

SEMINOLE COUNTY PUBLIC SCHOOLS

**Discipline Procedures Manual
2021-2022**

The School Board of Seminole County

Karen Almond
Tina Calderone, Ed. D.
Kristine Kraus
Amy Pennock
Abby Sanchez



Serita D. Beamon
Superintendent

School Board Approved on 7/27/2021

TABLE OF CONTENTS

Introduction	1
Implementation of the Student Conduct and Discipline Code	1
Suspension (Out-of-School Suspension)	
In-School Suspension	
Expulsion	
Administrative Assignment	
School Environmental Safety Incident Reporting (SESIR)	2
The Matrix	3
Notification Procedures	3
Initial Notification of the District Office	
Determination of the Preliminary Expulsion Recommendation	
Principal/Parent/Student Meeting	
Confirmation of Recommendation to District Office and Journeys Academy	
Submission of Appropriate Packet to District Office	
Superintendent's Recommendation for Expulsion	
School Board Acts on Superintendent's Recommendation	
Notification of Official School Board Action	
Administrative Assignment/Expulsion Options	6
Option A - Expulsion	
Option B – Administrative Assignment to District Alternative Programs at Journeys Academy or Eugene Gregory Memorial Youth Academy	
Option C – Return to SCPS School	
Discipline Hearing Agendas	6
Preliminary or Informal Hearing	
Formal Agenda	
Out Of School Suspension or Assignment to Journeys Academy	7
Timelines for Submission of Documentation	7
Action Agenda	
Supporting Evidence	
Discipline Hearings	8
Processing of Expulsion	8

Processing of Administrative Assignment	11
Journeys Academy's ePathways/Virtual Option	12
Seminole County Elementary Alternative Program	13
District Alternative Programs	14
Journeys Academy Requirements	
Transportation	
Return to Zone School	
Re-entry of Students who attend a Public or Private School	
Student Recommended for Expulsion from Journeys Academy	
Zero Tolerance Offense at Site of Alternative Assignment	
Eugene Gregory Memorial Youth Academy	16
Students Suspended for an Off-Campus Felony	
Students Expelled for an Off-Campus Felony	
Students Subject to Expulsion from Journeys Academy	
Students Who Complete a Level Program of Juvenile Incarceration	
Non-adjudicated 16 and 17 year-old Students	
Previously Administratively Assigned Students	
Students Who Commit a SESIR Infraction	
Off-Campus Felony	17
Procedures for Processing Off-Campus Felony	
Violation of District Behavior Contract	21
Procedures for Processing Violation of Behavior Contract	
Early Re-entry by Expelled Students	21
Re-entry of Expelled Students	22
Enrollment of Students Expelled/Dismissed From Other District/Private Schools	22
Processing Administrative Educational Assignments/Expulsion Recommendation for Students with Disabilities	23
File Review Key Terms	24
Special Issues	24
Repetitive Expulsions	
Prior Attendance at Journeys Academy	
Zero Tolerance	

Final Review of Packet	25
Use of Current Forms	
Get Required Signatures	
Use Forms in Native Language	
Screen for Subjective Comments on Observation and Referral Form	
Witness Statements Sworn/Notarized	
Possible 504/ESE Placement	
Withdrawal Procedures for Students Recommended for Expulsion/Administrative Assignment	27
Required Documentation/Forms for Expulsion Procession	29
<u>Option A</u>	30
Documentation	
<u>Option B – Contested</u>	32
Documentation	
<u>Option B – Uncontested</u>	34
Documentation	
<u>Option C – Enrollment in an Out-of-Zone School</u>	36
Documentation	
<u>Option C – Enrollment in Zoned School</u>	38
Documentation	
Forms for Preparing a Discipline Packet	39
SCPS Sample Forms	40
Notice of Assignment to Journeys Academy	
SCPS Form 535(e)	
SCPS Form 535(s)	
SCPS Form 535(e) – ESSS	
SCPS Form 535(s) – ESSS	
SCPS Form 835D	
SCPS Form 835DOE	
SCPS Form 955(e)	
SCPS Form 955(s)	
SCPS Form 954(e)	
SCPS Form 954(s)	
SCPS Form 472(e)	
SCPS Form 472(s)	
SCPS Form 1341(e)	
SCPS Form 1341(s)	
SCPS Form 1358 (e)	
SCPS Form 1358(s)	
SCPS Form 1483(e)	
District Behavior Contract	
District Behavior Contract Elementary Education	
District Re-Entry Behavior Contract	
Trespass Warning	
Appendices A-E	68
Sample Letters	

INTRODUCTION

The procedures outlined in this manual have been adopted for the purpose of directing the processing of recommendations for student expulsion and the administrative assignment of students. These procedures represent a fundamental change in the manner in which student expulsions and administrative assignments are processed and acted upon by school administrators, district administrators, and the School Board. This manual is provided to schools, district level disciplinary personnel, the School Board, students, parents, and others to assist in the explanation of and clarification of the processes to be followed in various student discipline matters.

Everyone involved in the processing of student discipline matters must have a common understanding of what is required for proper processing of each disciplinary action.

It is important to keep in mind the legal implications and the professional impressions associated with the quality of the paperwork submitted in conjunction with each disciplinary matter. Thorough completion of all forms, including accuracy in detail and timeliness of submission is crucial to ensuring this process proceeds as proficiently and expeditiously as possible. It is imperative that all paperwork submitted be neat and legible. Members of the School Board, the Superintendent, the Executive Directors of Elementary and Secondary Education and the Director of Alternative Programs will closely review statements written by students, teachers, parents, and administrators for both substance and clarity. Students, parents, attorneys, hearing officers, investigators from the Office of Civil Rights, other government agencies, and judges at both the state and federal level may also examine the documents.

FAILURE TO COMPLY WITH APPLICABLE LAW, REGULATIONS, OR POLICY MAY SUBJECT THE SCHOOL BOARD TO ADVERSE LEGAL CONSEQUENCES.

NOTE: The term “Principal” as used in this document includes the Principal’s designee including the Assistant Principal(s) and/or Dean(s) that work under the supervision of the Principal. The term “Superintendent” includes the appropriate executive director, and the Director of Alternative Programs.

IMPLEMENTATION OF THE STUDENT CONDUCT AND DISCIPLINE CODE

The statement of the infraction or infractions and the range of penalties stated in the Matrix found in the *Student Conduct and Discipline Code* define the nature of the process

involved in any given disciplinary matter. The various disciplinary actions are defined below.

Suspension (Out-of-School Suspension):

The short term removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed ten (10) school days and remanding of the student to the custody of the student's parent with specific homework assignments for the student to complete.

In-school suspension:

The short term removal from a student's regular scheduled classes and placement in an on-site in-school-suspension classroom under the supervision of a school board employee, for a period of time determined by the principal, not to exceed ten (10) days.

Expulsion:

The removal of the right and obligation of a student to attend a public school under conditions set by the district School Board. The period of time is not to exceed the remainder of the term or school year and one additional year of attendance. An expulsion may be imposed with or without continuing educational services and shall be reported accordingly.

Administrative Assignment:

The assignment of a student to an alternative placement program by a student's principal. The assignment may not exceed the maximum period of time that a student may be expelled (i.e., that is the current school year, any intervening summer school, and the following school year).

School Environmental Safety Incident Reporting (SESIR):

The School Environmental Safety Incident Reporting (SESIR) System collects data on specific incidents of crime, violence, and disruptive behaviors. These incidents occur on school grounds, at off-campus, school-sponsored events, on school transportation, or off campus where the incident is accomplished through electronic means, if the incident substantially disrupts the educational process or orderly operation of a school. SESIR incidents occur 24 hours a day, 365 days per year. School districts are required to provide data relating to SESIR incidents to the Department of Education. SESIR incidents relate to:

Aggravated Battery	Kidnapping	Sexual Offences – Other
Alcohol	Hazing	Threat/Intimidation
Arson	Homicide	Tobacco
Burglary	Larceny/Theft (\$750.00)	Trespassing
Bullying	Other Major Incidents	Vandalism (\$1,000)
Disruption on Campus-Major	Physical Attack (Battery)	Weapons Possession
Drug Sale or Distribution	Robbery	
Drug Use or Possession	Sexual Assault	
Fighting	Sexual Battery (Rape)	
Harassment	Sexual Harassment	

SESIR incidents must be reported regardless of whether:

1. The incident was carried out by a student, a person other than a student, school personnel, or where the person who carried out the incident is unknown;
2. The victim of the incident is a student, a person other than a student, school personnel or where the victim is unknown;
3. The incident occurred when school was in session or not. SESIR incidents occur 365 days a year at any time of the day or night; or
4. Disciplinary action is taken by the school district and regardless of whether law enforcement action is taken.

The Matrix

The function of the Matrix (which is found in the *Student Conduct and Discipline Code*) is to designate the penalty or penalties that may be imposed for a specific disciplinary infraction (See the *Student Conduct and Discipline Code* definition, explanation and use of M and O in relation to the Matrix).

When the Matrix reflects the symbol “M” in the Recommended for Expulsion column, the principal **must** refer the infraction to the School Board for expulsion (i.e., must complete an “A” packet). When the Matrix reflects the symbol “O” in the Recommended for Expulsion column, the principal has the discretion to recommend expulsion or some lesser penalty.

When the Matrix reflects the symbol “M” in the Administrative Assignment column, the principal **must** administratively assign the student to Journeys Academy (i.e., must complete a “B” packet). When the Matrix reflects the symbol “O” in the Administrative Assignment column, the principal may administratively assign the student to Journeys Academy or Eugene Gregory Memorial Youth Academy.

NOTE: Suspension and in-school suspension are exempt from §§ 120.569 and 120.57, Fla. Stat., and are not subject to appeal to the School Board. However, the appropriate executive director shall review the suspension at the request of a student’s parent or the request of an adult student.

NOTIFICATION PROCEDURES

The following procedures are to be followed in the processing of any recommendation for expulsion or alternative assignment:

1. **Initial Notification of the District Office:** Telephone notification to the Director of Alternative Programs or Designee (ext. 0167) is to occur immediately after it has been determined that a student has committed a serious infraction in relation to the *Student Conduct and Discipline Code*.

The school administrator in charge of the case shall provide the following information:

- Student's Name
- Student's Grade
- Date of Incident
- Name of School
- Name of the Administrator Handling the Case
- Notification of Law Enforcement
- ESE or 504 status
- Participation in Extracurricular Activities
- Previous Expulsion Record
- Prior Discipline Alternative Assignment
- Student's Offense
- How Offense was Discovered
- Length of Suspension
- Discipline History
- Preliminary Recommendation
- Recommended Length of Expulsion
- Target Date for Expulsion Hearing
- Informal/Preliminary Hearing Agenda
- Review of Assignment Hearing Agenda
- Additional Comments
- Student's Current Academic Transcript

NOTE: If a weapon or contraband is involved in the incident, the principal is to fax (407-320-0585) immediately or hand-deliver a picture or photocopy of the weapon or contraband to the Director of Alternative Programs or Designee.

2. **Determination of the Preliminary Consequence Recommendation:** The principal shall consult with the appropriate Executive Director regarding a proposed recommendation for expulsion, administrative assignment or District Behavior Contract.

3. **Principal's Meeting with the Student/Parent:** The principal shall meet with the student/parent to notify them of:
 - charge(s) against the student and to explain the evidence in support of the charge(s);
 - instructions to the student and parent whether the recommendation will be for expulsion or whether the principal will impose an administrative assignment for the violation;
 - the review process for the procedure applicable to the particular disciplinary matter.

NOTE: The student and parent shall be provided with the appropriate documents advising them of the charge(s), and location of the preliminary/informal hearing, the start and end date of any suspension, and instructions to report to Journeys Academy pending the completion of any expulsion proceedings that are scheduled subsequent to the end date of the suspension.

4. **Confirmation of Recommendation to District Office and Journeys Academy:** The principal shall notify the Director of Alternative Programs or Designee immediately after he/she has met with the student/parent to inform the Director of Alternative Programs or Designee whether the recommendation requires placement on the Informal/Preliminary Hearing Agenda.

The Principal shall also notify Journeys Academy by e-mail the name of the student, the infraction(s), assignment period, ESE status and start date of the student.

NOTE: Confirmation of documentation that is to be submitted to the Director of Alternative Programs or Designee shall also be made at this time.

5. **Submission of Appropriate Packet to the District Office:** The appropriate discipline packet is to be completed and promptly submitted to the Director of Alternative Programs or Designee for further processing by that office.

NOTE: The **timeliness** of submission of **Option A** documentation is especially **critical**. These expulsion packets are due to the Director of Alternative Programs or Designee within 72 hours of the incident.

6. **Superintendent's Recommendation for Expulsion:** The Superintendent has the authority to make an official recommendation for expulsion. The Superintendent shall give consideration to the recommendation of the principal, but is not bound by the principal's recommendation and may reject or amend the recommendation as deemed appropriate.
7. **School Board Acts on the Superintendent's Recommendation:** The School Board has sole legal authority to expel a student. The School Board may accept, reject, or request an amendment to the Superintendent's recommendation as deemed appropriate.

A recommendation for expulsion is not final or binding until acted upon by the School Board at a regular or special meeting of the School Board.

8. **Notification of Official School Board Action:** The Director of Alternative Programs or Designee will communicate the School Board's official disposition to parents, the student's zoned school, and the district alternative program (if appropriate). Written notification will be forwarded to the appropriate parties within 48 hours of the School Board's action.

ADMINISTRATIVE ASSIGNMENT/EXPULSION OPTIONS

OPTION A - EXPULSION

OPTION B - ADMINISTRATIVE ASSIGNMENT TO DISTRICT ALTERNATIVE PROGRAM AT JOURNEYS ACADEMY (ELEMENTARY AND SECONDARY) OR EUGENE GREGORY MEMORIAL YOUTH ACADEMY

OPTION C - RETURN TO SCPS SCHOOL (EXCLUDING DISTRICT ALTERNATIVE PROGRAMS) UNDER THE TERMS OF THE DISTRICT BEHAVIOR CONTRACT

DISCIPLINE HEARING AGENDAS

1. **PRELIMINARY OR INFORMAL HEARING AGENDA:** A preliminary or informal hearing is a legal proceeding conducted by a School Board member sitting as an administrative hearing officer by designation. Unless a student who is facing a recommendation for expulsion requests a formal hearing pursuant to the provisions of § 120.57(1), Fla. Stat., the matter will be conducted as an informal hearing pursuant to the provisions of § 120.57(2), Fla. Stat. At the informal hearing, the recommendation of the hearing officer will be based on the expulsion packet and any input received from the student, the student's parents or other representatives, including legal counsel, and presentations on behalf of the school and Superintendent.

The informal hearing for students who have received an administrative assignment is the opportunity to have the designated hearing officer review the administrative assignment. The hearing officer may confirm or modify an administrative assignment. The hearing officer's determination regarding the administrative assignment is final and is not subject to further consideration.

