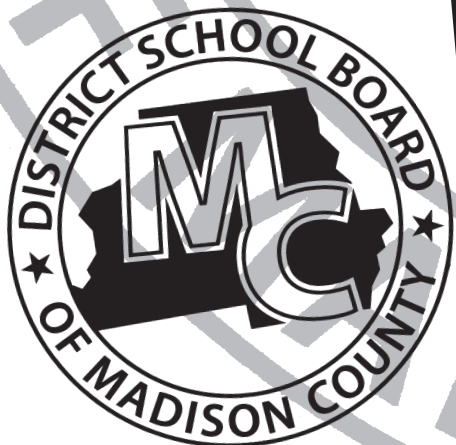


**2015-16**

**Code of  
Student  
Conduct**

**District School Board  
of Madison County**



# Notice To Parents

## Free & Reduced Priced Meals!

### GOOD NEWS FOR STUDENTS and PARENTS

Madison County School District today announced an amendment to its policy for serving meals to students under the National School Lunch / School Breakfast Programs for the 2015-16 school year. **All students attending the following schools will be served lunch/ breakfast at no charge.**

**MADISON COUNTY CENTRAL SCHOOL • GREENVILLE ELEMENTARY SCHOOL  
LEE ELEMENTARY SCHOOL • PINETTA ELEMENTARY SCHOOL  
MADISON COUNTY EXCEL SCHOOL**

**\*Please note that MADISON COUNTY HIGH SCHOOL students are required to submit a completed Free and Reduced Price Meal Application to receive meal benefits. Applications are available at Madison County High School Administrative Office and Guidance Office, District Website: [www.madison.k12.fl.us](http://www.madison.k12.fl.us) and the District Office/Annex.**

Por Favor Tenga en cuenta que los estudiantes de Madison County High school están obligados a completar y enviar la solicitud de alimentos gratis oa prcios reducidos para poder recibir los beneficios de alimentos. Las aplicaciones están desponibles en la Oficina de Administracion de Madison County High School y en la Oficina de Orientacion, Sitio de Web: [www.madison.k12.fl.us](http://www.madison.k12.fl.us) del Distrito y en la Oficina del Distrito/Anexo.

For additional information please contact:

Madison County School District  
Attention: Jan McHargue, Food Service Coordinator  
210 NE Duval Avenue  
Madison, FL 32340  
Direct Line: 850-973-1540  
Email: [jan.mchargue@madison.k12.fl.us](mailto:jan.mchargue@madison.k12.fl.us)

Non-discrimination Statement: “The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

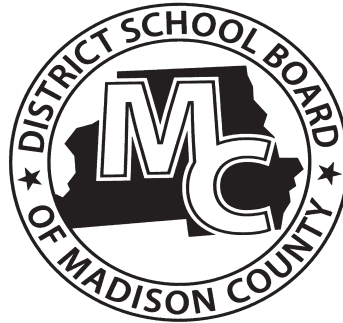
Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

“USDA is an equal opportunity provider and employer.”

# Madison District Public Schools

210 N.E. Duval St. • Madison, FL 32340

(850) 973-5022 • Fax (850) 973-5027



## BOARD MEMBERS

Dr. Karen Pickles  
Ms. VeEtta Hagan

Mr. Kenneth Hall

Mr. Bart Alford  
Ms. Susie Williamson

## DISTRICT ADMINISTRATIVE OFFICES

<b>Title</b>	<b>Name</b>	<b>Phone</b>
Superintendent.....	Mr. Doug Brown .....	(850) 973-1530
Chief Financial Officer .....	Mr. Ray Griffin.....	(850) 973-1541
Chief Academic Officer .....	Dr. Ida Walker .....	(850) 973-1541
Chief Operations Officer .....	Mr. Willie Williams.....	(850) 973-1552
Coordinator of Assessment, Accountability and Effectiveness.....	Ms. Shirley Joseph.....	(850) 973-1555
Coordinator of Exceptional Student Education .....	Mrs. Lori Newman.....	(850) 973-1562
Coordinator of Federal Programs/ Adult Education/ Charter Schools .....	Mrs. Paula Ginn .....	(850) 973-1534
Coordinator of Food Services.....	Mrs. Jan McHargue .....	(850) 973-1540
Coordinator of Career, Technical, & Alternative Education .....	Mr. Sam Stalnaker .....	(850) 973-5796
Instructional Technology Specialist .....	Mrs. Channah Stewart.....	(850) 973-1534
Supervisor of Maintenance .....	Mr. Tim Ginn.....	(850) 973-1543
Supervisor of Transportation.....	Mr. Ivan Johnson .....	(850) 973-1546

## SCHOOL ADMINISTRATORS

<b>School</b>	<b>Principal</b>	<b>Phone</b>
Madison County High School.....	Mr. Ben Killingsworth.....	(850) 973-5061
Madison County Central School.....	Dr. Willie Miles .....	(850) 973-5192
Madison County Excel Alternative Education Center.....	Mrs. Jada Williams.....	(850) 973-5192
Pinetta Elementary School.....	Mrs. Beth Moore .....	(850) 973-5028
Greenville Elementary School .....	Dr. Barbara Pettiford .....	(850) 973-5033
Lee Elementary School .....	Mrs. Robin Hill.....	(850) 973-5030

## DISTRICT DEPARTMENTS/SERVICES PHONE LIST

Advanced Placement Programs - Madison County High School.....	(850) 973-5061
Assessment, Testing.....	(850) 973-1555
Budget & Finance .....	(850) 973-1541
Code of Student Conduct.....	(850) 973-5796
Curriculum/Student Progression Plans.....	(850) 973-1534
English for Speakers of Other Languages/English Language Learners.....	(850) 973-1533
Exceptional Student Education .....	(850) 973-1562
Equity & Compliance.....	(850) 973-1552
FCAT/Florida Writes .....	(850) 973-1534
Food Services .....	(850) 973-1540
Homeless Education Assistance .....	(850) 973-1533
Home Schooling .....	(850) 973-1527
Personnel .....	(850) 973-1532
Migrant Education Program.....	(850) 973-1533
Pre-Kindergarten (VPK) .....	(850) 973-1562
Parent Services.....	(850) 973-1533
Parent Resource Center .....	(850) 973-1533
School Choice .....	(850) 973-1533
School Grades .....	(850) 973-1534
Florida Standards .....	(850) 973-1534
Title 1.....	(850) 973-1533
Transportation .....	(850) 973-1546

# District School Board of Madison County

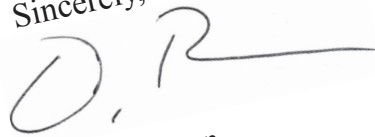
210 NE DUVAL AVENUE • MADISON FL 32340

Dear Parents:

The Code of Student Conduct is developed each year by school personnel, students, parents, and community leaders. It is one of the most important documents a school system provides. The underlying principles of respect and responsibility are essential elements in facilitating an environment conducive for high levels of student achievement and teaching excellence. The guidelines in the Code must be reasonable and fair to all students. The associated disciplinary measures must be administered in a consistent, firm, and equitable fashion. Teachers, school administrators, and parents must work together if the Code is to be effective.

I urge you to review this Code of Student Conduct with your student(s). Take time to discuss it with them. Help them to understand why the Code is necessary and why consequences associated with inappropriate behaviors must be in place. School safety is contingent upon the presence of order and respect. Students are expected to make a positive contribution to a well-disciplined school focused on student achievement. Thank you for your support of your children and your school system. If you have any questions or concerns, please feel free to contact me at [doug.brown@madisonmail.us](mailto:doug.brown@madisonmail.us) or (850) 973-1530. Let's have a GREAT 2015-16 school year!

Sincerely,



Doug Brown  
Superintendent of Schools

PHONE 850-973-5022 • FAX 850-973-5027 • ANNEX FAX 850-973-5017 • WWW.MADISON.K12.FL.US

Doug Brown Superintendent • Susie Williamson District 1 • Kenneth Hall District 2 • VeEtta Hagan District 3 • Karen Pickles District 4 • Bart Alford District 5

An Equal Opportunity Employer

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## MISSION STATEMENT

“Our mission is to educate all students in a quality, safe learning climate that ensures student success”

## JURISDICTION OF THE SCHOOL BOARD

Madison County Public Schools students are subject to the rules and regulations of the District School Board of Madison County. This jurisdiction of the Board is in effect during the school day, during the time he/she is on the premises of any publicly supported school in this district and at regular school-sponsored activities, while being transported on school buses to and from school or other educational activities, at all times and places, including the time during which he/she is proceeding from one school center to another during the school day, including, but not limited to: school-sponsored events, field trips, athletic functions, and other activities where appropriate school personnel have jurisdiction over students.

All students will be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or the bus driver to whom such responsibility may be assigned by the principal; and each such student shall, during the time he/she is otherwise en route to or from school at public expense, or is presumed by law to be attending school, be under the control and direction of the principal or teacher in charge of the school where he/she is enrolled.

All school regulations and prohibitions pertain to automobiles driven or parked on school property. In addition to the foregoing, jurisdictional control over the student may be extended to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school.

Home schooled students are also subject to the rules and regulations of the District School Board of Madison County when receiving services from, or participating in a class or extra curricular activity with the Madison County School District.

## STUDENTS SUBJECT TO AUTHORITY BY SCHOOL PERSONNEL

*Florida Statute 1003.31* establishes that all students enrolled in the Madison County Public Schools are subject to the law, rules, regulations, and policies of the State of Florida and the School Board of Madison County, Florida, anytime:

- a student is on School Board owned property;
- a student is attending school;
- a student is on a school bus;
- a student is being transported to or from school or school-sponsored events; or
- a student is in attendance at or participating in a school-sponsored activity.

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

Instruction should occur in a climate that is conducive to learning. Good order and discipline are essential to effective instruction and to the ability of students and school personnel

to work cooperatively toward mutually recognized and accepted goals. The rules outlined in the Code are designed to ensure that this primary reason for the existence of school is achieved. Any behavior that prevents learning from taking place is unacceptable and will result in the appropriate consequence.

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

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

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

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

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

## INTRODUCTION

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

In order for the School Board to fully implement its responsibilities it is important that enrollment and emergency card information be kept up to date at each student's school. It is the responsibility of each student and his or her parent to report changes in enrollment or emergency card information to the school. This Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents, and the

school District regarding student behavior. The School Board also has other policies governing students and those policies are available on the District's website at [www.madison.k12.fl.us]. This Code applies to every student who is under the authority of the Madison County Public Schools. The Code is in effect on school property, at school-sponsored events, at school bus stops, and on school buses. You may also be subject to discipline for violation of the Code if your misconduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or if your misconduct is directed at a Board official or employee or the property of such official or employee. The principal or designee may take administrative action if your misconduct on the way to or from school has a harmful effect on the health, safety, or welfare of other students.

## EXPECTED BEHAVIORS

**STUDENTS** are expected to:

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

**PARENTS/GUARDIANS** have a responsibility to encourage their child's career in school by:

- Supporting the schools in requiring their students to follow all school rules and regulations and to accept responsibility for their willful in-school behavior;
- Sending their students to school clean, appropriately dressed and in good health;
- Having an active interest in their child's school work and making it possible for to complete assigned homework by providing a quiet place and suitable conditions for study;
- Reading all communications from the school, signing, and returning documents promptly when requested; and
- Cooperating with the school in attending conferences and sharing information with school personnel.

The **SCHOOL SYSTEM** is expected to:

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

and respect.

## NON-DISCRIMINATION

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

*\*\*Whenever the word "student" appears, parents may become involved.*

## SECTION ONE: RIGHTS AND RESPONSIBILITIES

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

### PARENT/GUARDIAN DEFINED

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

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

**Students have a RIGHT to:**

- Attend school in an environment where all students and adults are treated equally, without regard to race, color, religion, sex, national origin, age, disability, marital status or sexual orientation.
- Attend school in an environment free from discrimination, bullying and/or sexual harassment.

**Students have a RESPONSIBILITY to:**

- Treat others fairly and with respect.
- Conduct themselves and their activities in such a manner that they treat others equally with regard to race, color, religion, sex, national origin, age, disability, marital status or sexual orientation.
- Report occurrences of discrimination, as described above, to appropriate school personnel

### PARENTS, GUARDIANS & STUDENTS:

**This section summarizes the rights of students. With each right comes a responsibility.** Effective learning takes place in an atmosphere where students, parents/guardians, teachers, support staff and school administrators know the rules for all students and the consequences for students who violate the Code of Student Conduct. The rights and responsibilities defined are basic and



reflect the most recent court decisions on students' rights.

- **Rules of Conduct**

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

- **Right to Learn**

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

- **Participation in School**

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

- **Respect for Persons and Property**

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

- **Attendance**

1. Students have a right to:
  - a. be informed of school rules and policies regarding absenteeism and tardiness.
  - b. make-up class work within a reasonable length of time.
2. Students have a responsibility to:
  - a. attend classes daily and on time.
  - b. provide appropriate explanation of absences as requested.
  - c. request make-up assignments immediately upon returning to school.
  - d. abide by school rules and regulations.

- **Free Speech and Publications**

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

1. Responsibilities
  - a. To recognize the rights of others by expressing yourself

in a manner which does not disrupt the process of education, violate school rules, or interfere with the rights, safety, and/or welfare of others

- b. To observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons

2. Rights

- a. To express your viewpoints responsibly without jeopardizing your relations with your teachers or school
- b. To print and distribute publications only under the supervision of the principal/designee.

- **Assembly**

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

- **Privacy**

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

- **Attendance/Truancy**

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

- **Responsibility**

- a. To attend and be on time to school and classes daily.
- b. To provide the school with an adequate explanation of absences.
- c. To request and complete makeup assignments as required by the school.
- d. To complete make up work with honesty and integrity.

- **Rights**

- a. To be informed of School Board policies and individual school rules about absences and tardies.
- b. To appeal a decision pertaining to an absence.
- c. To make up work and tests missed due to excused absences within the time required by the school.

1. A student who is absent without the school's approval shall have his/her parent(s) or legal guardian report such absences to the school center in the matter prescribed by the *Code of Student Conduct*.
  - a. The *Code of Student Conduct* shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.
  - b. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes, and State Board of Education Rule.
  - c. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
2. Student absences must be tracked on a daily basis and parents contacted as required by law.
3. A person designated by the Superintendent or designee shall investigate truancy problems. District School Board of Madison County (*MCSB Policy 5.02*)

The school principal shall make final decisions regarding the implementation of these procedures to include school record keeping procedures for tracking unexcused absences. Parents/guardians/students shall be notified of the attendance policy and school procedures in writing during the first month of school. Written notification will be provided whenever the implementation procedures are changed. *MCSB PROCEDURES 5.02 A, B, C*

## Absences/Tardies

- a. Florida Statutes 1003.26 requires the parent/guardian of a compulsory school attendance age child to contact the school to report and explain any absence. This should be done by noon of the first day of the absence and no later than the day the child returns to school or the third day of the absence, whichever is later.
- b. An absence is defined as non-attendance that is, not being physically present at the school or a school sponsored function or activity.
  - c. A tardy is defined as any unexcused arrival to school or to a class up to ten minutes after the school or a class starting time.
- d. Parents/guardians shall sign in students who are tardy/late or shall contact the school to explain the tardiness/lateness by noon of the day it occurs.
- e. Parents/guardians shall sign out students who leave school early and shall provide an explanation.
- f. Each school should document attempts to notify parents/guardians of unexplained absences through a phone call or other method. However, failure to successfully notify parents/guardians shall not negate the attendance policy.
- g. Absences/tardiness shall be excused only for the following documented reasons:
  1. Illness and/or medical care.
  2. Death in the family.

3. Legal reasons: Court appearances (a copy of the subpoena is required).
4. Approved religious holidays.
5. Financial and/or other insurmountable circumstances.
6. Pre-arranged educational absences/tardies approved by the administration.
 

The following criteria must be met for #6.

  - a. The absence must be pre-arranged at least one week in advance.
  - b. The **pre-arranged** absence request will be reviewed by the attendance administrator and/or the attendance committee.
  - c. Upon return from the trip the student and parent will present proper documentation

## Unexcused Absences/Tardies

- a. The principal/designee shall notify the parent/guardian of the school's concerns and penalties to be imposed upon accumulation of three unexcused absences/tardies in a grading period. Penalties shall include an "F" in each class in which the absence/tardy occurred and detention or other appropriate consequence. Parents may grieve academic penalties.
- b. The principal/designee shall notify the school designee to take steps upon accumulation of five unexcused absences/tardies in a calendar month or ten (10) in a ninety (90) calendar day period. The report will indicate that attendance is unacceptable and that the student will receive a failing grade for the grading period or other academic penalty and that "no" shall be marked on the report card statement that "the student's attendance is acceptable".

**Elementary** school students who have more than eight (8) unexcused absences in a grading period will receive a failing grade for the grading period or other academic penalty. Please check with your school for specific information.

**Middle and High** school students who have more than five (5) unexcused absences in a grading period will receive a failing grade for the grading period or other academic penalty. Please check with your school for specific information.

**For High School Only:** Students 14-18 years of age who drop out of school or who have 15 unexcused absences within 90 calendar days and have a driver's license or driver's permit will have their driving privileges suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license or permit if they apply for one. Additional information about procedures and waivers is available from school administration or guidance offices.

### Excessive Unexcused Absences/Tardies/Leaving Early

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

1. Written notice shall be sent to parent/guardian informing them of required compliance (registered mail suggested).
2. If non-compliance continues, written notice is sent to parent/guardian informing them of a required meeting with school officials to discuss compliance. Parent/guardian refusal to attend meeting must be documented.

3. If non-compliance continues, written notice shall be sent to parent/guardian informing them of educational counseling to determine if a curricular change or an alternative placement is indicated. Parent/guardian refusal to attend educational counseling must be documented.
4. If non-compliance continues, written notice shall be sent to parent/guardian informing them that an educational evaluation, which may include a psychological evaluation, will be conducted and request their approval. Parent/guardian refusal to allow educational evaluation must be documented.

## PRIVACY

### Student Records and Privacy (MCSB Policy 5.161)

As a parent, *The Family Educational Rights and Privacy Act (FERPA)* afford you certain rights with respect to your student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. You must submit a written request to the principal that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that you believe is inaccurate or misleading. You must write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff; the person elected to the school board; or, a person or company with whom the district has contracted to perform a specific task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Personally identifiable information will be released without consent to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The address of the Office that administers FERPA is:  
 Family Policy Compliance Office,  
 U.S. Department of Education, 400  
 Maryland Avenue, SW,  
 Washington, DC 20202-4605

## Release of Directory Information (MCSB Policy 5.17)

Madison County District Schools may not release the following "directory information" without your permission unless you notify the principal, in writing, within thirty (30) calendar days of the receipt of this public notice. Directory Information: Student's name, address, grade level (if junior or senior), dates of attendance, participation in school sponsored activities and sports, weight and height of members of athletic teams, and awards and honors received.

(Federal law authorizes military recruiters to obtain telephone numbers of high school students.) Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the release of the directory information listed above. If you decide that you do not want the school to release the information listed above, contact the school that your child attends for the appropriate form to complete.

## DRESS CODE

### Student Appearance and dress code

Responsibility for the dress and appearance of students enrolled in the Madison County District Schools primarily rests with parents and the students. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following minimal guidelines for the appearance and dress of students (*Florida Statutes 1001.43(1)(b)*).

The standards of appearance for students shall insure that the students be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment. It is the responsibility of the principal to see that the dress appearance of any student shall not be extreme, to the point of creating a disturbance, or is hazardous to self, others, or school property, whether or not the specific case is covered by the information below. The principal or principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

*All students in grades PK-8 must adhere to the District School Board of Madison County's District-wide Dress Code Policy. Students in grades PK-8 may wear shirts with or without collars, school t-shirts and button down shirts. All shirts must be solid in color. All students in PK-8 may wear jeans (blue or black in color), khaki (tan) or dark pants/shorts/skorts. Students in grades PK-8 must follow all guidelines identified below in items #2 - #5 below as they relate to specific descriptions of permitted clothing. Note: Students attending Madison County Excel Alternative Education Center must adhere to the approved dress code described in the school's dress code/ policy found in this Code of Conduct.*



## ➤ Rights

**Students have the right to dress comfortably in clothing that are appropriate for school, are not dangerous to health and safety, and do not create a substantial and material disruption to the school.**

## ➤ Responsibilities:

### (1) HEAD

- No sunglasses, hats, caps, visors, hoods, bandanas, or other head gear may be worn on campus except with administrative permission (i.e. medical necessity, religious, school related events, outdoor activities). All hoodies must remain off the head while inside the buildings.

### (2) UPPER GARMENTS

- Upper Garments may include logos of Madison County School District sponsored activities, clubs and sports programs only.
- Garments must be of a length and fit that are suitable to the build and stature of the student.
- Clothing exposing the torso or midriff, either front, back or sides shall not be worn. The following items are prohibited: halter tops, tube tops, backless dresses/tops, spaghetti straps, tank tops, one-strap/one-shoulder tops, and strapless tops.
- Garments may not be made of transparent or “see through” material. Note: If undergarments are visible the upper garment is not permitted.
- Necklines of all upper garments must be modest. Low cut necklines are prohibited, and the cut of garments must not expose undergarments or cleavage.
- Shirts must touch, at a minimum, the top portion of lower garments at all times.
- Garments that are distracting or inappropriate are prohibited, including but not limited to those with see-through materials, skintight items, pajamas, trench coats, rips/tears, printed profanity, or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related or other illegal activities

### (3) LOWER GARMENTS

- Lower garments designed with or modified to have tears or rips may not be worn.
- Undergarments and the buttocks **MUST** remain entirely covered even while seated.
- Dresses, skirts and shorts must be mid-to-knee-length.
- The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist.
- No gym shorts or sweat pants may be worn.
- Undergarments as outerwear, pajama pants, bathing suits, cheer shorts, bike shorts and spandex material bottoms are prohibited.

