SEMINOLE COUNTY PUBLIC SCHOOLS

STUDENT CONDUCT AND DISCIPLINE CODE

2015-2016

The School Board of Seminole County, Florida

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EDUCATIONAL EQUITY – NOTICE OF NONDISCRIMINATION

The Educational Equity Administrator for Seminole County Public Schools has the responsibility of assuring compliance with the educational equity requirements by providing technical expertise, monitoring activities or programs related to compliance, and responding to equity complaints. One of the responsibilities is to administer the Educational Equity Complaint/Grievance Procedures as adopted by the School Board.

It is the policy of the School Board of Seminole County, Florida, that no employee, student, or applicant 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 participating in, be denied the benefits of or be subjected to discrimination and harassment under any educational programs, activities or in any employment conditions, policies, or practices conducted by the district. Additionally, the School Board of Seminole County provides equal access to public school facilities for the Boy Scouts of America and other designated youth groups as required by 34 C.F.R. 108.9.

Every employee, student or applicant for employment at Seminole County Public School has a solemn right to be treated fairly, equally, equitably, and with dignity. If for any reason you – the employee, student or applicant for employment – find that you have been victimized by acts of discrimination and or harassment, whether intentional or unintentional, you are strongly encouraged to file an Educational Equity Complaint or Grievance with the Educational Equity Administrator, or any county or school-level administrator. All such complaints must be immediately forwarded to the Educational Equity Administrator for dissemination, action and resolution. Forward to: SCPS Educational Equity Administrator, Seminole County Public Schools, Educational Support Center, 400 E. Lake Mary Blvd., Sanford, FL 32773-7127 (407-320-0030).

The School Board of Seminole County recognizes that the education of children is a process that involves a partnership between a child's parent(s), teachers, school administrators, and other school and school board personnel. School and school district personnel will treat all visitors on School Board property with courtesy and respect. The School Board asks that visitors treat school and school district personnel with the same courtesy and respect.

School Board Policy 9.63 Civility and Conduct of Parents

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INTRODUCTION

Welcome to Seminole County Public Schools of Florida. The District School Board and Superintendent are proud of the positive learning environment and general tone of good discipline that exist in the public schools of Seminole County. These have been achieved through a cooperative effort among students, school district personnel, and parents to establish an orderly and purposeful educational atmosphere.

DEFINITIONS:

1. The term "parent" wherever used in this document shall include a student's parent or parents, legal guardian, legal custodian, or adult recognized by the student's school as acting "in loco parentis."
2. The term "Superintendent" shall include the Superintendent's designees including executive directors, principals, assistant principals, and/or deans as is appropriate within the context of the provision.

The ***Student Conduct and Discipline Code*** is published to communicate the expectations of the School Board for students' behavior in grades K-12 and to summarize the policies of the Seminole County Public Schools related to the management of student conduct. Accordingly, this handbook:

1. defines the **responsibilities** and **rights** of students;
2. defines the **rules of conduct** and the **behavioral expectations** for students;
3. establishes the **consequences for violations** of the rules of conduct; and
4. describes the **procedures for processing disciplinary violations**.

The ***Student Conduct and Discipline Code*** is published once a year and may not contain subsequent changes in policy or procedure. When a policy or procedure is revised, the change will be communicated through school newsletters or other means of communication, at which time the published revision shall replace previous information. For the most current policy or procedure information, visit the Seminole County Public Schools' website: www.scps.k12.fl.us.

SAFETY AND SECURITY

Maintaining a safe and secure environment is the primary priority of the School Board of Seminole County, Florida. It is the belief of the School Board that all students have the right to attend school and school functions free of fear, harm or harassment. The policies and procedures outlined in the *Student Conduct and Discipline Code* have been adopted in support of this fundamental premise.

Please note that the School Board cooperates with federal, state, and local law enforcement agencies in reporting, preventing and responding to unlawful activities occurring on the campuses of the Seminole County Public Schools.

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

Video cameras have been installed throughout the buildings of Seminole County Public School campuses. Students may be filmed and the videotapes may be used to determine violations of the Student Conduct and Discipline Code.

SCOPE OF AUTHORITY

The ***Student Conduct and Discipline Code*** applies to all students enrolled in a Seminole County public school. The code is in effect on School Board owned or controlled property and whenever students are under the official supervision of School Board employees, including but not limited to: field trips, extracurricular activities, or transportation to and from such places either by school bus, approved drivers, or other official means of conveyance.

This code applies to students who are formally charged with the commission of a felony, or delinquent act, which would be a felony if committed by an adult, and when such conduct is determined by the student's principal to have a detrimental effect on the orderly operation of a school, or to jeopardize the health, safety, or welfare of students and staff members of a school.

A student may be subject to school board authorized disciplinary sanctions when he or she commits an act or acts away and apart from school that can be shown to pose a threat or danger to the safety of other students, staff, or school property and/or that the act or acts will prevent the orderly delivery of the instructional program at any school.

STUDENTS SUBJECT TO AUTHORITY BY SCHOOL PERSONNEL

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

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

School personnel have the right to question students concerning school matters without notice to, or consent of, the student's parent(s) or legal guardian.

During such times, all students are subject to the immediate control and direction of district and school level administrators, deans, supervising teachers or other adults (such as chaperones), staff members, and school bus drivers.

STUDENT DETENTION, SEARCH AND SEIZURE

Except as otherwise permitted herein (student vehicle parking) students may be detained, searched, and property seized as permitted by School Board Policy 5.41. Neither Florida law nor School Board policy prohibits the use of metal detectors or specially trained animals in the course of a search for illegally possessed substances or objects. Policy 5.41 provides as follows:

I. Purpose

A. The principal, a teacher, or any other staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board rules.

The purpose of this policy is to establish the parameters and procedures by which students enrolled in the Seminole County Public Schools may be subjected to search within the bounds established by law.

B. School personnel may search students reasonably suspected of being in possession of contraband or other prohibited items while on School Board owned property or wherever students are under the official supervision of School Board employees, such as on field trips, extracurricular activities, or while being transported to and from such places either by school bus, by approved drivers, or by other means of conveyance.

School personnel may conduct a warrantless search of a student's possessions, locker, or any other storage area on school property when, school personnel have reasonable suspicion that illegal, prohibited, or harmful items or substances, or stolen property may be concealed on the student's person or in a storage area.

C. Each principal shall place a sign which is clearly visible to students and in a prominent location(s)

on the school property. The sign shall contain the following text:

Notice to Students
School authorities may search student lockers or other areas when reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statutes.

II. Reasonable Suspicion
Reasonable suspicion requires school personnel be able to articulate the facts and inferences that led them to believe that a violation of the law or the *Student Conduct and Discipline Code* had been or was being committed, and that a search could produce evidence of that violation. In making such a determination, school personnel may consider factors, including but not limited to

1. their training and experience;
2. their personal observation;
3. the reliability of informant information;
4. their previous experiences with the student to be searched;
5. their knowledge of the student's age, reputation, and discipline record;
6. the prevalence and/or seriousness of the suspected violation of the law or the Student Conduct and Discipline Code, and
7. the urgency to protect the health and safety of students, school personnel, and others.

III. Authority to Search
The search of students, student possessions or storage areas is an action generally reserved for school administrators. Teachers, school security specialists, and other staff members who suspect a student may be in possession of illegal, prohibited, harmful items or substances, or stolen property should, whenever possible, notify a school administrator of their suspicion, rather than conducting a search themselves. School administrators will consider the facts of the situation along with the suspicions of the teacher, school security specialist, or other staff members, and if he/she determines there is justification for a search, will conduct the search in accordance with the guidelines outlined in this policy.

In those situations where teachers, school security specialists, or other staff members are not able to notify a school administrator of their suspicions, and they determine an immediate search is warranted, they shall conduct the search in accordance with the guidelines outlined in this policy.

IV. Searches Involving School Resource Officers/Law Enforcement Officers
School Resource Officers or other Law Enforcement Officers must have probable cause to conduct a search. Probable cause requires the officer have a higher degree of certainty than school personnel that the search will uncover illegal, prohibited, harmful items or substances, or stolen property.

V. Random Searches
The following searches may be conducted without individual suspicion of specific students being in possession of illegal, prohibited, harmful items or substances, or stolen property: canine search, electronic scanning devices, and drug tests for students who are on a behavior contract or students who participate in extracurricular activities.

AUTHORITY OF THE TEACHER

Florida Statute 1003.32 vests teachers and other school staff members with authority for the control and discipline of students on a school campus and in other places they are assigned to supervise students. Students are **required** to follow the lawful directions of all district or school level administrators, teachers, school staff members and chaperones when on School Board owned property or at other places where they are under the supervision of School Board personnel.

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 offense written on a **referral form** provided by the administration.

Note:	Florida Statute 1003.32 and State Board Rule 6A-1.0404, and 6A-6.03312 authorize teachers and other school or school district personnel to file charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school-sponsored transportation, or during school-sponsored activities.

Note:	Florida Statute 1003.32(4), authorizes teachers to remove a student who is unruly, disruptive, or abusive, or who repeatedly interferes with the teacher's ability to communicate with the class or the ability of the student's classmates to learn in accordance with the provisions of 1003.32(5) & (6).

REASONABLE FORCE

Florida Statute 1003.32(1)(J) authorizes teachers and other instructional personnel to use reasonable force to protect himself/herself 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 have the right and the authority to protect against:

1. conditions harmful to learning;
2. conditions harmful to student's physical and mental health;
3. conditions harmful to safety; or
4. conditions harmful, causing injury to self, school personnel, and others.

Note:	Florida Statute 1006.11(2), further provides that a principal, teacher, other staff members, 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.

STUDENT RESPONSIBILITIES

The following declaration outlines the fundamental responsibilities of all students who attend Seminole County Public Schools:

Responsible Students Make the Difference

Students are required to:

1. attend school regularly;
2. treat others with respect;
3. treat school property and the property of others with respect;
4. respect the privacy of others;
5. have in their possession only those items allowed by law and/or School Board rules or policies;
6. listen courteously to the opinions and points of view of others;
7. come to class with all necessary materials and be prepared to learn;
8. take advantage of their learning opportunities;
9. report hazardous or dangerous situations to an adult in authority;
10. report threats to do harm to an adult in authority, and
11. submit original work.

Seminole County Public Schools is committed to creating positive learning environments, promoting kindness between all individuals, and creating a safe community. For more information on Initiatives within Seminole County, please visit the following:

Speak Out Hotline: The "Speak-Out" program provides three 24-hour monitored services that allows students, parents, or community members to report concerns regarding drugs, weapons, bullying, harassment, violence, abuse, suicide, or other problems anonymously by calling (1-800-423-8477), texting (274637) or reporting at (www.speakouthotline.org). Speak-Out has contributed to the district's ability to be proactive in responding to troubling situations before they escalate to the crisis level.

Focus on Safety: This is a program sponsored by the Seminole County Sheriff's Office. This program is designed to educate students on the following topics: violence prevention, substance abuse, bullying (including cyber bullying) and character education. This program is taught by Seminole County deputy Sheriffs and provided to 5th grade elementary students. For additional information contact the Seminole County Sheriff's Office Juvenile Division (407-708-7640).

UpStanders: This is a program for middle school students sponsored by the Holocaust Center in Maitland that promotes a positive school environment by teaching students to become UpStanders rather than bystanders (www.holcaustedu.org/education/student_center/upstander_stand_up_to_bullying).

