

August 2009

Dear Parents and Students:

Safety of students is the first priority of the Bradford County School district (BCSD), and academic success is a close second. To be a successful provider of either of these, it is required that we maintain an environment that is orderly and disciplined. In order to do this, the BCSD plans to recognize the positive behaviors of students and provide incentives to behave appropriately, as well as provide punishment or negative consequences for inappropriate behavior.

The attached Code of Conduct was developed by the collaborative efforts of parents, students, community members, school board members, and school personnel to set forth standards for a consistent and fair policy to govern our schools. The intent of this document is to provide a safe, secure, learning environment where all students are able to reach their full potential.

Please take the time to read the Code of Conduct carefully and if you have questions or concern, feel free to call your school principal. Also, you will find at the end of the document some important forms. The *Parent and Student Acknowledgement* form and, if appropriate, the *Extra/Co-Curricular Activities* form should be signed by both the parent and student and returned to the student's teacher. Your cooperation is greatly appreciated and plays a vital role in maintaining safe and disciplined schools.

Thank you for your continued support of the BCSD and I look forward to a great 2009-2010 school year, one that we will all be proud of.

Sincerely,

Beth Moore,
Superintendent

Board Approved 7/14/08

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**SCHOOL DISTRICT OF BRADFORD COUNTY
CODE OF STUDENT CONDUCT
2009-2010**

MISSION STATEMENT

The Bradford County School District, in partnership with the entire community, is dedicated to providing a quality education in a safe learning environment so that all students can excel academically and socially in order to become productive citizens.

JURISDICTION OF THE SCHOOL BOARD

The Code is in force twenty four (24) hours a day, seven (7) days a week on all school campuses/properties as well as such times and places, including, but not necessarily limited to, school sponsored events, field trips, athletic functions and other activities where school administrators have jurisdiction over students. All school regulations pertain to automobiles driven or parked on school property. With respect to student conduct while being transported on school buses, it should be understood that students are subject to denial of the privilege of riding a school bus for violation of appropriate standards, even if they are not otherwise denied educational participation. All students are required to follow the guidelines set forth in the Code of Student Conduct anytime they are on any school campus, on school board property. When students enter the campus of another school they place themselves under the jurisdiction of that school administration. Students who are involved in an incident on a school campus other than their own will have a referral written for processing by their assigned school.

PHILOSOPHICAL BASIS

Bradford County Schools is committed to providing an environment where teaching and learning takes place every day in safe and orderly schools, and students, school staff, and administrators are valued and can succeed. Schools are safe when they have:

- * A clear vision for the school that the entire school community supports and owns;
- * Instruction that reaches all students and addresses their academic and behavioral needs;
- * Support for students who are dealing with serious challenges in their homes and communities;
- * Training and resources for teachers, staff, and students so they can resolve conflicts peacefully and respectfully;
- * Clear rules that everyone in the school understands and enforces; and
- * Support from parents and community.

To make sure that schools are safe and students succeed Bradford County Schools believes that:

- * The school community (students, parents/guardians, teachers, staff, administrators) must work together to prevent inappropriate or disruptive behavior by encouraging good behavior and giving students a variety of opportunities to explore their interests;
- * When students engage in inappropriate or disruptive behavior, the school staff and administrators should use a variety of interventions to teach students appropriate behavior and correct any harm that resulted from their behavior; and
- * In rare cases where students are suspended from school because of inappropriate or disruptive behavior, students must be provided schoolwork to complete so learning can continue.

The Bradford County Schools Code of Student conduct was developed to ensure that students learn appropriate behavior so they may succeed in life and participate in a democratic society. It is written for

the entire school community and describes the types of inappropriate or disruptive behaviors that are unacceptable in the school setting. The district is committed to correcting these behaviors and teaching appropriate behavior within the school setting so that students are given the opportunity to stay in school and to learn. As a result, the Code of Student Conduct includes prevention and intervention strategies to be used before and with any disciplinary response.

Bradford County Schools recognize that additional steps must be taken when students with disabilities are disciplined. The Code of Student Conduct requires school staff and administrators to follow board policy and state and federal laws concerning the discipline of students with disabilities. As a district we are committed to applying the Code of Student Conduct fairly and without discrimination based on a student's race, ethnicity, national origin, sex, or religion.

STUDENT RIGHTS AND RESPONSIBILITIES

It is the intent of the Student Rights and Responsibilities, as expressed in this document that students understand that individual rights involve associated responsibilities, and that individual rights must be viewed in relationship to the health, safety, and welfare of the majority of students within each school. The principal shall assume administrative responsibility and instructional leadership under the supervision of the Superintendent, in accordance with rules and regulations of the School Board for planning, management, and operation of the school to which he/she is assigned. The faculty and staff shall assist in the orderly operation of the school and assure the rights of students.

ATTENDANCE

Philosophical Basis:

Florida Statute 1003.21 states that students who are six or before February 1st must attend school every school day of the 180-day school year until their sixteenth birthday. Florida Statute 1003.24 establishes that the parent/legal guardian of a child of compulsory age is responsible for the child's daily school attendance. School staff, parents, students, and appropriate state agencies are expected to work together to ensure that all applicable school attendance laws are obeyed, including, but not limited to, referral to the state designated agency for possible court action for truancy. Regular attendance by students will facilitate the development of the skills and knowledge necessary to function in a modern democratic society.

Student Responsibilities

- *To take advantage of their educational opportunity by attending all classes daily and on time
- *To provide the school with an adequate explanation with appropriate documentation indicating the reasons for an absence
- *To request the make-up assignment from their teachers upon their return from an excused absence and to complete the work within a reasonable length of time. (See below)

Student Rights

- *To be informed of School Board policies and individual school rules regarding absenteeism and tardiness
- *To appeal a decision pertaining to an absence
- *To make up class work within a prescribed length of time in case of an excused absence

Absences

Absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to

deter future absenteeism, and there is a great responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery. School attendance is required between the ages of 6 and 16. It is the responsibility of the parent(s) to make sure that their children are in school. To be counted in attendance an elementary or a student who is assigned to alternative school must be present for 60% of the total school day. A secondary student is considered to be present when the student has been in a class for 60% of the scheduled class time.

Students have two days to make-up work for each day of absence excluding an out of school suspension, where one day is allowed for each day of the **suspension**. For example, if a student misses three (3) excused days, they will have six (6) days to make up the work. Teachers will provide feedback for make up work provided for unexcused absences. **Work/test(s) missed due to an unexcused absence will result in a grade of zero.** This work should be made up for the purpose of skill development.

Policy –

- **Unlimited “Doctors Notes” for the school year will be allowed as long as “Doctors Note” is produced within 72 hours of return to school will be considered excused absences.**
- Ten (10) Parent notes are allowed for the entire school year if turned in within 72 hours of return to school to be considered excused absences. After 10 parent notes (excuses) all parent notes will become unexcused absences. All absences that are excused by the principal will be considered a parent note and count in the 10 days parents are allowed to excuse student absences.

Excused absences include:

- * Student Illness: If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excused absence if absences exceed ten (10) days per year.
- *Chronic illness (absence of 10 or more consecutive days or continued handicapping condition): Please notify your school by presenting a doctors note so the school administration can help you with options for your child’s education. (Homebound options might exist, see your site administrator)
- * Observance of a religious holiday or religious instruction
- * Medical appointment
- * The absence was with the knowledge and consent of the school principal
- * Subpoena by law enforcement agency or mandatory court appearance
- * Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or principal’s designee
- * Related to death in the family
- * Participation in academic/school related activity
- *Students who have been suspended receive an S which is an excused absence.
- *Students whose parent or legal guardian is an active-duty member of the uniformed services and has been called to duty, is on leave from, or immediately returned from deployment to a combat zone or combat posting, shall be granted additional excused absences to visit with the parent/legal guardian (FS 1000.36 VE).

It is the responsibility of the parent/guardian to provide a written statement to the school explaining the absence within three (3) school days following the return of the student to school.
Unexcused Absences

*Students who have excessive unexcused absences must understand that their grades may be adversely affected.

*Ten (10) Parent notes are allowed for the entire school year if turned in within 72 hours of return to

school to be considered excused absences. After 10 parent notes (excuses) all parent notes will become unexcused absences

Grade Procedure Regarding Unexcused Absences

The District is enforcing its attendance policy in grades K-12. In addition, Florida Statute **1003.33** requires class participation and attendance as being part of the grading process. The matter of class participation is also addressed in the Board approved Student Progression Plan at all levels.

If a K-12 student misses 10 or more **unexcused** days during a nine-week period the maximum grade value the student **may receive**, without going through the principal to justify a higher value, is a 59 (F), or for kindergarten a letter grade of U. A teacher attempting to enter, into the computer, a grade value higher than the maximum specified numerical value above would not be allowed to do so. The computer is set to automatically flag/deny such a value. The teacher would then be required to meet with the principal to justify the higher-grade value. The data operator, if approved by the principal, would enter a higher-grade value with a signed note/grade change form from the principal. The teacher, without administrative interaction, may give a lower grade value earned by the student.

Tardies/Early Departure: Tardy is defined as: a student not being in the assigned classroom when the tardy bell rings. Early departure is defined as being signed out before the end of the school day when the departure does not meet the definition of an excused absence.

Elementary Policy: Chronic tardies to school and early checkouts disrupt the learning environment for students and teachers alike. Tardies/early checkouts will be addressed as follows:

Elementary students will be allowed five (5) tardies/early checkouts for each semester. When a student reaches five tardies a parent conference will be scheduled to discuss interventions to prevent further tardies.

Secondary Policy: Tardies and early checkouts will be addressed as described in the discipline plan developed in the Code of Student Conduct.

Perfect Attendance: In order to be awarded Perfect Attendance for the year, a student must attend school every day, have no more than two tardies in elementary or four in secondary, and have no more than two early departures of less than 40 percent of the school day.

Truancy is absence from school for which there is a clear pattern of nonattendance and for which the reasons are unknown. In some instances a student may be considered truant because of parent or guardian's negligence. Students with five (5) or more unexcused absences in a month or ten (10) or more unexcused absences in 90 days must be referred to the Child Study Team and school staff must meet with the parent/guardian. If the attendance problem continues, the Attendance Team will recommend appropriate interventions.

Truancy Policy

Truancy is the absence from school for which there is a clear pattern of nonattendance and for which the reasons are unknown and unexcused. Students with five (5) or more unexcused absences in a month or ten (10) or more unexcused absences in a 90 day period shall be referred to the Child Study School's Attendance Team and school staff must meet with the parent/guardian. The child and parent/guardian

must follow the recommendations of the Child Study School Attendance Team to correct the truant behavior.

If the truancy persists, the truant child shall be referred to the Superintendent's office and the procedures outlined in Florida Statute 1003.27 for truancy shall be followed. Those procedures include entering into partnerships with the parent/guardian and school administration designed to correct the truant behavior.

In the event these measures are unsuccessful, the Superintendent's office shall authorize a truancy petition be filed in the Circuit Court and the student and the parent/guardian shall be required to attend a court hearing to determine the appropriate sanctions to be imposed. Pursuant to Florida Statute 1003.27, those sanctions may include, among other things, fines, community service hours, incarceration, referral to the Department of Children and Family Services and Juvenile Justice, and requiring a parent/guardian to attend school with the truant child.

Driver's License

“Recognizing the importance of education and keeping the students in school, the 1997 legislature enacted 322.091 F.S. relating to the driver's license for students, ages 14 to 17, as an incentive for students to stay in school and continue their education”. In order for a student to retain or obtain his/her regular Florida driver's license, the student must comply with compulsory school attendance. Accumulating 15 unexcused absences in a period of 90 calendar days or failure to remain enrolled in school will result in being classified as a habitual truant and the loss of said license, or the withholding of the necessary forms to obtain a license. Legal court action may be taken against a student who is classified as a habitual truant.

Parking (Bradford High School Campus Only)

Driving vehicles (including mopeds and motorcycles) to school is a privilege. Students must comply with these rules:

- * Possess an operator's license and be in grades 9-12
- * Students who drive to school may have their parking privileges revoked if they are continually tardy (five or more per nine weeks) to school, or use their vehicle to leave campus or to entice other students to leave the campus without authorization.
- * Students must have a 2.0 GPA to be allowed to drive to school or park.
- * Park only in designated areas with a current decal issued by Bradford High School
- * Do not loiter in/around the vehicles and/ or parking areas
- * Do not use the vehicle during the school day unless authorized by the principal or designee
- * Do not display any materials that are obscene, or deemed inappropriate by the administration.
- * Sign and follow all rules outlined in the Bradford High School “Drivers Responsibility Form”

Note: All parking violations will be addressed under Level I on the Bradford County Schools Interventions Chart. Violations that involve reckless operation of a vehicle on campus shall be addressed at Level II of the Student Code of Conduct or above.

