

Bowling Green Elementary Faculty Handbook



Preface

The purpose of this faculty handbook is to make instructional and non-instructional personnel knowledgeable of school and other policies operative at Bowling Green Elementary School. Each staff member shall be held accountable for implementation of the policies and assignments herein. Should there be a conflict between statements in this handbook and the Collective Bargaining Agreement, then the latter shall prevail and the requirements will be modified, if necessary, by the principal.

All employees of the school shall strive to instill a healthy respect for the individuality of each student regardless of his/her race, ethnic origin, instructional level, learning style, or program assignment.

We must motivate, instruct, and assist each student in achieving high academic standards in order to be competitive in a global society. Therefore, appropriate and relevant instruction shall be given to each student regardless of age, socioeconomic status, sex, race, and ability. Parents should be encouraged to become involved at school and at home to motivate students to make the most of their abilities and talents.

The Code of Ethics of the Education Profession in Florida and The Principles of Professional Conduct for the Education Profession in Florida as set forth by the Education Standards Commission of the Department of Education shall be in effect at Bowling Green Elementary School.

BOWLING GREEN ELEMENTARY SCHOOL PHILOSOPHY

The faculty and staff of Bowling Green Elementary believe in the development of the individual student and the fulfillment of their intellectual, social, and physical needs. Our purpose is to provide students an educational program providing them the opportunity to acquire skills, attitudes, knowledge, and develop values and appreciation which will assist them in adjusting to a rapidly changing world.

We feel students should acquire basic skills in the areas of language arts, math, social studies, and science. These basic skills together with enriching experiences in physical education, guidance, technology skills, and library science will provide opportunities for total development. We believe a well-rounded program will assist the student in competing in a global society.

We believe that all stakeholders, (teachers, administrators, and community) should cooperate in planning educational experiences consistent with each student's abilities. These educational experiences will include such essentials as:

- Command of communication skills,
- Command of problem-solving skills,
- Acceptable behavior patterns,
- Citizenship skills, and
- An understanding of the physical and cultural world.

MISSION STATEMENT

Building learning partnerships with home, school, and community to ensure personal and academic excellence.

**Hardee County Schools
2016-2017 SCHOOL YEAR**

PRE-SCHOOL CONFERENCE

Tuesday, August 2-Tuesday, August 9, 2016
Wednesday, August 10, 2016 First Day for Students

POST-SCHOOL CONFERENCE

Friday, May 26, 2017

PROFESSIONAL DAYS

INSERVICE Thursday, August 4, Friday, August 5, 2016, Friday, September 16, 2016
Friday, February 24, 2017

PROFESSIONAL DAYS (Work Days)

Thursday, August 3 and Friday, August 7, 2016, Monday, August 8 and Tuesday,
August 9, (Records Day) Friday, January 6, 2017 (Records Day), Tuesday, May 16,
2016

SCHOOL HOLIDAYS

Labor Day-Monday, September 5, 2016
Fall/Thanksgiving-Monday-Friday November 21-25, 2016
Winter Holidays-Friday, December 23, 2016-Thursday, January 6, 2017
Dr. Martin Luther King, Jr. Day-Monday, January 16, 2017
President's Day- Monday, February 20, 2017
Spring Holidays-Monday-Friday, March 13-17, 2017
Good Friday-Friday, April 14, 2017
Memorial Day-Monday, May 29, 2017

EARLY DISMISSAL DAYS

Homecoming-Friday, October 14, 2016 (Students and Staff)
Early Release- Wednesday, October 14, 2015 (Students Only) Records Day
Winter Break-Thursday, December 22, 2016 (Students and Staff)
Early Release- Tuesday, May 16, 2017 (Students only) Records Day
Last Day for Students-Thursday, May 25, 2017 (Students only)

NINE WEEK CALENDAR

First Wednesday, August 10-Thursday, October 13, 2016
Second Friday, October 14 –Friday, December 22, 2016
Third Monday, January 9-Friday, March 10, 2017
Fourth Monday, March 23-Thursday, May 25, 2017

REPORT CARD DATES

Wednesday, October 19, 2016
Thursday, January 19, 2017
Thursday, March 30, 2017
Thursday, May 25, 2017

PROGRESS REPORT DATES

Thursday, September 8, 2016
Wednesday, November 16, 2016
Wednesday, February 8, 2017
Wednesday, April 26, 2017

August

2	1st Day 10 Month Personnel
3	Professional Day
4	Inservice Day
5	Inservice Day
8	Professional Day
9	Professional Day / Open House 1-3
10	First Day for Students
22	AR Begins

September

1	Title 1 5:30 / Orientation K-5 6:00
tba	Fall Pictures
5	Labor Day Holiday
8	Math Superstars Begins K-2
8	Progress Reports
tba	Faculty ID / Fall Pictures
15	SAC Meeting 6:00
16	Inservice Day

October

tba	Picture Retakes
10-	
14	School Lunch Week
13	End of First Quarter
14	Homecoming / Early Release All
19	Report Card Grades Due 3:30
24-	
28	Red Ribbon Week
20	Fall retakes
27	Fall Literacy Night/Report Cards Issued

November

3	SAC Meeting 6:00
11	Honors Breakfast / Proud Panther
16	Progress Report
19-	
27	Fall Holidays

December

15	1st Grade Program 6:00
22	Early Release All / Reptile Show 9:00

January

1-5	New Year's Day Holiday / Winter Break
6	Records Day
9	Students Return / Third Quarter Begins
10	Report Card Grades Due 3:30
12	SAC Meeting 6:00
tba	Spring / Group Portraits
16	Martin Luther King Holiday
19	Reports Cards Issued
26	Winter Data Chats K-5

February

8	Progress Reports
10	Honors Breakfast / Proud Panther Assembly
20	President's Day Holiday
23	Black History Program 8:00
24	Inservice Day

March

10	Tug-o-War / End of Third Quarter
11-	
19	Spring Break
23	Report Card Grades Due 3:30
30	Report Cards Issued

April

14	Good Friday Holiday
26	Progress Reports
28	Honors Breakfast / Proud Panther

May

2	K-2 Spelling Bee / Battle of Books
3	3-5 Spelling Bee
4	SAC Meeting 6:00
5	5th Grade Banquet
9	K-2 Math Fact Bash
10	3-5 Math Fact Bash
11	3-5 Honors Assembly 9:00
12	K Graduation 8:00 / Volunteer Tea 10:00

22	End of Second Quarter	16	Records Day / Early Release Students
23-			
31	Winter Holidays	22	K-2 Field Day
		23	3-5 Field Day
		23	Report Card Grades Due 3:30
		25	Fourth Quarter Ends / Last Day for Students
*REVISED 5-5-2016		25	Early Release / Post School Day / Staff Luncheon
*All dates, times, and events are subject to change.		26	Post School Day / Last Day for 10 Month Employees

NOTE: *Assessments will be Listed on Assessment Calendar

PROFESSIONALISM

Teaching is a profession. If educators are to be regarded as professionals, they must conduct themselves in a like manner and are governed by the Principles of Professional Conduct for the Education Profession in Florida. 6-A-10.081. For a complete view of this document, please visit www.fldoe.org, key words: The Principles of Professional Conduct for the Education Profession in Florida. Therefore, we shall adhere to these principles at Bowling Green Elementary. Close quarters, conflicts and competitiveness in the professional workplace can lead to confrontations, reduced productivity, interfere with student learning, and low employee morale. Ideally, common sense and courtesy should be enough to produce appropriate employee behavior. Employees of Bowling Green Elementary shall adhere to the following policies: 1) It is important to contact your site administrator if you have any needs, issues, or problems that need to be resolved. The site administrator should be the first to know if you have needs in your class, if you need a substitute, if you perhaps have to take a leave of absence or any other issue that falls into this category. However, it is my expectation minor disputes will be handled between the professionals you are and only carry over to the office if you cannot resolve an issue. 2) Illegal or unethical behavior will not be tolerated at any time. 3) Bowling Green Elementary is a non-discriminatory institution. Bowling Green Elementary does not allow discrimination in any form. Please consult the back of this handbook for the Hardee County policy regarding discrimination. 4) Please follow the district's internet policy, avoid websites that could prove detrimental to your position. Be careful about your posts on social media and please do not post during school hours. Remember, the community holds our profession to a higher standard and have expectations of the education of our children. 5) Personal use of school resources is not allowed unless you have written permission from the principal. 6) Professional attire and hygiene is expected. Please dress professionally as a role model for students in the classroom, on field trips, workdays, etc. Pajamas are acceptable for pajama day and special events only. Capri pants are acceptable but Bermuda shorts or city shorts should come to the knee or right above the knee. Field days, water days, and Outdoor Classroom are the exception. Jean shorts, stretch shorts, and workout clothes are not appropriate for school. 7) Cell phones should be on silent and not interfere with your responsibilities as a professional. 8) Common courtesy, respect for others, and rules of etiquette must apply at Bowling Green Elementary to ensure that colleagues get along together and work productively. Employees should think before they speak and to apologize if they have made a mistake or offended a colleague. Boundaries, both physical and emotional, can help maintain a professional atmosphere. 9) A neat and clean work environment sends a message of orderliness. 10) Harassment in any form from jokes, unwanted sexual contact, harassment or blatant inferences of any kind is prohibited. 11) Bowling Green Elementary will be a bully free zone. Bullying is defined as abusive speech, actions, intimidation, cyber-bullying, spreading rumors, taking credit for the work of others just to name a few examples. 12) Please be mindful of your students. Food or drinks should not be consumed in the classroom in front of students unless students are partaking.

This code of conduct and professionalism is expected to be followed by Bowling Green Elementary Staff. Failure to observe or disregard of this code may result in some form of disciplinary action as defined by the Principles of Professional Conduct for the Education Profession in Florida (6-A-10.081) and the Collective Bargaining Agreement between the School Board and the Unions. By working together with mutual respect for others, we can accomplish great things.

WORK HOURS

7:25 AM - 2:55 PM - Sign in no later than 7:25 AM for both faculty and staff. Sign out no earlier than 2:55 PM unless permitted by principal. Please come to the office and sign out each day to insure we have accurate bookkeeping.

6:55 AM - 2:25 PM - These hours are for staff that has early morning duty. **You should be at your duty post by 6:55 AM.** These assigned staff members are permitted to leave at 2:25 PM *except* on days with scheduled meetings. On these days, the staff that have had duty are expected to attend the meetings until they are adjourned.

ABSENCE FROM DUTY

If you are going to be absent or tardy, notify the Assistant Principal, Mr. Stuart Durastanti at 863-375-4655 or 863-781-0013. If Mr. Durastanti *cannot be reached*, call Ms. Kathy Clark at 863-735-1538 or 863-781-4604. Such notification should be given prior to 6:00 AM except in an emergency. **Personal Days** must be applied for at least **5 days** prior to the date of absence.