To Be Kind: This is a program promoting an anti-bullying campaign that fosters positive actions for the prevention for bullying for all grade levels (www.facebook.com/TBK.ToBeKind and www.twitter.com/TBKtobekind).

STUDENT RIGHTS

Students attending Seminole County Public Schools have the right to a free and appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, gender, disability, or marital status. Students are also vested with other fundamental rights. Among these are the rights to:

1. a safe and orderly environment in which to learn;
2. treatment with dignity and respect;
3. reasonable expression of opinions and personal points of view;
4. peaceable assembly;
5. security in their personal privacy;
6. limit access to their student records;
7. notification of the rules of conduct; and
8. reasonable and fair treatment.

Note:	These rights are not absolute and are more restricted at school than when students are in a public place or engaged in activities not associated with school. Any student behavior that substantially interferes with the orderly operation of the school is prohibited and may subject the student to disciplinary action and criminal prosecution.

THREATS OF VIOLENCE

Students are **prohibited** from making direct or indirect threats of violence against individuals or groups. Any threat of such violence must be **reported immediately** to a teacher or school administrator. All threats of violence (oral, written, electronic, or symbolic) will be reported to **law enforcement** and investigated by school officials. A student found to have made a threat of violence is subject to appropriate disciplinary consequences, up to and including: **suspension, expulsion, arrest, and prosecution**.

Note:	Pursuant to Florida Statute 836.10, it is a second-degree felony for a person to communicate a written threat to do bodily harm to another person.

Note:	Pursuant to Florida Statute 790.162, it is a second-degree felony for a person to threaten to place or discharge a destructive device with the intent to do bodily harm.

BULLYING AND HARASSMENT

It is the policy of the Seminole County School Board that all of its students, school district employees and school district volunteers have an educational setting that is safe, secure and free from harassment and bullying of any kind. The School Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. Any behavior that applies to the definition for bullying or harassment should be reported to the school, and policy protocol will be followed.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students, a school district employee or a school district volunteer, including: unwanted and repeated written, verbal, or physical behavior threats. This includes any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical conduct directed against a student, school district employee or school district volunteer by a student, school district employee or school district volunteer.

Bullying and Harassment includes cyber stalking which means engaging 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, as defined by Florida Statute 784.048(1)(d). Cases of cyber stalking will be reported to law enforcement.

The Seminole County School Board requires that students, school district employees, and school district volunteers conduct themselves appropriately for their respective level of development and maturity, and demonstrate capabilities with a proper regard for the rights and welfare of other students, school district employees and school district volunteers as otherwise set forth in School Board policies.

To review the entire Seminole County Bullying and Harassment Policy please visit the website: http://www.scps.us/Portals/0/assets/pdf/Board%20Policies/Policy%205.421%20Bullying%20and%20Harassment.pdf policy #5.421.

UNSUBSTANTIATED BULLYING (UBL) OR UNSUBSTANTIATED HARASSMENT (UHR)

NOTE: If after a complete investigation and follow up of a reported bullying or harassment offense, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying or harassment as listed in the Jeffery Johnston Stand Up for all Students Act, the unsubstantiated bullying or harassment allegation will be reported to SESIR (section 1006. 147, F. S.).

Note: A knowingly false accusation of an act of bullying or harassment and retaliation against a student for asserting or reporting bullying or harassment will result in disciplinary actions

TEEN DATING VIOLENCE

It is the policy of the Seminole County School Board that all of its students have an educational setting that is safe, secure, and free from dating violence or abuse of any kind. The School Board will not tolerate teen dating violence or abuse in any form. Consistent with the intent and requirements of section 1006.148, Florida statutes, dating violence by any student is prohibited.

Dating violence means violence between students who presently have, or have had, a continuing and significant relationship of a romantic or intimate nature. Violence is any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, or false imprisonment, or any criminal offense resulting in physical injury or death by a student against any other student. Additionally these includes insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse, abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, which may be physical, mental or both.

The Seminole County School Board requires that students conduct themselves appropriately for their respective level of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students as set forth in School Board policies.

HONOR CODE

Academic honesty and integrity are essential to the existence and integrity of an academic community. Without maintaining a high standard of honesty and conduct, the academic reputation of a school is compromised.

Students of Seminole County Public Schools shall refrain from all forms of academic dishonesty, such as cheating, plagiarism, misuse of electronic communication, or other deceitful means of obtaining inflated grades. In addition to receiving all consequences listed below, students found in violation of the Honor Code may lose additional academic and extracurricular privileges.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Zero on assignment	Zero on assignment	Zero on assignment
Parent contact	Parent contact	Parent contact
Saturday School or equivalent	In-School Suspension or equivalent	Out-Of-School Suspension or equivalent
	Invocation of Citizenship Standards	Invocation of Citizenship Standards

VIOLATIONS OF LAW

Students are subject to arrest and prosecution for committing violations of the *Student Conduct and Discipline Code*, which are also determined to be violations of law. School resource officers and other law enforcement officers have the power and authority to conduct investigations independent of those conducted by school personnel for the same offense. Furthermore, the sanctions imposed by the school district for misconduct are separate and distinct from the consequences that may be imposed following the arrest and prosecution of a student for a violation of the law originating from the same offense. School personnel will make every effort to contact parents when a student is arrested.

DEFINITIONS OF INFRACTIONS AND MISCONDUCT

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

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

Alcohol Possession/use/sale/distribution (S) – possession, distribution or sale, or being under the influence or use of alcoholic beverages while on a school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities.

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

Battery (S) – (physical attack/harm) the physical use of force or violence by an individual against another. (To distinguish from fighting, report an offense as battery only when the force or violence is carried out against a person who is outnumbered or not engaged in mutual combat.) The attack must be serious enough to warrant consulting law enforcement and result in serious bodily injury.

Note:	Florida Statute 784.081, provides that enhanced criminal penalties be imposed on anyone who commits an assault against a school employee.

Bomb/Biochemical Threat (S) (OMC) - intentionally making a false, verbal or written, report to any person, including school personnel concerning the placement or possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance, or a destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device that is designed to explode.

Note:	Pursuant to Florida Statute 790.162, it is a second-degree felony for a person to threaten to place or discharge a destructive device with the intent to do bodily harm.

Note:	Pursuant to Florida Statute 790.163, it is a second-degree felony to make a false report concerning the placement of a bomb or destructive device.

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

Bullying (S) – (intimidating or hostile behaviors) unwanted and repeated written, verbal, stalking, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation (refer to bullying/harassment policy).

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

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

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

Contraband - possession or storage of items which are prohibited at school, including, but not limited to: ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, matches, lighters, firecrackers, bottle rockets, smoke bombs, paraphernalia, vaporizers, common pocket knives (without intent) or other similar devices, and laser pointers or light pens.

Counterfeit (S) (OMC) - producing knowingly, using or distributing an imitation of something genuine with the intent to deceive or defraud including but not limited to counterfeit money.

Destruction of Property (under $1,000 not a SESIR violation) - See vandalism for definition

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

Disruption on Campus (S) – disruption of all or significant portion of campus activities, school-sponsored events, a classroom, other portions of a school or school board facility, and school bus transportation that poses a serious threat to the learning environment, health, safety, or welfare of others. **This also include** the intentional activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.

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

Drug Sale/Distribution Excluding Alcohol (S) – (illegal sale or distribution of drugs) manufacturing, cultivation, selling, purchasing or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

NOTE:	Students are prohibited from distributing by sale or otherwise any drug, narcotic, controlled substance or any substance that is represented to be, represented to contain, mimics, or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, intoxicant, or controlled substance of any kind under the law of Florida or federal law while on a school campus, a school bus, at a school or School Board sponsored function, or while at any School Board facility or on property owned or utilized by the School Board. A substance includes, but is not limited to, anything that contains or is represented to contain chemicals, any substance that produces the same effect as or is represented to produce the same effect as a controlled substance, or any analogue of a controlled substance including, but not limited to, K2, also known as "Spice or legal weed."

Drug Use/Possession Excluding Alcohol (S) – (illegal drug possession or use) using, possessing or being under the influence of any drug, narcotic or controlled substance or any substance when used for chemical intoxication. Using means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

NOTE:	Students are prohibited from possessing or being under the influence of or using any drug, narcotic, controlled substance or any substance that is represented to be represented to contain, mimics, or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, intoxicant, or controlled substance of any kind under the law of Florida or federal law while on a school campus, a school bus, at a school or School Board sponsored function, or while at any School Board facility or on property owned or utilized by the School Board. Substance includes, but is not limited to, any substance that contains or is represented to contain chemicals, any substance that produces the same effect as or is represented to produce the same effect as a controlled substance, or any analogue of a controlled substance including, but not limited to, K2, also known as "Spice or legal weed"

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

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

Extortion (S) (OMC) - using threat or intimidation to obtain or attempt to obtain anything of value from another person, including, but not limited to, money.

Failure to Report for Detention/Saturday School - failure to attend an assigned detention or Saturday School.

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

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

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

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

Gambling (S) (OMC) - any participation in games or activities with a resulting chance for money or items of value.

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

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

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

Hazing (S) – any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6-12 for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school with any grades 6-12. Hazing includes but is not limited to: pressuring, coercing, or forcing a student into: violating state or federal law, consuming any food, liquor, drug, or other substance; participating in physical activity that could adversely affect the health or safety of the student and any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

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

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

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

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

Insubordination - the refusal or failure to follow a directive or order from a school staff member, bus driver, or any other adult in authority at school.

Larceny/Theft (S) – knowingly obtaining, possessing, selling, using, disposing of or attempting to obtain, possess, sell, use or dispose of the property of another with intent to temporarily or permanently deprive any other person of their property or benefit from the property or appropriate the property to his or her own use or to the use of any person not entitled to the use of the property without the permission or consent of the owner or person lawfully in possession of the property. A SESIR violation occurs if the larceny/theft is $300 and over.

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

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

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

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

Other Major Crimes (OMC) (S) - Any serious, harmful or major offenses resulting in the need for law enforcement intervention not otherwise classified herein. Other Major Crimes Offenses also include those offenses defined herein and denoted with the (OMC) designation.

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

Physical Attack (S) - an intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual

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

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

Sexual Assault (S) - an incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. The threat must include all three of the following elements: intent, fear and capability.

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

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

Sexual Offenses (S) – engaging in a consensual sex act or physical conduct of a sexual nature, other sexual contact, including intercourse, without force or threat of force; subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

Skipping Class - not reporting to or leaving an assigned class, activity, or area without receiving proper approval by following the established procedures for checking out of a class.

Skipping School - not reporting to school or leaving school grounds without receiving proper approval by following the established procedures for checking out of school.

Tardy - late arrival to school or to a class.

Teasing (unwanted) - making fun of, mocking or attempting to provoke or irritate; saying or doing something in order to have fun by annoying another; provoking behavior and/or persistent annoyances that does not rise to the level of the definition of bullying or harassment.

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

Note:	Pursuant to Florida Statute 836.10, it is a second-degree felony for a person to communicate a written threat to do bodily harm to another person**.**

Tobacco Products Violation (S) - possessing, using, selling, storing, or distributing cigarettes, e-cigarettes, cigars, snuff, dip, pipe tobacco, and/or chewing tobacco. A SESIR violation occurs if the student is under the age of 18.