2. **FORMAL AGENDA:** A student facing an expulsion is entitled to a formal hearing pursuant to § 120.57(1), Fla. Stat., if the student disputes the facts upon which the charge is based. A formal hearing pursuant to § 120.57(1), Fla. Stat is a hearing that is conducted by a designated School Board member sitting as an administrative hearing officer. The hearing officer is represented by special counsel. The recommendation for expulsion is prosecuted by the District Legal Services Department. Testimony is taken under oath, evidence is received under the provisions of the Florida Evidence Code, the hearing is recorded by a court reporter, and the result is a recommended order that requires entry by the School Board in the manner prescribed by law. A formal hearing is conducted in accordance with the Uniform Rules of Procedure for administrative hearings. See Chapter 28-106, *Florida Administrative Code*.

OUT-OF-SCHOOL SUSPENSION OR ASSIGNMENT TO JOURNEYS ACADEMY BY THE SUPERINTENDENT PENDING DISCIPLINARY PROCEEDINGS

1. A student recommended for expulsion may be initially suspended for ten (10) days. Following the completion of the suspension, the student will be assigned by the Superintendent to Journeys Academy until the completion of the expulsion proceeding by the entry of a final order by the School Board.

<p>NOTE: Pre-expulsion suspension of a student with a disability must comply with Rule 6A-6.03312, F.A.C.</p>
--

2. An administrative assignment is effective immediately following the completion of any out-of-school suspension from the student's zoned school.

TIMELINES FOR SUBMISSION OF DOCUMENTS

This section outlines the timelines and due dates for submission of forms and documents to the Director of Alternative Programs or Designee for the processing of a recommendation for expulsion or an administrative assignment. It is imperative that these materials be processed in a timely manner. The original charging documents are to be forwarded to the Director of Alternative Programs or Designee on the same day that copies are provided to the parents.

The forms and documents that are used to process a recommendation for expulsion or an administrative assignment are classified into two (2) groups:

- A. Forms that provide notice of the charge(s) against a student and state the basis for a particular recommendation.
- B. Documents that provide evidence that substantiate the administrative assignment or recommendation for expulsion.

Action Agenda: It is critical that the timelines for the distribution of forms and documents to the student/parent and the subsequent submission of the materials to the Director of Alternative Programs or Designee occur without delay.

- A. **Notice of Charges:** Copies of the following forms are to be provided to the student/parent at the "Meeting of Notification":
 - (1) Student Information and Summary (Form 535 - rev. 6/24/20)
 - (2) Administrator's Incident Summary (Form 955 - rev. 8/23/11)
 - (3) Student Discipline Referral (Form 835 - rev. 6/24/20)
 - (4) Discipline Notification (Form 1358 – rev.6/25/20)
 - (5) School Expulsion/Administrative Assignment Hearing (Form 1341(e) rev. 6/25/20)

<p>NOTE: When a charge involves a weapon or contraband, it is imperative that school personnel photograph the weapon or contraband for the packet.</p>

- B. **Supporting Evidence**: The student and parent(s) will receive copies of the documents that support a recommendation for expulsion from the Director of Alternative Programs or Designee.

The following documents are considered supporting evidence:

- (1) Witness Statements (Form 954 - rev. 6/24/20) redact names
- (2) Picture of Contraband, Weapon, or Drugs (if applicable)
- (3) Police Incident Report (if applicable)
- (4) Criminal History (if applicable)
- (5) Teacher Observations (Form 472 - rev. 6/24/20)
- (6) Current Year Discipline Record
- (7) Previous Years' Discipline History
- (8) Attendance Report
- (9) Student's Current Academic Transcript

DISCIPLINE HEARINGS

Attendance at all hearings is required by the school administrator who is familiar with the facts of a case and the rationale and facts underlying the recommendation for expulsion or administrative assignment. Additional members of the faculty, staff, or student body may be required to attend to provide testimony.

NOTE: The School Board has the authority to issue subpoenas to command the appearance of witnesses.

Parents/students may request a formal hearing when there is a dispute as to the facts of the case involving a recommendation for expulsion. Parent/student may waive a formal hearing and agree to proceed on the basis of an informal hearing.

PROCESSING OF EXPULSION

Expulsion is the most severe penalty the School Board may impose for a violation of the *Student Conduct and Discipline Code*. Expelled students are fully excluded and prohibited from attending any Seminole County public school or School Board sponsored activity, or coming upon the grounds of any school until the term of the expulsion is completed.

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

1. The principal shall conduct a pre-suspension conference with the student as required prior to a student's suspension.
2. The principal shall schedule a pre-expulsion conference with the parent and student or the student (if 18 or older).
3. At the pre-expulsion conference, the principal 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 § 1002.20(21)(a), Fla. Stat., the parent may be accompanied by another adult of his/her choice such as an attorney, an advocate, etc., at the pre-expulsion conference.

4. The student and parent 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, 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 § 120.57(2), Fla. Stat., (Please see the section titled Alternatives to Expulsion for possible consequences when a student chooses to proceed to an Informal Hearing pursuant to § 120.57 [2], Fla. Stat.) and determine a penalty or recommendation to the School Board. If the student denies the misconduct, the matter will be scheduled for a formal hearing pursuant § 120.57(1), Fla. Stat. The student and parent will be noticed as to the formal hearing as required by law. The student will be assigned to or remain at Journeys Academy or another alternative program 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 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 § 120.57(1) & (2), Fla. Stat. found at Rule 28-106.101, et. seq., F.A.C.
8. The final order entered by the School Board shall be subject to judicial review pursuant to §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 incident, 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 must be recommended for expulsion for any violation of the *Student Conduct and Discipline Code* that has a mandatory expulsion consequence.

A student shall be recommended for expulsion for any violation of the Code that requires a mandatory recommendation for expulsion or for any "zero tolerance offense".

Alternatives to Expulsion: A student who is subject to a recommendation for expulsion may be assigned to Journeys Academy or Eugene Gregory Memorial Youth Academy, by the School Board member sitting as an administrative hearing officer.

In cases where the student chooses not to contest the facts upon which a recommended expulsion is based and elects to proceed to an informal hearing, any assignment to Journeys Academy or Eugene Gregory Memorial Youth Academy in lieu of the recommended expulsion made by the administrative hearing officer is a final decision. The assignment shall not exceed the current school year, the following school year and any intervening summer school term.

When a student is assigned to Journeys Academy or Eugene Gregory Memorial Youth Academy in lieu of expulsion, the School Board administrative hearing officer reserves the right to extend the term of the student's assignment not to exceed 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 bona fide excused absences.
2. Failure to comply with the rules and/or procedures established by the district alternative school as permitted by §1003.32, Fla. Stat.

A student who has previously been assigned to Journeys Academy and has committed an infraction outlined in the Student Conduct and Discipline Code that results in an alternative assignment may, with the approval of the Director of Alternative Programs, be assigned to the Eugene Gregory Memorial Youth Academy.

A student who commits a SESIR infraction as outlined in the Student Conduct and Discipline Code may be assigned to the Eugene Gregory Memorial Youth Academy.

PROCESSING OF ADMINISTRATIVE ASSIGNMENT

There are four administrative assignment options available to principals: (1) an administrative assignment by the principal of the student's school to Journeys Academy or another alternative program; or (2) with the approval of the Director of Alternative Programs, an administrative assignment by the principal of the student's school to Eugene Gregory Memorial Youth Academy, if the student has previously been assigned to Journeys Academy; or (3) an administrative assignment by the principal of the student's school to Eugene Gregory Memorial Youth Academy for committing A SESIR infraction; or (4) **after obtaining approval from the Executive Director**, assigning the student to another SCPS school (other than the district alternative school or another alternative program).

Administrative assignments shall be processed in accordance with the procedures described below:

1. **Initial Notification of the District Office**: Telephone notification to the Director of Alternative Programs or Designee is to occur immediately after it has been determined that a student has committed an act warranting an administrative assignment. The administrator in charge of the case shall provide the Director of Alternative Programs or Designee the information outlined in the "NOTIFICATION PROCEDURES" section of this manual.

NOTE: If a weapon or contraband is involved in the incident, the principal is to fax (407-320-0585) immediately or hand-deliver a picture or photocopy of the weapon or contraband to the Director of Alternative Programs or Designee.

2. **Appropriate Assignment Determination**: The Principal, in collaboration with the Director of Alternative Programs, will determine whether an administrative assignment is the appropriate disciplinary sanction for the offense committed by the student.

NOTE: **No administrative assignment** shall be made prior to consultation with the Director of Alternative Programs.

3. **Alternate SCPS School Assignment** (other than district alternative school): The principal must contact the appropriate executive director to discuss whether an administrative assignment to another SCPS school (excluding Journeys Academy or another alternative program) is the appropriate disciplinary sanction for the offense committed by the student. If the student has previously been assigned to Journeys, please see the sections regarding the Eugene Gregory Memorial Youth Academy. If the student commits a SESIR infraction as outlined in the Student Conduct and Discipline Code, they may be assigned to Eugene Gregory Memorial Youth Academy.

NOTE: An Option C recommendation to another school (excluding the district alternative school) must be processed through the appropriate Executive Director prior to offering it as an option to the student or parent.

4. **Conference**: The principal shall conduct a meeting with the parent/guardian to communicate the terms of the appropriate administrative assignment. The basis and rationale for the assignment shall also be provided to the parent/guardian.

The principal shall also explain the procedures associated with processing an administrative assignment. The District Behavior Contract may be signed at this meeting provided that all of the conditions of the document are agreed upon and accepted by the parent/guardian.

5. **District Behavior Contract Signed:** Upon signature of the District Behavior Contract, the student/parent shall be provided copies of the following forms:
 - (1) Student Information and Summary (Form 535 - rev. 6/24/20)
 - (2) Administrator's Incident Summary (Form 955 - rev. 8/23/11)
 - (3) Student Discipline Referral (Form 835 - rev. 6/24/20)
 - (4) District Behavior Contract (rev.7/06/09)
 - (5) Discipline Notification (Form 1358 rev. 6/25/20)
 - (6) School Expulsion/Administrative Assignment Hearing (Form1341(e)rev. 6/25/20)

NOTE: The school shall retain a copy of each of these documents and submit the original documents in the packet that is to be forwarded to the Director of Alternative Programs or Designee on the same day that copies are provided to the parents.

6. **Confirmation:** The principal shall immediately notify the Director of Alternative Programs or Designee to confirm that the District Behavior Contract has been signed.
7. **Packet Submission:** Preliminary packets are to be submitted to the Director of Alternative Programs or Designee on the same day as the District Behavior Contract has been signed by all the appropriate parties.
8. **Student Return to School:** The student may return to school once the student has served his/her suspension and the District Behavior Contract has been signed.
9. **Teacher Notification:** Each teacher of the assigned student will be given notification of the act committed by the student assigned to them and the extent of the consequences.
10. Students assigned to a Seminole County alternative school must report/enroll in the alternative school at the time of the assignment. In the event a student fails to report/enroll at the alternative school, normal truancy procedures should be followed by the sending school.

JOURNEYS ACADEMY'S ePATHWAYS/VIRTUAL OPTION

Students assigned to Journeys Academy by their principal, or assigned to Journeys Academy in lieu of expulsion, or who attend Journeys Academy after the conclusion of their expulsion, are required to attend Journeys Academy Parent/Student Orientation and enroll at the earliest possible time, unless specifically denied the opportunity. Each student will be given the choice to enroll in Journeys Academy's Virtual School option instead of the regular program.

Students who enroll in the virtual school option must pass a minimum of the appropriate four core academic courses (language arts, math, science and social studies) for each semester of the assignment to Journeys Academy in order to transition back to their zoned school at the end of the designated assignment. Students who do not meet this requirement will be enrolled into Journeys Academy's regular program for a minimum of one semester and will be allowed to transition to their

zoned school at the end of that semester if the student meets the basic requirements (2.5 GPA, no unexcused absences and no referrals) of Journeys Academy's agreement.

All students who are assigned to Journeys Academy must enroll and will have their academic progress tracked by Journeys Academy and will only transition to their zoned school if they meet the specified requirements. Students who do not attend Journeys Academy, or who enroll in the virtual school option but do not make appropriate progress, may be considered truant and appropriate action will be taken.

SEMINOLE COUNTY ELEMENTARY ALTERNATIVE PROGRAM PLACEMENT, PROCEDURES, AND GUIDELINES

Students may be placed in the Elementary Alternative Program based on the following criteria:

1. Any K-5th grade student who commits an offense or infraction that would result in a recommendation for expulsion based on *SCPS Student Conduct and Discipline Code*.
2. Any K-5th grade student who is disrupting the campus on a consistent basis and with documentation that a Behavior Intervention Plan has not been successful in eliminating the disruptive behavior:
 - a. A Behavior contract should be implemented. A copy must be sent to the Director of Alternative Programs (407-320-0167).
 - b. Evidence of Functional Behavior Assessment and, if applicable, the Behavior Intervention Plan is required with accompanying analysis of date and revisions.

NOTE: If a student has been referred or is in the process of being tested for Exceptional Student Education placement, the process must be completed prior to consideration for assignment to the Elementary Alternative Program.

3. A student recommended for the Elementary Alternative Program must have the appropriate discipline packet completed, signed by the Principal and submitted to the Director of Alternative Programs.
4. The Principal will meet with the parent(s) to inform the parent(s) of the recommended course of action.
5. If the parent(s) contest(s) the placement of the Elementary Alternative Program, a hearing will be scheduled with a School Board Member, acting as the Hearing Officer.
6. Prior to the student attending the Elementary Alternative Program, the receiving staff and appropriate staff members from the sending school will review the discipline packet and academic needs of the student. The staff will develop an intervention plan, meet with the parent(s) and register the student.
7. Following the completion of a Transportation Request form and the assignment of a bus route, transportation will be provided.

8. Nine weeks after placement, a committee consisting of the sending Principal, the Elementary Executive Director and the Director of Alternative Programs will review the progress of the student.
9. If it is determined that additional services are needed, a Student Study Team will be convened.
10. If an Exceptional Student Education (ESE) student's Individual Educational Plan (IEP) expires during attendance at the Elementary Alternative Program, the IEP team must convene prior to the expiration of the IEP. The Elementary Alternative Program teacher in conjunction with the guidance counselor on site is charged with the responsibility of scheduling the appropriate meeting and ensuring that the appropriate IEP team members participate in the meeting.

NOTE: The Elementary Alternative Program is currently at Highlands Elementary School Located at 1600 Shepard Rd, Winter Springs, FL 32708

DISTRICT ALTERNATIVE PROGRAMS

Students who have previously attended a district alternative school or another alternative program and who subsequently commit an expellable offense after their return to school shall be recommended for expulsion for a minimum of one regular school semester.

NOTE: Summer school is not considered to be a regular school semester. One regular school semester is considered the minimum length of time that a student may be recommended for placement in this program.