Learn Fare

Families receiving cash assistance for needy families will have their benefits suspended if their child, between the ages of 6 and 18 has 15 or more unexcused absences, including suspensions within 90 calendar days, or if the child quits school. Parents are also required to have a conference with their

student's teacher or school administrator regarding school progress each semester. Sanctions apply to both circumstances.

Compulsory School Attendance

A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the parent and student file a formal declaration of intent to terminate school enrollment with the district's school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent or legal guardian. A student who attains the age of 18 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age.

Health Requirements for School Attendance

Communicable Disease

Students having or suspected of having a communicable disease or infestation which can be transmitted to others are to be excluded from school and not allowed to return unless they have been successfully treated and/or present a note from a physician indicating that they are no longer contagious.

Immunizations

A Certificate of Immunization (DH 680) indicating compliance with the current required schedule of immunizations must be presented prior to enrollment in school. **A physical exam is required** for all students new to the district. If immunizations are not current, students are not allowed to attend school unless the parents obtain a thirty day temporary written exemption issued by the Bradford County Health Department. Homeless students shall be admitted and referred to the district parent liaison for assistance with documentation, as needed. Some students/families may qualify for an exemption due to special circumstances and will need to be referred to the Bradford County Health Department for a Temporary Medical Exemption.

Head Lice Control

If a student is infested with lice or nits, the following procedures will be followed:

- * Students will be sent home and given three (3) excused absences to treat and remove both **lice and nits**.
- * Records will be maintained indicating the day of diagnosis.
- * An examination by the school nurse or principal designee is required before students will be readmitted.

Health Services/Screenings

At the beginning of each school year, the Bradford County Schools and the Bradford County Health Department are required, by law, (F.S. 381.0056) to inform parents of the health-screening program. This program is carried out to appraise, protect and promote the health of students through assisting in the early identification of health problems in the areas of hearing, vision, growth & development, dental, mental health, and scoliosis. These screenings are limited to procedures that do not penetrate the skin or any body orifice (i.e....any invasive screening requires written parent permission). Written requests for exemption for these services should be made to your local school within fifteen (15) days of registration.

Parent(s)/Guardian Responsibilities (Health Conditions and Medication)

It is the responsibility of the parent(s)/guardian to notify the school of any health condition of their student(s) which may require medication, treatment, or monitoring at school or on school-sponsored trips or activities. It is the responsibility of the parent(s)/guardian to submit a properly executed "Authorization for Medication/Treatment" form to school administration if their student requires medication (including

over the counter) or treatment to be given during the school day. Only parents, guardians, or designated adult (non-student) will be responsible for delivery and retrieval of medications to the school nurse/health designee. No medications are to be transported via the school bus system. All medications to be administered by school personnel shall be received and stored in the ORIGINAL container. It is the responsibility of the parent(s)/guardian to notify the school immediately of any chronic or acute medical conditions your child may have and of any necessity for your child to be allowed to self medicate during the school day. Students are only allowed to carry items necessary to self medicate that are allowed in Florida Statute. Currently inhalers, bee sting kits and diabetic medications may only be carried by students with appropriate documentation from a physician. As with other medications, parents must notify the school, provide appropriate documentation from a physician, and register this need with the school clinic. **Any unauthorized intake or distribution of any medication, including over the counter medication will be dealt with in accordance with the zero tolerance policy described on page 29-30.**

Abuse Reporting: It's the Law!

NOTE: Under Florida Statute 1006.061(1), all employees and agents of the district school board have a duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Those making reports in good faith are immune from liability.

CURRICULUM

Philosophical Basis:

The degree of curriculum involvement is a function of age, grade, maturity, and sophistication on one hand and the level and complexities of courses on the other. Curriculum information regarding course offerings (6-12) is extremely important and therefore deserves careful analysis and consideration by both students and parents.

Student Responsibilities

- *To request participation in academic programs and extracurricular activities that is commensurate with ability
- *To seek assistance in course selection from informed persons in the school
- *To cooperate with the instructor and contribute to an atmosphere free from bias and prejudice
- *To cooperate fully and exert every effort to achieve mastery of the basic skills
- *To take care of textbooks issued to them and to pay for lost or damaged textbooks (FL statutes 1006.42) FS 1003.497 requires the collection of the full purchase price of all lost, destroyed, or damaged instructional materials regardless of age or condition.
- *Fifth-grade parents will be notified at the beginning of the year if they owe for instructional materials. They will not be able to participate in the 5th grade field trip until the debt is paid.
- *Eighth-grade parents will be notified at the beginning of the year if they owe for instructional materials. They will not be able to participate in the 8th grade field trip until the debt is paid.
- *Seniors will be notified at the beginning of the year if they owe for instructional materials. They will not be able to participate in senior activities until the debt is paid.

Student Rights

- *To have equal educational opportunity with regard to academic programs and extracurricular activities
- *To receive district curriculum course descriptions that will facilitate informed choices
- *To receive instruction in courses of study under competent instructors in an atmosphere free from bias and prejudice
- *To participate in appropriate basic skills programs in elementary, middle, and high schools
- *To receive the loan of textbooks for the subjects they are studying Florida Statutes 1006.42(1)...Each parent of a student to whom or for whom instructional materials have been issued, is liable for any loss or

destruction of, or unnecessary damage to, the instructional materials or for failure of the student to return the instructional materials...and shall pay for such loss, destruction, or unnecessary damage as provided by law.

Free Speech

This is an important topic in school, and the following guidelines are provided so that students may interact more confidently and securely.

Student Responsibilities

Students may:

- * Express them freely as long as they do not disrupt/interfere with the orderly climate of the school.
- * Investigate all sides before deciding
- * Hear all sides of controversial issues
- * Set an example for others
- * Form/change student government under the direction of an approved school advisor
- * Organize clubs/groups under the direction of an approved school advisor

Students must not:

- * Slander, libel, or defame others.
- * Discriminate when organizing or recruiting for clubs or groups.
- * Violate the Code of Student Conduct in the areas of profanity, harassment, bullying, and hazing.

GRADES

Philosophical Basis:

Grades at best are but an indication of the student's knowledge at any particular point in time. An academic grade should reflect the teacher's most objective assessment of the student's academic achievement.

Student Responsibilities

- *To understand the grading criteria
- *To maintain standards of academic performance commensurate with ability, and to make every effort to improve performance upon receipt of notification of unsatisfactory progress

Student Rights

- *To receive a teacher's grading criteria at the beginning of each year or semester course
- *To receive either a progress report or report card eight (8) times during the school year

GRIEVANCE PROCEDURES

Philosophical Basis:

A grievance is a situation occurring in the course of the school's implementation of the Bradford County Code of Conduct that causes a student to consider himself aggrieved. Schools are responsible for providing mechanisms for the expression and resolution of grievances.

Student Responsibilities

- *To discuss their grievances informally with the persons involved prior to invoking formal grievance procedures
- *To state the grievance clearly and concisely, to follow the established procedures, and to accept the decision that is the outgrowth of this process

Student Rights

*To have a standard procedure for the resolution of grievances

PRIVACY AND PROPERTY RIGHTS

Philosophical Basis:

Federal and State laws provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students (4th Amendment of the United States Constitution).

Student Responsibilities

*To not carry or conceal any such material that is prohibited by law or would detract from the educational process

*To respect the property rights of the public at large as well as those of individuals, and to refrain from destruction of, or damage to, such property

*To accept the consequences for the content stored within their lockers

Student Rights

*To maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material that is prohibited by law or School Board Policy

*To attend school in an educational environment in which personal property is respected

*To have notification posted that search of lockers may be done upon reasonable suspicion except in emergency situations

NOTE: School officials may conduct a warrantless search of a student, student's possessions, student's locker, vehicle, or any storage area on school property if such officials have reason to believe that illegal, prohibited, or harmful items may be concealed. (F.S.1006.09 (9))

STUDENT ACTIVITIES

Philosophical Basis:

Organized clubs and activities are characteristic of student life from the elementary school through college, and are characteristic of adult life as well. All members of the school community share the responsibility for organizing and supporting clubs and activities that meet student needs and serve definite and worthwhile purposes. Bradford County School District offers many opportunities for students to participate in extra or co-curricular activities such as sports, clubs, and service organizations. Students who choose to become a part of these activities are required to follow all rules and regulations of the governing agency as well as those adopted by the Bradford County Board and published in the Student Code of Conduct. Students will also be expected to follow the guidelines of the adult in charge whether that is a coach or faculty/staff sponsor.

Student Responsibilities

*To follow the rules in forming and operating clubs and activities.

Student Rights

*To form and operate clubs and activities within their respective schools under the direction of a faculty advisor.

Florida Statute 1006.14 Secret societies prohibited in public K-12 school.(1) It is unlawful for any person, group, or organization to organize or establish a fraternity, sorority, or other secret society whose

membership is comprised in whole or in part of students enrolled in any public K-12 school or to go upon any public K-12 school premises for the purpose of soliciting any students to join such an organization.

RULES FOR STUDENT ACTIVITIES AND CLUBS

- * Clubs and activities must be open to all qualified students. A minimum of eight students is required before any organization can apply for a charter.
- * Clubs cannot interfere with school activities and School Board policies must be followed.
- * Clubs must have a charter and a constitution that state the membership qualifications and the rules of conduct (written by both students and teachers, be approved by the administration, and be kept on file so that all students, parents, and school personnel may read them).
- * Local chapters of national organizations who have prescribed charters are exempted from the requirement that they must be written by both students and teachers.
- * They must have a faculty sponsor approved by the administration and this sponsor must be at all meetings/events with chaperones when appropriate.
- * Club members cannot be hazed.
- * Club dues must be reasonable.
- * Club meetings must be held on the school grounds except for special meetings/events approved by the administration.
- * Club money must be handled through the school internal account.
- * Students must be in attendance for at least sixty-percent of their scheduled on-campus classes during the school day to participate in clubs or activities that occur that day or night. The principal may consider the circumstances for excused absences.

Social Functions:

All school social functions must be properly chaperoned with school and parent representatives. The Superintendent retains the authority to revoke any or all social functions

Academic Athletic Eligibility Requirements (see FHSAA.org for state rules)

- *Middle school academic eligibility is based on a 2.0 Grade Point Average (FHSAA). **Local rule:** First semester eligibility is based upon “earned” promotion as specified in the Student Progression Plan. (effective second semester 2006-2007 school year)
- *A high school student must maintain a cumulative Grade Point Average of 2.0 (FHSAA). **Local rule:** The student is required to pass five (5) subjects. First semester ninth grade eligibility is based on earned promotion as specified in the Student Progression Plan. A student with less than five (5) subjects must pass all classes.
- *All students under the sanction of FHSAA will be expected to maintain all eligibility standards established by the Florida High School Athletics Association, the State Board of Education and the Bradford County School Board. **Local rule:** For eligibility purposes, a lost grade/credit due to absences will be computed in the GPA as an “F”.
- * **Local rule:** Weekly Grade-Attendance Reports are required. Attendance for 60% or more of the school day for participation the day of an event and appropriate GPA are required or students will sit out the next event. The principal may consider the circumstances for excused absences.
- *Until the end of the 09-10 school-year, private schools students (approved by FHSAA) may be allowed to participate in public school athletics. All students who participate in athletics and represent Bradford County Schools will conform to all policies developed for students enrolled in the district. This program is defined by the Department of Education and the Florida High School Athletics Association (FHSAA).

Beginning with the 2007-2008 school year Florida Statute 1006.20 has been amended to allow the Florida High School Athletic Association (FHSAA) to engage in a one-year random drug testing program for athletes in grades 9-12. This testing will be for anabolic steroids as defined in s. 893.03 (3) (d). Testing will be done for a maximum of 1% of athletes participating in the sports of football, weightlifting, and baseball. This testing is mandatory for any student participating in these sports. This statute also includes consequences for students who test positive, and an appeal process.

National Organizations/Clubs/Activities not Governed by FHSAA

Students participating in national organizations must fulfill the local and national criteria for membership. Clubs must meet local criteria: middle school students must pass five (5) subjects based upon the preceding semester with a minimum of a 2.0 Grade Point Average; high school students must pass five (5) subjects based upon the preceding semester with a minimum of a 2.0 Grade Point Average, and if less than five (5) subjects are taken, the student must pass all classes.

