

# ***Bradford County School District***



**2023-2024**

**STUDENT CODE OF CONDUCT**

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## ***MISSION STATEMENT***

**The mission of the Bradford County School District is to provide a quality education for all students so that they are equipped with the skills needed to succeed in the 21st century.**

## ***VISION STATEMENT***

**Building lifelong learners who are prepared for the 21st century.**

## **JURISDICTION OF THE SCHOOL BOARD and ADMINISTRATION**

The Code of Student Conduct is in force twenty four (24) hours a day, seven (7) days a week on all school campuses/properties as well as such times and places, including, but not necessarily limited to, school sponsored events, field trips, on buses, athletic functions and other activities where school administrators have jurisdiction over students. All school regulations pertain to automobiles driven or parked on school property. All students are required to follow the guidelines set forth in the Code of Conduct anytime they are on any school campus, on school board property, or anywhere they participate in school events, regardless of age. When students enter the campus of another school they place themselves under the jurisdiction of that school administration. Students who are involved in an incident on a school campus other than their own will have a referral written for processing by their assigned school.

Administrative, instructional staff as well as support staff, within the scope of their employment, may use and apply *reasonable force* and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property. Section 1006.11 & 1003.32, Florida Statutes authorizes teachers and other school personnel to use reasonable force to protect him or her or others from injury. The Department of Education has defined reasonable force as, "appropriate professional conduct including physical force as necessary to maintain a safe and orderly environment." The Department of Education has also clarified that school personnel do have the right and the authority to protect: Conditions harmful to learning, Conditions harmful to student's physical and mental health, Conditions harmful to safety, Conditions of harm and/or safety of self, school personnel, and others. Furthermore, Section 1006.11, Florida Statutes provides that a principal, teacher, other staff member, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

## **DCF/Law Enforcement Investigations of Child Abuse (F.S. 39.301)**

### **A. Arrival On Campus:**

Upon arriving on campus, all personnel from DCF will be required to produce their State issued identification. School personnel shall examine and verify the identity of the DCF representative and may call the Abuse Hotline to confirm but shall not make a photocopy of the ID or request any additional identification document or information. Because immediate investigation of child abuse is critical, every effort must be made to prevent delay in verification.

Upon the initiation of an investigation by DCF and/or law enforcement agency, no additional investigation should be initiated by any school-site personnel. Depending on the nature of the allegations, a representative from one or both of those agencies has the authority to conduct an interview with a student on school premises during the school day and may come to school to do so. Upon arriving on campus the representative from DCF and/or law enforcement agency shall advise the principal of that agency's presence and purpose. Upon the presentation of proper identification, these individuals must be given access to the student.

### **B. Interviewing Students**

A school staff member known to the child may be present during the interview only under the following conditions if:

1. A representative from DCF or law enforcement believes that the school staff member(s) could enhance the success of the interview, and a school-site administrator has informed the alleged abused child that the child may have a staff member present and the child chooses to do so.
2. When a determination has been made to conduct an interview on school grounds, it should be conducted in an area that ensures confidentiality and avoids embarrassment to the student.

### **C. Removal of Students From Campus**

If the representative from DCF or law enforcement agency determines that the student is to be removed from school, this shall be done as inconspicuously and expeditiously as possible. Court orders shall not be required to commence an

investigation or remove a child. The agency that removes the student from school shall be responsible for contacting that student's parent(s) or guardian(s).

A DCF employee who removes a child from campus must sign the student out of school pursuant to District policies and procedures.

Under no circumstance shall an alleged student witness be removed from the school or a school sponsored activity or event.

D. Records and Information Sharing

Access to any records or information reasonably necessary to ensure appropriate services for the child or for the safety of the child should be provided to DCF/law enforcement. Such records and information are otherwise confidential and may be shared with DCF/law enforcement only through an interagency agreement and in accordance with Federal and State law.

***PARENT RIGHTS AND RESPONSIBILITIES***

The cooperation of parent/guardians, students and school personnel is essential if good discipline in the school is to be achieved. Parents/guardians may contribute to quality discipline by following these responsibilities:

- \* maintaining a positive attitude toward education,
- \* showing an interest in their children's progress through regular communication with the school,
- \* assuring their children are dressed in accordance with the Student Code of Conduct,
- \* ensuring their children's timely attendance and reporting absences to the school,
- \* using and teaching appropriate respect for authority of school personnel,
- \* immediately informing the school of any circumstances which may affect their children's ability to learn, attend or participate in school activities,
- \* cooperate with and support school personnel in solving disciplinary issues.  
Communication should start with the teacher/staff member, Behavior Resource Teacher, Assistant Principal, then the Principal. District staff will discuss issues not resolved at the school level,
- \* and providing appropriate and timely documentation to excuse student absences.
- \* Parents who disagree with the Principal's decision may file a grievance by following the guidelines contained in this booklet.
- \* Parents who disagree with Expulsion Committee decisions may appeal to the Board

***STUDENT RIGHTS AND RESPONSIBILITIES***

Students are entitled to a public education as long as they adhere to the guidelines set forth in this code. School authorities will place limitations on the rights of students when necessary to prevent disruption on the school campus, school buses and at school-sponsored activities.

All education programs, activities, and opportunities offered by the Bradford County School District shall be made available without discrimination on the basis of race, ethnicity, national origin, gender, disability, religion or marital status.

#### **(A) PERSON'S & PROPERTY**

##### **RIGHTS**

- Students have the right to use school property in a manner approved by the school.
- Students have the right to use their personal property in a manner approved by the school.
- Students have the right to privacy consistent with applicable laws. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.
- Students have the right to be respected and accepted as individuals.

##### **RESPONSIBILITIES**

- Students have the responsibility to respect the rights of others and not to interfere with their learning.
- Students have the responsibility to respect and adhere to the rules and regulations of the school system. School officials may conduct a warrantless search of a student, student's possessions, student's locker, vehicle or any storage area on school property if such officials have a reason to believe that illegal, prohibited, or harmful items may be concealed (FS 1006.09). Metal detectors will also be used as deemed necessary.
- Students have the responsibility to report evidence of an illegal act or violation of the code.
- Students have the responsibility to dress in accordance with the rules of the code.

#### **(B) KNOWLEDGE/OBSERVATION OF RULES & CONDUCT**

##### **RIGHTS**

- Students have the right to know the rules and regulations regarding their conduct and have input into the development of these rules and regulations.
- Students have the right to be assured of a school environment which does not jeopardize their safety, health and welfare.
- Students have the right to have a standard procedure for the resolution of grievances.

##### **RESPONSIBILITIES**

- Students have the responsibility to follow the rules and regulations of the school.
- Students have the responsibility to follow the rules and regulations of the school so as not to jeopardize the safety, health and welfare of others.
- If dissatisfied, students have the responsibility to discuss their grievances informally with the persons involved prior to invoking formal grievance procedures.
- Students have the responsibility to state the grievance clearly and concisely, to follow the established procedures, and to accept the decision that is the outgrowth of this process.

## **(C) LEARNING & INSTRUCTION**

### **RIGHTS**

- Students have the right to learn and pursue an education without interference.
- Students have the right to a school atmosphere that is conducive to learning.
- Students have the right to be appropriately involved in their education on an equal basis with their peers.

### **RESPONSIBILITIES**

- Students have the responsibility to learn and pursue an education.
- Students have the responsibility to be present, on time, prepared and attentive in class so that they are ready to learn.
- Students have the responsibility to contribute to a positive atmosphere.
- Students have the responsibility to take care of instructional materials, including textbooks and Chromebooks, issued to them and to pay for any lost or damaged materials (FS 1003.497). Students are also responsible for other debt incurred, including, but not limited to those from extracurricular activities. Parents will be notified of the monies owed multiple times –each school-year from grades K-12. If previously notified, any student still owing money from the previous semester or the previous school year/s at the time of any athletic, non-academic field trip or grade-level activity will not participate. Any debt 6<sup>th</sup> graders, 8<sup>th</sup> graders or seniors have incurred must be paid prior to participation in grade-level non-academic field trips, activities, athletics or graduation events and ceremonies. Examples include but are not limited to Grad Bash, Prom, etc.
- Students have the responsibility to complete the work within the accepted length of time.

## **(D) FREE SPEECH & PUBLICATION**

### **RIGHTS**

- Students may express themselves freely as long as they do not disrupt/interfere with the orderly climate of the school.
- Students may post literature, approved by the principal or designee that is not inherently disruptive to the school program.

### **RESPONSIBILITIES**

- Students must not slander, libel, or defame others.
- Students must not discriminate when organizing or recruiting for clubs or groups.
- Students must not violate the Code of Student Conduct in the areas of profanity, harassment, bullying, and hazing.
- Students have the responsibility to refrain from the distribution or display of material, which could cause conduct that would interfere with discipline or cause disorder.

## **(E) THREAT ASSESSMENTS AND BAKER ACTS**

**The Law:** Effective March 9, 2018, Florida Senate Bill 7026 (SB7026), also known as the Marjory Stoneman Douglas High School Public Safety Act, put forth a set of directives and guidelines for



superintendents to reinforce school and student safety, with specific focus on preventing gun violence on school campuses. Section 24 of SB7026 mandates the establishment of threat assessment teams at the district and school levels. In addition, SB7026 requires information sharing between the school district, local law enforcement and community agencies when there is a risk of harm to a student, staff person or school site.

SB7026 in its entirety visit: <https://www.flsenate.gov/Session/Bill/2018/7026/BillText/er/PDF>

**The District:** In a coordinated effort to meet these requirements, the district as well as each school in the Bradford County School District formed a threat assessment team composed of persons with expertise in counseling, instruction, school administration, and law enforcement.

**The Criteria:** Any student who makes a threat of harm to self or others, or who exhibits a pattern of behavior, based upon previous acts or the severity of an act, may be referred to the school and/or district threat assessment team. Threat assessment teams must consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety.

**The Process:** Threat assessment teams follow school board approved procedures for determining the legitimacy and severity of a threat, and make referrals to licensed mental health professionals or law enforcement as required by SB7026. If in the process of assessing risk of harm, the threat assessment team determines there is an imminent threat, or the potential for harm to self or others, a contracted licensed mental health professional or school resource deputy (SRD) will be called in to consult and make an official determination. If the licensed mental health professional or SRD determines the necessity of an immediate psychological evaluation, a Baker Act will be initiated. In this case, the school threat assessment team as well as all Bradford County School Board employees will transfer authority to the licensed mental health professional or SRD who will follow their respective agency protocols which may include a law enforcement officer removing the student from campus and transporting to a local crisis stabilization unit. School authorities will contact a Mobile Response Team (MRT) and follow de-escalation procedures prior to initiating a Baker Act of a student unless the principal or their designee reasonably believes a delay will increase the likelihood of harm to the student or others.