NOTE: Upon completion of an expulsion from all Seminole County Public Schools, the student shall be assigned to Journeys Academy for a minimum of one semester prior to transitioning to the student's zoned school.

Alternative Program Requirements:

The staff will provide the student/parent with an orientation to the school and inform them of the school requirements, along with the specific transition requirements. The student must successfully accomplish the transition requirements in order to re-enter their zoned school at the conclusion of the alternative assignment.

1. **Transportation:** Transportation to Journeys Academy or another alternative program is provided to students enrolled in the school. The designated staff member from the alternative program will communicate with the SCPS Transportation Department to make these arrangements for each student.
2. **Return to Zoned School:** A student must return to a zoned school of attendance **after** the student has successfully completed his/her assignment/expulsion (This includes all transfers and magnet students).

The student may only re-enter the zoned school after a Transition Conference has been held at the school.

The teacher or transition coordinator from the alternative program shall be responsible for the scheduling of the conference. Thereafter, the teacher/coordinator will serve as liaison between the student, the school, and the alternative program. The primary responsibility for providing the necessary and appropriate resources and services to assist students in being successful upon their return to the zoned school rests with the administration of the zoned school.

3. **Re-entry of students Who Attend a Public or Private School:** Students who document successful completion of a program at a private school, residential center, Florida or SCPS Virtual schools (three academic courses per semester), alternative school, or other public school during the term of their assignment, if they decline to be enrolled in Journeys Academy, may be allowed to return to the student's zoned school of attendance, without completion of the re-entry program, if approved by the appropriate Executive Director and consultation with the Director of Alternative Programs. A student who elects to enroll in a Home School program of education may be entitled to a waiver of the reentry program if the student meets the Florida Virtual School option stated above.

Documentation of successful completion of such a program of studies shall be submitted to the Director of Alternative Programs or designee for review and to the appropriate Executive Director for approval.

Documentation to be submitted for review shall include, but is not limited to, the following:

- A. Record of attendance at the school approximating the duration of the term of attendance.
 - B. Academic, attendance, and discipline records.
 - C. A letter of recommendation from the administration of the school indicating a belief that the student is ready for a successful return to the SCPS, and that the student would be welcomed back to that school for the coming year.
4. **Student Recommended for Expulsion from Journeys Academy:** Any student recommended for expulsion from Journeys Academy for a violation of the Student Conduct and Discipline Code shall be suspended for the period permitted by law and referred to the School Board with a recommendation for expulsion.

NOTE: The student may not challenge the facts or the consequences of the original expulsion/assignment recommendation. The student may only contest the facts and issues related to the recommendation for dismissal from Journeys Academy.

5. **Zero Tolerance Offenses at Sites of Alternative Assignment:** Students who are charged with the commission of a "Zero Tolerance" offense while attending Journeys Academy or any other alternative educational assignment shall be recommended for expulsion for that incident. This expulsion recommendation will be processed as a violation of the *Student Conduct and Discipline Code*.

EUGENE GREGORY MEMORIAL YOUTH ACADEMY

The Eugene Gregory Memorial Youth Academy is an alternative educational assignment for certain students enrolled in a Seminole County Public Schools. The assignment of students to the Eugene Gregory Memorial Youth Academy is limited in scope and must be processed through the Department of Alternative Programs.

Students are assigned to the Eugene Gregory Memorial Youth Academy under the following conditions:

1. **Students Suspended for an Off-Campus Felony**: Students who are formally charged with an off-campus felony, whose presence on campus is determined by the principal to have an adverse impact on the educational program, discipline, or welfare of the school, shall be indefinitely suspended from their current school and placed in the Eugene Gregory Memorial Youth Academy as an alternative educational assignment until the case is resolved.
2. **Students Expelled for an Off-Campus Felony**: Students who are determined by a court of competent jurisdiction to have committed an off-campus felony may be recommended for expulsion and assigned to the Eugene Gregory Memorial Youth Academy as an alternative educational assignment. The duration of the assignment will be up to one full school year (two semesters) from the time of adjudication.
3. **Students Subject to Expulsion from Journeys Academy**: Students subject to expulsion from Journeys Academy and are on probation shall be placed at the Eugene Gregory Memorial Youth Academy pending the decision of the hearing officer.
4. **Students Who Complete a Level Program of Juvenile Incarceration**: When a student who is on probation returns from a level program, the student may be assigned to the Eugene Gregory Memorial Youth Academy prior to being allowed to register at his/her zoned school of attendance. Upon assignment, the district transition team will make the final decision on placement based upon the individual student's educational needs. If the student is not on probation, he/she may access his/her zoned school of attendance immediately, depending on the severity and level of the charge(s).
5. **Non-adjudicated 16 and 17 year-old students**: Non-adjudicated students may be enrolled in the GED preparatory program at Eugene Gregory Memorial Youth Academy. The enrollment of these students is based upon available space. First priority for enrollment in the GED preparatory program will be given to the students assigned to Eugene Gregory. Enrollment of non-adjudicated students is subject to review by the Director of Juvenile Division (SCSO) or their designee, the Director of Alternative Programs and the Executive Director of Secondary Schools (SCPS). These students will be the disciplinary responsibility of SCPS pursuant to §§ 1006.07, 1006.08, and 1006.09, Fla. Stat.
6. **Previously Administratively Assigned Students**: Students who have previously been assigned to a District Alternative School and have committed an infraction outlined in the Student Conduct and Discipline Code that results in an alternative assignment may, with the approval of the Director of Alternative Programs, be assigned to the Eugene Gregory Memorial Youth Academy.

7. **Students who commit a SESIR infraction:** Students who commit a SESIR infraction as outlined in the Student Conduct and Discipline Code may be assigned to the Eugene Gregory Memorial Youth Academy.

Students who have been assigned to Eugene Gregory Memorial Youth Academy for either a SESIR infraction or as a result of a previous alternative assignment, must meet transition requirements in order to re-enter their zoned school at the conclusion of the alternative assignment. The School Board reserves the right to extend the term of the student's assignment for a minimum of one semester if the student does not meet the transition requirements. The staff will provide the student/parent with an orientation to Eugene Gregory Memorial Youth Academy. Transition requirements will be provided in writing at the time of the orientation.

OFF-CAMPUS FELONY

Florida Statute § 1006.09(2) and Rule 6A-1.0956, F.A.C. empower principals with the authority to suspend temporarily, then suspend indefinitely, and recommend ultimately expulsion of a student who has been formally charged with committing an off-campus felony act or a delinquent act, which would be a felony if committed by an adult.

School-related disciplinary sanctions for off-campus felony acts are discretionary on the part of the principal. The principal's primary consideration shall be whether a student's continued presence on campus would have an adverse impact on the educational program, discipline, or welfare of the school. At each level of intervention, the principal must explain the rationale for arriving at this conclusion and articulate the link between the student's presence on campus and the adverse impact it would have on the school.

An expulsion recommendation may be made if a student is found by a court of competent jurisdiction to have committed such an act. By definition, a student is found to have committed a felonious act if he/she enters a plea of nolo contendere or guilty, or elects to go to trial and a verdict of guilty is pronounced. This rule applies even if the court directs adjudication withheld.

The suspension must be terminated if the charges are dismissed and the student is permitted to immediately return to his or her zoned school.

THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED WHEN PROCESSING STUDENTS CHARGED WITH AN OFF-CAMPUS FELONY.

- A. **Principal Notified of a Student's Felony Arrest** - Upon receiving notification of a student having been arrested for an off-campus felony, the principal shall monitor the situation to determine when formal charges are brought against the student by the prosecuting attorney (The School Resource Officer should assist the principal in obtaining this information).

Note: No suspension can be imposed and no expulsion recommendation can be made at this time.

- B. **Principal Notified Formal Charges Filed Against Student:**
Upon receiving notification of formal charges being filed against a student for having been arrested for an off-campus felony, the principal shall:

1. **Immediately Notify the Director of Alternative Programs or Designee** - Upon confirmation of formal charges being filed against a student, the Director of Alternative Programs or designee is to be contacted immediately to discuss the nature of the offense and the possibility of imposing school sanctions.
2. **Notify the Parent** - Written notification of the specific charges against the student and of the right to a conference at the school must be provided prior to any disciplinary action being taken by the principal.

The law requires the written notice to stipulate a date of the conference which shall not be less than two school days or more than five school days from the post marked date, or delivery of the notice. A copy of this notification is to be forwarded to the Director of Alternative Programs or Designee on the same day that it is mailed to the student/parent.

3. **Pending the Conference** - The student may be temporarily suspended from school until the school conference is held if the principal concludes that the student's presence would have an adverse impact on the educational program, discipline, or welfare of the school.

<p>NOTE: Appendix A contains a model letter that meets the statutory requirements for post conference student/parent notification of the school conference and the temporary suspension of the student.</p>
--

4. **The Conference** - This meeting shall be conducted by the principal and may be attended by the student, the parent, a student's legal counsel, and any witnesses requested by the student or principal. In conducting the conference, the principal is not bound by the rules of evidence or any other courtroom procedure, and no transcript of the testimony shall be required.

The purpose of the conference with the student and the parent is to establish whether the principal finds that the student's continued presence on campus would have an adverse impact on the educational program, discipline, or welfare of the school, and therefore require an indefinite suspension until the case is resolved in court. The principal must determine that the nature of the offense is such that the student poses a threat to the safety of other students or personnel at the school, or the student's safety is at risk by remaining in school with other students, or an alternative education assignment will better meet the educational, emotional, and social needs of the student.

5. **Indefinite Suspension and Alternative Assignment for Services** - If the principal finds that the student's continued presence would have an adverse impact on the educational program, discipline, or welfare of the school, the student shall be indefinitely suspended from school and assigned to the Eugene Gregory Memorial Youth Academy until the case is resolved.
6. **Statutory Waiver of Discipline** - § 1006.09, Fla. Stat. requires the principal to inform a student who is subject to discipline or expulsion for the unlawful possession or use of any controlled substance as defined in § 893.02, Fla. Stat., while off campus, that he or she may be entitled to a waiver of the discipline or expulsion if the student divulges information leading to the arrest and conviction of the person who supplied the controlled substance to him or her, or if the student voluntarily discloses his or her unlawful possession of such controlled substances prior to his or her arrest. Any such information divulged which leads to arrest and conviction is not admissible as evidence in a subsequent trial against the student divulging such information.

This same law also requires the principal to inform a student that he/she is entitled to a waiver of the discipline or expulsion if the student commits himself/herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

NOTE: The waiver outlined in § 1006.09, Fla. Stat. applies only to incidents that occur off campus. This waiver does not apply to those incidents occurring on campus.

7. **Notify the Director of Alternative Programs or Designee** - Contact must be made to notify that the student has been placed on indefinite suspension. The Director of Alternative Programs or Designee shall notify the Eugene Gregory Memorial Youth Academy of the name of the student and the need to provide the student with an alternative education program until notified of a change in the student's legal status.
8. **Notify the Parent of Suspension Decision** - The law requires that, following the hearing, the student/parent be notified, in writing, within five school days of the principal's decision regarding whether to impose an indefinite suspension until the court resolves the formal charges. A copy of this notification is to be forwarded to the Director of Alternative Programs or Designee on the same day that it is mailed to the student/parent.

NOTE: Appendix B contains a model letter that meets the statutory requirements for post conference student/parent notification.

C. Principal Notified that the Court Determined the Student Committed Off-Campus Felony

Upon receiving confirmation (School Resource Officer should assist with obtaining this information) that the court found the student to have committed an off-campus felony the principal shall:

1. **Notify the Director of Alternative Programs or Designee** - to inform them of the court's determination and what preliminary disciplinary recommendation will be made to the Superintendent. The nature and severity of the felony act shall be given primary consideration in determining which disciplinary option is recommended.

NOTE: By definition, a student is found to have committed a felony if he/she enters a plea of nolo contendere (no contest) or guilty, or a verdict of guilty is pronounced. This rule applies even if the court directs adjudication withheld.

NOTE: No expulsion recommendation can be made if the court directs the case be dismissed (Non Prosequitur).

2. **Limitation on Expulsion Options Available** - The law requires that any student recommended for expulsion/suspension for an off-campus felony pursuant to the dictates of § 1006.09, Fla. Stat. be provided alternative educational services during the time of his/her expulsion.

D. Principal Notified the Charges Were Dismissed or that the Court Determined the Student Did Not Commit a Felony

Upon confirmation that the formal charges against a student have been dismissed, that the court determined the student did not commit a felony, or that a verdict of not guilty was pronounced, the principal shall:

1. Terminate any suspension related to the off-campus incident and arrest.
2. Allow the student to return to school with no disciplinary sanction being imposed on the student.

E. Student is placed in a Prosecution Alternatives Program or a Pretrial Intervention Program
The placement of a student into a prosecution alternatives program or a pretrial intervention program does not alter the fact that the student remains formally charged with a felony.

Therefore, a student is to remain suspended out-of-school indefinitely until the charges are actually dismissed or the student is found not to have committed a felonious act off campus. The student shall continue to attend the Eugene Gregory Memorial Youth Academy during this time of suspension.

NOTE: The procedures outlined in this section do not apply to felonies committed by a student while at school, at school-sponsored events, on School Board owned property, or being transported to or from school-sponsored events at school or public expense. Such acts are processed according to the guidelines outlined in the *Student Conduct and Discipline Code*.

NOTE: The Florida Statutes make no provision for the expulsion of a student arrested, found guilty, or who has adjudication withheld for an off-campus delinquent act that would be classified as a misdemeanor. A student, therefore, may not be expelled from the Seminole County Public Schools if arrested, prosecuted, and found guilty of such an act.

VIOLATION OF DISTRICT BEHAVIOR CONTRACT

The procedures outlined below apply to those situations where it is believed that a student has breached the terms of a District Behavior Contract after having been granted the opportunity to attend another district school other than the student's zoned school as an alternative to expulsion.

1. **Determination of Violation:** If it is determined that the student violated the terms of the District Behavior Contract, the principal of the student's school of assignment shall immediately notify the Director of Alternative Programs or Designee.
2. **Determination of Appropriate Sanction:** The principal and the Director of Alternative Programs shall collaborate to determine what disciplinary recommendation will be made to the School Board.

These recommendations are limited to Option A (previous discipline for an A code mandatory recommendation for expulsion) or Option B (previous discipline for a B code administrative assignment). The severity of the original infraction and the nature of the violation of the contract

will be taken into consideration when making a determination of what recommendation will be made to the School Board.

3. **Limits of Student Challenge:** The student has the right to a review of a finding that the student violated the terms of the District Behavior Contract.

Thereafter, depending upon the principal's disciplinary recommendation, a challenge shall be limited to the facts underlying the charged violation of the contract.

NOTE: At this hearing, the student may not challenge the facts or the consequences of the original recommendation that resulted in an alternative education assignment underlying the district behavior contract. The student may only contest the allegation that he/she violated the terms of the contract.

