be eligible for an early re-entry consideration.

This section only applies to students assigned to an alternative placement in lieu of expulsion; for students who were fully excluded without continuing educational services, please see "Early Re-Entry for Fully Expelled Students," located within this Section of the Code.

EARLY RE-ENTRY PROCEDURES	
Step 1:	A written request for early re-entry may be made by the parent/guardian, student, or GCSD personnel at the midpoint of the alternative placement. Once the request is received, GCSD will review the documentation required within this section, the initial offense resulting in the alternative placement, victim impact (if applicable), and other records relating to the student to determine the probability of success for early re-entry.
Step 2:	The following documents are required to determine eligibility for an early re-entry plan: 1. Documentation of counseling relating to the offense. 2. Minimum of 2.0 GPA (secondary), a C average (grades 3-5) or satisfactory (grades K-2) for current course work. 3. Consistent attendance and no disciplinary behaviors at the alternative placement site. 4. Other documentation required by GCSD that relates to the specific student and the offense committed, which resulted in the alternative placement; and 5. An acknowledgment from the parents/guardians that they understand and accept the conditions outlined in the re-entry plan.
Step 3:	The Superintendent's designee will consider the request for early re-entry. An early re-entry meeting will be held if the Superintendent's designee finds the requirements contained within this section have been met and the Superintendent's designee finds there is a reasonable probability the student will abide by this Code, which includes, but not limited to, behaving in a respectful manner upon re-entry, and not posing a threat to the school, other students, GCSD staff, contracted vendors, or volunteers. The early re-entry meeting will include the following participants to develop an early re-entry plan: Asst. Superintendent of Support Services, Area Director (Elementary, Secondary, Student Services), alternative placement site principal/designee, school principal/designee recommended for re-entry, parent/guardian, and student. Other GCSD staff may be invited depending on the specific offense and student; in addition, the parent/guardian may bring another adult of the parent/guardian's choice.
Step 4:	The re-entry plan will be submitted to the Superintendent or designee for final approval before the student is permitted to return to the student's zoned school or other school as deemed appropriate by GCSD. If approved, the Asst. Superintendent of Support Services will notify the parent/guardian.

Procedures for Early Re-entry for Students that Receive a Full Exclusion Without Continuing Educational Services

A student may qualify for early re-entry to an alternative placement school, following the Board's action to fully expel the student without continuing educational services. This section details the procedures for early re-entry, including what will be required of the student, parent/guardian, and/or school. Any student who qualifies for early re-entry must have a re-entry plan. Failure to abide by the re-entry plan may result in the full exclusion without continuing educational services being reinstated and the student being removed from the alternative placement school.

A re-entry plan requires a commitment on the part of the student and parent/guardian to cooperate with school officials to reasonably assure the behavior which led to the original expulsion will not recur.

The determination to allow a student early re-entry must be recommended by the Superintendent to the Board. The expulsion from the student's record cannot be removed or modified; however, the Board, with the recommendation of the Superintendent, may determine that the student can return to an alternative placement school to receive educational services.

This section only applies to students who receive a full exclusion without continuing educational services; for students who were assigned to an alternative placement in lieu of expulsion, please see "Procedures for Early Re-Entry of Students Assigned to Alternative Placement in Lieu of Expulsion," located within this Section of the Code.

Early re-entry plans are to be developed when appropriate, following the procedures described below.