**Baker Act:** Bradford County School Board employees, with the exception of SRDs and licensed mental health professionals employed by the school board, do not possess the authority to initiate a Baker Act. A Baker Act of a student in the Bradford County School system will never be the result of a determination made by the school or district threat assessment team or any other school board employee, including the superintendent, with the aforementioned exceptions. The decision to Baker Act a student rests solely on the authority of the licensed mental health professionals and SRDs the school district contracts with and relies on to ensure the safety of our students, staff, and schools.

In the event a student is Baker Acted, the student and parent/guardian will be required to attend a Safety Plan meeting with the school threat assessment team. In order to ensure the safety of the

student as well as the safety of others, this meeting must be held before the student will be permitted to resume attendance.

To inform the student's teachers and administrators of the safety plan, an icon will display in FOCUS.

## **ATTENDANCE**

### **(F) PHILOSOPHICAL BASIS**

1003.26 FS requires the enforcement of school attendance. The Legislature finds that poor academic performance is associated with nonattendance and that the school district must take an active role in promoting and enforcing attendance as a means of improving student performance. Florida Statute 1003.21 states that students who are six on or before February 1<sup>st</sup> must attend school every school day of the 180-day school year until their sixteenth birthday. Florida Statute 1003.24 establishes that the parent/legal guardian of a child of compulsory age is responsible for the child's daily school attendance and that it is the responsibility of the parent/guardian to provide a written statement to the school explaining the absence following the return of the student to school.

### **(G) COUNTED PRESENT**

For purposes of participation only:

- Secondary (7<sup>th</sup>-12<sup>th</sup>): Must be in class for 60% (full time students) of the scheduled class time.
- Elementary (K-6): Must be at school for 60% of the scheduled student day.

### **(H) EXCUSED ABSENCES-**

- \* Student Illness:—A parent note (note that the parent or guardian has written or had knowledge of another person writing and hence approved) for the illness will be considered an excused absence. Please note that only 10 parent notes/excused days are allowed for the entire school year to be considered excused absences. Each day absent will count as one parent note. All doctor's notes are excused absences. If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excused absence if unexcused absences exceed ten (10) days per year.
- \* Chronic illness (absence of 15 or more consecutive days or continued handicapping condition): The school must be notified by presenting a doctor's note so school administration can investigate options for a child's education. Homebound options might exist; see the site administrator.
- \* Observance of a religious holiday, religious instruction or Veteran's Day.
- \* Medical appointment.
- \* Absence was with the knowledge and consent of the school principal.
- \* Subpoena by law enforcement agency or mandatory court appearance, including DJJ detainment.
- \* Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or principal's designee.

- \* Related to death in the family with documentation.
- \* Participation in academic/school related activity (SRA= S).
- \* Students who have been suspended receive an "I" for ISSP and "O" for OSS which is an excused absence.
- \* Students with a confirmed case of live head lice will be allowed two (2) days of excused absences for treatment. Nits and dead lice will not prevent students from attending school.
- \* Students having, or suspected to have, a communicable disease or infestation which can be transmitted to others are to be sent home and not allowed to return unless they have been successfully treated and/or present a doctor's note indicating that they are no longer contagious.
- \* Students whose parent or legal guardian is an active-duty member of the uniformed services and has been called to duty, is on leave from, or immediately returned from deployment to a combat zone or combat posting, shall be granted additional excused absences to visit with the parent/legal guardian (FS 1000.36 (V)(E)).
- \* Students diagnosed with autism spectrum disorder may be excused from school to attend medical appointments necessary to receive therapy for autism spectrum disorder, including, but not limited to, applied behavioral analysis, speech therapy and occupational therapy ( Bd policy 5.04).

### **(I) MAKE-UP WORK**

- \* For excused absences students have two days to make-up work for the first day absent and one additional day for each additional day absent, excluding an out of school suspension. Teachers will provide feedback for make-up work provided for unexcused absences.
- \* In the case of excessive Parent Notes, school administration may meet with the family to develop an Attendance Contract to include an academic plan addressing make-up work.
- \* For out of school suspension only one day is allowed for each day of the suspension.
- \* Work/test(s)/quiz(zes) missed due to an unexcused absence will result in a grade of zero if clearly communicated by the teacher to parents and students. This work should be made up for the purpose of skill development.
- \* Teachers will provide homework to the student within 48 hours of the suspension. Students have one day, for every day suspended, to complete work.
- \* Any work assigned before a student's absence is due upon student return to that class.

### **(J) UNEXCUSED ABSENCES**

- \* No parent note was received within 48 hours/2 school days.
- \* Please note that only 10 parent notes/excused days are allowed for the entire school year to be considered excused absences. After 10 parent notes (excuses) all parent notes will become unexcused absences. Each day absent will count as one parent note.
- \* Please note that students who have excessive unexcused absences must understand that their grades may be adversely affected.
- \* For elementary students, minutes lost due to tardy/early checkout may be a reason to initiate an attendance contract.
- \* Students may be affected by excessive unexcused absences by being denied participation in school sponsored events such as Grad Bash, Prom, field trips, field day, walking at commencement and other events and activities. Attendance requirements for participation will be determined by the school.

\* Attendance contracts will be developed and enforced for truant students.

### **(K) GRADING PROCEDURE FOR UNEXCUSED ABSENCES**

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

For *elementary students* upon the fifth (5<sup>th</sup>) unexcused absence during a nine-week period the maximum grade value the student will receive is a 59 (F). Students can be retained based on excessive absences, not as a punishment to them, but, understanding that each day missed equals a lesson or concept missed. Please note that only 10 parent notes/excused days are allowed for the entire school year to be considered excused absences. A teacher attempting to enter a grade value higher than the maximum specified numerical value above would not be allowed to do so without going through the principal to justify a higher value.

For secondary students (grades 7-12), upon the fifth (5<sup>th</sup>) unexcused daily absence, or a combination of 35 periods absent in any combination of classes during a 9-week period, students will not be allowed to participate in any extracurricular or co-curricular activities during the next 10 school days. This includes, but is not limited to, athletic contests, club activities, dances, 8<sup>th</sup> grade activities, and junior or senior activities. If a student then successfully attends 10 full days, they may resume extracurricular and co-curricular activities on a probationary basis. These students may be placed on an attendance contract for the duration of the school year.

Once a student accumulates 11-14 Unexcused Absences per semester, they must pass a mastery test\* to maintain credit. The mastery test must be approved by school administration two weeks prior to the end of the semester.

-If they pass, their grade remains the same.

-If they fail, they automatically get grade locked to a grade no higher than a 59% (if the grade is already below, the grade remains at the lower grade).

Once a student accumulates 15+ Unexcused Absences, they automatically get grade locked at a grade no higher than a 59% (if the grade is already below, the grade remains at the lower grade).

**\*Tardiness/Early Departure:** Tardy is defined as: a student not being in the assigned classroom when the tardy bell rings. Early departure is defined as being signed out before the end of the school day when the departure does not meet the definition of an excused absence. In elementary, as in secondary, the grade of a subject can be impacted by tardiness and early departures. Tardiness and early departures can impact grades and attendance and will be addressed by the principal as needed.

**Perfect Attendance:** In order to be awarded Perfect Attendance for a 9-week period, a student must attend school every day, have no tardies or early departures.

### **(L) OUTSIDE FOOD/DRINKS**

No outside food/drinks may be brought or dropped off during the school day. Students may bring their own packed lunch box with them at the start of the day. Only resealable water bottles will be allowed.

Parents and visitors, who have been approved by school administration, may bring outside food and eat with their own child, or mentee, in a designated area, during the child's regularly scheduled lunchtime. Or, parents may check their child out at their scheduled lunchtime and then check the child back in at the end of the scheduled lunchtime. Students are considered tardy if they are checked back into school after their scheduled lunchtime.

### **(M) TRUANCY POLICY**

According to FS 1003.26, truancy is the absence from school for which there is a clear pattern of nonattendance and for which the reasons are unknown and unexcused. Students with five (5) or more unexcused absences in a calendar month or ten (10) or more unexcused absences in a 90 day period may be referred to the Child Study School Attendance Team and school staff must meet with the parent/guardian. A student with a disability who is truant will have IEP goals written that address attendance. The child and parent/guardian must follow the recommendations of the Child Study School Attendance Team to correct the truant behavior, unless excused due to the students disability.

If the truancy persists, the Superintendent shall be notified and the procedures outlined in Florida Statute 1003.27 for truancy shall be followed. Those procedures include entering into partnerships with the parent/guardian and school administration designed to correct the truant behavior at 10 days and a referral to the School Attendance Review Board (SARB) at 15 days. The SARB may recommend services for counseling or specific strategies for improving attendance. The recommended actions by the SARB are required by the students and parents/guardians.

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

### **(N) DRIVER'S LICENSE**

Recognizing the importance of education and keeping the students in school, the 1997 legislature enacted 322.091 F.S. relating to the driver's license for students, ages 14 to 17, as an incentive for students to stay in school and continue their education". In order for a student to retain or obtain his/her regular Florida driver's license, the student must comply with compulsory school attendance.

Accumulating 15 unexcused absences in a period of 90 calendar days or failure to remain enrolled in school will result in being classified as a habitual truant and the loss of said license, or the withholding of the necessary forms to obtain a license. Legal court action may be taken against a student who is classified as a habitual truant.

## **(O) DESIGNATION OF RESTROOM AND CHANGING FACILITIES**

Restrooms and changing facilities are designated for exclusive use by biological males and biological females. Students must use restrooms and changing facilities according to biological sex at birth. Unisex restrooms will also be available for student use. Students failing to comply will be subject to disciplinary action. (State Board of Education Rule 6A-10.086)

## **(P) PARENT(S)/GUARDIANS RESPONSIBILITIES (Health Conditions and Medication)**

It is the responsibility of the parent(s)/guardian to notify the school of any health condition of their student(s) which may require medication, treatment, or monitoring at school or on school-sponsored trips or activities. It is the responsibility of the parent(s)/guardian to submit a properly executed "Authorization for Medication/Treatment" form to school administration if their student requires medication (including over the counter) or treatment to be given during the school day. . Only parents, guardians, or designated adult (non-student) will be responsible for delivery and retrieval of medications to the school nurse/health designee. *Cough drops are not a medication.* No medications are to be transported via the school bus system. All medications to be administered by school personnel shall be received and stored in the ORIGINAL container. It is the responsibility of the parent(s)/guardian to notify the school immediately of any chronic or acute medical conditions their child may have and of any necessity for their child to be allowed to self-medicate during the school day. Students are only allowed to carry items necessary to self-medicate that are allowed in Florida Statute. Currently inhalers, EpiPens and diabetic medications and prescribed pancreatic enzyme supplements may only be carried by students with appropriate documentation from a physician. As with other medications, parents must notify the school, provide appropriate documentation from a physician, and register this need with the school clinic. Any unauthorized intake or distribution of any medication, including over the counter medication will be dealt with in accordance with the zero tolerance policy. Parents should screen their children before sending them to school for symptoms such as fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

## **(Q) Mental Health**

The Florida Mental Health Act, also known as the Baker Act, allows for voluntary and, under certain circumstances, involuntary, examinations of individuals suspected of having a mental illness and presenting a threat of harm to themselves or others. In response to an increase in violence, suicide, and Baker Act referrals involving minors, the bill requires hospitals, psychiatrists, psychologists (including school psychologists), and other specified mental health professionals to release information from a patient's clinical record and/or disclose patient communications to the extent necessary to warn law enforcement of a threat of serious bodily injury or death made by a patient or client. Law enforcement is required to notify potential victims of the threat. Such disclosure of confidential communications may not be the basis of legal action or any civil or criminal liability against these psychiatrists, psychologists, and mental health care professionals. Additionally, the information may be disclosed upon request to certain persons involved in the proceedings, certain agencies, or when directed by the court.

