

- J. **Elementary School Absenteeism:** After review by the Integrated Services Team (IST) at each school, the Principal has the authority to retain students who have been absent 20 or more days excused and/or unexcused.

The Principal has the final authority, for the grade placement of each student.

- ~~K. **Middle School Absenteeism:** A student in grades six (6) through eight (8) is required to be in attendance 162 days per year in the 180-day school year. If a student accrues more than 19 absences within a school year, the student will be referred to the Integrated Services Team (IST) or the Academic Review Committee at the school to determine whether the student shall be promoted. The Principal has the final authority for the grade placement of each student in accordance with the *Student Progression Plan*.~~

- L. **K. Middle and High School Absenteeism:** Absenteeism equal to ten (10) or more absences during a semester unit of instruction or five (5) or more absences during a quarter unit of instruction requires the demonstration of mastery of the course for all students, except those students enrolled in competency based Dropout Prevention programs as follows:

1. Meeting the class requirements of the semester/quarter unit of instruction and earning a teacher-assigned passing grade.
2. Passing a comprehensive semester/quarter examination covering the performance standards of the semester/quarter unit of instruction at the 60 percent level or above. The length, design, and degree of difficulty of such an exam is to be comparable to the semester/quarter exam required of any other student taking the exam for the same course.
3. Any student who scores below 60 percent on the semester/quarter exam will be awarded a course average of 59 or their actual average, whichever is lower.

Any parent/guardian requesting a waiver of this policy must submit their request in writing to the school Principal along with a detailed explanation for the request. The intent of this waiver is for situations regarding absences due to medical reasons. The school Principal will evaluate each request and make a determination as to whether or not the waiver will be granted.

Course Average Flow Chart

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|---|-----|----------------------|
| 1. Excessive absences? | Yes | No → Actual Average |
| | ↓ | |
| 2. Pass Exam? | No | Yes → Actual Average |
| | ↓ | |
| 3. Principal Grants Waiver? | No | Yes → Actual Average |
| 4. Student receives 59 or Actual Average, whichever is lower. | | |

- M. L. Make-Up Work:** When a student is absent from school for school-sponsored activities or for an **excused absence**, the student shall be responsible for making arrangements with teachers for completing all work and assignments missed during the absence. All make-up work assigned shall be completed within three (3) days after the student returns to school unless given an extension of time by the teacher. Tests announced prior to the absence can be given on the student's first day back to school, or at the discretion of the teacher. Assignments given prior to an absence that were due during the absence should be turned in the first day the student returns to school (see "Excused Absences"). If the teacher finds it necessary to provide an alternate test or assignment for a student who has been absent, the test or assignment shall be comparable in length, design and degree of difficulty of the test or assignment given to the other students in the class for which the student was absent.

Zeroes will be given for class work and assignments missed during an **unexcused absence** and may not be made up for grading purposes unless an exception is made by the Principal or designee.

Accommodations indicated on student IEP/504 Plan must be implemented.

Out-of-School Suspension Assignments

Elementary/ Middle School:

Assignments provided to students **suspended out-of-school**, are due upon the student's return to school. Any assignment not turned in upon the student's return from being suspended out of school will result in the student receiving zeroes for the work assigned. Credit will not be awarded for work turned in but will be reviewed for feedback purposes only.

High School:

Students will receive zeroes for all assignments during the time the student is **out-of-school suspended**. Assignments provided to students **suspended out-of-school**, are due upon the student's return to school. Credit will not be awarded for work turned in but will be reviewed for feedback purposes only.

- †. **M. Tardiness:** A tardy is the absence of any student at the time attendance is taken, provided the student is in attendance before the end of class except in the case of checking in to school after the designated start time. Repeated and/or excessive incidents of tardiness may potentially result in disciplinary action.
- ⊖. **N. Leaving School Prior to End of Day:** It is required that the parent or designated adult sign the student out unless prior arrangement has been made by the parent/guardian. ***Repeated and/or excessive incidents of leaving school prior to the end of the day may potentially result in disciplinary action for the student.*** Five (5) accumulated "late to school Check-Ins" or "early Check-Outs" will equate to the student receiving one (1) unexcused absence.

Students with an IEP/504 Plan indicating a modified/shortened school day will not be marked absent.

Late to School Check-In or Early Check-Outs:

- a. Students arriving after a school's designated start time are considered late to school and will receive a "Late to School Check-In" coding.
- b. Students checking out of school prior to the end of the school's designated dismissal time will receive an "Early Check-Out" coding.
- c. Five (5) accumulated "Late to School Check-Ins" or "Early Check-Outs" will equate to the student receiving one (1) unexcused absence.

Student Search

- a. The Principal, a teacher, or any other staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board rules.
- b. School authorities may search student lockers or other areas when reasonable suspicion that prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statutes.
- c. As a condition of being permitted to park a vehicle on campus, Students understand and agree that the vehicle which is driven onto campus is subject to search at any time by school officials or their designees, at their discretion. This search may be conducted because of reasonable suspicion by school officials or without any reasonable suspicion. Furthermore anything found in the vehicle shall be deemed to be in the student's possession and it is the student's responsibility to be certain that no items which are prohibited by the *Code of Student Conduct* are located in the vehicle whether or not said items belong to the student or to others.

Civility

In order to provide a safe, caring and orderly environment, the Santa Rosa County School District expects civility from all who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions. The following are unacceptable behaviors: using loud offensive language or profanity; behaviors which interfere with or threaten to interfere with school activities; intimidating, harassing, bullying, and inappropriate display of temper; threatening verbal or physical harm; threatening, abusive, intimidating or obscene telephone conversations, written communications, electronic mail, or voice mail.

Any student subjected to unacceptable behavior may bring the concern to the attention of a school employee who will notify the school administration for review and resolution of the reported incident. Any other individual subjected to unacceptable behavior may bring the concern to the attention of the school administration or the school district administration for review and resolution to the reported incident.

Criminal Acts on School Grounds, on School Sponsored Transportation, or During School-Sponsored Activities

- A. The Santa Rosa County School Board has adopted a Zero Tolerance Policy for the following Violent and Non-Violent Criminal Acts:
 - 1. Violent Criminal Acts are defined by the State Board of Education Rule 6A-1.0404 (2) and Florida Statutes as homicide (murder, manslaughter); sexual battery; armed robbery; aggravated battery; battery or aggravated battery on a teacher or other school personnel; kidnapping or abduction; arson; possession, use, or sale of any firearm; possession, use,