### (4) FOOTWEAR

- All students shall wear shoes/footwear and they must remain attached to their feet. Students must wear shoes that are safe and appropriate for the learning environment.
- Cleats, slippers, and shoes with wheels are not permitted to be worn on campus. Cleats may be worn for appropriate extracurricular sports in proper areas
- All footwear must be “closed toe and heel”. No flip flops, sandals or “Crocs” are permitted.

## (5) ACCESSORIES

- Clothing, jewelry, and accessories shall not convey messages that are: crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, promote alcohol, drugs or tobacco.
- Jewelry or accessories that pose a safety concern for the student or others are prohibited. Dog collars, wallet chains, combs, large hair picks or chains that connect one part of the body to another are prohibited.

NOTE: The principal or the principal’s designee has the final authority for interpreting whether a student’s apparel/appearance conforms to the dress code.

## VIOLATION OF DRESS CODE

If the principal determines that a student’s clothing does not comply with Board policy, his/her parent/guardian may be asked to bring an appropriate change of clothes to school, or you may be asked to leave an after school activity. The student may also receive a disciplinary consequence for violating the school’s dress code policy. Repeated violations may result in progressively more serious consequences.

## STUDENTS RULES FOR RIDING SCHOOL BUSES

The safety of your student is our greatest concern. We take pride in ensuring that your student arrives safely to and from their school. The school bus is an extension of the school and is subject to all school policies and procedures. School bus conduct reports will be recorded in accordance with all other school record keeping procedures. Here are a few guidelines to ensure your student and all the students who utilize the Madison County School Transportation services are kept safe.

## SAFE SCHOOL BUS RIDER POLICY

Students who ride the school bus may do so as long as they display safe and reasonable behavior by observing the Code of Student conduct behavior policy. **Displaying unsafe behavior can/may result in loss of school bus privileges.** The school bus driver is responsible for the safety of ALL the students on the school bus. The school administrators, in accordance to this policy, will determine consequences of misbehavior and the reinstatement of school bus **privileges** for the offending students should a suspension become necessary. **A suspension applies to all buses unless otherwise designated by school officials.** The responsibility of student supervision by the school begins when the student boards the school bus in the morning and is continued until the student leaves the school bus at the end of the day. Riding the school bus is a **privilege** not a right, and can/may be revoked for safety infractions.

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

1. a. that any school bus purchased after December 31, 2000 used to transport students in grades Pre-K thru 12 must be equipped with safety belts or with any other restraint system approved by the Federal Government in a number to allow each student who is being transported to use a separate safety belt or restraint system.  
b. The term “School Bus” refers to a transportation that is owned, leased, operated or contracted by a school district.

2. Each passenger on a school bus that is equipped with safety belts or restraint system **MUST WEAR a properly adjusted and fastened safety belt at all times while the school bus is in operation.** The state, county, school district, school bus operator under contract with a school district, any agents or employees of a school district including teachers or volunteers serving as chaperones, are not liable in an action of personal injury by a school bus passenger solely because the injured party was not wearing a safety belt or restraint system.

3. The state, county, school district, school bus operator under contract with a school district, any agents or employees of a school district including teachers or volunteers serving as chaperones, are not liable in an action of personal injury by a school bus passenger for an injury caused solely by another passengers use/misuse or nonuse of a safety belt or restraint system in a dangerous or unsafe manner.

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

## Bus Safety Rules

1. Obey the bus driver at all times.
2. Students will sit in their assigned seat at all times.
3. Students will remain seated at all times and wear seatbelts at all times.
4. No portions of the body are permitted outside of bus window.
5. Students will not throw any items in or out of the bus.
6. No: large items, boxes, cages, glass bottles, animals, offensive materials, skateboards, etc, on the bus. Band instruments too large to fit in your lap or under the seat will not be permitted.
7. No eating, drinking, chewing gum.
8. No electronics or cell phones usage while on the bus.
9. Students must be absolutely quite when approaching Rail Road Crossings. Excessive noise is unsafe and prohibited at all times.
10. Students will be responsible for VANDALISM and RESTITUTION will be required and billed to the parents.
11. Student who create an unsafe environment on the bus will be immediately removed from the bus by school system employees or law enforcement officers
12. Students must ride their assigned bus and each must board and depart at a designated bus stop. Students must present a written request from the parent/guardian to the Principal or Designee for approval of requested change. Parent must provide address and phone number of where student will be dropped off, if other than designated bus stop.
13. Students are requested to be at the bus stop five (5) minutes before scheduled pick-up as the bus will not wait beyond the scheduled pickup time.
14. Students will stand off the roadway and exhibit safe behavior while waiting for the bus. (Parents are responsible for the students prior to boarding and departing from the bus.)
15. Students will board, depart and cross the road as per instruction from the Bus Driver.

## STUDENT RULES FOR COMPUTER USE

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

### You may not:

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

## STUDENT RULES FOR DRIVING/ PARKING ON CAMPUS (MCSB POLICY 5.20)

**Parking on school board property is a privilege and may be granted or revoked by the principal or principal's designee.** You are responsible for the care of your vehicle. You must observe all safety rules, and remain courteous and considerate of others. Weapons are prohibited in vehicles at school and at all school



events at all times. The Board is not responsible for motor vehicles which are lost, stolen, or damaged.

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

## SECTION TWO: DISCIPLINE BY LEVELS

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

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

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

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

### Level I Discipline – Positive Behavior Support (PBS)

Level I offenses are minor acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. These offenses may be handled first by the teacher or other staff member involved. If additional action is necessary because of continued violation or other concerns, the student will be referred to the principal or designee for appropriate disciplinary action. The teacher or school administrator/designee, after review of the student's explanation, consultation with other

persons involved and further investigation (when needed), will determine appropriate disciplinary action consistent with the Code and attempt to contact parents.

### Level II Discipline

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

### Level III Discipline

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

### Level IV Discipline

The most serious acts of misconduct are included in this level; they must be reported immediately to the principal/designee. These violations are so serious that they may require district administrators, outside agencies and/or law enforcement. **Such acts may also result in criminal penalties being imposed.** The principal/designee may recommend the expulsion of any student who has committed a **serious breach of conduct**.

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

## SECTION THREE: PROHIBITIONS AND NOTICES

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

### VIOLENCE AGAINST SCHOOL DISTRICT PERSONNEL

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

## ZERO TOLERANCE OF SCHOOL RELATED CRIMES

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

- Homicide
- Sexual battery
- Armed Robbery
- Aggravated Battery
- Battery on aggravated battery on teacher or Other school personnel
- Kidnapping or abduction
- Arson
- Possession, use or sale or controlled substances.
- Possession, use or sale of any firearm
- Possession, use or sale of any explosive device
- Making a threat or false report about placing or discharging any destructive device, bomb, or explosive

If you are a victim of a crime at school you have the right to press charges against the offender.

## WEAPONS

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

### 1. Firearms/Explosives

You may not **have in your possession, sell, distribute, display, transfer or use** any firearm or explosive, whether operable or inoperable. If you do, you will be suspended from school for ten (10) days, and the principal will recommend that you be expelled. If you **bring or are in possession of** a firearm at school you will be expelled from the regular school for not less than one year and referred for criminal prosecution. [F.S. 1006.07]

### 2. Other Weapons

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

### 3. Non-Weapons Used as Weapons

If you **use as a weapon** any article or substance not normally considered a weapon (like rocks, pens, pencils), you will be suspended for ten (10) days, and the principal will recommend that you be expelled. For students with

disabilities, the mandatory penalties in this policy are subject to the procedures for discipline of students with disabilities.

## SAFE HARBOR

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

## ALCOHOL AND DRUGS (MCSB POLICY 3.10)

The use of illegal drugs and the unlawful possession and use of alcohol are wrong and harmful and are violations of this Code.

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

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

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

1. Violation of this prohibition is a serious breach of conduct. The school will notify law enforcement officials and your parent(s) or guardian(s).
2. If you **possess, use or are under the influence** of any item listed above, except under the direction of a licensed physician, you will be suspended from school for a period of five (5) to ten (10) days for the first offense and the principal may recommend that you be reassigned to an alternative placement or be expelled. For a second offense, you will be suspended for ten (10) days and the principal will consider alternative placement or expulsion. The principal may consider your record in other schools and school districts.
3. If you sell any item listed above or that you represent to be any item listed above, you will be suspended from school for ten (10) days for the first offense and the principal will recommend that you be expelled. If you **solicit a sale, transfer, or distribution** other than selling, you will be suspended from school for five (5) to ten (10) days and the principal may recommend that you be expelled. For a second transfer or distribution offense, you will be suspended for ten (10) days and the principal will recommend that you be expelled.

4. You may not *use any legal substance to attain a mood-altering effect* and you may not possess any equipment or device for preparing or taking drugs.
5. If you are found to be guilty of a felony under *MCSB Policy 5.19*, you may be recommended to be expelled.
6. You may be entitled to a waiver of discipline or expulsion if you divulge information leading to the arrest and conviction of the person who supplied such controlled substance to you or if you voluntarily disclose your unlawful possession of such controlled substance prior to your arrest. A waiver also may be granted if you successfully complete a state-licensed drug abuse treatment program. [F.S. 1006.09]

If you have a doctor's orders to take prescription medicine at school, it is important to first notify the school principal or designee so that you know the proper procedures to follow (*MCSB Policy 5.15*). For students with disabilities, the mandatory penalties provided by this policy shall be subject to the procedures for discipline of students with disabilities.

## TOBACCO PRODUCTS

You may not *use, possess, distribute or sell* tobacco products (including papers used to roll cigarettes) on school property, at school-sponsored events, at school bus stops or on school buses. In addition, it is unlawful for any person under 18 years of age to *knowingly possess* any tobacco product. [F.S. 386.212; 569.11]

## MISCONDUCT ON SCHOOL BUS/AT BUS STOP

If a student has unsafe behavior within the first (1) mile radius of the student's school and refuses to follow the instructions of the school bus driver, the school bus driver may bring the student back to that school and the parent will be called to come pick up the student.

- 1) Notify the parents/guardians and assign student a new seat.
- 2) Formal conference with the student, parent, driver and administration.
- 3) Write a referral and give it to an administrator.

## BULLYING AND SEXUAL HARASSMENT

**Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: Teasing, Social Exclusion, Threat, Intimidation, Stalking, Physical violence, Theft, Sexual, religious, or racial harassment, Public humiliation, or Destruction of property. *F.S. 1006.147*

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

1. It is the policy of the Madison County School District that all of its students and school employees have an educational

setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

2. The District upholds that bullying or harassment of any student or school employee is prohibited.
  - a. During any education program or activity conducted by a public K-12 educational institution;
  - b. During any school-related or school-sponsored program or activity;
  - c. On a school bus of a public K-12 educational institution: or
  - d. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution.

The School Board will not tolerate bullying or harassment of any type, including sexual harassment.

- During any school education program or activity;
- During any school-related or school-sponsored program or activity or
- on a school bus or school bus stop; or
- Through the use of computers, cell phones or any other electronic means.

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

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

This year we will be using a new online reporting reporting system called Sprigeo. If a student sees someone being bullied or does not feel safe at school he/she may use Sprigeo to report the problem. Our school website has a link to the online reporting form. The form can also be found at [www.sprigeo.com](http://www.sprigeo.com). False reports will be considered bullying. Reports may be given anonymously.

## HAZING

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

## FALSE ACCUSATIONS

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



## PERMANENT REMOVAL OF STUDENT FROM CLASS

A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline-management techniques consistent with the code of student conduct under *S. 1006.07*. A teacher may remove from class a student:

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

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

## WIRELESS COMMUNICATING/ELECTRONIC DEVICES

1. You may possess wireless communication or electronic devices at school. The devices cannot be used upon the student's arrival on school campus and can only be used after the final dismissal bell (Pre-K-8). You are responsible to ensure that your device is turned off and out of sight until the final dismissal bell.
2. To avoid classroom disruptions, you may not display, use, or activate wireless communication or electronic devices prior to the final dismissal bell. The prohibited time shall include study halls, lunch breaks (Pre-K-8), class changes (Pre-K-8) and any other structured or non-structured activity.
3. After the final dismissal bell, you may use wireless communication or electronic devices except on school buses.
4. At school-sponsored activities, including extended day and other afterschool programs, you may use a wireless communication or electronic device provided the use does not interfere with the activity and follows the directives of the school administration. You may be disciplined for disruptive or inappropriate behavior related to possession or use of wireless communication or electronic devices.
5. On regular school bus runs, you may carry wireless communication or electronic devices, but the devices must be concealed in a backpack, pocket, pocketbook, or other container. You may not use, activate, or display any wireless communication or electronic device on a bus.

6. Electronic devices may not be used for inappropriate recordings to post on social media (Facebook, You Tube, etc).
7. Under no circumstances should your wireless communication or electronic device be used inappropriately. Such inappropriate use includes, but is not limited to: texting, phoning, or web surfing until the final dismissal bell; taping conversations, music or other audio; photographic or videoing self or others; and any other activity that could in any way infringe on the rights of others including, but not limited to, teachers, students and staff.

**8. The School Board is not responsible under any circumstances for the loss, destruction, damage and/or theft of wireless communication or electronic devices or any communication bill associated with the authorized or unauthorized use of the wireless communication devices. You are responsible for locating any lost or stolen items.**

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

## THREATS OR FALSE REPORTS

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

## EXTRA-CURRICULAR ACTIVITIES

Extracurricular activities are offered in order to extend learning beyond the normal school day. These activities are supplemental to the school's core curriculum and are privileges, not rights. This includes participation in and/or spectator attendance at any extracurricular activity or event. Students are expected to behave appropriately at all times while participating in or attending these activities. All school and district rules and regulations are in effect during any extracurricular activity, whether held on or away from campus. In addition to any other disciplinary consequence as a result of misbehavior, the principal or his designee may revoke student participation in or attendance at extracurricular activities. [*F.S 1002.20(18)*].

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

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

Random drug testing will be performed on students participating in extra-curricular activities in accordance with *MCSB Policy 5.29*. A consent form for drug testing is found in this document.

## STANDARDS FOR USE OF REASONABLE FORCE

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

- a. conditions harmful to learning,
- b. conditions harmful to student's mental health,
- c. conditions harmful to student's physical health,
- d. conditions harmful to safety, and
- e. harm and/or injury to self, school personnel, and others.

While use of physical force may be needed, alternatives should be attempted, time permitting. Reasonable force cannot be excessive or cruel or unusual in nature. Physical force being used should cease upon the restoration of a safe and orderly environment. Nothing in these recommendations should be construed as addressing state or local MCSB Policy on corporal punishment.

## SECTION FOUR: PROCEDURES

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

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

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

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

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

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

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

## CORPORAL PUNISHMENT

### A. Definition

**Corporal Punishment** – The moderate use of paddling in front of a witness by a principal/designee may be necessary to maintain discipline or to enforce school rules. Parents may opt in to permit corporal punishment as a disciplinary intervention by signing and returning the consent/authorization provided by the school--1003.32(1)(k), 1002.20(4), and 1003.01(7), *Florida Statutes* **If a parent or guardian objects to the use of corporal**

**punishment with their child, then it is the responsibility of that parent or guardian to notify the school in writing each school year of that objection.** Prior to administering corporal punishment to a student with a disability, the administrator should refer to the Individual Education Plan or 504 Plan and consider the development of a Behavior Intervention Plan (BIP). Special consideration should also be given to students with active involvement with the Department of Children and Families or mental health issues.

### B. Conditions:

1. The use of corporal punishment shall be approved in principle by the Principal or designee before it is used in accordance with Florida law.
2. The Principal shall prepare guidelines for administering such punishment which identify the types of punishable offenses, the conditions under which the punishment shall be administered, and the specific personnel on the school staff authorized to administer the punishment. Principals will submit their guidelines to the Superintendent.

### C. Procedures:

1. An Assistant Principal, Dean of Students, or Principal may administer corporal punishment only in the presence of another adult who is an authorized school employee and who is informed beforehand and in the student's presence of the reason for the punishment.
2. Corporal punishment shall not be unduly severe or degrading in its nature and shall not be administered in the presence of other students or adults not involved in the handling of the incident.
3. Under no circumstances shall a student be struck indiscriminately on the body. The punishment shall be administered to the posterior, making every effort to avoid striking the body above or below the buttocks.
4. Parents will be notified in writing or by phone when corporal punishment has been administered to their child.

## STUDENT DETENTION, SEARCH AND SEIZURE

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

## STUDENT HEALTH AND MEDICATION [F.S.1006.062]. (MCSB POLICY 5.15)

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

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



## IN SCHOOL SUSPENSION (ISS)

**Definition:** In-School Suspension is an alternative to out-of-school suspension that prevents a student from attending all or some classes for up to ten (10) school days at any one time. During the period of an In-School Suspension, the student is assigned to a self-contained alternative classroom. [F.S. 1003.01(5)(b)].

### Conditions:

1. Any school that has an in-school suspension program established in accordance with the District's guidelines may place students in in-school suspension.
2. The parent/guardian must be notified of the placement of a student in in-school suspension.
3. All criteria for student eligibility and the instructional program are subject to the requirements of the District's guidelines.
4. Schools shall not use continuous or multiple in-school suspensions to exclude a student with a disability from educational services. Services must be adhered to as outlined in the student's Individual Education Plan or 504 Accommodation Plan.

### Procedures:

1. The Principal or designee may assign a student to an in-school suspension program on the basis of a discipline referral after hearing the student's defense and/or explanation of his/her conduct and giving the student an explanation of the reasons for and conditions of the in-school suspension.
2. A student who fails to appear for in-school suspension may be assigned an additional amount of in-school suspension or be assigned a higher level of discipline which may include out-of-school suspension.

## OUT OF SCHOOL SUSPENSION (OSS)

The principal or administrative designee has the right to suspend you from school for a serious act of misconduct (Level I or II offense under the Code). Students suspended out of school are fully excluded and prohibited from attending any Madison County public school, any school or School Board sponsored activity, or coming upon the grounds of any school until the term of the expulsion is completed. (MCSB Policy 3.09). The procedure below shall be followed for suspension from school:

1. You will receive oral and written notice of the charges and an explanation of the evidence against you. In a conference, you will have an opportunity to respond to the charges and to explain your behavior.
2. If the principal or designee determines that there are sufficient grounds for suspension, then you will be informed that you are being suspended from school and for what length of time. You will normally be suspended effective at the end of the school day.
3. The principal or designee will make a good faith effort immediately to contact your parent or guardian by telephone and will also send written notice to your parent or guardian. The notice will state the length of the suspension and the reasons for it.
4. If suspended, you will be released to your parents/guardians with specific homework assignments to complete.
5. You or your parent may appeal a suspension decision through the Student Grievance procedure.
6. In an emergency the principal may temporarily suspend you prior to a conference when the safety or health of students,

staff or other persons in the school may be threatened by your continued presence. When temporary suspension is necessary, the principal will inform your parent or guardian by the most rapid means (including telephone). As soon as feasible under the circumstances, the principal will hold a conference with you and your parents. Following the conference, the principal may formally suspend you; however, in no case shall the principal's temporary and formal suspensions exceed ten (10) days for the same offense. If you are a student with a disability, the principal will follow the discipline procedures for students with disabilities.

## BUS SUSPENSION

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

1. If you have received three (3) or more bus misconduct referrals within a school year, the principal may forward a report to the Superintendent with a recommendation for long-term bus suspension. Your parent or guardian will receive written notice of the principal's recommendation.
2. If you are recommended for long-term suspension of bus privileges, the Superintendent will notify your parent or guardian of the time and place when the Board will consider the matter. Your parent or guardian may request a hearing before the Board-designated hearing agent, within ten(10) calendar days from receipt of the Superintendent's notice.
  1. When Board action on a recommendation for long-term bus suspension is pending, the Superintendent may extend the bus suspension beyond ten (10) days until the next meeting of the Board. Your parent or guardian will be notified in writing of any extension.
  2. When the Board reaches a decision concerning suspension of bus riding privileges, notice of that decision will be sent to all parties by hand delivery or U.S. mail. The decision of the Board is final.

If you are a student with a disability, the principal will follow the discipline procedures for students with disabilities.

## EXPULSION

Expulsion is the severest penalty the School Board may impose for a violation of the **Student Code of Conduct**.

Expulsion is the removal of the right and obligation of a student to attend public school for a specified period of time, not to exceed the current school year, the following school year and any intervening summer school. Expelled students are fully excluded and prohibited from attending any Madison County public school, any school or School Board sponsored activity, or coming upon the grounds of any school until the term of the expulsion is completed. (MCSB Policy 3.09).

A principal may recommend expulsion for a student who has previously attended the district alternative program, has returned to his/her regularly assigned school and commits another

infraction that would otherwise result in an assignment to the district alternative program. Recommendations for expulsion shall be processed in accordance with the procedures adopted by the School Board and prescribed by law and administrative regulations of the State of Florida, for student expulsions.

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

## Procedures for Expulsion

A student accused of a violation of the *Code of Student Conduct* which, in the opinion of the principal or a designated representative, may require expulsion from school or transportation, shall be afforded the procedural safeguards described below. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for these procedural safeguards.

- Step 1: The principal or a designee must inform the student of the reason(s) for consideration of expulsion.
- Step 2: The student shall be given the opportunity to present his/her side of the matter either verbally or in writing and must have the opportunity to offer witnesses to the incident.
- Step 3: The principal or a designee shall make a determination in writing as to whether or not the student is guilty of the misconduct, and if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the principal or designee determines that there are sufficient grounds for expulsion, then the principal or his designee shall inform the student that he or she is being suspended from school for 10 days and a recommendation that the student be expelled is being considered.
- Step 4: The principal or a designee shall report in writing to the student's parent or guardian and the superintendent that the student has been suspended for 10 days and a recommendation that the student be expelled from school is being considered. The report shall be mailed or delivery initiated within 24 hours of the start of the initial 10-day suspension or on the next regular workday. Reasonable effort shall be made to contact the parent or guardian prior to the start of the suspension. If the parent or guardian cannot be reached prior to the start of the suspension, the principal or a designee may determine that the suspension will start without the prior contact with the parent or guardian.
- Step 5: The principal shall convene a Discipline Team meeting as soon as possible but not later than the last day of the 10-day suspension period. The Discipline Team shall consist of the principal or designee, a counselor and/or school psychologist, an area administrator, and other appropriate personnel. Teacher input will also be sought. The school will also request that the parent and student attend the Discipline Team meeting.