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

## **VII. STUDENT ACTIVITIES – (Rules for Extracurricular Activities)**

### **(R) STUDENT ACTIVITIES, CLUBS or ORGANIZATIONS**

- \* Clubs and activities must be open to all qualified students. A minimum of eight students is required before any organization can apply for a charter.
- \* Clubs cannot interfere with school activities and School Board Policies must be followed.
- \* Students may organize clubs/groups under the direction of an approved school advisor.
- \* Clubs must have a charter and a constitution that state the membership qualifications and the rules of conduct (written by both students and teachers, be approved by the administration, and be kept on file so that all students, parents, and school personnel may read them).
- \* All sponsors of activities and organizations must have a student/parent handbook that outlines expectation of attendance, minimum GPA requirements, conduct, procedures for meetings/practice, consequences of failing to follow expectations and procedures for tryouts, if applicable, that are approved annually by the principal.
- \* Local chapters of national organizations who have prescribed charters are exempted from the requirement that they must be written by both students and teachers.
- \* They must have a faculty sponsor approved by the administration and this sponsor must be at all meetings/events with chaperones when appropriate.
- \* Club members cannot be hazed.
- \* Club dues must be reasonable.
- \* All student meetings or events must be held on the school grounds except for special meetings or events approved by the administration.
- \* In accordance with FS 1002.20, eligible students zoned for the school may participate.

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

- \* Club money must be handled through the school internal account.
- \* Florida Statute 1006.14 secret societies are prohibited in public K-12 schools.
- \* Students participating in national organizations must fulfill the local and national criteria for membership.
- \* Bylaws/Rules adopted by clubs and organizations that deviate from the minimum standards must be submitted to the building principal for review.
- \* Some clubs or organizations have established higher standards for participating students. These are to be printed and given to students at the beginning of each year or season so that the expectations are clearly understood.
- \* Students may participate in student government elections under the guidelines and bylaws of the organization and under the direction of the approved school advisor.
- \* Administration has the right to deny any student's participation in any or all extra-curricular events, club functions, or school activities based on a student's failure to adhere to the Code of Conduct.

Administration may deny a student participation as determined appropriate for a period of up to one calendar year.

- \* All volunteers must complete a Volunteer Form and submit it to the principal. This process involves a background check and Board approval. Sponsors must check for approval before allowing parent participation. For overnight trips, any chaperone that is not employed by the Bradford County School Board must be approved in advance by the Board AND have a satisfactory background check performed by the RAPTOR system. Furthermore, any person with pending charges may not serve as a chaperone for any event. Chaperones for overnight trips may be required to provide a notarized statement to school administration.

### **(S). ACADEMIC ATHLETIC ELIGIBILITY REQUIREMENTS (See FHSAA.org for State Rules)**

- \* Middle school academic eligibility is based on a 2.0 Grade Point Average (FHSAA).  
**Local rule:** First semester eligibility is based upon “earned” promotion as specified in the Student Progression Plan.
- \* A high school student must maintain a cumulative Grade Point Average of 2.0 (FHSAA).  
**Local rule:** First semester ninth grade eligibility is based on earned promotion as specified in the Student Progression Plan.
- \* All students under the sanction of FHSAA will be expected to maintain all eligibility standards established by the Florida High School Athletics Association, the State Board of Education and the Bradford County School Board.
- \* Home school and private school students may only try-out/participate if eligible in accordance with FHSAA and local rules. The Code of Conduct applies to all students.
- \* **Local rule:** Frequent Grade-Attendance Reports are required. Attendance for 60% or more of the school day for participation the day of an event and appropriate GPA are required or students will sit out the next event. The principal may consider the circumstances for excused absences.
- \* **Local rule:** No participation in athletic events is allowed by a student athlete, on the day of any suspension. If no contests are scheduled during the suspension the student will sit out the next scheduled contest within the season. A student athlete suspended out-of-school at the end of a season is to miss the next scheduled contest upon return.

**STUDENT DRESS CODE** The purpose of the Bradford County School District (BCSD) dress code is to define what is deemed acceptable wear by the Bradford County School Board. Dress codes are something that all students will encounter within the workforce and the BCSD dress code is preparing students to not only have a dress code, but to adhere to that dress code in order to maintain employment within the workforce. There is also a great deal of research that has shown the benefits of dressing for success by both students and adults within the workforce. Masks or cloth face coverings are not required. Masks must not contain any words or images that are prohibited within the Code of Conduct.



## **(T) ELEMENTARY**

**Note:** The dress code is not inclusive of all items that may be deemed inappropriate. The school administration may limit student attire any time such attire is believed to adversely affect classroom instruction or the school environment. Therefore, any item that disrupts classroom instruction or the school campus will not be allowed. The Superintendent, in consultation with the principal, may waive dress code policy on a case-by-case basis for reasons such as but not limited to medical or religious.

### **Pants, Shorts and Skirts:**

Students in grades K-6 will be allowed to wear shorts or skirts. The shorts or skirts should be measured in a standing position. The shorts will be no shorter than the extended finger tips when standing with arms by the side. Slits in skirts/dresses must meet the same criteria. No skin should be visible above fingertip length when standing upright with arms by the sides..

### **Unacceptable Clothing:**

Clothing that is unsafe, offensive, and/or inappropriate to the school atmosphere as determined by school administrators will not be allowed. Some examples of inappropriate clothing include, but are not limited to, the following: bare midriff or cleavage; see-through clothing; undergarments worn as outer garments; halters; backless dresses; tank tops and tube tops by themselves; all shirts or blouses not long enough to be tucked in; head coverings to include hoods from hoodies; unfastened clothes; body art or jewelry determined to be inappropriate; exposed undergarments; pants unfastened without a belt or below the waist; flip-flops; excessively high heels or soles and bedroom slippers; spaghetti straps; sunglasses indoors; and clothes with words, phrases, symbols, pictures, or insignias that are profane, offensive, suggestive, gang-identification, or advertise alcohol, tobacco, or illegal substances. Outerwear and undergarments, including leotards and tights, may not be used to circumvent the dress code. No blankets are allowed as protective outerwear.

**Note:** Due to safety, flip-flops and sandals are not to be worn at PE. Students may wear wheelies or heelys with the wheels removed, however if these wheels are inserted in the shoe during school activities it will be a violation of the dress code. Cleats are prohibited.

### **Head Wear**

Hats and other headwear may be worn at PE and during outside activities. They are not to be worn in buildings or on buses. No bandannas are permitted to be worn at any time, unless used as a cloth face covering.

Exceptions to the dress code during the instructional day need to be administratively approved for school-sponsored activities.

## **(U) BRADFORD HIGH SCHOOL**

**Note:** The dress code is not inclusive of all items that may be deemed inappropriate. The school administration may limit student attire any time such attire is believed to adversely affect classroom instruction or the school environment. Therefore any item that disrupts classroom instruction or the school campus will not be allowed. The Superintendent, in consultation with the principal, may waive the school dress code policy on a case-by-case basis for reasons such as, but not limited to, medical or religious beliefs.

**NOTE:**

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

**Specialized Class Attire**

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

**Pants**

No skin should be visible above fingertip length when standing upright with arms by the sides. Pants may not be rolled up.

**Note:** No skin may be exposed above the fingertips when standing straight with arms extended by the sides. All pants are to be securely in place above the top of the pelvis without undergarments visible at any time. Pajama pants or pants that look like sleepwear are prohibited. Tights, leotards, yoga pants, jeggings, or leggings may be only worn as pants if worn in conjunction with a fingertip length shirt. Anything deemed too form fitting is in violation of the dress code.

**Shirts**

Polo style shirt, Button-down dress shirt, Tee shirt, Sleeveless shirt with straps must be at least two inches wide.

All shirts must be without holes. Sheer or see-through outer garments must have undergarments that meet the dress code. No tank tops, halter tops, camis or spaghetti straps,- muscle shirts, tube tops or strapless tops. **Note:** No midriff or cleavage may be shown.

**Skirts and Dresses**

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

No tight, form fitting skirts or dresses.

No skin can be exposed above the fingertips when standing straight with arms extended by the sides.

## Shoes

Tennis style or hard sole shoes are preferred.

Bedroom slippers are prohibited.

Cleats are prohibited.

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

## Head Wear

Hats and other headwear may only be worn outside, including hoods and hoods that are attached to hoodies. They are not to be worn in buildings or on buses. Exceptions may be made at NFTC where safety equipment is required.

No bandanas, unless used as a cloth face covering.

## Sunglasses

May be worn outside buildings. They are not to be worn in buildings.

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

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

**In accordance with FS 1006.07 2d1: Clothing that exposes** underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. *Violation includes disciplinary action as follows:*

1<sup>st</sup> offense – Verbal warning and call to parent/guardian to bring appropriate clothing.

2<sup>nd</sup> offense – Tier one referral and ineligible to participate in any extracurricular activity for a period not to exceed 5 days and a mandatory parent/guardian contact to bring appropriate clothing.

3<sup>rd</sup> or subsequent offense – Tier one referral to include in-school suspension for a period not to exceed 3 days, ineligible to participate in any extracurricular activity for a period not to exceed 30 days and the principal must call the parent/guardian and send the parent/guardian a written letter regarding the suspension and ineligibility to participate in extracurricular activities.

## (V) BRADFORD MIDDLE SCHOOL

**Note:** The dress code is not inclusive of all items that may be deemed inappropriate. The school administration may limit student attire any time such attire is believed to adversely

affect classroom instruction or the school environment. Therefore, any item that disrupts classroom instruction or the school campus will not be allowed. The Superintendent, in consultation with the principal, may waive the school dress code policy on a case-by-case basis for reasons such as, but not limited to, medical or religious beliefs.

