

# CODE OF STUDENT CONDUCT

## 2011 — 2012



**HOLMES DISTRICT SCHOOLS**

701 East Pennsylvania Avenue  
Bonifay, FL 32425

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### SUPERINTENDENT

Gary Galloway

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Code of Student Conduct adopted by the Holmes County School Board on **August 16, 2011**



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## **INTRODUCTION**

The Holmes County School Board recognizes fully the constitutional rights of students enrolled in its schools. The Board recognizes equally, however, its obligation to establish policy related to student behavior and discipline which assures that a proper atmosphere for learning will be maintained within every school serving Holmes County.

The Board believes that the kind of discipline preferable in a democratic society is that typified by self-discipline. It considers self-discipline as a learning process whereby the individual progressively learns to develop habits of self-control and recognizes his own responsibilities to society. Behavior and discipline policies shall, therefore, demonstrate recognition both of individual student constitutional rights and of the paramount need for maintaining a proper and safe atmosphere for learning within each school.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to students. Therefore, it is the intent of the Board that all schools and school activities shall be drug and alcohol free.

Information on drug and alcohol rehabilitation and re-entry programs is available in the guidance office in all schools. A student assistance program has been established in each school wherein counselors and teachers have received training in assisting students and in referring them for outside assistance for alcohol and drug related, as well as other problems. In addition, counseling services are available from school guidance counselors.

## **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the Holmes County School Board that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, political belief, national origin, ethnic group or students with disabilities.

It is also the policy of the School Board that no person will be discriminated against for employment opportunities based on the above or for other reasons. The Holmes County School District is an equal education, equal employment opportunity entity.

## **JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in the Holmes County School System are subjected to the policies of the Holmes County School Board and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including, but not necessarily limited to, the following:

- Transportation on school buses,
- Field trips,
- Club or organization meetings,
- School-sponsored social events, and
- School groups representing the school system in education events.

***All school rules and regulations pertain to automobiles driven or parked on school property.***

### **NOTICE TO STUDENTS**

***School authorities may search student lockers or other areas when reasonable suspicion that prohibited or illegally possessed substances or objects are contained within the area pursuant to Florida Statutes.***

### **GRIEVANCE PROCEDURES FOR STUDENTS**

When a student feels that his/her rights have been violated by any school personnel or by another student and the matter is not satisfactorily resolved, a grievance may be initiated as follows:

- A. Any student grievance shall be settled at the lowest possible level. The following procedure shall be observed whenever a student feels he/she has reason to file a grievance.
- B. A student who questions a decision of a teacher or administrator, other than the principal, shall talk courteously to the teacher or administrator concerned at a time other than regular class time.
- C. If the student is not satisfied after talking with the teacher or administrator concerned, the student may submit an appeal, in writing, to the principal to review the matter. Such an appeal shall be submitted within three (3) days of the incident.
- D. The principal shall investigate the problem and shall render a decision on whether to sustain or overrule the decision of the teacher or administrator. The decision shall be given to the student, in writing, within five (5) days of the written notice of appeal.
- E. Any appeal beyond the Principal shall be made first to the Superintendent and then in writing to the School Board in accordance with the following procedures. If the grievance concerns a decision of the Principal, appeal may be made by the student, in writing, directly to the Superintendent. Such an appeal shall be submitted within three (3) days of the incident. When an appeal is made to the Superintendent, the Superintendent, or his/her designee, shall investigate and shall render a decision on whether to sustain, overrule, or modify the decision of the teacher, administrator or principal. The decision shall be given to the student in writing, within ten (10) days of the written notice of appeal.
- F. If the student is dissatisfied with the decision of the Superintendent, the student may, within five (5) days of the Superintendent's written decision, make a written request to be placed on the agenda of the next regularly scheduled meeting of the School Board.

### **STUDENT INSURANCE**

THE HOLMES COUNTY SCHOOL SYSTEM DOES NOT CARRY INSURANCE THAT COVERS ACCIDENTS TO STUDENTS AND DOES NOT ASSUME ANY FINANCIAL

RESPONSIBILITY FOR INJURY TO STUDENTS AT SCHOOL. The School System does make available, through private business, an opportunity for parents, as defined by Florida Statutes, to purchase student accident insurance.

## **NOTICE OF CONFIDENTIALITY OF STUDENT RECORDS**

### **ANNUAL NOTICE OF CONFIDENTIALITY Family Educational Rights and Privacy Act (FERPA)**

Dear Parent:

Under State and federal regulations, the School Board is required to inform all parents of policies for protecting the confidentiality of child identification data. As part of this policy, the district must maintain confidentiality consistent with procedures developed by the school district. For your information a copy of these procedures is available at each school and in the Superintendent's office. Your rights in regards to the educational records are listed at the end of this notice.

The School Board actively seeks to locate exceptional students and maintains information on those students screened and identified as exceptional. The term "exceptional student" includes the following categories of exceptionalities: intellectual disability, orthopedically handicapped, speech impaired, language impaired, deaf or hard of hearing, visually impaired, emotional/behavioral disability, specific learning disability, gifted, dual-sensory impaired, autism spectrum disorder, traumatic brain injured, developmentally delayed, established conditions, other health impaired, and homebound or hospitalized.

Information gathered may include the student's social, emotional, physical, psychological, academic, and communication behaviors and abilities.

Information is collected through screening programs, checklists, teacher observations, standardized tests, and from such individuals as parents, teachers, psychologists, audiologists, social workers, physicians, and other professional personnel, and the student him/herself.

Information is used to assist in the development of appropriate educational programs for exceptional students and for reports to state and federal agencies.

Students are screened periodically for vision, hearing, speech and language, and academic achievement as the initial step in the process of identifying those students with suspected exceptionalities. If your child is selected for further testing, you will be notified of the content of the evaluation and the procedural safeguards will be made available to you.

Should you have any questions, please contact the guidance counselor at your child's school.

**RIGHTS:**

1. You may inspect and review all educational records related to the referral, identification, evaluation, or educational placement of your child. Procedures to follow are to contact the guidance counselor or principal and make an appointment.
2. Receive explanations and interpretations of the records.
3. Receive copies of the records. Fees for cost of copies are based upon the actual cost for reproduction. Requests will be honored within thirty (30) days.
4. Seek amendments or corrections of your child's records if you believe they are not accurate. Procedures to follow are to write the school principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.
5. Give consent prior to the disclosure of certain information.
6. Request a hearing if you and the school district can not reach agreement regarding the information in your child's records.
7. You have the right to file a complaint with the U.S. Department of Education concerning failures by the district to comply with requirements of FERPA.
8. The right to consent to disclosures of personally identifiable information (Directory Information) contained in the student's education records. Directory Information includes:

Name	Address and telephone
Date and place of birth	Major field of study
Official activities	Dates of attendance
Height and weight for sports	Degrees and honors received
Most recent previous education institution	Photograph

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 member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary grievance committee, or assisting another school official in performing his or her tasks.

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.

9. Upon request for a student's school records from another school district that the student seeks or intends to enroll, the school district intends to forward records.

### **PARENTAL RIGHTS/CHILD'S RECORDS**

Effective July 1, 2001, regardless of who is the primary custodial parent, both parents have an equal right to access to their child's medical, dental or educational records and other pertinent information. Full rights apply to either parent unless a court order specifically revokes these rights. A parent has the same rights, upon request, as to the form, substance and manner of access, as are available to the other parent, including without limitations, to the right to in-person communication with medical, dental, and education providers.

### **COLLECTION, USE OR RELEASE OF SOCIAL SECURITY NUMBERS OF STUDENTS AND PARENTS**

The School District of Holmes County is authorized to collect, use or release social security numbers (SSN) of students and/or parents\*\*\* for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law [Fla. Stat. 119.071(5) (a) 2 & 3.]

1. Student registration and student identification numbers. [Required to request by Fla. Stat. § 1008.386 and Fla. Stat. § 119.071(5) (a) 6. 1008.386 notes as an exception: "However, a student is not required to provide his or her social security number as a condition for enrollment or graduation."]
2. Registration in an adult education program [Required by Fla. Admin. Code 6A-10.0381, if available and/or student identifier, as required by Fla. Stat. § 119.071(5) (a) 6.]
3. Tracking of adult students enrolled in a postsecondary program. [Required by Fla. Admin. Code 6A-1.0955(3) (e), and by Fla. Stat. § 119.071(5) (a) 6.]
4. Criminal history, Level 1 and level 2 background checks / Identifiers for processing fingerprints authorized by Fla. Stat. 943.04351, if SSN is available. [Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. § 119.071(5) (a) 2 & 6.]
5. Reports on students required to be submitted to Florida DOE [Authorized by Fla. Stat. § 119.071(5) (a) 2 & 6.]
6. Tort claims and tort notices of claim against the School Board [Required by Fla. Stat. § 768.28 (6), and Fla. Stat. § 119.071(5) (a) 6.]
7. Use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify the accuracy of information submitted by agent or employee to District, including to prevent fraud, in connection with insurance investigations, and to verify a commercial driver's license. [Authorized by federal law 18 U.S.C. 2721 et seq. and Fla. Stat. § 119.071(5) (a) 6.]