4. **Option B Challenge:** If the student/parent objects to an Option B administrative assignment, the matter shall be scheduled for a review of the assignment before the School Board's designated hearing officer. A comprehensive packet of documentation is required. The only issue that may be addressed at the hearing will be that of the infraction considered to be a violation of the original District Behavior Contract.

FOR EARLY RE-ENTRY BY EXPELLED STUDENTS

Students who have been expelled from the Seminole County Public Schools may appeal to the School Board for re-entry through Journeys Academy in advance of the completion of the term of their expulsion. An appeal for re-entry is made through the Director of Alternative Programs or Designee and is not typically granted to students prior to them having served a minimum of one (1) semester of a multi-semester term of expulsion.

Students shall submit to the Director of Alternative Programs or designee a written request for permission to re-enter the Seminole County Public Schools. Additionally, students must provide a written explanation as to why it would be appropriate for the School Board to allow them to re-enter the Seminole County Public Schools. Students may also provide letters of endorsement and other documentation supporting their request. This information shall be presented to the School Board by the Executive Director of Secondary Education/designee at the next scheduled discipline hearing.

After review of the written request and supplemental information, the expulsion panel (appropriate Executive Director, Director of Alternative Programs and school principal) shall make a determination to grant or deny an appeal for re-entry. This formal consideration shall be placed on the agenda of the next scheduled discipline hearing. A denial to grant formal consideration for re-entry may not be appealed.

Students granted permission by the School Board to re-enter the Seminole County Public Schools prior to the completion of their expulsion term shall be required to transition to their zoned school through Journeys Academy for a minimum of one semester.

RE-ENTRY OF EXPELLED STUDENTS

Upon completion of a term of expulsion from the Seminole County Public Schools, students shall be required to transition to their zoned school through Journeys Academy for a minimum of one semester.

NOTE: Students are subject to the School Board Policies and the *Student Conduct and Discipline Code* while assigned to the Eugene Gregory Memorial Youth Academy or Journeys Academy.

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

Students from another public school district, a private school, or a charter school seeking to enroll in a zoned school of attendance in Seminole County who have been assigned to an alternative school, or who are currently being recommended for expulsion or dismissal, or who have been expelled or dismissed, may petition for enrollment through the Director of Alternative Programs or designee. In collaboration with the appropriate Executive Director, the Director of Alternative Programs or Designee will determine appropriate placement in Seminole County Public Schools. All students who have been expelled are required to participate in the district re-entry program conducted at Journeys Academy for a minimum of one semester.

The Director of Alternative Programs or Designee and the relevant Executive Director shall review the information relevant to the expulsion or dismissal decision of the previous school of attendance. The cumulative academic, attendance, and disciplinary history of the student will also be given consideration prior to making a decision for admittance and/or placement.

If a final order of expulsion has been imposed upon the student from the previous school district, the Director of Alternative Programs or Designee may:

1. honor the expulsion or dismissal of the student from the previous school district;
2. assign the student to the Eugene Gregory Memorial Youth Academy, subject to approval by the Sheriff of Seminole County, Florida if on court ordered probation;
3. assign the student to the SCPS alternative program, Journeys Academy, for the duration of the expulsion imposed by the student's prior school district of attendance.

Students with disabilities, either under IDEA or Section 504, and those suspected of having a disability must have a manifestation determination meeting conducted prior to being administratively assigned to a different school or expelled from Seminole County Public Schools. Participation and/or input from the school district or private school where the misconduct occurred must be obtained when determining the relationship of the misbehavior to the student's disability. If the behavior in question is determined NOT to be a manifestation of the student's disability, the student may be administratively assigned to an alternative assignment. If the behavior subject to disciplinary action is determined TO BE a manifestation of that student's disability, the student must remain at the current school of assignment and the Student Study Team should consider modifications to either the IEP or 504 Plan in order to prevent the recurrence of the behavior.

PROCESSING ADMINISTRATIVE EDUCATIONAL ASSIGNMENTS/EXPULSION RECOMMENDATION FOR STUDENTS WITH DISABILITIES

Any regular student recommended for suspension, administrative assignment, or expulsion who has been referred for evaluation, is in the process of being evaluated, or is suspected of having a disability must be processed using the guidelines for students with disabilities.

Administrative Educational Assignments for Exceptional Education and 504 students:

Students with disabilities, either under IDEA or Section 504, and those suspected of having a disability must have a manifestation determination meeting conducted prior to being administratively assigned to a different school. If the behavior in question is determined NOT to be a manifestation of the student's disability, the student may be administratively assigned to an alternative assignment. If the behavior subject to disciplinary action is determined TO BE a manifestation of that student's disability, the student must remain at the current school of assignment and the Student Study Team should consider modifications to either the IEP or 504 Plan in order to prevent the recurrence of the behavior.

The discipline (suspension or expulsion) of a student with a disability under § 1003.57, Fla. Stat. (IDEA) must comply with the requirements of Rule 6A-6.03312, F.A.C.

The discipline (suspension or expulsion) of a student with a disability under § 504 of the Rehabilitation Act of 1973 must comply with the requirements of 34 C.F.R. Part 104 as issued by the Office of Civil Rights of the U.S. Department of Education.

FILE REVIEW

KEY TERMS

If any of the following terms appear in a student's file that is being processed for suspension, administrative assignment, or expulsion, attention must be brought to the Student Support Services area administrator.

- Attention Deficit Disorder
- Attention Deficit Hyperactivity Disorder
- ADD
- ADHD
- Hyperactive
- Overactive
- Ritalin
- Medication
- Impulsiveness
- Distractible
- Short Attention Span
- Depression
- Bi-Polar
- Psychiatric
- Counseling
- Therapy

SPECIAL ISSUES

1. **Repetitive Expulsions**: Students expelled a second time in their secondary school career shall be recommended for expulsion for a minimum of one regular school semester.

NOTE: Summer school is not considered to be a regular school semester.

2. **Prior Attendance at Journeys Academy**: Students who have previously attended Journeys Academy and subsequently commit an expellable offense after their return to a zoned school of attendance may be recommended for expulsion for a minimum of one regular school semester. At the conclusion of the expulsion, the student will return through Journeys Academy for a minimum of one semester prior to transitioning to their zoned school of attendance.

Students who have previously been assigned to Journeys Academy and have committed an infraction outlined in the Student Conduct and Discipline Code that results in an alternative assignment may, with the approval of the Director of Alternative Programs, be assigned to the Eugene Gregory Memorial Youth Academy.

3. **Zero Tolerance**: The School Board requires that a student be recommended for expulsion for a minimum of one (1) year if he/she commits any of the acts outlined in the Zero Tolerance Policy in the *Student Conduct and Discipline Code*.

The offense Weapons Violation/Possession is required to be reviewed by a district administrative review committee. School administrators shall report any offense in this classification directly to the Director of Alternative Programs within 24 hours of the occurrence. The district administrative review committee will review the facts of the case and make a final determination regarding the classification of the offense within 72 hours of the school report. The administrative review committee shall consist of the Executive Director of Student Support Services/Designee, - the appropriate level Executive Director/Designee and the Director of Alternative Programs Designee.

The School Board allows for the re-entry of a student under the conditions of a District Behavior Contract if a student commits any of the acts outlined in the Zero Tolerance Policy in the *Student Conduct and Discipline Code*. This language is permissive and does not prohibit a principal from making a preliminary recommendation for expulsion if the circumstances warrant such a recommendation.

FINAL REVIEW OF PACKET PRIOR TO SUBMISSION TO THE DIRECTOR OF ALTERNATIVE PROGRAMS OR DESIGNEE

The following rules must be followed prior to submitting a packet to the Director of Alternative Programs, or designee:

1. All student witness names must be redacted on all forms and in all statements;
2. Packets are to be single sided;
3. No portion of the packet is to be stapled;
4. Form 1483 must not be submitted with packet if the student is zoned for his/her school;
5. Provide the parent(s) or guardian(s) with a Board Discipline Hearing date only after contacting the Director of Alternative Programs or designee;

6. If a parent or guardian refuses or is unavailable to sign the packet, forward the packet to the Department of Alternative Programs indicating refusal or unavailability to sign;
7. A parent or guardian, who refuses or is unavailable to sign the packet, must receive a letter stating the principal's instructions for expulsion and/or administrative assignment, with a return receipt request, and
8. Send a copy of the letter to the Department of Alternative Programs to be added to the packet.

It is imperative that the following documentation be thoroughly reviewed by the principal/designee prior to submitting a packet for processing to the Director of Alternative Programs or Designee. Double check all paperwork for correct grammar, spelling and punctuation.

1. **Use of Current Forms**: Make sure the forms used for processing a recommendation are the most current/revised forms available.

The "Documentation required" page provided in this manual for each option identifies the operative revision date of each form required to process that recommendation.

NOTE: If the forms are not current, the packet will be returned to the school for the transfer of the information to the appropriate forms.

2. **Get Required Signatures**: Be sure to double-check forms to confirm that all forms have been signed by the appropriate parties (Administrator's name must be printed under his/her signature).

NOTE: The absence of all appropriate and required signatures on forms will result in the packet being returned to the school to obtain the missing signatures.

3. **Use Forms in Native Language**: It is imperative that all ESOL students and their parents be provided with a packet with forms written in English and duplicate forms that have been translated into their native language.

NOTE: Packets will be returned to the school if only English forms are provided to an ESOL student/parent.

4. **Screen for Comments on Teacher Observation Sheets or Student Referral Forms**: Review these two forms to ensure they do not contain subjective comments for which teachers have no professional training or expertise.

Also, review these documents to ensure they do not contain subjective comments that are editorial statements of thoughts or feelings rather than objective statements of observable facts.

Examples of inappropriate subjective statements include comments such as:

- a. "It is my personal opinion that this student's behavioral problems stem from a possible disorder such as ADHD."
- b. "It is my opinion that this student needs to seek counseling and not be around other students at this time."
- c. "This student has emotional problems."
- d. "This kid is a jerk."
- e. "I've had it with this kid. He/She has a smart mouth."

If an inappropriate comment is made on a form by a faculty or staff member, the form must be returned to the individual and a request made for the submission of a revised statement that reports events that have been observed with objective conclusions to communicate concern.

5. **Have Witness Statements Sworn to and Notarized:** Every individual who provides a witness statement must swear to the truth of his/her statement, sign and have the statement notarized by a certified Notary Public. Redact student names on witness statement copies.

If the Notary Public does not swear the statement, the statement may not be admissible as evidence in an expulsion hearing.

NOTE: Swearing of the statement requires the witness to raise his/her right hand and affirm the truthfulness of the content of the statement to the Notary Public. Witness statements that are not notarized will be returned to the school.

6. **Check Records for Possible Section 504 or ESE Placement:** Unexpected revelations of a student being prescribed medication for treatment of ADD/HD, depression, or an emotional debilitation may impede or prevent the expulsion process. The Executive Director of Student Support Services must be contacted for directions before proceeding.

WITHDRAWAL PROCEDURES FOR STUDENTS RECOMMENDED FOR EXPULSION/ADMINISTRATIVE ASSIGNMENT

The following procedures have been established for the withdrawal of students who have been recommended for expulsion (Option A), and for the transfer of students to Journeys Academy (Option B) or to another zoned school (Option C).

1. **Option A** - Expulsion

The Director of Alternative Programs or Designee shall issue a Final Order of Expulsion to the:

- A. Parent
- B. School Expulsion Contact - this information is to be shared with the data entry and guidance secretaries who will, in turn, enter a withdrawal code of W-21 and will enter a disposition code of 21 into the discipline system.

The hearing date indicated on the Final Order of Expulsion shall be entered as the date of withdrawal.

2. **Option B** – Enrollment in Journeys Academy or Eugene Gregory Memorial Youth Academy

The Director of Alternative Programs or Designee shall issue a Letter of Notification to the:

- A. Parent

- B. School Expulsion Contact - this information is to be shared with the data entry and guidance secretaries who will in turn enter a code of W-02 and will enter a disposition code of 20 into the discipline system.

The date following the suspension indicated on the Letter of Notification shall be entered as the date of transfer. The student's cumulative records folder is not to be sent until requested by Journeys Academy or Eugene Gregory Memorial Youth Academy.

If a student does not report to Journeys Academy or Eugene Gregory Memorial Youth Academy within five days, he or she shall be referred to the proper authorities as truant. The principal of the district alternative school shall also notify the Director of Alternative Programs or Designee.

3. **Option C** – Enrollment in a private/home school

If the parent notifies the school or the Director of Alternative Programs or Designee that the student has been accepted to a private school for the duration of his/her expulsion, the withdrawal code will still remain a W-21. It will be the parent's responsibility to provide the appropriate paperwork, as outlined in the Discipline Procedures Manual, to the Director of Alternative Programs or Designee to review and determine the re-entry of the student into Seminole County Public Schools at the end of the expulsion term.

Note: High School (Driver's License Suspension)

If a student enrolls in a private school instead of attending Journeys Academy or Eugene Gregory Memorial Youth Academy:

- The school will request proof of enrollment from the private school.
- Once enrollment is verified, the school will leave the withdrawal code of W-21, but will notify Information Services via email to remove student from the list submitted to DMV.

If a student is a home school student:

- Must show proof he/she is officially enrolled with the school district as a home school student.
- Parents must validate attendance and/or home school accrediting agency.

Option C - Recommended to another Seminole County public school, other than the zoned school (excluding Journeys Academy, the district alternative school) or returning to his/her zoned school under a District Behavior Contract

The Director of Alternative Programs or Designee shall issue a Letter of Notification to the:

- A. Parent
- B. Administrative assignment from Zoned School - this information is to be shared with the data entry and guidance secretaries who will, in turn, enter a withdrawal code of W-02 and will enter a disposition code of 20 into the discipline system.

The assignment date indicated on the Letter of Notification shall be entered as the date of transfer. The student's cumulative records folder should not be sent until requested.

EXCLUSION FROM ALL SEMINOLE COUNTY PUBLIC SCHOOLS

OPTION A

This expulsion option is to be recommended when, in the judgment of the zoned school principal, a student who committed an expellable offense which threatens the integrity of Seminole County Public Schools or the safety of the offending student or other students in the school district.

It is absolutely necessary to include a copy of the discipline referral associated with the specific incident leading to the recommendation. Moreover, if an incident requires the use of student witness statements, then these statements must be included in the expulsion packet. Due process also requires a copy of the written statement of the student who is being recommended for expulsion to be included in the expulsion packet.

Teacher Observation sheets must be completed and submitted in the comprehensive expulsion packet by each of the student's teachers. It is essential that these observations be written in objective terms that document observations; do not include subjective narrative or speculative commentary on the part of a teacher.

Refer to the subsection in this manual that outlines the procedures for processing an expulsion recommendation that requires a formal hearing.

The documentation required for processing an Option A recommendation is presented on the page that follows. It is essential that each form be included in the expulsion packet.