**NOTE:**

1. Outerwear - jackets/sweaters/coats will not be used to cover inappropriate clothing.
2. Exceptions to the dress code during the instructional day need to be administratively approved for school-sponsored activities.
3. Students will dress appropriately at all school related activities that occur after the instructional school day.
4. Blankets are not considered appropriate outerwear.

**Pants**

No skin should be visible above fingertip length when standing upright with arms by the sides. Pants may not be rolled up. Fit should not be too baggy or too tight and shall be secured at the waist either by fit or belt, such that it does not sag below the waist especially during movement. Pants should not ride up above the pant waistline nor extend below the top of the thigh. Pajama pants or pants that look like sleepwear are prohibited. Tights, leotards, yoga pants, jeggings, or leggings may be only worn as pants if worn in conjunction with a fingertip length shirt. Anything deemed too form fitting is in violation of the dress code.

**Shirts**

Polo style shirt, button-down dress shirt, Tee shirt, Sleeveless shirt with straps must be at least two inches wide.

All shirts must be without holes. Sheer or see-through outer garments must have undergarments that meet the dress code. No tank tops, halter tops, camis or spaghetti straps,- muscle shirts, tube tops or strapless tops. **Note:** No midriff or cleavage may be shown.

**Skirts and Dresses**

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

No tight, form fitting skirts or dresses.

No skin can be exposed above the fingertips when standing straight with arms extended by the sides.

**Shoes**

Tennis style or hard sole shoes are preferred.

Bedroom slippers are prohibited.

Cleats are prohibited.

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

**Head Wear**

Hats, beanies, bandanas (unless used as a cloth face covering, head scarves, hoods and hoods that are attached to hoodies and sunglasses are not allowed to be on heads or visible on campus at any time before the end of dismissal except for hats and sunglasses in outdoor PE classes. If a student

needs one of these items for after school, it must remain in their backpack during the day. Hats and hoods to include hoods from hoodies are not allowed to be worn during class changes.

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

- All sleepwear; muscle shirts; halters, backless dresses; tube tops and tank tops by themselves.
- Unfastened clothes/pants or body art determined by authority to be inappropriate
- Excessively high heels or soles; bedroom slippers
- Clothes with words, phrases, symbols, pictures, or insignias that are profane, suggestive, offensive, gang identification, or advertise alcohol, tobacco, or illegal substances
- Shirts, pants, slacks, shorts, or skirts will be sized appropriate to the size of the individual.
- For PE, students are required to wear a PE uniform and athletic-type shoes. Also, some classes may designate specific footwear during certain activities for safety reasons (agriculture, JROTC, etc.).

In accordance with FS 1006.2d1: Clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. *Violation includes disciplinary action as follows:*

1<sup>st</sup> offense – Verbal warning and call to parent/guardian to bring appropriate clothing

2<sup>nd</sup> offense – Tier one referral and ineligible to participate in any extracurricular activity for a period not to exceed 5 days and a mandatory parent/guardian contact to bring appropriate clothing.

3<sup>rd</sup> or subsequent offense – Tier one referral to include in-school suspension for a period not to exceed 3 days, ineligible to participate in any extracurricular activity for a period not to exceed 30 days and the principal must call the parent/guardian and send the parent/guardian a written letter regarding the suspension and ineligibility to participate in extracurricular activities.

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

## **STUDENT DISCIPLINE-**

Any student that exhibits a pattern of behavior, based upon previous acts or the severity of an act, may be referred to the school and/or district Threat Assessment Team.

## **(W) ROLE OF THE TEACHER IN CLASSROOM DISCIPLINE**

Teachers and Principals will establish and implement a Positive Behavior Support (PBS) system. The PBS process results in the creation of effective intervention plans that will impede problem behaviors, teach new skills, and create support systems for the student. PBS provides a positive and effective alternative to the traditional methods of discipline. PBS methods are research-based and proven to

significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

Teachers may use CHAMPs or a similar, approved classroom management system to define detailed behavioral expectations for each instructional approach. The overall goal of the-classroom management system is to develop an instructional structure in which students are responsible, motivated, and highly engaged in the specific task at hand. More particularly, the teacher's goal is to teach students directly how to be successful in specific class situations.

MTSS behavior support requires documentation of implemented interventions and resulting outcomes.

Teachers shall set and enforce reasonable classroom rules that treat all students equitably. A major consideration in the application of the Code of Conduct is that the most appropriate disciplinary action taken by school personnel is the least extreme measure that can resolve the discipline problem. Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident on a referral form provided by the administration.

Seclusion, as defined as the involuntary confinement of a student in a room or area alone and preventing the student from leaving the room or area. The term does not include time-out used as a behavior management technique intended to calm a student, is prohibited.

Authorized school personnel may use restraint only when all positive behavior interventions and supports have been exhausted. Restraint may be used only when there is an imminent risk of serious injury and shall be discontinued as soon as the threat posed by the dangerous behavior has dissipated. Restraint shall be used only to protect the safety of students, school personnel, or others and may not be used for student discipline or to correct student noncompliance.

### **(X) TEACHER AUTHORITY TO REMOVE A STUDENT FROM CLASS**

Florida Statute 1003.32 and the rules of the School District of Bradford County give teachers and other school staff control and discipline of students assigned to them by the principal or the principal's designee. A teacher may remove from class a student whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. Teachers must follow the policies developed in the Code of Student Conduct for intermittent removal from class. Policies for intermittent removal will be set by each school's administration. This will be done by completing a discipline referral and forwarding it to administration. See procedures in the Instructional Contract.

### **(Y) STANDARDS OF CONDUCT FOR STUDENTS TRANSPORTED BY SCHOOL BUS**

The Bradford County School System has jurisdiction over students who are on the school bus or at the school bus stop when the bus is present at the bus stop. [F.S. 1006.10 (3)] Therefore, it is the parent's

responsibility to take any action with local law enforcement to correct a problem during the time students are waiting at the bus stop or when students are en-route to or from the school bus stop. In order to guarantee your child and other children who ride buses the safe and efficient transportation they deserve, the following has been established.

Questions or concerns regarding school bus transportation shall be directed to the school site administrator or transportation manager. It is the responsibility of administrative personnel to implement disciplinary action. Parents/guardians shall not personally address students on the bus.

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

### **RULES ON BUS:**

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

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

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

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

**Third Offense:** Driver will write the pupil a report of misconduct and turn the pupil and the report over to the Principal or designee.

**Severe Offense:** If the offense is severe misconduct, (i.e. fights, violations of law, etc.) the driver will proceed as if it were the third incident.

**Continued misconduct:** Major infractions or items that are violation of safety rules will result in additional reports of misconduct. Other incidents that occur on the bus will be assigned consequences based upon the appropriate tier as described in the Student Code of Conduct.

**Penalty:** The school Principal, or his designee, has the authority to suspend the pupil from riding the bus for up to ten (10) days. If misconduct continues, bus-riding privileges can be denied for the entire school term. Parents are responsible for the transportation of their children when they are suspended from the bus. After school detention or Saturday School may be a consequence at some schools.

## **(Z) POSSESSION /USE OF ELECTRONIC DEVICE**

**Examples:** cellular phones, handheld organizers, MP3 players, smart watches, Bluetooth speakers or any other type of device designed to transmit voice, data, pictures, cameras or e-mail.

- \* Students may possess an electronic device while the student is on school property or in attendance at a school function for after-hours usage. The electronic device must be powered off and kept in a location out of sight upon arrival to school and throughout the entire school day or while on school transportation. If the electronic device is powered on, it will be interpreted as being in use.
- \* Usage of an electronic device on campus upon arrival to school (elementary or middle) or while on school transportation will result in disciplinary action and may carry up to and including a Zero Tolerance consequence.
- \* The unauthorized voice, videoing and/or photographing of staff and/or students is prohibited.

**Bradford High and NFTC Only:** Students are able to use their cell phones and other electronic devices before and after school, during passing periods and while they are at lunch. Chromebooks/laptops - Any inappropriate use of the device will result in disciplinary action in accordance with the Code of Conduct and possible loss of the device.

The District Discipline Plan will represent the following consequences regarding electronic devices:

1. The first time the electronic device is seen or in use, it will be taken from the student and held until the parent comes to pick up the device or the device will be held by the administrator for one school day in lieu of contacting the parent.
2. On the second and subsequent time(s) the electronic device will be taken from the student, the parent will be notified to come and pick up the phone, and a referral will be written and applied to the next step of the District Discipline Plan.



Note: Any time a electronic device is used in a manner that is disruptive to the school campus, used to take pictures during the school day, used to transmit any unauthorized data, used in any criminal act, or used to compromise any test the offense will be handled at Tier II or higher on the District Discipline Plan, except IF given teacher permission.

3. Classroom teachers may designate an area for wireless devices to be kept.
4. A student refusing to hand an electronic device over to staff will receive a discipline referral.

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

### **(AA) SECONDARY SKIPPING, LEAVING ASSIGNED AREA OR EXCESSIVE TARDIES**

SKIPPING – not attending class or activities without permission. Leaving Campus – warranted an unsafe act. If the student is out of class they receive an unexcused absence. Excessive tardies may also be determined to be skipping.

1<sup>st</sup> Offense – Parent contact and 1 day ISSP or before-school detention. \*

2<sup>nd</sup> Offense – Parent contact – 2 days ISSP or before-school detention. \*

3 or More Offenses – Parent contact – 3 days ISSP or before-school detention. \*

\* The consequence is based on the school's program. If a student fails to attend detention then the student will receive a tier 2 referral for insubordination (OSS).

### **(BB) PROCEDURES FOR OUT- OF-SCHOOL SUSPENSION**

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

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

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

\* Written notice shall be sent to the parent(s) or guardian regarding the reason disciplinary action was taken. Generally, a notice or conference should precede the student's suspension from school.

\* If the immediate suspension of the student is justified because the student's presence endangers others or school property or would disrupt the orderly academic process, the necessary notice and conference, if requested, will follow as soon as practicable.

- \* During the out-of-school suspension, the student is placed in the custody of his/her parent or legal guardian.
- \* Homework will be provided to the student within 48 hours of the suspension. Students have one day for every day suspended to complete work.
- \* Students who have been suspended shall not be on any school campus or participate in any school function during the suspension, except as authorized by the principal or principal's designee for *state mandated testing*.
- \* ESE/504 students must have a manifestation prior to the 10<sup>th</sup> day of suspension.

**Alternatives to Suspension Combined with ISSP** - Work Detail, Behavior Modules, Problem-Solving, Contracts, Family Education Program, SWEAT, Peer Mediation. These are options for administrators and are not always applicable or available.

### **(CC) PROCEDURES FOR EXPULSION**

Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the school board for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.

Recommendations for expulsion will be made according to Board Policy 5.12 developed and approved by the Bradford County School Board.