The purpose of the discipline Team meeting is to determine (1) if there is documentation or evidence that the student has a disability requiring exceptional education services; (2) if the offense committed by the student meets the criteria for a Level IV infraction in the Code of Student Conduct; and (3) whether or not a referral will be made to an alternative site.

- Step 6: If the members of the Discipline Team determine that the infraction committed by the student meets the criteria for a Level IV offense in the Code of Student Conduct, the committee may refer the student to an alternative site. Whether or not a student is referred to an alternative site, the area administrator shall forward to the superintendent or his designee a detailed report by the principal or designee and a summary of the Discipline Team's findings.
- Step 7: After the Discipline Team meeting, if the parent or guardian believes the student is entitled to further procedural safeguards, the parent or guardian may request an administrative hearing to determine the sufficiency of the procedures. Failure of the parent or guardian to request an administrative hearing within 3 days shall be deemed a waiver of further procedural safeguards. Administrative hearings shall be conducted within 10 school days from the time they are requested unless an extension is agreed upon in writing. The School Board shall determine, based on all information provided by the Discipline Team, whether procedural safeguards were afforded the student. The School Board shall list any objections of the parent or guardian and make a ruling on each one. The School Board will either uphold the Discipline Team referral to an alternative site, the principal's recommendation for expulsion or recommend whatever action deemed appropriate based on the specific facts and charges upon which proposed expulsion is based. "The parent or guardian will be notified of the decision in writing within 48 hours.
- Step 8: If the student's 10-day suspension expires prior to the next school board meeting, the superintendent shall have the authority to extend the suspension of the student until that meeting occurs. The suspension may also be extended for the purpose of an administrative hearing requested by the parent. The superintendent may assign any student so suspended to an individually designated program or other special placement.
- Step 9: The superintendent shall notify the parent or guardian and the principal or designee of his/her decision within 24 hours. If the Superintendent finds a sufficient basis for an expulsion, recommendation will be made to the Board, a notice of charges will be sent to your parent or guardian. The superintendent shall notify the parent or guardian and the principal or designee prior to the school board meeting at which the school board will consider his/her recommendation.
- Step 10: The parent or guardian shall have the right to appear before the school board.

## REASSIGNMENT TO MADISON COUNTY'S ALTERNATIVE CENTER

Madison County's alternative center is an alternative/disciplinary program for middle and high school students.

1. You are eligible for the program under any of the following criteria:
  - a. You have a history of disruptive behavior in school: you have been referred to the office for major disciplinary reasons for which you have received at least two out-of-school suspensions. Your discipline record for the most recent three (3) semesters will be considered for purposes of eligibility. Your record in other school districts may be considered.
  - b. You have committed an offense which would warrant expulsion from school according to the Code of Student Conduct.
  - c. You are returning from detention or a court-adjudicated commitment program and you have been evaluated by District personnel; you will not be automatically assigned to Madison County's alternative center.
2. Upon the principal's recommendation for reassignment to Madison County's alternative center, district personnel will review all of your pertinent records. If you are determined eligible, you will be reassigned effective on a specified date, and your parent or guardian will be notified in writing of the reassignment.
3. Your parent or legal guardian may request a hearing before the Board designated hearing agent on the reassignment. A request for hearing must be received in writing at the office of the Superintendent within ten (10) calendar days from your parent's receipt of the notice of reassignment. Your assignment to Madison County's alternative center shall be effective on the date specified, which may be before the date of the hearing.
4. **If you are a student with a disability, the principal will follow the discipline procedures for student with disabilities in accordance with this Code of Student Conduct and as afforded by law. In lieu of suspension and/or expulsion the IEP team may recommend an Interim Alternative Educational Setting (IAES.) Parents will be given written notification of the IEP team's recommendation for a change in the student's Free and Appropriate Public Education (FAPE). District personnel will be notified of the IEP team's recommendation. For additional information refer to "Section Five: Discipline for Students with Disabilities.**
5. Assignment to Madison County's alternative center may extend up to one full year. Transfers from Madison County's alternative center will normally only at the end of a nine-week's grading period or the end of the extended school year.
6. When you have demonstrated acceptable behavior, attendance, and academic progress while at the Center, the principal of the Center will notify the receiving school. As a condition of returning to the receiving school, you may be required to enter into a performance contract on such terms as established by the Center and the receiving school.
7. A student may be assigned to the alternative school if charged with a felony.
8. Upon the assignment/placement in an alternative educational

setting, the student will not be permitted to participate or attend any activities (football games, athletic events, school programs, etc.) on any district school campus.

**NOTE:** Students assigned to the Madison County Excel Alternative Education Center (MCEAEC) will adhere to the MCEAEC Discipline Grid found in this Code of Student Conduct.

## SECTION FIVE: DISCIPLINE FOR STUDENTS WITH DISABILITIES

### Procedures for Disciplining Students with Disabilities

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

Disciplinary procedures must be consistent with Rule 6A-6.03312, Florida Statutes and State Board of Education Rules. School personnel **may consider any unique circumstances on a case-by-case basis** when determining whether a change in placement, consistent with the requirements and procedures in this rule, is appropriate for a student with a disability (SWD) who violates a code of student conduct. In addition, each school shall ensure that the IEP of a student in an exceptional education program is reviewed prior to disciplinary action. In lieu of suspension and/or expulsion the IEP team may recommend an Interim Alternative Educational Setting (IAES).

School personnel can remove a student with a disability from his/her current educational placement for no more than (10) school days in a school year without providing educational services. The student must receive a free appropriate education during any period of removal over (10) school days in a school year. If a student violates a code of conduct and is removed from their current placement for (10) consecutive school days, the IEP team must convene and hold a **manifestation determination** meeting. A manifestation determination is a process by which the relationship between the student's disability and a specific behavior that may result in disciplinary action is examined. It shall not be an appropriate form of discipline to suspend a student for behavior which bears a relationship to the disability or exceptionality, nor shall continuous/serial suspensions be considered an appropriate form of disciplinary action.

Students with disabilities who are removed from school or placed in an Interim Alternative Educational Setting (IAES) must continue to receive educational services so as to enable the student to continue to participate in the general curriculum although in another setting, and to progress toward meeting the goals in the student's IEP and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.



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

### **1003.573**

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

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

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

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

## **DANGEROUS WEAPONS OR DRUGS**

The Individuals with Disabilities Education Act (IDEA) amendments and regulations incorporate the definition of dangerous weapon from the U.S. code: "The term dangerous weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that the term does not include a pocket knife with a blade of less than 2 ½ inches in length." School personnel may remove a student to an Interim Alternative Educational Setting (IAES) for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

1. Carries a weapon to or possesses a weapon at school, on school premises, or to a school function under the jurisdiction of a state education agency or a school district;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district; or
3. Had inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district.

## **SECTION SIX: GRIEVANCE PROCEDURES FOR STUDENTS AND PARENTS/GUARDIANS**

### **Student Right**

- You have a right to file a complaint if you feel that you have been treated in an unfair way.

### **Student Responsibility**

- You have a responsibility to learn about and follow procedures for filing a complaint.

*A grievance procedure is used when a student believes there has been a violation of the procedures in the Code of Student Conduct. Unless otherwise provided, a student grievance may be pursued in order through four levels.*

## **LEVEL I - INFORMAL DISCUSSION**

You or your parent/guardian should discuss your complaint with the person responsible for what you or your parent/guardian believes to be unfair treatment under the Code of Student Conduct. A meeting and discussion should occur within five (5) school days after the time of the alleged unfair treatment. No grievance will be processed until after such informal discussions have taken place.

## **LEVEL II - SCHOOL PRINCIPAL**

If the grievance has not been resolved at Level I, the informal level, you and/or your parent/guardian may submit a completed Student Grievance Form to the principal within five (5) school days after the Level I discussion. The principal will have five (5) school days after the receipt of the grievance in which to hold a conference and provide a written decision.

Student grievance forms are available in each school's office.

## **LEVEL III - SUPERINTENDENT'S OFFICE**

If the grievance has not been resolved at Level II, you and/or your parent/guardian may, within five (5) school days after receipt of the principal's decision, submit the Student Grievance Form to the Superintendent's designee/ MCSD Equity Coordinator. Upon accepting the appeal, a Committee shall meet and investigate the grievance and make a recommendation to the Superintendent within ten (10) days.

Upon receiving the recommendation from the Committee, the Superintendent shall have ten (10) days to accept or reject the recommendation.

## **LEVEL IV – DISTRICT SCHOOL BOARD**

If the grievance has not been resolved at Level III, you and/or your parent/guardian may, within five (5) school days after receipt of the Superintendent's decision, may appeal the findings in writing to the District School Board of Madison County. Madison County Public Schools prohibits any policy or procedure that results in discrimination on the basis of race, color, religion, national origin, sex (gender), marital status, disability (Section 504/ADA), sexual orientation, gender identity, age or legally-protected characteristics in its educational programs and activities.

Equity Coordinator  
210 NE Duval Ave.  
Madison, FL 32340  
850-973-5022

504 Coordinator  
210 NE Duval Ave.  
Madison, FL 32340  
850-973-1562

# GLOSSARY OF TERMS

## DEFINITIONS OF INFRACTIONS AND MISCONDUCT

Student conduct, which is considered to be a violation of the Code of Student Conduct, is defined and described in this section of the handbook. When a student has committed an infraction, the misbehavior is to be classified according to the definition that best describes it. The sanctions to be imposed are then to be determined by referring to the Matrix of Infractions and Consequences.

**Aggression** - engaging in any behavior (by word or act) as an individual or as a member of a group or crowd that encourages, incites, or instigates threatening, aggressive, or unsafe acts, or participating as a member of a group or crowd in aggressive or unsafe acts.

**Alcohol Violation** – possession or being under the influence or use of alcoholic beverages while on a school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities.

**Alcohol sale/distribution** – sale or distribution of alcoholic beverages while on school campus, a school bus, at a school or School Board sponsored event, or while at other School Board facilities.

**Arson** – (intentionally setting a fire on/with school property) to damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or any contents therein.

**Assault on school employee volunteer, student, or other person lawfully on School Board property or at a School Board sponsored activity** - making an intentional, unlawful threat, by word or act to do violence to a school employee, volunteer, student or other person lawfully on school property at a school sponsored activity coupled with an apparent ability to do so, and then doing some act that creates a well-founded fear in the person that violence is imminent.

**Battery** – (physical attack/harm) the physical use of force or violence by an individual against another. (To distinguish from fighting, report an incident as battery only when the force or violence is carried out against a person who is outnumbered or not engaged in mutual combat.)

**Battery of school employee or volunteer** - the uninvited hostile touching or striking of a school employee or volunteer against their will.

**Bomb/Biochemical Threat** - intentionally making a false, verbal or written, report to any person, including school personnel concerning the placement or use of any bomb, dynamite, explosive, chemical compounds or arson causing devices.

**Breaking and Entering/Burglary** – (illegal entry into a school or other district building) the unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, or the intent to damage or remove property or harm a person(s).

**Bullying** – (intimidating or hostile behaviors) unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult

or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation (refer to bullying/harassment policy).

**Cheating** - the possession of inappropriate or deliberate distribution or use of information, including, but not limited to: computer files or folders, electronic devices or oral or written notes, materials, or work of another person in the completion of an academic exam, test, or assignment (refer to Honor Code).

**Classroom Disruption** – engaging in conduct that interferes with the process of teaching or learning.

**Confrontation** - engaging in behavior that provokes, promotes, or encourages hostility or disruption.

**Contraband** - the possession or storage of items which are prohibited at school, including, but not limited to: ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, matches, lighters, firecrackers, bottle rockets, smoke bombs, or other similar devices, and laser pointers or light pens.

**Disrespect** – the use of words or acts that demean, degrade, antagonize, or humiliate a person or group of persons.

**Disruption on Campus** – disruption of all or significant portion of campus activities, school-sponsored events, a classroom, other portions of a school or school board facility, and school bus transportation that poses a serious threat to the learning environment, health, safety, or welfare of others.

**Dress Code Violation**- failure to comply with the established dress code policy.

**Drug Sale/Distribution Excluding Alcohol** – (illegal sale or distribution of drugs) the manufacture, cultivation, sale, purchase or distribution of any drug, narcotic, controlled substance or substance represented to be a drug (look-a-like), narcotic, or controlled substance.

**Drug Violation Excluding Alcohol** – (illegal drug possession or use) possession or being under the influence or use of any drug, narcotic or controlled substance or substance represented to be a drug, narcotic, or controlled substance while on a school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities. This includes possession of drug paraphernalia. Drug paraphernalia is defined as all equipment, products, and materials of any kind which are used, intended for use, or designed for use to introduce a controlled substance into the human body.

**Drug Violation Other** – Students are prohibited from possessing, using, or distributing by sale or otherwise, any substance that is represented to be, represented to contain, mimics, or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant, or controlled substance of any kind under the law of Florida or federal law. Substance includes, but is not limited to, any substance that contains or is represented to contain chemicals, any substance that produces the same effect as or is represented to produce the same effect as a controlled substance, or any analogue of a controlled substance including, but not limited to, K2, also known as “Spice” or “legal weed.”



**Electronic Device Misuse** – disruptive and inappropriate exposure/use of cell phones, text messaging, web access, mp3 players, digital cameras and like communication devices during the instructional day. Principals in cooperation with the School Advisory Council at each school have the option of permitting wireless/electronic devices for instructional purposes and/or in common areas during the school day.

The use of a computer/calculator to do the following is unauthorized and prohibited including, but not limited to: violating the Acceptable Use Policy for Network Access (File: EHAA), hacking into or accessing or breaking into restricted accounts or networks; modifying, or destroying files without permission; illegally copying software; and entering, accessing, viewing, distributing, or printing inappropriate/unauthorized files, programs, pornographic sites, or sites advocating hate or violence.

**Explosives** - possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance, or a destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device that is designed to explode.

**Extortion** - the use of threat or intimidation to obtain or attempt to obtain anything of value from another person, including, but not limited to, money.

**Failure to Report for Detention/After School Detention/Lunch Detention/Work Detail** - not attending an assigned detention or Saturday School.

**False Accusation Against a Staff Member** - the intentional publication (oral or written) of untrue, injurious allegations against a staff member or school volunteer, or knowingly bringing false charges against a staff member or school volunteer.

**False Alarm** - the intentional activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.

**Fighting** - (mutual combat, mutual altercation) when two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention (does not include verbal confrontations, pushing, or minor confrontations).

**Note: Self Defense** – a student has the right to protect self from uninvited physical harm or injury. A valid claim of self defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not say or do anything for the purpose of provoking another student, and that the student used reasonable force and restraint in protecting him/herself. Retaliation is not self-defense.

**Firearms Violation** - possessing, using, selling, storing, distributing, or detonating any weapon which is designed to, or may be readily converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device. Includes firearms of any kind (operable or inoperable; loaded or unloaded), including, but not limited to, hand guns, zip guns, pistols, rifles, shot guns, or flare guns.

**Forgery** - making a false or misleading written communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member, or producing or possessing any false document, item, or record represented to be an authentic school document, item, or record.

**Gambling** - any participation in games or activities of chance for money or items of value.

**Gang-Related Activity** - engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors on a school campus or at a school sponsored program or activity.

**Harassment** – threatening, insulting or dehumanizing gesture placing another in reasonable fear of harm to his/her person or damage to his/her property; substantially interfering with a student's educational performance, opportunities, or benefits; substantially disrupting the orderly operation of a school or any school or school district activity (refer to bullying/harassment policy).

**Hate Crime** – an act or acts that evidence prejudice based on race, religion, ethnicity, color ancestry, sexual orientation, or national origin.

**Hazing** – participating in any act that humiliates, demeans, or endangers a person in order for an individual to join, be initiated into, or become affiliated with a group organization, team, club, or a school sponsored program or activity.

**Horseplay** - engaging in reckless, rowdy, or rough behavior that interferes with the safe or purposeful order of a school or school-related activity.

**Illegal Organization Violation** - establishing or participating in a secret society or prohibited organization on School Board owned property, at a school function, or at a school sponsored extracurricular activity.

**Inappropriate or Obscene Act** – the use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in unwelcome or inappropriate touching, or any other physical act that is considered to be offensive, socially unacceptable, or not suitable for an educational setting.

**Inattentive Behavior** - conduct that demonstrates a lack of engagement or attention in lessons or class activities, including, but not limited to, non-participation, putting head down on desk, napping or sleeping in class.

**Disobedient/Non-Compliant** - the refusal or failure to follow a direction or order from a school staff member, bus driver, or any other adult in authority at school.

**Larceny/Theft** – knowingly obtaining, possessing, selling, using, disposing of or attempting to obtain, possess, sell, use or dispose of the property of another with intent to either temporarily or permanently deprive the other person of their property or benefit from the property or appropriate the property to his or her own use or to the use of any person not entitled to the use of the property without the permission or consent of the owner or person lawfully in possession of the property.

**Lying/Misrepresentation** - intentionally providing false or misleading information to, or withholding valid information from, a school staff member or any other adult in authority at school.

**Medication Policy Violation** – failure to comply with the guidelines for possessing or administering prescription medications and over-the-counter medications.

**Offensive Touching of Employee, Volunteer, Student, or other person lawfully on School Board property or at a School Board sponsored activity** - making inappropriate, uninvited, unwelcome, or offensive physical contact with a school employee or volunteer.

**Off Campus Felony** - the arrest of a student for the alleged commission of a felony or a delinquent act which would be classified as a felony if committed by an adult at a time and place where students are not subject to the control of the school.

**Open Defiance** - the flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority.

**Repeated Misconduct** - the repetitive violation of the rules of conduct.

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

**Sexting** – the taking, disseminating, transferring, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, where by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.

**Sexual Battery** - any sexual act directed against another person, forcibly or against that person's will, or not forcibly against that person's will where the victim is not capable of giving consent.

**Sexual Harassment** – (undesired sexual behavior) unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (F.A.C. Rule, 6A-19.008(1)). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

**Sexual Misconduct** - engaging in a consensual sex act or physical conduct of a sexual nature.

**Sexual Offenses** – other sexual contact, including intercourse, without force or threat of force, subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

**Skippping Class** - not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval and/or following the established procedures for checking out of a class.

**Skippping School** - not reporting to school or leaving school grounds without receiving proper prior approval and/or following the established procedures for checking out of school.

**Stalking** - the willful and repeated following of another person or engaging in a pattern of conduct composed of a series of acts over time, however short, that causes substantial emotional distress to the person who is the target of such conduct.

**Substantial Disruption of School** - engaging in disorderly conduct that seriously interferes with the orderly operation of school or a school function or poses a threat to the health, safety, or welfare of others, or causes personal injury, or results in damage or destruction to public or private property.

**Tardy** - late arrival to school or to a class.

**Threat/Intimidation** – the act of coercing, or making another person fearful of being harmed by declaration of intent through words (oral, written, electronic, or symbolic) or acts to do violence to another person or to his/her property.

**Tobacco Products Violation** - possessing, using, selling, storing, or distributing cigarettes, cigars, snuff, dip, pipe tobacco, and/or chewing tobacco.

**Note:** Pursuant to Florida Statute 386.212 it is unlawful for any person less than 18 years of age to smoke tobacco in, on, or within 1,000 feet of a public school. Monetary fines, community services, and revocation of driving privileges may be imposed for a violation of this law.

**Trespassing** - the unauthorized entry onto School Board owned property, into a school function, or an extracurricular activity, or remaining on School Board owned property after being directed to leave that location by a school staff member or law enforcement official or while subject to suspension, expulsion, or assignment to the district alternative school or another alternative placement.

**Unauthorized Area** - being present in buildings, rooms, or other areas on a school campus restricted or not open to student access during all or portions of a day.

**Unauthorized Assembly** - being present at unapproved student gatherings, meetings, demonstrations, or protests which interfere with the orderly process of the school environment, or which interrupts a school function or an extracurricular activity.

**Unauthorized Items** - the possession or storage of items that have the potential of interfering with teaching or learning, such as, but not limited to: skates, skateboards, radios, toys, video games, over the counter stimulants, as well as items or merchandise brought to school without administrative authorization for the purpose of sale or distribution.

**Unauthorized Publication** - the unapproved posting or distribution of printed words, petitions, electronic messages, or graphic representations as set out in MCSB Policy.

**Unsafe Act** - engaging in any act which compromises the health or safety of an individual including, but not limited to, recklessness, pushing, shoving, hitting, kicking, or slapping.

**Vandalism** - willfully defacing, damaging or destroying by any means the real or personal property belonging to the School Board or to another person. This definition includes graffiti, as well as the malicious attempt to harm or destroy electronic data.

**Vehicle/Parking Violation** – failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.

**Weapons Violation/Possession** - possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to: fixed blade knives, folding knives, switch blade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, dirks, chains, pipes, nunchakus, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electrical weapons or devices, starter pistols, stun guns, BB or pellet guns, propellants, and "look-alike" weapons.