NOTE: Please remember to fax (407-320-0585 and 407-320-0293) a copy of form 1358 and 1341 to the Department of Alternative Programs

DOCUMENTATION REQUIRED

OPTION A

The documentation listed below must be submitted to the Director of Alternative Programs or designee in order to process an Option A expulsion recommendation. This page may be used as a checklist to ensure all required documents are accounted for.

- Form 535** (rev. 6/24/20) - *Student Information and Summary*
- Form 535 SSS** (rev. 6/24/20) – *IDEA/504 Information and Summary* (if applicable)
- Letter from Principal** – *Appendix D*
- Student’s Profile Page**
- Form 835D** (rev. 6/24/20) - *Discipline Referral*
- Form 835DOE** (rev. 6/24/20) *Discipline Referral Florida Department of Education* (if applicable)
- Form 1358** (rev. 6/25/20) – *Discipline Notification*
- Form 1341** (rev.6/25/20) – *Expulsion Hearing/Administrative Assignment Review*
- Form 955** (rev. 8/23/11) - *Administrator’s Incident Summary*
- Form 954** (rev. 6/24/20) - *Witness Statements*
- Form 472** (rev. 6/24/20) - *Teacher Observations of Student*
- Form 1483** (6/25/20) – *Termination of Transfer or Magnet School Assignment* (if applicable)
- Student’s Information Report**
- A photocopy of any weapon or other supporting evidence involved in the expulsion incident**
- Trespass Warning** (rev. 7/6/11)

ENROLLMENT IN DISTRICT ALTERNATIVE PROGRAMS

OPTION B - CONTESTED

Option B is reserved for assigning students (K-12th grade) to an alternative educational environment by the administration.

This option will be used when:

- a parent(s) of student objects to the length of time the student is assigned to an alternative program.
- in judgment of the zoned school principal, a student who committed an offense would threaten the integrity of the zoned school or safety of the offending student or other students at the zoned school.
- in the judgment of the zoned school principal, the interests of the school district and the offending student would be best served by placement of the student in a district alternative program.

The documentation required for processing an Option B recommendation is presented on the following page. It is essential that each form be included in the packet.

NOTE: Please remember to fax (407-320-0585 and 407-320-0293) a copy of forms 1358 and 1341 to the Department of Alternative Programs.

DOCUMENTATION REQUIRED

OPTION B - CONTESTED

The documentation listed below must be submitted to the Director of Alternative Programs or designee in order to process an Option B assignment. This page may be used as a checklist to ensure all required documents are accounted for.

- Form 535** (rev. 6/24/20) - *Student Information and Summary*
- Form 535 SSS** (rev. 6/24/20) – *IDEA/504 Information and Summary* (if applicable)
- Letter from Principal** – *Appendix C*
- Student’s Profile Page**
- Form 835D** (rev. 6/24/20) - *Student Discipline Referral*
- Form 835DOE** (rev. 6/24/20) *Discipline Referral Florida Department of Education* (if applicable)
- Form 1358** (rev. 6/25/20) - *Discipline Notification*
- Form 1341** (rev.6/25/20) - *Expulsion Hearing/Administrative Assignment review*
- Form 955** (rev. 8/23/11) - *Administrator’s Incident Summary*
- Form 954** (rev. 6/24/20) - *Witness Statements*
- Form 472** (rev. 6/24/20) – *Teacher Observations of Student*
- Form 1483** (rev. 6/25/20) – *Termination of Transfer or Magnet School Assignment* (if applicable)
- Form 1172** – (rev. 10/25/13) - *Manifestation Determination Meeting Summary*
- ESE or Section 504 Conference Notes** (if applicable)
- Form 1502** (rev. 05/22/2018) – *Section 504 Manifestation Determination Meeting Summary* (if applicable)
- District Behavior Contract** (rev.7/ 6/09)
- Student’s Information Report**
- A photocopy of any weapon or other supporting evidence involved in the expulsion incident**
- Trespass Warning** (rev. 7/6/11)

DOCUMENTATION REQUIRED

OPTION B – UNCONTESTED

Option B – Uncontested is reserved for assigning students (K-12th grade) to an alternative educational environment by administration.

This option will be used when:

- in the judgment of the zoned school principal, a student who committed an offense would threaten the integrity of the zoned school or safety of the offending student or other students at the zoned school.
- in the judgment of the zoned school principal, the interests of the school district and the offending student would be best served by placement of student in a district alternative program.
- parent(s) of student **does (do) not** contest the length of time the student has been assigned to an alternative program.

DOCUMENTED REQUIRED

OPTION B – UNCONTESTED

The documentation listed below must be submitted to the Director of Alternative Programs or designee in order to process an Option B – Uncontested recommendation. This page may be used as a checklist to ensure all required documents are accounted for.

- Letter from Principal** – *Appendix C*
- Student's Profile Page**
- Form 835D** (rev. 6/24/20) – *Discipline Referral*
- Form 835DOE** (rev. 6/24/20) – *Discipline Referral Florida Department of Education* (if applicable)
- Form 1358** (rev. 6/25/20) – *Discipline Notification*
- Form 1341** (rev. 6/25/20) *Expulsion Hearing/Administrative Assignment Review*
- Form 955** (rev. 8/23/11) – *Administrator's Incident Summary*
- Form 954** (rev. 6/24/20) – *Student Witness Statement*
- Form 1483** (rev. 6/25/20) – *Termination of Transfer or Magnet School Assignment* (if applicable)
- Form 1172** – (rev. 10/25/13) - *Manifestation Determination Meeting Summary*
- Form 1502** (rev. 05/22/2018) – *Section 504 Manifestation Determination Meeting Summary* (if applicable)
- District Behavior Contract** (rev. 7/6/09)
- Student's Information Report**
- Trespass Warning** (rev. 7/6/11)

ASSIGNMENT TO AN OUT-OF-ZONE SCHOOL

OPTION C

An Option C recommendation is appropriate when, in the judgment of the zoned school principal, in consultation with the appropriate executive director and the Director of Alternative Programs or Designee, the offending student would be best served by placement in a different traditional school environment under the terms of a District Behavior Contract.

The documentation required for processing an Option C recommendation is presented on the page that follows. It is essential that each form be included in the packet.

NOTE: Please remember to fax (407-320-0585 and 407-320-0293) forms 1358 and 1341e to the Department of Alternative Programs

DOCUMENTATION REQUIRED

OPTION C Out-of-Zone School Assignment

The documentation listed below must be submitted to the Director of Alternative Programs or Designee in order to process an Option C – Out-of-Zone School Enrollment packet. This page may be used as a checklist to ensure all required documents are accounted for.

- Form 535** (rev. 6/24/20) - *Student Information and Summary*
- Form 535 SSS** (rev. 6/24/20) – *IDEA/504 Information and Summary* (if applicable)
- Student’s Profile Page**
- Form 835** (rev. 6/24/20) - *Student Discipline Referral*
- Form 835DOE** (rev. 6/24/20) – *Discipline Referral Florida Department of Education* (if applicable)
- Form 1358** (rev. 6/25/20) - *Discipline Notification Form*
- Form 1341** (rev. 6/25/20 - *Expulsion Hearing /Administrative Assignment Review*
- Form 955** (rev. 8/23/11) - *Administrator’s Incident Summary*
- Form 954** (rev. 6/24/20) - *Witness Statements*
- ESE or Section 504 Conference Notes** (*if applicable*)
- District Behavior Contract** (rev.7/6/09)
- Student’s Information Report**
- A photocopy of any weapon or other supporting evidence involved in the expulsion incident**

ZONED SCHOOL ASSIGNMENT

OPTION C

An Option C recommendation is appropriate when, in the judgment of the zoned school principal, in consultation with the appropriate Executive Director and the Director of Alternative Programs or designee, the interests of the school district and the student would be best served by allowing the student to return to their zoned school under the terms of a District Behavior Contract.

The documentation required for processing an Option C recommendation is presented on the page that follows. It is essential that each form be included in the packet.

DOCUMENTATION REQUIRED

OPTION C Zone School Assignment

The documentation listed below must be submitted to the Director of Alternative Programs or Designee in order to process an Option C assignment. This page may be used as a checklist to ensure all required documents are accounted for.

- Form 535** (rev. 6/24/20) - *Student Information and Summary*
- Form 535 SSS** (rev. 6/24/20) – *IDEA/504 Information and Summary* (if applicable)
- Student’s Profile Page**
- Form 835** (rev. 6/24/20) - *Discipline Referral*
- Form 835DOE** (rev. 6/24/20) – *Discipline Referral Florida Department of Education* (if applicable)
- Form 1358** (rev. 6/25/20) - *Discipline Notification*
- Form 1341** (rev. 6/25/20) – *Expulsion Hearing/Administrative Assignment Review*
- Form 955** (rev. 8/23/11) - *Administrator’s Incident Summary*
- Form 954** (rev. 6/24/20) - *Witness Statements*
- ESE or Section 504 Conference Notes** (*if applicable*)
- District Behavior Contract** (rev. 7/6/09)
- Student’s Information Report**
- A photocopy of any weapon or other supporting evidence involved in the expulsion incident**

FORMS FOR PREPARING A DISCIPLINE PACKET

Options A-C

Refer to the checklist provided within the Discipline Procedures Manual for each Option to determine the form title/number to be used when preparing a packet. (All Seminole County Public Schools will be provided a copy of all listed forms.)

Form 535 (rev. 6/24/20) - Student Information and Summary

Form 535 SSS (rev. 6/24/20) - Student Information and Summary (if applicable)

Form 1341 (rev. 6/25/20) - Expulsion Hearing/Alternative Assignment Review

Form 1358 (rev.6/25/20) - Discipline Notification

Form 955 (rev. 8/23/11) - Administrator's Incident Summary

Form 954 (rev. 6/24/20) - Witness Statements

Form 472 (rev. 6/24/20) - Teacher Observations

Form 1483 (rev. 6/25/20) – Termination of Transfer or Magnet School Assignment

District Behavior Contract (rev.7/6/09)

Re-Entry Behavior Contract (rev. 8/18/10)

Trespass Warning (rev. 7/6/11)

Letters Appendix

(Forms translated to the Spanish language are Included)



SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

STUDENT INFORMATION and SUMMARY

A Discipline Hearing is scheduled to process this recommendation for:

STUDENT NAME: _____ SCHOOL: _____

A EXPULSION from all SCPS until: _____

B Administrative Assignment to Journeys Academy or Eugene Gregory Memorial Youth Academy until: _____

C Present School of Attendance or Another District School until: _____

1. YES NO This student is presently receiving ESOL services.

2. YES NO This student has received a packet in his/her primary language.

3. YES NO The parents have received a packet in their primary language.

PRINCIPAL/PRINCIPAL’S DESIGNEE

DATE

(Print name)



ESCUELAS PÚBLICAS DEL CONDADO SEMINOLE, FLORIDA

RESUMEN DE INFORMACIÓN DEL ESTUDIANTE

Una audiencia de disciplina está programada para procesar esta recomendación para:

NOMBRE DEL ESTUDIANTE: _____ ESCUELA: _____

A **Expulsión de todas las Escuelas Públicas del Condado Seminole hasta:** _____

B **Asignación Administrativa a la Academia de Journeys o Academia Juvenil Eugene Gregory Memorial hasta:** _____

C **Presente Escuela de Asistencia u otra Escuela del Distrito hasta:** _____

1. SÍ NO El estudiante recibe los servicios de ESOL.

2. SÍ NO El estudiante recibió un paquete de información en su idioma primario.

3. SÍ NO Los padres del estudiante recibieron un paquete de información en su idioma primario.

PRINCIPAL DE LA ESCUELA/DESIGNADO

FECHA

(Nombre Impreso)



SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

IDEA/504 INFORMATION and SUMMARY

A Discipline Hearing is scheduled to process this recommendation for:

STUDENT NAME: _____ **SCHOOL:** _____

B Administrative Assignment to Journeys Academy or Eugene Gregory Memorial Youth Academy until: _____

C Present School of Attendance or Another District School until: _____

- 1. YES NO This student has no record of a disability and has not been recommended for IDEA/504 services prior to the incident.
- 2. YES NO This student is **PRESENTLY** receiving IDEA/Section 504 services.
- 3. YES NO This student was being **EVALUATED** for services **PRIOR** to incident.
- 4. YES NO This student has received IDEA/Section 504 services in the **PAST**.
- 5. YES NO This student is **PRESENTLY** receiving ESOL services.
- 6. YES NO This student has received a packet in his/her primary language.
- 7. YES NO The parent(s) have received a packet in his/her/their primary language.
- 8. The Student Study Team met on _____ to review the circumstances leading to this recommendation and determined the student's misbehavior (check one):

was **NOT A MANIFESTATION** of the handicapping condition.

was a **MANIFESTATION** of the handicapping condition (Refer to SSS).

PRINCIPAL/PRINCIPAL'S DESIGNEE

DATE

(Print name)

SCPS Form 535(e)-SSS (Rev. 06/24/20) SB Student receiving or being evaluated for IDEA/Section 504 services prior to this recommendation.



ESCUELAS PÚBLICAS DEL CONDADO DE SEMINOLE, FLORIDA

RESUMEN E INFORMACION IDEA/504

Se programa una audiencia disciplinaria para procesar esta recomendación para:

NOMBRE DEL ESTUDIANTE: _____ **ESCUELA:** _____

B Asignación Administrativa a la Academia de Journeys o Academia Juvenil Eugene Gregory Memorial hasta: _____

C Presente Escuela de Asistencia u otra Escuela Del Distrito hasta: _____

- 1. SÍ NO Este estudiante no tiene antecedentes de discapacidad y no ha sido recomendado para servicios IDEA/504 antes del incidente.
- 2. SÍ NO Este estudiante **ACTUALMENTE** recibe servicios de IDEA / Sección 504.
- 3. SÍ NO Este estudiante estaba siendo **EVALUADO** por servicios **ANTES** del incidente.
- 4. SÍ NO Este estudiante ha recibido servicios de IDEA / Sección 504 en el **PASADO**.
- 5. SÍ NO Este estudiante **ACTUALMENTE** recibe servicios de ESOL.
- 6. SÍ NO Este estudiante ha recibido un paquete en su idioma principal.
- 7. SÍ NO Los padres han recibido un paquete en su idioma principal.
- 8. El equipo de estudio de estudiantes se reunió el _____ para revisar las circunstancias que llevaron a esta recomendación y determinar el mal comportamiento del estudiante (marque uno):

no fue una MANIFESTACIÓN de la condición de discapacidad.

fue una **MANIFESTACIÓN** de la condición de discapacidad (consulte SSS).

PRINCIPAL DE LA ESCUELA/DESIGNADO

FECHA

(Nombre Impreso)

SCPS Form 535(s)-SSS (Rev. 06/24/20) SB Estudiante que recibe o está siendo evaluado por servicios IDEA / Sección 504 antes de esta recomendación.