Behavior Issues

Since the opportunity to participate in extra/co-curricular activities in Bradford County Schools is a privilege, not a right, the following shall apply: In the event a Bradford County student participating in extra/co-curricular activities is arrested or formally charged by a proper prosecuting attorney, he/she will not be permitted to participate in extra/co-curricular activities in Bradford County Schools until said offense has been dismissed or the student has been found not guilty. If the student enters into a Deferred Prosecution (Judicial or Non-Judicial), or Juvenile Alternative Sanctions Program, JASP (Judicial or Non-Judicial) as a result of a felony or found guilty of the felony charges, he/she will not be permitted to participate in extra-curricular activities at Bradford County Schools until all sanctions (Judicial or Non-Judicial) have been met. Upon completion of said sanctions, a parent conference will be held to discuss options afforded the student. If the student is participating as a member of an activity, he/she will be suspended from participating with that activity immediately upon being formally charged or arrested as described above. He/she will not be allowed to go out for an activity or participate in any activity, if charged as described above prior to beginning participation in the activity.

Any student suspended, placed in any alternative placement setting, or expelled, shall be ineligible to participate in any school-sponsored activities for the duration of the suspension, alternative placement, or expulsion. **Local rule:** A suspended student athlete is to miss the next scheduled contest (within the season) upon return.

Bylaws/Rules of Clubs and Organizations

Bylaws/Rules adopted by clubs and organizations that deviate from the minimum standards must be submitted to the building principal for review and presented for approval by the District School Board.

NOTE: SEE EXTRA/CO-CURRICULAR ADDENDUM FOR STANDARDS OF EXPECTED BEHAVIORS, TO BE PROVIDED BY ACTIVITY SPONSOR

Youth Gang Activity

NOTE: Students are not allowed to form, or participate in, groups which threaten, frighten, or harm other students. These groups, which may be called gangs,

usually have common names, wear certain common colors, jewelry, signs or clothing. Students are not allowed to ask other students to join such a group. If someone asks you to join a group such as this, tell your teacher or another adult.

STUDENT GOVERNMENT

Philosophical Basis:

Effective student governments are the forums for the training and involvement of students in the democratic processes. Members of the school community share the responsibility for shaping governments into positive instruments for student involvement.

Student Responsibilities:

- *To elect student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs
- *To conduct election campaigns in a positive, mature manner, with all due respect provided their opponents and to follow all bylaws of the organization
- *To attend regularly scheduled meetings, if an elected student representative, and exhibit appropriate conduct at all times

Student Rights:

- *To form and operate a student government within the respective schools under the direction of a faculty advisor
- *To seek office in student government or any organization regardless of race, sex, color, creed, or political beliefs
- *To attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal
- *To be protected and governed by the bylaws of the organization

STUDENT PUBLICATIONS

Philosophical Basis:

Education is the process of inquiry and learning, acquiring and imparting knowledge, and exchanging ideas.

One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the entire student body.

Student Responsibilities:

- *To use only those bulletin boards or wall areas designated for use by students and student organizations, and to accept responsibility for the effect that the posting publication or distribution of this literature might have on the normal activities of the school
- *To refrain from publishing libelous and obscene materials, to seek full information on the topics about which they write, and observe the normal rules for responsible journalism under the guidance of the faculty advisor. Principals may suppress or recall literature, which they consider primarily commercial in nature, or material, which could endanger the orderly operation of the school

Student Rights:

- *To post literature, approved by the principal or designee, that are not inherently disruptive to the school program including

STUDENT RECORDS

Philosophical Basis:

A well-developed student record file contains information needed for making appropriate educational decisions for the student. Student records are to be treated confidentially and should contain information that is relevant, accurate, and appropriate.

Parent Responsibilities:

- *To inform the school of any information that may be useful in making appropriate educational decisions
- *To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the students
- *To have parents, guardians, or eligible students follow prescribed procedures for requesting access to records or transcripts

Parent Rights:

- *To inspect, review, and challenge the information contained in records directly relating to the student (parents, guardians, or *eligible students).
- *To be protected by legal provisions which prohibit the release of personally identifiable information to other than legally authorized persons without the consent of the parent, guardian, or eligible students (18 years of age or attending a post-secondary institution)
- *To have the right of access to records or transcripts (parents, guardians, or eligible students). **Eligible students are those 18 years of age or over and/or those attending a postsecondary institution.*

Florida Statute 1002.22(2)(c)(8)...No public educational institution shall maintain any report or record relative to a pupil or student which includes a copy of the pupil's or student's fingerprints. Parents* must disclose upon initial registration all previous school expulsions, arrests resulting in a charge, and juvenile justice actions. [Florida Statute 1006.07 (1) (b)]

STUDENT DRESS CODE

Elementary

Note: The dress code is not inclusive of all items that may be deemed inappropriate. **The school administration may limit student attire any time such attire is believed to adversely affect classroom instruction or the school environment.** Therefore any item that disrupts classroom instruction or the school campus will not be allowed.

Students in grades K-5 will be allowed to wear shorts that reach to mid-thigh length. The shorts should be measured in a sitting position. The shorts will be no longer than the stretch of the hand measured from the tip of the little finger to the thumb when the little finger is placed at the top of the knee. Slits in skirts/dresses may be no more than two inches above the knees.

Clothing that is unsafe, offensive, and/or inappropriate to the school atmosphere as determined by school administrators will not be allowed. Some examples of inappropriate clothing include but are not limited to the following: bare midriff or cleavage; see-through clothing; undergarments worn as outer garments; halters; backless dresses; tank tops and tube tops by themselves; all shirts or blouses not long enough to be tucked in; head coverings; unfastened clothes; body art or jewelry determined to be inappropriate; exposed undergarments; pants unfastened without a belt or below the waist; flip-flops; excessively high heels or soles and bedroom slippers; spaghetti straps; sunglasses indoors; and clothes with words, phrases,

symbols, pictures, or insignias that are profane, offensive, suggestive, or advertise alcohol, tobacco, or illegal substances.

Note: Due to safety, flip-flops are (all sandals must have a back) not to be worn at the elementary level. Students may wear wheelies or heelies with the wheels removed, however if these wheels are inserted in the shoe during school activities it will be a violation of the dress code.

Secondary

Note: The dress code is not inclusive of all items that may be deemed inappropriate. The school administration may limit student attire any time such attire is believed to adversely affect classroom instruction or the school environment. Therefore any item that disrupts classroom instruction or the school campus will not be allowed.

Male Students

Pants

Slacks, Jeans

Shorts (Hemmed to the knee or below; no cut-offs)

Note: All pants /shorts must be without holes. All pants are to be securely in place above the top of the pelvis without undergarments (including boxers) visible at any time. If you have to physically hold up your pants up, you are **not** in compliance with the dress code. Pajama pants or pants that look like sleepwear are prohibited. No tights, leotards, or leggings may be worn as pants. In order for these items to be worn they must be worn under a garment that meets dress code.

Shirts

Polo style shirt

Button-down dress shirt

Tee shirt

Note: All shirts must be without holes.

No tank tops or muscle shirts

No bare midriff, abs.

Shoes

Tennis style or hard sole shoes are preferred.

Excessively high heels or soles; bedroom slippers are prohibited.

Because of safety, sandals and flip-flops are not allowed in PE and certain vocational classes. (See your vocational instructor)

Students may wear wheelies or heelies with the wheels removed, however if these wheels are inserted in the shoe during school activities it will be a violation of the dress code.

Outerwear Jackets sweatshirts should be hemmed.

Head Wear Hats may only be worn during a class that meets outside. Students may wear hats outside of the building if temperatures drop below 40 degrees. They are not to be worn in buildings, on busses, or during class changes. All other head wear is not allowed (hoodies, do rags, bandannas, headbands, bennies, etc.)

Sunglasses May be worn outside buildings. They are not allowed in buildings.

Note: Any clothing or headwear with language that is determined by the administration to have offensive wording, insignias, inappropriate innuendo(s) or symbols are not allowed on school grounds.

Female Students

Pants

Slacks, Jeans

Shorts (Hemmed to the knee or below; no cut-offs)

Note: All pants /shorts must be without holes. All pants are to be securely in place above the top of the pelvis without undergarments visible at any time. Pajama pants or pants that look like sleepwear are prohibited. No tights, leotards, or leggings may be worn as pants. In order for these items to be worn they must be worn under a garment that meets dress code.

Shirts

Polo style shirt

Button-down dress shirt

Tee shirt

Note: No midriff or cleavage may be shown.

Note: All shirts must be without holes. Shear or see-through outer garments must have undergarments that meet the dress code.

No tank tops, tube tops or spaghetti straps

Skirts and Dresses

Skirts (Length to the knee or below, including slits)

Dresses (Length to the knee or below, including slits)

Dresses (Top part of the dress must meet the same requirements of the above mentioned shirts).

Shoes

Tennis style or hard sole shoes are preferred.

Excessively high heels or soles; bedroom slippers are prohibited.

Because of safety, sandals and flip-flops are not allowed in PE and certain vocational classes. (See your vocational instructor)

Students may wear wheelies or hee-lies with the wheels removed, however if these wheels are inserted in the shoe during school activities it will be a violation of the dress code.

Outerwear Jackets sweatshirts should be hemmed.

Head Wear Hats may only be worn during a class that meets outside. They are not to be worn in buildings, on busses, or during class changes. Students may wear hats outside of the building if temperatures drop below 40 degrees. All other head wear is not allowed (hoodies, do rags, bandannas, headbands, bennies, etc.)

Sunglasses May be worn outside buildings. They are not allowed in buildings.

Note: Any clothing or headwear with language that is determined by the administration to have offensive wording, insignias, inappropriate innuendo(s) or symbols are not allowed on school grounds.

Some examples of inappropriate dress include, but are not limited to:

- All sleep wear; muscle shirts; halters; backless dresses; tube tops and tank tops by themselves
- Unfastened clothes/pants or body art determined by authority to be inappropriate
- Excessively high heels or soles; bedroom slippers
- Clothes with words, phrases, symbols, pictures, or insignias that are profane, suggestive, offensive, or advertise alcohol, tobacco, or illegal substances

For the 2009-2010 school year Bradford Middle School will continue a pilot program for school uniforms. The style and parts of the uniform will be determined by the Bradford County School Board and listed in the Code of Student Conduct. All students shall conform to the adopted standard. The following items are approved for wear under this program:

1. Students will wear a polo type (shirt with a collar) that meets the following criteria:
 - *Without logos (Logos for school sponsored teams or activities may be worn only with the approval of the principal).
 - *Having a maximum of four buttons with the top button at or above the collarbone.
 - Only the top button of shirts may be unfastened.
 - *All solid colors EXCEPT white will be allowed. No prints, stripes, mutli-colors or layers allowed.
 - *Fit should not be too baggy or too tight and should not ride up above the pant waistline nor extend below the top of the thigh.
2. Slacks, shorts, skirts, or capris allowed. Colors will be kaki, black, navy or gray.
 - *Twill cotton type fabric, NO denim.
 - *Traditional four pockets or less, NO cargo pockets.
 - *Hemmed to the top of the knee or below
 - *Fit should not be too baggy or too tight and shall be secured at the waist either by fit or belt, such that it dies not sag below the waist especially during movement.
3. All other rules under the Code of Student Conduct regarding the appropriate wear of clothing for school will still apply under this program. Shirts, pants, slacks, shorts, or skirts will be sized appropriate to the size of the individual.

This program may be amended during the school year to allow the program to be enforced fairly and equitably. Parents will be notified of changes by newsletter, report card, progress report, e-mail, district/school website, marquee and/or the media prior to changes taking place.

NOTE:

1. Outerwear- jackets/sweaters/coats- will not be used to cover inappropriate clothing.
2. Exceptions to the dress code during the instructional day need to be administratively approved for school-sponsored activities.
3. Students will dress appropriately at all school related activities that occur after the instructional school day.
4. Appropriate dress for yearbook pictures and graduation based upon tradition are as follows:
 - a. Senior portraits: drapes for females, tuxedos for males, provided by photographer
 - b. Graduation: Every senior will wear traditional gowns and mortarboards; red for females, gray for males. Students will purchase gowns from the school vendor.
5. Exceptions to the dress code must be because of an extended handicapping condition, documented by a physician, and presented to the school administration.

Specialized Class Attire

1. Appropriate sun protection may be used during outdoor class activities. (This does not include class change)
2. Upon approval of the building administrator appropriate safety attire may be designated for use within the class area only.
3. Attire for physical education classes must meet these requirements: modest (walking) shorts and t-shirt or approved PE uniform. Shorts must be worn as designed; the waistband is not to be rolled. Tennis shoes are required.