8. Information received from DOE to locate missing Florida School Children. [Required by Fla. Admin. Code 6A-6.083 and Fla. Stat. § 119.071(5) (a) 6.]
9. National School Lunch Act application verification process / Eligibility for Free and Reduced Price Meals and Free Milk in Schools. [Required of the adult, if the person has a number, by federal law 42 U.S.C. 1751 et seq. and federal regulations 7 C.F.R. 245.2 and .3 and Fla. Stat. § 119.071(5)(a)6.]
10. Reports from Department of Motor Vehicles of each student whose driver's license is suspended for excessive unexcused absences and reports to Department of non-enrollment or non-attendance upon the part of a student. [Required by Fla. Stat. §322.091(5) and §1003.27 and Fla. Stat. §119.071(5)(a)6.]
11. Written verification from employer for vocational education, student follow up. [Required by Fla. Admin. Code 6A-10.0341 and Fla. Stat. § 119.071(5)(a)6.]
12. Child abuse report to DCF, of student victim and subjects of report. [Required by Fla. Admin. Code 65C-29.002 and Fla. Stat. § 119.071(5)(a)6.]
13. Identification of blood donors [Authorized by 42 U.S.C. 405 (c)(2)(D)(i).]

### **STUDENT CONDUCT**

All students of the Holmes County School System are charged with the responsibility of conducting themselves in a manner appropriate to good citizenship. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others.

The Code of Student Conduct is in effect during the time a student is transported under the sponsorship of the school system; during the time he/she is attending school or is a participant/attendant in a school-sponsored event. The pupil shall be under the control and supervision of the principal or the teacher in charge of the school or any other member of the instructional staff or the bus operator as assigned.

### **OVERNIGHT OR SCHOOL SPONSORED ACTIVITIES OFF-CAMPUS**

While participating in school sponsored activities off campus and/or overnight school sponsored activities, the student will be asked to sign the following pledge:

- A. I will be respectful at all times.
- B. I will not hurt another person with my words or actions.
- C. I will tell the truth.
- D. I will not take drugs.
- E. I will not steal.
- F. I will not be violent.
- G. I will abide by the Code of Student Conduct, and I agree that I can be punished under the Code of Student Conduct and the policies of the Holmes County School Board.

## STUDENT HEALTH

The Holmes County School System, in cooperation with the Holmes County Health Department, is proud to have the Supplemental School Health Staff. Each school has a health room that is staffed with a full-time School Health Aide/Technician, and a part-time R.N.

The school health staff will be furnishing the following free services:

<u>Services</u>	<u>Grade(s)</u>
1. Vision Screening	K, 3, 6, and as needed
2. Hearing Screening	K, 6, and as needed
3. Scoliosis Screening	6
4. Height/Weight /Body Mass Index	3, 6 and as needed
5. Fluoride Mouth Rinse	K-6
6. First Aid	Pre K-12
7. Immunization Surveillance	Pre K-12
8. Nutritional Counseling & Assessment	Pre K-12
9. Health Education Program	Pre K-12
10. Blood Pressure Measurement	Pre K-12 as needed
11. Dental Screening	Pre K-12 as needed
12. Sports Physicals by M.D.	6-12
13. School Entrance Physical by M.D. or R.N.	Pre K, K, New out-of-state students

*Participation is voluntary and entirely without cost to your child.*

IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN ANY OF THE ABOVE PROGRAMS YOU WILL NEED TO NOTIFY THE SCHOOL HEALTH TECHNICIAN/AIDE IN WRITING.

No internal medicine of any kind will be given to a student without the written permission of a parent or legal guardian as provided herein. Parents are encouraged to administer all medications outside school hours and students may bring medications to school only when absolutely necessary. In such cases, all medications shall be delivered to the office or clinic with the following information provided in writing by the student's parent:

- Name and purpose of medication;
- Time the medication shall be given;
- Specific instructions on the administration of the medication (prescription medicines shall include instructions on their use provided by a doctor or pharmacist);
- Approximate duration of medication;
- A list of any side effects; and,
- Permission to administer the medication.

First dose of any new medication shall not be administered during school hours, due to the possibility of an allergic reaction.

# SCHOOL BUS SAFETY

## TIPS FOR SCHOOL BUS RIDERS

School officials, bus operators, parents, and students themselves are all responsible for ensuring that school bus riders follow these safety tips:

### **At the bus stop:**

- Students and parents are responsible for safety and proper student behavior going to and from the stop and while waiting for the bus.
- Students must stand off the roadway while waiting.
- Students must respect other people's property.
- Students must not push, shove, or engage in horseplay.
- Parents should supervise children at the stop if possible.
- Students must arrive at the bus stop at least five minutes prior to the schedule pickup time.
- Students must wait for and get off the bus only at approved stop locations.

### **During loading and unloading:**

- Always stay away from the 12 foot "danger zone" around the bus, except when you are directed by the driver to get on or off the bus.
- NEVER pick up an object that you drop under or near the bus. Ask the driver for help.
- Always be sure the driver can see you.
- Make sure clothing and backpacks have no loose drawstrings or long straps that could catch in the handrail or bus door.
- When you see the bus coming, stand at the stop and wait for the bus to come to a complete stop.
- Always wait for the driver to signal that it is safe to cross the road and/or load into the bus.
- When crossing a traffic lane, always look left, right, then left again; cross only if approaching traffic has stopped.
- Never walk behind the bus.
- Only board your assigned bus, unless other arrangements are approved by your school.

### **During the bus ride:**

- Always follow the driver's directions.
- Never distract the driver from driving unless there is immediate danger to you or others.
- Remain seated and keep the aisles clear.
- Eating, drinking, and chewing gum are prohibited.
- Never bring unsafe or unauthorized items into the bus.
- Always wear your seat belt when one is available.
- Always keep your arms, legs, and head inside the bus.

- Always show respect for your fellow students.
- Keep conversation at a reasonable level and remain quiet at railroad crossings. The *Code of Student Conduct* applies in the bus as well as in the classroom.

### **TIPS FOR RIDERS IN CARS, SUVs, AND TRUCKS**

- Drivers and passengers in cars, SUVs, and trucks must always use appropriate safety restraints.
- Anyone transporting children needs a child safety seat, booster seat, or safety belt, depending on children's sizes and ages.
- Preschool age children should always be restrained properly in a secured child safety restraint system, such as a rear-facing infant seat, rear-facing convertible seat, forward-facing convertible seat, or forward-facing-only seat appropriate to their age and weight range.
- All children who have outgrown child safety seats should be properly restrained in a booster seat until they are least 8 years old, unless they are at least 4'9" tall.
- The backseat is the safest place in a crash. Children age 12 and under should ride properly restrained in back. Infants riding in rear-facing seats must NEVER be placed in front of an air bag.

### **TIPS FOR PARENT DRIVERS AND TEEN DRIVERS**

- When picking up children in the afternoon don't arrive too early and hinder the movement of traffic in the neighborhood around the school.
- Wait in a single line and leave enough room so an emergency response vehicle would be able to get through.
- Don't block driveways, mailboxes, disabled parking spaces, or fire hydrants, and don't park on lawns.
- Don't block access to or the view from side streets.
- Don't back out onto any street from the school parking lot or from a side street.
- Try to arrange your drop off/pickup time after the peak rush hour and use designated loading and unloading areas.
- Always heed signs and the directions of school and law enforcement officials.
- Always obey posted speed limits and other traffic laws.
- Act as you would want people to act if it were your neighborhood.
- Be patient and understand that walkers, bicyclists, and school buses are trying to exit the school, too.
- Always ensure that you and your passengers buckle up.
- Never talk on a cell phone or engage in other distractions while driving.

### **TIPS FOR WALKING AND BIKING SAFETY**

#### **Walking- Teach, practice, and remind children to:**

- Walk with an adult or responsible older child at all times.
- Children under 10 years old should cross the street only with an adult.
- Walk on the sidewalk if there is one.

- Walk facing the traffic, as far from the road/traffic as possible, if no sidewalk is available.
- Use traffic signals and marked crosswalks if available.
- Stop at the curb or edge of the road and look left, right and left for traffic before crossing the street.
- Walk; don't run.
- Give drivers time to see you before crossing the street.
- Keep looking for cars while you are crossing.
- Wear white clothing or reflectors when walking in the dark or in low light.

**Biking – Teach, practice, and remind children to:**

- Always wear a helmet that is properly fitted.
- Whenever possible, ride with an adult or responsible older student.
- Always obey all traffic signs and signals.
- Ride on the right side of the road or trail in a single file (one bicycle behind another).
- Ride in the same direction as other vehicles.
- Go straight across railroad tracks.
- Always use proper hand signals when turning or stopping.
- Yield to pedestrians and alert them with a bicycle bell or your voice when passing.

**BULLYING ON THE BUS**

Bullying is defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture 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. As with most harmful behavior among children, in general bullying occurs wherever there is at least structure and adult supervision. Most incidents tend to occur on the playground, in bathrooms, in locker rooms, in cafeterias, in cyberspace, at bus stops, and in the school bus.

Parents, encourage your child to talk to you. Praise your child for positive communication and behavior. Provide/ensure adequate supervision. Teach your child to be assertive rather than aggressive or violent when confronted by a bully. Verify that consistent messages about rules and safety are practiced in your child's school and staff is trained in bullying prevention.

Students, stay away from bullies. Tell an adult. Avoid bad situations. Make friends. If bullied, tell the bully to stop; then walk away.