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

Offense: (Name of offense)
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 Detention Parking Revoked
Banned from Specified School Functions: Expulsion with services recommended Restitution
Expulsion without services recommended Sat. School
Behavioral Contract (Intervention) Formal Referral to Law Enforcement Student Conference (Intervention)
Bus Expulsion Guidance Referral (Intervention) Temp. Class Placement
Bus Probation In-School Suspension Verbal Reprimand
Bus Suspension Out-of-School Suspension Wed. School
Confiscation Parent Conference (Intervention) Work Detail
Number of Days: Beginning Dates: 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:

SCPS 835D (Rev. 06/24/20) SB White Copy - School Yellow Copy - Teacher/Staff Pink Copy - Student/Parent Gold - Other ESE Student - Copy to SSRS
*The same OFFENSE # must be used for all individuals involved in this same incident.



Seminole County Public Schools
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: _____		

<p>School Environmental Safety Incident Report (SESIR) must be reported to law enforcement:</p> <table style="width:100%"> <tr> <td><input type="checkbox"/> Aggravated Battery</td> <td><input type="checkbox"/> Hazing</td> <td><input type="checkbox"/> Sexual Assault</td> </tr> <tr> <td><input type="checkbox"/> Alcohol</td> <td><input type="checkbox"/> Homicide</td> <td><input type="checkbox"/> Sexual Battery (Rape)</td> </tr> <tr> <td><input type="checkbox"/> Arson</td> <td><input type="checkbox"/> Kidnapping</td> <td><input type="checkbox"/> Sexual Offenses (Other)</td> </tr> <tr> <td><input type="checkbox"/> Burglary</td> <td><input type="checkbox"/> Other Major Incidents</td> <td><input type="checkbox"/> Threat/Intimidation</td> </tr> <tr> <td><input type="checkbox"/> Disruption on Campus/Major</td> <td><input type="checkbox"/> Physical Attack (Battery)</td> <td><input type="checkbox"/> Trespassing</td> </tr> <tr> <td><input type="checkbox"/> Drug Sale or Distribution</td> <td><input type="checkbox"/> Robbery</td> <td><input type="checkbox"/> Vandalism (\$1,000)</td> </tr> <tr> <td><input type="checkbox"/> Drug Use or Possession</td> <td><input type="checkbox"/> Larceny/Theft (\$750)</td> <td><input type="checkbox"/> Weapon Possession</td> </tr> </table>	<input type="checkbox"/> Aggravated Battery	<input type="checkbox"/> Hazing	<input type="checkbox"/> Sexual Assault	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Homicide	<input type="checkbox"/> Sexual Battery (Rape)	<input type="checkbox"/> Arson	<input type="checkbox"/> Kidnapping	<input type="checkbox"/> Sexual Offenses (Other)	<input type="checkbox"/> Burglary	<input type="checkbox"/> Other Major Incidents	<input type="checkbox"/> Threat/Intimidation	<input type="checkbox"/> Disruption on Campus/Major	<input type="checkbox"/> Physical Attack (Battery)	<input type="checkbox"/> Trespassing	<input type="checkbox"/> Drug Sale or Distribution	<input type="checkbox"/> Robbery	<input type="checkbox"/> Vandalism (\$1,000)	<input type="checkbox"/> Drug Use or Possession	<input type="checkbox"/> Larceny/Theft (\$750)	<input type="checkbox"/> Weapon Possession	<p>May not need to report to law Enforcement:</p> <table style="width:100%"> <tr><td><input type="checkbox"/> Bullying</td></tr> <tr><td><input type="checkbox"/> Harassment</td></tr> <tr><td><input type="checkbox"/> Fighting</td></tr> <tr><td><input type="checkbox"/> Sexual Harassment</td></tr> <tr><td><input type="checkbox"/> Tobacco</td></tr> </table>	<input type="checkbox"/> Bullying	<input type="checkbox"/> Harassment	<input type="checkbox"/> Fighting	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Tobacco
<input type="checkbox"/> Aggravated Battery	<input type="checkbox"/> Hazing	<input type="checkbox"/> Sexual Assault																									
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Homicide	<input type="checkbox"/> Sexual Battery (Rape)																									
<input type="checkbox"/> Arson	<input type="checkbox"/> Kidnapping	<input type="checkbox"/> Sexual Offenses (Other)																									
<input type="checkbox"/> Burglary	<input type="checkbox"/> Other Major Incidents	<input type="checkbox"/> Threat/Intimidation																									
<input type="checkbox"/> Disruption on Campus/Major	<input type="checkbox"/> Physical Attack (Battery)	<input type="checkbox"/> Trespassing																									
<input type="checkbox"/> Drug Sale or Distribution	<input type="checkbox"/> Robbery	<input type="checkbox"/> Vandalism (\$1,000)																									
<input type="checkbox"/> Drug Use or Possession	<input type="checkbox"/> Larceny/Theft (\$750)	<input type="checkbox"/> Weapon Possession																									
<input type="checkbox"/> Bullying																											
<input type="checkbox"/> Harassment																											
<input type="checkbox"/> Fighting																											
<input type="checkbox"/> Sexual Harassment																											
<input type="checkbox"/> Tobacco																											

RELATED ELEMENTS (Please check all that apply to SESIR offenses)

<input type="checkbox"/> Alcohol	<input type="checkbox"/> Bullying	<input type="checkbox"/> Gang	<input type="checkbox"/> Hate Crime	<input type="checkbox"/> Injury	<input type="checkbox"/> (A) More Serious	<input type="checkbox"/> (B) Less Serious	<input type="checkbox"/> Vaping
<input type="checkbox"/> Drugs:	<input type="checkbox"/> M – Marijuana/Hashish	<input type="checkbox"/> N – Non-Controlled Substance Used as Drug	<input type="checkbox"/> O – Other Illicit Drugs				
<input type="checkbox"/> Weapon:	<input type="checkbox"/> Other (Describe) _____	<input type="checkbox"/> Knife					
	<input type="checkbox"/> Firearm: _____	<input type="checkbox"/> Handgun	<input type="checkbox"/> Rifle/Shotgun	<input type="checkbox"/> Unknown			

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) Disability Race Religion Sex Sexual Orientation

SCHOOL –RELATED ARREST(S) – For any student arrested for an activity on school grounds, during off-campus school activities or 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 without services recommended Out-of-School Suspension

Expulsion with services recommended In-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: _____ Administrator Signature: _____

*The same OFFENSE # must be used for all individuals involved in this same incident.



SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

ADMINISTRATOR'S INCIDENT SUMMARY

STUDENT NAME: _____ SCHOOL: _____

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

STATEMENT OF INCIDENT

(USE ADDITIONAL SHEETS IF NECESSARY TO COMPLETE STATEMENT)
PLEASE NOTE WHO? WHAT? WHEN? WHERE? WHY? HOW?

INVESTIGATING ADMINISTRATOR DATE

Print Name (Investigating Administrator): _____

I HAVE READ THE ABOVE INCIDENT STATEMENT AND DISCUSSED IT WITH _____

I AGREE DISAGREE WITH THE STATEMENT

STUDENT'S SIGNATURE DATE

On the _____ day of _____ 20_____, the pupil was orally advised of the charge(s), was given an explanation of the evidence supporting the charge(s), and was given an opportunity to relate his/her version of the facts relating to the charge(s).

PRINCIPAL/DESIGNEE'S SIGNATURE

(Print name)
SCPS Form 955 (e) (Rev.08/23/11)



ESCUELAS PUBLICAS DEL CONDADO DE SEMINOLE, Florida

DECLARACION DEL INCIDENTE

NOMBRE DEL ESTUDIANTE: _____ ESCUELA: _____

FECHA DEL INCIDENTE: _____ HORA DEL INCIDENTE: _____

DECLARACION DEL INCIDENTE

(USE HOJAS ADICIONALES DE SER NECESARIO PARA COMPLETAR LA DECLARACION)
FAVOR DE ANOTAR COMO? CUANDO? DONDE? QUE? PORQUE? QUIEN

ADMINISTRADOR INVESTIGADOR

FECHA

YO HE LEIDO LA DECLARACION DEL INCIDENTE ANTERIOR Y LO HE DISCUTIDO CON:

ESTOY EN ACUERDO

NO ESTOY EN ACUERDO

FIRMA DEL ESTUDIANTE

FECHA

El día _____ de _____ 20_____, el estudiante ha sido informado verbalmente sobre el cargo o cargos, se le ha dado una explicación de la evidencia que apoya el cargo(s), y le dio la oportunidad de ofrecer su versión de los hechos relacionados al cargo(s)

FIRMA DEL DIRECTOR

(En letra de molde)

JURADO Y SUSCRITO ANTE MI ESTE DIA _____ DE _____ DE
SE HA IDENIFICADO MEDIANTE _____ BAJO JURAMENTO

FIRMA DEL NOTARIO PUBLICO: _____

NOMBRE IMPRESO: _____
MI COMISION EXPIRA: _____

(NOTARY SEAL)



SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

WITNESS STATEMENT

NAME OF WITNESS: _____ SCHOOL: _____
(Please print your name)

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

(USE ADDITIONAL SHEETS IF NECESSARY TO COMPLETE STATEMENT)

Please be specific and include as much detailed information as possible when describing the incident.

List the names of everyone involved in the incident: _____

Location of incident: _____

Describe incident in detail: _____

SIGNATURE OF WITNESS

DATE OF STATEMENT

PRINT NAME OF WITNESS

STATE OF FLORIDA
COUNTY OF SEMINOLE

SWORN TO/AFFIRMED AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20_____
BY _____ WHO IS PERSONALLY KNOWN TO ME OR WAS IDENTIFIED BY THE FOLLOWING
FLORIDA DRIVER'S LICENSE, STUDENT IDENTIFICATION CARD OR _____.

NOTARY PUBLIC STATE OF FLORIDA AT LARGE

(NOTARY SEAL)

TYPE OR PRINT NOTARY'S NAME HERE

THIS STATEMENT MUST BE LEGIBLE. IF THE WITNESS' HANDWRITING IS NOT LEGIBLE, THE STATEMENT MUST BE ACCOMPANIED BY A TYPED OR PRINTED COPY, WHICH MUST BE SIGNED BY THE STUDENT.



ESCUELAS PUBLICAS DEL CONDADO DE SEMINOLE, FLORIDA

DECLARACION DEL TESTIGO

NOMBRE DEL TESTIGO: _____ ESCUELA _____
(Por favor escriba en letra molde su nombre)

FECHA DEL INCIDENTE: _____ HORA DEL INCIDENTE: _____

(USE HOJAS ADICIONALES SI ES NECESARIO PARA COMPLETAR LA DECLARACION)

Por favor sea específico e incluye la más detallada información para describir el incidente

Lista de los nombres de todos los involucrados en el incidente: _____

Lugar del incidente: _____

Describe el incidente en detalle: _____

FIRMA DEL TESTIGO

FECHA DEL INCIDENTE

NOMBRE IMPRESO DEL TESTIGO

ESTADO DE LA FLORIDA
CONDADO DE SEMINOLE

JURADO/AFIRMADO Y SUSCRITO ANTE DE MI ESTE DIA _____ DE _____ DEL 20__ POR _____
A QUIEN CONOZCO PERSONALMENTE O SE HA IDENTIFICADO CON LA LICENCIA DE CONducir, TARJETA DE IDENTIFICACION DE ESTUDIANTE O CON _____.

NOTARIO PUBLICO DEL ESTADO DE LA FLORIDA

NOMBRE IMPRESO DEL NOTARIO

ESTA DECLARACIÓN DEBE SER LEGIBLE. SI LA ESCRITURA A MANO DEL TESTIGO NO ES LEGIBLE, LA DECLARACIÓN DEBE ESTAR ACOMPAÑADA POR UNA COPIA TIPICA O IMPRESA, QUE DEBE SER FIRMADA POR EL ESTUDIANTE.



SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

TEACHER OBSERVATION OF STUDENT

PLEASE TYPE OR WRITE IN BLACK INK ONLY. This evaluation will be reproduced for the School as information for the possible expulsion of the student.

STUDENT NAME: _____ SCHOOL: _____

TEACHER'S NAME: _____ SUBJECT _____ GRADE _____

1. A. Does this student pay attention in class? [] Always [] Sometimes [] Never

2. B. Does this student have a cooperative attitude and a desire to learn? [] Always [] Sometimes [] Never

3. If the student's attitude is not desirable, please indicate the characteristic(s) that best describe(s) his/her attitude or behavior:

[] Surly [] Rude [] Indifferent [] Prankish [] Belligerent

[] Other: _____

4. Is this student in any way a discipline problem? [] Always [] Sometimes [] Never

5. Have you noticed any change in this student's attitude and work habits since the beginning of the school year or semester? [] Yes [] No

PLEASE COMMENT ON ANY CHANGE YOU HAVE NOTICED OR ANY DISCIPLINE PROBLEMS YOU HAVE HAD WITH THIS STUDENT:

Multiple horizontal lines for writing comments.

Please return to: _____ on or before _____ (MM/DD/YR)



SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

SCHOOL EXPULSION/ADMINISTRATIVE ASSIGNMENT REVIEW

Student: _____ Date: _____

Last First Middle
Grade: _____ DOB: _____

School Date of Incident Investigating Administrator

Conference Participants: (School) Conference Date (School)

Statement of Incident: _____

Charges: _____

ASSIGNMENTS:

- Suspension # of days Start Date: End Date:
Administrative Assignment Begin Date End Date Location
Expulsion Recommendation Length of Time

Following suspension and pending action on the expulsion the student is assigned to Journeys Academy located at 1722 West Airport Boulevard, Sanford, Florida (407-320-7850).

Assignment Begins _____

Board Hearing Requested?: Yes No

Date of Board Hearing: Time of Board Hearing:

Packet Delivery Date: _____

Parent Signature Date

Principal Signature (Superintendent's Designee) Date

(Print name)



SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA DISCIPLINE NOTIFICATION

COMPLETE THIS FORM AND FAX TO 407-320-0293 IMMEDIATELY FOLLOWING THE INCIDENT INVESTIGATION.