#### Procedures for Expulsion

A school principal may request the Superintendent to recommend the expulsion of a student. Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the school board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.

1. Prior to expulsion, the student shall be advised why he/she has been recommended for expulsion, be provided with an opportunity to refute the charges, and be given the opportunity to submit to the administrator a list of names of other individuals who might have witnessed the incident.
2. Should the principal make a recommendation to the Superintendent for expulsion, the parent and student or adult student has a right to a hearing with the principal. At that time, the parent or adult student may request to have any willing witnesses that they deem appropriate who were involved in the case be present.
3. At the Principal's expulsion hearing, the parent or adult student shall also be advised of the right to appeal. Parent may request an informal hearing with the Superintendent to challenge the out of school suspension during the expulsion process.
4. Upon review, if the Superintendent recommends expulsion, the parent will receive an Election of Rights Letter with an Election Right Form, setting forth due process rights.
5. If a hearing is selected by parent or guardian on the Election of Rights form, then the Superintendent sends a letter to parent/guardian notifying them of time/date/location of the hearing before the School Board.

6. School Board conducts the hearing with the Superintendent, or designee, presenting evidence of a student Code of Conduct violation which supports the expulsion recommendation. Witnesses and evidence may be introduced by both parties during this hearing. At the conclusion of the hearing, the School Board will vote whether to expel by majority vote.
7. The School Board will direct that a final order of expulsion with findings of fact and conclusions of law be issued. Student appellate right are set forth in the final order.
8. In the event that a student who has been recommended for expulsion withdraws from enrollment in the Bradford County School District, the expulsion proceedings shall continue as though the student had not withdrawn. The Principal, Superintendent and School Board shall not delay action on an expulsion recommendation pending re-entry/re-registration of the student in Bradford County District schools.

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

- \* Florida Statutes 1006.09(2) gives a principal the authority to suspend a student who committed a felony.
- \* The student must have been formally charged (not just arrested) by a proper prosecuting attorney, or be on probation for felony charges.
- \* The charge must be for a felony or a delinquent act, which would be a felony if committed by an adult.
- \* The incident must have occurred off district owned property.
- \* The principal may conduct a confidential meeting with the student's teachers to determine if the incident would have an adverse impact on the discipline, welfare, and educational program of the school.
- \* The principal should consider the possibility of harm to the accused student.
- \* The principal must formally notify the custodial parent/guardian and the superintendent.
- \* If the principal determines that felony suspension is to be imposed on a student who has a felony charge, the student is immediately assigned to an alternative program.
- \* The superintendent may recommend continued suspension pending adjudication. Such suspension shall not affect the delivery of educational services to the pupil and the pupil shall be enrolled in an alternative education program.
- \* If the court adjudicates the student not guilty, formal notice will be given to the principal to assure proper program placement.
- \* If the court adjudicates the student guilty of committing a felony or delinquent act, which would have been a felony if committed by an adult, the principal may recommend that the student be expelled.
- \* Students who are eligible for services under the IDEA and 504 are subject to those procedural requirements.

**(EE) APPEAL OF A SUSPENSION**

- \* The principal is initially responsible for determining that a suspension offense has been committed.
- \* In investigating such incidents, the student will be given in writing the pending charges and an opportunity to admit or refute those charges.
- \* It should be noted that any statement that a student makes may be used, along with other documentation, to prove whether the student is guilty or not guilty of the offense(s) charged.

- \* The principal's conclusions should be based on documentation of the facts pertaining to the incident.
- \* The school principal, after reviewing the case with the parent or adult student, will either affirm the length of suspension as originally stated in the Suspension Letter, or reduce the length of suspension upon consideration of the results of the parental conference.

## **(FF) DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES**

When necessary to ensure the overall safety, welfare, and/or order of the school environment, a student with disabilities may be subjected to short-term suspension with all alternative procedures and safeguards affirmed. More serious violations may result in a recommendation for expulsion and/or an administrative placement in an alternative exceptional education setting.

### **Procedures which govern a change of instructional placement generally follow these guidelines:**

- \* Students with disabilities who have committed certain Tier II or Zero Tolerance violations of the Student Code of Conduct may be recommended for expulsion.
- \* Students who are involved with violations that include weapons, drugs, or have inflicted serious bodily injury upon another person while at school may be placed in an alternative setting for 45 calendar days without parental consent as defined in 1003.571 FS.
- \* A manifestation determination meeting will be held to provide input regarding the student's disabling condition and documents evidence that the incident is or is not a manifestation of the student's disability. The Director of ESE or his /her designee will arrange this hearing.
- \* This group shall convene with the parents of the student recommended for expulsion to generate an appropriate IEP (Individual Education Plan) or 504 Plan.
- \* If it is determined that the offense is a manifestation of the disability, the student may not be expelled, but may be provided services for a limited time in an alternative setting. An IEP or 504 committee will determine the setting. Appropriate goals and objectives to address the inappropriate behavior will be generated and implemented in the resulting educational setting.
- \* In addition to the student's placement in an appropriate ESE/504 Program, there is documented evidence of the availability of necessary support services and concentrated alternatives. Further, a Functional Behavior Assessment/Behavior Intervention Plan (FBA/ BIP) is to be generated or reviewed and added to the IEP or 504 Plan.
- \* A district-wide discipline hearing may be held to consider the Principal's recommendations to the Superintendent.
- \* The recommendations will be based on the Statement of whether the act was a Manifestation of the student's disability to determine if the student is eligible for expulsion.
- \* After a review of the following documentation by the ESE Director or Student Services staff, the Superintendent will notify the parents *regarding* the Bradford County School Board hearing schedule and the rights accorded the student at the hearing:
  - Statement of Manifestation Determination,
  - Current IEP, including relevant matrix amendments or 504 Plan,
  - Functional *Behavior Assessment/Behavior Intervention Plan* FBA/BIP ,
  - Due Process Rights and Procedures that are granted students with disabilities.
- \* Under no circumstances shall expulsion of a student with disabilities result in a complete cessation of educational services. Students will be provided an alternative setting in order to insure that a student with a disability under IDEA receives FAPE. .

- \* When a student commits multiple Tier II offenses, recommendation of expulsion is an optional response.
- \* If the recurring Tier III violations persist even after implementing FBA/BIP, recommendation for more restrictive placement can be considered for a reasonable period of time.

**NOTE:** In reference to Section 504 students, the consequences for drug or alcohol use or possession by any student with a disability who currently is using *alcohol or drugs are not different* from non-disabled students.

**VIOLATIONS BY TIER(s)** OFFENSES ARE NOT LIMITED TO THE FOLLOWING AND ANY ACT THAT ENDANGERS INDIVIDUALS, OTHERS OR THE FUNCTION OF THE SCHOOL MAY BE ADDRESSED AS NEEDED.

Any acts or incidents that are against the law or represent serious breaches of the code of student conduct (!) are considered SESIR (School Environment Safety Incident Reporting) incidents and in some cases *may* (\*) be reported to law enforcement while others *must* (#) be reported to law enforcement. Reference the SESIR Codes and Definitions Chart.

### **(GG) Tier I**

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

### **Examples of Violations:**

- Harassment Level IV:
- Bus Infraction
- Cell Phone Use
- Cheating, including plagiarism - Secondary
- Computer Misuse (includes going to a proxy server)
- Disobedience/Insubordination (without major disruption)
- Disobeying rules on the school bus
- Disrespectful
- Driving off campus without permission (driving/parking at NFTC is not allowed. Parking privileges may be revoked)
- Dress Code Violation
- Energy Drinks (will be discarded and parent information sent home)
- Failure to comply with class or school rules
- Fidget/Spinners
- Forgery of a document or signature (Elementary)
- Gambling
- Inappropriate behavior
- Lying and/or false and misleading information

- Marking/writing of school property/minor vandalism/tagging
- Name calling (not related to racial or ethnic, or sexual harassment)
- Other: Any other minor act of misconduct, which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or on school approved transportation
- Participation in prohibited secret societies
- Peer Conflict-Mutual participation in an altercation that involves only minor physical contact, including, but not limited to pushing, shoving and other forms of minor confrontations that do not require medical attention. Participants stop when verbally directed by the staff to do so. (If injury occurs it is considered a fight at tier 2)
- Petty Theft of stealing less than \$20
- Possession of a single piece of ammunition (first time)
- Possession of a pocket knife (first time only). Parent contact is required. Any student voluntarily turning in a pocket knife will not be penalized. Disciplinary history, intent, and length of the blade will be considered in determining whether it is a tier1 or tier 2 offense
- Possession of tobacco products, lighters, E-cigarettes, vaping paraphernalia, not to include the device (tier II). It is unlawful for any person under 21 years of age to knowingly possess any tobacco product. Any person under 21 years of age who violates the provisions of this subsection commits a noncriminal violation as provided in F.S. 1006.09(8); Level IV
- Profane/obscene or abusive language or first time possession of pornographic materials (including digital images)
- Public display of affection – non-gender specific displays are not acceptable including hugging, touching and kissing, etc
- Selling items for personal profit
- Skipping/Leaving assigned area
- Snap-Pops
- Tardiness - Secondary
- Threat/Intimidation (non-criminal); Level III
- Throwing, flicking objects
- Unauthorized use of electronic devices (cell phones, digital cameras, etc.)
- Violations of the parking policy

**Disciplinary Response(s); (One or more can be chosen)**

- Parental Contact (Written and/or verbal)
- Counseling
- Corporal Punishment – In accordance with FS 1003.32 (K, 1-3) a principal, AP or teacher may administer corporal punishment unless the parent has denied permission on the Parent and Student Acknowledgement Form. Guidelines for use of such shall be in the school's Faculty Handbook. The principal, AP or teacher may only administer corporal punishment in the presence of an informed employee who acts as a witness. Corporal punishment shall be administered in private, with only the witness present, in a calm, reasonable manner. The types of infractions for which it can be used are specified in this Code. The principal shall, upon request, provide the student's parent a written explanation of the reason for the punishment and the name of the other adult who was present.