**Zero Tolerance** – as herein defined and as defined by the MCSB Policy.

Off Campus Felonies-FS 1006.09 (2)

Suspension proceedings, pursuant to rules of the State Board of Education, may be initiated against any enrolled student who is formally charged with a felony, or delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if that incident is shown, in an administrative hearing with notice provided to the parents of the student by the principal of the school pursuant to rules adopted by the State Board of Education and to rules developed pursuant to s. 1001.54, to have an adverse impact on the educational program, discipline or welfare in the school in which the student is enrolled. Any student who is suspended as the result of such proceedings may be suspended from all classes of instruction on public grounds during regular classroom hours for a period of time, which may exceed 10 days, as determined by the district school superintendent. The 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 education program, where appropriate. If the court determines the student did commit the felony or delinquent act which would have been a felony if committed by an adult, the district school board may expel the student, provided under this subsection shall not affect the delivery of educational services to the student in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting. Any student who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under chapter 893 may be entitled to a waiver of discipline or expulsion:

- (a) If the student divulges information leading to the arrest and conviction of the person who supplied the controlled substance to him or her, or if the student voluntarily discloses his or her unlawful possession of the controlled substance prior to his or her arrest. Any information divulged which leads to arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging the information.
- (b) If the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

# 2015-16 Madison County Schools Discipline Chart Terms

Code	Description	1-5	6-12
AP	Alternative Placement - A student may be placed in alternative school (Excel) when he/she can no longer function in the appropriate manner at the school they have been assigned. The administrative staff of the school making the referral will make the determination for alternative placement. Please refer to the Student Code of Conduct in reference to consequences relating to alternative placement.		•
ASD	<b>After School Detention</b> - A school may elect to hold after school detention as a disciplinary measure. If a student is assigned to ASD, his parents will be notified at least one day prior to the session. It will be the student's responsibility to provide transportation home following ASD. After School Detention will be supervised by qualified school personnel.	•	•
ASWD or WD	<b>After School Work Detail</b> - A school may elect to provide a student an opportunity to perform supervised activities related to the upkeep and maintenance of school facilities rather than suspension. ASWD may not exceed 10 hours and may not be done during class time. The student must provide transportation home and the high school activity bus may not be used.	•	•
CP	<b>Corporal Punishment</b> - Subject to the rules of the District School Board, the principal or his designee may administer corporal punishment in the presence of an adult witness.	•	•
DRS	<b>Dress Code</b> - Appropriate clothing must be worn at school in order to maintain a non-distracted learning environment.	•	•
ID	<b>Identification Badge</b> - A student must wear their ID badge on their person while in school. The ID is to be visible and on the upper front torso of the body.	•	•
ISS	<b>In School Suspension</b> - A student may be placed in ISS for a minor offense for a maximum of 10 days. They may do classroom work as well as behavior modification work while in ISS to correct their behavior.	•	•
LD	<b>Lunch Detention</b> - A student may be assigned to eat his lunch in a quiet, controlled environment while supervised by an adult. A student may be assigned work detail.	•	•
OSS	<b>Out of School Suspension</b> - Denial of educational participation includes temporary removal from class, short term suspension (up to 10 days), and long-term suspension or expulsion (in excess of 10 days). If a student is denied educational participation, every effort will be made to determine and resolve problems so that the student may return to school. Students may not participate in school activities.	•	•
SBS	<b>Bus Violation</b> - A student may be denied the privilege of riding a bus for violating the Code, even if he is not otherwise denied educational participation. Such action may be taken by the principal, who may also restore bus privileges following the successful resolution of disciplinary action.	•	•
SGA	<b>Student Government Association</b>		•
SRO	<b>School Resource Officer</b> - Any student involved in a violation of the Code of Student Conduct may be placed on Disciplinary Probation in addition to or in place of suspension. This student may be denied participation in extra-curricular activities and will be assigned to the School Resource Officer, who will assist in monitoring the student's adjustment during probation. The SRO may also serve as a counselor in situations with legal implications.	•	•
SSD	<b>Saturday School Detention</b> - A school may elect to hold Saturday School Detention as an alternative to out-of-school suspension. This will take place on Saturday morning from 8:00 to 10:00 a.m. The student will be supervised by a staff member while they perform chores related to upkeep and maintenance of school facilities. It is the student's responsibility to provide their own transportation to and from Saturday School Detention.	•	•
VR	<b>Verbal Reprimand</b>	•	•
WHSP	<b>Withhold School Privileges</b>	•	•



# District School Board of Madison County Internet Acceptable Use Policy and Guidelines

The Florida Information Resource Network (FIRN) and the Internet provide an exciting opportunity to expand learning for students and educators. However, with opportunity comes responsibility for appropriate use.

## FIRN Overview

The Florida Information Resource Network (FIRN) is a telecommunication network accessible to all of Florida's public educators. The fundamental goal of FIRN is to provide Florida educators with equal access to computing resources which serve public education.

## Network Resources

FIRN and the Internet serve as an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, teachers, and administrators may have access to any of the following depending on school connection procedures:

- Worldwide electronic mail services.
- Global information and news as well as the opportunity to correspond with other institutions.
- Public domain and shareware computer software of all types.
- Discussion groups on plethora of topics.
- Access to many Florida University and Community College Library Catalogs, as well as others from around the world.

## Network Warning

With access to computers and people all over the world also comes the availability of materials that may not be considered of educational value in the context of a school setting. There may be some material, individual contacts or communications, which are not suitable for school-aged children. The District School Board of Madison County views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District School Board of Madison County supports those that will enhance the research and inquiry of the learner with directed guidance from faculty and staff. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. At school, each student's access to and use of the network will be under the teacher's direction and monitored as a regular instructional activity. The District School Board of Madison County, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the District School Board of Madison County.

## General Policy and Guidelines

It is a general policy that the network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of District School Board of Madison County. Users must acknowledge their understanding of the general policy and guidelines as a condition of using the Internet via the school network and Internet browser.

Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

<b>GUIDELINE I:</b>	Acceptable uses of the network are activities that support learning and teaching in Florida. Users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions.
<b>GUIDELINE II:</b>	Unacceptable uses of the network include: <ol style="list-style-type: none"> <li>1. Violating the conditions of the Education Code dealing with student's rights to privacy.</li> <li>2. Using profanity, obscenity, or other language that may be offensive to another user.</li> <li>3. Reporting personal communications without the author's prior consent</li> <li>4. Copying commercial software in violation of copyright law or other copyright protected materials. Note: Music and movies and many games are copyrighted materials.</li> <li>5. Using the network for financial gain or for commercial or illegal activity. Note: Disturbing pirated games or other software is an illegal activity.</li> </ol>
<b>GUIDELINE III:</b>	Users must be aware of the finite capacity of the network and must cooperate to conserve resources and assure equitable access for all. The network has a limited number of locations throughout the state to serve a growing number of users. Users are expected to: <ol style="list-style-type: none"> <li>1. Observe a self-imposed on line time limit (one hour) during a six hour period except in special circumstances.</li> <li>2. Prepare text files for uploading before logging on.</li> <li>3. Log off before editing and printing downloaded files.</li> <li>4. Delete e-mail files and/or downloadable documents as soon as possible.</li> </ol>

<b>GUIDELINE IV:</b>	Where applicable, users should practice E-mail etiquette by: <ol style="list-style-type: none"> <li>1. Making subject headings as descriptive as possible.</li> <li>2. Begin messages with a salutation.</li> <li>3. Restate the question or issue being addressed.</li> <li>4. Choose words carefully to avoid misunderstandings.</li> <li>5. End messages with a signature.</li> </ol>
<b>GUIDELINE V:</b>	Sponsors of classroom connections are responsible for teaching proper techniques and standards of participation for guiding student access to appropriate sections of the network and for assuring that the student understands that if they misuse the network, they will lose their privileges to use the Internet via the network. Particular concerns include issues of privacy, copyright infringement and use of network resources.
<b>GUIDELINE VI:</b>	Conference moderators are responsible for monitoring the content and tone of messages and for taking steps to delete offensive material and return it to its author for revision.
<b>GUIDELINE VII:</b>	The person in whose classroom/office a connection is made is responsible at all times for its proper use. Users who have been given permission and who have signed the policy agreement are also responsible for proper use.
<b>GUIDELINE VIII:</b>	Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
<b>GUIDELINE IX:</b>	The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network operators take every possible precaution to safeguard the privacy of e-mail, but instances of misdirected mail have occurred from time to time.

## 2015-2016 Discipline Grid Grades Pre-K-KG

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>1</b>	<b>DRS</b> Dress Code/ shoe violation, including signs and symbols (first time: sign in main office, make corrective actions and return to class	Sign in at office; Contact Parents and change clothes/shoes (unexcused tardy or absence.	Same as First	Same as First	Same as First
<b>2</b>	<b>TAR/LATE FOR SCHOOL</b> Tardy	(1) First tardy No referral document as class intervention (DCI)	(2) Second tardy. Report to class; Contact Parent(DCI)	(3) contact Parent: Refer to guidance;	(3) contact Parent: Refer to guidance;
<b>3</b>	<b>SXM</b> Inappropriate touching or display of body	Contact Parents Counseling, CP 1-3 (KG),	Mandatory Parent Conference; CP 1-3 (KG);refer to Guidance/SIT	Contact Parent; CP 1-3(KG); Loss of Privileges; 1 Day OSS; Refer to counseling	Contact Parent; CP 1-3(KG); Loss of Privileges; 1-3Days OSS; Refer to Counseling
<b>4</b>	<b>EAT/GUM</b> Eating of food candy, chewing gum without staff permission	VR and Contact Parents	Contact Parents ; Loss of Privileges;	Contact Parents ; Loss of Privileges; LD 1-3 Days	Contact Parents ; Loss of Privileges; LD 3-5 Days ; CP 1-3(KG)

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
5	<b>TOY</b> Possessing Inappropriate Items (toys, Video games, PSP, IPOD, MP3, Cameras, Sunglasses, Radios, CD Players )	Contact parent or guardian. Confiscate Item until end of the day.	Contact Parents Confiscate to be picked up by parent; -	Contact Parents Confiscate and/or 1-3 CP(KG); Loss of privileges; LD 1-3 Days	Contact Parents Confiscate and/or 1-3 CP (KG), 3-5 Days LD; Loss of privileges
6	<b>CLS/HSP/ Disorderly Conduct/ THR/FFC/RUD (gestures and name calling to other students)</b> (classroom or hallway disruption, running, horseplay etc.) Horse playing. <b>Any student being assigned to teacher assigned ISS on their 4<sup>th</sup> time shall be given 3 days ISS. (during the same 9 weeks)</b>	VR Contact parent or guardian	Contact parent or guardian CP 1-3 (KG); Withhold Privileges	Mandatory Parent Conference or guardian CP 1-3 (KG). 1-3 days ISS; Withhold Privileges	Contact parent or guardian CP 1-3 (KG); 1-3 days ISS Withhold Privileges; 1-3 Days OSS
7	<b>CHE</b> Cheating, Putting name on someone else's assignment, Forgery	Phone parents and/ or independent completion of assignment	Same as first	Contact Parents Loss of Privileges Failure of assignment Refer to SIT/ Guidance	Contact Parents,CP 1-3 (KG); Loss of privileges; LD 1-3 Days, Failure of assignment, Refer to SIT/ Guidance
8	<b>UNA</b> Being in an unauthorized area on campus during school hours	VR and Contact Parents;	VR and Contact Parents Phone parents; Loss of Privileges; LD 1-3 Days	Contact Parents and/or 1-3 CP(KG); Loss of privileges; LD 1-3 Days	Contact Parents and/or 1-3 CP(KG), 3-5 Days LD; Loss of privileges
9	<b>STL/TKG/EXT/PRP</b> stealing, extortion, defacing or destroying property	Contact Parents 1-3 CP (KG); Loss of Privileges; LD 1 Day; Restitution where needed	Contact Parents 1-3 CP (KG); Loss of Privileges; LD 1-3 Days Refer to Guidance /SIT; Restitution where needed	Contact Parents 1-3 CP (KG); Loss of Privileges; LD 1-3 Days ; 1-3 Days OSS Refer to Guidance / SIT; Restitution where needed	Same as third
10	<b>DIS</b> Disrespect; Improper gestures; name calling; Improper comments;	VR and Contact Parents;1-3 CP (KG)	Contact Parents 1-3 CP(KG); 1-3 LD ; Loss of privileges; Refer to Guidance/SIT	Contact Parents 3 CP(KG); 3-5 Days LD; Loss of Privileges ; 1-3 Days OSS	Same as third
11	<b>PRO</b> Use of profane or obscene language ; Vulgar comments including written notes (student to student)	VR and Contact Parents;1-3 CP (KG)	Contact Parents 1-3 CP(KG); 1-3 LD ; Loss of privileges; Refer to Guidance/SIT	Contact Parents 3 CP(KG); 3-5 Days LD; Loss of Privileges ; 1-3 Days OSS	Same as third

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>12</b>	<b>FTF</b> Bus unsafe behavior or failure to follow the bus rules or directions given by the driver	VR and Contact Parents	Contact Parents: CP 1-3(KG); 1-3 Days Bus Suspension	Contact Parents;1-3 CP (KG); 3-5 Days bus Suspension; Refer to Guidance	Contact Parents;1-3 CP (KG)or 5-10 Days Bus Suspension and/or may be subject to permanent bus suspension as a result of future offenses
<b>13</b>	<b>TRU</b> Habitual truancy	Contact Parents 10 days truant; Referral to SIT	15 days truant; and/or Referral to SRO & Truancy Officer;	25 days truant; And/or Referral to Superintendent, SRO	
<b>14</b>	<b>FTC/FFC</b> Failure to follow instructions	VR and Contact Parents; 1-3 CP (KG); Loss of privileges	VR and Contact Parents; Loss of Privileges. 1-3 days LD	VR and Contact Parents; Loss of Privileges. 3-5; CP 1-3(KG); 3-5 days LD	Same as Third
<b>15</b>	<b>BUL</b> Bullying Student to student	Contact Parents Counseling, ; 1-3 CP (KG); Refer to Guidance	Mandatory Parent Conference; CP 1-3(KG); Loss of Privileges. 1-3 days LD: Refer to Guidance /SIT	Contact Parents; CP 1-3(KG);1-3 Days OSS	Contact Parents 3-5 Days OSS
<b>16</b>	<b>INT/TRE/HA</b> Intimidating; Threatening; Harassment; including threats made by text or internet Social Media (MySpace, Facebook etc.)	Contact Parents Counseling, ; 1-3 CP (KG); Refer to Guidance	Mandatory Parent Conference; CP 1-3(KG); Loss of Privileges. 1-3 days LD: Refer to Guidance /SIT	Contact Parents; CP 1-3(KG);3-5 Days LD Loss of Privileges; 1 Day OSS	Contact Parents; CP 1-3 (KG);3-5 Days LD Loss of Privileges; 1-3 Days OSS; Refer to Guidance/SIT
<b>17</b>	<b>a</b> <b>ALT</b> Verbal altercation; attempting to fight	Contact Parents; Counseling and Loss of Privileges;	Contact Parents ;3 CP (KG); 1-3 Days OSS; Anger Management counseling refer to SIT or Guidance	Mandatory Parent Conference ;3 CP 1-3(KG)Days OSS;1-3 Days LD; Refer to SIT/ Guidance	Contact Parents ;3 CP (KG)or 3-5 Days OSS; Loss of Privileges
	<b>b</b> <b>AGG</b> Hitting, tripping, pushing or attempt to hit on bus or school (including Verbal threats and Biting	Contact Parents ;1-3 CP (KG) 1-3 Days OSS	Contact Parents; 3 CP (KG)or 3-5 LD; 1-3 OSS; Refer to Guidance Anger Management counseling refer to SIT or Guidance	Mandatory Parent Conference ;3 CP(KG); 3-5 Days OSS Refer to SIT/ Guidance	Contact Parents ; or 5-10 Days OSS
	<b>c</b> <b>FIT</b> Fighting on bus or School	Contact Parents; CP (KG)3; 3-5 LD 1-3 Days OSS. Refer to guidance	Contact Parents ; 3- 5 Days OSS; Refer to SIT/Guidance	Mandatory Parent Conference ;3-5 Days OSS	Contact Parents ;3-5 Days OSS

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

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

**Parents may view video evidence of inappropriate behavior(s), provided such video is available, such video has not been entered into evidence with Law Enforcement Agencies and, due to privacy and confidentiality no other students are visible in such video.**



## 2015-2016 Discipline Grid Grades 1-5

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>1</b>	<b>DRS</b> Dress Code/ shoe violation, including signs and symbols	Sign in at office; Contact Parents and change clothes/shoes (unexcused tardy or absence. Unable to change student will report to ISS for the remainder of the day	Contact Parents and change clothes; LD 3 days; 1 day ISS; 3 days WD; referral to Guidance	Contact Parents and change clothes; 1-3 days ISS; Referral to guidance	Contact Parents ;3 days ISS (continued actions may be considered defiance)
<b>2</b>	<b>TAR/LOT</b> Tardy	(1) First tardy No referral document as class intervention	(2) Second tardy. Report to class; Contact Parent	(3) 1 Day LD; ISS for the remainder of the period	(4) Contact Parents 1 Day ISS (5) 3 Days ISS (6) 3-5 ISS
<b>3</b>	<b>SXM</b> Inappropriate touching or display of body	Contact Parents Counseling, CP, 3 days OSS	Mandatory Parent Conference; Plus the same as the 1 <sup>st</sup> and 3 days OSS	Contact Parents and 5 Days OSS plus referral to an agency	Contact Parents and 10 Days OSS
<b>4</b>	<b>EAT/GUM</b> Eating of food candy, chewing gum without staff permission	VR and Contact Parents	Contact Parents ;1-3 CP, or 1 day ASD, 1 day WD, or 1-3 days ISS; 1-3 Days LD	Contact Parents ;1-3 CP, or 2 days ASD, 2 days WD, or 3-5 days ISS	Contact Parents Same as the third
<b>5</b>	<b>TOY</b> Possessing Inappropriate Items (toys, Video games, PSP, IPOD, MP3, Cameras, Radios, CD Players )	Contact parent or guardian. Confiscate Item until end of the day.	Contact Parents Confiscate to be picked up by parent; -	Contact Parents Confiscate and/or 1-3 CP, 1-3 Days WD, 1-3 Days ISS, 1-3 Days LD, 1-3 Days ASD and/or TOP	Contact Parents Confiscate and/or 1-3 CP, 3-5 Days WD, 3-5Days ISS, 3-5 Days ASD and/or TOP
<b>6</b>	<b>UCP</b> Use of Cell phone during school ( <b>Cell phones should be in off mode and not visible</b> )	Contact Parents Confiscate: Contact parent or guardian. Confiscate Item until end of the day	Contact Parents Confiscate to be picked up by parent; -	Contact Parents Confiscate; 1-3 CP, 1-3 Days WD, 1-3 Days ISS, 1-3 Days LD ; 1-3 Days ASD and/or TOP	Confiscate ; Contact Parents ;1-3 CP, 3-5 Days WD, 3-5Days ISS, 3-5 Days ASD and/or TOP
<b>7</b>	<b>SCS</b> Electronic Device Misuse (Cell phone, IPAD, Electronic Devices/ Tablets etc)	Contact Parents OSS 3 days; Counseling Referral to SIT and/or Referral to SRO; Subject to arrest	Mandatory Parent Conference and OSS 5 days and Referral to SRO; Subject to arrest	OSS 10 days and Referral to SRO; Subject to arrest	Expulsion/Alt. Placement; Referral to SRO; Subject to arrest
<b>8</b>	<b>CHE</b> Cheating, Putting name on someone else's assignment, Forgery	Contact Parents Failure of assignment and counseling by school counselor and/or CP and/or independent completion of assignment	Same as first	Contact Parents ISS 1-3 Days Failure of assignment Refer to SIT/Guidance	Contact Parents ISS 3-5 Days Failure of assignment Refer to SIT/Guidance
<b>9</b>	<b>SKP/LVG</b> Skipping school or class; leaving class or school without permission	Contact Parents Counseling and/ or CP and/or 1 Day ASD; 1 Day ISS; or - Zero and Unexcused absence for the class(es) skipped	Contact Parents Counseling and/or CP and/or 1 -3 Days ASD; 1-3 Days ISS; 1-3 Days LD or 1- days OSS; Zero and Unexcused absence for the class(es) skipped	Contact Parents Counseling and/or 3-5 Days ASD; 3-5 Days ISS; 3-5 Days LD or 1-3 days OSS; Zero and Unexcused absence for the class(es) skipped	Contact Parents Same as Third
<b>10</b>	<b>UNA</b> Being in an unauthorized area on campus during school hours	VR and Contact Parents; 1-3 Days ISS; 1-3 CP; 1-3 Days ASD; 1-3 Days WD	VR and Contact Parents; 1-3 Days ISS; 1-3 CP; 1-3 Days ASD; 1-3 Days WD	Phone parents ; 3 CP; 5 Days ISS;- 3-5 Days ASD; 3-5 Days WD; 1-3 Days OSS	Phone parents ; 3 CP; 3-5 Days ISS;3-5 Days ASD; 3-5 Days WD; 3-5 Days OSS