EARLY RE-ENTRY PROCEDURES	
Step 1:	A written request for an early re-entry plan may be made at the midpoint of the expulsion to the applicable Area Director (Elementary, Secondary, Student Services). Once the request is received, GCSD will review the documentation required within this section, the initial offense resulting in the full exclusion, victim impact (if applicable), and other records relating to the student to determine the probability of success of an early re-entry.
Step 2:	The following documents are required to determine eligibility for an early re-entry plan: 1. Documentation of third-party counseling relating to the offense. 2. Positive community service. 3. Minimum of 2.0 GPA for current course work. 4. Consistent attendance and no disciplinary behaviors at the student's current school of enrollment. 5. Review from GCSD Department of Student Services as to the student's well-being. 6. Other documentation required by GCSD that relates to the specific student and the offense committed, which resulted in the full exclusion; and 7. An acknowledgment from the parents/guardians that they understand and accept the conditions outlined in the re-entry plan.
Step 3:	After review of this information, the Superintendent's designee will consider the request for early re-entry. If the Superintendent's designee finds that all criteria have been met, and agrees that an early re-entry would be in the best interest of the student and of the school system, a meeting will be held with the Superintendent's designee, Area Director (Elementary, Secondary, Student Services), alternative placement site principal/designee, parent/guardian, and student to develop a written early re- entry plan. The parent may also bring another adult of the parent/guardian's choice to the meeting. The early re-entry plan must detail the conditions for the student to attend the alternative placement school.
Step 4:	Following completion of the re-entry plan, which is acceptable to the school administrator who will be responsible for supervising the student, the plan shall be submitted to the Superintendent.
Step 5:	If the Superintendent approves the student's early re-entry, the Superintendent shall submit the recommendation to the Board for consideration and final approval. The parent/guardian will be notified of the action taken by the Board.

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EXTRACURRICULAR ACTIVITES

Students and Student Athletes will exhibit satisfactory conduct in order to retain eligibility to participate in extracurricular activities in the Gadsden County School District. Students attending an Alternative School cannot participate in extracurricular activities unless approved by the Superintendent. Participation in extracurricular/co-curricular activities is a privilege extended to GCSD students, but participation is not a student right. In order to participate in extracurricular/co-curricular activities or athletic programs, students must adhere to Board policies, school and District participation criteria, and applicable law. A student may not be eligible to participate in extracurricular/co-curricular activities for disciplinary offenses and may have participation privileges revoked. It is important for students to understand that the behavioral expectations placed upon students by the school can extend beyond the classroom and school campus (e.g., social media); therefore, off-campus behavior may also impact a student's participation in extracurricular/co-curricular activities. If it is discovered that the student has exhibited behavior that violates Board policies, school and District participation criteria, and/or applicable laws, even while in the community, the student's participation privileges shall be withheld for ten (10) school days to allow District staff to determine the student's future eligibility to participate. Students that have a pending criminal charge will not be able to participate in extracurricular activities until there is a review by the Superintendent, Asst. Superintendent of Support Services or Designee.

Disciplinary Actions - Extracurricular Activities/Athletics

For In-school Suspension: Students may participate in extracurricular activities during in-school suspension except for the fighting grouped section and when placed as an intervention in discipline chart. (Example: And loss of extracurricular activities)

For Out of School Suspension: Students assigned to Out of School Suspension shall be excluded from participating in all extracurricular activities from the date of the offense until completion of the disciplinary action. For the purpose of continuity suspension shall begin the day the referral is finalized, and the consequences issued by the appropriate administrator.

For Level III, or Level IV Offenses: Students who commit a Level III, or Level IV Offense shall be excluded from participating in all extracurricular activities from the date of the offense until completion of the disciplinary action. Students referred to the Office of the Assistant Superintendent for Support Services are not eligible to participate in athletic or extracurricular events until completion of the hearing and the completion of any consequences issued by the Office of the Assistant Superintendent for Support Services from the date of the offense until completion of the disciplinary action.

Alcohol and/Drug Offenses: In addition to the actions listed above, a student who commits an Alcohol and/or Drug offense must be referred to the Substance Use Prevention Counseling Education Program and shall not participate in any extracurricular activities during the term of the disciplinary action.

Students entering Gadsden County School District from another school district or charter school must complete any disciplinary actions from the previous school district before the student is eligible to participate in any interscholastic or intrascholastic school activity within Gadsden County School District.