- Detention
- Behavioral contract
- Time-Out
- In-School Suspension
- After School, Lunch or Saturday School Detentions
- Written Assignment
- Education assignment related to offense (tobacco)

### **(HH) Tier II**

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

### **Examples of Violations:**

- Alcohol; Level IV
- Battery/Non-SESIR
- Breaking and entering/Burglary; Level II
- Bullying/Cyberbullying; Level IVt
- Bus Misconduct
- Computer Misuse (includes going to a proxy server)
- Distribution of obscene material
- Disruption of the school campus/Learning environment; Level III
- Extortion/blackmail/coercion
- False Fire Alarm
- Failure to turn medication into the clinic (See Elementary/Secondary Policy)
- Fighting (A) Fight stops when staff intervenes and there is no need for immediate or subsequent medical attention by medically trained personnel. Applied with administrative discretion based on investigation: 1<sup>st</sup> offense – 3-5 days OSS, 2<sup>nd</sup> – 5-10 days OSS, 3<sup>rd</sup> – 10 days OSS/45 day placement. (B) Fight that requires physical restraint. Level III
- First time possession of drugs, controlled substance, alcohol, or possession/use of drug paraphernalia (Elementary); Level III
- Forgery of a document or signature (Secondary)
- Gang activity
- Hazing
- Inappropriate or obscene act
- Larceny/Theft (stealing \$20 - \$299); Level III
- Leaving campus
- Misuse of telecommunications device (computers, cameras, telephones, cell phones, etc) for illegal, inappropriate, harassing, or obscene purposes or in support of such activities shall be prohibited
- Multiple referrals
- Other: Any other act of misconduct, which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or on school approved transportation.(non-criminal)

- Pocketknife, second time possession, without intent (This does not include other weapons)\*\*
- Pornographic materials, second time possession
- Possession of more than one piece of ammunition or second time possession of ammunition
- Possession of razor blades or any device that contains razor blades
- Possession of vaping devices.
- Possession, use, or storage of imitation drugs represented as drugs
- Use of vaping devices
- Promoting/Instigating disruptive behavior
- Profane/obscene or abusive language/materials directed at a school board employee
- Refusal of a student to follow the direction of a school board employee to leave an area of the school campus and report to the office
- Reckless operation of a vehicle on campus
- Repeated Tier I offenses
- Repeated minor bus infractions or serious violations of bus safety rules.
- Selling, possession or use of drug paraphernalia; Level II
- Sexting (transmission, distribution of texts depicting nudity and/or sexually explicit language)
- Sexual Harassment; Level III
- Sexual Misconduct
- Taking an online course or examination on behalf of another person for compensation. A student who violates this offense commits a misdemeanor of the second degree; Level III
- Trespass on school grounds, to include school buses (s.810.097,F.S); Level III
- Unauthorized possession or use of prescription medications
- Unauthorized videoing and/or photographing of staff and/or students
- Use of E-cigarettes, vape products or tobacco.
- Vandalism or abuse of school property; Level III
- Willful defiance of authority during major disruptions
- Any junior or senior who is guilty of trespassing based on intent to vandalize or deface school property will have their privilege to participate in class activities and graduation ceremonies revoked by the High School Principal/NFTC Director.
- The High School Principal/NFTC Director has the authority to revoke senior privileges due to Tier II acts of misconduct.

### **Disciplinary Response (One or more can be chosen)**

- Parental Contact (Mandatory)
- Behavior Contract (Written)
- Assignment to an Alternative Program/School including completion of a School District or State approved Drug Prevention/Family Education Program (if appropriate)
- Return of property, payment for same, or restitution for damages
- Out-of-school Suspension
- Suspension from bus (for bus-related offenses)
- Referral to law enforcement
- Education assignment related to offense (tobacco, tardies, skipping, etc.)
- Participation in the Family Education Program night/s that matches the offense could be in lieu of the total days of suspension. If the student does not attend the program then the total suspension will be enforced.



\*\* Second time pocketknife referral (not voluntarily given to an administrator), with no intent to harm: 10 days out of school suspension, with a minimum recommendation of 45 days of alternative placement. Elementary principals have the ability to give a verbal warning or assign any, or all of the above consequences depending on the situation presented by elementary students.

\*\* When a principal or designee determines that a certain offense is a violation of the Student Code of Conduct at Tier II (fighting, battery, bullying/harassment, sexual harassment, and other serious offenses) the student *may* continue to have Tier II consequences for all further offenses *in this category*.

## **(II) Tier III: Zero Tolerance**

Offenses that fall under Zero Tolerance Rule receive the most severe consequences provided for by School Board Policy. These are normally offenses that require a report to law enforcement and are felonies or more serious misdemeanors. The Florida Department of Education (SESIR) definitions and guidelines are used for determining which incidents are to be reported to law enforcement. Additionally, the Threat Assessment team is required to consult law enforcement on an act that would pose a threat to school safety.

### **Examples of Violations:**

- Any form of involvement in human trafficking, to include kidnapping (see BCSD Human Trafficking Policy for definitions). FS 787.06; Level I
- Any other act of misconduct, which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or on school approved transportation resulting in a report to law enforcement being filed.
- Any person who knowingly advises, counsels, or instructs any student or school employee to disrupt any school function or classroom; knowingly interferes with the attendance of any student or employee in a school or classroom; conspires to riot, or engages in any disruption or disturbance which interferes with the education process resulting in a report to law enforcement.
- Any person who makes, posts, or transmits a threat in a writing or other record, including an electronic record, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat. FS 836.10; 921.0022; Level III
- Aggravated Assault and/or Battery on School Board Employee; Level I
- Arson or Bomb Threat/False Report; Level I
- Battery that results in injury requiring immediate or subsequent physician's attention: 10 days OSS with referral for alternative placement; Level 1
- Being under the influence of, or possession, use, sale, intent to sell, or distribution of drugs (including over-the-counter or imitation drugs represented as drugs or prescription medication), alcoholic beverages & inhalants; CBD dab pens, Level III
- Fighting that results in injury requiring immediate or subsequent physician's attention, with administrative discretion: 10 days OSS with referral for alternative placement; Level III
- Gang activity
- Hazing (Repeated/ongoing, severe); Level III
- Inappropriate videoing and/or photographing of staff and/or students

- Homicide: Level I
- Making false accusations against School Board Employee
- Possession of any electric weapon or device (stun gun, taser)
- Possession, use, sale, storage, or distribution of any explosive device; Level II
- Possession of an artificial/facsimile firearm may be an automatic suspension with recommendation for expulsion. Ex: Includes but not limited to Orbeez, paintball guns, airsoft, nerf guns, etc.
- Repeated Tier II offenses
- Robbery; Level II
- Sexual Assault/ Sex Offense; Level I
- Sexual Battery/ Sex Offense; Level I
- Sexual Cyber Harassment; Level III
- Theft (\$300 or more); Level II
- Threat of violence, high level (Aggravated Assault); Level II
- Use of any electronic device to engage or promote illegal, dangerous, or disruptive acts on a school campus or at a school event
- Vandalism; Level III
- Weapons or Firearms: Any student found to have committed one of the following offenses are to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system. The Superintendent may consider the one-year expulsion on a case-by-case basis and request the School Board to modify the requirement, including placement in the Alternative Education Program, if in the best interest of the student and school system; Level II
  - (a) Bringing a firearm or weapon as defined in Chapter 790.115(1), (F.S.) to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school
  - (b) Making threats or false bomb reports, as defined in F.S. 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation, or a school sponsored activity
- Any other Zero Tolerance Policy act

### **Mandatory Disciplinary Response for Zero Tolerance (One or more can be chosen)**

- Up to ten (10) days out-of-school suspension (See ESE District procedures and guidelines for students referred or staffed into ESE)
- Referral to law enforcement
- Possible recommendation of expulsion of 1 year or more except for first time drug/alcohol possession without intent to sell or distribute.
- At the principal's discretion, a recommended expulsion of 1 year may be reduced to 45 days, for first time fights, battery, bullying, harassment, and sexual harassment, upon completion of the Family Education Program.
- Administrative assignment to Alternative School, if applicable.
- Completion of a Family Education Program (school district or state approved, if applicable)
- School bus suspension with recommendation for expulsion.
- **Required Discipline Response:** Administrative removal from a leadership position and extracurricular activities including school sponsored activities for one semester or a minimum of 60 school days.

- Violent or disruptive students may be assigned to an alternative educational program and/or referral of such students to mental health services identified by the school district.
- Any student who is determined to have brought a firearm or weapon or who is determined to have made a threat or false report must, in addition to other consequences, be referred to mental health services.

**Recommendations to the Superintendent may include:**

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

***Drug and Alcohol Response***

**(JJ) ELEMENTARY (K-6) CONSEQUENCES** (One or more may be used but are not limited to):

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

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

**Consequences:**

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

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

**Consequences:**

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

**1st Offense: Possession of Controlled Substance, Illegal, Imitation, Look Alike** for students K-6 with “no intent” to sell or distribute.

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

**Consequences:**

- Mandatory Parent Contact (Behavior Contract Made)
- Mandatory Suspension from School for 10 school days (6-8)
- Mandatory report to law enforcement
- Mandatory Department of Children and Family Contact
- Possible Recommendation for Expulsion one calendar year grades K-3
- Mandatory Recommendation for Expulsion one calendar year grades 4-5
- Possible use of Family Education Program to administratively place student for 45 days in lieu of expulsion.

**1st-Offense: Possession of Controlled Substance**, Illegal, Imitation, Alcohol, Look Alike for students K-6 with “intent” to sell or distribute.

**Consequences:**

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

**(KK) SECONDARY (Grades 7-12) CONSEQUENCES** (One or more may be used but not limited to):

**First Offense:** Possession of Over the Counter Medication (including dietary supplements) with “no intent” to sell or distribute.

**Consequences:**

- Mandatory Parent Conference (Behavior Contract Made)
- Mandatory suspension of 3-5 days
- May report to law enforcement
- Possible Children and Family Service Contact

**First Offense** Possession or use of illegal, imitation, look alike, prescription, alcohol, or any other type of mind or mood altering substance with “no intent” to sell or distribute.

- Notify police and parents
- Issue 10-day suspension and recommendation for expulsion of no less than one year. If there was no intent to sell or distribute and if the student and parent are willing to participate in the Family Education Program, the principal may administratively place the student in the Alternative Education Program for a 45 day period. If the student and family does not complete the Family Education Program, the principal will recommend expulsion of no less than one year. Participation in The Family Education Program may reduce time from 1 year to 45 days. (See ESE District procedures and guidelines for students referred or staffed into ESE).
- Notify the Superintendent by sending paperwork and recommendations.

- Options that are described in Florida Statute 1006.09(2).

**All other drug/alcohol offenses fall under Mandatory Disciplinary Response for Zero Tolerance.**

**(LL) Gangs and Gang-Related Activity**

A gang is defined as any ongoing organization, association, or group of three or more persons (whether formal or informal) having as one of its primary activities, the commission of criminal and/or violent acts and having a common name or common identifying signs, colors or symbols. The Bradford County School District will not tolerate gang related activity on school grounds, school sponsored events, school transportation, or outside of school if such activity leads to a disruption of the educational process. Gang related activity may include, but is not limited to engaging in any written or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors, including but no limited to dress, tattoos, bandanas (used as gang identifiers), graffiti, hand signals or gestures, or verbal slang. If a student is identified as a gang member, the student may be subject to expulsion.