Standards of Conduct for Students Transported by School Bus

The Bradford County School System has jurisdiction over students who are on the school bus or at the school bus stop when the bus is present at the bus stop. [F.S. 1006.10 (3)] Therefore it is the parent's responsibility to take any action with local law enforcement to correct a problem during the time students are waiting at the bus stop or when students are en-route to or from the school bus stop. In order to guarantee your child and other children who ride buses the safe and efficient transportation they deserve, the following has been established.

Our Philosophy: We believe that all pupils can behave appropriately and safely while riding the school bus. Behavior that is disruptive to the driver or interferes with the safe operation of the bus passage of others will not be tolerated. Drivers will review rules and expectations throughout the year and recognize positive behavior on the buses.

The Following Rules Must be Observed on the Bus:

- * Be on time
- * Stand off of the road while waiting for the bus
- * Cross ten to twelve steps in front of the bus
- * Obey the driver's directions the first time they are given.
- * No loud talking, shouting, singing, swearing, hitting, rude or obscene gestures or language is permitted.
- * Keep all parts of the body (head, arms, etc.) and all objects inside the bus and out of the aisle.
- * Keep your hand and feet to yourself.
- * Remain in your assigned seat while the bus is in motion, facing the front of the bus.
- * Keep crayons, pens, pencils, or rulers enclosed
- * No eating, drinking, chewing of gum, or use of any tobacco products is permitted.
- * Absolute silence is necessary at railroad crossing.
- * Noisemakers (Ex. Alarm bracelets, air horns, pagers, radios, etc.) are not allowed on the bus.
- * Cell phones must not be visible and shall be turned off.
- * Large objects that cannot be kept on the student's lap are prohibited.
- * Glass containers, balloons, live animals, and skateboards are prohibited.
- * All school rules of conduct apply while students are on the bus.
- * No electronic devices including laser pointers are allowed on the bus.

Consequences for students violating minor bus rules will be as follows:

First Incident: Driver will give pupil a verbal warning, record the pupil's name, have a conference with pupil on the bus, and make a parent contact.

Second Incident or Continuation: Driver will assign the pupil to a seat in the front of the bus until the behavior changes.

Third Incident: Driver will write the pupil a report of misconduct and turn the pupil and the report over to the Principal or designee. Severe Incident: If the offense is severe misconduct, (i.e. fights, violations of law, etc.) the driver will proceed as if it were the fourth incident.

Continued misconduct, major infractions, or items that are violation of safety rules will result in additional reports of misconduct. This is a Level II violation of the Bus Discipline Ladder. Other incidents that occur on the bus will be assigned consequences based upon the appropriate level as described in the Code of Student Conduct.

Penalty: The school Principal, or his designee, has the authority to suspend the pupil from riding the bus for up to ten (10) days. If misconduct continues, bus-riding privileges can be denied for the entire school term. Parents are responsible for the transportation of their children when they are suspended from the bus. These rules and their consequences will be discussed with your child by school personnel and by the bus driver. Please discuss this with your child and be sure that it is understood. Thank you in advance for your support of our program.

STUDENT DISCIPLINE

Preventive / Informal Disciplinary Actions

A major consideration in the application of the Code is that the most appropriate disciplinary action taken by school personnel is the least extreme measure that can resolve the discipline problem. Teachers and other instructional personnel shall have the authority to undertake any of the following actions in managing student behavior and ensuring the safety of all students in their classes and school.

- * Teachers will establish classroom rules of conduct.
- * Teachers and Principals will establish and implement consequences, designed to change behavior, for infractions of classroom rules.
- * Methods may include:
 - Monitoring student behavior through short-term progress reports and other strategies
 - Conferences and/or contracts between administrators, parents, teachers, and students
 - Referrals to Student Success Team, or counseling with a guidance counselor

Teacher Authority to Remove a Student from Class

Florida Statute 1003.31 and the rules of the School District of Bradford County give teachers and other school staff, control and discipline of students assigned to them by the principal or the principal's designee. A teacher may remove from class a student whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the students' classmates to learn. Teachers must follow the policies developed in the Code of Student Conduct for intermittent removal from class. This will be done by completing a discipline referral and forwarding it to administration.

Formal Disciplinary Actions

When formal disciplinary action is required, the parent should be informed by phone, written notice sent home with the student, or placed in the U. S. Mail. Registered letters will be used for all expulsion recommendations. (Sent by regular mail if parents or legal guardian have been contacted by phone.) It is the responsibility of the student to notify his or her parent(s) or guardian of all written communications from the school. Failure to do so may result in further disciplinary action.

DETENTION

A school may elect to provide before, during, or after school detention and specify those types of conduct for which it may be assigned. Detention may not be offered in all schools. (Prior notice must be given to

parent for after school detention) It is the responsibility of the parent to provide transportation if the student is required to stay after school hours.

DISCIPLINARY PROBATION/CONTRACT

Any student involved in a violation of the Code of Conduct may be placed on probation by administration. The student on disciplinary probation may be denied participation in extracurricular activities, and may be assigned to report frequently to a specified staff member who will assist in monitoring the student's adjustment to the school situation during the probationary period.

CORPORAL PUNISHMENT

Corporal punishment may be administered by the principal or his designee, with reasonable force, on the posterior, above the knees, below the waist, with another adult witness, without malice, not in front of other students, and with full explanation of why it is given.

If your child should not receive corporal punishment due to medical/psychological reasons, please sign the request on the back cover and return it to the school.

SUSPENSION OF BUS PRIVILEGES

School bus suspension is the denial of the privilege of riding a school bus, based on misconduct occurring while the student is being transported at public expense. State Board Rule 6A-3.01 7(3)(c), requires the School Board to take action on a suspension which exceeds ten (10) days.

ALTERNATIVE EDUCATION / IN-SCHOOL SUSPENSION

A school may elect to remove a student from regular classes and assign him/her to an alternative education or in-school suspension program. Each school: elementary, middle, high specifies those types of conduct for which alternative education or in-school suspension programs may be used.

OUT OF SCHOOL SUSPENSION

In order to maintain effective learning conditions, the Code also recognizes that it may be necessary to remove a student from the educational school setting for varying periods of time for reasons of persistent disobedience and/or gross misconduct.

ALTERNATIVE PLACEMENTS

FAMILY EDUCATION PROGRAM

The Family Education Program is for students in grades 6-12 and their parents. It utilizes a comprehensive drug and violence prevention curricula called, *To Good for Drugs and Violence*, which is a researched-based proven effective program. Students and parents must sign a contract and complete the six-week program or the original prescribed discipline will be applied. Also, if any additional defined Level II infraction is committed during the course of this program, or after the completion of this program, the maximum consequence in the Code of Student Conduct will be enforced.

This program is designed for first time alcohol and drug offenders (marijuana or over the counter medication) with no intent to distribute, and violent offenders. The program is designed to improve decision making skills, communication skills, anger control, goal-setting, increased knowledge of the effects of drug usage, and it helps students identify healthy ways to deal with stress. This also provides a healthy way for parent/student communication and opens avenues if there is a need for more intensive counseling. The sending school is responsible for offering this to the family.

TEEN COURT – may be assigned to students for committing the 14th Level I offense and truancy issues.

PEER MEDIATION - when available

RENAISSANCE

Prior to Placement: An interdisciplinary conference will be held to communicate or determine the eligibility of a referral to the Alternative School within a ten-day span of time. Student representatives to the conference might include, but are not limited to, the parent/guardian, teacher(s) guidance counselor, administrator, and the student.

During the Renaissance placement, the student is offered continued educational services, but is restricted from all other school properties/facilities and all school related extra and co-curricular events, including graduation. Students assigned to the Alternative school that have met all graduation requirements may petition the superintendent to participate in graduation activities. This must be done at least three (3) weeks before graduation. Students will be expected to comply with the program's dress code, the no driving policy, and all program expectations.

A *manifestation determination* must be made any time school officials are considering a change in placement that exceeds ten (10) school days in a given school year for a student with a disability. The manifestation determination must be made on an individual incident basis, in light of the circumstances, and particular facts and not on the basis of disability category. A representative from the Renaissance Center should be present for the hearing. The procedural safeguards should be followed.

Placement: Any of the following conditions qualify a student for placement into the Renaissance Alternative Program.

- * Repeated behavioral problems after documented interventions.
- * Violation of any Zero Tolerance Rule.
- * Suspension out of school at least twice.
- * Violated the substance abuse policy as stated in the Code of Conduct.
- * Formally charged by a prosecuting attorney with a felony, or adjudicated of any felony and/or violent crime that jeopardizes the school atmosphere as determined by the principal and the superintendent.
- * Returning from any level 6, 8, or 10 DJJ commitment facility to evaluate transition to the home school.
- * A transfer from a DJJ primary care facility or detention center to complete the assigned term.

Evaluation by the Alternative Center will be ongoing.

* For court assigned programs the home school will evaluate the student's record. If deemed by the administration the best environment for the student would be the Alternative Center, the student could be placed for up to 45 school days for an observation/evaluation period.

- * Recommended for expulsion either within or outside the district.
- * Receives multiple disciplinary referrals of disrespect, defiance, and/or behaviors contributing to major school disruptions.

Procedures for Placement

- * Parent notification by school site administrator.
- * Principal or designee sends the appropriate documentation.
- * The parents will contact the Renaissance Center for an in-take appointment. If the student is an ESE student, the sending school's ESE clerk or guidance counselor will schedule an IEP meeting to be held at

the Renaissance Center. The sending school will be responsible for coordinating the required IEP meeting and sending proper records.

- * When a student enters the Renaissance Center the school of record changes to that center. Thus, all records should be transferred to the student's new school.

- * Transportation representatives are to be invited to the meeting.

- * Any student who has been placed at the Renaissance Center by expulsion and has a violation of the district's Zero Tolerance Policy while at Renaissance will be placed for expulsion without educational services for a period of one year or greater as allowed under state statute. (This policy may vary for students in the Exceptional Student Education program.)

Exit Criteria Procedures:

- * The student must complete the required number of days.

- * The receiving school will be notified at least three (3) days in advance. If the student has an IEP, the transition meeting will be held at the student's home school. The Renaissance Center will be responsible for coordinating the meeting.

- * The IEP will be brought to the home school via the Renaissance teacher. The receiving school sign to verify receipt of the complete records.

EXPULSION

Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the 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.

ZERO TOLERANCE POLICY ON SCHOOL VIOLENCE AND REPORTING OF CRIMES AND/OR DISRUPTIVE BEHAVIOR

Florida Statute 1006.13 mandates that "each district school board shall adopt a policy of **zero tolerance** for crime and substance abuse...and victimization of students..." whenever and wherever students are under the jurisdiction of the district school board. That law further requires that expulsion be recommended for any student at school or at a school related function with a firearm or weapon, as defined in Chapter 790 or any student making a threat or false report as defined by state statutes 790.162 and 790.163. In fulfilling this statutory requirement, we have incorporated the specified legal definitions into the language of the Code of Conduct. It is important that all students and parents understand that certain criminal and/or disruptive behavior **must** be reported to appropriate law enforcement authorities. A referral to the criminal justice or juvenile delinquency system must be made on all violent acts noted below and weapon charges as defined in the Gun Free School Act of 1994 & F.S.790.115. The acts shall receive the most severe consequences provided for by School Board policy. All of these policies have been enacted to ensure that your child is safe and has every opportunity to benefit from instruction. The following incidents will be reported and may result in criminal prosecution. If the offense involves a victim, the school shall notify the victim and parents, if a minor, of the offense and the victim's right to press charges against the offender. The School District of Bradford County will take all steps necessary to protect the victim of any violent crime from any further victimization. Florida law prohibits any student that commits any of the felony offenses specified by s. 1006.13(5)(a, b) F.S., against another student from attending school with, or riding the same school bus as, the victim or any sibling of the victim. This statute, 1006.13(5)(c) also describes options available to the school administration when there is only one available school (middle or high) in a district. All school personnel will be made aware of the Student Victimization and Zero Tolerance Rule 6A ER 94-3 FAC.

Offenses that fall under Zero Tolerance Rule receive the most severe consequences provided for by School Board Policy. These are normally offenses that require a report to

law enforcement and are felonies or more serious misdemeanors. The Florida Department of Education (SESIR) definitions and guidelines are used for determining which incidents are to be reported to law enforcement.

Capital Crimes

- * Homicides (murder, manslaughter)
- * Sexual Battery (forcible sex offenses)
- * First-degree arson
- * Kidnapping or abduction

Assault/Battery

- * A group of students ganging up on another student and assaulting him on school property.
- * Any person who commits a felony violation relating to assault, battery, and culpable negligence involving serious injury to school personnel or students on school property including school bus.
- * Battery or aggravated battery on a school personnel
- * Any person offering or attempting bodily harm with the use of a weapon or any instrument capable of inflicting serious injury (aggravated assault) on school property.
- * Any person making a threat or false report (as defined by F.S. 790.162 and 790.163) involving school or school personnel's property, school transportation, or a school sponsored activity.