**PROTECTING CHILDREN FROM SEXUAL OFFENDERS AND PREDATORS**

Florida has the strongest laws in the country to protect its youthful citizens from being abducted. However, parents and children themselves are the first line of defense. Talk

to your children about following these rules:

- Stay away from any unfamiliar person who is trying to trick you or force you to go with him or her.
- Let your parents and other trusted adults know about any suspicious persons or situations.
- Know where to run and how to forcibly resist capture.
- Learn to describe people and vehicles.
- Scream to be seen and to scare a stranger away.
- Stay with a buddy, a group, or parents at the bus stop.
- Report anyone hanging around or passing by regularly.
- Accept a ride only from someone approved by the school.
- Walk or bike only along a route that your parents or the school has determined is safe.
- Lock the door and never tell callers you are home alone.

*The preceding bus safety information is presented to comply with requirements to provide safety information to parents, guardians, and students (Rule 6A-3.0121, Florida Administrative Code).*

## **BULLYING AND HARASSMENT**

It is the policy of the Holmes 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. Conduct that constitutes bullying and harassment of any student or school employee is prohibited during any education program or activity, any school-related or school-sponsored program or activity, on a school bus, or through the use of data or computer software that is accessed through a computer, computer system, or computer network of the Holmes District Schools.

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.*

If you are the victim of bullying, clearly tell the "bully" to stop. Immediately report the incident to a teacher, guidance counselor or administrator at the school. Tell your parent/guardian. If the bullying continues after you have told the bully to stop, keep a written record of the incident including date, time, witnesses and individuals involved in the incident. Avoid being alone with the person who has attempted to bully you in the past.

To minimize the risk of being accused of bullying keep your hands to yourself and never cause physical harm to another person. Think before you speak. Don't make remarks that may make another person feel scared, intimidated, uncomfortable or fearful. Immediately apologize if you accidentally say or do something that has made another person feel oppressed or uncomfortable. Report all incidents of bullying you have witnessed to appropriate school personnel. Don't keep interacting with a person after he/she has perceived your behavior toward him/her as being inappropriate and has clearly told you to stop.

Conduct that constitutes bullying and harassment, is defined in Holmes County School Board Policy 5.321, found in its entirety, at [www.hdsb.org](http://www.hdsb.org) under School Board, School Board Policies. Consequences for investigated and confirmed incidents of bullying and/or harassment may range from positive behavior interventions up to and including, but not limited to suspension, expulsion, or criminal charges, if warranted.

## **FORMAL DISCIPLINARY ACTIONS AND PROCEDURES**

### **After-School Detention**

The principal or his/her designee has the authority to assign students to a designated area at the end of the regular school day for a reasonable and specified period of time. The parent is responsible for providing transportation in these cases. A reasonable attempt will be made to notify elementary and middle school parent(s) prior to the assignment of a student to detention. If the parent is notified on the day of the misbehavior, the student will be assigned on that day; if not, the student will be assigned following notification of parent(s). High school students will be notified the day prior to detention and will be responsible for parental notification.

### **In-School Suspension Program**

In-school suspension is a structured disciplinary action in which a student is removed from regular classroom activities. The principal has the authority to assign students to the In-School Suspension Program for a reasonable and specified period of time in compliance with the Code of Student Conduct.

Students sent to the In-School Suspension Program are responsible for bringing their assignments, books, and other materials needed. Work assigned must be completed before the student is dismissed. It is the student's responsibility to return assigned work to his regular teacher. If the work is not completed to the assigning teacher's satisfaction, the student may be sent back to In-School Suspension by the principal until the work is finished. The student will receive credit for work completed during in-school suspension.

A student sent to the In-School Suspension Program is not allowed to participate in or practice for any extracurricular activities on any day that he/she is in the program.

### **School Bus Suspension**

The principal has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student, will be for a reasonable and

specified period of time. The parent(s) will be notified prior to the suspension from the bus.

### **Corporal Punishment**

The Holmes County Board of Education has no rule against reasonable and proper paddling of students for disciplinary reasons. Before corporal punishment is administered as a disciplinary method, the student will be given the reason for the punishment and an opportunity to explain his/her actions. Corporal punishment may be administered by the principal or designated person(s) in the presence of a School Board employee. A written report will be prepared for each incident. No more than three (3) strokes with a paddle may be administered for any given infraction.

### **Suspension**

Suspension is defined as the temporary removal of a student from a school for violation of school rules or regulations. The authority to suspend a student from school rests entirely with the principal of each school. All suspensions should be for a specified number of days, not to exceed ten (10) days. Any deviation from said pattern shall require authorization from the Superintendent of Schools or his designee.

Absences due to suspension will be treated as unexcused and work cannot be made up except the nine weeks test and semester tests, these may be made up at the discretion of the principal. A student who is suspended from school is not allowed to participate in or practice for any extra-curricular activities on any day that he/she is suspended. Neither is a **person who is suspended** allowed to attend any extra-curricular activity.

### **Expulsion or Dismissal**

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations. The authority to permanently expel a student is retained by the Board of Education, who alone can approve such an action.

The local school principal considering expulsion may suspend the student for ten (10) days pending a hearing by the School Board. The Superintendent or his designee may extend an existing school suspension then in effect, pending the results of the investigation, if he has reason to believe that a return to school would be detrimental to the student, the school staff, other students, or would tend to disrupt the orderly conduct of the educational process.

## **TOBACCO FREE SCHOOL COMPLIANCE**

One of the Holmes County School Board's responsibilities is to provide a safe and healthy learning environment free from exposure to known carcinogens. Tobacco is known to be a carcinogen and is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, cigarillo, hookah, and any other smoking product, and any smokeless or spitless tobacco also known as dip, chew, snuff, snus, orbs, and strips, sticks, or electronic cigarette in any form. This policy is effective 24 hours, 365 days per year.

Possession of tobacco of any kind (as described above) or that may be developed containing nicotine or tobacco or a combination of the two are prohibited in all schools, district offices, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts and all open areas at any time.

The following disciplinary actions will be taken against students found in violation of this policy:

1<sup>st</sup> offense

- Notification of parent/guardian
- Completion of tobacco education program
- Ticket administered by sanctioned law enforcement entity resulting in financial obligation as defined by law

2<sup>nd</sup> Offense

- Notification of parent/guardian with mandatory conference between student, administrator and parent or guardian
- Two day in-school suspension
- Completion of tobacco education and cessation program
- Ticket administered by sanctioned law enforcement entity resulting in financial obligation as defined by law

3<sup>rd</sup> Offense

- Notification of parent/guardian with mandatory conference between student, administrator and parent/guardian
- Five days in-school suspension
- Completion of tobacco education and cessation program
- Ticket administered by sanctioned law enforcement entity resulting in financial obligation as defined by law

### **GUN FREE SCHOOL COMPLIANCE**

The Holmes County School System will implement all policies consistent with the Gun-Free Schools Act of 1994.

“Notice that any student who is determined to have brought a firearm, as described in 18 U.S.C. s. 921, to school, any school function, or on any school sponsored transportation will be expelled, with or without continuing educational services, from the student’s regular school for a period of not less than one full year and referred for criminal prosecution.”

The act requires the expulsion for a period of not less than one year of a student who is determined to have brought a weapon to school. “Weapon” or “Firearm” is defined by section 921 of Title 18 United States Code. The act further requires such student to be referred to criminal or juvenile delinquency system.

Expulsions will be addressed on a case-by-case basis based upon applicable school board policies.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Discipline of students with disabilities is carried out in accordance with separate School Board policies and Holmes County Special Programs and Procedures and Admissions and Placement Manual. These policies and procedures are in compliance with the 2004 IDEA Reauthorization implementing regulations under 34CFR, Part 300, case law, and State Board of Education Rules. In addition, the policies and procedures are in compliance with Office of Civil Rights requirements and the Gun Free Schools Act. A copy of the policy may be obtained from the Office of the School Superintendent or Exceptional Student Education Administrator.

## **DISCIPLINE OF ENGLISH LANGUAGE LEARNERS (ELL) STUDENTS**

No national origin, minority or ELL student shall be subjected to disciplinary action because of his or her use of language other than English.

## **TECHNOLOGY ACCEPTABLE USAGE**

Holmes District Schools provides all students access to technology, the district computer network and the Internet for instructional purposes. Access to school and district software, shared files, the Internet, and other electronic networks will enable students to explore thousands of libraries, databases, and bulletin boards while communicating with others throughout the world. The district, in accordance with its policies and procedures, will take reasonable precautions to ensure the appropriate use of its network by staff, students, and visitors to the district. However, it is not technically possible to control all materials and users may encounter inappropriate information either by accident or through intentional misuse of the system. The district supports resources that will enhance the learning environment with directed guidance from faculty and staff. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

General school rules for behavior and communications apply. Access is a privilege that entails responsibility and will be provided to all students unless a signed **Internet Use Exclusion Request** is on file at the school. Please be advised that the exclusion request will restrict student use of district Internet access for research and exploration, but the student will still be instructed through the use of Internet-based educational software deemed vital to your child's educational success. Users will comply with district standards and will honor the Acceptable Use Policy and Guidelines. At any time an administrator or representative may review files and communications to maintain system integrity and insure that users are using the system responsibly. Students should have no expectation of privacy in any communication sent by e-mail or in regard to Internet or network access.