BEGINNING SCHOOL

Parents will be allowed to walk their children to class the first three days of school, after that the student will have to walk by themselves. Keeping our children safe is our number one priority and with the Jessica Lunsford Act in place in the Florida Statutes (1012.465.F.S. August 2005), we must limit the amount of non-personnel on our campus.

UNDER AGE CHILDREN/CHILDREN AT SCHOOL

No employee of the school board will be permitted to care for any child under school age at the school during the hours of a regular school day or at evening sessions; moreover, no employee shall allow his or her children to interfere with anyone's duties during working hours.

SCHOOL TELEPHONES

Keep telephone calls to a minimum. Please limit personal phone calls to five minutes. **No personal long distance phone calls may be made on school phones.** All school related business long distance phone calls **must be logged** with the office manager. *If you receive a phone call, a note will be placed in your box.* **Students may not be sent to the office to call parents for non-emergency situation such as homework or planners.**

FLAG SALUTE

Florida requires all public schools to notify students that they do not have to recite or stand for the Pledge of Allegiance as in compliance with FS 1003.44. This law will go into effect July 1, 2016.

CELL PHONES

Cellular phones should be **turned off or placed on vibrate** during instruction unless expecting an emergency contact. The office must be notified of this possibility.

DISCIPLINE PLAN

Submit your discipline plan to the assistant principal. Each teacher shall establish and post classroom rules, consequences, and rewards. Punishment shall not be degrading or unduly severe in nature. Corporal punishment is used as the last alternative after all other steps have been exhausted and **will be administered only in the office by administration.**

LESSON PLAN BOOKS

1. Lesson plans are to be maintained by all instructional staff (teachers and paras). They are used to document the teaching of required curriculum and the use of varied strategies and materials to meet the unique needs of each student. They will be checked in the classroom or online by the principal or assistant principal.

2. Teachers should write plans, which include the following:

- a. Reading*, including specific skills, reading strategy, enrichment and remediation needs
- b. Mathematics*, including specific skills, review, enrichment and reinforcement needs
- c. Writing*, including any state endorsed skills and format
- d. Language_Arts*, including structural skills, and spelling strategies
- e. Handwriting; cursive is to be introduced in 3rd, continued in 4th and mastery by 5th.
- f. Social_Studies*, including the topic of study
- g. Science*, including the objectives, materials, and process
- h. Documentation of ESOL strategies
- i. List of current ESOL and ESE students
- j. Florida Standards will be documented by checklist kept in the plan book
- k. State for each content area the instructional mode (class, group, or individual)
- l. Specify the objective to be accomplished in the lesson and materials to be used, specify pages.

* in accordance with Grade Level Expectations for the Florida State Standards

3. Special area teachers must write specific plans, which include objectives, activities, and materials.

4. Activity schedule, seating chart, and special notes for substitute must be maintained, updated as needed.

5. Tutors should write plans, with the teacher's direction, that include the skill being reinforced and student names.

MONIES COLLECTED FORM (Money collected from students)

For any reason money is collected from students, whether it be from field trips, fund raisers, etc., a "monies collected form" must be filled out and returned to the office daily with the money. The teacher must list the student's name and the amount collected from each student. The teacher must tally the amount and put the amount on the form. If checks are written, the check number and parent name must be listed. Each teacher will be issued a receipt book in addition to the "monies collected form" and each student will get a receipt for money brought in. The teacher will turn the receipt book in to the office with the "monies collected form" any time money is collected. Teachers may not pay for a field trip with cash; an office issued check must be obtained and used when paying for a field trip or bus. Please do not send students up to the office with money.

TEACHER CERTIFICATION

It is the responsibility of the teacher to maintain current teacher certification and credentials. Take time to check and see what the expiration date is on your teaching certificate. Florida teacher certificates are good for five years from the time of issuance.

SCHOOL WIDE RULES FOR STUDENTS

1. Respect authority, all staff members, follow directions and safety rules.
2. Be prepared with school materials, homework, etc.

3. Speak quietly in buildings and on walkways.
4. Dress appropriately for school and school functions.
5. Be where you are supposed to be at the proper time.
6. Walk at all times unless told to do otherwise.
7. Be still and quiet during announcements.
8. Leave all toys, radios, skateboards, scooters, knives, and animals at home unless a teacher gives you permission to bring them to school. (Marbles and trading cards are considered toys and are not allowed at school).
9. Stay on school grounds unless you are given permission to leave.
10. Use restroom facilities properly. Do not deface the restroom.
11. Follow classroom rules established by your teacher.
12. The possession of drugs or tobacco products is prohibited.
13. Chewing gum is not permitted at school.
14. Do not deface, destroy or steal school property.
15. Students are not allowed to have pagers or similar devices, cell phones are allowed but must be turned off while on school grounds.

PLAYGROUND GUIDELINES

1. Use of playground

Due to limited playground space, during P. E. classes, no other class may be on the playground without special permission from the principal/assistant principal. During lunch recess, **NO** class may be on the playground except for those scheduled to be there. You **must not** extend your lunch recess.

2. Playground Rules

Any and all teachers on the playground for any reason are responsible for enforcing these rules:

- Karate, any type of martial arts, wrestling or any other hitting or kicking activities will not be allowed. There will be no tackling, tripping, pushing, or knocking down while playing.
- No objects (sand, rubber chips, acorns, sticks, etc.) other than P.E. balls should be thrown or kicked.
- Playground equipment should not be overloaded or used in a reckless manner:
 - a. Only one person should be at the top of the slide at a time.
 - b. No swinging double, swinging sideways, or jumping from the swings.
 - c. There should be no running or chasing across the playground equipment, i.e. see-saws, swings, slides, etc.
 - d. Students are not allowed to sit on top of pull-up bars, monkey bars, or other apparatus.
- When going to and leaving the playground, students must use the assigned areas or walkways.
- When there is an argument over the tether ball game, the student involved will be taken out of the game unless a just settlement is easily reached by teacher/tutor intervention.
- Trees, fences, or soccer goals should not be climbed.

TECH LABS GUIDELINES

1. Teachers will remain in the lab as needed.

2. The Reading/Math Lab tutor is to oversee the operation of the computers. The teacher is responsible for establishing student discipline.
3. The Reading Lab program is a part of our reading curriculum. All students must participate. Tech Lab may not be suspended to finish classwork or as a classroom disciplinary measure.

INTERNET GUIDELINES

General Guidelines for Computer Usage

The use of a network is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials. A student's activities while using the network in this school must be in support of education and research, and consistent with the educational objectives of the Hardee District School Board. In addition, a student accessing the network from a school site is responsible for all online activities, which take place while using the networked computer. When using another organization's network or computing resources to and/or on the Internet, the student must comply with the rules appropriate for that network.

Acceptable uses of the Network

- * All activities that support learning and teaching in Hardee County Schools
- * Users are encouraged to develop uses that meet their individual needs and which take advantage of the networks function: electronic conferences, bulletin boards, data bases, and access to the Internet.

Examples of Unacceptable Uses of the Network

- * Using unauthorized chat rooms;
- * Using electronic mail (e-mail) for anything other than educational purposes;
- * Using impolite, abusive, or objectionable language;
- * Using the network in ways that violate federal, state, or local laws;
- * Activities, which cause congestion of the network or otherwise interfere with the work of others;
- * Using the network for commercial purposes or financial gain;
- * Sending or receiving copyrighted materials without permission;
- * Using the network for sending or retrieving obscene materials;
- * Circumventing security and/or authentication measures;
- * Unauthorized access to another's resources, programs, or data;
- * Vandalizing network resources, including the uploading or creation of computer viruses;
- * Installation of unauthorized software on the computer networks;
- * Use of network resources to commit forgery, or to create a forged instrument;
- * Any other infraction deemed inappropriate by school or county personnel.

Public Information

Electronic communications should never be considered completely private. Hardee County School Board is subject to Florida Statutes regarding public information access. As such, all electronic messages are a matter of public record.

VIDEO GUIDELINES

Videos/DVDs are to be shown for educational purposes and should be documented in your lesson plans according to county policy. **All videos must be approved by principal via personal contact or e-mail before showing. The media specialist should be notified. G-rated only.**

Videos/DVDs shown should be school owned in order to comply with copyright laws and

licenses. School owned videos/DVDs may be checked out through the media center for a period of one (1) day.

Teachers may provide videos/DVDs that are G rated. Rental videos/DVDs are not allowed due to copyright infringement. No PG or PG13 videos/DVDs are allowed.

Students are not allowed to bring videos/DVDs from home. This is a violation of copyright and school policy.

USES OF COPYRIGHT MATERIALS

In accordance with the Copyright Law PL94-553 Title 17 U.S. Code, the School Board of Hardee County will neither authorize nor condone any violation of the Copyright Law by any employee of the Board

Public Performance Rights and Classroom Use of Media

The U.S. copyright Act of 1976 establishes the “classroom exemption” which permits the performance of an audiovisual work “by instructors or pupils” in the course of “face-to-face teaching activities” of a “non-profit educational institution: in a “classroom or similar place devoted to instruction.” A performance or display of an audiovisual work that satisfies the above criteria or other criteria set forth in the Act would not constitute copyright infringement. For more information, please see the U.S. Copyright Act of 1976, Section 110.

GRADES

The entries in your grade book must be consistent with the grade markings on your grade level report card. Report card grades for grades K-5 should be based on at least six recorded grades from daily work and tests. Any student enrolled for 15 days or more must receive a report card. If a student does not have enough grades, a grade of Incomplete may be given. A participation grade may be averaged into the nine weeks grade. A date assignment notation should be made for grades in your grade book. The principal or assistant principal at Progress Monitoring meetings may check grade books.

(90-100)	E Excellent	A 90-100
(80-89)	S Satisfactory	B 80-89
(70-79)	C Average	C 70-79
(60-69)	N Needs Improvement	D 60-69
(Below 60)	U Unsatisfactory	F 0-59

In 2nd, 3rd, 4th, and 5th grades a letter grade (A - F) will be given in Reading, Math, English, Spelling, Social Studies, and Science. In 1st grade a letter grade (A - F) will be given in Reading, Math, English, and Spelling. In Kindergarten a letter grade (E – U) will be given in Reading, Math, English, and Spelling.

PROGRESS REPORTS

Effectively report periodic student progress to parents at least once each four and one half weeks on dates designated by the Hardee County School Board.

HONOR ROLL

Honor Roll for 3rd, 4th, and 5th grade students will be based on the following:

-All A's - student earns an A in each subject*

-A's and B's - student earns A's and B's **OR** all B's in each subject*

* **Reading, Math, Writing (Developmental), English, Spelling, Social Studies, and**

Science

Conduct and handwriting not included for Honor Roll consideration for 3rd, 4th, and 5th graders.