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

Note:	Pursuant to Florida Statute 569.11, it is unlawful for anyone under the age of 18 to be in possession of tobacco products. Monetary fines, community services, and revocation of driving privileges may be imposed for a violation of this law.

Trespassing (S) - unauthorized entry onto School Board owned property, into a school function, or an extra-curricular activity, or remaining on School Board owned property after being directed to leave that location by a

school staff member or law enforcement official, or while subject to suspension, expulsion, or assignment to the district alternative school or another alternative placement.

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

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

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

Unauthorized Publication - the unapproved posting or distribution of printed words, petitions, electronic messages, or graphic representations as defined in School Board policy.

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

Vandalism (S) - willfully defacing, damaging or destroying by any means the real or personal property belonging to the School Board or another person. This definition includes graffiti, as well as the malicious attempt to harm or destroy electronic data. A SESIR violation occurs if damages are $1,000 and over.

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

Weapons Violation/Possession (S) - possessing, using, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to: fixed blade knives, folding knives, switch-blade knives, razor blades, box cutters, sharp cutting instruments, ice picks, dirks, chains, pipes, nunchakus, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electrical weapons or devices, starter pistols, stun guns, airsoft guns, BB or pellet guns, propellants, "look-alike" weapons, any firearm muffler or firearm silencer, or any destructive device. This includes firearms of any kind (operable or inoperable; loaded or unloaded), including, but not limited to, hand guns, zip guns, pistols, rifles, shot guns, or flare guns.

NOTE: School administrators should refer to the Seminole County Discipline Procedures Manual for reporting requirements.

Zero Tolerance (S) – as herein defined and as defined to School Board policy.

ZERO TOLERANCE

Recommendation for Expulsion Required: Students who are determined by the School Board to have committed one of the following violations as defined by Florida law or this code while on School Board owned, operated or maintained property (including a school bus or other school or School Board vehicle) or while at a school/School Board sponsored activity (whether on or off a school site, or School Board owned, operated or maintained property).

(a) Shall be **recommended for** expulsion from all Seminole County public schools for not less than one year:

(1) Bringing or possessing a firearm or weapon, as defined in Chapter 790 Fla. Stat., to school, to any school function, or onto any school-sponsored transportation.

Note: For the purposes of zero tolerance "weapon" means any dirk, knife, metallic knuckles, slungshot, billy club, tear gas gun, chemical weapon or device or other deadly weapon except a common pocketknife, plastic knife, or blunt-bladed table knife.

"Firearm" means any weapon (including starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun. The term firearm does not include an antique firearm unless the antique firearm is used in the commission of a crime.

(2) Making a threat or false report, as defined by state statute 790.162 and 790.163, respectively, involving a school or school personnel's property, school transportation, or a school-sponsored activity.

Upon recommendation by the Superintendent, the School Board may assign students who are determined to have committed any of the above offenses to an alternative assignment under such terms and conditions as determined by the School Board in lieu of expulsion. If a student committing any zero tolerance offenses is a student who has a disability, the School Board shall comply with applicable State Board of Education rules.

Any student found to have committed a violation of state statute 784.011(1), (2), or (3) shall be expelled or placed in the district alternative school or other alternative program as deemed appropriate. Upon being charged with an offense under state statute 784.011(1), (2), or (3), the student shall be immediately removed from his or her school of regular attendance and placed in the district alternative school, or other alternative program as deemed appropriate and as required by state statute 1006.13(4).

TOBACCO VIOLATIONS AND CIVIL PENALTIES

Florida Statute 569.12 authorizes school officials to be designated as Tobacco Product Enforcement Officers and authorizes them to issue civil citations that are filed with the Clerk of the Court for the Circuit Court of the 18th Judicial Circuit in Seminole County, Florida. Students found to be guilty of a tobacco violation (FS 386.212 or FS 569.11) are subject to penalties that include monetary fines, community service, and revocation of driving privileges in addition to discipline sanctions as provided by this code.

SUSPENSION OR DELAY OF DRIVING PRIVILEGES

Florida law authorizes the *Department of Highway Safety and Motor Vehicles* to suspend the driver's license or delay the issuance of a driver's license to anyone if they:

1. are convicted of the possession, sale, or conspiracy to possess a controlled substance *(FS 322.055).*
2. are less than 21 years of age and misrepresent his/her age or the age of any other person for the purpose of obtaining alcoholic beverages *(FS 322.069).*
3. are less than 21 years of age and are in possession of alcoholic beverages *(FS 322.069).*
4. are less than 18 years of age and misrepresent his/her age for the purpose of obtaining tobacco products and fail to complete the penalties imposed by the court *(FS 322.069).*
5. are less than 18 years of age and are in possession of tobacco or smoking tobacco on school property or within 1,000 ft. of a public school and fail to complete the penalties imposed by the court *(FS 322.069).*
6. are less than 18 years of age and accumulate 15 unexcused absences in any 90-day period during the school year *(FS 322.091*).
7. are less than 18 years of age and drop out of school *(FS 322.091*).
8. are expelled from public school *(FS 322.091) and not otherwise in attendance as required by law.*

ADMINISTRATIVE ASSIGNMENT

A student found to have committed one or more violations of the of *Student Conduct and Discipline Code*, which according to the Discipline Matrix of the *Seminole County Public Schools Student Conduct and Discipline Code* is punishable by an alternative placement, and may be assigned by the Principal or the Principal's designee to the district alternative school, or other alternative program as deemed appropriate for a period not to exceed two school years (4 semesters).

Pursuant to School Board Policy 5.30 the Superintendent reserves the right to extend a student's administrative assignment to the district alternative school or other alternative program as deemed appropriate for a period not to exceed one additional semester for any of the following reasons:

1. Failure of the student to attain and maintain a 90% attendance record.
2. Failure to comply with the rules of conduct established by the district alternative school or other alternative program as permitted by § 1003.32.

Students assigned to an alternative school, but who fail to attend the district alternative program and enroll in school in another district, private school, home school or charter school, must apply for reentry to his/her zoned school thru the Office of Alternative Placement. The student's records of school attendance, school performance, and behavior will be reviewed to determine placement. The Superintendent reserves the right to reassign the student to the district alternative school or other district alternative program for up to and including the length of time of the original assignment.

A student attending an out-of-zone school on the basis of a voluntary transfer (limited family/program transfer, capacity transfer, diversity transfer, incentive transfer) or on the basis of an administrative assignment, to the extent permitted by law (NCLB, IDEA, or No Contract Order), who is expelled or placed at the district alternative school or another district alternative disciplinary program, shall be reassigned to the student's zoned school upon completion of the student's term of assignment to the district alternative school or other district alternative program.

EARLY RE-ENTRY TO ZONE SCHOOL FROM THE DISTRICT ALTERNATIVE SCHOOL

When Assigned by a Hearing Officer: Students assigned to the District Alternative School by a Hearing Officer, in cooperation and agreement with the Principal of the District Alternative School may reduce the amount of time a student must attend the District Alternative School by up to 25% of the assigned time. In order to be considered for early re-entry a student must have spent a minimum of twelve weeks at the District Alternative School, have no unexcused absences, no discipline referrals and a 2.5 GPA in all course work taken at the District Alternative School. The student must reappear before the Hearing Officer who made the original assignment to request early re-entry.

When Administratively Assigned by a School Principal: When administratively assigned to the District Alternative School, the assigning School Principal in cooperation and agreement with the Principal of the District alternative School may reduce the amount of time a student must attend the District Alternative School by up to 25% of the assigned time. In order to be considered for early re-entry a student must have spent a minimum of twelve weeks at the District Alternative School, have no unexcused absences, no discipline referrals and a 2.5 GPA in all course work taken at the District Alternative School.

STUDENT ATTENDANCE

Regular attendance provides students the opportunity to acquire specific skills, and meet course goals and objectives that may not otherwise be possible if not in attendance. Many integral learning activities, including class discussions, laboratory experiments, field trips, direct instruction, and guest speakers cannot be simulated or replicated with bookwork. Therefore, the Seminole County Public Schools has adopted a*ttendance policies* for elementary, middle and high schools to encourage honest, accurate, and consistent adherence by all students, parents, teachers, and administrators. These policies outline what qualifies as an excused absence and unexcused absence, and provide guidelines for the make up of work missed due to an absence.

Florida Statute 1003.21 establishes that regular school attendance is required of **ALL** students enrolled in public school. This statute also points out that only those students who have attained the age of 16 years and have filed a formal declaration of intent to terminate school enrollment are not subject to compulsory school attendance laws. The declaration to terminate school enrollment must be signed by both the student and the student's parent. This declaration requires the student and parent to acknowledge that terminating enrollment is likely to reduce the student's earning potential or career opportunities in the future.

Parents are responsible for the attendance of their children within the compulsory attendance age (Florida Statute 1003.24). Whenever a student of compulsory school attendance age is absent without the permission of the person in charge of the school, the parent of the student must, as soon as practical after learning of the absence, report and explain the cause of such absence to the appropriate school personnel.

Florida Statute 1003.27 provides that a parent or legal guardian who refuses or fails to have a child under his or her control attend school regularly, is subject to the charge of a second degree misdemeanor, punishable as provided by law. A student who accumulates 15 or more unexcused absences within 90 days with or without the knowledge or consent of the student's parent shall be classified as a habitual truant. If a student becomes a habitual truant, the school administration shall refer matters to the Legal Services Department. Thereafter, the Superintendent may file a truancy petition with the circuit court. The Superintendent also may choose to refer truancy matters to the State Attorney's Office for criminal prosecution of the parent.

Students who are married and students who are pregnant shall not be prohibited from attending school. These students and students who are parents shall receive the same educational instruction, or its equivalent, as other students, but may voluntarily be assigned to a class or program suited to their special needs. Consistent with Florida Statute 1003.54, pregnant or parenting teens shall be entitled to participate in a teenage parent program. Pregnant students may attend alternative education programs or adult education programs, provided that the curriculum allows the student to continue to work toward a high school diploma.

Note: **ALL** students who do not attend school or who leave school without permission are subject to being detained by a local law enforcement officer and transported to the **Seminole Truancy Alternatives for Youth** (S.T.A.Y.) **Center** where they must remain until released directly into the custody of a parent or guardian.

ADMINISTERING STUDENT MEDICATIONS POLICY

Medication which is prescribed by a licensed health care provider with prescriptive authority may be administered to the student or self-administered by the student (when permitted) during the school day, including any occasion when the student is away from school property on official school business.

Prescription, non-prescription, and over-the-counter medication must be administered in accordance with the district policy for Administering Medication to Students.

All medication to be administered by school personnel or self-administered by a student will require completion of the appropriate authorization form.

ELECTRONIC RESOURCES ACCESS AND CONTROL

The *Acceptable Use Policy (AUP) and Implementation Guidelines (Policy 5.52)* provides, among other things, that the use of the district network, the Internet and other electronic resources relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a student user violates any of the provisions, his/her access account will be terminated and future access will be denied. In addition, appropriate disciplinary actions will be taken which may include suspension, expulsion, or referral to law enforcement.

1. Usage
   a. The use of the account must comply with the educational goals and policies of SCPS.
   b. Use of any other network or computer resources must be consistent with the rules appropriate to that network. This includes but is not limited to laws and regulations regarding:

      (1) copyright material;

(2) threatening, obscene or profane materials;
(3) material protected by trade secret.

2. The following are prohibited:
   a. Use of another individual's account or providing individual account information to another person.
   b. Use of the network for financial gain or for political or commercial activity.
   c. The attempt to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.
   d. The attempt or actual action to access, modify, harm, or destroy another user's data on the SCPS network.
   e. Harassing, insulting, or attacking others via network communication.

3. Privileges
   The use of electronic networks is a privilege. Inappropriate use will result in cancellation of that privilege and referral for disciplinary/legal action. Administrators will decide if usage is appropriate and their decision is final.

4. Security
   When a student identifies a security problem, he/she must notify a teacher, media specialist, or system administrator immediately, not show or identify the problem to others.

INVOLUNTARY TRANSFER OF STUDENTS

The Superintendent/Superintendent's designee may involuntarily transfer a student to a school or alternative program other than the student's zoned school when such placement is determined to further the interest of the School Board in maintaining a safe, orderly, and purposeful learning environment. A student who is repeatedly disruptive or who poses a threat to the health, safety, or welfare of others may be involuntarily assigned to an alternative program or school.

The School Board may, instead of an expulsion, assign a student to a school or an alternative program other than the student's zoned school when the recommendation of expulsion is a mandatory consequence for the violation of the Student Conduct and Discipline Code.

Students who have been suspended, expelled, or administratively assigned to the district alternative school or other alternative program are prohibited from coming on any district school campus, participating in any extra curricular event, or attending any event or activity sponsored by a school or the School Board for the duration of their suspension, expulsion or disciplinary assignment, regardless of whether the assignment is an administrative assignment by the Superintendent/Superintendent's designee or an assignment in lieu of expulsion by the School Board. Students who violate this prohibition shall be deemed trespassers.

Students who are administratively assigned to a school other than their zoned school for violations of the *Student Conduct and Discipline Code* or as the result of the imposition of a no contact order may only participate in activities or events at their assigned school, except as otherwise limited or prohibited by the Citizenship Standards for participation in school sponsored extra-curricular activities.

A student who is administratively assigned to an alternative disciplinary school or program or a school other than the student's zoned school may request a review of the assignment by the School Board Hearing Officer. The assignment shall, however, be effective upon the termination of any suspension or if there is no suspension, immediately upon being made. Upon review, the School Board may take such action, as it deems appropriate.

Note:	State Board Rule 6A-1.0404 authorizes the use of a student's juvenile justice information and criminal record in conjunction with other relevant information for the purpose of reviewing a student's educational placement and need for services, and to protect the safety of other students and school personnel.

REVOCATION OF VOLUNTARY TRANSFER

The voluntary transfer of a student from one school to another, pursuant to Policy 5.30, may be revoked and the student returned to his/her zoned school of attendance if tardiness, unexcused absences or behavior/discipline problems develop at the receiving school.

STUDENT APPEARANCE AND DRESS CODE

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

The standards of appearance for students shall insure that the students be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment.

It is the responsibility of the principal to see that the dress appearance of any student shall not be extreme, to the point of creating a disturbance, or is hazardous to self, others, or school property, whether or not the specific case is covered by the information below. The principal or principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

All schools have the option of adopting a standard dress code (uniform) when developed and agreed upon in collaboration with their School Advisory Council. Schools that adopt a standard dress code policy should include the following: Collared shirts, sleeves, khaki or dark pants/shorts/skorts, defined shirt colors (e.g. school colors).

(1) HEAD

No hats, caps, visors, hoods, sunglasses or other head gear may be worn on campus except with administrative permission (i.e. medical necessity, religious practice, school related events)

(2) UPPER GARMENTS

(a) Garments must be of a length and fit that are suitable to the build and stature of the student. (b) All garments must have a collar or sleeves. Therefore, the following items are prohibited: halter tops, tube tops, backless dresses/tops, spaghetti straps, and tank tops.	(c) Necklines of all upper garments must be modest. Low cut necklines are prohibited, and the cut of garments must not expose undergarments or cleavage. (d) Shirts must touch, at a minimum, the top portion of lower garments at all times.	(e) Garments that are distracting or inappropriate are prohibited, including but not limited to those with see-through materials, skintight items, pajamas, trench coats, bandanas, rips/tears, printed profanity, or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related or other illegal activities

(3) FOOTWEAR

(a) All students shall wear shoes/footwear. Students must wear shoes that are safe and appropriate for the learning environment. Students must wear athletic shoes in all PE classes and/or outdoor activities	(b) Cleats, slippers and shoes with wheels are not permitted to be worn on campus. Cleats may be worn for appropriate extracurricular sports in proper areas

(4) LOWER GARMENTS

(a) Pants and shorts should conform to the build and stature of the student. Students are banned from wearing baggy and/or sagging pants (See consequences below). (b) Undergarments and the buttocks MUST remain entirely covered even while seated.	(c) Dresses, skirts and shorts must be at least mid-thigh or below in length. Rip/tears above mid-thigh that expose skin or undergarments are not permitted. (d) The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist.	(e)Undergarments as outerwear, pajama pants, bathing suits, cheer shorts, bike shorts and bottoms made of spandex material are prohibited.

NOTE: Consequences for wearing baggy and/or sagging pants:

1. For the first offense, a student shall be given a verbal warning and the school principal/designee shall call the student's parent or guardian.
2. For the second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal/designee shall meet with the student's parent or guardian.
3. For a third or subsequent offense, a student shall receive an in-school suspension pursuant to s.1003.014 (5) for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days and the principal/designee shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities. Students not involved in extracurricular activities will be subjected to the consequences listed in the Matrix of Infractions.

(5) ACCESSORIES

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

RULES OF CONDUCT - TRANSPORTATION

Florida Statute 1006.10 gives school bus drivers the authority to monitor and control the behavior of students when they are on a school bus, when they are being transported to and from school or school functions at public expense, or when a school bus is present at a bus stop.

Video Cameras on Buses: Video cameras with audio recording capability have been installed on all Seminole County Public School Buses. Students may be filmed at any time during their ride. The tapes may be utilized to determine violations of the Student Conduct and Discipline Code. Violations of these standards, the *Student Conduct and Discipline Code*, or any action or behavior by a student(s) to distract the driver substantially and causes or has the potential to cause a safety hazard on a moving bus, or while stationary, may be the basis for suspension from bus/school and/or expulsion of bus riding privileges.

Standards of Conduct for Riding a School Bus: Student conduct that distracts the driver, endangers the health and safety of other students, or demonstrates a willful disregard for transportation rules shall be reported to the principal or principal's designee.

The following rules of conduct apply to students when the bus is present at the bus stop and when they are being transported on a school bus:

1. Students must be at the bus stop on time. The bus driver cannot wait for those who are tardy.
2. Students are to stand at least five (5) feet off the roadway at all times while waiting for the bus.
3. A student's parents have responsibility for the control and direction of the student at the bus stop.
4. Students must ride their assigned buses and cannot board or depart the bus at any stop other than their regular stop, unless authorized by the principal/designee.
5. Students are to enter the bus in an orderly manner and sit in an assigned seat, if designated by the bus driver or by the school administration.
6. Students must obey the driver, monitors, and chaperones at all times and follow the posted rules of conduct while riding the school bus.
7. Students are to remain seated, facing forward at all times when the bus is moving. All portions of a student's body are to remain inside the bus. Students are required to wear seat-belts in buses equipped with passenger restraint systems.
8. Eating or drinking is not permitted on the bus.
9. Glass or breakable containers are not permitted on the bus.
10. Reptiles, insects, animals, or marine life are not permitted to be transported on the bus.
11. Absolute silence is required of students at railroad crossings.
12. Bulky or objectionable objects, including musical instruments, that cannot be held in the student's lap are not permitted on the bus. No objects may block the aisles or emergency exits.
13. No items are to be thrown or propelled out of the bus windows. (Behavior that violates this rule/expectation may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act).
14. Littering, throwing, or propelling of objects inside the bus is not permitted.
15. Defacing or vandalizing a school bus is forbidden. Restitution will be required.
16. Profanity, obscene language, offensive gestures, or offensive materials of any nature are not permitted on the bus.
17. Posters or signs not to be displayed from the bus.
18. After disembarking, those students who must cross the road shall cross approximately twelve (12) feet in front of the stopped bus.

Bus Probation: Violation of transportation policies, rules or standards of conduct committed while on the school bus may be grounds for placing a student on probationary status for an indefinite period of time. Violation of the conditions of probation is grounds for bus suspension, or other sanctions, up to and including, out-of-school suspension and expulsion if warranted.

Bus Suspension: Violation of transportation policies, rules or standards of conduct committed while on the school bus may be grounds for the suspension of bus riding privileges for a period of time not to exceed ten (10) school days per occurrence. However, the consequences for such violations **are not limited** to the suspension of bus riding privileges. Other sanctions, up to and including, out-of-school suspension and expulsion may be imposed if warranted.

Bus Expulsion: Repeated violation, or a single serious violation, of transportation policies, rules or standards of conduct **committed** while on the school bus may be grounds for the revocation of a student's bus riding privileges by the principal for a period of time up to the remainder of a school year, the intervening summer school, and the following school year. However, the consequences for such violations **are not limited** to revocation of bus riding privileges. Other sanctions, up to and including out-of-school suspension and expulsion from school may be imposed if warranted.

PARKING ON CAMPUS

The parking of a student's vehicle on campus is a privilege that is granted by the School Board that may be conditional upon the purchase of a parking decal from the school of attendance. Students parking vehicles on campus without authorization or who repeatedly violate campus-parking rules may have their parking decal revoked and/or their vehicle towed at the owner's expense. The presence of a vehicle on School Board property pursuant to a parking decal is deemed to be consent by the student to a search of the vehicle. Each student who parks a vehicle on a school campus pursuant to a parking decal is presumed to know what is contained in his/her vehicle and will be held accountable for any contraband, weapons, drugs, etc., which may be found in the vehicle.

Vehicles parked on School Board property (without an appropriately authorized parking decal) by a student are subject to search if school personnel have reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Each student who parks a vehicle on a school campus is presumed to know what is contained in his/her vehicle and will be held accountable for any contraband, weapons, drugs, etc., which may be found in the vehicle.

SUSPENSION

Suspension is the temporary removal of a student from a class, all classes or from a student's zoned school and all district schools and school or school board sponsored activities, except as authorized by a student's principal for a prescribed period of time, not to exceed ten (10) school days at any one time.

When a student is suspended, the principal or the principal's designee shall make a good faith effort to inform a student's parent(s) *immediately* by telephone of the student's suspension and the reasons for the suspension. The reasons for the suspension shall be reported in writing within *24 hours* to the student's parents by U.S. mail or in person.

Except when taken into custody by law enforcement officials, the student will be remanded to the custody of the parent with specific homework assignments for the student to complete.

Note: Florida Statute 1006.09 provides that no student may be suspended out-of-school for unexcused tardies, lateness, absences, or truancy.

Note: Only a principal or the principal's designee may suspend a student. Only a principal may reduce the number of days assigned for a suspension.

Operation Right Track: The principal has the authority to recommend Operation Right Track as a reduction of suspension when a student has been suspended for 10 days. Operation Right Track is a program operated by the Seminole County Sheriff's Department for consecutive weekends for certain infractions. Once the student completes the first weekend at Operation Right Track, and provides verification of attendance, the student will be allowed to continue in the educational setting, reducing the number of days of suspension as dictated by the principal. The student then must provide proof of completion of the second week of the Operation Right Track Program or the student will be required to complete the original 10 day suspension.

Note: IT IS THE PARENT'S RESPONSIBILITY TO MEET THE FINANCIAL OBLIGATIONS ASSOCIATED WITH ENROLLING IN OPERATION RIGHT TRACK. ENROLLING IN OPERATION RIGHT TRACK IS VOLUNTARY.

Student Excluded from School and School Activities: Throughout the duration of an out-of-school suspension, the student may not come onto School Board owned property. The student is also prohibited from attending athletic events, extracurricular activities, or any other school related function until the suspension is completed.

Parent Notification: When a student is suspended, the principal or the principal's designee shall make a good faith effort to inform the student's parent or guardian immediately by telephone of the reason(s) for the student's suspension. When telephone contact is made with the parent, then a copy of the suspension papers related to the

offense shall be mailed within 24 hours. Following a conference a copy of the suspension papers may be given directly to the parent.

If the principal or the principal's designee is unable to contact the parent, then the suspension papers related to the offense shall be sent by certified mail to the parent's most current address on record at the school.

Guidelines for Suspensions: The principal or the principal's designee may suspend a student for a period of time not to exceed ten (10) school days at any one time. Before a suspension is imposed on a student, except in emergencies, the student shall be provided an:

1. explanation of which provision(s) of the Student Conduct and Discipline Code was/were violated,
2. explanation of the specific conduct that constituted the violation(s);
3 explanation of the factual basis for the suspension;
4. opportunity to present his/her version of the offense;
5. opportunity to identify witnesses who support the student's version of the offense, and the identified students will be interviewed by the disciplining administrator;
6. explanation of the rationale for the suspension.

Note: A suspension conference is not a formal legal proceeding and is not required to be conducted in accordance with rules of procedure normally associated with an administrative hearing under ss. 120.57, Florida Stat. or a court proceeding. Students do not have the right to cross-examine witnesses or to have legal representation at a suspension conference. However, if the conduct underlying a suspension results in a recommendation for expulsion, the student shall be entitled to the full procedural safeguards associated with an expulsion.

Immediate Suspension: The principal may immediately suspend a student out-of-school if he/she has committed any of the following acts:

1. physically assaulting another individual;
2. engaging in behavior posing an immediate danger to students or staff members; or
3. creating an immediate disruption of the orderly operation of the school.

Note: Before a student is suspended immediately from school, the student shall be given either oral or written notice of the allegation(s), an explanation of the allegation(s), and an opportunity to explain his/her version of the offense.

Provision for Academic Make-Up Work: Students are permitted to make up, for full credit, any academic work missed during the term of a student's first or second out-of-school suspension. Missed class assignments, homework, quizzes, tests, and exams shall be made up in a timely manner for the student to receive full credit. However, the absences will be coded as a suspension.

Note: It is the student's responsibility to make specific arrangements with each teacher for completing make-up work. At a minimum, the student shall have the number of days he/she was absent to complete and hand in make-up work for credit. A zero will be assigned for any work not made up in a timely manner.

Extension of the Duration Out-of-School Suspension: Florida Statute 1006.08 permits the Superintendent to extend a suspension beyond ten (10) school days if such suspension period expires before the next regular or special school board meeting following the tenth day of a suspension if the student is being recommended for expulsion. Alternatively, the Superintendent or the superintendent's designee may assign a student to the district alternative school or other alternative program pending the completion of any expulsion hearing and entry of any final order of expulsion by the School Board.

Suspension for Criminal/Delinquent Acts Occurring Off Campus: The Florida Legislature has authorized indefinite suspension, and expulsion of students who engage in criminal/delinquent acts off-campus which cause the student's presence on campus to be disruptive to the maintenance of good order and discipline at school. Florida Statute 1006.09 permits the principal to initiate suspension proceedings against any student who is formally charged by a proper prosecuting attorney with a felony, or with a delinquent act which would be a felony if committed by an adult, for an offense that allegedly occurred on property other than that owned by Seminole County Public Schools.

Upon receipt of notice that a student has been formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, the principal shall conduct a suspension conference for the purpose of determining whether or not the student shall be assigned to the Eugene Gregory/Consequence Alternative Unit pending court determination of whether the student did or did not commit such an act, or dismissal of the charges by the court or prosecuting attorney. The alternative assignment may be implemented upon receipt of notice of the filing of formal charges (Petition for Delinquency in Juvenile Court, Information or Indictment in the Circuit Court or Indictment in the U.S. District Court) pending conduct of the required due process conference and statutory determination that the alternative placement shall continue pending the outcome of the formal charges. All proceedings under this provision shall comply with Fla. Admin. Code R. 6A-1.0956.

Fla. Admin. Code R. 6A-1.0956 requires that, the principal shall:

1. Immediately notify, in writing, the student and parent(s) of the specific charge(s) against the student and of their right to a suspension conference at the school.

2. Provide a notice of a suspension conference stipulating a date for the hearing which shall be not less than two (2) school days and no more than five (5) school days from the postmarked date, or delivery, of the notification. The notification must advise the parent of the conditions under which a waiver of suspension may be granted.

3. Pending such conference, the student may be **temporarily assigned** to the Eugene Gregory/Consequence Alternative Unit if the principal is concerned that the presence of the student on campus will have a disruptive influence on the orderly operation of the school.

4. Conduct a school site conference that may be attended by the student, the parent(s), the student's representative or counsel, and any witnesses requested by the student or the principal.

5. Allow the student to speak in his/her own behalf, present evidence indicating his/her eligibility for a waiver of disciplinary action, and be questioned regarding his/her testimony.

6. Make a determination as to whether the presence of the student on campus would have an adverse impact on the educational program, discipline, or welfare of the school.

7. Provide the student and the parent with written notification of the decision as to whether or not the student will be **indefinitely assigned** to the Eugene Gregory/Consequence Alternative Unit pending the legal resolution of the formal charge.

8. Make provisions for the delivery of educational services to the student during the time of suspension (assignment to the Eugene Gregory/Consequence Alternative Unit).

Upon a judicial determination that the student committed the act or acts with which he/she is charged, the principal/superintendent may recommend to the School Board that the student be expelled and the School Board may expel the student for the maximum time permitted by law.

*****Suspension of Exceptional Education Students:** The required due process guidelines for suspension of students with a disability or otherwise entitled to be treated as a student with a disability under 20 U.S.C. §1415, § 1003.57, Fla. Stat., are set forth in Fla. Admin. Code Rule 6A-6.03312 (IDEA) and in the *Exceptional Student Education Policies and Procedures (SP&P) effective dates 2009-2010 through 2011-2012*.

*****Suspension of Students With A Section 504 Plan or Subject to Be Treated As a Student With a Disability Under Section 504:** The required due process guidelines for suspension of students with a disability or students otherwise entitled to be treated as a student with a disability under § 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 795 are set forth in the *Seminole County Public Schools Policies and Procedures for Implementation of Section 504 Handbook*.

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

EXPULSION

Expulsion is the severest penalty the School Board may impose for a violation of the ***Student Conduct and Discipline Code***. Expulsion is the removal of the right and obligation of a student to attend public school for a specified period of time, not to exceed the current school year, the following school year and any intervening summer school. Expelled students are fully excluded and prohibited from attending any Seminole County public school, any school or School Board sponsored activity, or coming upon the grounds of any school, until the term of the expulsion is completed.

A principal will recommend expulsion for a student who has previously, at each level, been assigned to the district alternative program and commits (an) infraction(s) that would otherwise result in an assignment to the district alternative program.

Recommendations for expulsion shall be processed in accordance with the procedures adopted by the School Board and prescribed by law and administrative regulations of the State of Florida, for student expulsions.

*****Expulsion Recommendations for Exceptional Education Students:** The required due process guidelines for the expulsion of a student with a disability or otherwise entitled to be treated as a student with a disability under 20 U.S.C. § 1415, § 1003.57, Fla. Stat., or Fla. Admin. Code Rule 6A-6.03312 (IDEA), are set forth in the *Exceptional Student Education Policies and Procedures (SP&P) effective dates 2009-2010 through 2011-2012*.

*****Expulsion of Students With a Section 504 Plan or Subject to Be Treated as a Student With a Disability Under Section 504:** The required due process for expulsion of students with a disability or otherwise entitled to be treated as a student with a disability under § 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 795, are set forth in the *Seminole County Public Schools Policies and Procedures for Implementation of Section 504 Handbook*.

Guidelines for Expulsions: Florida Statute 1006.09 states that the principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct, as set forth in the *Student Conduct and Discipline Code*, including, but not limited to, willful disobedience, open defiance of a school staff member, violence against persons or property, any other act which substantially disrupts the orderly conduct of the school, or violations of the **Zero Tolerance** policy. All offenses for which a student may be expelled are identified in the *Matrix of Infractions* as set forth in the Code or the Zero Tolerance provision therein contained.

The procedures outlined in this section shall be followed when a student is recommended for expulsion.

1. The principal/designee shall conduct a pre-suspension conference with the student as required prior to a student's suspension.

2. The principal/designee shall schedule a pre-expulsion conference with the parent(s) or the student (if majority age).

3. At the pre-expulsion conference, the principal/designee shall review the basis and rationale for the preliminary recommendation for expulsion and advise the student and the parent of the preliminary recommendation for expulsion that will be forwarded to the Superintendent/designee. Pursuant to Florida Statute Section 1002.20(21)(a), the parent may be accompanied by another adult of their choice such as an attorney, an advocate, etc., at the pre-expulsion conference.

4 The student and parent(s) will be advised that the recommendation for expulsion will be scheduled for a preliminary hearing before a school board member sitting as an administrative hearing officer and that at that time the hearing officer will determine if the student admits the misconduct or denies the misconduct. If the student admits the misconduct, the hearing officer shall conduct an informal hearing pursuant to state statute 120.57(2) and determine what penalty to recommend to the School Board. If the student denies the misconduct, the matter will be scheduled for a formal hearing pursuant to state statute 120.57(1). The student and parent(s) will be noticed as to the formal hearing as required by law. The student will be assigned to the district alternative school or will remain at the district alternative school pending any hearing and the entry of any final order by the School Board.

5. A student has the right to be represented by legal counsel, or any other qualified person during the process discussed in subsection four (4) above.

6. Failure of the student or the parent(s) to appear before the School Board at the designated time for any formal or informal hearing without good cause shall be deemed a waiver of the student's right to a hearing on the matter. Upon the determination of a waiver by the administrative hearing officer, the hearing officer shall forward his or her recommended final order to the School Board without further hearing.

7. The recommended order shall comply with the requirements of law and applicable provisions of the Uniform Rules of Procedure for administrative proceedings under ss. 120.57(1) & (2), Florida Statutes found at Fla. Admin, Code R. 28-106.101, et. seq.