*Holmes District Schools supports and respects each family's right to restrict access. If you choose to restrict your child's access, please fill out the Internet Use Exclusion Request and return it to the school.*

## **STUDENT MEDIA USAGE**

To enhance communication with parents, Holmes District hosts websites for each school. School staff members may publish student photos and/or work unless a **Student Media Exclusion Request** is on file at the school.

These guidelines will be followed:

- Only students' first names will be published with photos and/or work.
- Copyright notices will appear on all sites to eliminate the use of students' photos and/or work without express written permission from the parent.

*Holmes District Schools supports and respects each family's right to restrict release. If you choose to restrict your child's media being published on any district-related website, please fill out the Student Media Exclusion Request and return it to the school.*

## **CLASSIFICATION OF VIOLATIONS**

Violations of the Code are divided into three classes: Class I - Minor, Class II - Major, and Class III - Terminal. Each classification is followed by disciplinary procedures to be followed by the principal or his/her designee.

### **CLASS I - MINOR OFFENSES**

- A. Distraction of other students - any behavior that alters the teaching process of the classroom or educational activity.
- B. Use of profane or obscene language.
- C. Non-conformity to dress code - any dress that is disruptive to the educational setting or is a hazard to the health or safety of the student.
- D. Minor misbehavior on a school bus.
- E. Bodily contact.
- F. Lying.
- G. Locker misuse or abuse.
- H. Littering of school property.
- I. Possession of cards, beepers, laser pointers, etc.
- J. Sitting in or loitering in or around parked vehicle after arriving at school.
- K. Tardiness.
- L. Any violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

### **Cell Phones/Electronic Devices Usage**

Under present district and/or state laws, a student may possess a cell phone, MP3 Player (ex. IPODS), cameras, radios, tape players, and CD players during the school day. However, the following stipulations do apply:

- The phone/device must be placed in a secured location. (I.E. the student's vehicle, a locker, a purse, a backpack, etc.)

- Students are not to carry their phones/device in open or plain sight. This means on their belt, sticking out of their pockets, or in their hands.
- During designated school hours the phone/device must be turned off. Students may only use their phone during school hours AFTER seeking permission from the school's administration. (Emergency situation)
- TEXTING and social networking (such as Facebook, My Space, etc.) are strictly forbidden during school hours.

M. Violation of any of these rules will result in the confiscation of the phone/device until a parent arrives to retrieve the phone at the end of the school day or if other arrangements are made with school staff.

Repeat offenses (3 or more) will be dealt with as the Principal of the school determines necessary. These consequences may include but not limited to: detention, corporal punishment, In School suspension, Out of school suspension or student being denied the opportunity to bring their cell phone/device to school for the remainder of the school year.

The Holmes County School Board is not liable for any personal electronic device (i.e. laptops, iPads, cell phones, cameras, MP3 players, iPods, etc.)

**DISCIPLINARY ACTIONS FOR CLASS I OFFENSES:** Elementary Students and Secondary Students

First Offense: In-school conferences and parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses: In-school disciplinary action such as detention, corporal punishment, in-school suspension, out-of-school suspension and/or notification of law enforcement authorities.

\*See *letter M* concerning disciplinary actions for abuse of personal phone/device privileges, see **L. CELL PHONE/ELECTRONIC DEVICES USAGE.**

**CLASS II - MAJOR OFFENSES**

- A. Illegal organizations - any attempt to operate an organization that is not an approved co-curricular student activity, club, organization, or interscholastic activity as described on Page 18, including but not limited to gangs, secret societies, or secret fraternities or sororities. Students shall not wear any color, clothing, insignia, emblem, jewelry, or other object in such a manner as to indicate membership or association with any secret organization.
- B. Gambling - any participation in games of chance for money and/or other things of

- value.
- C. Defiance of School Board employee's authority - any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee.
  - D. Possession and/or use of tobacco product - possession on the person, in the locker, or in the effects of a student. The 1997 legislation made it unlawful for any person under 18 years of age to knowingly possess any tobacco product. Any person under 18 years of age who violates this provision commits a non-criminal violation. A first violation is punishable by 16 hours of community service, or instead of community service, a \$25 fine. In addition, the person must attend a school-approved anti-tobacco program, if locally available. A second violation within 12 weeks of the first violation is punishable by a \$25 fine or for a third or subsequent violation within 12 weeks of the first violation, the court must direct the Department of Highway Safety and Motor Vehicles to withhold the issue the person's driving license or driving privilege.
  - E. Fighting - any physical conflict between two or more individuals.
  - F. Vandalism - intentional and deliberate action resulting in injury or damages of less than \$50 to school board property or the real or personal property of another.
  - G. Stealing, larceny, petty theft—the intentional, unlawful taking or carrying away of property valued at less than \$25 belonging to or in the possession or custody of another.
  - H. Possession of stolen property with the knowledge that it is stolen.
  - I. Extortion - verbal, written or printed communication maliciously threatening an injury to the person, property or reputation of another with the intent to extort money.
  - J. Threats, bullying, harassment, intimidation - verbal, written or printed communication maliciously threatening an injury to the person, property or reputation of another with the intent to take advantage of any person or to do any act or refrain from doing any act against his/her will.
  - K. Trespassing - willfully entering or remaining in any school property without being authorized, licensed, or invited or after having been authorized, licensed, or invited, refusing to depart when warned by an authorized person to do so.
  - L. Possession of matches or lighter and/or igniting fireworks or firecrackers.
  - M. Unjustified activation of a fire alarm system or fire extinguisher.
  - N. Written or verbal proposition to engage in sexual acts.
  - O. Use of obscene behavior (verbal, written, gesture) toward another person.
  - P. Use or possession of obscene and/or pornographic materials or CD's or the pornographic use of the Internet.
  - Q. Directing obscene or profane language toward, or malicious slander about a School Board employee.
  - R. Leaving class or campus without written permission.
  - S. Refusal to give name or intentionally giving false information to authorized person.
  - T. Misuse of free or reduced lunch privileges.
  - U. Possession of a knife on school campus.
  - V. Truancy - absence from school without principal and/or parental or legal guardian approval.

- W. Truancy from class - absence from class without principal's approval.
- X. Speeding (exceeding campus speed limit) or reckless driving.
- Y. Lunchroom misconduct.
- Z. Cheating
- AA. As outlined in Holmes County School Board Internet Acceptable Use Policy and Guidelines, the following are not permitted, including, but not limited to:
  1. The placing of unlawful information, data files, or programs on the computers or networks.
  2. The use or downloading of obscene, abusive or otherwise objectionable language or graphics.
  3. Violating copyright laws.
  4. Theft and/or destruction of computer software, hardware and related equipment, data files and intellectual property maintained by the School District and others.
  5. Attempts to violate the security of any network system.
  6. Electronically or physically damaging computers, computer systems, telephone systems or computer networks.
  7. Deliberate unauthorized installation of personal computer software on the computers and the computer networks, including but not limited to: games, viruses, programs, and applications software. Individual authorization may be obtained from the principal or his designee.
  8. Use of computers, computer networks, and related equipment to create a forgery or to commit any crime.
  9. Harassing, insulting or attacking others.

**LAW IMPLEMENTED:** Section 1001.41, 1001.43 Florida Statutes

- BB. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

**DISCIPLINARY ACTIONS FOR CLASS II OFFENSES:**

**Elementary Students:**

- First Offense: Parental contact and disciplinary action.
- Subsequent Offenses: Suspension and/or notification of law enforcement.

**Secondary Students:**

- First Offense: Corporal punishment and/or notification of law enforcement authorities; suspension
- Driving Offense: May result in suspension of driving privileges
- Subsequent Offenses:
  - Second Offense: Suspension and/or notification of law enforcement authorities. Student may be removed from regular class and placed in an alternative class.
  - Third Offense: Suspension, referral to law enforcement authorities, filing of a formal petition, or possible expulsion.
  - Fourth Offense: Suspension and administrative board hearing to consider expulsion recommendation with possible notification of law enforcement authorities.

### **CLASS III - TERMINAL OFFENSES**

- A. Drugs, drug paraphernalia, or alcoholic beverages - unlawful possession, use or distribution of drugs or alcohol on school premises or as a part of any of its activities.
- B. Arson - the willful and malicious burning of any part of School Board property.
- C. Battery or Threat upon a School Board employee - the actual unlawful and intentional threatening, touching, or striking of a School Board employee against his/her will, or the intentional causing of bodily harm to a School Board employee or his/her property or immediate family.
- D. Robbery - the taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or by instilling the fear of same.
- E. Stealing, larceny, grand theft - the intentional unlawful taking and/or carrying away of property valued at \$25 or more belonging to or in the lawful possession or custody of another.
- F. Burglary of school property - entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- G. Criminal mischief - willful and malicious injury or damages at or in excess of \$50 to school board property, to real or personal property or to steal property belonging to another.
- H. Possession of firearms - any firearm (including a starter gun) which will, or is designed to, or may be readily converted to expel a projectile.
- I. Unauthorized discharge of any pistol, rifle, shotgun, air gun, or any device, or any other weapon, instrument, or object intended as a weapon;
- J. Possession of weapon - metallic knuckles, tear gas guns, chemical weapon or device, or any other weapon, instrument, or object intended as a weapon; threatening a person's life or threatening to bring or bringing a weapon.
- K. Bomb threats - any such communication that has the effect of interrupting the educational environment.
- L. Explosives - possessing, preparing or igniting on School Board property explosives likely to cause bodily injury or property damage.
- M. Sexual acts - acts of sexual nature including, but not limited to sexual harassment, battery, intercourse, attempted rape, or rape.
- N. Aggravated battery - intentionally causing great bodily harm, disability or permanent disfigurement, or the use of a deadly weapon.
- O. Inciting or participating in a major student disorder - leading, encouraging or assisting in major disruptions which results in substantial and material disruption to the educational process or school environment, destruction or damage of private or public property or personal injury to participants or others.
- P. Indecent exposure.
- Q. Any other violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

### **DISCIPLINARY ACTIONS FOR CLASS III OFFENSES**

#### **Elementary and Secondary Students:**

Class III offenses will result in suspension, consideration for expulsion and notification of law enforcement authorities as per adopted procedures. A Class III offense committed on a senior trip will result in the student not being allowed to participate in graduation ceremonies. Sexual harassment involving physical contact will result in expulsion as per school board procedures. A recommendation of a mental health evaluation may also be made.