K-2 Honor Roll students will be based on the following:

-All A's - student earns an A in each subject*

-A's and B's - student earns A's and B's OR all B's in each subject*

*** Reading, Math, English, and Spelling**

Conduct, handwriting, written expression, science, and social studies are not included for Honor Roll consideration for 1st and 2nd graders.

Honor Roll students will be recognized on report card or assembly day with ribbons provided by the guidance counselor or the data clerk. The guidance counselor/data clerk will request these names in advance of report card day so that he/she can get the ribbons for you. Soon after report cards are distributed, the Honor Roll students for that nine week will be honored with a breakfast. At the end of the school year, those 3rd, 4th, and 5th grade students who remained on the Honor Roll during the first five six weeks will be honored at the Honor's Assembly in May. Students who made all A's all year will receive special recognition. K- 2nd grade students will be honored with a special treat during a school day. NOTE: This includes those students who have not been enrolled at B.G.E. all year but have maintained Honor Roll status during their enrollment period at B.G.E.

PROUD PANTHER AWARD

The Proud Panther Award is given to students in K through 5th grades at Bowling Green Elementary for each grading period. Each teacher will choose two students each grading period who have shown excellence or significant improvement in an area of school academics, special areas, or behavior. Each student selected will be recognized at the nine-week assembly. Students that receive office referrals are not to be considered for Proud Panther. Their parents will be notified by letter or phone and invited to attend the assembly.

DISTRICT ELEMENTARY ATTENDANCE POLICY

- Parents are encouraged to set the goal of regular attendance as a top priority. Students must be present in order to learn.
- Any student who has been absent from school must bring a note from a parent or guardian stating the absence or it will be recorded as unexcused.
- A doctor's note will be required for all absences over a total of 15 days.
- Students with a minimum of 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-day period will be contacted by the Truancy Intervention Program to establish a parent conference to discuss the absenteeism.
- In the event of an extended absence of 15 days or more due to illness, the student should contact the office to make arrangements for instruction from a teacher in the child's home.
- Students will be counted as half-day absence if checked out before 11:00 a.m. or checked into school after 11:00 a.m.
- 7:25 a.m. -----SCHOOL DAY BEGINS
- 7:30 a.m. ----- STUDENTS WILL BE MARKED TARDY AT THIS TIME
- Excused Absences are days missed for personal illness, death of a member of the immediate family, special appointments or emergencies approved by the school. Absence for head lice will be excused the day the student is sent home and the following day only. Students will be responsible for making arrangements with teachers to make up work missed for excused absences.
- Unexcused Absences are days missed for activities that can be arranged on days other than school days. These include avoidable absences such as shopping or pleasure trips, vacations, and truancy. Absence for head lice will be unexcused after the second day of notification of lice.

- Planned/non-emergency Absences are days planned in advance and missed for personal reasons. The parent or guardian must submit a written request to the principal or assistant principal at least two days in advance of the absence. These will be excused if approved. The student will need to make arrangements with the teacher to complete the assignments that would be missed. These assignments will be given full credit if returned in the allotted time.

PARENT COMMUNICATION

Each teacher has the responsibility of making an effort of contacting *EVERY* parent, whether by note, phone, school conference, and/or home visitation. *A compact for each student is required.* All parent communication, except for individual notes, must be approved by an administrator.

PARENT CONFERENCES

1. Encourage parents to look for individual growth in their child rather than comparing their child with other students.
2. Schedule parent conferences at times when students are out of the classroom. *Do not* schedule conferences during staff meetings or in service days.
3. To help conduct a successful conference with parents, be friendly and put parents at ease. *Begin on a positive note*, trying to find something nice to say about the child.
4. Gather records of student's progress, example of student's work, test results, and diagnostic assessments and prescriptions prior to conferencing with parents.
5. Keep a record of all conferences with parents. A notation in your plan book, use of a contact log, or a slip of paper in the student's folder will suffice. A conference can be, but not limited to, a formal meeting, a phone conversation, or a discussion on the sidewalk.

TREATMENT OF STUDENTS

Instill in the minds of students to be courteous and kind to each other. Direct students to the Student Handbook for expected behavior. Supervise student behavior in corridors and in areas other than the regular classroom.

Never leave students unattended. If an emergency arises in which you must leave the room, contact the office.

1. Hold high expectations, for students and self.
2. Reflect a positive attitude that students can learn and shall receive equal learning opportunities.
3. Avoid using prior achievement of students in predetermining whether students will learn new skills.
5. Treat all students with respect. Avoid the use of put-downs, sarcasm, yelling, and other unprofessional means of communication.

DISCIPLINE

Discipline Goals are:

1. To have a clear understanding by students, parents, and staff of all responsibilities toward discipline;
2. To establish a pleasant, safe, and positive learning environment for student and staff;
3. To maintain consistency and fairness in discipline;
4. To develop pride in self, others, and the school; and
5. To increase parent involvement in school discipline.

Remember these guidelines for discipline:

1. Alternatives must be used before referring student to the office.
2. You must complete a weekly behavior report (may choose to send home to be signed and returned or kept on file).
3. Each grade level/class may choose to create a reward activity for good behavior with criteria.
4. When a student is sent to the office, they may not participate in any fun activities/rewards for the day.
5. USE COMMON SENSE!

Consequences must not include:

1. Writing which has no educational purpose
2. Placing student out of the teacher's sight
3. Sitting in the office

Possible alternatives before office referral:

1. Name on board
2. Move desk
3. Contract
4. Note home, phone call to parent, parent conference
5. Remove privileges (free play, free classroom time, special classroom activities, benching after lunch)
6. Guidance referral
7. Positive reinforcement of good behavior (stickers, parties, free time, extra library time, extra computer time)
8. Time out in another classroom

Appropriate office referrals:

1. Fighting with another student (violence involved)
2. Verbal abuse to another student (includes bullying)
3. Attacking an adult (verbal/physical)
4. Leaving school grounds
5. Possession of weapons
6. Repeated offenses in which multiple alternatives have failed
7. Indecent exposure

GUIDANCE REFERRALS

The guidance counselor is available for appropriate referrals. Please use the guidance referral form.

Appropriate guidance referrals:

1. Not completing classroom assignments
2. Not completing homework
3. Not returning signed school related materials
4. Not bringing in needed books and materials
5. Conflict resolutions

OFFICE REFERRALS

When a student is referred to the office for discipline, the Student Referral Form must be filled out completely, checking actions in the "Specific Action Relating to Behavior Problem" section, which relate to that particular incident. Each incident will be evaluated and disciplinary action will be administered at the principal's discretion.

CORPORAL PUNISHMENT

Corporal punishment is used only after careful consideration. The Administration may administer corporal punishment **only in the office** and in the presence of another adult. The witness shall be informed, in the student's presence, of the behavior resulting in corporal punishment.

CLASSROOM

Attractively decorate the classroom with students' work. Monitor the neatness of students' desks and floor, and keep such areas free of objects, which distract from learning and cleanliness. Place chairs on tables/desks and pick paper up from floor before leaving each afternoon.

TEXTBOOKS

Write students' names and teacher name in textbooks with ink. Maintain a list of students and book numbers assigned to each. If a book is lost or damaged, make every effort possible to get the student to pay for the book.

SUPPLIES

Do not order materials or equipment in the name of the school. Do not expect reimbursement for items purchased without prior authorization. Regular teaching supplies are kept in the office and will be checked out through the office manager.

OFFICE

Any time a student is sent to the office, a note must be sent with the student.

OFFICE HOURS

School office hours are 7:00 AM - 3:00 PM. Please **do not gather** in the office during these hours as the noise disrupts the work of the office staff.

VISITORS

School Board Policy states that visitors may not enter the classroom without proper authorization from the office. Please ask visitors if they have checked with the office. A visitor's pass should be visible.

SCHOOL VOLUNTEERS

The Volunteer program is vital to our school. Volunteers are given the opportunity to contribute to the education of the students in the community. The assistant principal at B.G.E. is the coordinator of the volunteer program and therefore will place volunteers as deemed appropriate. School volunteers are not to be assigned to the class with their own child. Volunteers may not bring preschoolers or children not registered in the school when they tutor, work as mentors, assist in the classroom, media center, office, cafeteria, clinic or health screenings, or chaperone field trips. Student volunteers must be enrolled fulltime in Hardee Senior High School, Hardee Junior High School, Bowling Green Elementary School, Hilltop Elementary School, North Wauchula Elementary School, Wauchula Elementary School, or Zolfo Elementary School.

STATEWIDE TESTING

During state issued testing, there will be no movement on campus. No visitors/volunteers will be allowed on campus until testing is completed each day.

IN SERVICE, PROFESSIONAL AND EARLY RELEASE DAYS

In service and professional days are considered regular work days with regular work hour unless stated otherwise by the administration. Early release days that are designated as student early release days are regular work hours for personnel. The district calendar will designate days for

personnel early release. Non-attendance or leaving early to these days will result in a leave slip in your box.

MAILBOX AND E-MAIL

Have your mailbox checked twice each day, one of the times being during your lunchtime. Notices are often placed in your box knowing that it will be checked at your lunchtime. Check your e-mail at least twice per day for important messages.

STAFF MEETINGS

Attend all staff meetings unless excused by the principal.

INSERVICE DAYS

Teachers and Staff will participate in all planned in service activities. Non attendance or leaving early will result in a leave slip placed in your box.

EARLY RELEASE DAY

Student early release days are regular hour days for staff. Leaving school before the end of the work day shall result in a leave slip being placed in your box.

GRADE LEVEL MEETINGS and GRADE LEVEL CHAIRS

A grade level chair person will be selected to represent the grade level in all functions of that grade. The grade group chairperson is responsible for calling the meetings, assigning a person to take notes and reporting to administration. ESE teachers are included in the special area grade group but need to be given grade specific information (such as Outdoor Classroom, field trips, organizing grade level programs, organizing grade level celebrations, etc.). **It is the grade group chairperson's responsibility to inform these teachers of such activities.**

CUSTODIANS

Notify the office if you have custodial needs. Requests for non-routine custodial services must be made in writing. Maintenance requests are turned in to the Cynthia Spann who will process the work orders to the maintenance department. Notify the office if your room and your work area are not cleaned to your standards. Please be respectful when you park your vehicle. Please park on school property so you may access your vehicle easily. Please do not park next to dumpsters. The custodians do not have time during the day to unlock the gate during their working hours.

FIELD DAYS GUIDELINES

1. Your class must attend when scheduled to participate.
2. Promote a positive attitude with your students and encourage all children to participate.
3. Teachers are responsible for correctly signing students up for their chosen events following guidelines supplied by coach.
4. Remind students of and assist them in getting to their scheduled event. It is helpful to write events on the students' hands.
5. Students must be supervised by their teacher. Make arrangements for students to be supervised by another teacher, not a tutor, if you are assisting with an event. This is not the time to be packing or working on cumulative records.
6. Do not schedule activities that conflict with Field Days. Check the school calendar.