STUDENT: _____ GRADE: _____

DOB: _____ GPA: _____ NUMBER OF CREDITS: _____

DATE OF INCIDENT: _____ DATE OF THIS REPORT: _____

SCHOOL: _____ ADMINISTRATOR: _____

LAW ENFORCEMENT: YES _____ NO _____ STUDENT ARRESTED: YES _____ NO _____

ESE/504 STATUS: YES _____ NO _____

EXCEPTIONALITY:
SLD _____ EBD _____ ID Mild _____ ID Moderate _____ HEARING _____ VISION _____ OTHER _____

Has the student's records been thoroughly reviewed to determine if a disability was a factor in this incident? YES _____ NO _____

REVIEWED BY: _____ DATE: _____

MTSS TEAM REVIEW: YES _____ NO _____ DATE: _____

TEAM'S DETERMINATION: _____

PRIOR EXPULSION: YES _____ NO _____ IF YES WHAT YEAR _____

PRIOR ADMINISTRATIVE ASSIGNMENT? YES _____ NO _____ IF YES WHAT YEAR _____

Is the student in any extracurricular activities? YES _____ NO _____

ACTIVITY: _____

OFFENSE: _____

LENGTH OF SUSPENSION: 5 DAYS _____ 10 DAYS _____ OTHER _____

DISCIPLINE HISTORY: _____

NUMBER OF REFERRALS THIS YEAR: _____

NUMBER OF OUT-OF-SCHOOL SUSPENSIONS: _____

REASONS: _____

PRELIMINARY RECOMMENDATION: _____ TERM: _____

IF EXPULSION IS RECOMMENDED, CHECK ONE: With Services _____ Without Services _____

BOARD HEARING REQUESTED? YES _____ NO _____

TARGET DATE FOR EXPULSION AGENDA: _____



ESCUELAS PÚBLICAS DEL CONDADO SEMINOLE, FLORIDA

NOTIFICACIÓN DE ACCIÓN DISCIPLINARIA

COMPLETE ESTE FORMULARIO Y ENVÍELO POR FAX AL 407-320-0293 – INMEDIATAMENTE DESPUÉS DE LA INVESTIGACIÓN DEL INCIDENTE.

ESTUDIANTE: _____ GRADO: _____

FECHA DE NACIMIENTO: _____ GPA: _____ NÚMERO DE CRÉDITOS: _____

FECHA DEL INCIDENTE: _____ FECHA DE ESTE REPORTE: _____

ESCUELA: _____ ADMINISTRADOR: _____

CUMPLIMIENTO DE LA LEY: SÍ _____ NO _____ ESTUDIANTE ARRESTADO: SÍ _____ NO _____

ESTADO DE ESE/504: YES _____ NO _____

EXCEPCIONALIDAD:

SLD _____ EBD _____ ID Leve _____ ID Moderado _____ AUDICIÓN _____ VISIÓN _____ OTRO _____

¿Se han revisado a fondo los registros del estudiante para determinar si una discapacidad fue un factor en este incidente? SÍ _____ NO _____

REPASADO POR: _____ FECHA: _____

REPASO POR EQUIPO MTSS: SÍ _____ NO _____ FECHA: _____

DETERMINACIÓN DEL EQUIPO: _____

EXPULSIÓN ANTERIOR: SÍ _____ NO _____ EN CASO AFIRMATIVO, QUÉ AÑO: _____

¿ASIGNACIÓN ADMINISTRATIVA ANTERIOR? SÍ _____ NO _____ EN CASO AFIRMATIVO, QUÉ AÑO: _____

¿Está el estudiante en alguna actividad extracurricular? SÍ _____ NO _____

ACTIVIDAD: _____

OFENSA: _____

TIEMPO DE SUSPENSIÓN: 5 DIAS _____ 10 DIAS _____ OTRO _____

HISTORIA DE DISCIPLINA: _____

NÚMERO DE REFERIDOS ESTE AÑO: _____

NÚMERO DE SUSPENSIONES FUERA DE LA ESCUELA: _____

RAZONES: _____

RECOMENDACIÓN PRELIMINAR: _____ TÉRMINO: _____

SI SE RECOMIENDA LA EXPULSIÓN, MARQUE UNO: Con servicios _____ Sin servicios _____

¿AUDIENCIA DE LA JUNTA SOLICITADA? SÍ _____ NO _____

FECHA OBJETIVO PARA LA AGENDA DE EXPULSIÓN: _____



SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA
MIDDLE/HIGH SCHOOL
ALTERNATIVE SCHOOL ASSIGNMENT
TERMINATION OF TRANSFER OR MAGNET SCHOOL ASSIGNMENT

Alternative School Assignment: Termination of Transfer or Magnet School Assignment

The student named below is assigned to an alternative school location at

_____ effective _____.
(Location) (Date)

Student Information

Name: _____ Current Grade: _____
 Current School: _____ Zone School _____
 Mark the box below to indicate the reason for original transfer or assignment:
 Diversity Capacity Magnet Other (Please Explain)
 Does your student have a current IEP for Exceptional Education? ___Yes ___No

Parent/Guardian Information

Name: _____
 Street Address: _____
 City: _____ Zip Code: _____
 Contact Phone: _____

Per School Board Policy 5.30, Section IV, E, 4a: A student that is expelled or placed at the district alternative school or other district alternative program, shall be reassigned to the student's zoned school.

I understand that upon completion of my student's assignment at the alternative location, he/she will be assigned to his/her zoned school. He/she will not be permitted a transfer to any other Seminole County Public School.

Parent/Guardian: _____ Date: _____

Signature: _____ Date: _____
 (Principal or Designee Signature)

School: Please send a copy of this form to the Student Assignment and Program Access Department.



DISTRICT BEHAVIOR CONTRACT

Student

Student #

Contract Completion Date

I, _____, do hereby acknowledge and understand that I must fully comply with the terms prescribed by this contract as a condition of my alternative educational placement from _____ and my assignment to _____.

I understand that the terms of this contract are in force for the entire duration of my alternative educational assignment.

I understand that if I do not follow the procedures listed in this contract that I may be assigned to an alternative school or may be recommended for expulsion.

I understand that any violation of this contract, including committing acts of misconduct, which would not be grounds for the suspension or expulsion of other students, may be grounds for the referral of my case to the School Board for the purpose of imposing more severe disciplinary actions.

I understand that if I commit a Zero Tolerance offense while under the terms of this contract, I will be recommended for expulsion from all Seminole County Public Schools.

I understand that if I am assigned to any school other than my zoned school, that for the duration of the contract, I am prohibited from accessing any district school campus, participating in any extra-curricular event, or attending any event or activity sponsored by a Seminole County public school or the School Board.

I understand that if I am expelled from the Seminole County Public Schools, upon my return, I will be assigned to Journeys Academy for a minimum of one semester prior to transitioning back to my zoned school of attendance.

I hereby agree that I will:

1. follow all the rules and regulations outlined in the *Student Conduct and Discipline Code*;
2. abide by the policies, rules and regulations of my assigned school;
3. attend school regularly and I understand that any absence from school must be promptly reported by my parents to the school's attendance office;
4. be prompt in moving from one class to another during class change times and be on time to class;

- 5. complete all class and homework assignments, and give my best effort on tests and examinations;
- 6. refrain from associating or socializing with students who are involved with illegal substances or weapons or who discuss or advocate the use of illegal substances or weapons on school grounds, at school functions, or school sponsored activities.
- 7. remain drug free and submit to drug testing and evaluation upon request of the school administration. I also agree to follow any recommendations that are made on the basis of the results of any drug testing and evaluation.

I understand that if I have successfully complied with the terms of this agreement at the completion of the term of my assignment, the district will permit me to enroll or remain at my zoned school. If re-entering from another school for the first semester after the completion of my alternative assignment, I understand that I will be obligated to sign and abide by Seminole County Public Schools' Re-Entry Contract.

I understand that I may not be given the opportunity to enter into a similar District Behavior Contract if I commit an expellable offense in any future school year.

This contract will become viable and binding on the date this document is signed by the student, parent/guardian, and principal/designee and remain in effect for the duration of the contract.

A violation of this contract may result in the revocation of this contract and an assignment to Journeys Academy or a recommendation for expulsion from Seminole County Public Schools.

Principal/Designee

Parent/Guardian

Student

Parent/Guardian

SWORN TO/AFFIRMED AND SUBSCRIBED BEFORE ME THIS DATE _____, BY _____ WHO IS PERSONALLY KNOWN TO ME OR WAS IDENTIFIED BY THE FOLLOWING FLORIDA DRIVER'S LICENSE, STUDENT IDENTIFICATION CARD OR _____.

NOTARY PUBLIC STATE OF FLORIDA AT LARGE

TYPE OR PRINT NOTARY'S NAME HERE

(NOTARY SEAL)

MY COMMISSION EXPIRES
(Rev.7/6/09)



CONTRATO DE DISCIPLINA DEL DISTRITO

Estudiante

del Estudiante

Fecha/Completó el Contrato

Yo, _____, aquí entiendo y declaro que debo de cumplir totalmente con los términos que se describen en este contrato como condición a mi ubicación de alternativa educativa desde _____ y según se me ha asignado a _____.

Yo entiendo que estos términos de este contrato estarán en vigor por la duración completa de mi asignación a la alternativa educativa.

Yo entiendo que de no seguir los procedimientos enumerados en este contrato que pudiera ser asignado a una escuela de alternativa o pudiera ser recomendado para expulsión.

Yo entiendo que cualquier violación a este contrato, incluyendo cometer actos de disciplina o mala conducta, que para otros estudiantes no es motivo de suspensión o expulsión, puede ser motivo para mí a que mi caso sea referido a la Junta Escolar con el propósito de que se imponga medidas de disciplina más severas.

Yo entiendo que si cometo una ofensa de Cero Tolerancia mientras estoy bajo los términos de este contrato yo seré recomendado para expulsión del Sistema de las Escuelas Públicas del Condado Seminole.

Yo entiendo que si se me ha asignado a una escuela otra que mi escuela de zona, por la duración del contrato, a mí se me prohíbe tener acceso o entrar a cualquier recinto escolar del distrito, a participar en cualquier evento extra-curricular, o asistir a cualquier evento o actividad auspiciado por el Sistema de las Escuelas Públicas de Seminole o de la Junta Escolar.

Yo entiendo que de ser expulsado del Sistema de Escuelas Públicas del Condado Seminole, una vez regrese, yo seré asignado a la escuela de alternativa del distrito (Academia Journeys) por un mínimo de un semestre antes de ser trasladado otra vez a mi escuela de zona de asistencia.

Yo aquí declaro que estoy de acuerdo a:

1. seguir todas las reglas y regulaciones como se especifican en el Código de Conducta del Estudiante;
2. seguir las políticas, reglas y regulaciones de la escuela a la que se me ha asignado;
3. asistir a la escuela regularmente y yo entiendo que cualquier ausencia de la escuela debe ser reportado inmediatamente a mis padres por el oficial de asistencia de la escuela;
4. estar a tiempo para el comienzo de las clases y durante el periodo de cambio de una clase a otra;
5. completar todas las tareas asignadas para el salón de clases y para el hogar, y hacer mí mejor esfuerzo en los exámenes y evaluaciones;

6. no asociarme o socializarme con estudiantes que estén envueltos con sustancias ilegales o armas o que discutan o aboguen por el uso ilegal de sustancias o armas en terreno o propiedad escolar, en una función escolar o actividades auspiciadas por la escuela;
7. permanecer libre de drogas y someterme a exámenes de drogas y evaluaciones según sea requerido por la administración de la escuela. También acuerdo a que seguiré cualquier recomendación que se haga como resultado de los exámenes de drogas y evaluaciones.

Yo entiendo que si completo exitosamente los términos de mi asignación, el distrito me permitirá matricularme o permanecer en mi escuela de zona. Si ingreso nuevamente a otra escuela en el primer semestre después de completar la asignación de alternativa, entiendo que estaré obligado a firmar y a seguir el contrato de Reingreso al Sistema de las Escuelas Públicas del Condado Seminole.

Yo entiendo que no se me volverá a dar la oportunidad de entrar a un contrato similar si cometo, en años escolares futuros, una ofensa que conlleve a una expulsión.

Este contrato será viable y tomará efecto en la fecha que este documento sea firmado por el estudiante, el padre/tutor, y el director de la escuela o su designado y se mantendrá en efecto hasta la duración de este contrato.

Una violación a este contrato puede resultar en la revocación de este contrato y una asignación a la Academia Journeys o una recomendación para expulsión del Sistema de las Escuelas Públicas del Condado Seminole.

Director/Designado

Padre/Tutor

Estudiante

Padre/Tutor

SWORN TO/AFFIRMED AND SUBSCRIBED BEFORE ME THIS DATE _____, BY _____ WHO IS PERSONALLY KNOWN TO ME OR WAS IDENTIFIED BY THE FOLLOWING FLORIDA DRIVER'S LICENSE, STUDENT IDENTIFICATION CARD OR

NOTARY PUBLIC STATE OF FLORIDA AT LARGE

TYPE OR PRINT NOTARY'S NAME HERE

(NOTARY SEAL)

MY COMMISSION EXPIRES

(7/6/09)



DISTRICT BEHAVIOR CONTRACT

Elementary Education

Student

Student #

Contract Completion Date

I _____, do hereby acknowledge and understand that I must fully comply with the terms prescribed by this contract as a condition of my educational career at _____,

I understand that the terms of this contract are in force for the entire duration of my educational assignment at _____. I also understand that at the end of each grading period, my status will be evaluated and I will be allowed to continue to attend school at _____ only if I have complied with all terms of this agreement.

I understand that any violation of this contract, including committing acts of misconduct, which would not be grounds for the suspension or expulsion of other students, may be grounds in my case for administrative transfer or other action as authorized by the Code of Student Conduct and Discipline or Board policy 5.30.

In consideration for the opportunity to stay at _____ in Seminole County Public Schools under the terms of this contract, I hereby agree that I will:

1. Follow all the rules and regulations outlined in the Student Conduct and Discipline Code;
2. Attend school regularly and I understand that any absence from school must be promptly reported by my parents to the school's office;
3. Be prompt and orderly in moving from one class to another during the day and be on time to school;
4. Complete all class and homework assignments, and give my best effort on tests and examinations; and
5. Refrain from associating or socializing with students who are involved with illegal substances or weapons or who discuss or advocate the use of illegal substances or weapons.

I understand that if I have successfully complied with the terms of this agreement at the completion of the term of my school year, that I will be considered a student in good standing. At that time, this contract will be null and void.

I understand that I may not be given the opportunity to enter into a similar District Behavior Contract if I commit an expellable offense in any future school year.

This contract will become viable and binding immediately upon the acceptance of the Superintendent’s recommendation and remain in effect until the end of the school term.

A violation of this contract may result in the revocation of this contract and the imposition of an out-of-school suspension/expulsion.

Principal/Designee

Principal/Designee

Student

Parent/Guardian

Parent/Guardian

SWORN TO/AFFIRMED AND SUBSCRIBED BEFORE ME THIS DATE _____, BY _____ WHO IS PERSONALLY KNOWN TO ME OR WAS IDENTIFIED BY THE FOLLOWING FLORIDA DRIVER’S LICENSE, STUDENT IDENTIFICATION CARD OR _____.

NOTARY PUBLIC STATE OF FLORIDA AT LARGE

(NOTARY SEAL)

TYPE OR PRINT NOTARY’S NAME HERE

MY COMMISSION EXPIRES

(Rev. 7/6/11)



SEMINOLE COUNTY PUBLIC SCHOOLS RE-ENTRY BEHAVIOR CONTRACT

Student

Student #

Contract Completion Date

I (*student's Name*), do hereby acknowledge and understand that I must fully comply with the terms prescribed by this contract as a condition of my re-entry to my Seminole County Public Schools zoned school from my alternative school assignment and/or expulsion.