## ATTENDANCE

**“The Legislature finds that early intervention in school attendance habits will lead to improved student learning and achievement.”** Florida statute 1003.21 requires students ages 6 up to 18 to be in regular attendance at school. All students are expected to attend all classes each day that school is in session. Unexcused absences will result in a disciplinary consequence and will negatively affect a student's grade. Determination of whether an absence is excused or unexcused is the responsibility of the site principal or designee. Any time that a student is absent from school during school hours, a written, dated statement explaining the absence should be signed by the parent or guardian and filed at the school. Student absences must be tracked on a daily basis and parents contacted as required by law.

The following absences may be excused with the proper documentation:

- Illness or medical care;
- Death in the family;
- Legal requirements;
- Religious holidays;
- Educational absences approved ahead of time by the principal or designee; and
- Financial or other insurmountable conditions.

Students aged six (6) to eighteen (18) are subject to mandatory school attendance unless those students aged sixteen (16) to eighteen (18) have filed with the district a formal statement of intent to withdraw from school which includes acknowledgements that terminating school enrollment is likely to reduce a student's earning potential and that driving privileges may be withheld or terminated. This statement must be signed by the student, parent or guardian and school representative.

Middle and High school students whose absences (excused or unexcused) result in less than 135 classroom hours per year or 67.5 hours per semester cannot receive credit/passing grade in a course unless he/she makes up the time in the before school, afterschool, or Saturday school program. To further clarify, students who have absences (excused or unexcused) beyond 18 days per year for middle school courses and 9 days per semester for high school courses cannot receive credit/passing grade in a course unless he/she makes up the time. Parents and students should contact the school counselor to make arrangements. **Time must be made up before the end of the semester in which the absence occurred.**

After the fifteenth (15th) unexcused absence from school during school hours within ninety (90) calendar days, a student subject to compulsory school attendance will be

classified as a habitual truant and will be reported to the School Board or its designee. The Superintendent or designee may file a truancy petition in circuit court and will notify the Department of Highway Safety and Motor Vehicles to withhold or suspend driving privileges and/or license.

Elementary school students who have absences (excused or unexcused) of twelve (12) classes or days in one school year are subject to retention in current grade contingent on recommendation from the child study team.

Principals will have the discretion in documented major medical incidents such as extended hospital stays.

### **STUDENT SIGN-OUT PROCEDURES**

Please follow the guidelines below when requesting an early dismissal for your child:

1. To avoid delays, please send a note with your child stating when and who will be checking them out. Your child should take the note to the attendance office the morning of checkout before school begins. Students will be given an early dismissal slip to excuse them from class at the appropriate time, and will then meet their parent, as defined by Florida Statutes, in the front office.
2. Parents must sign their child out in the front office (main building), and show a government issued picture I.D if they are unknown to school personnel. Any person who requests to sign the student out must be listed on the student's emergency card.
3. Student drivers are not permitted to leave school without parental approval. The student must bring in a parent note to the attendance office on the morning of early checkout, and the attendance office must speak directly to a parent before the student can check himself/herself out. A phone number should be listed on the note indicating where the parent can be reached to verify dismissal. If the parent prefers, he/she may call the attendance office by 9:00 a.m. to verify the checkout note.

### **DISTRICT STUDENT DRESS AND APPEARANCE**

While on the grounds of a public school during the regular school day, students are prohibited from "*wearing clothes that expose underwear or body parts in an indecent or vulgar manner or that disrupt the orderly learning environment.* Any student who violates the dress policy is subject to the following disciplinary actions:

- For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal shall meet with the student's parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and

the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities." (1006.15 Florida Statutes)

Each student is responsible for his/her own appropriate dress which shows respect for self and others and helps to create an orderly learning environment. Inappropriate dress and actions disrupt the learning process and creates chaos.

To avoid distractions and to promote the health and safety of all students, the following restrictions shall be in effect:

1. Dresses, skirts, shorts and skorts must be mid-thigh or longer.
2. Clothes bearing suggestive slogans or advertising alcoholic beverages and/or tobacco shall not be worn.
3. Saggy pants, baggy clothes, extremely tight clothes, tank tops, cut out sleeves or spaghetti straps, and clothes that expose the midriff are prohibited. Tops must be capable of being tucked in when sitting and must be shoulder width.
4. Body piercing jewelry other than earrings may not be worn.
5. Personal appearance or attire that interferes with or distracts from the instructional program or that creates a health hazard is not acceptable.

Additional points of emphasis include:

1. The practice of wearing jeans or any other clothing with holes in them above the knee will not be permitted.
2. The wearing of a blouse that exposes a student's cleavage is inappropriate for the school environment.
3. The practice of wearing pajamas and household slippers will not be permitted.
4. Tattoos and/or body art that is lewd, related to gang activity, or other offensive words or symbols must be covered at all times.
5. If you have any questions, please call your child's school.

### **AUTOMOBILE USE**

Students driving motor vehicles to school must have a valid driver's license and must park the vehicle in the approved student parking spaces. Students are not to sit in parked cars after arriving on campus. Cars are not to be moved during the school day without administrative approval. All cars should be locked after arriving in the morning.

**Students may lose driving privileges for leaving campus or allowing other students to leave campus with them without permission.**

### **STUDENT ACTIVITIES**

Co-curricular activities are considered an important part of the total school experience. However, the main emphasis should be on academics. The following rules apply to all co-curricular clubs and organizations:

1. All student clubs and organizations shall be approved by the school principal

- before they operate within a school center.
2. A student or students desiring to form a club or organization may make application on the appropriate form provided by the school; a student or students desiring to form a club or organization must procure their own faculty sponsor. Faculty sponsors must be employed by the Holmes District School Board.
  3. The decision of the members of an organization shall not be one of the factors in selecting additional members.
  4. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
  5. Each student club or organization must have definite goals, objectives and activities. Each club or organization will be evaluated yearly by the school principal. If the club or organization has not accomplished its goals and objectives, it will be disbanded.
  6. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety.
  7. Dues shall be reasonable and not prohibitive.
  8. All meetings shall be held on School Board property. This may be waived for special meetings and events upon the faculty sponsor's request and principal's approval.
  9. A faculty sponsor shall be present at all meetings.
  10. All social events Dues shall be adequately chaperoned.
  11. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
  12. A student club or organization shall not conduct any activity or act which violates Florida Statutes, School Board rules, or the policies of the local school.
  13. All students must have signed parent permission slips to participate in any club or organization.
  14. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

To be eligible to participate in interscholastic extracurricular activities including but not limited to athletics, cheerleading, and band, a student in grades 9-12 must meet the requirements of the Florida High School Activities Association, as listed below:

- A. Maintain a grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the previous semester or cumulative grade point average of 2.0 or above on a 4.0 scale or its equivalent, in the course required by s. 232.246(1).
- OR**
- B. Execute and fulfill the requirement of an academic performance contract

between the student, the school district, the appropriate governing association, and the student's parents or guardian, if the student's cumulative grade point average falls below 2.0, or its equivalent, on a 4.0 scale in the courses required by 232.246(1) or, for students who entered the 9th grade prior to the 1997-98 school year, if the student's cumulative grade point average falls below 2.0 on a 4.0 scale, or its equivalent, in the courses required by s. 232.246(1) that are taken after July 1, 1997. At a minimum, the contract must require that the student attend summer school, or its grades equivalent, between grades 9 and 10 and 11, as necessary.

- C. Have a cumulative grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required by s. 232.246(1) during his or her junior or senior year.

A sixth-grade, seventh-grade, and eighth-grade student must meet the following academic requirements to be eligible for interscholastic athletic competition:

- A. He/she must be regularly promoted from the previous grade the immediate preceding year.
- B. He/she must be in regular attendance; and
- C. He/she must be carrying a normal class load and doing satisfactory classroom work, with a satisfactory conduct record as determined by the principal of the school and the standards of the Florida High School Activities Association.

To be eligible to participate in interscholastic extracurricular activities, a student must:

- A. Maintain satisfactory conduct.
- B. Be present at school on the same day of the game or activity.

### **RULES OF CONDUCT**

Any student who performs an illegal act or commits an offense resulting in suspension or assignment to the in-school suspension will be ineligible for practice or play on days he/she is suspended or in in-school suspension.