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>11</b>	<b>TRU</b> Habitual truancy	Contact Parents 10 days truant; Referral to SIT	15 days truant; and/or Referral to SRO & Truancy Officer	25 days truant; And/or Referral to Superintendent, SRO	
<b>12</b>	<b>UEC</b> Improper computer use, Unauthorized entry into any computer system, altering, deleting system files, Visiting inappropriate websites; Printing/ downloading inappropriate materials	VR Phone; parents and/or Possible loss of computer privileges	Phone parents ;1-3 CP; 1-3 Days ISS; 1 Day WD; 1 Day ASD and; Possible loss of computer privileges	Phone parents ; 3 CP or 3-5 Days ISS; 2 Days ASD, 2 Days WD and; Possible loss of computer privileges	Contact Parents Same as Third
<b>13</b>	<b>STL/TKG/EXT/PRP / VAN</b> stealing, extortion, defacing or destroying property; forgery	VR and Contact Parents 1-3 Days ISS; 1-3 CP; 1-3 Days ASD; 1-3 Days WD; Restitution where needed	Contact Parents 1-3 CP; 3-5 days ISS; 1-3 days OSS; Restitution; 3-5 days WD; 3-5 days ASD	Contact Parents Same as Second ; SRO called	Contact Parents Same as third
<b>14</b>	<b>TBC</b> Possession of tobacco in any form Lighters, Electronic/ synthetic smoking products Use of Tobacco in any form	Confiscate; VR and Contact Parents. 1-3 days ISS. 1-3 WD; 1-3 ASD Confiscate: Contact Parents 3-5 Days ISS	Confiscate ;Contact Parents; 1-3 CP and/or 3-5 Days ISS; 1 ASD;- 3-5 ASD; 3-5 WD Confiscate: Contact Parents 1-3 Days OSS	Confiscate: Contact Parents;5-10 days ISS; 1-3 OSS; Refer to SIT Confiscate: Contact Parents 3-5 Days OSS	Confiscate: Contact Parents 3-5 Days OSS Confiscate: Contact Parents 5-10 Days OSS
<b>15</b>	<b>DIS/ PRO</b> Disrespect; Profanity; Improper gestures; name calling; Improper comments; Pornography; vulgarity	VR and Contact Parents;1-3 CP; 1-3 Days ASD ; 1-3 ISS-	Contact Parents 3-5 Days ASD; 1-3 CP; 3-5 Days ISS; 1-3 Days OSS	Contact Parents 3 CP; 5 Days ASD; 5 Days ISS; 3-5 days OSS	Same as third
<b>16</b>	<b>CLS/FFC/DSR/HSP/ THR</b> Failure to follow directions the first time given; Disrupting school activities including class; Horseplay; Throwing Objects; Running in Hall or on sidewalk	VR and Phone parents; 1-3 CP and / or 1-3 Days ASD and/ or 1-3 ISS and/or 1-3 LD	Contact Parents;1-3 CP and/or 2 ASD and/ or1-3 ISS; 3-5 LD	Contact Parents;3 CP and/or 3 ASD; 3-5 ISS and/or 1-3 OSS	Same as third
<b>17</b>	<b>DEF/HIT/PRO/ DIS</b> Defiance of school authority; Cursing at a school employee; Striking, Biting an employee	Contact Parents; 1-3 CP or 3-5 Days ISS; 3-5 Days ASD or 1-3 days OSS	Contact Parent Conference;3 CP - 3-5 Days ISS ; 3-5 Days ASD 3-5 Days OSS; Refer to SIT	Contact Parents 3-5 Days ISS; 3-10 Days OSS	Contact Parents 5-10 Days OSS; Refer to SIT or Guidance
<b>18</b>	<b>FTF/XIT</b> Bus Misbehavior or failure to follow the bus rules or directions given by the driver	VR and Contact Parents; 1-3 CP; 1-3 days bus suspension	Contact Parents;1-3 CP or3-5 Days bus Suspension	Contact Parents;1-3 CP or 5-10 Days bus Suspension	Contact Parents 5-10 Days Bus Suspension and/or may be subject to permanent bus suspension as a result of future offenses
<b>19</b>	<b>B</b> Bullying Student to student	Contact Parents Counseling, 1-3 CP and/or 1-3 Days ISS and/or 1-3 Days OSS	-Mandatory Parent Conference ;1-3 CP; 3-5 Days ISS; 3-5 Days OSS; refer to SIT or Guidance	Contact Parents ; 3-5 Days OSS	Contact Parents; 5-10 Days OSS

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>20</b>	<b>INT/TRE/HA</b> Intimidating; Threatening; Harassment; including threats made by text or internet Social Media (MySpace, Facebook etc.)	Contact Parents Counseling and/or 1-3 CP or 1-3 days ISS; Days WD 1 Day ASD;3 Days WD or 1-3 days OSS	Mandatory Parent Conference; 1-3 CP and/or 2 ASD; 3-5 Days ISS; 1-3 Days OSS; refer to SIT or Guidance	Contact Parents ;1-3 CP and/or 3 days ASD and/or 5-10 ISS ;1-3 Days OSS	Contact Parents ;3 CP 3-5 Days ASD and/ or 10 Days ISS and/or 3-5 Days OSS
<b>21</b>	<b>a</b> <b>ALT</b> Pushing or shoving on bus or school; attempting to fight; including verbal altercation	Contact Parents; Counseling and/or 1-3 CP or 1-3 Days ISS or 1 ASD ;1-3 Days WD; 1-3 Days OSS	Mandatory Parent Conference ;3 CP and/or 3 ASD or 3-5 Days WD or 3 ISS; 1-3 Days OSS; Anger Management counseling refer to SIT or Guidance	Contact Parents ;3 CP and/or 5 ASD or 5 Days WD or 5 ISS; 1-3 Days OSS: Refer to SIT/Guidance	Contact Parents ;3 CP or 5-10 Days ISS or 1-3 Days OSS
<b>b</b>	<b>AGG</b> Hitting, tripping, pushing or attempt to hit on bus or school (including Verbal threats). One sided- no one hurt	Contact Parents ;1-3 CP or 1-3 Days ISS or 2 ASD; 1-3 Days WD ; 1-3 Days OSS	Mandatory Parent Conference; 3 CP or 3-5 Days ISS or 4 Days ASD/WD and/ or 1-3 Days OSS; Refer to Guidance Anger Management counseling refer to SIT or Guidance	Contact Parents ;5-10 Days ISS or 5 Days ASD/WD and/or 3-5 Days OSS; Refer to SIT/Guidance	Contact Parents ;10 Days ISS or 5-10 Days OSS
<b>c</b>	<b>FIT</b> Fighting with or without injury on <b>school grounds or School Bus</b> <u>Note: Self Defense</u> – a student has the right to protect self from uninvited physical harm or injury. A valid claim of self defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not say or do anything for the purpose of provoking another student, and that the student used reasonable force and restraint in protecting him / herself. Retaliation is not self-defense.	Contact Parents; CP; 3-5 Days ISS; 3-5 Days ASD or 1-3 Days OSS; Refer to guidance	Mandatory Parent Conference CP; 5 Days ISS or 3-5 Days OSS; Refer to SIT/ Guidance Notify SRO if criminal	Contact Parents ;5-10 Days OSS; Notify SRO if criminal	Contact Parents ;5-10 Days OSS; Notify SRO if criminal
<b>22</b>	<b>ALC/DRG</b> Possession, use or distribution of alcohol or drugs (or look a likes) including over the counter drugs	Mandatory Parent Conference; Notify SRO; confiscation and possible 3 days OSS and drug abuse course. Refer to guidance for counseling	Contact Parents Notify SRO and 3-5 Days OSS ; Refer to SIT/ Guidance; Parent Conference	Contact Parents Notify SRO and 5 Days OSS	Contact Parents Notify SRO and 10 Days OSS and

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
23	<b>PNW/IMI/WPO</b> Possession of a weapon or dangerous object	Mandatory Parent Conference; Must Notify SRO, and possible 3-5 days OSS depending on intent and type of weapon; Refer to SIT/Guidance	Contact Parents Must Notify SRO, confiscation and 5-10 Days OSS	Contact Parents Must Notify SRO, confiscation and 5-10 Days OSS and may recommend for expulsion	Contact Parents Must Notify SRO, permanent confiscation and recommend for expulsion
24	<b>FWK/BOM</b> Possession of fireworks, explosive devices, arson. Making Bomb threats; false pulling of fire alarm; improper discharge of fire extinguisher; <b>TAMPERING WITH FIRE EQUIPMENT</b>	Contact Parents ;1-3 CP; 1-5 Days ISS ;1-3 Days ASD/WD or 1-3 Days OSS; Must notify SRO	Mandatory Parent Conference ;3 CP 3-10 Days ISS or 3-5 Days ASD/WD;3 Days OSS; Parent Conference; Must notify SRO	Contact Parents ;3-5 Days OSS, must notify SRO	Contact Parents ;5-10 Days OSS
25	<b>FTC</b> Failure to report to ASD/LD/WD/ISS; Or <b>Failure to complete discipline assignment</b>	Contact Parents Make up missed days and add 1 day	Contact Parents Make up missed days and add 2 days	Contact Parents Convert remaining ASD/WD/LD to ISS or OSS; Refer to guidance	Contact Parents Convert Remaining ASD/LD/WD to OSS; Parent conference
26	<b>WPO</b> Possession of a firearm, Bomb or explosive device at school or on school premises or school functions or School transportation	Except as noted in other steps of this discipline grid, the principal or designee to investigate, confer with the SRO and consult with the Superintendent or designee prior to making an AP recommendation			
27	<b>SESIR</b> Violation of Zero Tolerance Policy 5.10 of District School Board of Madison County ( See Code of Student Conduct for list of offenses)	Except as noted in other steps of this discipline grid, the principal or designee to investigate, confer with the SRO and consult with the Superintendent or designee prior to making an AP recommendation			
28	<b>EXC</b> Excessive referrals (8 or more)	3-5 referrals Parent contact Refer for counseling	5-7 referrals Mandatory parent conference, refer to S.I.T	8-9 referrals Mandatory parent conference. ISS/OSS	
29	<b>DRS</b> according to Florida Statute 1006.07 (Saggy Pants Law)	Verbal Warning and Contact Parents	Unable to participate in Extracurricular Activities up to 5 days and parent conference	1-3 days ISS. No Extracurricular activities up to 30 days. Parent contact and written letter detailing ISS and ineligibility to participate.	

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

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

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## 2014-2015 Discipline Grid Grades 6-8

<b>LEVEL 1</b>					
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>1</b>	<b>ASM</b> Disruption of a school function (assembly disruption during school hours, etc.)	Contact parents After school Detention	Contact parents Saturday School Detention	Parent Conference ISS: 3 Days	Contact parents ISS: 5 Days
<b>2</b>	<b>CAF</b> Cafeteria misconduct; skipping in lunch line; eating beyond the cafeteria or patio Leaving trays/trash on cafeteria or tables.	Lunch Detention	Contact parents After School Detention	Contact parents Saturday School Detention	Contact parents ISS 3 days
<b>3</b>	<b>CHE</b> Cheating on test	Contact parents and Zero on test	Contact parents Zero on test and ISS 3 days	Parent Conference Zero on test and OSS 3 day	Contact parents Expulsion/Alt. Placement;
<b>4</b>	<b>CLS/HSP/ Disorderly Conduct/THR/RUD/ Disrespect (gestures and name-calling to other students)</b> (classroom or hallway disruption, throwing in classroom, hallway or cafeteria, running, horseplay etc. Making or displaying (ex. Book bags) derogatory ethnic, racial, or religious remarks to other students)Loud Noises	Contact parents After School Detention	Contact parents Saturday School Detention	Mandatory Parent Conference ISS 5days;	Contact parents OSS 1 days (Continued actions may be considered Defiance)
<b>5</b>	<b>DRS</b> Dress Code/ shoe violation, including signs and symbols	Sign in at office; Contact parents and change clothes/shoes (unexcused tardy or absence); Unable to change, student must report to ISS for remainder of the day	Contact parents and change After-School Detention	Contact parents and change clothes Saturday School Detention	Mandatory Parent Conference 5 days ISS (Continued actions may be considered as Defiance)
<b>6</b>	<b>DRS</b> according to Florida Statute 1006.07 ( <b>Sagging Pants Law</b> )	Verbal Warning and Contact Parents	Unable to participate in Extracurricular Activities up to 5 days and mandatory parent conference	1 days ISS. No Extracurricular activities up to 30 days. Parent contact and written letter detailing ISS and ineligibility to participate.	3 days ISS (Continued actions may be considered as Defiance)
<b>7</b>	<b>EAT/GUM</b> Food/drinks in halls, classrooms and other inappropriate areas at inappropriate times. Chewing gum without staff permission	Dispose of goods Documented warning issued	Contact parents After- School Detention	Contact parents Saturday School Detention	Contact parents Dispose of goods and ISS 5 days (Continued actions may be considered as Defiance)

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>8</b>	<b>LAC</b> Lack of cooperation with faculty and staff. Student does not want to complete assignments or complete class work during class. Includes sleeping in class	Contact parents; After School Detention	Contact parents Saturday School Detention	Contact parents ISS for 1 day	Contact parents ISS for 3 days (Continued actions may be considered Defiance)
<b>9</b>	<b>PDA/KIS</b> Public Display of Affection in a manner which is inappropriate in a school setting in the judgment and discretion of the principal.	Contact parents After School Detention	Contact parents Saturday School Detention	Contact parents 5 Days ISS	Contact parents 3 Days OSS (continued actions may be considered Defiance)
<b>10</b>	<b>TAR</b> Tardy to class (semester to semester).	Warning	Contact parents After-School Detention	Contact parents Saturday School Detention	Contact parents (4) 1 day ISS (5) 3 Days ISS (6) 5 ISS
<b>11</b>	<b>TOY</b> Possessing Inappropriate Items (toys, PSP, Video games, IPOD, MP3, Cameras, etc.)	Contact parent or guardian. Confiscate Item for 24 hours unless picked up by parent then After School Detention	Contact parents After School Detention	Contact parents Saturday School Detention	Contact parents 1 Day ISS
<b>12</b>	<b>UCP</b> Use of cell Phone during instructional time. Cell phones should not be used from the time a student arrives to the school campus until the last bell of the school day. <b>Cell phones should be in off mode and not visible. Phones will be confiscated if they are seen or heard</b>	Contact parent or guardian. Confiscate Item for 24 hours unless picked up by parent After School Detention	Contact parents Confiscate for 72 hours or 3 Days ISS	Contact parents Confiscate and 5 Days ISS	Contact parents Confiscate and 3 Days OSS

## LEVEL 2

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>13</b>	<p><b>ALT</b> Pushing or shoving on bus or school; attempting to fight;</p> <p><b>ALT</b> Verbal only without pushing, Making no attempt to fight, but disturbing class, hallway, Cafeteria or otherwise normal function of school</p>	<p>Contact Parents OSS 1 days; and/or Referral to SRO; Subject to arrest; Anger management counseling</p> <p>Contact parents 3 Days ISS</p>	<p>Mandatory Parent Conferences and OSS 3 days; Subject to arrest; Anger management counseling</p> <p>Contact parents 5 Days ISS Anger management counseling</p>	<p>Contact parents OSS 5 days and /or Expulsion; Subject to arrest; Anger management Counseling</p> <p>Contact parents 3 Days OSS</p>	<p>Contact parents Expulsion/Alt. Placement; Subject to Arrest</p> <p>Contact parents 5 Days OSS Continued actions of this kind will result in longer suspension or recommendation for expulsion/Alt. Placement;</p>

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
14	<b>CLS</b> Field Trip misconduct	Contact parents ISS 3 days; Can be excluded from future field trips for the remainder of year	Contact parents ISS 5 days; Will be excluded from future field trips for the remainder of year		
15	<b>FTC</b> Failure to report to ISS, or LD; WD;	Contact parents ISS for 1 day	Contact parents ISS 3 days	Mandatory parent Conference and OSS 3 days	Contact parents OSS for 5 days (Continued actions may be considered Defiance)
16	<b>FTC</b> Failure to comply with ISS, ASD,-LD WD rules	Contact parents Add another day or OSS 1 days	Contact parents OSS 3 days; Referral to SIT	Mandatory parent Conference and OSS 5 days; Referral to SIT	Contact parents OSS 10 days Expulsion/Alt. Placement;
17	<b>GAM/SAL</b> Gambling or Unauthorized sales	Contact Parents ISS 3 days	Contact parents ISS 5 days	Mandatory Parent Conference and OSS 3 days; Referral to SRO	Contact parents 10 days OSS Expulsion/Alt. Placement;
18	<b>HAZ</b> Hazing	Contact Parents 5 Days ISS; and/or Referral to SRO; Refer to SIT	Mandatory Parent Conference 3 Days OSS	Contact parents 10 Days OSS and or Expulsion/Alt. Placement;	
19	<b>INF</b> Inciting a fight (including pushing it up), failure to leave the area when requested by an adult	Contact Parents OSS 1 days; Mandatory Parent conference; Anger management counseling; and/or Referral to SRO & SIT	Contact parents OSS 3 days; Anger management counseling and Referral to SIT	Mandatory Parent Conference and OSS 5 days and/or Expulsion/Alt. Placement;	Contact parents OSS 10 days and expulsion or Alternative Placement
20	<b>DIS</b> Disobedient / non-compliant- refusal to follow the directions of school staff, school rules, classroom rules, or behavior contracts.	Contact parents 1 Days ISS;	Contact parents 3 Days ISS Counseling	Mandatory Parent Conference and 3 Days OSS and or Expulsion	Contact parents OSS 10 days Expulsion/Alt. Placement;
21	<b>LOT</b> Loitering on Campus at the end of the school day;	Contact parents ISS 1 days; and/or Referral to SRO	Contact parents ISS 3 days; and/or Referral to SRO	Contact parents OSS 1 days; and/or Referral to SRO	Contact parents OSS 5 days;
22	<b>LVG</b> Leaving class without permission	Contact parents ISS 3 days; Referral to guidance	Contact parents ISS 5 days; Referral to SIT	Mandatory Parent Conference and OSS 3 days;	Contact parents OSS 5 days;
23	<b>LVG</b> Leaving campus without permission, sitting in parking lot, improper parking on campus, failure to sign in or out	Contact parents Passenger: ISS 3 days	Contact parents Passenger: ISS 5 days	Contact parents Passenger: OSS 3 days	Contact parents Passenger: OSS up to 5 days and/or Expulsion
24	<b>LYG</b> Giving false information (lying, cheating, forging passes or notes)	Contact Parents OSS 1 days	Contact parents OSS 3 days	Mandatory Parent Conference and OSS 5 days; Referral to SIT	Contact parents OSS 10 days and Expulsion/Alt. Placement;

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
25	<b>PRO</b> Use of profane or obscene language ; Vulgar comments including written notes (student to student)	Contact parents ISS 3 days	Contact parents ISS 5 days	Mandatory Parent Conference and OSS 1 day; Referral to SIT	Contact parents OSS 5 days
26	<b>PRP</b> Tampering with emergency equipment i.e. cameras, fire extinguishers, emergency phones, smoke detectors or sensors	Contact Parents; and/ or Referral to SRO	Mandatory Parent Conference and 5 Days OSS; and/or Referral to SRO	Contact parents 10 Days OSS: and/or Referral to SRO	Contact parents 5 days OSS; recommendation for expulsion and/or Referral to SRO
27	<b>SCS</b> Electronic Device Misuse (Cell phone, IPAD, Electronic Devices/ Tablets etc)	Contact Parents OSS 3 days; Counseling Referral to SIT and/or Referral to SRO; Subject to arrest	Mandatory Parent Conference and OSS 5 days and Referral to SRO; Subject to arrest	OSS 10 days and Referral to SRO; Subject to arrest	Expulsion/Alt. Placement; Referral to SRO; Subject to arrest
28	<b>SKP 1</b> Skipping class, in hall without permission	Zeroes in class skipped; Parent contact; ISS 1 day	Zeroes in class skipped; ISS 3 days	Mandatory parent conference; Zeroes in class skipped; ISS 5 days. Referral to SIT	Zeroes in class skipped; OSS 3 days
29	<b>SKP 2</b> Skipping more than one class	Contact parents Zeroes in class skipped; ISS 3 days	Contact parents Zeroes in class skipped; ISS 5 days. Referral to SIT	Mandatory parent conference Zeroes in class skipped; OSS 3 days	Mandatory parent conference Zeroes in class skipped (Continued actions may be considered as Defiance) OSS 5 days
30	<b>TBC</b> Possession of tobacco Products, Matches, Lighters, Electronic/ synthetic smoking products	Contact Parents ISS 5 days; referral SRO/ SIT/Guidance/ ASPIRE Tobacco Cessation program	Mandatory Parent Conference and OSS 3 days; Confiscation; referral SRO/ SIT/Guidance	Contact Parents OSS 5 days and/or Expulsion/Alt. Placement; Confiscation; referral SRO/ SIT/Guidance	Contact Parents OSS 10 days Expulsion/Alt. Placement; referral SRO/ SIT/Guidance
31	<b>TRU</b> Habitual truancy	Contact Parents 10 days truant; Referral to SIT	15 days truant; and/or Referral to SRO & Truancy Officer; Report to DMV	25 days truant; And/or Referral to Superintendent, SRO & DMV	
32	<b>UNA</b> Being in an unauthorized area, No Hall pass and/or computer use	Contact Parents ISS 1 days; if Unauthorized Internet use-access privileges on a probationary period of <b>30</b> days in addition to <b>1 Days ISS</b> . Use only for assignments	Contact Parents ISS 3 days; if Unauthorized Internet use- access privileges on a probationary period of <b>90</b> days in addition to <b>3 Days ISS</b> . Use only for assignments	Mandatory Parent Conference and OSS 3 days; if Unauthorized Internet use- access privileges are suspended for the remainder of the school year in addition to <b>3 Days OSS</b>	Contact Parents OSS 5 days
33	<b>USG</b> Possession/ use of unauthorized medication, over the counter without parent permit on file	Contact Parents 3 Days ISS; Referral to Guidance; and/or Referral to SRO	Mandatory Parent Conference and 5 Days ISS; Referral to Guidance and Referral to SRO; SIT	Contact Parents 3 Days OSS; Referral to Guidance; and/or Referral to SRO	Contact Parents 10 Days OSS; Referral to Guidance; and/or Referral to SRO



### LEVEL 3

	Behavior	First Offense	Second Offense	Third Offense	Repeated
34	<b>AGG</b> Hitting, Kicking, Tripping, Pushing on bus or school.	Contact Parents 3 Days OSS; Referral to guidance; Anger management counseling	Mandatory Parent Conference and 5 Days OSS; Referral to SIT/guidance; Anger management counseling	Contact Parents OSS 10 days Expulsion/Alt. Placement;	
35	<b>ALC</b> possessing, using, or being under the influence of alcohol	Mandatory Parent Conference and 5 Days OSS; Referral to SIT/guidance; Alcohol counseling; and/or Referral to SRO	Contact Parents 10 Days OSS; Expulsion/Alt. Placement; Alcohol counseling; and/or Referral to SRO		
36	<b>BUL</b> Bullying	Contact Parents Counseling and 3 days OSS; Refer to SIT	Mandatory Parent Conference 5 days OSS	10 days OSS and expulsion/Alt. Placement;	
37	<b>BOM</b> Pulling fire alarm	Contact Parents 5 days OSS Referral to SIT/guidance; and/or referral to SRO	10 Days OSS; and/or referral to SRO	10 Days OSS and Expulsion/Alt. Placement; and/or referral to SRO	
38	<b>CAI</b> Careless act causing Injury	Contact Parents 3 Days OSS	Mandatory Parent Conference and 5 Days OSS	Contact Parents 5 Days OSS; and/or Referral to SRO	Contact Parents 10 Days OSS and Expulsion/Alt. Placement ;Subject to arrest;
39	<b>CAM</b> Threatening to disrupt School and/ or fight	Contact Parents 3 Days OSS; and/or Referral to SRO	Mandatory Parent Conference 5 Days OSS and/or Expulsion/Alt. Placement; and/or Referral to SRO	Contact Parents 10 Days OSS and/ or Expulsion/Alt. Placement;	Contact Parents 10 Days OSS and Expulsion/Alt. Placement;
40	<b>DEF</b> Defiance of authority. Willful and open disobedience in a bold and challenging manner after being asked more than once.	Mandatory Parent Conference and 5 days OSS; Referral to guidance; and or Referral to SRO	Contact Parents 10 Days OSS and/ or Expulsion/Alt. Placement;		
41	<b>DIS</b> Disrespect of Staff	Contact Parents 3 Days ISS; 1-3 Days OSS	Mandatory Parent Conference and 5 Days ISS; Refer to SIT	Contact Parents 3 Days OSS	Contact Parents 10 Days OSS
42	<b>DIS Gross disrespect/ misbehavior</b> or Profanity or obscenity directed towards a school staff or public service personnel	Mandatory Parent Conference and 5 Days OSS - Anger Management counseling	Contact Parents 10 Days OSS -	Contact Parents; 10 Days OSS and Expulsion/Alt. Placement;	

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
43	<b>DRS</b> Open display of gang related material, activity, signs, symbols: written or facsimile	Contact Parents OSS 3 days; and/or Referral to SRO	Parent Conference and OSS 5 days; and/or Referral to SRO	Contact Parents OSS 10 days Expulsion/Alt. Placement;	
44	<b>DRU/USG</b> Possession, use or under the influence of drugs, and or controlled substances, synthetics,* ( <b>note: Lookalikes</b> )	Contact Parents 10 days OSS. Subject to Expulsion; Referral to SRO Subject to arrest; and Referral to Guidance for treatment	10 Days OSS and Expulsion/Alt. Placement; Referral to SRO Subject to arrest;		
45	<b>DSR</b> Disruption of school sponsored activity after school hours	Contact Parents OSS 5 days and/ or Expulsion/Alt. Placement; Subject to arrest; Loss of privileges	Contact Parents OSS 10 days Expulsion/Alt. Placement; Subject to arrest		
46	<b>FIT</b> Fighting with or without injury on <b>school grounds or School Bus.</b> <u>Note: Self Defense</u> – a student has the right to protect self from uninvited physical harm or injury. A valid claim of self defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not say or do anything for the purpose of provoking another student, and that the student used reasonable force and restraint in protecting him/herself. Retaliation is not self-defense.	Contact Parents 5 Days OSS; Referral to SRO; Subject to arrest; Anger management counseling	Mandatory Parent Conference and 10 Days OSS - Subject to arrest; Anger management Counseling	Contact Parents 10 Days OSS and/ or Expulsion/Alt. Placement ;Subject to arrest;	Contact Parents 10 Days OSS and Expulsion/Alt. Placement ;Subject to arrest;
47	<b>FWK</b> Possessing or use of fireworks, firearm cartridges	Contact Parents Confiscate; 5 Days OSS; referral to SRO	Confiscate; 10 Days OSS; referral to SRO	Confiscate ;OSS 10 days Expulsion/Alt. Placement;	

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
48	<b>INT/TRE/HA (Students to Student)</b> Intimidating; Threatening; Harassment; including threats made by Written note, Electronic text or internet Social Media (MySpace, Face Book etc.)	Contact Parents Counseling and/or 5 days ISS;	Contact Parents 3 Days OSS; refer to SIT or Guidance Mandatory parent conference	Mandatory Parent Conference and 5 Days OSS; Referral to SRO	Contact Parents 10 Days OSS and/or expulsion/Alt. Placement; Referral to SRO
49	<b>LYG</b> Intentionally making false accusations that jeopardize the reputation, employment or professional certification of a teacher or other school staff	Mandatory Parent Conference and 5 days OSS; Refer to SIT; Referral to SRO	Contact Parents 10 Days OSS; Referral to SRO	Contact Parents 10 Days OSS and expulsion/Alt. Placement; Referral to SRO	
50	<b>MIS</b> Excessive mischief/referrals (8 or more Referrals)	First review; Mandatory Parent Conference; Referral to SIT & Counseling; Possible Expulsion/ Alt. Placement	Second review; Contact Parents Expulsion/Alt. Placement;		
51	<b>SXH</b> Sexual Harassment	Contact Parents Counseling and/or 1 days OSS	Contact Parents 3 Days OSS; refer to SIT or Guidance	Contact Parents 5 Days OSS; Referral to SRO	Contact Parents 5-10 Days OSS and/or expulsion/Alt. Placement; Referral to SRO
52	<b>SXM</b> (Minor) Sexual Misconduct indecent proposition or contact or touching, pornographic materials or devices on campus, indecent exposure	Contact Parents 5 Days OSS; Referral to guidance	Contact Parents 10 Days OSS and Expulsion/Alt. Placement;		
53	<b>TBC</b> Use Of Tobacco Products, Matches, Lighters, Electronic/ synthetic smoking products	Contact Parents 3 Days OSS; referral SRO/ SIT/Guidance	Contact Parents 5 Days OSS Mandatory parent conference referral SRO/ SIT/ Guidance	Contact Parents 10 days OSS; Expulsion/ Alt. Placement; referral SRO/ SIT/ Guidance	
54	<b>TKG</b> Stealing or accessory (less than \$300) <b>possession of stolen property</b>	Contact Parents 3 Days OSS; Restitution and/or referral to SRO	Mandatory Parent Conference and 5 Days OSS Restitution and/or referral to SRO	Contact Parents and 10 Days OSS: Restitution and/or Expulsion/Alt. Placement;	Contact Parents, Restitution and Expulsion/Alt. Placement;
55	<b>TRS</b> Entering and or remaining in a building and/or school property without permission	Contact Parents; 3 days OSS; and/or Referral to SRO	5 days OSS; and / or Referral to SRO; Subject to arrest	10 days OSS and/or Expulsion; /Alt. Placement; and/or Referral to SRO	

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
56	<b>UEC (Teacher or Administration Computer)</b> Improper computer use, Unauthorized entry into any computer system, altering, deleting system files, downloading inappropriate materials	Contact Parents 3 days OSS and no use of computer for the remainder of the year Referral to SIT/ guidance	Contact Parents 5 days OSS and No use of computer for remainder of the year	Contact Parents OSS 10 days Expulsion/Alt. Placement;	
57	<b>VAN</b> Vandalism/ defacing/destroying school property (under \$250 value)	Contact Parents Restitution; 1 Day OSS; SRO	Contact Parents Restitution; 3 Days OSS; and/or Referral to SRO	Contact Parents Restitution; 5 Days OSS and/or Expulsion/Alt. Placement;	Contact Parents
58	<b>VAN</b> Vandalism/ defacing/destroying school property (over \$250 value)	Contact Parents Restitution; 5 Days OSS; and/or Referral to SRO	Contact Parents Restitution; 10 Days OSS; Expulsion/Alt. Placement;		
59	<b>WPO</b> Possession of a pocketknife with less than 2 ½ inch blade. If the person has not revealed the knife to anyone or brandished the knife openly. If during investigation or search, the knife is found. If the knife is revealed or brandished it becomes a level 4 Zero Tolerance violation	Contact Parents; 5 days OSS ; and/or Referral to SRO	Mandatory Parent Conference and 5 days OSS; and/or Referral to SRO;	10 days OSS and Expulsion/Alt. Placement; and/or Referral to SRO	

### Severe Infractions of the Code of Student Conduct

#### LEVEL 4

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
60	<b>ALC</b> sale or distribution of alcohol,	Contact Parents 10 days OSS and/ or Expulsion; and/ or Referral to SRO Subject to arrest; and Referral to Guidance for treatment	Contact Parents 10 Days OSS and Expulsion/Alt. Placement; and/ or Referral to SRO Subject to arrest;		
61	<b>ARS</b> Arson	Contact Parents 10 Days OSS and expulsion/Alt. Placement; and/or Referral to SRO			
62	<b>BAT</b> when one student physically attacks another student with the intent to do bodily harm.	Contact Parents 10 Days OSS and expulsion/Alt. Placement; and/or Referral to SRO			



	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
63	<b>BAT</b> Assault or battery on a school staff or public service personnel*	Contact Parents 10 Days OSS and expulsion/Alt. Placement; and/or Referral to SRO			
64	<b>BOM</b> Bomb Threat	10 Days OSS and expulsion/Alt. Placement; and/or Referral to SRO			
65	<b>BRK</b> Breaking and entering/Burglary into a school property	Contact Parents 10 days OSS and/or, Expulsion/Alt. Placement; and/or Referral to SRO; Subject to arrest			
66	<b>DOC</b> Serious campus disruption	Contact Parents 10 Days OSS and expulsion/Alt. Placement; and/or Referral to SRO; Subject to arrest			
67	<b>DRD</b> sale or distribution of drugs, and or controlled substances* This includes counterfeit drugs. This offense also includes delivery or sale of drug paraphernalia. <b>(note: Lookalikes)</b>	Contact Parents 10 Days OSS and expulsion/Alt. Placement; and/or Referral to SRO			
68	<b>EXT</b> Extortion/Coercion/Blackmail	Contact Parents 10 Days OSS Referral to SIT/guidance	Contact Parents 10 Days OSS and/or Expulsion/Alt. Placement;	Contact Parents Expulsion/Alt. Placement;	
69	<b>HOM/KID/OMC</b> Homicide, Kidnapping, other serious, harmful activities resulting in law enforcement intervention	Contact Parents 10 days OSS and Expulsion/Alt. Placement; and/or Referral to SRO; Subject to arrest			
70	<b>INT/TRE/HA (Teachers or staff including Bus Drivers)</b> Intimidating; Threatening; Harassment; including threats made by Written note, Electronic Text or Internet Social Media (MySpace, Face Book etc.)	Contact Parents 10 Days OSS and/or expulsion/Alt. Placement; and/or Referral to SRO	Contact Parents Expulsion; and/or Referral to SRO		
71	<b>RIO</b> Major campus disruption causing a large number of people to gather and behave in a violent or uncontrollable manner leading to a potential for violence	Contact Parents 10 Days OSS and/or Expulsion/Alt. Placement; and Referral to SRO; Subject to arrest	Contact Parents Expulsion/Alt; and Referral to SRO; Subject to arrest		

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
72	<b>ROB</b> Robbery	Contact Parents 10 days OSS and/or Expulsion/ Alt. Placement; and/ or Referral to SRO; Subject to arrest			
73	<b>STL</b> Stealing or accessory to stealing, buying and/or selling stolen property (over \$300), including vehicle and/or equipment. Possession of stolen property	Contact Parents 10 Days OSS and Expulsion/ Alt. Placement; Restitution; and/ or Referral to SRO; Subject to arrest			
74	<b>SXM (Major)</b> sexual contact, including intercourse, without force or threat of force, subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner	Contact Parents 10 Days OSS and expulsion/Alt. Placement; and/ or Referral to SRO; Subject to arrest			
75	<b>SXO/SXB</b> Sexual Offense, Sexual Battery, Indecent exposure	Contact Parents 10 Days OSS and expulsion/ Alt. Placement; and/ or Referral to SRO; Subject to arrest			
76	<b>TRE</b> Threatening to bring or use weapon	Contact Parents 10 Days OSS and expulsion/ Alt. Placement; and/or Referral to SRO			
77	<b>WPO</b> Possession or discharge of explosive devices*	Contact Parents 10 Days OSS and expulsion/ Alt. Placement; and/or Referral to SRO			
78	<b>WPO</b> Possession of weapons or firearms, lookalikes, imitation or dangerous objects which can be used to do bodily harm (all knives or pocketknives with over 2 ½ inch blades are included) Fl. St. 790.115	Contact Parents 10 Days OSS and expulsion/Alt. Placement; and/or Referral to SRO			

**Principals/ Assistant principals/ Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact Parent or guardian will be made during the referral process. Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belongs to the principal or his designee to affect all situations as afforded by law afforded by law.**

**Unexcused Absences Grades 6-8 – All absences, which have not been specifically identified as excused, are unexcused absences. A student’s absences due to suspension from school for a disciplinary problem will be considered unexcused absences.**

**Parents may only view video evidence of inappropriate behavior(s), provided such video is available, such video has not been entered into evidence with Law Enforcement Agencies and, due to privacy and confidentiality no other students are visible in such video.**

## 2015-2016 Discipline Grid Grades 9-12

<b>LEVEL 1</b>					
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
1	<b>ASM</b> Disruption of a school function (assembly disruption during school hours, etc.)	Removal from all future assembly and ISS 3 days; Sit in ISS during future assemblies			
2	<b>CAF</b> Cafeteria misconduct (skipping in lunch line; eating beyond the cafeteria or patio Leaving trays/ trash on cafeteria or tables.	Lunch Detail 4 days	Lunch Detail 4 days	Lunch Detention 3 Days (ISS Room)	ISS 1 day (Continued actions may be considered Defiance and result in additional action(s))
3	<b>CHE</b> Cheating on test	Contact parents and Zero on test	Zero on test and ISS 3 days; Parent Conference	Zero on test and OSS 1 day	Expulsion/Alt. Placement;
4	<b>CLS/HSP/ Disorderly Conduct/THR/RUD/ Disrespect (gestures and name-calling to other students)</b> (classroom or hallway disruption, throwing in classroom, hallway or cafeteria, running, horseplay etc. Making or displaying (ex. Book bags) derogatory ethnic, racial, or religious remarks to other students)	LD 4 days or ISS 1 day	Contact parents ISS 3 days; Referral to SIT	Mandatory Parent Conference Referral to SIT and ISS 5days;	OSS 1 days (Continued actions may be considered Defiance)
5	<b>DRS</b> Dress Code/ shoe violation, including signs and symbols	Sign in at ISS; Contact parents and change clothes/shoes (unexcused tardy or absence); If unable to change, student must report to ISS for remainder of the day	Contact parents and change clothes; ISS 1 day	Mandatory Parent Conference change clothes and ISS 1 days	3 days ISS (Continued actions may be considered as Defiance)
6	<b>DRS</b> according to Florida Statute 1006.07 ( <b>Sagging Pants Law</b> )	Verbal Warning and Contact Parents	Unable to participate in Extracurricular Activities up to 5 days and mandatory parent conference	1 days ISS. No Extracurricular activities up to 30 days. Parent contact and written letter detailing ISS and ineligibility to participate.	3 days ISS (Continued actions may be considered as Defiance)
7	<b>EAT/GUM</b> Food/ drinks in halls, classrooms and other inappropriate areas at inappropriate times. Chewing gum without staff permission	Dispose of goods, verbal warning	Dispose of goods and LD 4 days	Dispose of goods and ISS 3 days	Dispose of goods and ISS 5 days (Continued actions may be considered as Defiance)

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>8</b>	<b>LAC</b> Lack of cooperation with faculty and staff. Student does not want to complete assignments or complete class work during class. Includes sleeping in class, frequently not bringing materials to class	Detention for 1 day or until work is completed	Detention for 4 days or until work is completed	Parent Conference ISS for 1 day	ISS for 3 days (Continued actions may be considered Defiance)
<b>9</b>	<b>PDA/KIS</b> Public Display of Affection in a manner which is inappropriate in a school setting in the judgment and discretion of the principal.	LD 4 Days	3 Days ISS	Mandatory Parent Conference and 5 Days ISS	3 Days OSS (continued actions may be considered Defiance)
<b>10</b>	<b>PLI</b> Driving or parking without sticker, parking in an unauthorized area	Contact Parents Fine assessed by school; Unpaid fines will result in driving privileges suspended for 9 weeks; Fine must be paid within 10 days to regain any driving privileges (Uniform fine assessed; Cost of parking)	Uniform fine assessed and 1 day ISS.  Vehicle will be towed at owner's expense.	Revoke driving privileges for 9 weeks.  Vehicle will be towed at owner's expense	
<b>11</b>	<b>PLI</b> Improper or careless driving on campus	Contact Parents Off campus driving privileges suspended for 9 week period. Referral to SRO	Driving privileges suspended for the remainder of the year; and/or Referral to SRO	OSS 5 days (tow vehicle at owner's expense); and/or Referral to SRO Defiance	OSS 10 days Expulsion/Alt. Placement;
<b>12</b>	<b>TAR</b> Tardy to class (semester to semester).	(1) First tardy, report to Tardy Hall No referral, Document as class intervention	(2) Second tardy, Report to Tardy Hall.	(3) Third tardy, report to Tardy Hall; Lunch Detention 1 Day; Mandatory Parent conference	(4) Remain in ISS for the period (5) 1 Day ISS (6) 3 Days ISS (7) 5 Days ISS
<b>13</b>	<b>TOY</b> Usage during unauthorized times Inappropriate Items (toys, PSP, Video games, IPOD, MP3, Cameras, etc.)	Contact parent or guardian. Confiscate Item for 24 hours unless picked up by parent then 4 days Lunch Detention	Confiscate for 72 hours or 1 Days ISS	Confiscate and 3 Days ISS	Confiscate and 1 Days OSS



	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>14</b>	<b>UCP</b> Use of cell Phone. <b>Cell phones should be in off mode and not visible during instructional time.</b> Cell phones may be used and visible before / after school, during change of class and during lunch only. <b>If your phone is seen or goes off during instructional time it will be confiscated. During instructional time it should be in off mode not vibrate.</b>	Contact parent or guardian. Confiscate Item for 24 hours unless picked up by parent then 1 day Lunch Detention	Confiscate for 72 hours or 3 Days ISS	Confiscate and 5 Days ISS	Confiscate and 3 Days OSS
<b>LEVEL 2</b>					
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>15</b>	<b>ALT</b> Pushing or shoving on bus or school; attempting to fight;  <b>ALT</b> Verbal only without pushing, Making no attempt to fight, but disturbing class, hallway, Cafeteria or otherwise normal function of school	Contact Parents OSS 1 days; and/or Referral to SRO; Subject to arrest; Anger management counseling  3 Days ISS	Mandatory Parent Conference and OSS 3 days and Subject to arrest; SIT  5 Days ISS Anger management counseling	OSS 5 days and /or Expulsion*; Subject to arrest; Anger management Counseling  3 Days OSS	Expulsion/Alt. Placement; Subject to Arrest  5 Days OSS Continued actions of this kind will result in longer suspension or recommendation for expulsion/Alt. Placement;
<b>16</b>	<b>CLS</b> Field Trip misconduct	ISS 3 days; Can be excluded from future field trips for the remainder of year	ISS 5 days; Will be excluded from future field trips for the remainder of year		
<b>17</b>	<b>FTC</b> Failure to report to ISS, or LD; WD;	ISS for 1 day	ISS 3 days	OSS 3 days	OSS for 5 days (Continued actions may be considered Defiance)
<b>18</b>	<b>FTC</b> Failure to comply with ISS, -LD WD rules	Add another day or OSS 1 days	OSS 3 days; Referral to SIT	OSS 5 days; Referral to SIT	OSS 10 days Expulsion/Alt. Placement;
<b>19</b>	<b>GAM/SAL</b> Gambling or Unauthorized sales	Contact Parents ISS 3 days and/or Referral to SRO	ISS 5 days; an/or Referral to SRO	OSS 3 days; and/or Referral to SRO	10 days OSS Expulsion/Alt. Placement;
<b>20</b>	<b>HAZ</b> Hazing	Contact Parents 5 Days ISS; and/or Referral to SRO; Refer to SIT	Mandatory Parent Conference and 3 Days OSS	10 Days OSS and or Expulsion/Alt. Placement;	

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
21	<b>INF</b> Inciting a fight (including instigating and the use of social media/ text messaging, etc.), failure to leave the area when requested by an adult	OSS 1 day; Mandatory Parent conference; Anger management counseling; and/or Referral to SRO & SIT	OSS 3 days; Anger management counseling and Referral to SIT	OSS 5 days and/or Expulsion/Alt. Placement;	OSS 10 days and expulsion or Alternative Placement
22	<b>DIS Disobedient</b> non-compliant, refusal to follow the directions of school staff, school rules, classroom rules, or behavior contracts.	Contact parents 1 Days ISS;	3 Days ISS Counseling	Mandatory Parent Conference and 3 Days OSS	OSS 5 days; continued behavior may result in Expulsion or Alt. Placement;
23	<b>LOT</b> Loitering on Campus at the end of the school day;	ISS 1 days; and Referral to SRO	ISS 3 days; and Referral to SRO	Parent Conference OSS 1 days; and Referral to SRO	Contact parents OSS 5 days; and Referral to SRO
24	<b>LVG</b> Leaving class without permission	Contact parents ISS 3 days; Referral to guidance	Mandatory Parent Conference Referral to SIT and ISS 5 days;	Contact parents OSS 3 days;	Contact parents OSS 5 days;
25	<b>LVG</b> Leaving campus without permission, sitting in parking lot, improper parking on campus, failure to sign in or out of school  <b>OJT- Failure to Sign Out/In</b>	Contact Parents Driver: Driving privileges suspended for 9 weeks and ISS 3 days  Passenger: ISS 3 days if not a driver; If a valid driver, same as driver  OJT - 1 Day ISS	Mandatory Parent Conference Driver: Driving privileges suspended for 18 weeks or 1 semester and ISS 5 days  Passenger: ISS 5 days if not a driver; If a valid driver same as Driver	Driving privileges suspended for remainder of year and 3 days OSS  Passenger: OSS 3 days	Passenger: OSS up to 5 days and/or Expulsion/Alt. Placement;  OJT - May be removed from OJT
26	<b>LYG</b> Giving false information (lying, cheating, forging passes or notes)  <b>Forging of official document</b> (Doctors notes, etc)	Contact Parents OSS 1 days  Contact Parents 3 days OSS; and/or Referral to SRO	OSS 3 days  5 Day OSS and Mandatory Parent Conference and/or Referral to SRO	OSS 5 days  10 Days OSS: and/or Referral to SRO	OSS 10 days and Expulsion/Alt. Placement;  Expulsion/Alt. Placement;
27	<b>PLI</b> Driver unauthorized to drive on campus	Contact Parents ISS 3 days; (tow vehicle or parent remove vehicle)	Contact Parents; ISS 5 (tow vehicle at owner's expense)	OSS 1 day Future driving privileges suspended (tow vehicle at owner's expense)	OSS 5 Days. (tow vehicle at owner's expense) Considered Defiance
28	<b>PRO</b> Use of profane or obscene language ; Vulgar comments including written notes (student to student)	ISS 1 days	ISS 3 days	Mandatory Parent Conference; ISS 5 day	OSS 3 days Referral to SIT

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
29	<b>PRP</b> Tampering with emergency equipment i.e. cameras, fire extinguishers, emergency phones, smoke detectors or sensors	Contact Parents 1 days OSS; and/or Referral to SRO	3 Day OSS and Mandatory Parent Conference and/or Referral to SRO	5 Days OSS: and/or Referral to SRO	OSS 10 days and Expulsion/Alt. Placement;
30	<b>SKP</b> 1 Skipping class, in hall without permission	Zeroes in class skipped; Parent contact; ISS 1 day	Zeroes in class skipped; ISS 3 days	Zeroes in class skipped; ISS 5 days Mandatory parent conference	Zeroes in class skipped; OSS 3 days
31	<b>SKP</b> 2 Skipping more than one class	Zeroes in class skipped; ISS 3 days	Zeroes in class skipped; ISS 5 days	Zeroes in class skipped; OSS 3 days Mandatory parent conference	Zeroes in class skipped (Continued actions may be considered as Defiance) OSS 5 days
32	<b>SCS</b> Electronic Device Misuse (Cell phone, IPAD, Electronic Devices/ Tablets etc)	Contact Parents OSS 3 days; Counseling Referral to SIT and/or Referral to SRO; Subject to arrest	Mandatory Parent Conference and OSS 5 days and Referral to SRO; Subject to arrest	OSS 10 days and Referral to SRO; Subject to arrest	Expulsion/Alt. Placement; Referral to SRO; Subject to arrest
32	<b>TBC</b> Possession of tobacco Products, Matches, Lighters, Electronic/ synthetic smoking products	Contact Parents ISS 5 days; and/or Referral to SRO/ ASPIRE Tobacco Cessation program	OSS 3 days; Confiscation; Referral to Guidance	OSS 5 days and/or Expulsion/Alt. Placement; Confiscation; Referral to Guidance	OSS 10 days Expulsion/Alt. Placement;
33	<b>TRU</b> Habitual Truancy	Contact Parents 10 days truant; Loss of driving privileges; Referral to SIT	15 days truant; and/or Referral to SRO & Truancy Officer; Report to DMV	25 days truant; And/or Referral to Superintendent, SRO & DMV	
34	<b>UNA</b> Being in an unauthorized area of school or campus (parking lots, buildings athletic fields, etc), No Hall pass and/or computer use	ISS 1 days; if Unauthorized Internet use-access privileges on a probationary period of <b>30</b> days in addition to 1 Days ISS. Use only for assignments	ISS 3 days; if Unauthorized Internet use- access privileges on a probationary period of <b>90</b> days in addition to <b>3 Days ISS</b> . Use only for assignments	OSS 3 days; if Unauthorized Internet use- access privileges are suspended for the remainder of the school year in addition to <b>3 Days OSS</b>	Parent Contact and OSS 5 days
35	<b>USG</b> Possession/ use of unauthorized medication, over the counter without parent permit on file	Contact Parents 3 Days ISS; Referral to Guidance; and/or Referral to SRO	5 Days ISS; Mandatory Parent Conference; Referral to SIT; Guidance; and/or Referral to SRO	3 Days OSS; Referral to Guidance; and/or Referral to SRO	10 Days OSS; Referral to Guidance; and/or Referral to SRO
<b>LEVEL 3</b>					
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
36	<b>AGG</b> Hitting, Kicking, Tripping, Pushing or Attempt to hit on bus or school. Attempting to hit with or throw an object at another student.	Contact Parents 3 Days OSS; Referral to guidance; Anger management counseling	5 Days OSS; Mandatory Parent Conference; Referral to SIT/guidance; Anger management counseling	OSS 10 days Expulsion/Alt. Placement	

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
37	<b>ALC</b> possessing, using, or being under the influence of alcohol	Mandatory Parent Conference and 5 Days OSS; Referral to SIT/guidance; Alcohol counseling; and/or Referral to SRO	10 Days OSS; Referral to SIT/guidance; Alcohol counseling and Referral to SRO	10 Days OSS and Expulsion/Alt. Placement;	
38	<b>BUL</b> Bullying	Contact Parents Counseling and 3 days OSS; Refer to SIT	Mandatory Parent Conference 5 days OSS	10 days OSS and expulsion/Alt. Placement;	
39	<b>BOM</b> Pulling fire alarm	Mandatory Parent Conference and 5 days OSS; Referral to SIT/guidance; and referral to SRO	Mandatory Parent Conference and 10 Days OSS; Referral to SRO	10 Days OSS and Expulsion/Alt. Placement; and/or referral to SRO	
40	<b>CAI</b> Careless act causing Injury	Contact Parents and 1-3 Days OSS	Mandatory parent Conference and 5 Days OSS	Contact Parents and 5 Days OSS; Referral to SRO	10 Days OSS and Expulsion/Alt. Placement ;Subject to arrest;
41	<b>CAM</b> Threatening to disrupt School and/or fight. Riotous behavior.	Mandatory Parent Conference and 5 Days OSS; and/or Referral to SRO	10 Days OSS and/or Expulsion/Alt. Placement; and/or Referral to SRO	10 Days OSS and Expulsion/Alt. Placement;	
42	<b>DEF</b> Defiance of authority. Willful and open disobedience in a bold and challenging manner after being asked more than once.	Mandatory Parent Conference and 5 days OSS; Referral to guidance/ SIT	Contact Parents 10 days OSS and/or Expulsion/Alt. Placement	Contact Parents and 10 days OSS and Expulsion/Alt. Placement	
43	<b>DIS</b> Disrespect of Staff	Contact Parents 3 Days ISS;	Mandatory Parent Conference and 5 Days ISS; Refer to SIT	Contact Parents and 3 Days OSS	Contact Parents and 10 Days OSS
44	<b>DIS</b> Gross disrespect / throwing objects / misbehavior / profanity / obscenity directed towards a school staff or public service personnel	Mandatory Parent Conference and 5 Days OSS - Anger Management counseling Refer to SIT	Contact Parents 10 Days OSS -	Contact Parents and Expulsion/Alt. Placement;	
45	<b>DRS</b> Open display of gang related material, activity, signs, symbols: written or facsimile	Contact Parents OSS 3 days; and/or Referral to SRO	Mandatory Parent Conference and OSS 5 days; Refer to SIT and/or Referral to SRO	Contact Parents and OSS 10 days Expulsion/Alt. Placement;	
46	<b>DRU/USG</b> Possession, use or under the influence of drugs, and or controlled substances, synthetics,* ( <b>note: Lookalikes and paraphernalia</b> )	Contact Parents 10 days OSS. Subject to Expulsion/Alt Placement; Referral to SRO Subject to arrest; and Referral to Guidance for treatment	10 Days OSS and Expulsion/Alt. Placement; Referral to SRO Subject to arrest;		



	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
47	<b>DSR</b> Disruption of school sponsored activity after school hours	Mandatory Parent conference and OSS 5 days and/ or Expulsion/Alt. Placement; Subject to arrest; Loss of privileges	OSS 10 days and Expulsion/Alt. Placement; Subject to arrest		
48	<b>FIT</b> Fighting with or without injury on <b>school grounds or School Bus.</b>  <u>Note: Self Defense</u> – a student has the right to protect self from uninvited physical harm or injury. A valid claim of self defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not <b>say</b> or do anything for the purpose of provoking another student, and that the student used <b>reasonable force</b> and restraint in protecting him/herself. <b>Retaliation is not self-defense.</b>	Contact Parents 5 Days OSS; Referral to SRO; Subject to arrest; Anger management counseling	10 Days OSS and Mandatory Parent Conference -Subject to arrest; Anger management Counseling	10 Days OSS and/ or Expulsion/Alt. Placement ;Subject to arrest;	10 Days OSS and Expulsion/Alt. Placement ;Subject to arrest;
49	<b>FWK</b> Possessing or use of fireworks, firearm cartridges	Mandatory Parent Conference; Confiscate and 5 Days OSS; referral to SRO	Contact Parents Confiscate; 10 Days OSS; referral to SRO	Contact Parents Confiscate ;OSS 10 days Expulsion/Alt. Placement;	
50	<b>INT/TRE/HA (Students to Student)</b> Intimidating; Threatening; Harassment; including threats made by Written note, Electronic text or internet Social Media (MySpace, Face Book, Twitter, Instagram, etc.)	Contact Parents Counseling and/or 5 days ISS;	Mandatory parent conference 3 Days OSS; refer to SIT or Guidance	Contact Parents 5 Days OSS; Referral to SRO	Contact Parents 10 Days OSS and/ or expulsion/Alt. Placement; Referral to SRO
51	<b>LYG</b> Intentionally making false accusations that jeopardize the reputation, employment or professional certification of a teacher or other school staff	Mandatory Parent Conference and 5 days OSS; Refer to SIT; Referral to SRO	Contact Parents 10 Days OSS; Referral to SRO	Contact Parents 10 Days OSS and expulsion/Alt. Placement; Referral to SRO	

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
52	<b>MIS</b> Excessive mischief/referrals (8 or more Referrals)	First review; Mandatory Parent Conference; Referral to SIT & Counseling; Possible Expulsion/Alt. Placement	Second review; Contact Parents Expulsion/Alt. Placement;		
53	<b>SXH</b> Sexual Harassment	Mandatory Parent Conference; Counseling and 1 days OSS	Contact Parents and 3 Days OSS; refer to SIT or Guidance	Contact Parents 5 Days OSS; Referral to SRO	Contact Parents 10 Days OSS and/or expulsion/Alt. Placement; Referral to SRO
54	<b>SXM</b> (Minor) Sexual Misconduct indecent proposition or contact or touching, pornographic materials or devices on campus, indecent exposure	Mandatory Parent Conference 5 Days and OSS; Referral to guidance	Contact Parents 10 Days OSS and Expulsion/Alt. Placement;		
55	<b>TBC</b> Use Of Tobacco Products, Matches, Lighters, Electronic/synthetic smoking products	Contact Parents 3 Days OSS; referral SRO/ SIT/Guidance	Mandatory parent conference 5 and Days OSS referral SRO/ SIT/Guidance	Contact Parents 10 days OSS; Expulsion/Alt. Placement; referral SRO/ SIT/Guidance	
56	<b>TKG</b> Stealing or accessory (less than \$300) <b>possession of stolen property</b>	Contact Parents 3 Days OSS; Restitution and/or referral to SRO	Mandatory Parent Conference and 5 Days OSS Restitution and/or referral to SRO	Contact Parents and 10 Days OSS: Restitution and/or Expulsion/Alt. Placement;	Contact Parents, Restitution and Expulsion/Alt. Placement;
58	<b>TRS</b> Entering and or remaining in a building and/or school property other than assigned school grounds without permission during or after school hours	Contact Parents; 3 days OSS; and/or Referral to SRO	Mandatory Parent Conference and 5 days OSS; and /or Referral to SRO; Subject to arrest	Contact Parents and 10 days OSS and/or Expulsion; /Alt. Placement; and/or Referral to SRO	
59	<b>UEC (Teacher or Administration Computer)</b> Improper computer use, Unauthorized entry into any computer system, altering, deleting system files, downloading inappropriate materials	Contact Parents 3 days OSS and no use of computer for the remainder of the year Referral to SIT/ guidance	Contact Parents and 5 days OSS and No use of computer for remainder of the year	Contact Parents and OSS 10 days Expulsion/Alt. Placement;	
60	<b>VAN</b> Vandalism/ defacing/destroying school property (under \$250 value)	Contact Parents Restitution; 1 Day OSS; Referral to SRO	Mandatory Parent Conference Restitution; 3 Days OSS; Referral to SRO	Contact Parents Restitution; 5 Days OSS and/or Expulsion/Alt. Placement;	Contact Parents OSS 10 days Expulsion/Alt. Placement;
61	<b>VAN</b> Vandalism/ defacing/destroying school property (over \$250 value)	Mandatory Parent Conference Restitution; 5 Days OSS; and Referral to SRO	Contact Parents Restitution; 10 Days OSS; Expulsion/Alt. Placement;		

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>62</b>	<b>WPO</b> Possession of a pocketknife with less than 2 ½ inch blade. If the person has not revealed the knife to anyone or brandished the knife openly. If during investigation or search, the knife is found. If the knife is revealed or brandished it becomes a level 4 Zero Tolerance violation	Contact Parents and 3 days OSS and Referral to SRO	Mandatory Parent Conference and 5 days OSS; and Referral to SRO	Contact Parents 10 days OSS and Expulsion/Alt. Placement; and Referral to SRO	

### **Severe Infractions of the Code of Student Conduct**

#### **LEVEL 4**

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>63</b>	<b>ALC</b> sale or distribution of alcohol,	Contact Parents 10 days OSS and/or Expulsion; and/or Referral to SRO Subject to arrest; and Referral to Guidance for treatment	10 Days OSS and Expulsion/Alt. Placement; and/or Referral to SRO Subject to arrest;		
<b>64</b>	<b>ARS</b> Arson	Contact Parents 10 Days OSS and expulsion/ Alt. Placement; and/or Referral to SRO			
<b>65</b>	<b>BAT</b> when one student physically attacks another student with the intent to do bodily harm.	Contact Parents 10 Days OSS and expulsion/ Alt. Placement; and/or Referral to SRO			
<b>66</b>	<b>BAT</b> Assault or battery (Aggressive Actions) on a school staff or public service personnel*	Contact Parents 10 Days OSS and expulsion/ Alt. Placement; and/or Referral to SRO			
<b>67</b>	<b>BOM</b> Bomb Threat	10 Days OSS and expulsion/Alt. Placement; and/or Referral to SRO			
<b>68</b>	<b>BRK</b> Breaking and entering/Burglary into a school property	Contact Parents 10 days OSS and/or, Expulsion/ Alt. Placement; and/or Referral to SRO; Subject to arrest			
<b>69</b>	<b>DOC</b> Serious campus disruption	Contact Parents 10 Days OSS and expulsion/Alt. Placement; and/or Referral to SRO; Subject to arrest			

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
70	<b>DRD</b> sale or distribution of drugs, and or controlled substances* This includes counterfeit drugs. This offense also includes delivery or sale of drug paraphernalia. (note: Lookalikes)	Contact Parents 10 Days OSS and expulsion/Alt. Placement; and/or Referral to SRO			
71	<b>EXT</b> Extortion/ Coercion/Blackmail	Mandatory Parent and Conference 10 Days OSS Referral to SIT/ guidance	Contact Parents 10 Days OSS and/ or Expulsion/Alt. Placement;	Contact Parents 10 Days OSS and Expulsion/Alt. Placement; Referral to SRO	
72	<b>HOM/KID/OMC</b> Homicide, Kidnapping, other serious, harmful activities resulting in law enforcement intervention	Contact Parents 10 days OSS and Expulsion/Alt. Placement; and/ or Referral to SRO; Subject to arrest			
73	<b>INT/TRE/HA</b> (Teachers or staff including Bus Drivers) Intimidating; Threatening; Harassment; including threats made by Written note, Electronic Text or Internet Social Media (MySpace, Face Book etc.)	Mandatory Parent Conference and 10 Days OSS. And/ or expulsion/Alt. Placement. And/or Referral to SRO	Contact Parents 10 Days OSS and Expulsion/Alt. Placement; Referral to SRO		
74	<b>RIO</b> Major campus disruption causing a large number of people to gather and behave in a violent or uncontrollable manner leading to a potential for violence	Contact Parents 10 Days OSS. And/ or expulsion/Alt. Placement. And/ or Referral to SRO; Subject to arrest	Contact Parents 10 Days OSS and Expulsion/Alt. Placement; Referral to SRO		
75	<b>ROB</b> Robbery	Contact Parents 10 days OSS. And/ or expulsion/Alt. Placement. And/ or Referral to SRO; Subject to arrest			
76	<b>STL</b> Stealing or accessory to stealing, buying and/or selling stolen property (over \$300), including vehicle and/or equipment . Possession of stolen property	Contact Parents 10 Days OSS and Expulsion/Alt. Placement; Restitution and Referral to SRO; Subject to arrest			



	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
77	<b>SXM (Major)</b> sexual contact, including intercourse, without force or threat of force, subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner	Contact Parents 10 Days OSS and expulsion/Alt. Placement and Referral to SRO; Subject to arrest			
78	<b>SXO/SXB</b> Sexual Offense, Sexual Battery, Indecent exposure	Contact Parents 10 Days OSS and expulsion/Alt. Placement and Referral to SRO; Subject to arrest			
79	<b>TRE</b> Threatening to bring or use weapon	Mandatory Parent Conference and 10 Days OSS.And/ or expulsion/Alt. Placement and Referral to SRO	Contact Parents 10 Days OSS and expulsion/Alt. Placement and Referral to SRO; Subject to arrest		
80	<b>WPO</b> Possession or discharge of explosive devices*	Contact Parents 10 Days OSS and expulsion/Alt. Placement; And/or Referral to SRO			
81	<b>WPO</b> Fl. St. 790.115 Possession of weapons or firearms, lookalikes, imitation or dangerous objects which can be used to do bodily harm (all knives or pocketknives with over 2 ½ inch blades are included) Brandishing a knife with a blade smaller than 2 ½ inches	Contact Parents 10 Days OSS and expulsion/Alt. Placement and Referral to SRO			

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

**Discipline for students with disabilities will be handled on an individual basis. The decision belongs to the principal or his designee in this and all situations as afforded by law.**

**Unexcused Absences Grades 9-12 – All absences, which have not been specifically identified as excused, are unexcused absences. A student’s absences due to suspension from school for a disciplinary problem will be considered unexcused absences.**

**Parents may view video evidence of inappropriate behavior(s), provided such video is available, and such video has not been entered into evidence with Law Enforcement Agencies and, due to privacy and confidentiality no other students are visible in such video.**

## Pre-K – 12 BUS DISCIPLINE GRID

### UNACCEPTABLE BEHAVIORS ON A SCHOOL BUS LEVEL 1

	Behavior	First Offense	Second Offense	Third Offense	Repeated
1	<b>EAT</b> Eating or drinking	Verbal or written reprimand	Parent Conference	3-day suspension from school bus transportation	5-day suspension from school bus transportation
2	<b>INS</b> Failing to sit in the seat assigned by the bus operator	Verbal or written reprimand	Parent Conference	3-day suspension from school bus transportation	5-day suspension from school bus transportation
3	<b>PRO</b> Use of profanity.	Verbal or written reprimand	1-3 Day Bus Suspension	3-5 day suspension from school bus transportation	5-day suspension from school bus transportation

### LEVEL 2

	Behavior	First Offense	Second Offense	Third Offense	Repeated
4	<b>FTF</b> Failing to utilize required safety equipment on the bus	Verbal or written reprimand	3-day to 5-days suspension from school bus transportation.	5 day to 10-days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
5	<b>FTF</b> Disrupting, distracting, or disobeying a bus operator	Verbal or written reprimand	3-day to 5-days suspension from school bus transportation.	5 day to 10-days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
6	<b>FTF</b> Getting out of the seat while the bus is in motion	Verbal or written reprimand	3-day to 5-days suspension from school bus transportation.	5 day to 10-days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
7	<b>FTF</b> Loud talking, Talking at Rail Road, inappropriate remarks, or spitting out of the bus window at other students, pedestrians, or motorists.	Verbal or written reprimand	3-day to 5-days suspension from school bus transportation.	5 day to 10-days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year

### LEVEL 3

	Behavior	First Offense	Second Offense	Third Offense	Repeated
8	<b>HSP</b> Horse playing	Verbal or written reprimand	3-day to 5-days suspension from school bus transportation.	5 day to 10-days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
9	<b>DIS</b> Gross disrespect of the driver or assistant	5-days suspension from school bus transportation and/or school	10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
10	<b>FTF</b> Placing head, arms, or legs outside the window of the bus.	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>11</b>	<b>FTF</b> Opening a school bus emergency door and/or exiting the bus when the bus is stopped, unless directed by the school bus operator in an emergency or during an evacuation drill.	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
<b>12</b>	<b>FTF</b> Opening a school bus emergency exit door while the bus is in motion.	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
<b>13</b>	<b>THR</b> Throwing objects on the bus or out of the window of the bus, which may or may not cause injury to persons or physical damage.	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
<b>14</b>	<b>THR</b> Throwing objects at a bus after leaving the bus, which may or may not cause injury to persons or physical damage.	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
<b>15</b>	<b>VAN</b> Vandalism of seats or other bus equipment	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
<b>16</b>	<b>INS</b> Boarding or attempting to board a bus route other than the student's assigned bus route or attempting to leave the school bus at other than the student's assigned bus stop without permission of the school principal or designee.	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
<b>17</b>	<b>AGG/ FIT</b> Hitting, Kicking, Tripping, Pushing or Attempt to hit on bus or school. Attempting to hit with or throw an object at another student.	3-5 OSS; Referral to SRO; Subject to arrest; Anger management counseling	5-10 Days OSS - Subject to arrest; Anger management Counseling	10 Days OSS and/ or Expulsion/Alt. Placement ;Subject to arrest;	
<b>18</b>	<b>TBC</b> Use Of Tobacco Products, Matches, Lighters	Contact Parents 3 Days OSS; referral to SIT/Guidance	Contact Parents 5-10 Days OSS	Contact Parents 10 days OSS; Expulsion/ Alt. Placement	

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
19	<b>ALC</b> possessing, using, or being under the influence of alcohol	Contact Parents 5 Days OSS; Referral to guidance; Alcohol counseling Referral to SRO	10 Days OSS; Referral to SIT/guidance; Alcohol counseling; Referral to SRO	Expulsion/Alt. Placement	
20	<b>ALC</b> sale or distribution of alcohol,	Contact Parents 10 days OSS and/or Expulsion; Referral to SRO Subject to arrest; and Referral to Guidance for treatment	10 Days OSS and Expulsion/Alt. Placement; Referral to SRO Subject to arrest;		
21	<b>DRD/USG</b> Possession, use or under the influence of drugs, and or controlled substances* ( <b>note: Lookalikes</b> )	Contact Parents 10 days OSS and/or Expulsion; Referral to SRO Subject to arrest; and Referral to Guidance for treatment	10 Days OSS and Expulsion/Alt. Placement; Referral to SRO Subject to arrest;		
22	<b>DRD</b> sale or distribution of drugs, and or controlled substances* This includes counterfeit drugs. This offense also includes delivery or sale of drug paraphernalia. ( <b>note: Lookalikes</b> )	Contact Parents 10 Days OSS and expulsion/Alt. Placement;; Referral to SRO			

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

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

Parents may only view video evidence of inappropriate behavior(s), provided such video is available, such video has not been entered into evidence with Law Enforcement Agencies and, due to privacy and confidentiality no other students are visible in such video.