FIELD TRIPS

1. Consult the Hardee County School Board district field trip policy located on-line at www.hardee.k12.fl.us
2. Make arrangements early, create a permission form for students, and notify the office of your plans.
3. Arrange with the lunchroom for sack lunches at least two weeks in advance.
4. All buses for field trips are done electronically. Contact the school administration to order buses.
5. Procure ample chaperones. It is encouraged to use parent volunteers and not para-professionals.
6. Remember that due to budget cuts, the school does not have extra monies to help with field trips. Students must pay for their trips. ***Keep in mind the economic level of the majority of our families. Do not plan trips that are costly.***
7. Monies collected from students for field trips must include admission, bus garage expenses, and lunch when necessary.
8. Each grade level/teacher may choose to have an end of the year **conduct** party or field trip. If you choose to do so, it must be approved by Ms.Clark. Parents and students must be informed of the criteria for participation in advance.
9. All other field trips must be educational and approved by the principal four weeks in advance. When asking approval, you must tell which classes are going and an approximate cost for each student.
10. No refunds will be made after funds have been deposited.
11. Maximum of one field trip per year (K-5) excluding Outdoor Classroom and other county required trips. (Consult policy)
12. No trips may be scheduled during the last 10 days of school.
13. Teachers as well as students should dress in a manner that reflects positively on our school.
14. Teachers may not remove field trip privileges for school-wide trips, such as AR, Math Superstars, Outdoor Classroom.

***NOTE: County Field Trip Policies are subject to change.**

**** Field Trips are a privilege and may be revoked by the administration.**

HEALTH ROOM

Any student sent to the clinic must have a note, which shall be delivered to the nurse. If a child is sent home, the office will notify you. The clinic is located in room 903.

If you suspect a child has head lice, send the student to the clinic with a note to be checked. If live lice are found, the child will be quarantined in the clinic and every effort made to contact the parents. Occasionally, school-wide head checks will be conducted. In that event, paras will conduct the initial check and recheck with only students having live lice being sent to the clinic. Make every effort to “catch” live lice and tape to a paper. If a student is sent to the clinic but the nurse cannot confirm live bugs, the child may be returned to the class. Students with nits will receive a letter to take home and will be rechecked by the para on the next school day.

COPY ROOM

Each teacher will be responsible for classroom copies. Each grade level may request and coordinate with the assigned para to assist. Entire books may not be run.

FIRE DRILLS

Post fire exit plan on wall near doors. Instruct students about emergency procedures at least once a month. When exiting the building, take your roll book so you can verify that all students are accounted for. Fire drills will be scheduled monthly.

LIBRARY BOOKS

Library Books - If a student loses a library book, the student will only be allowed to check out one book at a time until the book has been returned. The student will not be able to take this book home and it is to remain in the classroom. At the end of the year (last two weeks of school), if the student's library book(s) are not returned, the school will send notices home stating the cost of the lost library book. No refunds will be given if the book is found later.

NOTICE OF RELEASE OF STUDENT DIRECTORY INFORMATION

Section 228.093, Florida Statutes, defines student directory information as information that includes a student's name, address, telephone number (if it is a listed number), date and place of birth, major field of study, participation in officially recognized activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Pursuant to Section 228.093, Florida Statutes, any educational institution (including Hardee County schools) may publish and release to the general public directory information relating to any student, the student body in general, or a portion thereof. For example, such information is often published in newspaper articles pertaining to student athletic events, graduating seniors, and recipients of academic honors. Other examples of directory information releases would include the University of Florida's School of Dentistry Survey, Palmview Hospital's Operation Breakthrough Program and the United States Military Recruitment Programs.

If an adult student or minor student's parent or guardian desires that directory information pertaining to their child or children not be published or released, then the adult student or the minor student's parent or guardian must request that the student's directory information not be published or released. This request will be placed on file with the student's records.

Hardee District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Sherri Albritton, Ed.D; Director of Student Academic Services & Federal Programs

Office Address: 230 South Florida Avenue, Wauchula, FL 33873

Phone Number: [863-767-0662](tel:863-767-0662)

E-mail: salbritton@hardee.k12.fl.us

OR

Teresa Hall; Director of Exceptional Student Education

Office Address: 200 South Florida Avenue, Wauchula, FL 33873

Phone Number: [863-767-0662](tel:863-767-0662)

E-mail: thall@hardee.k12.fl.us



BOWLING GREEN ELEMENTARY CRISIS INTERVENTION PLAN

In the event a crisis situation occurs at Bowling Green Elementary this Crisis Intervention Plan should be utilized. A crisis situation may include the following:

Death of a student
Death of a teacher
Shooting on school grounds
School fire

CRISIS INTERVENTION TEAM

Principal
Assistant Principal
Coach
Guidance Counselor

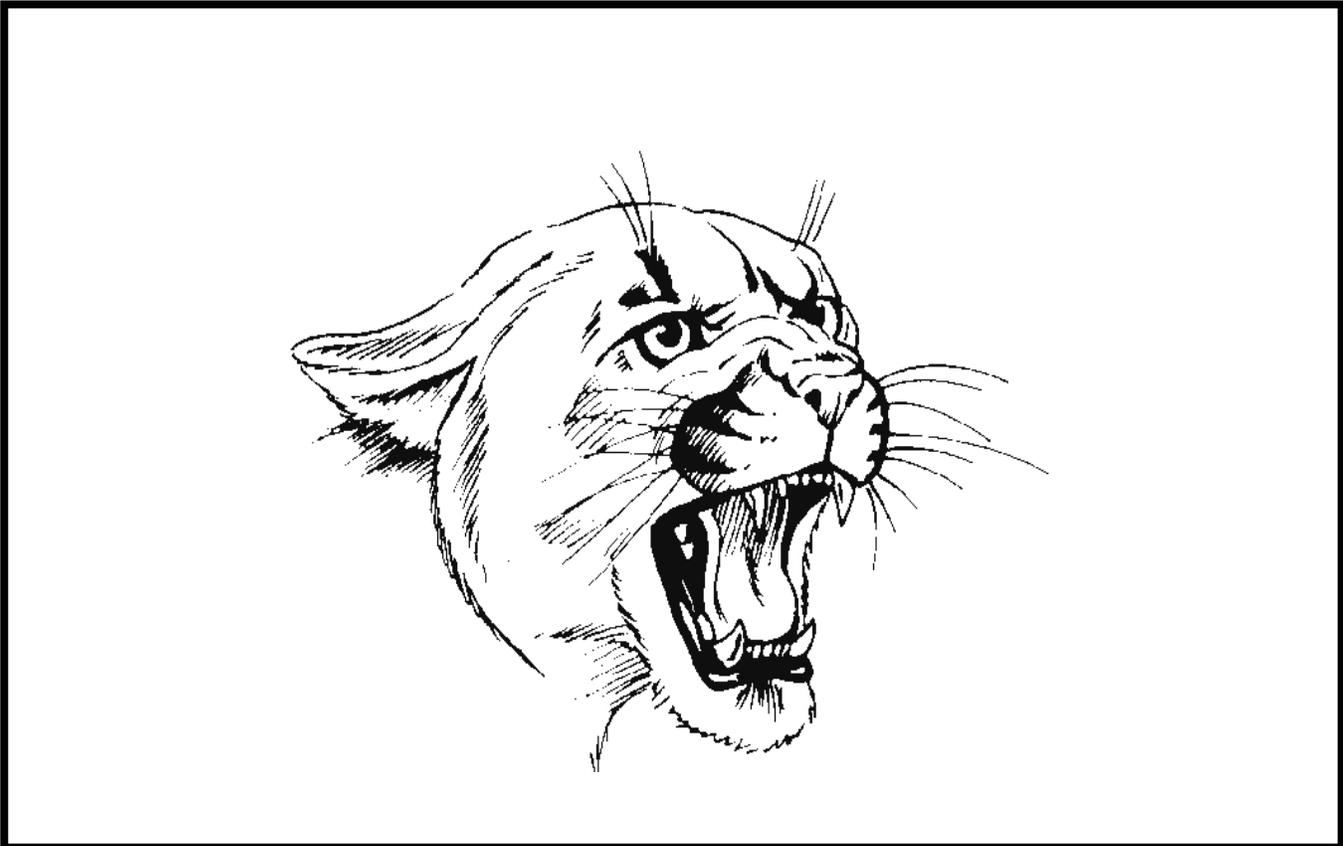
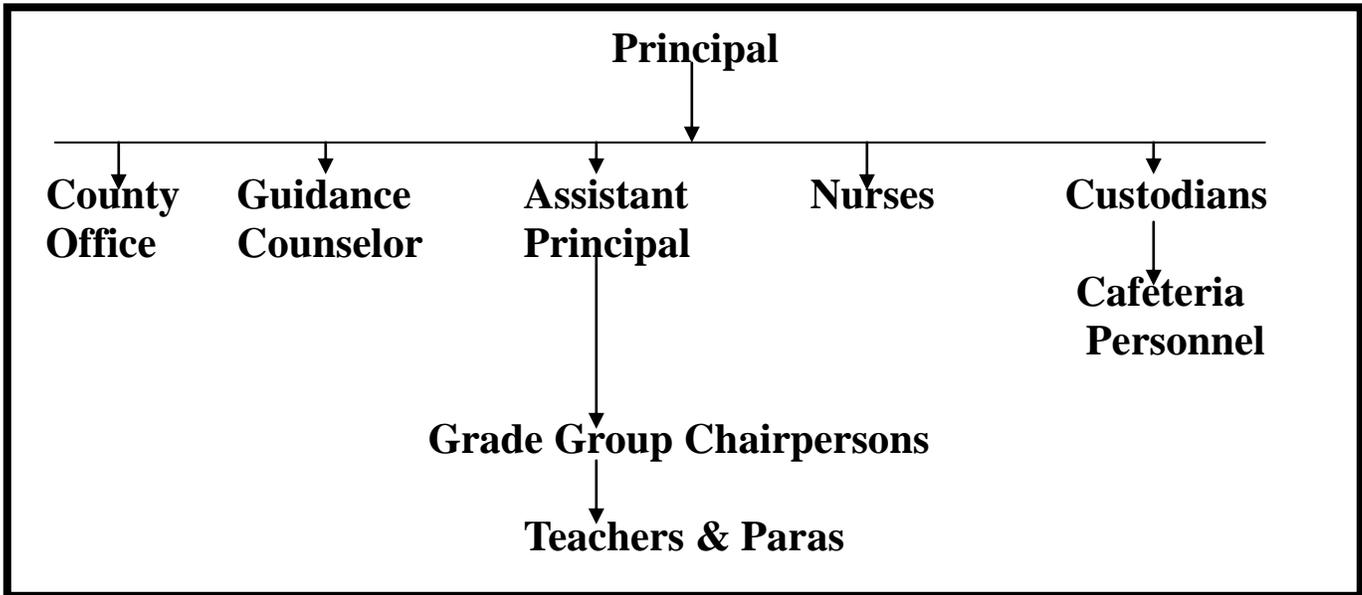
If the crisis situation occurs during school hours:

1. Call emergency personnel and county office.
2. Notify parents of students who are affected.
3. Inform faculty by going room to room or by coded message over the intercom.
4. Teachers will inform students in their classrooms, lock doors if appropriate, and follow with a classroom discussion.
5. Students will be seen on an “as needed” basis in the counselor’s office, the guidance outer office, and the library.
6. A faculty and staff meeting will be held after school to disperse additional information and answer questions if needed.
7. Additional crisis intervention teams will be called to assist, if needed.