During school hours all rules that apply to other students apply to those involved in interscholastic activities, and infractions of such rules shall be handled in the same manner.

In the event of suspension or assignment to in-school suspension, the period of assignment shall not be delayed to permit the student to participate in interscholastic activities.

### **FOOD SERVICE PROGRAM**

The cafeteria is a definite part of the school program. Breakfast and lunches will be served at a price designated by the School Board and students may prepay. Students are encouraged to eat warm meals in the lunchroom daily. However, students may bring lunches to school from home, but will not be allowed to leave campus at

lunchtime. Students shall be orderly and considerate of others while eating.

### **SCHOOL VISITORS**

Student visitors for the day are prohibited. All visitors for other reasons must report to the office for approval, otherwise they will be asked to leave the campus. Students may not visit with people parked along the streets.

Because of insurance reasons, small children will not be allowed to visit the school unless they are accompanied by a parent or guardian.

### **TELEPHONE**

The school telephones are primarily for school business. **Students are permitted to use the office phones only in case of an emergency.**

### **TEXTBOOKS**

Textbooks are bought and furnished through specially budgeted funds to schools. Students are responsible for maintenance and upkeep of these books. Lost or damaged books must be paid for according to a price list furnished by the School Board.

- A. All textbooks received by the school shall be properly accounted for by the principal.
- B. Where a book is lost or damaged beyond normal usage, the student shall pay the cost of replacement or the amount assessed for damages.
- C. If a book is lost or damaged beyond normal usage, the amount to be charged or collected shall be determined as follows:
  - 1. A new book: Total purchase price.
  - 2. A book in use less than two (2) years: 75% of the purchase price.
  - 3. A book in use for more than two (2) years, but suitable for distribution in current adoption: 50% of purchase price.
  - 4. When a book is damaged beyond normal usage and the above rules do not apply, the principal shall fix the value of the book on the basis of its condition at the time of issuance.

**Remember, textbooks are loaned to you and they are designed to last a number of years.**

### **HALL PASSES**

All students out of class must have a hall pass and be properly checked out of their class unless they are with an adult. Any student wishing to be granted permission to be out of class to work for another teacher must have a note from that teacher to the teacher from which the student will be coming.

## **EMERGENCY DRILLS**

When the emergency signal is given, all students and teachers should follow appropriate procedures using the designated routes. Windows and doors of classrooms are to be closed upon exiting. Students are to line up in single file at the designated area. This is in accordance with state regulation.

## **EXAMINATIONS**

Examinations will be administered in grades 6-12 at the end of each semester. In grades 6-12, semester exam scores will count 1/5 (20%) of the student's grade, unless required to demonstrate mastery under the Holmes County School Board attendance policy.

Each student must participate in the statewide assessment tests as required by law.

### **EXAMINATION EXEMPTIONS - GRADE 12**

Seniors having a 90 or higher average in an individual class and are in compliance with the attendance policy will be exempt from the semester exam in that class.

To be eligible to earn a semester exam exemption, a student must be enrolled in a Holmes County school for the entire 90 day period.

If a student has earned a semester exam exemption, he/she may elect to take the test to improve his/her average. The semester exam will be counted only if it improves the average.

Any student who is suspended from school or placed in an in-school suspension program shall lose his/her opportunity to earn a semester exam exemption that semester.

## **GRADING SYSTEM**

### **Kindergarten**

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

### **First Grade**

Students will receive a letter and number grade for all subjects with the exception of science and social studies. Science and social studies will be reported as:

S = Satisfactory

N= Needs Improvement

U= Unsatisfactory

### **Grades Second Through Twelfth**

<b><u>Percent</u></b>	<b><u>Grade</u></b>	<b><u>Grade Point Equivalent</u></b>	<b><u>Definition</u></b>
100-90	A	4	Outstanding
89-80	B	3	Above Average
79-70	C	2	Average Progress
69-60	D	1	Lowest Acceptable

59-0	F	0	Failure
0	I	0	Incomplete

### HONOR ROLL

The honor roll shall be listed at the end of each grading period. There are two honor rolls: The "A" honor roll, for students earning all A's and the "A & B" honor roll, for the students making A's and/or B's. These are published in local newspapers after each grading period.

### REPORTING OF STUDENT PROGRESS

#### **Progress Reports**

Progress reports will be sent home four (4) weeks after beginning of each nine week grading period.

#### **Report Cards**

Report cards will be issued eight (8) school days following the end of the 1<sup>st</sup> grading period and five (5) school days following the end of the 2<sup>nd</sup> through 4<sup>th</sup> grading periods. Grades must clearly reflect the student's level of achievement. Parents must be able to assume that a student earning satisfactory grades is achieving within the range appropriate or acceptable for the grade or the course in which the student is enrolled. The comments section of this report card shall be used to notify parents when a student is working at a skill level below that of his assigned grade placement.

Department of Juvenile Justice (DJJ) report cards will be issued on the same dates as the district's report cards.

The number and letter grade will be recorded on the report card of students in grades 2-12.

### SCHEDULE CHANGING

Students may not change class schedule or drop classes without checking with both teachers, then acquiring a written change slip from the guidance department and having the principal initial it. The last day the office will approve a class change is one week (5 days) after classes begin.

### GRADE CLASSIFICATION OF STUDENTS IN GRADES 9-12

Effective with the 2006-007 school year, students in grades 9-12 must have the following number of credits to be promoted to the next higher grade:

- 9th to 10th grade - 6 credits
- 10th to 11th grade - 12 credits
- 11th to 12th grade - 18 credits

## **MIDDLE SCHOOL PROMOTION AND REQUIREMENTS**

New middle school promotion and requirements include:

- 3 middle school or higher, year long courses in English
- 3 middle school or higher, year long courses in mathematics
- 3 middle school or higher, year long courses in science
- 3 middle school or higher, year long courses in social studies: and
- 1 course in career and education planning to be completed in 7<sup>th</sup> or 8<sup>th</sup> grade, which can be a stand-alone course or instruction integrated into an existing course or courses.

Middle school students must complete/make up all requirements before being promoted to the 9<sup>th</sup> grade.

A middle school student earning a high school credit in Algebra I must take the Algebra I End of Course exam and meet the state requirements.

## **GRADUATION OPTIONS/REQUIREMENTS**

### **HIGH SCHOOL GRADUATION OPTIONS**

Three Graduation Options are available to all students. They are simply options. The selection of a high school graduation option is the exclusive right of the student and his or her parents. Students and parents are encouraged to consider the benefits of other acceleration opportunities, such as dual enrollment, advanced placement and early admission. Advanced coursework in high school continues to be the best predictor of student success after high school. Students and parents are encouraged to discuss these plans with their school counselor on a regular basis during 6<sup>th</sup> through 12<sup>th</sup> grades. The three options and the requirements of each are as follows:

- I. The four-year, standard graduation program requires:
  - A. For students entering ninth grade beginning with the 2007-2008 through the 2009-2010 school year; 26 credits including the following:
    1. 4 credits of English (major concentration in composition and literature)
    2. 4 credits in mathematics (must include Algebra I or its equivalent, or a higher level mathematics course)
    3. 3 credits in science (two of which must include a lab component)
    4. 1 credit in American history
    5. 1 credit in world history
    6. 1/2 credit in economics
    7. 1/2 credit in government
    8. 1 credit in fine or performing arts, speech and debate, or practical arts
    9. 1 credit in physical education (Physical education must include integration of health)
    10. 10 elective credits

- B. For students entering ninth grade beginning with the 2010-2011 school year and thereafter; 26 credits including the following:
1. 4 credits of English (major concentration in composition and literature)
  2. 4 credits in mathematics (must include Algebra I or its equivalent and 1 credit in geometry or its equivalent. The Algebra I End of Course assessment requirement must be met in order for a student to earn the required Algebra I credit)
  3. 3 credits in science (two of which must include a lab component)
  4. 1 credit in American history
  5. 1 credit in world history
  6. 1/2 credit in economics
  7. 1/2 credit in government
  8. 1 credit in fine or performing arts, speech and debate, or practical arts
  9. 1 credit in physical education (Physical education must include integration of health)
  10. 10 elective credits.

- C. For students entering ninth grade beginning with the 2011-2012 school year and thereafter; 26 credits including the following:
1. 4 credits of English (major concentration in composition and literature)
  2. 4 credits in mathematics one which must be Algebra I or an equivalent course or series of courses or a higher level mathematics course and one of which must be Geometry or an equivalent course. The Algebra I End of Course assessment requirement must be met in order for a student to earn the required Algebra I credit. . Geometry EOC is required, if enrolled, and will count as 30 percent of course grade.
  3. 3 credits in science, two of which must include a lab component and one of which must be Biology I or an equivalent course or series of courses
  4. 1 credit in American history
  5. 1 credit in world history
  6. 1/2 credit in economics
  7. 1/2 credit in government
  8. 1 credit in fine or performing arts, speech and debate, or practical arts
  9. 1 credit in physical education (Physical education must include integration of health)
  10. 10 elective credits.

- II. The three-year, 18-credit standard college preparatory graduation program requires:
- A. 4 credits in English (major concentration in composition and literature)
  - B. 4 credits in math at the Algebra I level or above from the list of courses

that qualify for state university admission and Geometry or a series of equivalent courses. Students must pass the Algebra I End of Course assessment in order to earn the required Algebra I credit. Geometry EOC is required, if enrolled, and will count as 30 percent of course grade.