Possession of Weapons (See Gun Free School Act Definition & F.S. 790.115)

- * Possession, use, or sale of a firearm, knife, razor blade, box cutter, brass knuckles, or any other item which can be used as a weapon on school property or in attendance at a school function.
- * Note: Pocket Knife see page 38.

Robbery

- * Armed robbery or felony related to car jacking
- * Verified incidents or reasonable suspicion to believe that students or non-students are taking or attempting to take money or property from other students or staff by force on school property

Theft

- * Any person involved in the theft of school property, stealing or attempting to steal money or property from students or school personnel. Reporting to law enforcement required if item/s stolen are worth \$300 or more.

Victimization

- * Whenever any person who is attending public school and is adjudicated guilty, delinquent, or has adjudication withheld for a felony violation of: homicide; assault; battery; culpable negligence; kidnapping; false imprisonment; luring or enticing a child and custody offenses; sexual battery; lewdness and indecent exposure; child abuse; robbery; robbery by sudden snatching; car jacking; home-invasion robbery; the Department of Juvenile Justice shall notify the appropriate district school board of the adjudication or plea and whether the offender is prohibited from attending the same school or riding the same school bus as the victim or the victim's siblings **unless** the court allows otherwise pursuant to a written disposition order. (Florida Statute 1006.13(5)(a)(b))

Property Damage

- * Any person who willfully damages or attempts to damage school property, the property of students or school personnel while on school property.

* Any person involved in the willful or malicious burning or destruction of the school, contents of the building or personal property of another on school property.

Offenses Against Intellectual Property (Telecommunication/Computer Misuse) - Florida Statutes provide that:

* Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.

* Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.

* Whoever willfully, knowingly, and without authorization discloses or takes data, programs, or supporting documentation which is a trade secret as defined in s. 812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.

* Except as otherwise provided in this subsection, an offense against intellectual property is a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

* If the offense is committed for the purpose of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

* Violations of other computer guidelines may be a Zero Tolerance offense.

Disruption of school life

* Any person who makes a bomb threat or who falsely reports to school personnel the placing or planting of a bomb, dynamite, or other deadly explosive on school premises is automatically recommended for expulsion for not less than one (1) full year. [F.S. 1006.13(2)(b)]

* Any person who knowingly advises, counsels, or instructs any student or school employee to disrupt any school function or classroom; knowingly interferes with the attendance of any student or employee in a school or classroom; conspires to riot, or engages in any disruption or disturbance which interferes with the education process.

Drugs and Alcohol

* Any person involved in the use, possession, distribution, or sale of alcohol, or other drugs/controlled substances, whether on school property or at a school function, will not be tolerated.

* It is unlawful for any person under 18 years of age to knowingly possess any tobacco product. Any person under 18 years of age who violates the provisions of this subsection commits a non-criminal violation as provided in F.S. 569.11.

Other Serious Incidents

* A fight which requires physical restraint or results in injury requiring immediate or subsequent medical attention to one or more persons

* Any person involved in overt sexual acts including, but not limited to intercourse, sexual battery, attempted rape or rape, felony violation of lewd and indecent exposure, or abuse of children.

* Any person involved in the unlawful entry or attempted forcible entry of the school or personal property of students or school personnel while on school property.

* Any person involved in illegally removing a student from school.

THE BRADFORD COUNTY SCHOOL BOARD MAY ASSIGN MORE SEVERE CONSEQUENCES THAN NORMAL WHEN THE OFFENDER APPEARS MOTIVATED BY HOSTILITY TOWARD THE VICTIM'S REAL

OR PERCEIVED RACE, RELIGION, COLOR, SEX, ETHNICITY, ANCESTRY, NATIONAL ORIGIN, POLITICAL BELIEFS, MARITAL STATUS, AGE, SOCIAL AND FAMILY BACKGROUND, LINGUISTIC PREFERENCE, DISABILITY, OR WHEN THE OFFENSE IS DETERMINED TO BE GANG-RELATED.

Wireless Communication Devices (WCD)

Possession/Use of Wireless Communication Devices:

Examples: Cellular Phones, Handheld Organizers, or any other type of device designed to transmit voice, data, pictures, cameras or e-mail.

* Students may possess a wireless communication device while the student is on school property or in attendance at a school function for after-hours usage. The wireless communication device must be **powered off and kept in a location out of sight** upon arrival to school and throughout the entire school day or while on school transportation at any time. **If the wireless communication device is “powered on”, it will be interpreted as being in “use”.**

* Usage of a wireless communication device on campus upon arrival to school or while on school transportation at any time will result in disciplinary action and may carry up to and including a **Zero Tolerance consequence.**

*** The District Discipline Plan will represent the following consequences regarding wireless communication devices:**

- 1. The first time the wireless communication device is seen or in use, it will be taken from the student and held until the parent comes to pick up the device.**
- 2. On the second and subsequent time(s) the wireless communication device will be taken from the student, the parent will be notified to come and pick up the phone, and a referral will be written and applied to the next step of the District Discipline Plan. Note: Any time a wireless device is used in a manner that is disruptive to the school campus, used to take pictures during the school day, used to transmit any unauthorized data, used in any criminal act, or used to compromise any test the offense will be handled at Level II or higher on the District Discipline Plan.**
- 3. A student refusing to hand a wireless device over to staff will receive a discipline referral.**

*** Electronic devices are brought to school at the owner’s risk. The Bradford County School District or their employees are not responsible for any devices that are damaged, lost, or stolen.**

POSSESSION OF LASERS, DIGITAL OR VIDEO CAMERAS NOT ASSIGNED BY THE SCHOOL, BEEPERS AND ANY ELECTRONIC DEVICES THAT CAN BE USED TO COMPROMISE TESTING ARE STRICTLY PROHIBITED. USE OF ANY WIRELESS MULTIMEDIA FUNCTION IN ANY DEVICE IS STRICTLY PROHIBITED

GUN FREE SCHOOL ACT OF 1994 & FLORIDA STATUTES 790.115

* Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

* The frame or receiver of any weapon described above;

* Any firearm muffler or firearm silencer;

* Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device

* Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;

* Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. **F.S. 790.115(1) Possession or discharging of weapons or firearms:** Any sword, sword cane, firearm, electric weapon or device, destructive device, or other weapon, including a razor blade, box cutter, or knife except as authorized in support of school sanctioned activities, in the presence of one or more persons in a rude, careless, angry, or threatening manner at a school-sponsored event or on the grounds or facilities of any school, or on a school bus, or school bus stop when the bus is present at the bus stop (F.S. 1006.10(3)), or within 1,000 feet of the property that comprises a public or private school during school hours or during the time of a sanctioned school activity, commits a felony of the third degree.

PROCEDURES RELATING TO DISCIPLINARY ACTIONS

Procedures for Firearms violations, Weapons (Per F.S. 790.115(1), Assault, and other Major Offenses

* Any student who is determined to have brought a firearm or weapon (as defined in Chapter 790.115(1), (F.S.) to school, to any school function, or onto any school-sponsored transportation and for making threats or false reports (as defined in F.S. 790.162 and 790.163) is automatically recommended TO BE EXPELLED FOR NOT LESS THAN ONE (1) FULL YEAR.

* The Superintendent may consider the one-year expulsion on a case-by-case basis and request the School Board to modify the requirement, including placement in Renaissance Center, if in the best interest of the student and school system.

* Possession of an artificial/facsimile firearm is an automatic suspension and recommendation for expulsion to the Superintendent.

Use of Metal Detectors

School officials or school employees designated by the principal may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals. If a school official or a school employee designated by the principal has reasonable suspicion to believe that a particular student is in possession of an illegal substance or object, he or she may conduct a search of the student's locker or storage area. A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action, including suspension.

Student Locker Search

School personnel may conduct a search of a student's possessions, a student's locker, or any other storage area on school property or student vehicle without a warrant when school personnel have reasonable suspicion that illegal, prohibited, harmful items or substance, or stolen property may be concealed in such location. School personnel have the authority to search a student's possessions upon reasonable suspicion, if the student refuses to reveal the contents inside.

School personnel are encouraged to attempt to obtain consent from a student to search for illegal, prohibited, harmful items or substances, or stolen property, but may proceed with a search without a student's consent, upon reasonable suspicion of a prohibited or illegally-possessed substance or object.

Principals are authorized to utilize trained dogs to detect the presence of illegally possessed substances or objects in student lockers and in student automobiles parked on campus. This will be done in cooperation with local law enforcement at the Principal's request. Florida Statute 1006.09(9)

Procedures for Drug and Alcohol Violations

State definition for substance abuse: "The use of any drug when such use is unlawful, and use of any drug when such use is detrimental to the user or to others but is not unlawful."

As per Florida Statute 1006.09(8): School personnel are **REQUIRED** to report to the principal or the principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance, as defined in s.893.02; any counterfeit controlled substance, as defined in s.831.31; any alcoholic beverage, as defined in s.561.01(4); or model glue. School personnel are exempt from civil liability when reporting in good faith to the proper school authority such suspected unlawful use, possession, or sale by a student. Only a principal or principal's designee is authorized to contact a parent or legal guardian of a student regarding this situation. **Any unauthorized intake or distribution of any medication, including over the counter medication will be dealt with in accordance with the zero tolerance for disciplinary action.**

Other Violations may include:

1. Use, possession, under the influence of, or sale of alcohol or other controlled substance or alleged (counterfeit) substance, including over-the-counter drugs.
2. Criminal use of wireless communication devices on campus.
3. Endangering the health and safety of students by distribution or preparation of information, written or oral, while on school property for the purpose of soliciting, participation or attendance in parties or gatherings where it is known, represented or likely that statutorily prohibited chemical substances will be distributed or consumed.

***Elementary (K-5) options may include but are not limited to (One or more may be used):**

*Elementary students (K-3) who voluntarily turn in any illegal substance the first time without intent to distribute or sell will not be assigned a consequence.

1st Offense: Possession of **Over the Counter Medication** with “no intent” to sell or distribute.

Consequences:

- *Mandatory Parent Conference (Behavior Contract Made)
- * Mandatory suspension of 1-5 days
- * May report to law enforcement
- * Possible Children and Family Service Contact through Hot Line.

2nd Offense: Possession of **Over the Counter Medication** with no “no intent” to sell or distribute.

Consequences:

- *Mandatory Parent Conference (Behavior Contract Made)
- *Mandatory Suspension from school for ten (10) school days
- *May report to law enforcement
- * Possible Children and Family Service contact through Hot Line

1st Offense: **Possession of Controlled Substance**, Illegal, Imitation, Look Alike for students K-5 with “no intent” to sell or distribute.

3rd and Subsequent Offense: **Possession of Over the Counter Medication** with “no intent” to sell or distribute.

Consequences:

- Mandatory Parent Contact (Behavior Contract Made)
- Mandatory Suspension from School for 10 school days
- Mandatory report by law enforcement

Mandatory Children and Family Service Contact through Hot Line
Possible Recommendation for Expulsion (90 days to one calendar year K-3)
Mandatory Recommendation for Expulsion (90 days to one calendar year 4-5)

1st Offense: **Possession of Controlled Substance**, Illegal, Imitation, Look Alike for students K-5 with “intent” to sell or distribute.

Consequences:

Mandatory Parent Contact (Behavior Contract Made)
Mandatory Suspension from School for 10 school days
Mandatory report by law enforcement
Mandatory Children and Family Service Contact through Hot Line
Mandatory Recommendation for Expulsion for a minimum of one calendar year

Secondary consequences for offences, illegal, imitation, look alike, prescription, over the counter medication, or any other type of mind or mood altering substance.

First Offense (Grades 6-12)

- * Notify police and parents
- * Issue 10-day suspension and recommendation for expulsion of no less than one year. (See ESE District procedures and guidelines for students referred or staffed into ESE).
- * Notify Superintendent by sending paperwork and recommendations.
- * Options that are described in Florida Statute 1006.09(2)

Second and Subsequent Offenses (Grades K-12)

- * Suspend 10 days with recommendation for expulsion of student
- * Send expulsion recommendation to the Superintendent
- * The Superintendent may convene the District Discipline Review Committee.

Recommendations to the Superintendent may include:

- * Expulsion
- * Other actions deemed appropriate by the District Discipline Review Committee
- * Renaissance Center placement
- * Any student who has been placed at the Renaissance Center by expulsion and has a violation of the district’s Zero Tolerance Policy while at the Renaissance will be placed for expulsion without educational services for a period of one year or greater as allowed under state statute. (This policy may vary for students in the Exceptional Student Education program.)