Special Note: Athletic Policies

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) F.S.
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 s. 1006.20(2)(b) F.S.

The following includes a list of examples, such as, but not limited to, which may be considered for exclusion 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
- School/classroom discipline issues
- Social Media issues
- Bullying/Cyberbullying
- Homicide
- Sportsmanship
- Dress Code Policy

Limit of Eligibility

- High School Age Limit - A student who reaches the age of 19 prior to July 1st, shall become permanently ineligible.
- Middle School Age Limit - A student who reaches the age of 15 prior to July 1st, shall become permanently ineligible.
- 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
- Verification of Health Insurance
- Birth Certificate
- Media Release
- Sportsmanship Contract
- NFHS concussion, heat & hydration and sudden cardiac arrest courses

Middle School Eligibility

Academic Requirements: A student will become academically eligible upon his or her promotion to the 6th grade. Thereafter the student must maintain a 2.0 grade point average (GPA) for each grading period. A student must not have more than one failing grade to remain eligible for athletics. (Two or more F's with or without a 2.0, the student is not eligible to participate in sports).

1. For 7th and 8th grade students, their eligibility is based on the entire previous school years' cumulative average. The final grades for each class are what are to be used to determine GPA a student must not have more than 1 failing grade. (An F is considered a failing grade).
2. The report card will determine eligibility at the end of the 1st, 2nd, and 3rd nine-week grading periods. (Eligibility will be determined the day report cards are issued to all students in the district.) The student will become eligible or ineligible on the day that report cards are issued. Grade recovery will not affect the student's eligibility until the day report cards are issued for the next nine-week period. (See Middle School Bylaws).
3. Any rules or regulations not addressed in the middle school constitution, we defer to the FHSAA by-laws.
4. Athletes have 3 years of eligibility from the time they enter 6th grade, whether they do or do not participate in athletics during any of those years. The student must be approved by the principal to represent his/her school for each athletic contest. It is the right of the principal to deny such participation.

High School Eligibility

Academic Requirements: 2.0 GPA Required for Academic Eligibility

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 Calculating GPA. The grades from all courses required for graduation that a student takes, including those taken by the student before he/she begins high school, must be included in the calculation of the student's cumulative GPA at the conclusion of each semester. For public school students, this includes the courses listed in s. 1003.4282, F.S.

Academic Eligibility/Ineligibility is for a semester. A student who is academically eligible at the beginning of a semester will continue to be academically eligible for that entire semester. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for that entire semester, except as provided in Bylaw 9.4.5.1.2. The student's academic eligibility for each successive semester will depend upon his/her cumulative GPA at the conclusion of the previous semester. 9.4.1.3 Attendance during previous two consecutive semesters required. A student cannot be academically eligible if he/she has not attended school and received grades for all courses taken during the previous two consecutive semesters. (See FHSAA Bylaws)

(Eligibility will be determined the day report cards are issued to all students in the district.)

All District High Schools shall be members of the Florida High School Athletic Association, Inc., (FHSAA) and shall be governed by the rules and regulations adopted by FHSAA. Students who participate in athletics shall meet eligibility requirements by FHSAA and the school board.

9.5.1 High School Student Has Eight Semesters of Eligibility. A student is limited to eight consecutive semesters of eligibility beginning with the semester he/she begins ninth grade for the first time. This does not imply that the student has eight semesters of participation. After eight consecutive semesters, the student is permanently ineligible.

9.5.3 Student Whose Limit of Eligibility Expires During Sports Season. A student whose eight-semester limit of eligibility expires during the season of a sport in which the student is participating may complete the season if the student continues to meet all other eligibility requirements. The student, however, will not be permitted to participate in any other sport that begins after his/her limit of eligibility has expired.

9.5.1.3 Exception. A student who begins the school year at a FHSAA member school, after completing the full school year in their former country coinciding with the end of the first semester of the FHSAA member school's previous academic year, will not have their limit of eligibility impacted by the missed semester.