8. The final order entered by the School Board shall be subject to judicial review pursuant to ss. 120.68. Fla. Stat.

Expulsion Recommendations: A student **may** be recommended for expulsion for any violation of the code for which expulsion is an optional penalty. The nature of the offense, the severity of the infraction, and the student's previous record of discipline shall be considered by the principal when making this recommendation. A student shall be recommended for expulsion for any violation of the code that requires a mandatory recommendation or for any "zero tolerance offense." The School Board member hearing officer may recommend any penalty that he or she deems appropriate upon the facts of a case and the School Board may impose any penalty that it deems appropriate upon the facts of a case, upon recommendation of the referring principal or designee or upon its own determination. A principal will recommend expulsion for a student who has previously, at each level, been assigned to the district alternative school and commits (an) infraction(s) that would otherwise result in an assignment to the district alternative program.

Alternatives to Expulsion: A student who is being recommended for expulsion may be assigned by the School Board Hearing Officer to the district alternative school or other alternative programs.

When a student is assigned to the district alternative school or other alternative programs, in lieu of expulsion, the School Board reserves the right to extend the term of the student's assignment for a minimum of one semester or revoke the assignment and impose an expulsion for the maximum period permitted by law for the following:

1. Failure of the student to attain and maintain a 90% attendance record, except for bona fide excused absences.
2. Failure to comply with the rules of conduct established by the district alternative school programs as permitted by §1003.32.

ENROLLMENT OF STUDENTS EXPELLED/DISMISSED FROM OTHER SCHOOL DISTRICTS OR PRIVATE SCHOOLS

The records of students seeking to enroll in Seminole County Public Schools, who have been assigned to an alternative school by another public school district, a private school, or a charter school, must be reviewed by the appropriate Executive Director and the Director of Alternative Placement. The student will be assigned to the district alternative school or other alternative school program or a reentry program for the period of time as determined to be appropriate.

The records of students seeking to enroll in Seminole County Public Schools who are currently being recommended for expulsion or dismissal, or who have been expelled or dismissed from another public school district, a private school, or a charter school, must be reviewed by the appropriate Executive Director and the Director of Alternative Placement. The student will be assigned to the district alternative school or other alternative school program or a reentry program for a period of time as determined to be appropriate.

If a final order of expulsion has been imposed upon the student from a previous school, the appropriate Executive Director and the Director of Alternative Placement may chose to:

1. honor the expulsion or dismissal of the student from the previous school;
2. assign the student to a district alternative school;
3. assign the student to another district alternative program;

4. assign the student to a zoned school of attendance.

RE-ENTRY OF EXPELLED STUDENTS

Upon completion of a term of expulsion from Seminole County Public Schools, students shall be assigned to the district alternative school, Journeys Academy, for a minimum of one semester prior to returning to his/her zoned or assigned school of attendance.

Note: Students are subject to all of the policies, rules, and sanctions outlined in the School Board policies and the *Student Conduct and Discipline Code* while assigned to any district alternative school placement.

CORPORAL PUNISHMENT

The School Board of Seminole County, Florida prohibits the use of corporal punishment.

CITIZENSHIP STANDARDS FOR PARTICIPATION IN SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES

SECTION 1. INTRODUCTION AND PURPOSE

A. Introduction

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

It is the goal of Seminole County Public Schools to expect a higher standard of excellence from students involved in these activities. Participating students represent our schools in our neighborhoods, our communities, our state and often our nation. The standard of behavior should be one that exhibits pride, politeness, and responsibility.

Parents and students should seriously discuss the impact of the extra time, energy, and maturity required to participate in these activities, and the strict eligibility rules a student must follow to remain qualified for such activities.

B. Purpose

1. To provide minimum citizenship standards among all Seminole County Secondary Schools for continued participation in school sponsored extra-curricular activities.
2. To instill in each student a sense of responsibility to conduct himself/herself as a positive role model.
3. To encourage the growth of good citizenship among participants in school sponsored extra-curricular activities.
4. To delineate the sanctions that will be imposed for violation of this policy.

SECTION 2. APPLICABILITY

These standards apply to all students participating in School Board approved extra-curricular activities sponsored by the school. Furthermore, these standards apply 24 hours a day for the duration of an activity season. An activity season is considered to be that span of time that commences with the first group/team meeting or tryouts, and runs through any pre-season or regular season practices, competition, or activities, and concludes with any post-season or state qualifying play or culminating activity.

SECTION 3. PROCESSING REPORTS OF VIOLATIONS

Reports of alleged violations of the Citizenship Standards for Participation shall be made to the principal or his/her designee. The principal or his/her designee shall conduct an investigation to determine the validity of any allegations. If it is determined that it is reasonable to believe a violation has occurred, the student and his/her parents shall be notified of the alleged violation, of the possibility of extra-curricular sanctions, and of a right to an informal hearing where evidence may be presented.

A hearing must be requested within seven (7) calendar days of the date of the notification by the principal or his/her designee of the violations. If a hearing is requested, the principal or his/her designee shall conduct one within seven (7) calendar days of receipt of the hearing request. If no hearing is requested, or the hearing request is received after the deadline, the principal or his/her designee shall make a determination whether or not a sanction should be imposed.

Hearings shall be conducted in a manner that affords a student(s) with a full opportunity to present his/her/their version of the offense. However, these hearings are not formal legal proceedings and are not required to be conducted in accordance with the rules of procedure normally associated with formal administrative hearings or court proceedings. The decision of the principal is final and is not subject to appeal. If it is determined that a student did commit a violation of the Citizenship Standards Policy the sanctions shall be imposed immediately.

SECTION 4. SANCTIONS

A. Suspension from Participation in Events

Students found to have violated the Citizenship Standards Policy shall be suspended from participation in extra-curricular events in accordance with the sanctions outlined in the ***Summary Table of Infractions and Consequences*****.** The sanctions outlined in this policy establish the minimum disciplinary sanction a coach or sponsor shall take in responding to a violation of the Citizenship Standards Policy. Coaches and sponsors have the authority to increase the duration of suspension from participation in extra-curricular events for any violation of this policy.

Students suspended from participation shall not be permitted to participate in any event-related activities, dress out for the event, or travel to the event with the team or group. An event is defined as a game, activity, or contest. A tournament experience is considered to be a single event, even though a tournament consists of more than one game, activity, or contest.

When School Board Policy permits, and with permission of the coach or sponsor, students under suspension from participation may participate in tryouts, practices, or meetings while waiting for a sanction to be completed. However, coaches and sponsors may prohibit students from participating in tryouts, practices, or meetings when they deem such action is appropriate.

It is beyond the scope of this policy to identify every possible action on the part of a student that may be deemed as undesirable by a coach or sponsor. Therefore, coaches and sponsors may impose appropriate disciplinary consequences for acts not specifically identified in the ***Summary Table of Infractions and Consequences*****.** Furthermore, nothing in this policy shall prohibit coaches or sponsors from dismissing or removing a student from a team or group when they conclude such action is warranted.

B. Imposing Sanctions

Sanctions shall remain in effect until they are completed. This may require sanctions assigned as a consequence for a violation of the Citizenship Standards Policy be completed during an activity season that is different from the activity that was in effect when the violation occurred. When necessary, the balance of any unfulfilled sanction shall be completed in the following school year in which the student is enrolled.

Students may be given the opportunity to reduce up to one-half the number of events they are to be suspended from for **a *first time* tobacco violation** of the Citizenship Standards Policy. Students are eligible for this consideration only if they document to the principal completion of a tobacco or smoking cessation class or a tobacco education class that is approved by the Seminole County Public School Safe and Drug Free Schools Committee.

Students may be given the opportunity to reduce up to one half (1/2) the number of events they are to be suspended from for **a *first time* drug or alcohol related violation** of the Citizenship Standards Policy. Students are eligible for this consideration only if they comply with the principal's requirements for a drug/alcohol assessment from a licensed drug/alcohol counselor and they follow any recommendations made by the counselor.

Citizenship Standards for Participation
Summary Table of Infractions and Consequences

ON CAMPUS VIOLATIONS

- **LEVEL 1 - IN-SCHOOL SUSPENSION -** If a student is assigned **In-School Suspension**, then the student shall be suspended from a number of events ranging from:

  1 Event to 10 Events

- **LEVEL 2 - OUT-OF-SCHOOL SUSPENSION -** If a student is assigned **Out-of-School Suspension,** then the student shall be suspended from a number of events ranging from:

  10% of Events to all Events (minimum of 2)

- **LEVEL 3 - RETURN TO ZONED SCHOOL UNDER THE CONDITIONS OF A WAIVER and DISTRICT BEHAVIOR CONTRACT -** If a student is allowed to return to a zoned school under conditions of a **Waiver and District Behavior Contract** as an alternative to expulsion**,** then the student shall be suspended from a number of events ranging from:

  50% of Events to All Events for 1 Calendar Year

- **LEVEL 4 - ALTERNATIVE PLACEMENT UNDER THE CONDITIONS OF A WAIVER and DISTRICT BEHAVIOR CONTRACT -** If a student is allowed to attend the district alternative school or another Alternative Educational Assignment as an alternative to expulsion**,** then the student shall be suspended from a number of events ranging from:

  All Events for the Duration of Placement to All Events for the Duration of the Student's Enrollment in the Seminole County Public Schools

- **LEVEL 5 - EXPULSION -** If a student is **Expelled** from all Seminole County Public Schools, then the student shall be suspended from a number of events ranging from:

  All Events for 1 Calendar Year and/or the extent of the expulsion to All Events for the Duration of the Student's Enrollment in the Seminole County Public Schools

Citizenship Standards for Participation
Summary Table of Infractions and Consequences

OFF CAMPUS VIOLATIONS

- **LEVEL 1 - FALSE IDENTIFICATION or TOBACCO PRODUCT USE -** If a student is found to have possessed **or used False Identification**, or possessed or used **Tobacco Products**, then the student shall be suspended from a number of events ranging from:

  2 Events to All Events for 1 Calendar Year

- **LEVEL 2 - DRUG/ALCOHOL VIOLATION -** If a student is found to have possessed, used, or been under the influence of **Drugs, Alcohol, Controlled Substances, Intoxicants, Substances Capable of Modifying Mood or Behavior, or Prescription Medication** without a physician's prescription, then the student shall be suspended from a number of events ranging from:

  20% of Events to All Events for 1 Calendar Year

- **LEVEL 3 - ARREST BY LAW ENFORCEMENT -** If a student is **arrested** for committing an off campus misdemeanor or delinquent act, then the student shall be suspended from a number of events ranging from:

  0 to All Events Pending Administrative Review

- **LEVEL 4 - ARREST BY LAW ENFORCEMENT –** If a student is arrested for committing an off campus felony, then the student shall be suspended from a number of events ranging from:

  0 to All Events Pending Administrative Review

- **LEVEL 5 - FORMAL CHARGES FILED -** If a student is **formally charged** with committing an off campus felony, misdemeanor, or a delinquent act**,** then the student shall be suspended from a number of events ranging from:

  0 to All Events Pending Administrative Review

- **LEVEL 6 - CHARGES CONFIRMED** – If a student is found by a court of competent jurisdiction to have committed an off campus felony, misdemeanor, or a delinquent act, then the student shall be suspended from a number of events ranging from:

  0 to All Events Pending Administrative Review

PICTURES/VIDEOTAPING/TELEVISION BROADCASTS

The photographing, videotaping, and broadcasting of class activities, school functions and events that are common and customary practices on public school campuses must be approved by the principal. When pictures, films, or broadcasts are restricted to use by the school, and not disseminated to outside sources for publication to the general public, no prior permission is necessary for such publication. Parents or students not wanting pictures, video taping, or broadcasts of the student on campus or involved in school related activities should make their wishes known to the principal. This notification must be submitted in writing to the principal within ten (10) calendar days prior to the beginning of the school year, or submitted ten (10) calendar days from the date of enrollment of a student after the start of the school year.