PROCEDURES FOR OUT-OF -SCHOOL SUSPENSION

A school principal or his designee may suspend a student from school for up to ten school days from all classes of instruction on school grounds and all other school sponsored activities, except as authorized by the principal or principal’s designee for state mandated testing, for persistent disobedience and/or gross misconduct. Principals take this action when they have exhausted informal and other formal disciplinary strategies, or when they have at least considered those alternatives and rejected them as inappropriate in a given situation. Pursuant to Florida Statute 1006.09(1)(b),

No student who is required by law to attend school shall be suspended for unexcused tardiness, lateness, absence, or truancy. Therefore, suspension is not an appropriate disciplinary action for Code Violation Level II (Truancy) as it relates to students who fall within the mandatory state attendance requirements.

- * Prior to suspension, the student shall be advised why he/she is being suspended, be provided an opportunity to refute the charges, and be given an opportunity to submit to the administrator a list of names of other individuals who might have witnessed the incident.

- * Written notice shall be sent to parent(s) or guardian regarding the reason disciplinary action was taken. Generally, a notice or conference should precede the student's suspension from school.
- * If the immediate suspension of the student is justified because the student's presence endangers others or school property or would disrupt the orderly academic process, the necessary notice and conference, if requested, will follow as soon as practicable.
- * During the out-of-school suspension, the student is placed in the custody of his/her parent or legal guardian.
- * Upon parent request homework will be provided to the student within 48 hours of the suspension. Students have one day for every day suspended to complete work.

PROCEDURES FOR EXPULSION

Recommendations for expulsion will be made according to the policy developed and approved by the Bradford County School Board.

SUSPENSION PROCESS AND APPEAL OF A SUSPENSION

- * The principal is initially responsible for determining that a suspension 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 that a student makes may be used, along with other documentation, to prove whether the student is guilty or not guilty of the offense(s) charged.
- * The principal's conclusions should be based on documentation of the facts pertaining to the incident.
- * The school principal, after reviewing the case with the parent or adult student, will either affirm the length of suspension as originally stated in the Suspension Letter, or reduce the length of suspension upon consideration of the results of the parental conference.
- * Parents who disagree with the principal's decision may appeal to the superintendent or designee.

DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES

The School District of Bradford County is committed to providing all students with disabilities with a free, appropriate public education. While this commitment includes all aspects of the disabled student's learning experience, it in no way lessens the School Board's intention to maintain a safe, orderly environment for the entire student and staff population. Additionally, the School Board believes that the implementation of thoughtful, carefully constructed disciplinary procedures is a necessary component of student education. Formal disciplinary actions described in the Bradford County Code of Student Conduct may be used with students with disabilities when trained professionals have evidence that such strategies are appropriate to the student's conduct and contribute to his learning process. When necessary to ensure the overall safety, welfare, and/or order of the school environment, a student with disabilities may be subjected to short-term suspension with all alternative procedures and safeguards affirmed. More serious violations may result in a recommendation for expulsion and/or an administrative placement in an Alternative Exceptional Education setting.

Procedures, which govern a change instructional placement generally, follow these guidelines:

- * Students with disabilities who have committed certain Level II or Zero Tolerance violations of the Code of Student Conduct may be recommended for expulsion.
- * **Students who are involved with violations that include weapons, drugs, or has inflicted serious bodily injury upon another person while at school may be placed in an alternative setting for 45 calendar days without parental consent as defined in 1003.571 FS.**
- * A manifestation hearing will be held to provide input regarding the student's disabling condition documents evidence that the on campus expellable event is not a manifestation of this condition. The Director of ESE, or his designee will arrange this hearing.

- * This group shall convene with the parents of the student recommended for expulsion to generate an appropriate IEP (individual education plan) or 504 Plan.
 - * If it is determined that the offense is a manifestation of the disabling condition, the student may not be expelled, but may be provided services for a limited time in an alternative setting. An IEP or 504 Plan committee will determine the setting. Appropriate goal and objectives to address the inappropriate behavior will be generated and implemented in the resulting educational setting.
 - * In addition to the student's placement in an appropriate ESE Program or 504 Plan, there is documented evidence of the availability of necessary support services and concentrated alternatives. Further, a Functional Behavior Assessment/Intervention Plan (FBAI Plan) is to be generated or reviewed and added to the IEP or 504 Plan.
 - * A district-wide discipline hearing may be held to consider the Principal's recommendations to the Superintendent.
 - * The recommendations will be based on the Statement of Manifestation and the determination of eligibility for expulsion.
 - * After a review of the following documentation by the ESE Director or Student Services staff, the Superintendent will notify the parents (*regarding*) the Bradford County School Board hearing schedule and the rights accorded the student at the hearing:
 - * Statement of Manifestation
 - * Current IEP, including relevant matrix amendments, or 504 Plan and LRE (least restrictive environment)
 - * *Functional Behavior Assessment/Behavior Improvement Plan* FBAI Plan
 - * All Due Process Rights and Procedures are granted students with disabilities.
 - * Under no circumstances shall expulsion of a student with disabilities result in a complete cessation of educational services. Students will be provided an alternative setting in order to insure that the IEP or 504 Plan is continued.
 - * When a student commits multiple Level II offenses, recommendation of expulsion is an optional response. This response is not usually appropriate for the disabled student.
 - * If the recurring Level III violations persist even after implementing FBA/BIP for a reasonable period of time, recommendation for more restrictive placement can be considered.
- NOTE:** In reference to Section 504 students, the consequences for drug or alcohol use or possession by any student with a disability who currently is using alcohol or drugs are not different from non-disabled students.
- DUE PROCESS PROCEDURES DO NOT PROTECT SECTION 504 STUDENTS CURRENTLY USING DRUGS OR ALCOHOL.

**PROCEDURES FOR SUSPENSION FOR FELONY
COMMITTED OUTSIDE THE BRADFORD COUNTY SCHOOL SYSTEM**

- * Florida Statutes 1006.09(2) gives a principal the authority to suspend a student who committed a felony.
- * The student must have been formally charged (not just arrested) by a proper prosecuting attorney.
- * The charge must be for a felony or a delinquent act, which would be a felony if committed by an adult.
- * The incident must have occurred off district owned property.
- * The principal shall conduct a confidential meeting with the student's teachers to determine if the incident would have an adverse impact on the discipline, welfare, and educational program of the school.
- * The principal should consider the possibility of harm to the accused student.
- * The principal must formally notify the custodial parent/guardian and the superintendent.
- * If the principal determines that felony suspension is to be imposed, the student is immediately assigned to an alternative program.
- * The superintendent may recommend continued suspension pending adjudication. Such suspension shall not affect the delivery of educational services to the pupil and the pupil shall be enrolled in an alternative education program.

- * If the court adjudicates the student not guilty, formal notice will be given to the principal to assure proper program placement.
- * If the court adjudicates the student guilty of committing a felony or delinquent act, which would have been a felony if committed by an adult, the principal may recommend that the student be expelled.
- * Students who are eligible for services under the IDEA and 504 are subject to those procedural requirements.

Procedures for Assault and Battery to School Board Personnel

Violations may include:

- * Striking a school board employee
- * Any person threatening or attempting bodily harm when the person being threatened feels that the threat is real and may be carried out.

Procedures:

- * Notify police
- * Notify parents
- * Issue 10-day suspension notice to **all** students under this infraction with recommendation for expulsion (see ESE guidelines for students referred or staffed into ESE and the ten-day suspension must be addressed at the district-wide meeting).
- * Notify Superintendent by sending paperwork and recommendations. Recommendations may include temporary placement in the Renaissance Center prior to School Board hearing
- * The Superintendent or designee will convene the District Discipline Review Committee to review the violations.
- * The student may attend this review meeting. (Unusual circumstances to prevent this should be processed as part of the discipline backup material.)
- * The committee will present its findings to the Superintendent to be forwarded to the School Board.

Procedures Relating to Harassment, Bullying, and Hazing

See BCS Bullying & Harassment Policy for more information.

It is the policy of the Bradford County School District to maintain a learning environment that is free from harassment based on sex, race, color, national origin, or disability as required by federal laws prohibiting discrimination by school districts receiving federal financial assistance.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this district to harass a student through conduct of a sexual nature, or regarding race, color, national origin or disability as defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment based on race, color, national origin, or disability by a student, teacher, administrator, or other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, under the auspices of the School District.

For purposes of this policy, harassment of a student consists of verbal, written, or physical conduct relating to an individual's sex, race, color, national origin, or disability when the harassing conduct is sufficiently severe, persistent, pervasive, and objectively offensive so that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school.

Definitions of Harassment, Bullying, and Hazing

Sexual harassment consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or any other verbal or physical conduct or communication of a sexual nature. Sexual harassment can take two forms: 1) hostile environment and 2) "quid pro quo" which means "you do something for me and I'll do something for you" in a sexual context.

Examples of sexual harassment may include:

- * Sexual advances
- * Unwanted touching, patting, grabbing, pinching, or brushing against the body of the same or opposite sex
- * Unwelcome physical behavior, verbal or written words or symbols directed at an individual's gender, clothing, body, or activities
- * Suggestive or obscene sounds or gestures
- * Sexual or dirty jokes
- * Touching oneself sexually or talking about one's sexual activity in front of others
- * Spreading rumors about or rating other students as to sexual activity or performance
- * Inappropriate physical exposure

Harassment because of race, color, or national origin consists of verbal or physical conduct relating to an individual's race, color, or national origin when the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

Examples of conduct, which may constitute harassment because of race, color, or national origin, include:

- * Graffiti containing offensive language that refers to a person's race, color, or national origin
- * Name calling, jokes, or rumors
- * Threatening or intimidating conduct directed at a person because of his/her race, color, or national origin
- * Racial or ethnic slurs, negative stereotypes, and hostile act(s) based on another's race, color, or national origin
- * A physical act of aggression or assault upon another because of, or in a manner reasonably related to, that person's race, color, or national origin
- * Other kinds of aggressive conduct such as theft or damage to property that is motivated by race, color, or national origin

Harassment because of a disability consists of verbal or physical conduct relating to an individual's physical or mental impairment when the harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from services or opportunities in an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct, which may constitute harassment because of a disability include:

- * Graffiti containing offensive language derogatory to a person because of their physical or mental disability
- * Threatening or intimidating conduct directed at another because of that person's physical or mental disability
- * Jokes, rumors, taunting, belittling, or name-calling based on that person's physical or mental disability
- * Slurs, negative stereotypes, and hostile acts that are based upon an individual's physical or mental disability
- * A physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- * Other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability

Bullying: Repeated and systematic harassment and attacks on others, by individuals or groups. Forms and behaviors such as: physical violence and attacks; verbal taunts, name-calling and put-downs; threats and intimidation; extortion or stealing of money and possessions; exclusions from the peer group.

Hazing: Hazing is any action that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school. "Hazing" includes, but is not limited to,

pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Use of any electronic device including cell phones, e-mail, or any other device designed to transmit voice, pictures, or data will be treated the same as other forms of harassment, bullying, or hazing. Students who engage in this form of cyber-bullying will be assigned consequences according to the severity of the event.

Procedures for Reporting Harassment, Bullying, Hazing

Students should report the complaint directly to a teacher, guidance counselor, or administrator.

Students should tell their parents.

Students may ask their teacher, counselor, or parent to help them report the incident to their principal or assistant principal.

Students should be prepared to give accurate details of who, what, when, where, and how.

Procedures for Investigating Harassment, Bullying, Hazing

1. Principal selects a trained designee to initiate the investigation. (The designee may not be the accused harasser.)
2. Interviews of the victim, alleged harasser, and witnesses are conducted individually and documented.
3. The administrative designee shall collect and evaluate the facts including:
 - * The nature of the behavior
 - * How often the conduct occurred
 - * Whether there were past incidents or past continuing patterns of behavior
 - * The relationship between the parties involved
 - * The race, national origin, sex, disability (if any) and age of the victim
 - * The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
 - * The number of alleged harassers/bullies/hazer
 - * The age of the alleged harasser/bullies/hazer
 - * Where the harassment occurred
 - * Whether there have been other incidents in the school involving the same or other students
 - * Whether the conduct adversely affected the student's education or educational environment
 - * The context in which the alleged incidents occurred
 - *The date, time, and method in which the parents/guardians of all parties involved were contacted.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances

4. The principal or designee shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated.
5. Recommend remedial steps necessary to stop the harassing behavior

6. Written final report to the principal.
7. Victims and perpetrators of bullying & harassment may be referred for counseling as indicated in Bullying Policy

***A maximum of 10 school days shall be the limit from the initial filing of incidents to completion of the investigative procedural steps.** The highest level of confidentiality possible will be upheld regarding the submission of a complaint or report of harassment and the investigative procedures that follow.