Special Note: Athletic Student Transfer Eligibility

Please refer to HB 225 for Transfer regulations and participation in athletics. Per FHSAA Bylaw 9.3.3.2, the EL6 is required for any student who transfers or changes schools during the school year or over the summer period between school years.

Transfer Regulations before Participating in Athletics transfer student who has not participated in school-sponsored activities on or after the official start date of that sport season may seek to immediately join a team, provided the roster has not reached the identified maximum size and the coach determines that the student has the requisite skill and ability to participate.

EL 6 Notice of Transfer Form By submitting this form to the previous school, the member school is performing its due diligence in determining the eligibility of this student under the provisions of FHSAA Bylaws 9.3.3, 9.3.4 and 9.3.5. The student must meet all other eligibility requirements to maintain eligibility. The school/student must complete a GA4 Affidavit of Compliance with Policy on Recruiting. A student who is ineligible at the time of his/her transfer or change of school may not regain eligibility through the use of this form.

The FHSAA allows for some exemptions for students not attending a FHSAA member school participation in high School athletics. These include students who are Home Schooled, those attending Charter Schools, Private Schools, or other Non-Traditional schools, or are full-time students through FLVS or VOL. Please see the individual sections below.
As used in this section and s. 1006.20, the term "eligible to participate" includes, but is not limited to, a student participating in tryouts, off-season conditioning, summer workouts, preseason conditioning, in-season practice, or contests. The term does not mean that a student must be placed on any specific team for interscholastic or intrascholastic extracurricular activities.

***** ANY AND ALL STUDENTS MUST REGISTER IN** "Home Campus" **TO COMPLETE THE REMAINDER OF THIER ATHLETIC PAPERWORK THAT IS REQUIRED BY ALL ATHLETES. All paperwork and registration in home campus must be completed before a student-athlete can participate.**

According to FHSAA By-law 9.2, students not attending their zoned high school are afforded the opportunity to participate in the athletic program at their zoned schools provided certain requirements are met.

1) Meet all other FHSAA eligibility requirements that zoned students must meet academic, behavioral, residency, age, attendance, or additional eligibility requirements set forth by the FHSAA.
2) Register intent to participate in Interscholastic Athletics prior to participation in a sport and prior to the first official day of practice for said sport according to the FHSAA calendar.
3) Completion of appropriate FHSAA eligibility form.
   - EL 7 - Home School Students
   - EL12 - FHSAA Non-Member School Students
   - EL 14 - Charter School/Alternative School/Special School
   - GA 4 - ALL Home Ed/Non-Member/Charter/Alternative/Special

For those needing to complete the EL 12
The first page is for the parents of the students to complete and sign. Signatures must be done in the presence of a notary. Gadsden County School District does have a notary on who can assist you if necessary. The second page must be taken to your current school and completed by the principal or designated appointee. The third page **must** be verified by the Athletic Director, signed and dated by Athletic Director and a School Administrator. **All pages must be returned** to the Administrative Office at their participating school to complete the eligibility check. Please note a complete transcript including dates, names of courses, provider and grade received in course must include Grade 8 through current year in addition to the appropriate FHSAA forms. Please contact a school administrator to schedule an appointment to meet with the Athletic Director to process your forms. Please note it may take several days or more to receive an eligibility ruling.

Please note the Athletic Director cannot rule on your final eligibility until all forms and questions have been answered and we have submitted your paperwork to the FHSAA. You will not be eligible to participate or compete in interscholastic competition until an eligibility ruling is finalized.

For those needing to complete the EL 14
This is a one page form that needs completed by both the parent and the school district. The top portion of the form must be completed by the parent or legal guardian. Section B must be completed by the GCSD District Family and Community Engagement Office.

GCSD Non-Discrimination Statement

The Gadsden County School District does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, or any other reason prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies, reports of alleged violations, concerns about compliance, and/or the grievance procedure(s), etc.: