

Santa Rosa County  
School District



**"A Tradition of Excellence"**

**Timothy S. Wyrosdick**  
**Superintendent of Schools**

5086 Canal Street Milton, Florida 32570-6706

Phone: 850/983-5012

Suncom: 689-5012

Facsimile: 850/983-5013

E-mail: wyrosdickt@mail.santarosa.k12.fl.us

August 17, 2015-August 15, 2016

Open Letter to the Parents and Students of the Santa Rosa County School District:

Welcome to the ~~2015-2016~~ 2016-2017 school term! We all take great pride in the accomplishments of our students in Santa Rosa County and realize that it takes the joint efforts of the students, the parents, the district's teachers, administrators and support staff, and the support of our communities to bring about the positive outcomes that we enjoy. The School Board and I are grateful for your support of our efforts to provide a safe school environment and for the understanding that discipline is an essential element in a productive educational environment.

The *Code of Student Conduct* is prepared and distributed to set forth the rules and guidelines that students are expected to follow. In complying with the law, the Santa Rosa County School Board defines zero tolerance to mean that certain kinds of misconduct will always lead to a disciplinary consequence. For some discipline infractions, school officials have discretion as to the discipline and penalties, and or others, the School Board has mandatory penalties. There are some infractions that require the school officials to notify law enforcement and there are times that infractions become a violation of the law as well as a violation of the Code of Student Conduct. This may result in an arrest and charges being filed by law enforcement. All of these policies have been enacted to ensure your child is safe and has every opportunity to benefit from instruction. **I would like to bring to your attention the growing issue with students bringing and distributing prescription medications. The Code of Student Conduct has a defined policy for the use and access to medications on campus and under no condition is a student to be in possession of a prescription medication outside of what is defined in that policy. We have had several incidents in which this resulted in suspensions and alternative placements or expulsions for students. It is our desire to prohibit this from occurring and ask that you discuss with your child the dangers of prescription medications that are used in a manner other than what was prescribed. Another issue that I would like to bring to your attention is bullying. Santa Rosa County schools are keenly aware of the impact bullying has on all students and committed to insuring a safe and secure learning environment for every student.** The school administrators and teachers will be reviewing this *Code of Student Conduct* along with the school's student handbook to bring attention to the rules, guidelines and consequences that have been established. I encourage you as parents and guardians to read the document and to set forth your expectations for your children to follow the rules and make good choices when faced with those pressures from peers and the temptations that come along each year. **I also encourage you to discuss with your child, the seriousness of the possession/use/distribution of any drugs, weapon possession, the medication policy, and the commitment of a sexual offense. These are some of the areas that carry severe consequences.** Again, please keep in mind that the primary objective of the *Code of Student Conduct* is to ensure that all our schools are safe and secure places for the students, enabling us to provide the best opportunity for our students to learn and excel.

Our schools take pride in providing the highest quality education possible, this is our highest calling. We take this responsibility seriously and your partnership is a vital part of our success. We ask for your partnership in establishing parameters for your child consistent with a demand for learning. Just as we take our responsibility as educators seriously, we ask you to consider seriously, your responsibility to send your child to school ready to learn.

Florida Statue 1003.31(4) contains a school child's daily Conduct Pledge. You will find this pledge on the following page. While our students are not required to recite this pledge, we do expect them to follow it each day as the way to conduct themselves as students in the schools of the Santa Rosa County School District. With your support we will continue to have Santa Rosa County School District and its students bringing honor and pride to us all.

Sincerely,

*Timothy S. Wyrosdick*

Superintendent of Schools

DISTRICT 1

Diane Scott, Ph. D E.

DISTRICT 2

Hugh Winkles

DISTRICT 3

Carol Boston

DISTRICT 4

Jennifer Granse

DISTRICT 5

Scott Peden

### **Conduct Pledge**

- I will be respectful at all times and obedient unless asked to do wrong.
- I will not hurt another person with my words or my acts, because it is wrong to hurt others.
- I will tell the truth, because it is wrong to tell a lie.
- I will not steal, because it is wrong to take someone else's property.
- I will respect my body, and not take drugs or alcohol.
- I will show strength and courage, and not do something wrong, just because others are doing it.
- I pledge to be nonviolent and to respect my teachers and fellow classmates.

### **Santa Rosa County Schools 2015-2016 2016-2017 Code of Student Conduct Highlights**

- The parent/guardian must notify the school to provide the reason for the student's absence or respond to the school's inquiry about the reason for the absence within three (3) days of the absence, or it becomes an unexcused absence.
- A student who has had 15 unexcused absences in a 90 calendar-day period may have his/her motor vehicle operator's license suspended.
- If a student has had at least five (5) unexcused absences within 30 calendar days or ten (10) unexcused absences within 90 calendar days, then the district's truancy procedures will begin. See Truancy Policy.
- If a middle or high school student misses a class ten (10) or more days during the semester unit of instruction or five (5) or more days during the quarter unit of instruction, the student must pass the final exam in that class for that unit of instruction to receive credit.
- If a student needs to take medication, prescription or nonprescription, during the school day, the parent must bring the medication to the school and complete the required forms. Medication is dispensed in accordance with the established policy.
- When a high school student is allowed to bring a vehicle on campus, the student assumes all responsibility for the vehicle and all contents found in the vehicle.
- A drug incident involving possession, use and/or under the influence will lead to ten (10) days suspension and referral for a Disciplinary Hearing regarding alternative placement or expulsion.
- Possession of a weapon will lead to ten (10) days suspension and referral for a Disciplinary Hearing regarding expulsion.
- Students in honors and/or advanced placement courses who are expelled or offered education through alternative placement must be aware that their curriculum will be impacted. While every attempt is made to match schedules, it is rarely possible to replicate every class. Students taking these classes must be aware that, when engaging in serious violations of the *Code of Student Conduct* they are jeopardizing their academic plan.
- During an alternative placement or expulsion, a student may not participate in any school activity or be on any Santa Rosa County District School campus without specific approval of the Principal.
- Seniors who are alternatively placed or expelled during the second semester/term of their senior year will not be allowed to participate in graduation activities.
- A bomb threat or false report of a bomb threat will lead to a ten (10) day suspension and referral for a Disciplinary Hearing regarding expulsion.
- Illegal use, possession or sale of controlled substances, or possession of a firearm, knife or other weapon, or other behavior determined to be of a criminal nature may result in criminal penalties being imposed.

## TABLE OF CONTENTS

Superintendent's Letter.....	1
Conduct Pledge.....	2
<i>Code of Student Conduct</i> Highlights.....	2
Jurisdiction of the School Board.....	5
Philosophy.....	6
Roles of the Home, Student, School and School Personnel.....	6
Public Notice to Parents, Guardians, and Eligible Students of the Uniform Notice of Non-Discrimination .....	7
Notice to Parents and Eligible Students Informing Them of Their Rights Under the Family Educational Rights and Privacy Act (FERPA).....	7
Parent Notice for Directory Information .....	8
Rights Regarding District Conduct of Surveys, Collection and Use of Information for Marketing Purposes, and Certain Physical Exams.....	9
Dissemination of Information During Emergencies.....	10
Notice of Privacy Practices (HIPAA).....	10
Introduction.....	12
General Policies.....	13
Attendance.....	13
Truancy .....	13
Department of Motor Vehicle Sanctions.....	15
Intent to Terminate School Enrollment.....	15
Elementary School Absenteeism.....	16
Middle School Absenteeism.....	16
High School Absenteeism.....	16
Make-Up Work.....	16
Tardiness.....	17
Leaving School Prior to End of Day.....	17
Late to School Check In/ Early Check Out.....	17
Student Search.....	17
Civility.....	17
Criminal Acts on School Grounds, on School-Sponsored Transportation or During School-Sponsored Activities .....	17
Distribution of Audio, Video, Printed Materials, or <del>Computer Disc</del> <u>Electronic Storage Devices</u> .....	18
Dress Code.....	18
Drug Testing.....	19
Due Process.....	19
Failure to Notify.....	19
False Statements.....	19
Harassment.....	19
Internet Acceptable Use Policy and Guidelines.....	19
Language Other Than English (ESOL).....	19
Law Enforcement Officers/Court Officials/DCF Representatives.....	20
Medication Policy.....	20
Non-Discrimination.....	21
Off Campus Actions.....	21
Patriotic Programs.....	21
Personal Property and Possessions.....	21
Reporting of Expulsions, Alternative Placements, Arrests, and Juvenile Justice Actions .....	21
Safety of Students .....	21
Arriving/Leaving School During School Day.....	21
Campus Hours/Limits of Liability.....	21
Student Pick-Up Area .....	22
Evacuation/Lockdown.....	22
School Bus Transportation.....	22

Interference with the Movement of Students.....	40
Intimidation .....	40
Kidnapping.....	40
Motor Vehicle Theft.....	40
Possession.....	40
Profane, Obscene, Abusive Language or Gestures, Video, Objects or Pictures.....	41
Reasonable Suspicion.....	41
Robbery.....	41
Sexual Battery.....	41
Sexual Misconduct.....	41
Sexual Offense.....	41
Stealing .....	42
Substance Abuse .....	42
Tardiness.....	42
Theft/Larceny.....	42
Threat.....	42
Tobacco and/or Nicotine Products.....	42
Trespassing.....	43
Truancy .....	43
Unauthorized Electronic Access .....	43
Unauthorized Use of Media/Mobile Devices.....	43
Vandalism .....	44
Weapons – Firearms.....	44
Weapons – Other .....	45
Discipline Alternatives.....	45
Disciplinary Actions and Procedures.....	46
Restriction.....	46
Detention.....	46
In-School Suspension.....	47
Out-of-School Suspension.....	47
Alternative Placement /Expulsion with Continuing Educational Services .....	48
Expulsion Without Continuing Educational Services.....	50
Early Termination of Alternative Placement.....	51
Felony or Felony Act.....	51
Secured Seclusion/Restraint.....	52
Complaint/Grievance Procedure.....	54
Consent Decree and Order of 2009.....	55
Hotline Numbers for Adolescents and Parents.....	60
Reporting A Crime – Crime Stoppers.....	61
Santa Rosa County District Schools 2015-2016 <u>2016-2017</u> School Calendar.....	62

## JURISDICTION

Santa Rosa County Public School students are subject to the rules and regulations of the Santa Rosa County District School Board during the school day and regular school activities; while being transported on school buses or at the public expense to and from school or other educational facilities; during the time they are otherwise en route to and from school or are presumed by law to be attending school including while at school bus stops; at such time and places, including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other activities where appropriate school personnel have jurisdiction over students. In addition to the foregoing, jurisdictional control over the student may be extended to the immediate vicinity of the school whenever the conduct of the students is deemed to have a detrimental effect on the health, safety and welfare of other students and/or of the school. **Home schooled students are also subject to the rules and regulations of the Santa Rosa County School Board when receiving services from, or participating in a class or extracurricular activity with the Santa Rosa County School District.**

- Are responsible for their own work.
- Abide by the rules and regulations of the school system, the school, and each classroom teacher.
- Seek changes in an orderly and recognized manner.

**Schools that:**

- Promote a safe, drug free school environment.
- Provide a rigorous and challenging academic program and encourage the use of good guidance procedures.
- Maintain an atmosphere conducive to good behavior and exhibit an attitude of respect for students.
- Plan a flexible curriculum to meet the needs of all students.
- Develop and maintain appropriate extracurricular activities.
- Promote effective training or discipline based upon fair and impartial treatment of all students.
- Develop a good working relationship among staff and with students.
- Encourage the school staff, parents/guardians and student to use the services of the school and of community agencies.
- Encourage parents to keep in regular communication with the school and participation in affairs of the school.
- Endeavor to involve the entire community in order to improve the quality of life therein.

**School personnel who:**

- Are in regular attendance and on time and are prepared to perform their duties with appropriate materials.
- Are respectful to all individuals and property.
- Are aware of and have respect for the diverse cultures within the community.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a responsible manner and promote the health, safety, and welfare of students.
- Are clean and neat.
- Seek to provide models of conduct for students.
- Seek changes in an orderly and recognized manner.
- Seek to establish and maintain an orderly school environment.

**PUBLIC NOTICE TO PARENTS, GUARDIANS, AND ELIGIBLE STUDENTS OF THE UNIFORM NOTICE  
OF NON-DISCRIMINATION UNDER TITLE VI, TITLE IX, SECTION 504, AGE DISCRIMINATION ACT, BOY SCOUTS ACT,  
AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT**

Santa Rosa County District Schools do not discriminate on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin or genetic information ~~national origin, sex, disability, or age~~ in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

William S. Emerson  
Assistant Superintendent for Curriculum and Instruction  
5086 Canal Street  
Milton, FL 32570  
(850) 983-5040

Santa Rosa County School Board Policy – Chapter 2.00, 2.70

**PUBLIC NOTICE TO PARENTS, GUARDIANS AND ELIGIBLE STUDENTS' RIGHTS  
UNDER THE FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA) AND  
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) RIGHTS WITH RESPECT TO STUDENT RECORDS**

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

You have the right to be assured that your information will be kept confidential. The Health Department or school district will make contact with you in the manner and at the address or phone number you select. You may be asked to put your request in writing.

You have the right to inspect and receive a copy of your protected health information. Your inspection of information will be supervised at an appointed time and place. You may be denied access as specified by law. If access is denied, you have the right to request a review by a licensed health care professional who was not involved in the decision to deny access. This licensed health care professional will be designated by the Health Department or school district.

You have the right to correct your protected health information. Your request to correct your protected health information must be in writing and provide a reason to support your requested correction. The Health Department or school district may deny your request, in whole or part, if it finds the protected health information:

- was not created by the Health Department or school district
- is not protected health information
- is by law not available for your inspection
- is accurate and complete

If your correction is accepted, the Health Department or school district will make the correction and tell you and others who need to know about the correction. If your request is denied, you may send a letter detailing the reason you disagree with the decision. The Health Department or school district will respond to your letter in writing. You also may file a complaint, as described below in the section titled Complaints. You have the right to receive a summary of certain disclosures the Health Department or school district may have made of your protected health information. This summary does not include:

- disclosures made to you
- disclosures to individuals involved with your care
- disclosures authorized by you
- disclosures made to carry out treatment, payment and health care operations
- disclosures for public health
- disclosures to health professional regulatory purposes
- disclosures to report abuse of children, adults or disabled
- disclosures prior to April 14, 2003

This summary does include disclosures made for:

- purposes of research, other than those you authorized in writing
- responses to court orders, subpoenas or warrants

You may request a summary for not more than a six (6) year period from the date of your request.

### **For Further Information**

Requests for further information about the matters covered by this notice may be directed to the person who gave you the notice, to the Director or Administrator of the Department of Health facility where you received the notice, or to the Department of Health's Inspector General at 4052 Bald Cypress Way, BIN A03/ Tallahassee, FL 32399-1704/ telephone 850-245-4141. For more information on the HIPPA Privacy Rule, visit the Department of Health and Human Services HIPPA Privacy Rule website at <http://www.hhs.gov/ocr/hippa/>.

If you believe your privacy health rights have been violated, you may file a complaint with the: Department of Health's Inspector General at 4052 Bald Cypress Way, BIN A03/ Tallahassee, FL 32399-1704/ telephone 850-245-4141 and with the Secretary of the U.S. Department of Health and Human Services at 200 Independence Avenue, S.W. / Washington, D.C. 20201/ telephone 202-649-0257/ 671-4200 or the toll free general information HOTLINE 877-696-6775. The complaint must be in writing, describe the acts or omissions that you believe violate your privacy rights, and be filed within 180 days of when you knew or should have known that the act or omission occurred. Additional information is available at [www.healthcare.gov](http://www.healthcare.gov)

\*\*\*\*\*

## **INTRODUCTION**

The *Code of Student Conduct*, as required by law, includes the grounds and the procedures to be followed in disciplinary action and an explanation of students' rights and responsibilities. It is designed to provide a framework of discipline for all schools in Santa Rosa County. Used as a guide, it outlines the behavioral problems to be dealt with by classroom teachers, those to be

**E. Truancy Procedures:** If a student has had at least five (5) unexcused absences\* or absences for which the reasons are unknown within 30 calendar days, or ten (10) unexcused absences or absences for which the reasons are unknown within 90 calendar days, the student's primary teacher shall report to the school Principal that the student may be exhibiting a pattern of nonattendance.

\* Five (5) late to school Check-Ins and or Check-Outs prior will equate to the student receiving one (1) unexcused absence.

1. The Principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's Integrated Services Team and/or the Multi-Tiered System of Support (IST/MTSS) to determine if early patterns of truancy are developing.
2. The parent/guardian shall be invited to meet with ~~the Integrated Services Team~~ Administration to develop a written Truancy Intervention Plan.
3. The parent/guardian shall be informed of the requirements of compulsive attendance laws, Truancy Pick-Up Program and the Department of Motor Vehicle sanctions.
4. If an initial meeting does not resolve the problem, the Integrated Services Team and/or the Multi-Tiered System of Support (IST/MTSS) shall implement interventions that best address the problem. The interventions may include, but need not be limited to the following:
  - referral to the school Social Work Department
  - frequent communication between the teacher and the family
  - changes in the learning environment
  - mentoring
  - student counseling
  - tutoring, including peer tutoring
  - placement into different classes
  - evaluation for alternative education programs
  - attendance contracts
  - referral to other agencies for family services
  - other interventions, including, but not limited to, a truancy petition pursuant to s.984.151, F.S.

The Integrated Services Team and/or the Multi-Tiered System of Support (IST/MTSS) shall be diligent in facilitating intervention services and shall report the child to the Superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted.

- a. If the parent or guardian in charge of the student refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent or guardian in charge of the student may appeal to the School Board.
  - b. If the Board's final determination is that the strategies of the Integrated Services Team and/or the Multi-Tiered System of Support (IST/MTSS) are appropriate, and the parent or guardian in charge of the student still refuses to participate or cooperate, the Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.
  - c. If nonattendance continues after the implementation of intervention strategies, the Principal may request that the Superintendent (or his designee) file a truancy court petition. If a truancy court petition is filed, the parents/guardian of the student will receive a summons to appear in circuit court pursuant to F.S. 984.151, and the parents/guardian may be subject to continued court jurisdiction, fines, probation or jail.
5. If the parent/guardian of a child who has been identified as exhibiting a pattern of nonattendance, enrolls the child in a home education program pursuant to F.S.1002, the Superintendent of Schools shall provide the parent/guardian a copy of F.S.1002.41 and the accountability requirements of this paragraph. The Superintendent of Schools shall also refer the parent/guardian to a home education review committee composed of the district contact for home education programs and at least two (2) home educators selected by the parent/guardian from a district list of all home educators who have conducted a home education program for at least three (3) years and who have indicated a willingness to serve on the committee. The Home Education Review Committee shall review the portfolio of the student, as defined by F.S.1002.41, every 30 days during the district's regular school terms until the committee is satisfied that the home education program is in compliance with F.S.1002.41 (1)(b). The first portfolio review must occur within the

#### Exceptional Student Education Program (ESE):

- a.) Transfer of Rights – Under the regulations for FERPA in 34 CFR 99.5(a), parent rights regarding education records are transferred to your child at age 18. If the rights accorded to the parent under IDEA are transferred to your child who reaches the age of majority, consistent with 34 CFR 300.520, the rights regarding educational records are also transferred to your child. (Parent Procedural Safeguards for Parents of students with disabilities, Part B Santa Rosa).
- b.) ~~ESE students with disabilities who have not yet reached their 22nd birthday and who have not earned a standard diploma and who wish to continue their education may continue to receive Free Appropriate Public Education (FAPE) consistent with a properly developed IEP.~~

- J. **Elementary School Absenteeism:** After review by the Integrated Services Team and/or Multi-Tiered System of Support (IST/MTSS) 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 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*

- |   |     |       |                |
|---|-----|-------|----------------|
| 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. |     |       |                |

- 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:**

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

**Student Search**

- 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.
- 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.
- 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.

- 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, or sale of any explosive device; possession or use of a weapon; threat to throw, project, place, or discharge any destructive device or to make a false report about planting a bomb or explosive involving school or school personnel's property, school transportation, or a school-sponsored activity.
  2. Non-Violent Criminal Acts as defined in this policy are the possession of weapons within one thousand (1000) feet of school property; the possession, use, or distribution of controlled substances and the possession or distribution of controlled substances within one thousand (1000) feet of a school; the violation of the School Board's Sexual Harassment Policy; and other criminal acts of a nonviolent nature.
- B. A student who commits a Violent Criminal Act is to be recommended for expulsion from the school system, and his/her offense is to be reported to the appropriate local law enforcement agency. In addition, if the offense involves a victim, the victim and the victim's parent(s) or legal guardian(s) are to be notified by school officials of the offense and of the victim's right to press charges against the offender. School officials shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.
- Note: If a student has an IEP/504 Plan, refer to "Alternative Placement/Expulsion with Continuing Educational Services.**
- C. A student who commits a Non-Violent Criminal Act should be disciplined in accordance with the procedures set forth in this *Code of Student Conduct* and his/her offense reported to the appropriate local law enforcement. Criminal acts are grounds for disciplinary action and may also result in criminal penalties in accordance with Florida Statute.

#### **Distribution of Audio, Video, Digital, Printed Materials, or Computer Disc**

No audio, video, digital, printed material or computer disc from any source shall be distributed on school property, or at a school-sponsored function, without the prior approval of the school Principal.

#### **Dress Code and Grooming of Students**

Appropriate student grooming and dress are primarily the responsibility of the student and parent/guardian. Students are expected to give proper attention to personal cleanliness and neatness prior to coming to school. Students whose personal attire, or grooming, distracts other students and/or teachers from school work by exposing underwear or body parts in an indecent or vulgar manner, or whose attire could be hazardous to themselves and/or others in the course of school activities, shall be required to make necessary alterations of such attire and grooming before entering the classroom. If such alterations cannot be made at school, the student will be sent home to make the necessary changes. The time missed from school will be unexcused. Adhering to the school dress code is a prerequisite for student eligibility for participation in interscholastic extracurricular student activities. Out-of-school suspension should not be considered as an automatic solution to dress code violations, but may be used if the student exhibits a persistent pattern of dress code violations. Students are required to follow the dress code outlined by the individual schools at all school sponsored activities, including field trips. The Principal or Principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

#### **Guidelines**

- Students may not wear clothes, jewelry, accessories, or tattoos which convey messages that are: inappropriate for age group, crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, show/promote/ advertise alcohol, drugs or tobacco.
- Students may not wear any color, clothing, insignia, emblem, jewelry, or other object in such a manner as to indicate membership or association with any secret organization or gang.
- Students may not wear form fitting clothing (such as, but not limited to, spandex, yoga pants, tights, etc.), tank tops, halter tops, muscle shirts, undershirts, sports bras or boxer briefs, or other underwear as outer garments.
- Students may not wear clothing that reveals undergarments or the midriff, nor blouses or shirts which are low-cut or see-through. This includes the expectation that pants cover the hips upon sitting so that undergarments are not revealed.

- Skirts, split-skirts, dresses, and shorts may be worn, but must be near the knee in length.
- Shoes must be worn at all times (unless medical reasons indicate otherwise). Elementary students are discouraged from wearing flip flops, high heels or bedroom slippers/house shoes.
- Armbands, wristbands, belts, or other items with heavy metal projections and chains, including wallet chains, are prohibited.
- Students are strongly encouraged not to bring hats or other head coverings to school. The wearing of hats or other head coverings on school campuses shall be in accordance with the local school dress codes and shall not be disruptive to the orderly school environment.
- Students may not wear sunglasses inside the building without prior approval of the Principal or the Principal's designee nor may a student wear a hoodie with the hood worn over the head at school.
- Any student who is required to wear a GPS (ankle monitor) must keep it covered at all times.

***More specific guidelines for dress may be provided in the school's Student Handbook.***

### **Drug Testing**

All athletes, cheerleaders, and marching band members who participate in interscholastic extracurricular activities may be subject to random drug testing in accordance with the School Board approved guidelines. This will include any random drug testing and designated penalties as required by Florida Statute.

### **Due Process**

Due process in education requires that a student is given notice of what allegation is being made against him/her and that the student is given an opportunity to be heard regarding the allegations. The initial due process is usually at the school where the incident occurred. The Principal or his/her designee provides the student with information regarding the incident and the student is provided with the opportunity to respond. After considering the student's response, the Principal makes a decision on discipline. This level is informal. Subsequent levels of due process may involve the student discipline committee, the Superintendent or the School Board. At each level the procedure becomes more formal and the student is apprised of the procedural safeguards. The ultimate decision of expulsion is made by the School Board in accordance with the requirements of due process.

### **Failure to Notify**

A student who has knowledge of and fails to report to a person in authority, the plans or actions of another person that might result or has resulted in harm to a person or damage to property could face disciplinary action. A student may report this information to an administrator, staff member, the SAFE button on the school websites or a School Resource Officer at the school or the student may report it through the Santa Rosa County Crime Stoppers at 437-STOP (437-7867). See the "How to Call a Tip to Crime Stoppers" page.

### **False Statements**

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. (FS 837.06)

### **Harassment**

It is the policy of the Santa Rosa County District School Board that each student be allowed to receive equal educational opportunities in an environment free from any form of malicious or sexual harassment as prohibited by state and federal statutes.

Students found to be in violation of the Board's policy on harassment may be subject to disciplinary action up to and including expulsion and may also be subject to criminal penalties.

### **Internet Acceptable Use Policy and Guidelines:**

Refer to the Santa Rosa County District Schools *Acceptable Use Policy Agreement for Students*.