I understand that the terms of this contract are in force from the first day I return to my zoned school, (*beginning date*), until the end of one complete semester, (*ending date*).

In consideration for the opportunity to re-enroll at (*name of school*), I hereby agree that I will:

1. follow all the rules and regulations outlined in the *Student Conduct and Discipline Code*;
2. abide by the policies, rules and regulations of my zoned school;
3. complete all class and homework assignments, and give my best effort on tests and examinations;
4. refrain from associating or socializing with students who are involved with illegal substances or weapons or who discuss or advocate the use of illegal substances or weapons on school grounds, at school functions, or school sponsored activities;
5. have at least 90% attendance in each class

I understand that any violation of this contract, including committing acts of misconduct, which would not be grounds for the suspension or expulsion of other students, may be grounds for the referral of my case to the School Board with recommendation for expulsion.

I understand that if I commit a Zero Tolerance offense while under the terms of this contract that I will be recommended for expulsion from all Seminole County Public Schools.

I understand that I may not be given the opportunity to attend a Seminole County public school alternative program in the future if I commit a serious violation of the *Seminole County Public Schools Student Conduct and Discipline Code* after this contract has expired.

This contract will become viable and binding on the date that it is signed by the student and his/her parents/guardians, and a school district administrator. This contract will remain in effect until the contract completion date noted at the beginning of the document.

Principal/Designee

Parent/Guardian

Student

Parent/Guardian

SWORN TO/AFFIRMED AND SUBSCRIBED BEFORE ME THIS DATE

_____, BY _____
WHO IS PERSONALLY KNOWN TO ME OR WAS IDENTIFIED BY THE FOLLOWING FLORIDA DRIVER'S
LICENSE, STUDENT IDENTIFICATION CARD OR _____

NOTARY PUBLIC STATE OF FLORIDA AT LARGE

TYPE OR PRINT NOTARY'S NAME HERE

MY COMMISSION EXPIRES

(NOTARY SEAL)

(Rev. 8/18/10)



CONTRATO DE REINGRESO AL SISTEMA DE LAS ESCUELAS PÚBLICAS DEL CONDADO SEMINOLE

Estudiante

de Estudiante

Fecha que Completó el Contrato

Yo _____, aquí reconozco y entiendo que tengo que cumplir totalmente con los términos prescritos por este contrato como condición a mi reingreso al Sistema de las Escuelas Públicas del Condado Seminole después de mi asignación a una escuela de alternativa y/o de expulsión.

Yo entiendo que los términos de este contrato entran en vigor desde el primer día en que yo regrese a mi escuela de zona, (fecha) _____, y hasta final de un semestre completo, _____ (fecha de terminación).

En consideración a la oportunidad que se me ha brindado para matricularme nuevamente, yo aquí afirmo y declaro que:

1. seguiré todas las reglas y regulaciones estipuladas en el *Código de Conducta y Disciplina del Estudiante*;
2. seguiré las políticas, reglas y regulaciones de mi escuela de zona;
3. completaré todas las tareas asignadas para el salón de clases y para el hogar, y haré mi mejor esfuerzo en los exámenes y evaluaciones;
4. no me asociaré o socializaré con estudiantes que estén envueltos con sustancias ilegales o armas o que discutan o aboguen por el uso ilegal de sustancias o armas en terreno o propiedad escolar, en una función escolar o actividades auspiciadas por la escuela;
5. asistiré a las clases por lo menos un 90% de las veces.

Yo entiendo que cualquier violación a este contrato, incluyendo cometer actos de disciplina o mala conducta, que para otros estudiantes no es motivo de suspensión o expulsión, puede ser motivo para mí, a que mi caso sea referido a la Junta Escolar con recomendación a expulsión del sistema escolar.

Yo entiendo que si cometo una ofensa de Cero Tolerancia mientras estoy bajo los términos de este contrato yo seré recomendado para expulsión del Sistema de las Escuelas Públicas del Condado Seminole.

Yo entiendo que no se me dará la oportunidad en el futuro de asistir a una escuela de alternativa del Sistema de las Escuelas Públicas del Condado Seminole si cometo una violación seria al *Código de Conducta y Disciplina del Estudiante de las Escuelas Públicas del Condado Seminole* después de la expiración de este contrato.

Este contrato será viable y tomará efecto en la fecha que este documento sea firmado por el estudiante, el padre/tutor, y de un administrador del distrito escolar. Este contrato se mantendrá en efecto hasta que el contrato se complete en la fecha anotada al comienzo de este documento.

Director de la Escuela//Designado

Padre/Tutor

Estudiante

Padre/ Tutor

SWORN TO/AFFIRMED AND SUBSCRIBED BEFORE ME THIS DATE

_____, BY _____
WHO IS PERSONALLY KNOWN TO ME OR WAS IDENTIFIED BY THE FOLLOWING:
FLORIDA DRIVER’S LICENSE, STUDENT IDENTIFICATION CARD OR

NOTARY PUBLIC STATE OF FLORIDA AT LARGE

TYPE OR PRINT NOTARY’S NAME HERE

MY COMMISSION EXPIRES

(Notary Seal)

(Rev. 8/18/10)

TO: _____

DATE: _____

TRESPASS WARNING

During the suspension, pending expulsion or administrative placement proceedings, and during the term of an expulsion or administrative placement, your child is not to be on the campus or any property of Seminole County Public Schools.

Your child is not permitted to participate in any school activity, including attendance at any athletic or other event until the **SUSPENSION, EXPULSION TERM OR RE-ENTRY PLACEMENT HAS BEEN COMPLETED**. Failure to comply with this may result in your child being arrested for trespassing.

If you have any questions, please contact the Director of Alternative Programs or Designee.

Student Signature

Parent/Guardian

Administrator

SWORN TO/AFFIRMED AND SUBSCRIBED BEFORE ME THIS DATE

_____, BY _____
WHO IS PERSONALLY KNOWN TO ME OR WAS IDENTIFIED BY THE FOLLOWING FLORIDA DRIVER'S LICENSE, STUDENT IDENTIFICATION CARD OR _____

NOTARY PUBLIC STATE OF FLORIDA AT LARGE

TYPE OR PRINT NOTARY'S NAME HERE

MY COMMISSION EXPIRES

(NOTARY SEAL)

(Rev. 7/6/11)

PARA: _____

FECHA: _____

ADVERTENCIA A LA ENTRADA SIN AUTORIZACIÓN EN PROPIEDAD AJENA

Durante la suspensión, pendiente a la expulsión o a la ubicación de una educación alterna, y durante el término de duración de una expulsión o de un programa de alternativa, su hijo/hija no podrá entrar en el recinto escolar o en cualquier propiedad del Sistema de Escuelas Públicas del Condado Seminole.

A su hijo/hija no se le permitirá participar en una actividad de la escuela, incluyendo asistir a un evento atlético o a cualquier otro evento hasta que el término de la SUSPENSIÓN, EXPULSIÓN o la UBICACIÓN de REINGRESO HAYA SIDO COMPLETADA. El no cumplir con estas estipulaciones puede tener como resultado que su hijo/hija sea arrestado(a) por entrada sin autorización en propiedad ajena.

De tener alguna pregunta, favor de contactar al Director(a) de Programas Alternativos ó designado.

Firma del Estudiante

Padre/Tutor

Administrador (a)

SWORN TO/AFFIRMED AND SUBSCRIBED BEFORE ME THIS DATE

_____, BY _____
WHO IS PERSONALLY KNOWN TO ME OR WAS IDENTIFIED BY THE FOLLOWING FLORIDA DRIVER'S
LICENSE, STUDENT IDENTIFICATION CARD OR _____

NOTARY PUBLIC STATE OF FLORIDA AT LARGE

TYPE OR PRINT NOTARY'S NAME HERE

MY COMMISSION EXPIRES

(NOTARY SEAL)

(Rev. 7/6/11)

APPENDIX A

Dear Mr/Ms _____:

I have received notification that your son/daughter, (*insert student name*), was involved in an incident that occurred off campus and that he/she has been formally charged with a felony or a delinquent act, which would be a felony if committed by an adult, (*insert specific arrest charge or charges*). Based on this information, I am exercising my legal authority, pursuant to the provisions of Florida Statute 1006.09 to suspend temporarily (*insert student name*) until such time as we can meet to discuss this incident.

A conference has been scheduled for (*insert date -this date must be between 2 to 5 days from the postmarked date*), at (*insert time*) to discuss the possible imposition of an indefinite suspension based upon my belief that your son's/daughter's continued presence on campus will have an adverse effect on the educational program, discipline, or welfare of the school.

If an indefinite suspension is imposed, (*insert student name*) will be assigned to the Eugene Gregory Memorial Youth Academy so he/she can continue to receive educational services until a determination is made by the court as to whether your son/daughter committed a felony or a delinquent act which would be a felony if committed by an adult. The indefinite suspension will be lifted, if the formal charges are dropped or if a court determines that your son/daughter did not commit a felony or a delinquent act which would be a felony if committed by an adult. However, if a court determines that your son/daughter did commit a felony or a delinquent act, which would be considered a felony if committed by an adult, the Superintendent may recommend that your son/daughter be expelled from Seminole County Public Schools.

The law also requires that I inform you that any student who commits an off-campus felony involving the unlawful possession or use of any controlled substance as defined in s. 893.02, while off campus, may be entitled to a waiver of the discipline or expulsion if the student divulges information leading to the arrest and conviction of the person who supplied the controlled substance to him or her, or if the student voluntarily discloses his or her unlawful possession of such controlled substances prior to his or her arrest. Any such information divulged which leads to such an arrest and conviction is not admissible in evidence in a subsequent trial against the student divulging such information. A student is also entitled to a waiver of the discipline or expulsion if the student commits himself/herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

Please contact my office to confirm your attendance at the meeting scheduled for (insert date) at (insert time). If you wish to have an attorney present at this meeting, please contact the Executive Director for Legal Services, Seminole County Public Schools, 400 E. Lake Mary Blvd., Sanford, FL 32773-7127, telephone number (407) 320-0340, so that procedures to be followed may be explained.

Sincerely,

Insert principal's name

cc: Executive Director of Legal Services
Level Executive Director
Director of Alternative Programs

APPENDIX B

Dear Mr./Ms. _____:

This will confirm the meeting that I had with you, your son/daughter, (*insert student name*), and (*insert name of any other person in attendance*) in my office on (*insert date*) in which I advised you that your son/daughter was suspended from (*insert school name*), pursuant to the provisions of Florida Statute 1006.09(2) pending the outcome of charges in Circuit Court case (*insert case number assigned by the Court*), State of Florida v. (*insert student name and any other names identified in the complaint*).

Based upon our conference and my understanding of the charges pending against your son/daughter, it is my finding that your son's/daughter's continued presence on the campus of (*insert school name*) will have an adverse impact upon the educational program, discipline, or welfare of (*insert school name*). Therefore, (*insert student name*) is suspended from attendance at (*insert school name*) and assigned to the Eugene Gregory Memorial Youth Academy pending the outcome of the charges. During the time of this suspension, your son/daughter is not to come on the campus of any Seminole County Public School. Should your son/daughter come on any campus, including (*insert school name*), he/she will be deemed a trespasser and appropriate action will be taken.

If the formal charges are dismissed, or if a court determines that your son/daughter did not commit a felony or delinquent act, which would be a felony if committed by an adult, the suspension will be lifted. However, if a court determines that your son/daughter did commit a felony or such a delinquent act, the Superintendent may recommend that your son/daughter be expelled from Seminole County Public Schools.

Pending the outcome of the charges, your son/daughter is assigned to the Eugene Gregory Memorial Youth Academy, which is located at 1151 E. 28th St., Sanford, Florida 32773 (Sanford Airport complex). To enroll your son/daughter, please call 407-708-7651.

As the School District does not monitor the status of either juvenile or criminal prosecutions, it is your responsibility to notify me when the charges against your son/daughter are resolved.

If you have any questions, please feel free to contact me.

Sincerely,

Insert principal's name

cc: Executive Director of Legal Services
Level Executive Director
Director of Alternative Programs

APPENDIX C

(Insert date)

(Insert Name of Parent or adult student and address)

RE: Administrative Assignment of *(insert name of student and ID #)* from *(insert name of current school)* to *(select Journeys Academy or Eugene Gregory Memorial Youth Academy)*.

Dear *(insert name of parent or adult student)*:

You are hereby advised that your child, *(insert name of student)* has been administratively transferred from *(insert name of current school)* to *the district alternative school (insert either Journeys Academy or Eugene Gregory Memorial Youth Academy, located at (for Journeys Academy, located at 1722 West Airport Boulevard, Sanford, Florida 32771, telephone number 407-320-7850 effective) or (for Eugene Gregory Memorial Youth Academy insert 1151 E. 28th St., Sanford, Florida 32773), effective (insert date student is to start at Journeys Academy or Eugene Gregory Memorial Youth Academy)*.

This administrative transfer is your child's consequence for the following violation of the School Board's *Student Conduct and Discipline Code: (insert description of offense committed)*. Your child is to remain at district alternative school *(select Journeys Academy or Eugene Gregory Memorial Youth Academy)* until *(insert ending date of assignment)*. As long as your student does not violate the provisions of their District Behavior Contract, he/she will be administratively transferred back to his/her zoned school. Upon re-enrollment in his/her zoned school, your student will be required to adhere to a District Re-Entry contract for a minimum of one semester.

Please feel free to contact me if you have any questions.

Sincerely,

Insert principal's name

cc: Student's Discipline File
Level Executive Director
Director of Alternative Programs

APPENDIX D

(Insert date)

*(Insert name of parent or adult student
and address)*

RE: Assignment of *(insert name of student and ID #)* to Journeys Academy pending Expulsion Hearing

Dear *(insert name of parent or adult student)*:

This is to advise you that your child, *(insert name of student)*, is being recommended for expulsion from Seminole County Public Schools. A preliminary/informal hearing has been scheduled for *(insert time and date of hearing)*. The hearing will take place at the Educational Support Center 400 E. Lake Mary Boulevard, Sanford, Florida 32773 – (Room 106 board room - first floor).

After your child has served the out-of-school suspension for the act which brought the recommendation for expulsion and prior to the preliminary/informal hearing, your child is hereby assigned to Journeys Academy located at 1722 West Airport Boulevard, Sanford, Florida, 32771.

Your child is to report to Journeys Academy *(insert date – should be the next week day immediately following their 10th day of the suspension)*. This assignment will remain in full force and effect until such time the School Board has acted upon the recommendation of the Superintendent that your child be expelled from the public schools of Seminole County.

Please contact Journeys Academy at 407-320-7850 for instructions regarding enrollment. Please feel free to contact the Director of Alternative Programs or assignee at 407-320-0167 if you have any questions.

Sincerely,

Insert principal's name

cc: Student's Discipline File
Level Executive Director
Director of Alternative Programs