If the crisis situation occurs after school hours:

1. The principal will notify the county office and grade group chairperson who will be responsible for informing their grade group faculty and staff.
2. A faculty and staff meeting will be held before school to disperse additional information and answer questions if needed.
3. Teachers will inform students in their classrooms and follow with a classroom discussion.
4. Students will be seen on an “as needed” basis in the counselor’s office, the guidance outer office, and the library.
5. Additional crisis intervention teams will be called to assist, if needed.

CRISIS INTERVENTION TEAM PHONE PROCEDURE



COUNTYWIDE INFORMATION

SEXUAL HARASSMENT:

Sexual harassment is the unwelcome conduct of a sexual nature. It may include verbal or physical sexual advances including subtle pressure for sexual activity. Verbal or physical conduct of a sexual nature will constitute sexual harassment where the allegedly harassed individual has indicated, by his or her conduct, that it is unwelcome.

An individual who has initially accepted such conduct by active participation must give specific notice to the alleged harasser that such conduct is not welcome for any such subsequent conduct to be deemed unwelcome.

ADDRESSING COMPLAINTS:

Step 1: If a student, currently enrolled in the Hardee County School District, has a complaint, based on an alleged equity issue, the student has the right to voice this complaint to the school principal. The principal will investigate the complaint and make a decision. If the student is not satisfied with the results and wishes to pursue the complaint, he will proceed to Step 2. In the event that the first point of contact in this procedure is a party to the complaint, the complainant will proceed to Step 2 of the procedure.

Step 2: The student may appeal to the Superintendent, or designee, if not satisfied with the decision in Step 1. The Superintendent, or designee, will hear the complaint, investigate the facts and render a decision as to the proper disposition of the complaint. This decision will be final unless the student wishes to proceed to Step 3.

Step 3: The student may appeal to the Board by requesting, in writing, that the Superintendent place the appeal on the agenda for the next Board Meeting. The Board, after hearing the facts, shall take whatever action is deemed appropriate. The decision of the Board shall be final.

AHERA

Asbestos Hazard Response Act

In 1986, Congress passed the Asbestos Hazard Response Act (AHERA). The law required all school, kindergarten through twelfth grade to be inspected for asbestos-containing materials.

Hardee County School Board contracts with PSI to bring our schools into compliance with the AHERA regulations. PSI is the nation's largest and most experienced environmental engineering and analytical testing firm specializing asbestos testing.

The objectives of our contract with the consulting firm are to:

1. Sample, analyze and quantify asbestos-containing materials in our schools.
2. Determine any potential for exposure of building occupants to asbestos fibers.
3. Provide recommendations for corrective actions.
4. Establish priority levels for abatement activities.
5. Provide estimates for removal and replacement of asbestos-containing materials.

Our schools were inspected, in accordance with the law, by the EPA accredited PSI inspectors. We are happy to report that we have cleared all friable asbestos from our district. The only asbestos remaining is floor tile which has been removed in many areas. We are happy to report there is no dangerous asbestos in any area.

If you have any questions, please feel free to contact the Maintenance Facilitator, LEA at 735-2055. A copy of the Management Plan is on file for your review at the school administration office.

**HARDEE COUNTY SCHOOL BOARD
CODE OF STUDENT CONDUCT
Approved July 27, 1995**

PHILOSOPHY

Florida Statute 230.23(6)(D) requires each school district to distribute to students, parents, guardians, teachers and other school personnel a code of student conduct developed cooperatively by students, parents and teachers. The District Code of Student Conduct is based on School Board rules which will be enforced fairly throughout the District.

This Code is in force not only on school grounds and on school buses during regular school hours, but also at other times and places (field trips, athletic functions and other school-sponsored events) where school authorities have jurisdiction over students.

It is the policy of the School Board of Hardee County not to discriminate against employees or students by either deliberate or inadvertent bias based on race, color, sex, age, national origin, handicap, marital status, or religion. It is further recognized that a passive policy of nondiscrimination will not of itself result in providing opportunities to those individuals who might otherwise be adversely affected. It is for this reason that the School Board commits itself to a program of affirmative action designed not to discriminate against anyone.

It is the intent of this Code to be a strict disciplinary guide with its "minimum consequences" listed. The principal may assign consequences over the "minimum".

NOTICE

TO: All Parents

FROM: The Hardee County School Board and Superintendent David Durastanti

An orderly, disciplined environment is fundamental to education. We expect our staff to teach respect for authority and for others. We hope you will reinforce this lesson. Pupils shall, during the time they are being transported to or from school at public expense, attending school, engaged in a school sponsored activity, and on the school premises, be under the control and direction of the principal or designee and under the immediate control and direction of the teacher or other member of the staff, bus driver or volunteer (hereafter referred to as school personnel) to whom such responsibility may be assigned by the principal.

You and your child are expected to understand the rules and he or she needs to know the consequences of breaking rules. The consequences of misbehavior are designed to discourage unacceptable behavior and therefore protect students. **Please read this Code carefully and also be aware and familiar with the rules developed by your child's teacher(s) and the individual school.**

We intend to contact you if there are serious or repeated violations of the rules. To help us reach you during the day or evening, please have accurate and current telephone numbers on file at your child's school.

Thank you for helping us provide a safer and more orderly school setting where your child can achieve the success he or she deserves.

FOREWARD

Across the nation and the state a rash of serious incidents, accidents and injuries has awakened educators, parents and law enforcement officials to the need for more emphasis on maintaining order in the schools. The basis of the Code of Student Conduct is the concept of

RESPECT - respect for others, for property, for authority and for self.

Each **STUDENT** is responsible for his own behavior and for knowing the rules of his or her own school; **TEACHERS** are expected to handle minor misconduct thus avoiding referral to the principal; and **PARENTS** are involved as quickly and fully as possible. The violations listed in this book are considered serious and will be enforced by school administrators and the Board as consistently as possible.

Unacceptable behaviors are defined uniformly, *but the punishment varies depending on the degree of misconduct, the age and record of the student, and the judgment of the principal.*

STUDENT RECORDS

PRIVACY RIGHTS OF STUDENTS AND PARENTS

Hardee County schools annually notify all parents and guardians of students enrolled that they have a right to review their child's record, challenge the content that may be incorrect or misleading, receive a copy of the record, or waive their right of access to confidential information. Written permission is required for disclosure of educational records except as provided by Federal Regulation. These rights are transferred to the student at age 18 or upon his attendance at a post-secondary school.

Students may waive their rights to inspect and review confidential letters and statements or recommendations requesting admission to any educational agency or institution, an application for employment, or the receipt of an honorary recognition. All such waivers must be executed by the student regardless of age.

Hardee County schools will forward, without consent, educational records to schools and school systems in which the student seeks or intends to enroll.

Florida Statute, Section 513, Public Law 93-380 (as amended), provides that an educational institution may, without authorization from parents, guardians, or eligible students, release "Directory Information." Directory information includes the following:

Student's name, address, telephone listing if not an unlisted number, date and place of birth, a major field of study, participation in officially, recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational institution attended by student, photographs in the school year book and similar information.

If any parent, guardian, or student above the age of 18 years objects to the release of such information, he/she shall make known the objections, in writing, to the Superintendent within the first 30 days of the school year. The School Board shall release directory information only after 30 days' public notice has been given.

STUDENTS' ROLE

STUDENTS HAVE THE RIGHT TO:

1. Be informed of all school rules and the consequences of breaking those rules.
2. Be shown personal respect by all other students and school personnel.
3. Make appropriate use of school facilities, properties, and materials.
4. Attend school and benefit from quality educational opportunities.
5. Have access to an appropriate education, including instruction and use of materials and tests at a level, which allows an opportunity for success.

6. Hear, examine, and express divergent points of view, including freedom of speech, written expression, and symbolic expression.
7. Know in advance how grades in a class will be determined.
8. Enjoy a reasonable degree of personal privacy.
9. Participate in extracurricular activities and clubs if they qualify academically and/or meet eligibility requirements. Students may not be excluded on the basis of sex (except as allowed under Title IX), color, race, ethnic origin, religion, or handicap.
10. Choose whether or not to participate in patriotic or religious activities.
11. Receive personal, academic and vocational counseling.
12. Receive due process in all disciplinary actions, including an appeal procedure.
13. Dress comfortably in a way appropriate to a school setting.
14. Assemble peacefully on school grounds.
15. Participate in school government based on a democratic process.
16. Remain in the school program if married, if a parent, or if pregnant.
17. Have access to records and/or transcripts as provided by statute.
18. Use a language other than English if the student is of different national origin, minority or limited English proficient without fear of disciplinary action.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Observe all school rules or suffer the consequences of unacceptable behavior. Students will be familiar with the District Code of Conduct and the school Student Handbook.
2. Show respect to all other students and school personnel.
3. Respect and protect school facilities, properties, and materials.
4. Attend school and all classes on a regular basis.
5. Participate in educational opportunities completing, classroom assignments and homework to the best of their abilities.
6. Consider and respect the divergent point of view of others. Be sure that personal expressions (speech, written or symbolic) do not infringe on the rights of others.
7. Understanding the teachers' grading systems, monitoring their own progress in each class.
8. Keep their persons and property free of dangerous or illegal objects, materials, and substances.
9. Abide by the rules of extracurricular activities - display school spirit and good sportsmanship.
10. Respect the rights of others to participate in patriotic or religious activities.
11. Seek personal, academic, and vocational counseling.
12. Cooperate with school personnel in cases involving disciplinary actions, following prescribed steps for an appeal and accepting final decisions.
13. Dress in a way not offensive to others.
14. Assemble so as not to disrupt the educational process.
15. Take an active interest in student government.
16. Seek medical advice when a health condition affects school attendance.
17. Provide the school with all information relevant to making educational decisions.