- C. 3 credits in science, two of which must include a lab component, and one of which must be Biology I or an equivalent course or series of courses. The Biology I EOC is required, if enrolled, and will count 30% or the course grade.
- D. 3 credits in social science (1 credit in American history, 1 credit in World history, 1/2 credit in economics, and 1/2 credit in American government)
- E. 2 credits in the same foreign language
- F. 2 credits in electives

**\*Accelerated high school graduation options for students who enter grade 9 in the 2006-2007 school year and thereafter:**

\*The Required grade point average to participate in the 18 credit college preparatory track is 3.5 on a 4.0 scale

\*Six of the 18 credits must be earned from advanced placement, International Baccalaureate, dual enrollment, or Advanced International Certificate of Education courses. Honors courses will no longer be accepted as part of the 6 hours.

- III. The three-year, 18-credit career preparatory graduation program requires:
  - A. 4 credits in English (major concentration in composition and literature)
  - B. 4 credits in math one of which must be Algebra I level and or a series of equivalent courses. Students must pass the Algebra I End of Course assessment in order to earn the required Algebra I credit. Geometry EOC is required, if enrolled, and will count as 30 percent of course grade.
  - C. 3 credits in science, two of which must include a lab component, and one of which must be Biology I or an equivalent course or series of courses. The Biology I EOC is required, if enrolled, and will count 30% or the course grade.
  - D. 1 credit in American history
  - E. 1 credit in world history
  - F. 1/2 credit in economics
  - G. 1/2 credit in American government
  - H. 3 credits in a single vocational or career education program and 2 credits in electives, or 3 credits in career and technical certificate dual enrollment and 2 credits in electives, or 5 credits in vocational/career educations (including 3 credits in one sequential CTE program)..
  - I. 1 credit in electives unless 5 credits are earned as referenced above.

A cumulative weighted grade point average of 3.0 on a 4.0 scale is required in all courses required for career preparatory three-year graduation programs.

The college preparatory program and the career preparatory program are designed for the students who are interested in graduating from high school in three years if that will further their academic and career goals. The number of credits within the college preparatory program aligns with the minimum standards for admission into Florida's state university system, while the career preparatory program requirements are aimed toward entrance into a technical center or community college for career preparation. These three-year options are designed for students who are clear on their future goals, possess the maturity to leave high school, and feel they are ready to pursue their goals beyond high school in an accelerated manner. Each student and his or her parents may select the graduation option and curriculum that most appropriately prepares the student for his or her postsecondary education or career plan at any time during grades 9 through 12. If at the end of Grade 10, a student is not on track to meet the credit, assessment, or grade point average requirements of the accelerated graduation option selected, the school shall notify the parent of the following:

- The requirement the student is not currently meeting.
- The specific performance necessary in Grade 11 for the student to meet the accelerated graduation requirements.
- The right of the student to change to the four-year program set forth in S.1003.43 F.S.

*NOTE: Accelerated high school graduation options are applicable to all students including students with disabilities working toward a standard diploma.*

## **GRADUATION REQUIREMENTS**

The requirements set forth in this section provide the standards which a student must achieve in order to earn a high school diploma. Graduation exercises are provided each year to honor those students who have completed these requirements or who will be able to complete them by the end of the current school year including summer school; however, to be able to participate in the graduation ceremony, a student must not lack more than one credit and have completed one of the graduation options below.

- A. Earning passing scores on the Grade 10 Reading Florida Comprehensive Assessment Test 2.0 (FCAT), as required by Section 1008.22 (5) F.S., and a passing score on the Algebra I EOC in order to earn course credit to qualify for a regular high school diploma, except as provided in Section 1003.43 (11)(b) which states that a student may substitute the following scores:

### **Concordant Scores**

<b>Reading</b>		<b>Mathematics</b>	
ACT	18	ACT	15
SAT	420	SAT	340

These assessments are based upon the Next Generation Sunshine State Standards. Parents are encouraged to visit the following website to review the standards, <http://www.fldoe.org/bii/curriculum/sss/>, or visit our website, [www.hdsb.org](http://www.hdsb.org).

- B. Maintaining an overall unweighted grade point average of 2.0 on a scale for the standard 26 credit option and a weighted 3.0 on a 4.0 scale for the two three year options.
- C. Completing the GED Exit Option Program as approved for the Graduate Assistance Program and West Florida Wilderness Institute only.
- D. Beginning with the 2011-2012 school year, each student entering 9<sup>th</sup> grade must graduate from high school having taken at least one online course.

## **QUALIFICATIONS AND RESTRICTIONS**

- A. Applicable courses or programs listed in the Course Code Directory which fulfill required graduation credits in designated areas above are identified with an asterisk throughout the directory.
- B. A student may retake a required course in which a grade of “D” or “F” was earned and replace it with a grade of “C” or higher earned subsequently in the same or a comparable course. For elective courses, a grade of “D” or “F” may be replaced with a grade of “C” or higher earned subsequently in another course.
- C. No student shall be granted credit toward high school graduation for enrollment in the following courses or programs:
  - 1. More than a total of nine elective credits in remedial programs as provided for in Section 236.0841, F.S. and Compensatory and Remedial Programs as provided in Section 236.088, F.S.
  - 2. More than one-half credit in Exploratory vocational courses as defined in Section 228.041, (22)(b) F.S.
  - 3. More than three credits in Practical Arts Home Economics as defined in Section 228.042(22)(d), F.S.
  - 4. Any Level 1 course unless the student’s assessment indicates that a more rigorous course of study would be inappropriate. (In this case, a written assessment of the need must be included in the student’s individual educational plan or in a student performance plan, signed by the principal, the guidance counselor, and the parent or guardian of the student, or the student, if the student is 18 years of age or older.

## **GRADUATION EXERCISE**

Graduation exercises are provided each year to honor those students who have completed graduation requirements or who will be able to complete requirements by the end of the current year including summer school; however, to be able to participate, a student must not lack more than one credit.

## **ALTERNATIVE METHODS FOR CREDIT AND/OR GRADUATION**

### **A. Early Admission Program:**

Advanced students may elect to pursue a program of early admission to college under the following conditions:

The student must:

1. Have completed the eleventh grade.
2. Have a minimum un-weighted cumulative high school GPA of 3.0 or an American College Test (ACT) composite score of 21, or a Computerized Placement Test (CPT) composite score of 96, or a Scholastic Aptitude Test (SAT) score of 500 verbal and 500 quantitative. Scores can be no more than two years old.
3. Have appropriate scores on all sections of the American College Test (ACT), the Scholastic Aptitude Test (SAT), or the Computerized Placement Test (CPT). Official results must be on file with the College Registrar before the initial registration period. Scores can be no more than two years old.
4. Meet same placement test score requirements in applicable areas and chosen program of student as all postsecondary students.
5. Have written approval of the high school principal and the superintendent.
6. A student can participate in the program for a maximum of one year (equivalent of 12th grade).
7. Must enroll and maintain full-time status at Chipola and cannot be concurrently enrolled in high school, virtual school, or another college.

The student will receive both high school and college credits for courses taken and will be able to return to the high school to graduate with his/her class.

### **B. Dual Enrollment:**

Advanced students may elect to enroll in both high school and college part-time and earn both high school and college credit for courses taken at the college. In order to do this a student must:

1. Have completed the ninth grade.
2. Have a minimum un-weighted cumulative high school GPA of 3.0 or an ACT composite score of 21, or a CPT score of 96, or a SAT score of 500 verbal and 500 quantitative. Scores can be no more than two years old.
3. Have test scores on all sections of the ACT, the SAT, or the CPT. Official results must be on file with the College Registrar before the initial registration period. Scores can be no more than two years old.
4. Meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students.
5. Have written approval of the high school principal.
6. A student can participate in the program for a maximum of three years (equivalent of 10th, 11th, and 12th grade).

## HONOR STUDENTS

### A. Selection Procedures

The procedures for determining grade point averages for the selection of honor students are based upon the applicable graduation option.

1. Semester grades for all courses used to satisfy the required credits for graduation excluding electives will be used in the calculation.
2. For courses in which the state requirement is one-half credit, only one semester grade will be used; for each full credit course two semester grades will be used in the calculation.
3. When a student elects to take more than the minimum required credits in a subject area, the course(s) with the highest grades will be used in the calculation.
4. Grade point averages shall be calculated by converting semester grades to a 4.0 scale for all courses except dual enrollment, advanced placement, honors, and other upper level courses) so designated by individual schools. These courses, because of the degree of difficulty, shall be converted to a 5.0 scale. This shall be as follows:

Regular Courses:	A = 4.0	B = 3.0	C = 2.0	D = 1.0	F = 0.0
Weighted Courses:	A = 5.0	B = 4.0	C = 3.0	D = 2.0	F = 0.0

5. All grade point averages will be rounded off to the fourth decimal place.
6. To be eligible to be an honor student (including valedictorian and salutatorian), all credits must be earned in a regular academic or advanced program.
7. Florida Statute 1007.271(16) states: School districts and community colleges must weigh comparable dual enrollment courses the same as honors courses and advanced placement courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited. This rule applies to incoming 9th graders for the 2006-2007 school year and thereafter.