If the bullying incident results in the perpetrator being charged with a crime, the principal or designee shall by telephone or by writing by first class mail, inform parents/legal guardian of the victim involved in the bullying incident, about the option to attend a safe public elementary or secondary school within the local educational agency, including a public charter school.

Submission of a good faith complaint or report of harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Retaliation against one who reports an incident of harassment in good faith will not be tolerated. However, if frivolous actions are brought against the school board or school officials under Title IX, it is important to note that Rule 11 of the Federal Rules of Civil Procedure is aimed at curbing abuses of the judicial system.

A Reminder from our Safe and Drug Free Schools Department:

*If your children know of any problems at school,
Tell them to share the information with an adult.*

Together, we make a difference.

CLASSIFICATION OF VIOLATIONS

The Code of Student Conduct defines violations identified by principals, administrators, teachers, and students, and the community members that are representatives of those acts frequently causing disruption of the orderly educational process.

THIS LIST IS NOT ALL INCLUSIVE, AND A STUDENT COMMITTING AN ACT OF MISCONDUCT NOT LISTED WILL, NEVERTHELESS, BE SUBJECT TO THE DISCRETIONARY AUTHORITY OF THE PRINCIPAL.

A major consideration in the application of the Code of Student Conduct is the identification of the most appropriate disciplinary action necessary to bring about positive student behavior. To that end, specific grounds for disciplinary action have been divided into four subgroups and a variety of administrative actions have been suggested or mandated. The violations in various subgroups represent a continuum of misbehavior based on the seriousness of the act and the frequency of occurrences. Violations classified at Level I are relatively minor and involve acts, which only minimally disrupt the orderly conduct of the educational process in the classroom. By contrast, Zero Tolerance misconduct involves criminal acts or acts that cause extreme disruption and are so serious that they represent a direct and immediate threat to the welfare of other individuals. **It is important to note that the administrator or designee, consistent with the power delegated to him/her, has the authority to take additional or more severe administrative action under this Code if, in his/her opinion, the nature of the misconduct warrants it.**

The information on the following pages list these violations and the recommended or mandated disciplinary action.

In addition to the Statutes noted in this document, other F.S. referring to discipline and control of students include:

- 1001.41 General powers of School Board
- 1001.42 Powers & duties of the School Board
- 1001.43 Supplemental powers and duties of School Board/Student management
- 1003.01(5)(a)(b)(6) Definitions of Suspension and Expulsion
- 1003.31 Pupils subject to control of school
- 1003.32 Authority of Teacher
- 1003.32(4)(5)(6)(7) Teacher authority to remove a student
- 1006.08 Duties and Responsibilities of the Superintendent
- 1006.09 Authority of Principal
- 1006.09(9) Search of student locker or storage area
- 1006.09(8) Reports of suspected substance or alcohol abuse; exemption from liability
- 1006.10 Authority of school bus driver
- 1006.11(2) Liability of Teacher or Principal
- 1006.13 Zero Tolerance for Crime & Victimization
- 1006.13(5) School attendance and transportation of certain offenders
- 1006.14 Pupils prohibited from belonging to secret societies
- 69.11; 569.101; & 569.12 Penalties/reporting of tobacco products
- 790.115 Possessing or discharging weapons or firearms at a school-sponsored event or on school property prohibited; penalties; exceptions.
- 6A1.0404 Zero Tolerance for School Related Violent Crime
- 6A1.0956 Suspension on the basis of felony charges

Role of the Teacher in Classroom Discipline

Steps teachers will take before writing a referral:

- * Establish and enforce appropriate classroom rules based and school wide expectations
- * Make a personal call/contact to the parents or guardians to discuss classroom behaviors
- * Schedule conferences with parent(s) or guardian and other school staff.
- * Referrals at Level I and II are only written after teacher intervention. These interventions will be documented on the discipline referral. The following are examples of interventions that aim to teach and correct behavior so students can learn and demonstrate safe, respectful behavior:

- | | |
|----------------------------------------------|-------------------------------------------|
| <u>*Parent/guardian notification</u> | <u>*Verbal redirection</u> |
| <u>*Verbal reminders of desired behavior</u> | <u>*Role Play</u> |
| <u>*Written reflection or apology</u> | <u>*Seat Change</u> |
| <u>*Positive referrals</u> | <u>*Catch the Good (stamp/star chart)</u> |
| <u>*Time out</u> | <u>*Time in another class</u> |
| <u>*Private student/teacher conference</u> | <u>*Loss of privilege</u> |

Teachers try a variety of strategies, when appropriate, before writing an office discipline referral. Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the principal or his/her designee. Teachers will be notified of the results of the action taken.

Level I

Level I offenses are acts of misbehavior whose frequency and seriousness tends to disrupt the learning climate of the school. Referrals at Level I are only written after teacher intervention. These infractions usually result from a continuation of misbehavior and require administrative personnel intervention because other disciplinary procedures and options have failed to correct the situation. This misconduct must be reported to the appropriate school administrator for disciplinary action. The

administrator will follow the procedure designated for minor violations in investigating the situation and deciding on disciplinary action.

Examples of Violations:

- * Bullying/Harassment (documented 1st offense)
- * Bus Disruption
- * Cheating-Secondary
- * Computer Misuse
- * Disobedience/Insubordination (without major disruption)
- * Disobeying rules on the school bus
- * Disrespectful language or behavior
- * Dress Code Violation
- * Failure to comply with class or school rules
- * Peer Conflict-Mutual participation in an altercation that involves only minor physical contact, including, but not limited to pushing, shoving and other forms of minor confrontations that do not require medical attention. Participants stop when verbally directed by the staff to do so.
- * Forgery of a document or signature (Elementary)
- * Gambling
- * Lying and/or false and misleading information
- * Marking/writing of school property/minor vandalism/tagging
- * Name calling (not related to racial or ethnic, or sexual harassment)
- * Participation in prohibited/secret societies
- * Petty Theft of stealing less than \$50
- * Possession of a single piece of ammunition (first time)
- * Possession/Use of Tobacco Products or lighters
- * Profane/obscene or abusive language/or first time possession of pornographic materials
- * Tardiness - Secondary
- * Threat (non-criminal)
- * Use of wireless communication devices (cell phones, digital cameras, etc.)
- * Violations of the parking policy
- * Other: Any other minor act of misconduct, which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or on school approved transportation.

Disciplinary Response:

- * Parental Contact (Written and/or verbal)
- * Counseling
- * Corporal Punishment
- * Detention
- * Behavioral contract
- * Time-Out
- * In-School Suspension

Level II

Level II infractions are major acts of misconduct. They include repeated misconduct acts from some Level I offenses, serious disruptions of school order and threats to the health, safety and property of others. The misconduct must be reported promptly to the school administrator, who may remove the student from the school or activity immediately. Violations of a level II infraction will be cause to remove a student from all Extra/Co-Curricular activities. (See Extra/Co-Curricular Addendum)

Examples of Violations:

- ** Battery/Assault
 - * Breaking and entering/Burglary
 - ** Bullying/Harassment
 - * Computer Misuse
 - * Distribution of obscene material
 - * Disruption of the school campus/Learning environment (Possible Law Enforcement Involvement)
 - * Extortion/blackmail/coercion
 - * False Fire Alarm
 - * Failure to turn medication in to the clinic (See Elementary/Secondary Policy)
 - ** Fighting A) Fight stops when staff intervenes and there is no need for immediate or subsequent medical attention by medically trained personnel. 1st offense – 3 days OSS, 2nd – 5 days OSS, 3rd – 10 days OSS.
 - B) Fight that requires physical restraint and/or results in injury requiring immediate or subsequent medical attention. 10 days OSS with referral for alternative placement at Renaissance.
 - * First time possession of drugs, controlled substance, alcohol, or possession/use of drug paraphernalia (Elementary)
 - * First time possession of a pocketknife without intent including any student who turns in a pocketknife the second time**
 - * Forgery of a document or signature (Secondary)
 - * Hazing
 - * Inappropriate or obscene act
 - * Larceny/Theft (Stealing more than \$50)
 - * Possession of more than one piece of ammunition or second time possession of ammunition
 - * Promoting/Instigating disruptive behavior
 - * Profane/obscene or abusive language/materials directed at a school board employee
 - * Refusal of a student to follow the direction of a school board employee to leave an area of the school campus and report to the office.
 - * Repeated minor bus infractions or serious violations of bus safety rules.
 - * Selling, possession or use of drug paraphernalia
 - * Tobacco (second offense secondary)
 - * Possession, use, or storage of imitation drugs represented as drugs
 - * Unauthorized possession or use of prescription medications
 - * Sexual Harassment
 - * Sexual Misconduct
 - * Misuse of telecommunications device (computers, cameras, telephones, cell phones, etc) for illegal, inappropriate, harassing, or obscene purposes or in support of such activities shall be prohibited.
 - * Vandalism or abuse of school property
 - * Willful defiance of authority during major disruptions
 - * Repeated Level I offenses
 - *Any junior or senior who is guilty of trespassing based on intent to vandalize or deface school property will have their privilege to participate in class activities and graduation ceremonies revoked by the high school principal.**
 - *The high school principal has the authority to revoke senior privileges due to level II acts of misconduct.**
- * Other: Any other act of misconduct, which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or on school approved transportation.(non-criminal)

Disciplinary Response: One or more may be used *as defined by the Discipline Ladder*.

- * Parental Contact (Mandatory)
- * Behavior Contract (Written)
- * Assignment to an Alternative Program/School including completion of a School District or
- * State approved Drug Prevention/Family Education Program (if available)
- * Return of property, payment for same, or restitution for damages
- * Out-of-school Suspension
- * Suspension from bus (for bus-related offenses)
- * Referral to law enforcement
- ** First time pocketknife referral (not voluntarily given to an administrator), with no intent to harm: 10 days out of school suspension, with a minimum recommendation of 45 days of alternative placement. This includes any student that voluntarily turns in a pocketknife the second time. Student's who voluntarily turn in a pocket knife with no intent to harm the first time, will have no disciplinary consequence (Secondary only). Elementary principals have the ability to give a verbal warning or assign any, or all of the above consequences depending on the situation presented by elementary students.

**When a principal or designee determines that a certain offense is a violation of the Code of Student Conduct at Level II (fighting, battery, bullying, and sexual harassment) the student will continue to have Level II consequences for all further offenses *in this category* while assigned to grades 6-8 (middle grades career) or 9-12 (high school career).

Zero Tolerance

Zero Tolerance Acts of misconduct are the most serious. Any Zero Tolerance act is grounds for expulsion, and will result in a mandatory 10-day suspension. These acts are clearly criminal and are so serious as to require administrative actions, which will result in immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Superintendent, or the Bradford County School Board. Zero Tolerance also includes repeated misconduct acts from Level II.

Examples of Violations:

- * Threat of violence, high level
- * Possession of a firearm
- * Possession, use, sale, storage, or distribution of an explosive device
- * Being under the influence of, or possession, use, sale, intent to sell, or distribution of drugs (including over-the-counter or imitation drugs represented as drugs or prescription medication), alcoholic beverages & inhalants (**see page 28-29 for specific consequences**)
- * Arson or Bomb Threat/False Report
- * Aggravated Assault/Battery
- * Any person who knowingly advises, counsels, or instructs any student or school employee to disrupt any school function or classroom; knowingly interferes with the attendance of any student or employee in a school or classroom; conspires to riot, or engages in any disruption or disturbance which interferes with the education process.
- * Aggravated Assault/Battery on School Board Employee
- * Making false accusations against School Board Employer
- * Use of any wireless communication device to engage or promote illegal, dangerous, or disruptive acts on a school campus or at a school event.
- * Bullying/Harassment
- * Robbery/Vandalism
- * Possession or transfer of a deadly weapon or facsimile
- * Sexual Battery/ Sex Offense

- * Kidnapping or abduction/Homicide
- * Hazing (Repeated/ongoing, severe)
- * Any other Zero Tolerance Policy act
- * Other: Any other act of misconduct, which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or on school approved transportation.(criminal charges filed)
- * Repeated Level II offenses

Mandatory Disciplinary Response:

- * Ten (10) days out-of-school suspension
- * Referral to law enforcement
- * Recommended expulsion for greater than 45 days as defined on the Discipline Plan. If Zero tolerance offense must make recommendation for length as require by FL Statue. If an incident involving drug possession of any type, in accordance with the policy described on page 28-29.
- * Administrative assignment to Alternative School
- * Completion of a Family Education Program (school district or state approved if available)
- * School bus suspension with recommendation for expulsion.