PARENTS' ROLE

The home and the school need to cooperate and work together to help each child achieve his or her highest potential in life. One of the school's primary responsibilities is to provide a quality education in a safe environment for all students. Some of the parents' responsibilities include the following:

1. Understand and support this Code of Student Conduct. Discuss it with your child **and advise the principal annually in writing if you object to the use of paddling (corporal punishment).**
2. Teach your child self-respect, respect for the law, respect for the authority in the school, and respect for the rights and property of others.
3. Show a positive attitude toward the school and toward your child's learning progress.
4. Make certain your child attends school all day, every day unless the child is ill.
5. Know your child's school, its staff, and its curriculum.
6. Work closely with school personnel to solve any disciplinary or academic problems.
7. Teach your child to dress properly and neatly, and to be clean and well groomed.
8. Make sure the school has your correct home and work telephone numbers, the home address, and an emergency contact person.
9. Supervise smaller children attending extracurricular school activities especially athletic events. Although the school will provide law enforcement, crowd control and proper supervision, the care of children attending an event are the responsibility of the parent.

CLASSROOM TEACHERS' ROLE

The teacher will inform every student of the classroom discipline plan to be used in that teacher's room. That plan will be compatible with the school plan and this District Code of Student Conduct.

The classroom plan will include a series of steps with punishment increasing if the problem persists. The teacher will provide instruction in proper conduct, explaining the punishments for misconduct. This instruction will stress RESPECT.

STEP 1: When a student fails to follow the rules, the teacher will proceed through the steps listed in the classroom discipline plan.

STEP 2: If the misconduct is repeated, the teacher will attempt to contact the parent and record the result.

STEP 3: The teacher will refer the student's case to guidance counselor, a school nurse, or other appropriate personnel to seek positive intervention.

STEP 4: If the classroom problem persists or the misconduct has become a major disruption, the teacher will complete the upper section of the Hardee County Schools Student Discipline Referral Form and refer the student to an administrator who will determine the punishment and advise the teacher of the action taken. Parents will be contacted and notified of student misconduct.

PRINCIPAL'S ROLE

The administrators at each school will, with the assistance of faculty and staff, develop an approved School Discipline Plan based on this Code, the age of the student body, and the school's philosophy. Emphasis will be placed on teaching respect.

Principals have statutory powers that permit their determining disciplinary action appropriate to student misconduct. (See F.S.231.23, 232.26) Principals must protect the student's rights of due process and appeal.

Principals will make a **reasonable** attempt to contact student's parents or guardians to involve them in the investigation of cases that may lead to a recommendation of **expulsion** for their child.

The principal or the principal's designee shall make a good faith effort to immediately inform a student's parent or guardian by telephone of a student's suspension and the reasons for the suspension. Each suspension and the reasons for the suspension shall be reported in writing, by mail, reasons for the suspension shall also be reported in writing within 24 hours to the superintendent.

Principals will make a **reasonable** effort to contact the parent or guardian of a student who may be placed in personal or legal jeopardy due to interrogation by a police officer. This does not include questions concerning any other matter pertaining to school or a school-related activity or event.

Principals must release a student to law enforcement officers when a warrant is presented for the student's arrest. In this case, the principal should make a reasonable attempt to contact the parent or guardian.

It is understood that disciplinary decisions are based on the judgment of the individual administrator according to the details of each specific case. This Code defines minimum punishments to be assigned for certain serious violations of the rules, **but the punishment is determined by the principal or his designee. The principal or his designee may assign more than the minimums indicated in this Code.**

The student's record may be considered. Punishment will be increasingly severe if rules are broken repeatedly or habitually. Repeated disruptive behavior may constitute "defiance of authority."

The principal is required to report certain infractions to law enforcement authorities and may press charges with the State Attorney if the violation warrants such action.

GUIDELINES FOR CORPORAL PUNISHMENT

In accordance with recent state legislation, corporal punishment remains an option in this Code.

Paddling shall be administered posteriori. This punishment will be administered in accordance with Florida Statute 232.27.

Such punishment shall be administered by a school administrator or designee who is not emotionally involved in the incident for which the student is being punished. The punishment shall be administered in the presence of another Board employee.

If parents or guardians **do not** approve of their child receiving corporal punishment, this fact must be **put in writing** and given to the principal annually.

GUIDELINES FOR SUSPENSION

The principal, or his designee, may suspend a student for up to ten (10) school days provided that each suspension and the reasons for it are reported within 24 hours by telephone and in writing, or delivered personally or by mail to the parents, guardians and Superintendent. ***The length and conditions of the suspension may vary depending on the seriousness of the misconduct and the student's record.*** No student shall be suspended for unexcused tardiness, lateness, absence, or truancy.

Students in grades 6-12 who are placed on out-of-school suspension will not be allowed to make up missed work for credit unless other options are listed in an individual school's handbook or are incorporated in a school's pilot program. **While suspended, a student may not participate in or attend any school-sponsored activity.**

Schools may develop systems of in-school suspension. In-school suspension will be assigned by the principal or his designee and will consist of supervised isolation for the length of the school day. Students will be allowed to complete work through assignments provided by the student's teacher(s). **Students assigned to in-school suspension may not participate in or attend any school-sponsored activity the day or days they are assigned to in-school suspension.**

EXCLUSIONS

Any student who is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, as outlined in Florida Statute 232.26 (2), may have suspension proceedings initiated against him. Such suspension shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in a daytime alternative education program, or an evening alternative program, where appropriate. If the student is not subsequently adjudicated delinquent or found guilty, the suspension shall be terminated immediately.

GUIDELINES FOR EXPULSION

Florida Statutes and School Board Policy define expulsion as the removal of the right and obligation of a student to attend school for a period of time not to exceed the remainder of that term or school year and one additional year of attendance [Florida Statute 228.041 (26) and School Board Policy 5.34]. Students may not be readmitted through other state agencies.

Expulsion or dismissal procedures are as follows. A written statement of charges shall be delivered personally or by certified mail to the parent(s) within five business days. Notification shall be complete at the time of personal service or at the time of mailing if certified mail is utilized. **It shall be the absolute responsibility of the parent to accept delivery of certified mail.**

An expulsion hearing with the School Board, or its appointed hearing officer, will be scheduled at the earliest possible date, and parents will be notified as to the place and time of the hearing. The student and school officials shall present evidence and call witnesses to clarify the facts. The student may also use the services of legal counsel at no expense to the School Board. The School Board will review the findings and will then adopt an order. The order will be delivered in writing to the parent or guardian. **The student's identity will remain confidential within the provisions of statute unless the student's parent or guardian requests a public hearing.**

Expulsion hearings are conducted under Section 120.57, Florida Statutes. Except for good cause, factual matters alleged in the recommendation for expulsion but not denied in the request for hearing shall be presumed admitted. Failure to raise a particular defense in writing will be considered a waiver of such defense. The Model Rules of Procedure, Florida Administrative Code, Chapter 28-5, shall govern such proceedings.

All parties shall have an opportunity to present evidence and argument on all issues, to conduct cross-examination, to submit rebuttal evidence and to be represented by an attorney.

The School Board shall accurately and completely preserve all testimony in the proceeding by tape recording. On the request of any party, the School Board shall make a full or partial transcript available at actual cost. If either party desires a court reporter, he shall make arrangements for such court reporter and bear the expense. The School Board will provide interpreter services if such need arises.

A party who is adversely affected by final School Board action is entitled to judicial review. All proceedings for review shall be instituted by filing a petition in the Second District Court of Appeal, and the review proceeding shall be conducted in accordance with the Florida Rules of Appellate Procedure.

As per Florida Statute 232.26 (2), any student who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under chapter 893 shall be entitled to a waiver of the discipline or expulsion:

(a) If he divulges information leading to the arrest and conviction of the person who supplied such controlled substance to him, or if he voluntarily discloses his unlawful possession of

such controlled substance prior to his arrest.

(b) If he commits himself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

Any recommendation for the expulsion of a handicapped student shall be made in accordance with the rules promulgated by the State Board of Education.

GUIDELINES FOR DISCIPLINE OF DISABLED STUDENTS

All handicapped students are expected to abide by the rules outlined in this Code.

As part of the screening, identification and placement of exceptional students in special programs (SLD, TMH, EMH, EH, PH, Speech / Hearing, Vision, SED), parents will be fully informed of discipline policies and procedures. The consequences of a violation of the Code of Student Conduct by an ESE student will be determined by the principal in consultation with appropriate staff members and in consideration of the disability or special conditions that apply in the specific case.

When ESE students are functioning in the regular school program, they will behave according to standards expected of all students unless their misconduct is clearly the result of the identified disability. Each case will be fully reviewed by staff, parents, and administrators.

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

YOU HAVE THE RIGHT TO:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping condition.
2. Have the School District advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free, appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to non-disabled students.
6. Have evaluation, educational, and placement decisions made based on a variety of information sources, and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program now operated by the District at no greater cost to you than would be incurred if the student were placed in a program operated by the District).
8. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the District.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
10. Request mediation or an impartial due process hearing related decisions or actions regarding your child's identification evaluation, educational program, or placement. (You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made to the Superintendent.)
11. File a local grievance.

Prior to taking such action against any student, SBER Emergency Rule 6A ER 94-3(3), FAC,

requires the school board to "ensure that appropriate due process procedures are followed. If a student committing one of the offenses is identified as disabled and participating in a program for exceptional students, then school personnel shall follow procedures in Rule 6A-6.0331, FAC. This provision shall not be construed to remove a school board's discretion in cases where mitigating circumstances may affect decisions on disciplinary action.

If you have questions regarding the District's compliance, contact the Director of ESE/Student Services at the School Board's District Office.

AN OPEN LETTER TO THE STUDENTS OF HARDEE COUNTY ABOUT DRINKING ALCOHOLIC BEVERAGES

Under age drinking is a serious problem in Hardee County. Underage drinking is against the law. You need to know that this office, on behalf of the State of Florida, will now prosecute every minor caught with alcohol and every minor caught using a fake ID to buy alcohol. You should also know that if the Court finds you guilty, in addition to any other penalties you receive, you will lose your driver's license or the right to get a license when you turn sixteen for up to one year. Please ask yourself... Is an alcoholic drink worth losing your license? Is it worth a criminal record?

Sincerely,
JERRY HILL
State Attorney

CODE OF STUDENT CONDUCT

This list of infractions and possible consequences is not to be viewed as a threat to those students who are good citizens. On the contrary, this list is given to everyone as information, stating alternatives available to those concerned with the smooth operation of Hardee County's schools. This section is offered to students and parents in the belief that full knowledge of school rules and regulations helps avoid accidental violations and promotes good school citizenship. These rules and regulations apply to all school activities and school properties. It is understood that these are **minimum consequences**. If the situation arises that the punishment does not adequately address the offense, the principal or his designee may choose to adjust the severity of the punishment.