- No student on school property or at any school sponsored activity shall:
  - Wear, possess, use, distribute, display, or sell any clothing ,jewelry, emblem, badge, symbol or any item that evidences or reflects membership or affiliation with any gang.
  - Communicate either verbally or nonverbally to convey membership or affiliation in any gang (includes, but not limited to signs, gestures, handshakes, slogans, drawings, etc.
  - Engage in any act that encourages or promotes interest in any gang or gang activity including, but not limited to soliciting membership or affiliation with any gang; soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with violence or with any other prohibited act; writing, painting or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school or personal property; soliciting any person to engage in violence against any other person; engaging in the use of technology, including social media posts, that encourage or promote interest in gangs or gang activity

**(MM) Zero Tolerance Definitions**

Threat assessment teams must consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety.

**Capital Crimes**

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

**Assault/Battery**

- A group of students ganging up on another student and assaulting him/her on school property.

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

**Possession of Weapons** (See Gun Free School Act Definition & F.S. 790.115) Any sword, sword cane, firearm, electric weapon or device, destructive device, or other weapon, including a razor blade, box cutter, or knife except as authorized in support of school sanctioned activities, in the presence of one or more persons at a school-sponsored event or on the grounds or facilities of any school, or on a school bus, or school bus stop when the bus is present at the bus stop (F.S. 1006.10(3), or within 1,000 feet of the property that comprises a public school during school hours or during the time of a sanctioned school activity, commits a felony of the third degree.

- Possession, use, or sale of a firearm, knife, razor blade, box cutter, brass knuckles, or any other item which can be used as a weapon on school property or in attendance at a school function.
- Note: Pocket Knife
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

**Simulating a firearm or weapon** while playing or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system under this section or f.s. 1006.13. Simulating a firearm or weapon while playing includes, but is not limited to:

1. Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
2. Possessing a toy firearm or weapon that is 2 inches or less in overall length.
3. Possessing a toy firearm or weapon made of plastic snap-together building blocks.
4. Using a finger or hand to simulate a firearm or weapon while engaged in play with other students.

5. Vocalizing an imaginary firearm or weapon.
6. Drawing a picture, or possessing an image, of a firearm or weapon.
7. Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.

However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with district school board policies for similar infractions. If a student is disciplined for such conduct, the school principal or his or her designee must call the student's parent.

Disciplinary action resulting from a student's clothing or accessories shall be determined in accordance with this statute unless the wearing of the clothing or accessory causes a substantial disruption to student learning, in which case the infraction may be addressed in a manner that is consistent with district school board policies for similar infraction.

### **Robbery**

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

### **Theft**

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

### **Victimization**

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

### **Property Damage**

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

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

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

- Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- Whoever willfully, knowingly, and without authorization discloses or takes data, programs, or supporting documentation which is a trade secret as defined in s. 812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- Except as otherwise provided in this subsection, an offense against intellectual property is a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.
- If the offense is committed for the purpose of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.\* Violations of other computer guidelines may be a Zero Tolerance offense.

**Disruption of School Life**

- Any person who makes a bomb threat or who falsely reports to school personnel the placing or planting of a bomb, dynamite, or other deadly explosive on school premises is automatically recommended for expulsion for not less than one (1) full year. [F.S. 1006.13(2)(b)]
- Any person who knowingly advises, counsels, or instructs any student or school employee to disrupt any school function or classroom; knowingly interferes with the attendance of any student or employee in a school or classroom; conspires to riot, or engages in any disruption or disturbance which interferes with the education process.

**Drugs and Alcohol**

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

**Other Serious Incidents**

- A fight which requires physical restraint or results in injury requiring immediate or subsequent medical attention to one or more persons
- Any person involved in overt sexual acts including, but not limited to intercourse, sexual battery, attempted rape or rape, felony violation of lewd and indecent exposure, or abuse of children.
- Any person involved in the unlawful entry or attempted forcible entry of the school or personal property of students or school personnel while on school property.
- Any person involved in illegally removing a student from school.



- Any person who makes, posts, or transmits a threat in a writing or other record, including an electronic record to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat, commits a felony of the second degree (s. 836.10, FS)

**ALTERNATIVE PLACEMENT** (ALTERNATIVE EDUCATION PROGRAM)

**(NN) PRIOR TO PLACEMENT:**

An intake meeting with parent participation will be held.

A student transferring to another school or home school program is not exempt from serving the time in the Alternative Education Program. During the placement, the student is offered continued educational services, but is restricted from all other school properties/facilities and all school related extra and co-curricular events, including graduation activities and ceremonies. Students assigned to the Alternative Education Program that have met all graduation requirements may petition the superintendent to participate in graduation activities. This must be done at least three (3) weeks before graduation.

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

**(OO) CONDITIONS OF PLACEMENT:** (Any of the following conditions qualify a student for placement into the Alternative Program)

- \* Repeated behavioral problems after documented interventions in Focus, not consequences.
- \* Violation of any Zero Tolerance Rule.
- \* Suspension out of school at least twice.
- \* Violated the substance abuse policy as stated in the Student Code of Conduct.
- \* Arrested or formally charged by a prosecuting attorney with a felony, or adjudicated of any felony and/or violent crime that may jeopardize the school atmosphere as determined by the principal and the superintendent.
- \* On probation for felony charges.
- \* Returning from any level 6, 8, or 10 DJJ commitment facility to evaluate transition to the home school.
- \* A transfer from a DJJ primary care facility or detention center to complete the assigned term. Evaluation by the Alternative Education Program will be ongoing.
- \* For court assigned programs the home school will evaluate the student's record. If deemed by the administration the best environment for the student would be the Alternative Education Program, the student could be placed for up to 45 school days for an observation/evaluation period.
- \* Recommended for expulsion either within or outside the district.
- \* Receives multiple disciplinary referrals of disrespect, defiance, and/or behaviors contributing to major school disruptions.

- \* Students must agree that they will not bring backpacks or duffle type bags unless they are clear and contents may be viewed.
- \* Students must agree that they will not bring cell phones to the alternative education classroom unless they are willing to turn them in to the BRT each morning and pick them up at the end of the day.

### **(PP) PROCEDURES FOR PLACEMENT**

- \* Parent notification by school site administrator/BRT.
- \* Minimum placement is 45 days, unless otherwise deemed appropriate by the Superintendent and principal. Placement is based on the number of *regular* school days that the student is assigned to attend the program. Principal or designee sends the appropriate documentation.
- \* The parents will contact the BRT in charge of Alternative Education for an in-take appointment. If the student is an ESE student, the sending school's ESE clerk or guidance counselor will schedule a possible change of placement meeting and the team will review/revise the IEP. The sending school will be responsible for coordinating the required IEP meeting and sending proper records.
- \* Transportation representatives are to be invited to the meeting as needed.
- \* Any student who has been placed in the Alternative Education Program by expulsion and has a violation of the district's Zero Tolerance Policy while there will be placed for expulsion without educational services for a period of one year or greater as allowed under state statute. (This policy may vary for students in the Exceptional Student Education program.)

### **(QQ) EXIT CRITERIA PROCEDURES**

- \* The student must complete the required number of days. This is based on the number of *regular* school days that the student is assigned to attend the program (see example above).
- \* Students who have exhibited exemplary behavior may exit early if agreed by both the sending school administrator and the Alternative Program administrator.
- \* Recommend that after completion of assigned time the student may exit the program at the end of a grading period, including progress report time.
- \* The receiving school will be notified at least three (3) days in advance. If the student has an IEP, the transition meeting will be held at the student's home school. The alternative school will be responsible for coordinating the meeting.
- \* The IEP will be brought to the home school via the Alternative Education teacher. The receiving school signs to verify receipt of the complete records.

### **(RR) FAMILY EDUCATION PROGRAM**

The Family Education Program is for students and their parents. Students and parents must sign a contract and complete the six-week program or the original prescribed discipline will be applied. Also, if any additional defined Tier II infraction is committed during the course of this program, or after the completion of this program, the maximum Code of Conduct consequence will be enforced.

This program is designed for *first time* alcohol and drug offenders (marijuana or over the counter medication) with no intent to distribute. It may also be offered to *first time* violent offenders (fights, battery, bullying/harassment, and sexual harassment). The program is designed to improve decision making skills, communication skills, anger control, goal-setting, increased knowledge of the effects of

drug usage, and it helps students identify healthy ways to deal with stress. This also provides a healthy way for parent/student communication and opens avenues if there is a need for more intensive counseling. The sending school is responsible for offering this to the family.

**(SS) TEEN COURT** or other adopted and approved diversion program may be assigned to students for committing multiple Tier I offenses and truancy issues.

**(TT) PEER MEDIATION** - when available

## ***BULLYING, HARASSMENT, HAZING, DATING VIOLENCE, ABUSE, AND SCHOOL SAFETY***

Definitions of Bullying, Harassment, Dating Violence and Abuse and Hazing

**Bullying** includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school 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:

- a. Teasing, taunting, ridicule or making offensive comments to classmates
- b. Spreading rumors about other students
- c. Playing practical jokes on peers
- d. Social Exclusion: Intentionally leaving other students out of activities
- e. Writing nasty things about classmates
- f. Sending offensive or threatening messages through a computer or cell phone.
- g. Intimidating or threatening other students.
- h. Stealing or destruction of property
- i. Physical Violence: hitting, pushing, tripping, kicking or pinching other children.
- j. Harassment based on sex, religion, race/ethnicity, sexual orientation or gender identity.
- k. Public or Private Humiliation
- l. Stalking

**Cyberbullying** means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectric system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or Computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
3. Has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Cyberharassment**

"Sexually cyberharassment" is defined to mean publishing to an Internet website, or disseminating through electronic means to another person, a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person without the depicted person's consent, for no legitimate purpose, and with the intent of causing substantial emotional distress to the depicted person.

### **Bullying and harassment also encompasses:**

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - a. Incitement or coercion
  - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system
  - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

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

**Dating Violence and Abuse:** Teen dating violence is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past intimate relationship to exert power and control over another when one or both of the partners is a teenager. Abuse is mistreatment which may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner.

**Sexual harassment** consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or any other verbal or physical conduct or communication

of a sexual nature. Sexual harassment can take two forms: 1) hostile environment and 2) “quid pro quo” which means “you do something for me and I’ll do something for you” in a sexual context.

**Examples of sexual harassment may include:**

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

**Hazing:** Any action that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes of, including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

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

**Procedures for Reporting Harassment, Bullying, Hazing, Dating Violence and Abuse**

1. Students should report the complaint directly to a teacher, guidance counselor, or administrator. Students should tell their parents.
2. Students may ask their teacher, counselor, or parent to help them report the incident to their principal or assistant principal.
3. Students should be prepared to give accurate details of who, what, when, where, and how.
4. Students may report anonymously.