SUBPOENAS FOR STUDENT RECORDS

School officials must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner.

If a student (18 years or older) or the parent(s) of a minor student object to the release of subpoenaed records, the student and/or parent must obtain an order to the contrary from a court of competent jurisdiction. After school receipt of a proper subpoena, the requested records will be produced within a reasonable time (preferably on the tenth working day following the service of the subpoena) if the student and/or parent does not provide the school with an order from a court of competent jurisdiction prohibiting the release of the requested records.

PROHIBITION OF DISCRIMINATION/HARASSMENT

The School Board forbids discrimination against any student, by any student, employee, or non-employee (volunteer) on the basis of race, color, national origin, gender, age, religion, disability, marital status, or any other basis prohibited by law.

The School Board also forbids the harassment of other persons through the use of offensive or inflammatory words, symbols, gestures, or physical conduct that belittle, demean, disparage, mock, or ridicule another person.

Procedures: Any student who believes he/she has been discriminated against or has been harassed by another student, employee, or non-employee (volunteer) may use the student grievance procedures or may complain directly to the building **principal** or the District's Educational **Equity Coordinator**. The filing of a complaint or otherwise reporting discrimination or harassment will not affect a student's status, extracurricular activities, future grades, or homework assignments.

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

In determining whether alleged conduct constitutes sexual/racial harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual/racial harassment.

Disciplinary Action: a substantiated charge of discrimination or harassment on the part of a student shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the ***Student Conduct and Discipline Code***.

STUDENT GRIEVANCE PROCEDURE (DISCRIMINATION)

The student grievance procedure is **solely limited** to the questions and concerns that arise from Title IX of the Education Amendments Act, that prohibits sex discrimination in education or the Florida Equity Act, which prohibits discrimination in public education on the basis of race, national origin, sex, disability, or marital status of a student.

Note:	The student grievance procedure does not apply to the appeal of school disciplinary actions; unless the student asserts that the disciplinary sanctions are the result of discrimination, as defined by Title IX or the Florida Equity Act.

The following steps shall be followed if a student feels that he/she has experienced discrimination at school:

Level I: If the student believes that he/she has been discriminated against, he/she may file a written complaint with his/her school counselor or the District Equity Coordinator. The school counselor or the District Equity Coordinator will schedule a conference. The conference must be held within five (5) school days of the date of filing.

Level II: If a student is not satisfied with the resolution made at Level I, he/she may appeal in writing to the appropriate building level administrator (such as an assistant principal or dean) for an informal conference and discussion of the grievance.

Level III: If a student is not satisfied with the resolution made at Level II, he/she may appeal to the building principal in writing for an informal conference and discussion of the grievance.

Level IV: If a student is not satisfied with the resolution made at Level III and the grievance was filed due to alleged discrimination on the basis of race, color, national origin, gender, disability, marital status, age, religion, or any other basis prohibited by law, he/she may appeal to the District's Educational Equity Coordinator by following the Educational Equity Complaint/Grievance Procedure. Such complaints should be filed with:

Educational Equity Coordinator
Seminole County Public Schools
400 East Lake Mary Blvd.
Sanford, FL 32773-7127

LEGAL NOTICES

LEGAL NOTICES

1. Illegal use, possession, or sale of controlled substances, as defined in chapter 893, by any student while the student is upon school property or in attendance at a school function is grounds for disciplinary action by the school and may result in criminal penalties being imposed.
2. Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function. **Note: Possession and use of wireless communications devices includes but not necessarily limited to: cell phone, electronic telephone pager, personal digital assistant [PDA] when used for wireless communication of any type, and like devices.**
3. The possession of a firearm or weapon as defined in chapter 790, Florida Statutes, by any student while the student is on school property or in attendance at a school function is grounds for disciplinary action and may result in criminal prosecution.
4. Violence against any district school board personnel by a student is grounds for out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.
5. Violation of district transportation policies, including disruptive behavior on a school bus by a student is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.
6. Violation of the district school board's sexual harassment policy by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.
7. Any student who is determined to have brought a firearm or weapon, as defined in Florida Statutes Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, shall be recommended for expulsion, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred to the criminal justice of juvenile justice system. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to an alternative school or program or second chance school.
8. Any student who is determined to have made a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be recommended for expulsion, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to an alternative school or program or second chance school.
9. Students are entitled to a review of suspensions, administrative assignments, and assignments made by a hearing officer in lieu of suspension, according to the procedures set forth in the Discipline Procedures Manual.

STATUTORY NOTICE

A student may possess a wireless communications device, including but not limited to a cell phone, electronic telephone pager, personal digital assistant (PDA), when used for wireless communication of any type, or a like device, while the student is on a school campus or while being transported by a school bus, but it may not be visible or create a disruption.

A wireless communications device, including but not limited to a cell phone, electronic telephone pager, personal digital assistant (PDA) when used for wireless communication of any type, or a like device, shall not be used while the student is on a school campus during the instructional day or while being transported by a school bus. The term "on campus during the instructional day" shall include participation in a field trip or other instructional activity that may take place off campus. The term "transportation by a school bus" shall include transportation for a field trip or other instructional activity, either by a district school bus or a commercial carrier.

Notice is hereby given that use of a wireless communications device includes the possibility of the imposition of disciplinary action by the School Board or criminal penalties if the device is used in a criminal act.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):-
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of-**
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect**, upon request and before administration or use
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

SCPS will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. SCPS will directly notify parents of these policies at least annually, at the start of each school year, and after any substantive changes. SCPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. SCPS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by ED;
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, and § 1002.22, Florida Statutes, require that the School Board of Seminole County and its constituent administrative departments and schools [SCPS], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. SCPS may, however, disclose appropriately designated "directory information" without written consent, unless you have advised your child's principal to the contrary in accordance with District procedures. The primary purpose of directory information is to allow SCPS to include this type of information from your child's education records in certain school publications. Components of directory information are routinely published in:

- A playbill, showing your student's role in a drama production;
- A school's yearbook or similar publication;
- Honor roll or other recognition lists;
- Graduation programs;
- School newspapers;
- School newsletters;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, will not be disclosed to outside organizations without a parent's prior written consent, except for companies that contract for school photographs, graduation invitations and related materials, and that manufacture class rings or publish yearbooks. Directory information will be released to local, state, and federal law enforcement agencies, for official business only. In addition, two federal laws require the SCPS that receives assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings of middle and high school students (secondary students) – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [1]

If you do not want SCPS to disclose directory information from your child's education records without your prior written consent, you must notify your child's principal in writing by September 3, 2012. SCPS has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, whole or in part, may not be used for this purpose)**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Honors and awards received**
- **Grade level**
- **Date of Birth**
- **Current or most recent school of attendance**

Note: Opt out, however, does not apply to prevent SCPS disclosing or requiring the disclosure of a student's name, identifier, or institutional email address in a class in which the student is enrolled (Crooms AOIT) or to prevent the student from wearing or displaying a school or school board issued student ID card that exhibits information that may constitute directory information.

[1] These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Notification of Rights under FERPA and § 1002.22, Fla. Stat. for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal, or appropriate school official, a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks, or an authorized representative of a state federal agency conducting an audit or enforcement activity in conjunction with any federal or state program.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district and/or an institution of postsecondary education in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

RELEASE OF DIRECTORY INFORMATION
The School Board of Seminole County, Florida

The School Board of Seminole County, Florida may release the following "directory information" without your permission unless you notify the principal in writing by **September 10, 2015**. Upon request, military recruiters will be provided with your child's name, address, and telephone listing unless you advise your child's school not to release their information to any military recruiter.

Directory Information is defined as: student's name; address; telephone number; current or most recent school attended; date of birth; weight and height of members of athletic teams; honors and awards received; participation in officially recognized activities and sports; grade level; and student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc., (a student's SSN, whole or in part, may not be used for this purpose)..

Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the release of the directory information listed above. If you decide you do not want the school to release the information listed above, any future requests for the "directory information" will be refused. Please indicate here your request to withhold the items listed above. You may request that directory information not be released except for having your child's name and photograph appear in the school yearbook.

☐ I do not want my child's directory information released, including but not limited to any military recruiter.

☐ I do not want my child's directory information released to higher education: colleges and universities

☐ I do not want my child's directory information released to the public for media articles about students and schools, television stories about students and schools.

☐ I do not want my child's directory information released except for the following purposes:

- ☐ school yearbook (Local)
- ☐ school website (Local/District)
- ☐ school newsletter and newspapers (Local/District)
- ☐ school newscasts (Local)
- ☐ newspaper articles about students and schools (Local/District)
- ☐ television stories about students and schools (Local/District)

Parent Name: _____ Parent Signature: _____

Student Name: _____ Student I.D. #: _____

School Name: _____ Grade: _____ Date: _____

If this form is not received by the school principal or information changed in Family Access by **September 10, 2015**, it will be assumed that the above information may be released. Please note that, notwithstanding the completion and submission of this document or information changed in Family Access, directory information may be released to local, state, and federal law enforcement agencies to the extent disclosure is permissible by the Family Educational Rights and Privacy Act.

NOTES

Seminole County Public Schools, Florida
DISCIPLINE REFERRAL

STUDENT NAME: _____ **SCHOOL NAME/#:** _____ **GRADE:** _____

OFFICE USE ONLY

OFFENSE #: _____ **STUDENT #:** _____ **ESE:** _____

TEACHER/STAFF

REFERRED BY: _____ LOCATION: _____ BUS #: _____

REFERRAL DATE: _____ OFFENSE DATE: _____ TIME: _____ PERIOD: ___

DESCRIPTION: _____
_____

TEACHER/STAFF ACTION (Prior to current referral)

___Conference w/Student ___Parent Contact (Date: __/__/__) (Date: ___/___/___) ___ Parent Conference (Date: __/__/___)

___ Referral to Guidance ___Class Detention (Date: ___/___/___) (Date: ___/___/___) Referred to MTSS Team (Date: ___/___/__)

Other: _____

ADMINISTRATIVE USE ONLY

INFRACTION: _____
Name of Infraction

MTSS (Multi-Tiered system of Support) Check the one that most applies
Get/Obtain: __ Attention __ Tangible __ Sensory

Escape/Avoid: __ Attention __ Tangible __ Sensory

PARENT CONTACT
___ Parent Notification: ___Personal Contact ___Phone Message ___Written Communication

Parent/Guardian Name: _____ Phone (H/W/C): _____

Notes: _____

ADMINISTRATIVE ACTION

___Alternative Educational Assignment
___Banned from specified school function: _____
___Behavioral Contract (Intervention)
___Bus Expulsion
___Bus Probation
___Bus Suspension
___Confiscation
___Detention
___Formal Referral to Law Enforcement
___Guidance Referral (Intervention)
___In-School Suspension
___Out-of-School Suspension
___Parent Conference (Intervention)
___Parking Revoked
___Expulsion with services recommended
___Expulsion without services recommended
___Restitution
___Sat. School
___Temp. Class Placement
___Verbal Reprimand
___Wed. School
___Work Detail
___ Student Conference (Intervention)