Florida Statutes Defining School Authority

Authority of the Principal and Superintendent is defined in the following Statutes: 230.23, 230.26, 230.33, and 230.35. Authority of teachers and school staff is defined in the following Statute: 232.27

As specified in SBER Emergency Rule 6AER94-3(2), FAC, "Each school district shall review its Code of Student Conduct and amend the Code, if necessary, to ensure that students found to have committed the following offenses on school property, school-sponsored transportation, or during a school-sponsored activity shall receive the most severe consequences provided by school board policy:

- | | |
|---|--|
| (a) homicide (murder, manslaughter); | (f) kidnapping or abduction; |
| (b) sexual battery; | (g) arson |
| (c) armed robbery; | (h) possession, use, or sale of any firearm; |
| (d) aggravated battery; | |
| (e) battery or aggravated battery on a teacher or other school personnel; | |

School boards may assign more severe consequences than normally authorized for violations of the Code of Student Conduct (Rule 6AER94-3(5), FAC), "when the offender appears motivated by hostility toward the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, natural origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability." The school principal is responsible for monitoring the administration of

- (2) Time Limits. The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.
- (3) Released Time. The grievance procedure will normally be carried out during the non-work time. If, however, the Board elects to carry out such procedures during work time, the grievant shall lose no pay.

Grievance procedure:

- (a) Informal discussion. If an employee believes there is a basis for grievance, he shall discuss the grievance with his immediate supervisor within ten days of the occurrence of the alleged violation.
- (b) Level one. If the grievant is not satisfied with the informal resolution he/she may, within five days, file a formal grievance on the proper form and deliver it to his immediate supervisor. The supervisor shall communicate his answer in writing to the grievant within ten days after receipt of the grievance. Class grievances involving an administrator above the building level may be filed by the grievant at level two.
- (c) Level two. If the grievant is not satisfied with the resolution at level one he may within ten days of the answer, file a copy of the grievance with the Superintendent. Within five days of receipt of the grievance, the Superintendent or his designee shall indicate his disposition in writing to the grievant.
- (d) Board appeal. If the grievant is not satisfied with the resolution by the Superintendent, and if the grievance is not subject to arbitration under the terms of a collective bargaining contract, he shall have the right to appeal the Superintendent's decision to the School Board.

General Statutory Authority: 230.22(2) F.S.

230.23(17)

Specific Statutory Authority: 447.401 F.S. ‘

230.23(5), 230.23005(11); 230.32(4). 230.33(7) F.S.

History: Adopted
Revision(s)
Formerly

2.49 POLICIES AND PROCEDURES RE: SEX OR GENDER BASED DISCRIMINATION

POLICY

(1) Statement of Policy

It is the policy of the Hardee County School Board that every employee and student should be able to work in an environment free of any form of harassment based on race, color, religion, age, sex, pregnancy, national origin, disability or marital status.

(2) Definitions

To help ensure that none of its employees or students ever feel they are being subjected to harassment, and in order to create an appropriate educational and work environment, the Hardee County School Board prohibits any offensive physical, written or spoken conduct regarding any of these items, including conduct based on gender or of a sexual nature. The following forms of harassment are explicitly prohibited:

- (a) Unwelcome or unwanted advances, including sexual advances.
This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling; sexually oriented kidding, teasing or jokes. Any verbal abuse or kidding which includes comments about race, national origin, disability or appearance is also prohibited. Such conduct toward a student or an employee is specifically prohibited.
- (b) Creating an educational or work environment that is hostile, abusive or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands physical contacts or attentions, whether sexually oriented or otherwise related to a prohibited form of

harassment.

(3) Procedures Re Harassment

- (a) Verbal or physical conduct of a sexual nature will constitute sexual harassment where the allegedly harassed individual has indicated that is unwelcome.
- (b) An individual who has initially accepted such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- (c) Any suggestions or demands that pertain to sexual involvement accompanied by implied or explicit threats concerning one's employment or academic standing will also be considered sexual harassment.
- (d) Any conduct of a sexual nature directed toward a student or any employee is strictly prohibited and a violation of this policy.
- (4) Complaints: In general, determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of conduct and the context in which the alleged occurred will be investigated. The Superintendent or his designee, or at the school level the Principal, has the responsibility of investigating and resolving complaints of sexual harassment.

(5) Complaints and Penalties re Students

- (a) All complaints against students shall be resolved under the Equity/Discrimination Complaint Procedure found in the Student Handbook.
- (b) All complaints against students should be resolved at the school level by the Principal or Guidance Counselor.
- (c) All victims of gender based discrimination or sexual harassment are required to report such activity.
- (d) A substantiated charge against a student shall subject that student to disciplinary action outlined in the Student Handbook.

Complaints and Penalties re Employees

- (a) All victims of gender based discrimination or sexual harassment are required to report such activity.
- (b) The Superintendent or his designee shall be the District's contact person for all matters dealing with gender-based discrimination or sexual harassment pertaining to employees.
- (c) Filing or reporting a complaint of discrimination or harassment will not affect the complainant's employment status or future employment.
- (d) Any employee found to have engaged in gender based discrimination or sexual harassment shall be subject to discipline including but not limited to: warning, suspension or termination, subject to applicable procedural requirements.
- (e) Copies of records on all employees complaints of gender based discrimination or sexual harassment, including the results of the investigation, the findings as to the charge, and the action taken as a result of the complaint shall be maintained in the office of the Superintendent.

(7) Confidentiality

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

The School District retains the right, in some cases, to contact legal authorities.

This policy specifically prohibits reprisals or retaliations as a result of reporting charges of harassment. Any such attempted reprisals may result in discipline including termination or expulsion.

Appeal Procedures

- (a) The Complainant or the Respondent has the right to appeal a finding of discrimination.
- (b) The appeal of a school level finding of discrimination or harassment shall be made to the Superintendent.
- (c) The appeal of a district level finding of discrimination or harassment shall be made to the School Board.

If the finding of discrimination or harassment carries recommendation for discipline: (a) the appeal re students shall be pursuant to the student discipline procedures; and (b) the appeal re employees shall be pursuant to employees discipline procedures.

General Statutory Authority Sec. 120.52, 120.53, 120.54, 120.55, 230.23, 230.33 F.S.
 Specific Statutory Authority: 230.22;230.23, F.S., 120.54(6)

GLOSSARY

Detention: A period of time outside the regular instructional program in which a student is required to do homework under the supervision of a staff member.

Exclusion: Disciplinary action whereby a student who is charged with a felony is separated from the regular student body for the balance of the current semester or current school year. An excluded student may be permitted to take exams and receive credit for courses taken that current semester or that current year.

Expulsion: Removal from school by School Board action for a period of six (6) months to two (2) years.

In-School Suspension (ISS): Students in grades 6-12 may serve only ten (10) days of ISS per semester.

Out-of-School Suspension (OSS): Students receiving OSS will not be allowed on school properties or to attend any school district activities during the suspension time.

Parent School: A parent will attend classes with the student that has misbehaved.

Saturday School: Attendance on Saturdays, requiring the student to do homework, community service, and/or behavior modification activities.

A. VERBAL ASSAULT / INTIMIDATION - Seriously threatening to inflict injury and having the ability to do so. No bodily contact is necessary. F.S. 784.011

First Offense: Principal's judgment and parent notification

Second Offense: Time out, detention, or corporal punishment

Third Offense: Principal's judgment on a more severe punishment and parental involvement

B. BATTERY - One person causing injury to another person or intentionally placing another person in reasonable apprehension of imminent physical injury. F.S. 784.03

First Offense: Time out, detention, or corporal punishment

Second Offense: One (1) day OSS

Third Offense: Up to three (3) days OSS

Fourth Offense: Up to five (5) days OSS and parent conference before returning

C. FIGHTING - Mutual combat in which both parties have contributed to the conflict by physical action.

First Offense: Time out, detention, or corporal punishment

Second Offense: One (1) day OSS

Third Offense: Up to five (5) days OSS

D. SEXUAL HARASSMENT - Unwelcome conduct of a sexual nature. It may include verbal or physical sexual advances including subtle pressure for sexual activity. No physical contact is necessary.

First Offense: Principal's judgment and parent notification

Second Offense: Time out, detention, or corporal punishment

Third Offense: One (1) day OSS

E. SEXUAL ACTS - Any act of a sexual nature, including but not limited to attempted sexual battery, sexual battery, and intercourse.

First Offense: Ten (10) days OSS with possible recommendation to superintendent for expulsion and referral to a law enforcement agency

F. FIREARMS: Firearms of any kind (operable or inoperable, loaded or unloaded) including but not limited to hand guns, zip guns, pistols, rifles, shotguns, BB guns, air guns, starter guns, explosive propellants or destructive devices. F.S. 790.115 and 810.095

First Offense: Suspension, ten (10) days OSS, recommend expulsion, referral to law enforcement

1. OTHER WEAPONS: Knives or objects that can be used to injure. Including but not limited to hunting knives, pocketknives, razor knives, chains, metal knuckles, explosives, pipes, ice picks, electric weapons, or any other item used as a weapon.

First Offense: Principal's judgment and parent notification

Second Offense: Up to three (3) days OSS with confiscation and possible recommendation to superintendent for expulsion

3. DANGEROUS OBJECTS: Mace, pepper spray, cigarette lighters, and other objects used in a threatening or intimidating way, or used to cause a disruption as determined by the principal or his designee.

First Offense: Principal's judgment and parent notification

Second Offense: Time out, detention, or corporal punishment

Third Offense: Three (3) - ten (10) days OSS with possible recommendation to superintendent for expulsion

G. ALCOHOL AND DRUG USE OR POSSESSION - Possession, use, or attendance under the influence of controlled substances, alcoholic beverages, paraphernalia, or substances represented to be such. F.S. 893

First Offense: Up to ten (10) days OSS with possible recommendation to superintendent for expulsion and referral to a law enforcement agency

H. ALCOHOL AND DRUG SALE AND DISTRIBUTION - Sale or distribution of controlled substances, alcoholic beverages, or substances represented to be such.

First Offense: Ten (10) days OSS with recommendation to superintendent for expulsion and referral to a law enforcement agency

I. POSSESSION OF TOBACCO - Any possession or use of any type of tobacco product.

First Offense: Principal's judgment and parent conference

Second Offense: Up to three (3) days ISS or OSS

Third Offense: Up to five (5) days OSS

J. MATCHES / LIGHTERS - Use of or displaying of fire igniting materials in a non-threatening manner.

First Offense: Confiscation, parent conference

Second Offense: Time out, detention, or corporal punishment

Third Offense: Two (2) days OSS

K. BOMB THREATS

Any Offense: Ten days OSS with recommendation to superintendent for expulsion and referral to a law enforcement agency

L. ELECTRONIC PAGER - Possession of an electronic pager (or similar device used for same purpose; i.e., cellular telephone) on school grounds or at a school function.