Required Discipline Response: Administrative removal from a leadership position and extracurricular activities including school sponsored activities for one semester or a minimum of 60 school days.

Student Complaints and Grievance Procedure

The district school board encourages the prompt and fair handling of problems before they become grievances. The grievance procedures shall be followed objectively so that no individual should fear retribution for seeking full satisfaction of the problem. The principal/cost site administrator is the first point of contact when filing an official complaint/grievance by students. The secondary point of contact is the Personnel Director/Equity Contact, Randy Whytsell, 501 W Washington Street, Starke, Florida 32091 Telephone: (904) 966-6810 FAX: (904) 966-6818 or EMAIL: whytsell_r@firn.edu. If it is determined by the superintendent that an additional point of contact is necessary the contact will be Mrs. Lisa Prevatt, Assistant Superintendent of Schools, (904) 966-6032. This point of contact will only be used in the event the complaint is against the Personnel Director, or it is deemed necessary by the superintendent.

Definitions

Minor Grievance: For purposes of this Student Code of Conduct, a minor grievance is an allegation by a student, or student’s parent or guardian, of an infraction, violation or misrepresentation of any policy, procedure or agreement adopted by the district school board, except those allegations that meet the definition of a “Major Grievance.”

Major Grievance: For purposes of this Student Code of Conduct, a major grievance is an allegation by a student, or student’s parent or guardian, of an infraction or violation of the district school board’s policy of nondiscrimination as is set forth and defined in Section 2.16 of the Bradford County School Board’s Policy Manual.

Procedures:

a. Grievance:

Step 1: The principal/cost site administrator is the first point of contact for a student when filing an official grievance. The complainant has thirty (30) days from the date of the incident to file the initial grievance. The grievance shall be filed in writing. Grievances may, under extenuating circumstances, be made orally. If the grievance is made orally, the principal/cost site administration shall record it in written form, which shall be reviewed and signed by the complainant to verify its accuracy. A grievance may be amended to correct technical defects, omissions, or to clarify or amplify allegations made therein. An amendment may be filed at any time before the investigation is completed. The complainant may withdraw a grievance at any time.

Step 2: Written acknowledgment of the receipt of the grievance shall be forwarded by the principal/cost site administrator within five (5) days of receipt of same. The acknowledgment shall identify the person responsible for investigation of the grievance.

Step 3: The investigator shall meet with the complainant within five (5) working days of receipt of the grievance to obtain any additional information needed to conduct the investigation.

Step 4: After the initial meeting with the complainant, the investigator shall notify the alleged offending party of the grievance and shall advise the alleged offending party, in writing, that any interference in the investigation or any retaliation against the complainant will subject the alleged offending party to disciplinary action. The alleged offending party shall be provided a copy of the written complaint and shall be given opportunity to respond. Said response may be oral or in writing. If oral, the investigator shall reduce the oral statements to writing. Said writing shall be reviewed, and preferably signed, by the alleged offending party to insure accuracy.

Step 5: The principal/cost site administrator may seek at this point an informal resolution of the grievance. If a proposed resolution is acceptable to both the complainant and alleged offending party, that resolution shall be reduced to writing, signed by all parties, and the grievance shall be considered resolved. If a proposed resolution is not acceptable to all parties, then the investigator shall proceed and complete the investigation. Unless extraordinary circumstances exist, the investigation should be concluded within thirty (30) days of the investigator being assigned to the matter. The investigation shall be thorough and shall include interviews of all parties, witnesses, documents or other evidence necessary to complete the investigation.

Step 6: Upon completion of the investigation, the investigator shall prepare a Final Written Report and Proposed Disposition that shall contain, at a minimum, a summary of the allegations, a summary of the findings, and an analysis and a proposed disposition to both the complainant and the alleged offending party.

Step 7: The proposed disposition will become final unless either party requests a further review by either the Superintendent or the Personnel Director/Equity Contact. A request for further review shall be filed with the Superintendent's office within ten (10) days of the date the Final Written Report and Proposed Disposition are filed. Upon such request, the Superintendent or the District Equity Coordinator shall conduct a further review, including but not limited to seeking additional information, witnesses and other evidence necessary to complete his/her review.

Step 8: The Superintendent or Personnel Director/Equity Contact shall complete his or her review and issue a Final Report and Recommendation within thirty (30) days of receipt of the Request for Further Review. The Superintendent or Personnel Director may approve, disapprove or

modify the proposed disposition based upon his or her further review of the information received. The Final Report and Recommendation ends the student grievance procedure, except for such other procedures that may be available under state and/or federal law.

b. Major Grievance:

The School Board of Bradford County, Florida, affirms its policy that no student or applicant for admission shall on the basis of race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity, or in any employment conditions or practices, conducted by the District. Any student or applicant who believes that he or she has been the victim of discrimination based upon any factor identified above, may file an Educational Equity Complaint/Grievance with the Personnel Director/Equity Contact who has been designated to handle complaints of discrimination. The following complaint/grievance procedure shall be used.

Step 1: The complainant has sixty (60) days from the date of the incident for the initial filing of the complaint. The complaint/grievance shall be filed in writing using the Educational Equity Complaint Grievance Form bearing the signature of the complainant. Complaints may, under extenuating circumstances, be made orally. If the complaint is made orally, the Personnel Director/Equity Contact shall record it in written form, which shall be reviewed and signed by the complainant to verify its accuracy. A complaint may be amended to correct technical defects, omissions, or to clarify or amplify allegations made therein. An amendment may be filed at any time before the investigation is completed. The complainant may withdraw a complaint at any time.

Step 2: Upon receipt of the complaint of discrimination by the Equity Contact, written acknowledgement of receipt of the complaint shall be forwarded to the complainant within 5 working days. This acknowledgement shall identify the person responsible for investigation of the complaint if a designee has been assigned to conduct the investigation.

Step 3: The investigator will within 5 working days after acknowledging receipt of the complaint interview the complainant to obtain any additional information needed to clarify the complaint.

Step 4: When the complaint is received the respondent shall be advised of the existence of the receipt of the complaint, provided with a copy of the complaint, and advised that any interference in the investigation or any retaliation against the complainant will subject the respondent to disciplinary action. The respondent shall be given an opportunity to respond to the complaint. Such response shall be made to the investigator either orally or in writing. Oral responses shall be immediately recorded by the investigator and signed by the respondent to verify its accuracy.

Step 5: The Personnel Director/Equity Contact, at this point, may inquire of the complainant as to a possible resolution of the complaint. If the complainant is amenable to a resolution of the complaint prior to implementation of Step 6, the Personnel Director/Equity Contact shall begin discussion regarding a resolution. If an acceptable resolution cannot be reached, within 30 calendar days, the complaint shall be further investigated.

Step 6: If the investigation proceeds further, within 30 calendar days after receipt of the initial complaint, the investigation shall include but not be limited to investigating all allegations by the complainant and respondent, interviewing any witnesses, including coworkers and supervisors, and taking statements from witnesses and other persons who may be able to provide valid and relevant information. Upon completion of the investigation, the investigator shall provide a final written disposition of the complaint containing a summary of findings, and an analysis and conclusion to the complainant and respondent.

Step 7: The complainant may request a review from an appropriate alternate of the final disposition from the Personnel Director/Equity Contact by notifying the Superintendent within 5 working days after receiving the final disposition.

Step 8: Within 15 working days following receipt of the complainant's request for review, the alternate shall render a written decision to, the complainant and the respondent, either to dismiss the complaint, or to initiate corrective action.

Step 9: A substantiated charge against a Board employee shall subject such employee to disciplinary action, including but not limited to warning, suspension or termination, subject to applicable procedural requirements.

Step 10: Retaliation against an individual for filing a complaint, or against an individual providing information regarding such a complaint is prohibited.

Step 11: The use of these complaint/grievance procedures shall not prohibit the complainant from seeking redress from other available state and/or federal sources.

Step 12: The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Equity Issues

The Bradford County School District does not discriminate on the basis of race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law.

Title IX

Title VI

Title VII

The Age Discrimination Act of 1967

Section 504 of the Rehabilitation Act of 1973 and 1992

The Americans with Disabilities Act

The Florida Educational Equity Act

Florida Statute 1000.05

Secondary Addendum Extra/CO-Curricular Activities

A signed copy of this letter including the guidelines by the extra/co-curricular coach, or faculty/staff sponsor will require the signature of the student and the parent/guardian for each activity the student may become involved with, prior to the student taking part in such activity.

Dear Student and Parent/Guardian:

Bradford County Schools offer many opportunities for students to participate in extra-curricular and co-curricular activities such as sports, clubs, and service organizations. Students will also be expected to follow the guidelines of the adult in charge whether that is a coach or Faculty/staff sponsor. As an extra curricular or co-curricular participant you will be representing Bradford County Schools and your community, thus **your conduct must be exemplary at all times**. The Bradford County School Board will expect all participants to adhere to the following regulations:

1. Students who choose to become a part of these activities are required to follow all rules and regulations of the governing agency (FHSAA) as well as those adopted by the Bradford County School Board and published in the Bradford County Student Code of Conduct.
2. Weekly Grade-Attendance Reports are required. Attendance for 60% or more of the school day for participation the day of an event and appropriate GPA are required or students will sit out the next event.
3. Any behavior that reflects negatively upon your school such as poor sportsmanship or poor citizenship including conduct during the school day will jeopardize your participation in the activity and could result in the loss of privilege to represent your school.
4. Out of school suspension and any alternative placement will result in dismissal from all extra/co-curricular activities for the duration of the placement or for the length of time established by the governing organization.
5. Any offense deemed a major offense (level 6, 7, or 8 on the Interventions Chart) by the Bradford County Student Code of Conduct will result in dismissal from extra/co-curricular activities for the remainder of the school year.
6. Use and/or possession of alcohol and/or illegal drugs will result in dismissal from extra/co-curricular activities for the remainder of the school year.
7. Expulsion will result in the immediate dismissal from all extra/co-curricular activities.

The Bradford County School Board

Signature of Student

Date

Signature of parent or guardian

Date

Parent and Student Acknowledgement

Please complete, sign at all appropriate places, and return to your child’s school.

1. School Day Supervision Limitations: Per Florida Statute, the school is responsible for the supervision of your child for no more than ½ hour before the start of the school day and ½ hour after the day ends. Video surveillance is used at school sites and on busses. These video-tapes will be used to enforce rules associated with the Code of Student Conduct.

2. Request to abstain from corporal punishment: If you do **NOT** want corporal punishment used with your child, **write your specific request in the remarks section below.**

REMARKS: _____

3. Anonymous student school/district surveys: If you do **NOT** want your child to participate **write your specific request:**

REMARKS _____

4. Provision & Coverage: I have been provided a copy of the Code of Conduct and I have the opportunity to ask questions by calling the principal or district office.

5. Release of Name/Directory of Information: Pursuant to federal, state and local school board rules, a student’s right of privacy is to be protected. The district may only release your student’s protected information to those entities and agencies authorized by law. Unless you make remarks below, *you are consenting to the release of your child’s photograph or video image & the level of information necessary for:*

- *Local & Regional News Media for school events, recognition, & academic excellence
- *Class Portraits- Photographer
- *School Annuals/Yearbooks
- *School Related Athletic Events
- *Graduation Related Events
- *Graduation Needs
- *Military recruiters
- *College representatives for scholarship (transcripts, test scores, etc.)
- *Videos and photographs for school/class purposes only

If you do **NOT** want your child’s information released for the above purposes **write your request:**

REMARKS _____

Parent and Student Acknowledgement

*This is to acknowledge with signatures below that we have read the five statements above regarding:

1. School Day Supervision Limitations Video surveillance is used at school sites and on busses. These videotapes will be used to enforce rules associated with the Code of Student Conduct.
2. Use of Corporal Punishment
3. Provision and Coverage
4. Anonymous student surveys to gather pertinent school information
5. Release of Name/Directory of Information

Failure to return this acknowledgement will not relieve a student or the Parent(s)/Guardian(s) from responsibility to know the contents of the Code of Student Conduct and will not excuse the student’s non-compliance with the Code of Student Conduct. Contact your local Principal or the District Office if you have questions or concerns.

Due to differences in student and parent last names, please write out the complete name.

Parent or Guardian (Print or Type): _____

Parent or Guardian (Signature): _____

Student Name (Print or Type): _____

Student Signature: _____

Date: _____ **School:** _____