Number of Days: _____ Beginning Date: _____ Ending Date: _____ Return Date: _____

ESE STUDENT: If the student has received more than ten cumulative days of suspension during the current school year a Manifestation meeting is required within ten school days, and *a copy of the IDEA Procedural Safeguards must be attached to this form*

____ Please check, if a Manifestation meeting is required for this student.

HONOR CODE VIOLATION: ___1st Offense ___2nd Offense ___3rd Offense

CITIZENSHIP STANDARDS FOR PARTICIPATION
___On Campus Violation Level: _____ Sport/Activity: _____
___Off Campus Violation Level: _____ #Events to be Missed: _____

Parent Signature: _____ **Student Signature:** _____

Administrator Signature: _____ **Date:** _____
White Copy – School **Yellow Copy – Teacher/Staff** **Pink Copy – Student/Parent** **Gold - Other**
(Rev 6/25/13)

Seminole County Public Schools, Florida
SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORTING (SESIR) DISCIPLINE REFERRAL
Florida Department of Education

STUDENT NAME: _____ SCHOOL NAME/#: _____ GRADE: _____

OFFICE USE ONLY

OFFENSE #: _____ STUDENT #: _____ ESE: _____

ADMINISTRATIVE USE ONLY

REFERRED BY: _____ LOCATION: _____ BUS #: _____

REFERRAL DATE: _____ OFFENSE DATE: _____ TIME: _____ PERIOD: _____

DESCRIPTION: _____
_____

School Environmental Safety Incident Report (SESIR) must be reported to law enforcement:

__ Alcohol
__ Arson
__ Battery
__ Breaking and Entering/Burglary
__ Disruption on Campus/Major
__ Drug Sale/Dist Exc. Alcohol
__ Drug Use/Possess Exc. Alcohol
__Hazing
__ Homicide
__ Kidnapping
__ Other Major Crimes
__ Physical Attack
__ Robbery
__ Larceny/Theft
__ Sexual Assault
__ Sexual Battery
__ Sexual Offenses (Other)
__ Threat/Intimidation
__ Trespassing
__ Vandalism
__ Weapon

May not need to report to Law Enforcement:

__ Bullying
__Harassment
__ Fighting
__ Sexual Harassment
__ Tobacco

RELATED ELEMENTS *(Please check all that apply to SESIR Offenses)*

__ Alcohol __ Bullying __ Gang __ Hate Crime __ Injury: __(A) More Serious __(B) Less Serious
__ Drugs: __ M - Marijuana/Hashish __ N – Non-Controlled Substance used as Drugs __ O – Other Illicit Drugs
__ Weapon: __ Other (Describe) _____ __ Knife
__ Firearm: __ Handgun __ Rifle/Shotgun __ Unknown
__ # of Weapons: _____ Student in possession of weapon(s): __ Yes __ No

VICTIM(S) – For any offense highlighted above or any offense that is bullying related complete the following:

Basis for Bullying or Harassment: (check any that apply) __ Race __ Sex __ Disability

SCHOOL-RELATED ARREST(S) – For any student arrested for an activity on school grounds, during off-campus school activities, on school transportation, or for arrests due to a referral by any school official, complete the following:
Name(s) of Arrested Person(s)
_____ _____ _____

Parent Contact

__ Parent Notification: **__ Personal Contact** **__ Phone Message** **__ Written Communication**

Name of Parent/Guardian: _____ **Phone (H/W/C):** _____

Notes: _____

ADMINISTRATIVE ACTION

__ Alternative Placement
__ Expulsion with services recommended
__ Expulsion without services recommended
__ In-School Suspension
__ Out –Of-School Suspension

Number of Days: _____ Beginning Date: _____ Ending Date: _____ Return Date: _____

ESE STUDENT: *If the student has received more than ten cumulative days of suspension during the current school year a manifestation meeting is required within ten school days, and a copy of the IDEA Procedural Safeguards must be attached to this form.*

____ Please check, if a Manifestation meeting is required for this student.

DESCRIPTION: _____

Parent Signature: _____ Principal Signature: _____

SCPS 835DOE (Rev. 7/10/14) FL
White Copy – School Yellow Copy – Teacher/Staff Pink Copy – Student/Parent Gold – Other ESE Student – Copy to SRS

MATRIX OF INFRACTIONS AND CONSEQUENCES FOR SESIR VIOLATIONS

The following infractions **MUST** be placed on the **SCPS 835DOE SESIR** Discipline form. The minimum allowable consequence for a SESIR infraction is In-School Suspension. As with non-SESIR infractions, the principal or the principal's designee may assign consequences for a SESIR infraction in addition to or in excess of In-School Suspension based on factors such as the nature of the infraction, the student's past disciplinary record, the student's attitude, the student's age and grade level, and the severity of the problem as it exists in that particular school.

Mandatory Consequences are indicated by (M) and Optional Consequences are indicated by (O).

INFRACTIONS	**In-School Suspension**	**Out-of-School Suspension**	**Administrative Assignment**	**Recommended for Expulsion**	**Referred to Law Enforcement**
(ALC) Alcohol/Possession, Use, Distribution (**S**)		M	O	O	M
(ARS) Arson (**S**)		M		M	M
(BAT) Battery (**S**)		M		M	M
(BRK) Breaking & Entering/Burglary (**S**)		M		M	M
(BUL) Bullying (**S**)	O	O	O	O	O
(DOC) Disrupting Campus/False Alarm (**S**)		M	O	O	O
(DRD) Drug Sale/Distribution (**S**)		M		M	M
(DRU) Drug Use/Possession (**S**)		M	O	O	M
(FIT) Fighting (**S**)	O	O	O	O	O
(HAR) Harassment (**S**)	O	O	O	O	O
(HAZ) Hazing (**S**)	O	O	O	O	M
(STL) Larceny/Theft (**S**) **$300 AND OVER SESIR**	O	O	O	O	M
(OMC) Other Major Crimes (**S**)		M		M	M
(PHA) Physical Attack (**S**)		M	O	M	M
(ROB) Robbery (**S**)		M		M	M
(SXA) Sexual Assault (**S**)		M		M	M
(SXB) Sexual Battery (**S**)		M		M	M
(SXH) Sexual Harassment (**S**)	O	O	O	O	O
(SXO) Sexual Offenses (**S**)		M	O	O	M
(TRE) Threat/Intimidation (**S**)	O	O	O	O	M
(TBC) Tobacco Products Violation (**S**) UNDER 18 SESIR	O	O	O	O	O
(TRS) Trespassing (**S**)	O	O	O	O	M
(VAN) Vandalism (**S**) $1000 AND OVER SESIR		M	O	O	M
(WPO) Weapons Violation/Possession (**S**)		M		M	M

NOTE: All unsubstantiated bullying (UBL) and unsubstantiated harassment (UHR) reports **MUST** be reported to SESIR. In Skyward, please use the Unknown Perpetrator choice and code the report as either UBL or UHR. These do not generate a discipline referral and are not attached to a student but do generate an offense number.

MATRIX OF INFRACTIONS AND CONSEQUENCES

The ***Matrix of Infractions and Consequences*** specifically identifies prohibited student conduct and lists the range of consequences that may be imposed for each infraction. When assigning a consequence, or a combination of consequences for misconduct, the principal or the principal's designee shall give consideration to factors such as **the nature of the infraction**, the student's **past disciplinary record**, the student's **attitude**, the student's **age and grade level**, and the **severity of the problem** as it exists in that particular school.

Note: SED center schools have the option of modifying consequences for inappropriate behavior considered to be an infraction of the ***Student Discipline and Conduct Code***. The principal, in consultation with the Director of ESSS or designee, shall determine the appropriate consequence to assign for an infraction.

Matrix of Infractions and Consequences

Mandatory Consequences are indicated by (M) and Optional Consequences are indicated by (O).

INFRACTIONS	Verbal Reprimand	Time Out	Confiscation	Restitution	Parking Decal Revoked	Vehicle Towed at Owner's Expense	Bus Probation	Bus Suspension	Bus Expulsion	Work Detail	Detention	District Behavior Contract	Banned From Specified School Function	Saturday School	In-School Suspension	Out-of-School Suspension	Administrative Assignment	Recommended for Expulsion	Referred to Law Enforcement
Aggression		O			O		O	O			O	O	O	O	O	O	O	O	O
Cheating/Honor Code Violation	SEE HONOR CODE																		
Classroom Disruption	O									O	O	O	O	O	O	O	O		
Confrontation	O	O					O	O	O	O	O	O	O	O	O	O	O		
Contraband			M		O		O	O	O	O	O	O	O	O	O	O	O	O	O
Destruction of Property (Under $1,000)				O	O		O	O	O	O	O	O	O	O	O	O	O	O	O
Disrespect	O	O					O	O		O	O	O	O	O	O	O	O		
Dress Code Violation	O		O							O	O	O	O	O	O				
Electronic Device Misuse			O							O	O	O	O	O	O	O	O	O	O
Failure Report to Det./Sat. Sch.					O						O		O	O	O	O	O		
False Accusation Against Staff												O	O		O	O	O	O	O
Gang-Related Activity					O							O	**O**		O	O	O	O	M
Hate Crime													O			M		M	M
Horseplay	O	O					O	O	O	O	O	O	O	O	O	O			O
Illegal Organization Violation												O	O		O	O	O	O	M
Inappropriate or Obscene Act	O	O	M				O	O	O	O	O	O	O	O	O	O	O	O	O
Inattentive Behavior	O									O	O	O	O	O					
Insubordination		O					O	O	O	O	O	O	O	O	O	O			O
Lying/Misrepresentation	O	O					O	O	O	O	O	O	O	O	O	O			O
Medication Policy Violation	O		M							O	O	O	O	O	O	O	O		
Off-Campus Felony					O			O	O			O	O			O	O	O	O
Open Defiance								O	O			O	O		O	O	O	O	
Repeated Misconduct					O		O	O	O	O	O	O	O	O	O	O	O	O	
Sexting													O	O	O	O	O	O	M
Skipping Class					O					O	O	O	O	O	O				
Skipping School					O					O	O	O	O	O	O				O

INFRACTIONS	Verbal Reprimand	Time Out	Confiscation	Restitution	Parking Decal Revoked	Vehicle Towed at Owner's Expense	Bus Probation	Bus Suspension	Bus Expulsion	Work Detail	Detention	District Behavior Contract	Banned From Specified School Functions	Saturday School	In-School Suspension	Out-of-School Suspension	Administrative Assignment	Recommended for Expulsion	Referred to Law Enforcement
Tardiness					O					O	O	O	O	O	O				
Teasing (unwanted)	O	O						O		O	O	O	O	O	O	O			
Theft/Larceny (under $300)		O	M	M				O	O	O	O	O	O	O	O	O	O	O	O
Unauthorized Area	O	O								O	O	O	O	O	O	O	O	O	O
Unauthorized Assembly										O	O		O	O	O	O	O	O	O
Unauthorized Items	O	O	O				O	O	O	O	O		O	O	O	O	O		
Unauthorized Publication			O							O	O	O	O	O	O	O	O	O	O
Unsafe Act		O			O		O	O	O	O	O	O	O	O	O	O	O	O	O
Vehicle/Parking Violation	O				O	O				O	O		O	O	O	O			O