**Procedures for Investigating Harassment, Bullying, Hazing, Dating Violence and Abuse**

1. Principal selects a trained designee to initiate the investigation. (The designee may not be the accused harasser/bully or victim.)
2. Interviews of the victim, the alleged harasser/bully, and witnesses are conducted *privately*, individually and documented. At no time will the alleged perpetrator/s and the victim be

interviewed together. All interviews are confidential.

3. The administrative designee shall collect and evaluate the facts including:
  - Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.
  - How often the conduct occurred
  - Whether there were past incidents or past continuing patterns of behavior
  - The relationship between the parties involved
  - The characteristics of parties involved (i.e., grade, age, etc.)
  - The identity and number of individuals who participated in bullying or harassing behavior
  - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident
  - Where the alleged incident(s) occurred
  - Whether there have been other incidents in the school involving the same or other students
  - Whether the conduct adversely affected the student's education or educational environment
  - \*The date, time, and method in which the parents/guardians of all parties involved were contacted.

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

1. The principal or designee shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated.
2. The principal or designee shall recommend remedial steps necessary to stop the harassing behavior. This may include a stay away contract with the abuser including penalties for known violations, class schedule changes, and/or safe egress/regress from and within school.
3. Written final report written by or provided to the principal.
4. Victims and perpetrators of bullying & harassment may be referred for counseling as indicated in Bullying Policy.

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

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

**Bullying and Harassment will be reported to Florida's School Environmental Safety Incident Reporting (SESIR)** Statewide Report on School Safety and Discipline Data, which includes **bullying** and **harassment** as incident codes as well as **bullying-related** as a related element code.

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

### **Office of Safe Schools (OSS) Data Repository**

The OSS and the FDLE will provide a centralized integrated data repository and data analytics resource to improve access to information integrating data from specified data sources by August 1, 2019. The data sources will provide information to the data repository from social media/internet posts, Department of Children and Families, Department of Law Enforcement, Department of Juvenile Justice, the mobile suspicious activity reporting tool known as FortifyFL, School Environmental Safety Incident Reports(SESIR), and local law enforcement.

### **Threat Assessments**

The Bradford County School District will use the Comprehensive School Threat Assessment Guidelines (CSTAG), a standardized, statewide behavioral threat assessment instrument which addresses early identification, evaluation, early intervention, and student support. Threat Assessment Teams established under F.S., s. 1006.07(7) and school administrators will be trained in CSTAG. CSTAG is comprised of multiple components and forms that address: an assessment of the threat, which includes an assessment of the student, family, school and social dynamics; an evaluation to determine if the threat is transient or substantive - if substantive, determines if serious or very serious; the response to a serious substantive threat, which includes the school response and the role of law enforcement agencies; and the response to a very serious substantive threat, including mental health and law enforcement referrals, ~~and~~ as well as ongoing monitoring to assess implementation of safety strategies. Upon a preliminary determination by the threat assessment team that a student poses a threat of violence to himself or herself or others or exhibits significantly disruptive behavior or need for assistance, authorized members of the threat assessment team may obtain criminal history record information pursuant to s. [985.04\(1\)](#).

### ***STUDENT COMPLAINTS AND GRIEVANCE PROCEDURES***

The district school board encourages the prompt and fair handling of problems before they become grievances. The grievance procedures shall be followed objectively so that no individual should fear retribution for seeking full satisfaction of the problem. The principal/cost site administrator is the first point of contact when filing an official complaint/grievance by students. The secondary point of contact is the Human Resources Executive Director, 501 W Washington Street, Starke, Florida 32091

Telephone: (904) 966-6810 FAX: (904) 966-6818.. If it is determined by the Superintendent that an additional point of contact is necessary the contact will be Assistant Superintendent of Schools, (904) 966-6010. This point of contact will only be used in the event the complaint is against the Human Resources Director, or it is deemed necessary by the Superintendent.

## DEFINITIONS

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

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

## PROCEDURES

### **(UU)Minor Grievance:**

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

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

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

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

Step 5: The principal/cost site administrator may seek at this point an informal resolution of the grievance. If a proposed resolution is acceptable to both the complainant and alleged offending



party, that resolution shall be reduced to writing, signed by all parties, and the grievance shall be considered resolved. If a proposed resolution is not acceptable to all parties, then the investigator shall proceed and complete the investigation. Unless extraordinary circumstances exist, the investigation should be concluded within thirty (30) days of the investigator being assigned to the matter. The investigation shall be thorough and shall include interviews of all parties, witnesses, documents or other evidence necessary to complete the investigation.

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

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

**Step 8:** The Superintendent or Human Resources Director/Equity Contact shall complete his or her review and issue a Final Report and Recommendation within thirty (30) days of receipt of the Request for Further Review. The Superintendent or Human Resources Director may approve, disapprove or modify the proposed disposition based upon his or her further review of the information received. The Final Report and Recommendation ends the student grievance procedure, except for such other procedures that may be available under state and/or federal law.

#### **(VV) Major Grievance:**

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

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

**Step 2:** Upon receipt of the complaint of discrimination by the Equity Contact, written acknowledgement of receipt of the complaint shall be forwarded to the complainant within 5 working

days. This acknowledgement shall identify the person responsible for investigation of the complaint if a designee has been assigned to conduct the investigation.

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

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

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

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

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

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

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

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

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

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

## **(WW) EQUITY ISSUES**

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

Title IX,  
Title VI,  
Title VII,

The Age Discrimination Act of 1967,  
Section 504 of the Rehabilitation Act of 1973 and 1992,  
The Americans with Disabilities Act, The Florida Educational Equity Act,  
Florida Statute 1000.05

**Network Acceptable Use Agreement**

- I. The network system of the District is available for all employees and students of the District in order to provide them with equal access to the computing resources which serve public education. The network system is an electronic highway which connects thousands of computers all over the world and millions of individual subscribers. The term network may include electronic mail, worldwide Web browsing, or any method of connecting with other computer equipment. All personnel having authorization to use the network will have access to a variety of information.
- II. Some material of the network on the network might not be considered to be of educational value in the context of the school setting. In addition, some material, individual contacts, or communications may not be suitable for school-aged children. The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports information retrieval from the network which enhances the research and inquiry if the learner and faculty and staff direct. The District network will filter inappropriate material. At each school, each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.
- III. The District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the District. This is particularly possible since access to the network may be obtained at sites other than school.
- IV. At each school and facility owned and operated by the District, in each room where computers are present, notices shall be conspicuously posted that states the following: Users of the network system of the School District of Bradford County are responsible for their activity on the network. The School District has developed a data network acceptable use policy. All users of the network are bound by that policy. Any violation of the policy will result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal. This notice shall also become part of the login process.
- V. The use of the network shall be consistent with the mission, goals, policies, and priorities of the District. Successful participation in the network requires that all its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the network.

Any use of the network for illegal, inappropriate, or obscene purposes, or in support of such activities, will not be tolerated. For compliance with the requirements of the Elementary and Secondary Education Act (ESEA) and the Children's Internet Protection Act (CIPA), please see procedures entitled "Student Internet Use Procedures."

Examples of unacceptable uses of the network include, but are not limited to:

1. Violating the conditions of the Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida dealing with student's rights to privacy, employee rights to privacy, or violating any other section of the Code;
2. Using, accessing, visiting, downloading, or transmitting inappropriate material, messages or images such as pornography, profanity or obscenity;
3. Reposting personal communications without the author's consent.
4. Copying, sending (uploading) or receiving (downloading) commercial software in violation of copyright law or other copyright protection of trademarked material;
5. Using the network for financial gain or other commercial or illegal activity;
6. Using the network for political advertisement or political activity;
7. Taking any actions that affect the ability of the District to retrieve or retain any information contained on the computer equipment, in the data network system or acting to modify any software or any data without specific written permission.

8. In accordance with applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) rules, sending any student identifying information, via e-mail, is strictly prohibited;
  9. Creating and/or forwarding advertisements, chain letters, mass mailings, get rich quick schemes, and pyramid schemes to individual mailboxes and/or mailing lists;
  10. Gambling or conducting any illegal activity;
  11. Posting personal views on social, political, religious or other nonbusiness related matters;
  12. Creating and/or forwarding messages, jokes, etc., which violate School Board harassment policies and/or create an intimidating or hostile environment.
- VI. The e-mail system developed by the District and the hardware owned by the District are intended for District business use. Minor personal use of e-mail and the internet by school district employees is acceptable, but should not interfere or conflict with District business.
  - VII. District business conducted by e-mail must be done using the e-mail account provided by the district. When an employee conducts official business of the District via e-mail, the employee must retain a copy of the email including attachments in paper form or store these documents electronically on district owned equipment in accordance with the Florida Public Records law
  - VIII. Failure to adhere to this agreement may result in suspending or revoking the offender's privilege of access to the network and other disciplinary action up to and including termination of the employee or expulsion in the case of a student.
  - IX. Any student shall be exempt from accessing the internet upon written request from the parents, as defined by Florida Statutes, to the principal. The request for exemption shall expire at the end of each school year. It shall be the responsibility of the parent to renew the request yearly.
  - X. The District reserves the right to monitor and/or retrieve the contents of email messages for legitimate reasons such as, but not limited to, ensuring the integrity of the system, complying with investigations of wrongful acts, or recovering from a system failure.
  - XI. District employees' and students' passwords are confidential, and in order to maintain network security, employees/students shall:
    - A. Change passwords at least four (4) times a year, or whenever the employee or student feels his/her password may have been compromised;
    - B. Use passwords that contain letters and numbers and that are difficult to guess;
    - C. Not share passwords and shall not set passwords to automatic log in mode;
    - D. Give his/her password to authorized computer maintenance personnel, only as part of maintenance activities, and shall change his/her password at the completion of the activity.
  - XII. All Web sites representing any District employee pursuant to their official District role and duties must have their Web site hosted on a school district server or a district sponsored Web site. Using other free or paid outside Web servers for public dissemination of District business is not permitted.

STATUTORY AUTHORITY: 100.41, 100.42, FS LAW(S) IMPLEMENTED: 1000.21, 1001.43

## **Secondary Addendum Extra/Co-Curricular Activities**

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

Dear Student and Parent/Guardian:

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

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

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

**Parent and Student Acknowledgement**

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

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

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

**REMARKS:** \_\_\_\_\_

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

**REMARKS** \_\_\_\_\_

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

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

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

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

**REMARKS** \_\_\_\_\_

**5. Network Acceptable Use Agreement:** I have received a copy of the agreement in this Code of Conduct and understand my child is expected to comply with the terms of the agreement

**Parent and Student Acknowledgement**

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

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

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

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

**Parent or Guardian (Print or Type):** \_\_\_\_\_

**Parent or Guardian (Signature):** \_\_\_\_\_

**Student Name (Print or Type):** \_\_\_\_\_

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

**Date:** \_\_\_\_\_ **School:** \_\_\_\_\_