### B. High Honors

A student who has met all the requirements for a regular diploma and having a weighted or unweighted grade point average of 3.5 or higher on the sixteen required courses and an overall grade point average of 3.0 in all courses taken may graduate with high honors.

### C. Honors

A student who has met all the requirements for a regular diploma and having a weighted or unweighted grade point average of 3.25 to 3.499 on the sixteen required courses and an overall grade point average of 3.0 in all courses taken may graduate with honors.

**D. Valedictorian/Co-Valedictorian**

The graduating High Honors student with the highest grade point average as determined by above procedures will be designated valedictorian. To be eligible, the student must have attended the school from which he/she graduates for the final 2 years prior to graduating. In the event of a tie, there will be a co- valedictorian.

**E. Salutatorian/Co-Salutatorian**

The graduating High Honors student with the second highest average as determined by above procedures will be designated salutatorian. To be eligible, the student must have attended the school from which he/she graduates for the final 2 years prior to graduating. In the event of a tie, there will be a co- salutatorian.

**F. Cum Laude**

Beginning with the incoming 9<sup>th</sup> graders for the 2010-11 school year, the senior class of 2013-2014, Holmes County Schools will use the Cum Laude system to calculate class rank and honors designations for standard diploma students.

A district unweighted or weighted grade point average on the sixteen required courses and an overall grade point average of 3.0 in all courses will be used to calculate class rank and honors designations for standard diploma students. At the end of the eighth semester for 26-credit graduates and the end of the sixth semester for the 18-credit graduates, honor graduates will be determined by the following scale:

<b><i>Summa Cum Laude</i></b>	<b><i>Magna Cum Laude</i></b>	<b><i>Cum Laude</i></b>
4.25 and above	3.75 – 4.24	3.5 – 3.74

**FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM**

The Florida Legislature currently funds the **Bright Futures Scholarship Program**. Eligibility requirements are available in your school counselor’s office. Students are encouraged to become very familiar with these requirements and work diligently toward earning one of the scholarships. The most current information can be viewed at the Bright Futures web site. ***It is the student’s responsibility to access the web site to receive the most current information.*** The **Bright Futures** web site is: <http://www.floridastudentfinancialaid.org/ssfad/bf/> or [FACTS.org](http://www.facts.org).

**NOTICE TO PARENTS**

The School Board may release “directory information” to the general public.

- I. Directory information includes the following data about a student:
  - A. Name;
  - B. Address;

- C. Telephone number, if listed;
  - D. Weight and height, if an athletic team member;
  - E. Name of the most recent previous school or program attended;
  - F. Dates of attendance at schools in the District and degrees and honors received; and
  - G. Date and place of birth.
- II. Information described in Subsections (1)(a), (d), (e), (f), and (g) herein may be published routinely by the School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
- III. Directory information requested in writing by agencies identified in Section 228.093(3)(d), Florida Statutes, may be released subsequent to written notification to the student's parent(s) or legal guardian or a student who is eighteen (18) years or older. The written notification to the student or the student's parent(s) or legal guardian shall be by certified mail receipt and shall be addressed to the most current address at the school or district office.
- IV. Directory information shall not be published when the student's parent(s) or legal guardian submits written notification to the principal within thirty (30) days of distribution of the Code of Student Conduct. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

**LAW IMPLEMENTED:** Section 228.093(3)(d), Florida Statutes

### **RIGHT TO REVIEW TEACHER QUALIFICATIONS**

As a parent/guardian of a student in the Holmes District Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Florida Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Florida Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call your child's school or the

District Office at 850-547-6674.

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the 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.
2. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
4. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
5. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
7. 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 School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
8. 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.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Asbestos Hazard Emergency Response Act (AHERA)**

Holmes District Schools are compliant with Asbestos Hazard Emergency Response Act (AHERA), which requires local education agencies to inspect schools for asbestos-containing building material and prepare management plans to prevent or reduce asbestos hazards.

## HOLMES COUNTY SCHOOL DISTRICT 2011 – 2012 SCHOOL CALENDAR

July 4, 2011		All Personnel Out
August 12, 2011		Pre-School Begins
August 19, 2011		Pre-School Ends
August 22, 2011		Classes Begin
September 5, 2011		Labor Day – Students & All Personnel Out, Pd. Holiday for Teachers
September 26, 2011	****	Early Release Day – Students Early Release Day/Staff Professional Development
October 7, 2011		Students & All Personnel Out
October 21, 2011	****	End of FIRST Grading Period/Early Release Day/Staff Professional Development
October 24-28, 2011		Fall Break for Students, Teachers & 10 Mo. Non-Instructional Personnel
October 31, 2011		Classes Resume
November 9, 2011		Report cards go out
November 23-25, 2011		Thanksgiving – Students & All Personnel Out
November 24, 2011		Pd. Holiday for Teachers
Dec. 19, 2011-Dec 30, 2011		Christmas – Students, Teachers & 10 Mo. Non-Instructional Personnel Out
Dec. 23, 2011		Paid Holiday for teachers
Dec. 21–Dec 30, 2011		12 mo. Personnel Out
Jan. 2, 2012		Return to work 12 mo., Teachers, & Non-Instructional working teacher days
January 3, 2012		Classes Resume
January 16, 2012		Students and All Personnel Out, Paid Holiday for teachers
January 20, 2012	****	End of FIRST SEMESTER Early Release Day/Staff Professional Development
January 27, 2012		Report cards go out
February 20, 2012		Students and All Personnel Out, Paid Holiday for teachers
March 23, 2012	****	End of THIRD Grading Period/Early Release Day/Staff Professional Development
March 26-30, 2012	****	Spring Break Students and All Personnel Out
April 2, 2012	****	Classes Resume
May 28, 2012		Students and All Personnel Out, Paid Holiday for teachers
June 1, 2012		Bethlehem High School Graduation
June 4, 2012		Poplar Springs High School Graduation
June 5, 2012		Holmes County High School Graduation
June 7, 2012		Ponce de Leon High School Graduation
June 7, 2012	****	End SECOND SEMESTER Early Release Day/Staff Professional Development
June 8-12, 2012		Evaluation Day for Teachers, & Non-Instructional working teacher days

\*\*\*\*changes to calendar.....Board Approved and Amended 04/05/2011

## **EXCLUSION REQUEST – PSAT and PLAN Student Testing**

In accordance with Section 1007.35(5), Florida Statutes, each public high school, including, but not limited to, schools and alternative sites and centers of the Juvenile Justice, shall provide for the administration of the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) or Preliminary Act (PLAN) to all enrolled 10<sup>th</sup> grade students. However, a written notice shall be provided to each parent that shall include the opportunity to exempt his or her child from taking the PSAT/NMSQT or PLAN. The tests are scheduled to be administered from September to December (PLAN) or in October (PSAT).

If you wish to exempt your 10<sup>th</sup> grader from one or both of the tests, please complete the following information, including your signature.

STUDENT NAME \_\_\_\_\_ Grade **10**

SCHOOL \_\_\_\_\_

I am requesting that the above named student be exempted from taking the  
\_\_\_\_\_ (PSAT/NMSQT) and/or  
\_\_\_\_\_ Preliminary Act (PLAN)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please return this signed form to the classroom or homeroom teacher.

**(For office use only)**

Date received \_\_\_\_\_ Received by \_\_\_\_\_

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**EXCLUSION REQUEST - Internet Use**

STUDENT NAME \_\_\_\_\_ Grade \_\_\_\_\_

SCHOOL \_\_\_\_\_

I am requesting that the above named student NOT be allowed to directly access the Internet when on school campus. *I understand that my child will be restricted from use of district Internet access for research and exploration, but will still be instructed through the use of Internet-based educational software deemed vital to educational success.* I understand that my child will be subject to disciplinary action if he/she attempts to directly access the Internet.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please return this signed form to the classroom or homeroom teacher.

If you have any questions regarding technology use at your child's school, please contact the school directly.

**EXCLUSION REQUEST – Student Media**

STUDENT NAME \_\_\_\_\_ Grade \_\_\_\_\_

SCHOOL \_\_\_\_\_

I am requesting that the above named student's photo or work NOT be placed by any staff member on any district related website.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please return this signed form to the classroom or homeroom teacher.

**(For office use only)**

Date received _____	Received by _____
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## **ACKNOWLEDGEMENT**

I, \_\_\_\_\_, a student at \_\_\_\_\_  
(Name of Student)

\_\_\_\_\_ School and my parent/guardian do  
(Name of School)

hereby acknowledge that we have received and read the **Code of Student Conduct** for the 2011-2012 school year, including the **Exclusion Requests** (pages 41 and 43) and information regarding high school graduation options as outlined on pages 29-34.

We also understand that in order to choose an 18-credit graduation option, we must contact the school and make arrangements to sign a form selecting that option.

(Signed) \_\_\_\_\_  
(Student)

(Signed) \_\_\_\_\_  
(Parent/Guardian)

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

***NOTE TO ALL STUDENTS:*** Please detach this page along dotted line and return it to the homeroom teacher. This **ACKNOWLEDGEMENT** will become a part of the student's cumulative file.

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**VISIT THE FOLLOWING WEBSITES FOR ADDITIONAL INFORMATION  
CONCERNING YOUR CHILD'S EDUCATION,**

**Holmes County Schools.....[www.hdsb.org](http://www.hdsb.org)**

**Florida Department of Education.....[www.fldoe.org](http://www.fldoe.org)**