# MADISON COUNTY EXCEL ALTERNATIVE CENTER CODE OF STUDENT CONDUCT 2015-16

## ATTENDANCE

### Requirements

After the parent school has exhausted its means to correct inappropriate behavior the Madison County Excel Alternative School is an option parents have for their student. The inappropriate behaviors include, but are not limited to:

- Felony charges that impede the safety of the school

### Rules and Regulations

Each student is expected to be in school on time and prepared to learn every day. A student is considered absent from class if they miss more than 15 minutes of instruction from a class. In order for an absence to be excused the student/parent must bring a written excuse to the office to explain the absence within three school days of his/her return to school. Three (3) parent notes within reason will be accepted each nine (9) weeks for absences or tardies. Other notes that may be used are a doctor's/dentist's note, a funeral program of a family member, or a note from the clerk of courts. A student has three days to make up any work that is missed because of excused absences. Failure to make up work will result in zeroes for the work missed. It is the responsibility of the student to request the make-up work from the teacher. Unexcused absences will also result in zeroes for all work missed. Out-of-school suspension is considered an unexcused absence. When a student generates 3 unexcused absences within a nine-week grading period, a letter will be sent to the parents and the district school board.

### **NO STUDENT ASSIGNED TO MCEAEC SHALL BE AUTHORIZED TO DRIVE TO SCHOOL. ALL STUDENTS SHALL RIDE A DISTRICT SCHOOL BUS OR BE DROPPED OFF/PICKED UP BY THE STUDENTS PARENT.**

A student who has five unexcused absences will be sent a warning of the danger of losing his/her driver's license or not receiving a license. When a student has fifteen (15) or more unexcused absences (Full Days), his/her name must be submitted to the Division of Highway Safety and Motor Vehicles (DHSMV). It is the DHSMV policy to suspend the driver's license of any student between 14 and 18 who has a pattern of being truant. A student who does not have a license and has 15 or more unexcused absences in a 90-day period will not receive a license (322.091, F.S., Section 232.19, F.S., Department of Education Technical Assistance Paper 11645).

Excused absences include, but not limited to:

1. Death or illness in the immediate family
2. Personal illness
3. Religious instruction or holiday. Request for such absence must be in writing
4. School related activities
5. Court appearance (subpoena)
6. Special emergency approved by the school and parent such as:
  - a. Washed out roads

- b. Fire/flood or other major damage
- c. Severe weather conditions
- d. A major personal family problem
- e. Breakdown of the bus
- f. An accident on the way to school

## Tardiness

Students are expected to be to school and to class on time.

## Discipline

### (Minor to Major Infractions)

Students are expected to be respectful and respectable at all times. Discipline is divided into major or minor or severe discipline offenses. Only three (3) major offenses are allowed. **On the third major offense, the student will be recommended to the School Board for expulsion from school. Three minor referrals to the office are considered one major referral. Severe offenses will require the maximum penalty.** All referrals will result in a phone call to the parent/guardian by the teacher, principal or his/her designee. It is of the utmost importance that parents keep the school updated on addresses and phone number changes. Major and minor referrals are listed later in this document.

**NOTE: Students who receive referrals for Minor Disciplinary actions shall result in disciplinary actions as prescribed by the student's appropriate grade level. Students who consistently receive referrals for minor disciplinary infractions (8 or more) shall be recommended to the Superintendent for expulsion. The first major referral will result in five days out-of-school suspension. The second major referral will result in 10 days OSS. The third major referral will result in a recommendation for expulsion from school for not more than a calendar year.**

**Principal has the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident.**

## Definitions:

Listed below are disciplinary actions and their definitions. The discipline also depends on the history of the students or individual involved in the incident. Every child has the right to an education within an environment that is safe and conducive to learning.

### Failure to Comply (FTC)

Failure to comply is when a student fails to complete discipline intervention. It may result in OSS.

### Out-of-School Suspension (OSS)

OSS is a suspension out of the school setting for ZERO tolerance behavior. Zero tolerance behavior includes, but not limited to possession, sale, or use of drugs and controlled substances, alcohol, and tobacco. It also includes possession of weapons, fighting/attempting to fight and gang related activities on school property. (Note: Zero tolerance offenses may also be recommended for expulsion.)

### Expulsion

Expulsion is the ultimate removal from school. The expulsion is the recommendation of the principal to the Superintendent and the School Board. The School Board is the only agency that can expel a student from school. Before a student is expelled from school, the parent must be notified of their rights to a hearing before the School Board by the Superintendent

### Confiscation

Any student property that might disrupt the learning environment of

the school or that is against the policy of the school shall be removed from the possession of the student. Failure to give such item to the teacher or administrator will be a defiance of authority.

### **Restitution**

Parents will be notified of such infractions. The replacement of or repayment for property taken, damaged, or destroyed by the student will be required of the student and/or parent. Student's grades and or diploma will not be released until replacement or repayment has been received.

### **Bus Violations – (FTF) Failure to Follow Rules**

A student may be denied the privilege of riding the school bus because of not following the bus safety rules. Transportation during the bus suspension period will be the responsibility of the parent/guardian of the suspended student.

### **Security**

A School Resource Officer (SRO) will be available to schools at all times through the local law enforcement agency. The school may also be secured with cameras in and outside the classrooms as well as on school buses.

### **Search and Seizure**

The school administrator has the right to search lockers, desks, book bags, cars, and other storage facilities. (Note: Only Clear Book Bags are allowed on campus). Random searches may occur at any time there is reasonable suspicion of illegal activity. Searches will be done with at least one adult witness. Students will be searched upon entrance to the school.

There will not be a strip search. Jackets/coats/sweaters/shoes will be removed and searched and pockets will be emptied. Shoes and socks may also be removed and searched. Students are held accountable for what ever is found in their possession or in their property. K-9 units may be involved in searches without the presence of students in the room. Students are not allowed to have weapons, alcohol, tobacco products, lighters, drugs/drug paraphernalia, beepers, radios/walkmans, headphone sets, toys, etc. Students may have a cell phone, but must be turned in to school personnel upon entrance to the school. If confiscated, the phone will be retained for one week and then returned to the student. Subsequent telephone confiscation will be addressed as noted in the discipline grid. Any other electronic devices must also be turned in to the school personnel upon entrance to the school and considered like the cell phone. Items that are found which are prohibited by the School Board Code of Conduct will be confiscated. Students who are found with weapons or controlled substances shall be arrested and/or subject to expulsion from school.

If a student refuses to cooperate with the search and seizure procedures, he/she will be arrested for disruption of school function and a discipline referral will be generated for a major offense.

### **2015-16 Dress For Success Uniform Code**

Solid colored (navy, black, khaki) pants with belt loops (Only one (1) pair of pants may be worn at a time.)

Black or brown belt, White, black, gray, maroon, or blue shirt with collar and sleeves (must be tucked in at all times)

Black or white sneakers or other black or brown enclosed flat shoes (must be worn with socks)

Personal appearance is very important to the success of a student. To dress the part of being a student is to be neat, clean, and not distracting to others. Hair should be neat and well groomed and without foreign objects such as hair combs and hair picks, and items that could be used as or used to hide weapons or drug paraphernalia.

- NO: Jeans, sweatpants, oversized, baggy or tight fitting garments. Pants may not drag the ground or be worn below the waistline.
- NO: Tucking pant legs in socks or tied around the ankles.
- NO: Writing on or defacing the school uniform.
- NO: Hooded jackets, or pullover garments worn over the school uniform in the building.
- NO: Head gear, head rags, bandannas, hair curlers, wave caps, sun-visors. Hats, hoods or gloves may be worn outside in weather below 40 degrees.
- NO: Garment and/or jewelry which displays or suggest sexual, vulgar, tobacco, drug or alcohol related wording or graphics, or which provokes or may tend to provoke violence or disruption.
- NO: Logos, emblems, writing or pictures more than one (1) inch, unless it is the Excel School's Logo.
- NO: Facial jewelry except eyeglasses (Example: no lip, tongue, nose or eyebrow jewelry) Limit jewelry to no more than one necklace, one bracelet and one watch.
- NO: Dental grills unless surgically attached by a dentist.
- NO: Book bags are permitted at MCEAEC.

*Note: The principal or his designee has the authority to interpret whether a student's apparel/appearance is in compliance or not. Students that are not in compliance will receive a minor referral and will be required to call home for a change of clothing.*

### **Substance Abuse**

Maintaining a drug free/non-violent environment is one of the main goals of this school. We believe that a student that feels safe and has a clear mind has a good chance of succeeding. The use of illicit drugs and the unlawful possession and use of illicit drugs and the unlawful possession and use of alcohol is wrongful and harmful.

No open containers will be brought into the school for later consumption.

Guidelines have been set in the code of student conduct that addresses these issues. We encourage each student to practice a drug-free lifestyle at all times so that he/she will be able to lead a safe and productive life while he/she is in our school system. It is mandatory that he/she follow this drug free school's guidelines. If a student or student's family member has a drug related problem, he/she should not hesitate to inform MEAEC Dean of Students (850-973-5054) or Coordinator of Alternative Education (850-973-5796) of such activity.

### **Unauthorized Area/Activities**

1. Halls without a pass
2. Off campus without permission
3. Teacher's lounge/resource center
4. Restrooms without a pass
5. Computer without permission (looking and/or downloading programs)
6. Teachers computers
7. Any unsupervised area of the campus without permission.

# Discipline Grid Madison County Excel Alternative Center

## Minor to Major Infractions 2015-2016

	<b>Inappropriate Behavior</b>	<b>Rank</b>	
<b>1 KIS</b>	Public Display of affection	Minor	
<b>2 TOY</b>	Electronic Devices (Radio's, walkman's, beepers, laser pointer, etc) Cell phones must be turned OFF and out of sight (Confiscated items will be returned to parent/guardian with the exception of weapons, tobacco, paraphernalia and controlled substances)	1st Offense  Minor/Confiscate Item for one school week.	2nd Offense  Confiscate For Remainder of the school term.
<b>3 DRS</b>	Dress Code Violation (1st time, sign in, call home, make adjustments) Defacing School Uniform	Minor	
<b>4 CLS HSP</b>	Inappropriate Conduct (classroom/ hallway disruption)(sleeping/refusing to work)	Minor	
<b>5 PRO</b>	Profanity or obscene gestures, bad language(non-disrespectful of person)	Minor with counseling	
<b>6 LST UNA</b>	Hallway / Unauthorized area without a pass	Minor	
<b>7 TAR</b>	Tardy (1st time; no referral; call parent)	Minor	
<b>8 CAF</b>	Cafeteria Misconduct (not major)	Minor	
<b>9 CLS</b>	Eating or Drinking in class during class	Minor	
<b>10 SKP</b>	Skipping class	Minor with counseling	
<b>11 LVG</b>	Leaving class without permission	Minor with counseling	
<b>12 LVG</b>	Leaving school without permission	Major	
<b>13 UEC</b>	Improper computer use (downloading, altering files,	Major	
<b>14 FTC</b>	Failure to Comply/Report with assigned Discipline	Major	
<b>15 LOT</b>	Loitering on campus after school	Minor	
<b>16 GAM</b>	Gambling	Minor with restitution	

	<b>Inappropriate Behavior</b>	<b>Rank</b>	
<b>17 LYG</b>	Giving False information, forgery, cheating, lying	Minor with counseling	
<b>18 CLS</b>	Field trip Misconduct	Pending offense (same as in school)	
<b>19 DSR</b>	Disruption of School Function (subject to arrest)	Major	
<b>20 PLI</b>	Illegal driving on campus	Major	
<b>21 FTF</b>	Bus Minor Violation (other than fighting). Fighting = OSS and OBS & subj. to arrest	Minor and suspension off bus (5,10, year)	
<b>22 GAN</b>	Open display of gang related activity/ material, etc.	Major	
<b>23 DSR</b>	Major Campus Disruption (Subject to Arrest)	Major	
<b>24 DIS</b>	Disrespectful, Disobedient of adult	Major	
<b>25 EXT</b>	Extortion, intimidation, threatening bullying	Major	
<b>26 AGG</b>	Aggressive Act (pushing, shoving, bullying, attempting to fight) Subject to arrest	Major	
<b>27 AGG</b>	Instigating a fight, failure to leave the area when requested by an adult	Major	
<b>28 ALT FIT</b>	Fighting/battery with or without injury on school (Subject to arrest) (Subject to arrest) property (including Bus)	Major	
<b>29 SXM SXO</b>	Sexual Misconduct (harassment, lewd/lascivious behavior, propositions, touching, devices, indecent exposure, etc.) Subject to arrest)	Major with Anger Management counseling	
<b>30 TBC</b>	Possession or use of Tobacco products	Major	
<b>31 VAN</b>	Vandalism/defacing property of school	Major with Restitution and subject to arrest;	
<b>32 TKG STL</b>	Stealing or Accessory to	Major with Restitution and subject to arrest	
<b>33 DRU USG</b>	Possession/use/sale Drugs/alcohol/ Controlled substance or Look-a-likes	Major and subject to arrest	

<b>34 WPO</b>	Possession of Weapon or Look-a-like	Major Subject to arrest and expulsion	
	<b>Zero Tolerance</b>	<b>1st Referral</b>	
<b>35 ARS BAT BMT DIS DOC TRE DEF INS EXP SXB</b>	Arson, assault and battery or harassment of staff/ adult, bomb threat, sexual battery, threatening to bring or use a weapon, willful disrespect/ defiance of authority, possession or discharge explosive device, serious campus disruption Any Felony Charges	Major/Severe Subject to arrest and expulsion	

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

**Students who receive three referrals for minor disciplinary infractions or after each referral for a major infraction a MANDATORY PARENT CONFERENCE including the parent, teacher and Dean of students must occur within five days of parental notification.**

**Unexcused Absences Grades 6-12 – All absences, which have not been specifically identified as excused, are unexcused absences. A student's absences due to suspension from school for a disciplinary problem will be considered unexcused absences.**

**Parents may only view video evidence of inappropriate behavior(s), provided such video is available, such video has not been entered into evidence with Law Enforcement Agencies and, due to privacy and confidentiality no other students are visible in such video.**



# Student Network Responsibility Contract

Please read the following carefully before signing this document. This is a legally binding contract and must be signed before you will be given access to the Internet.

The Internet is an “information highway” connecting thousands of computers all over the world and millions of individual people. With access to computers around the world also comes the availability of some material that may not be considered to be educational value within the context of the school setting. However, users of the network must adhere to educational goals of his/her school at all times.

The Acceptable use Policy and guidelines have been established by the District School Board of Madison County. If any user violates any of these provisions, his or her access to the network will be terminated and all future access could possibly be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

School Name: \_\_\_\_\_

Parental Signature Form Completed: (Circle one)    Yes    No

Printed Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This contract is not valid without the completion of the parental consent form and the teacher agreement form. Contract valid until graduation unless otherwise noted.*

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## Parent or Guardian Network Responsibility Contract

As the parent or guardian of \_\_\_\_\_ I have read the Terms and Conditions of the District School Board of Madison County Acceptable Use Policy and Guidelines. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for District School Board of Madison County to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for suspension if and when my child’s use is not in a school setting. I hereby give my child permission to use the network.

*Without parental consent this contract will not be validated and Internet privileges will be revoked.*

Print Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note! Detach and Return - Please sign and return the form to your child’s school.**

# District School Board of Madison County Internet Acceptable Use Policy and Guidelines

The Florida Information Resource Network (FIRN) and the Internet provide an exciting opportunity to expand learning for students and educators. However, with opportunity comes responsibility for appropriate use.

## FIRN Overview

The Florida Information Resource Network (FIRN) is a telecommunication network accessible to all of Florida's public educators. The fundamental goal of FIRN is to provide Florida educators with equal access to computing resources which serve public education.

## Network Resources

FIRN and the Internet serve as an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, teachers, and administrators may have access to any of the following depending on school connection procedures:

- Worldwide electronic mail services.
- Global information and news as well as the opportunity to correspond with other institutions.
- Public domain and shareware computer software of all types.
- Discussion groups on plethora of topics.
- Access to many Florida University and Community College Library Catalogs, as well as others from around the world.

## Network Warning

With access to computers and people all over the world also comes the availability of materials that may not be considered of educational value in the context of a school setting. There may be some material, individual contacts or communications, which are not suitable for school-aged children. The District School Board of Madison County views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District School Board of Madison County supports those that will enhance the research and inquiry of the learner with directed guidance from faculty and staff. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. At school, each student's access to and use of the network will be under the teacher's direction and monitored as a regular instructional activity. The District School Board of Madison County, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the District School Board of Madison County.

## General Policy and Guidelines

It is a general policy that the network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of District School Board of Madison County. Users must acknowledge their understanding of the general policy and guidelines as a condition of using the Internet via the school network and Internet browser.

Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

**Note! Detach and Return** - Please sign and return the form to your child's school.



## MEDIA OPT-OUT FORM

**Please sign and return the attached form only if you DO NOT want your child to be photographed or filmed by the media outlets or other organizations for use in print, television, film or Internet publications.**

Dear Parent or Guardian,

There are times when our school may be featured in various media. News reporters, photographers and/or film crews from TV, radio stations, newspapers or magazines may wish to photograph and/or film your child in relation to a story about our schools or students. Your child's name, grade may be included in the report. Classrooms might also participate in video-conferencing on the Internet.

Our schools are also visited by community organizations or partners who are providing services to students. These organizations or partners may wish to photograph your child and may want to use the photograph and/or your child's name and the name of the school in their publications and informational materials.

We will make every effort to honor your request, however, please be aware that there may be circumstances when your child may be photographed or filmed beyond our control. Please discuss your wishes with your child so that s/he knows if you do not want your child to be photographed or filmed.

**PLEASE SIGN AND RETURN TO YOUR CHILD'S SCHOOL SITE only if you do not want your child to be photographed or filmed.**

**I DO NOT** want my child to be photographed or filmed by members of the media, organizations or agencies at school, for use in print or Internet publications, documentaries, films or video, to the extent that the school can prevent such contact.

Child's Name \_\_\_\_\_

Print Name of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Telephone Number of Parent/Guardian \_\_\_\_\_

**Note! Detach and Return** - Please sign and return the form to your child's school.

# CONSENT FORM

## STUDENT EXTRACURRICULAR RANDOM DRUG TESTING

### MADISON COUNTY SCHOOL DISTRICT

I have received a copy of the Madison County School Board Policy entitled **STUDENT RANDOM DRUG TESTING**. I understand that submission to testing for the presence of drugs and alcohol is a condition of participation in extracurricular activities in Madison County Public Schools. I further understand that if I fail to report for a drug test without a verified excuse acceptable to my school principal or the principal's designee, or if a drug test establishes a positive test result, I will face consequences as set forth in the **STUDENT RANDOM DRUG TESTING** policy established by the School Board.

By signing and dating this form I understand that random drug testing will be conducted quarterly, or as deemed necessary by the school principal, throughout the calendar year. I understand that in the event of an initial positive test result, a request that the remainder of the sample be tested will be at the expense of the student and/or his/her parent/guardian/custodian.

I further consent to the confidential release of all information and records, including drug test results that are generated or obtained pursuant to the Policy to the persons so indicated in the Policy, including but not limited to the principal or the principal's designee, and drug counseling program in which I enroll and to my parent/guardian/custodian.

I hereby consent to the administration of drug testing and the conditions listed in this consent.

STUDENT NAME: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

Notary Public  
State of Florida

Parent/Guardian/Custodian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Custodian Signature: \_\_\_\_\_

Notary Public  
State of Florida

**MCSB**

**Note! Detach and Return** - Please sign and return the form to your child's school.





**The use of illicit drugs and the unlawful possession and use of alcohol or tobacco is wrong and harmful. Should you or any member of your family need help with problems related to drugs or alcohol, help is available from the sources listed below and on the attached card.**

**Toll Free Numbers**

AIDS/HIV Information **1-800-352-2437**

Alcohol Hotline **1-800-344-2666**

Alcohol and Drug Hotline **1-800-ALCOHOL**

**Treatment, Intervention, and Prevention Programs**

Addiction Recovery Center/  
Tallahassee Community Hospital,  
Tallahassee FL **850-656-5112**

Apalachee Center for  
Human Services, Madison FL **850-973-5124**

Archbold Northside Center for  
Behavioral and Psychiatric Care, **229-228-8100 (Bus.)**  
Thomasville GA **1-800-241-9339**

Disc Village, Inc., Tallahassee FL **850-575-4388**

Greenleaf Center, Valdosta GA **1-800-247-2747**

Turn About, Inc., Tallahassee FL **850-671-1920**

**Cut along dotted lines  
and retain in a safe place  
for your information**

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