First Offense: Up to ten (10) days OSS, confiscation of device, parent contact, possible recommendation to superintendent for expulsion

Second Offense: Ten (10) days OSS, confiscation of device, possible recommendation to superintendent for expulsion and possible referral to a law enforcement agency

M. FELONIES - Students charged with a felony on property other than public school property and shown to have an adverse impact on the educational program, discipline, or welfare in the school. F.S. 232.26:2

First Offense: Parent conference and possible OSS until court of jurisdiction determines guilt or innocence or dismissal of charge (If adjudicated guilty of the felony, the student will be recommended to the superintendent for expulsion.) F.S. 232.26:22

N. EXTORTION - Obtaining something of value through use of threat of force.

First Offense: Principal's judgment and parent notification

Second Offense: Up to three (3) days ISS or OSS

Third Offense: Up to five (5) days OSS

O. VANDALISM - Willfully destroying public property or property of others. F.S. 235.09 Parent will be responsible for restitution.

UNDER \$50 VALUE

First Offense: Restitution, detention or corporal punishment, and referral to a law enforcement agency

Second Offense: Restitution, five (5) days OSS, and referral to a law enforcement agency

Third Offense: Restitution, ten (10) days OSS, and referral to a law enforcement agency-

AT or OVER \$50 VALUE

First Offense: Restitution, five (5) days OSS, and referral to a law enforcement agency

Second Offense: Restitution, ten (10) days OSS, and referral to a law enforcement agency

UNDER \$50 VALUE

First Offense: Restitution, detention or corporal punishment

Second Offense: Restitution and up to five (5) days ISS or OSS

Third Offense: Restitution and up to ten (10) days ISS or OSS

AT or OVER \$50 VALUE

First Offense: Restitution, up to ten (10) days OSS, and referral to a law enforcement agency

Second Offense: Restitution, up to ten (10) days OSS with recommendation to superintendent for expulsion, and referral to a law enforcement agency

Q. FALSE FIRE ALARMS - Unjustified activation of a fire alarm system.

First Offense: Principal's judgment and parent notification

R. MISUSE OF EMERGENCY EQUIPMENT - Unjustified activation of a fire extinguisher.

Grades Pre-K - 2

First Offense: Principal's judgment and parent notification

Grades 3 - 5

First Offense: Up to three (3) days ISS or OSS and possible referral to a law enforcement agency

Second Offense: Up to five (5) days OSS and referral to a law enforcement agency

Third Offense: Up to ten (10) days OSS with referral to a law enforcement agency

S. FIREWORKS - Possession and/or igniting fireworks or firecrackers.

First Offense: Principal's judgment and parent notification, time out, detention

Second Offense: Up to five (5) days OSS

Third Offense: Up to ten (10) days OSS

T. DISRESPECT TO STAFF - Disrespectful language or action directed toward school district employees.

First Offense: Principals' judgment and parent notification

Second Offense: Time out, detention, or corporal punishment

Third Offense: Up to two (2) days OSS

U. DEFIANCE OF AUTHORITY (INSUBORDINATION) - Refusing to obey directions given by an authority.

First Offense: Principal's judgment and parent notification

Second Offense: Time out, detention, or corporal punishment

Third Offense: Principal's discretion - possible OS

V. OBSCENITY / VULGARITY / PROFANITY TO EMPLOYEES - Directing obscene, vulgar, profane, or disparaging language to school district employees or volunteers on or off school property.

First Offense: Up to two (2) days OSS and parent conference

Second Offense: Up to five (5) days OSS

Third Offense: Up to ten (10) days OSS

W. VERBAL ASSAULT TO AN EMPLOYEE - Seriously threatening to inflict injury and having the ability to do so. No physical contact is necessary.

First Offense: Five (5) - ten (10) days OSS

Second Offense: Ten (10) days OSS with recommendation to superintendent for expulsion

X. TRUANCY - Unauthorized absence from class or school.

First Offense: Principal's judgment and parent notification

Y. BATTERY ON SCHOOL EMPLOYEE - Intentionally touching or applying force to another person, done in a rude, insolent, or angry manner. F.S. 784.03

First Offense: Five (5) - ten (10) days OSS

Second Offense: Ten (10) days OSS

Third Offense: Ten (10) days OSS and recommendation to superintendent for expulsion

Z. USE OF PROFANE / VULGAR LANGUAGE - The use of words or actions which are offensive to community standards, and have no serious literary, artistic, political, or scientific value.

First Offense: Principal's judgment and parent notification

Second Offense: Time out, detention, corporal punishment

Third Offense: One (1) day OSS

AA. USE OF DISPARAGING OR DEMEANING LANGUAGE - Words which are spoken solely to harass or injure other people, such as name calling, racial slurs, or derogatory statements.

First Offense: Principal's judgment and parent notification

Second Offense: Time out, detention, corporal punishment

Third Offense: One (1) day OSS

BB. DISRUPTIVE CONDUCT OR SPEECH - Conduct or speech (verbal, written, or symbolic), which materially and substantially disrupts classroom work, school activities, or school functions. This includes violation of teacher's classroom rules.

First Offense: Principal's judgment and parent notification

Second Offense: Time out, detention, corporal punishment

Third Offense: One (1) day OSS

CC. INDECENT EXPOSURE - Any act or attempted act to expose oneself or another person in a manner considered to be indecent or which is offensive to community standards.

First Offense: Five (5) days OSS

Second Offense: Ten (10) days OSS with possible recommendation to superintendent for expulsion

DD. BUS MISCONDUCT- Any offense committed by a student on a county-owned or contracted bus, or at the bus stop, shall be punished in the same manner as if the offense had been committed at the student's assigned school. Bus infractions are considered to be serious and students engaging in such activities can expect to face the following consequences.

CATEGORY A

First Offense: Warning

Second Offense: Written assignment, seat assignment, or corporal punishment

Third Offense: Up to three (3) days bus suspension or corporal punishment

Fourth Offense: Up to five (5) days bus suspension

CATEGORY B

Category B includes more serious misbehavior on the bus such as fighting, disrespect, obscene language, etc. These infractions will result in discipline consequences listed in the student handbook and may include the consequences for bus misconduct listed in Category A.

EE. MISUSE OF AUTOMOBILES - Driving on school property carelessly without due caution so as to endanger persons or property.

Not Applicable

FF. GAMBLING - Any participation in games of chance for money and/or other things of value.

First Offense: Principal's judgment and parent notification

Second Offense: Detention or corporal punishment

Third Offense: One (1) day OSS

GG. FORGERY - Students signing parents' and/or school personnel names to notes or report cards, etc. Students signing or writing notes for friends.

First Offense: Principal's judgment and parent notification

Second Offense: Time out, detention or corporal punishment

Third Offense: One (1) day OSS

HH. FAILURE TO SERVE DETENTION, SATURDAY SCHOOL, ISS, OSS No-shows for detentions will be assigned Saturday School 1:1 or the detention time will be doubled. Not serving Saturday School will result in ISS 1:1 or the Saturday School time will be doubled. ISS not served will result in OSS 1:1.

Policy Against Bullying, Cyberbullying and Harassment

THE SCHOOL BOARD OF HARDEE COUNTY, FLORIDA, IS COMMITTED TO PROTECTING ITS STUDENTS, EMPLOYEES, AND APPLICANTS FOR ADMISSION FROM BULLYING, HARASSMENT, OR DISCRIMINATION FOR ANY REASON AND OF ANY TYPE. THE SCHOOL BOARD BELIEVES THAT ALL STUDENTS AND EMPLOYEES ARE ENTITLED TO A SAFE, EQUITABLE, AND HARASSMENT-FREE SCHOOL EXPERIENCE. BULLYING, HARASSMENT, OR DISCRIMINATION WILL NOT BE TOLERATED AND SHALL BE JUST CAUSE FOR DISCIPLINARY ACTION. THIS POLICY SHALL BE INTERPRETED AND APPLIED CONSISTENTLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS AND THE BOARD'S COLLECTIVE BARGAINING AGREEMENTS. CONDUCT THAT CONSTITUTES BULLYING, HARASSMENT OR DISCRIMINATION, AS DEFINED HEREIN, IS PROHIBITED. HARDEE COUNTY SCHOOL BOARD'S *POLICY of NONDISCRIMINATION Rule 2.43*, ADDRESSES REQUIREMENTS FOR DISCRIMINATION AGAINST DEFINED FEDERAL, STATE, AND LOCAL PROTECTED CATEGORIES OF PERSONS.

For additional information, please go to www.hardee.k12.fl.us to view the entire policy.

SUBSTITUTE PUNISHMENT

If a student becomes a chronic discipline problem [more than three (3) office referrals], the discipline assigned for future offenses may be more severe than what is normally dictated by strict interpretation of the policy.

Florida requires all public schools to notify students that they do not have to recite or stand for the Pledge of Allegiance as in compliance with FS 1003.44. This law will go into effect July 1, 2016.

CHAPTER 2 – GENERAL ADMINISTRATION

RULE 2.55 COMPREHENSIVE TOBACCO-FREE POLICY

Rational: The Hardee County School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, parents, visitors, and school facilities. The School Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property, in district-owned vehicles or at school-related or school-sponsored events is detrimental to the health and safety of students, employees, and visitors. Smoking and other tobacco products are detrimental to health and a significant contributor to medical issues and death for both users and non-users. The School Board acknowledges that adult staff and visitors serve as role models for students and therefore seeks to promote a district that is tobacco-free. Thus, the purpose of this policy is to establish a school district-wide tobacco-free environment, provide notification to the public and to school district employees and students, provide education and resources to tobacco users, and to provide an explanation of the disciplinary action that will be taken with those that abuse this policy.

Application of Policy: This policy applies to students, employees, volunteers, parents, spectators, and visitors.

Definitions: For the purpose of this policy, the following definitions shall apply:

- A. *At any time* is defined as during normal school and non-school hours: 24 hours a day, seven days a week, 365 days a year.
- B. *Electronic cigarette (e-cigarette)* means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance and the use of inhalation of which stimulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarette, e-cigars, e-pipes, or any other product name or descriptor.
- C. *Tobacco product* is any lighted or unlighted cigarettes, cigars, clove cigarette, blunts, bidis, pipes, hookah, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.
- D. *Off-campus, school-sponsored event* means any event sponsored by the school or school district that is not on school property, including, but not limited to, sporting events, day camps, field trips, seminars, dances or theatrical productions.

Policy Statement: No student, employee, volunteer, contractor, or school visitor is permitted to use tobacco products of any kind or e-cigarettes.

- A. In any building, facility, or vehicle that is owned, leased, or rented by the school district.
- B. On any district-owned, leased, rented, or chartered grounds and property