### **Language Other Than English (ESOL)**

for **each** prescription, and a method of disposal of any unused or expired medication designated. The medication must be counted jointly by the parent/guardian and a school staff member. The parent/guardian and school staff member must both sign the "Registry of Medication Form" both for the initial prescription and each time additional medication for the same prescription is brought to the school. Nonprescription medication should also be in the original container and the procedures previously described for dispersion and registering of medication apply.

Parents/guardians are encouraged to request prescriptions for medications which limit administration during school hours. First morning doses should be given at home with only mid-day doses administered by a school staff member. Doses missed at home will not be administered by school staff. **Medication(s) will not be provided by the school.**

### **Non-Discrimination**

No student shall be denied the opportunity to participate in appropriate programs, services, and activities by this school district on the basis of ~~race, color, religion, gender, sexual orientation, age, marital status, disability, political or religious beliefs, national or ethnic origin~~ of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin or genetic information, if otherwise qualified, social and family background, or on the basis of the use of a language other than English, except as provided by law. Accommodations shall be afforded to students with disabilities who qualify for services under Section 504 and/or the Individuals with Disabilities Education Act. F.S.1006.0625 forbids a public school to deny any student access to programs or services because the parent/guardian of the student has refused to place the student on psychotropic medication.

### **Off Campus Actions Which Disrupt the School Environment**

Normally off-campus actions of students are not the basis for disciplinary actions by the school or school district. However, when those actions are of such a nature and extent that they reasonably ~~can or do~~ may cause a disruption of the educational environment at the school, they may be the subject of disciplinary action. An example might be a student's use of an off-campus computer to post libelous, slanderous, demeaning, or profane remarks pertaining to school personnel or other students. It is not the purpose of this section to suppress the student's right of free speech, but rather to protect the school environment from actions that have a direct and detrimental effect on the educational process taking place at the school. Any disciplinary action by the school district shall in no way limit the right of the individual teacher or other school personnel to report the false allegation of committing a crime to the appropriate law enforcement authority, and/or pursue a civil action for libel, slander or defamation.

### **Patriotic Programs: Rules**

F.S. 1003.44 requires that the pledge of allegiance to the flag be recited at the beginning of the day in each public elementary, middle, and high school in the state. ~~Students are invited to stand and recite the Pledge of Allegiance to the flag of our country, but they are not required to do so.~~ The pledge shall be rendered by students standing and placing their right hand over their heart. When the pledge is given or the national anthem is played, all civilians (including students) must are invited to show full respect to the flag by standing at attention, men removing headdress, except when the headdress is worn for religious purposes. ~~Schools must post in a conspicuous place a notice stating the student's right not to stand or recite the Pledge to the Flag (F.S. §1003.44(1)).~~ A school cannot discipline a student for failing to stand and/or pledge; however, a school may issue disciplinary action if a student disrupts the Pledge.

### **Personal Property and Possessions**

Students are solely responsible for any personal property brought onto school grounds, on school-sponsored transportation, or to a school-sponsored activity. Neither the Board nor any Board employee shall bear any responsibility for any lost, damaged, or stolen personal property brought by a student onto school grounds, on school-sponsored transportation or to a school-sponsored activity.

### **Reporting of Expulsions, Alternative Placements, Arrests and Juvenile Justice Actions**

Students are required at initial registration for school enrollment in the district to report any previous school expulsions, alternative placements, arrests resulting in a charge, and/or juvenile justice actions. The School Board has the authority to waive or honor the final order of expulsion, alternative placement or dismissal of a student by any in-state or out-of-state public district school board or private school for an act that would have been grounds for expulsion or alternative placement according to the receiving district School Board's *Code of Student Conduct*.

11. Students should be at their designated stop 10 minutes prior to scheduled bus pick-up time; the bus cannot wait for those who are tardy.
  12. Students must exit the bus at their designated stop only unless written permission is granted by school administration.
  13. Riding the bus is a privilege. Do not abuse it.
  14. Students riding Santa Rosa County District School buses may be subject to video recording for disciplinary purposes.
- C. The bus driver is responsible for the safe operation of each vehicle. Therefore, the driver has the authority to assign seats, restrict movement, and set other rules which he or she deems necessary for the orderly and safe operation of the school bus.
  - D. Violation of School Board transportation policies, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension of the student's privilege of riding on a school bus, may be grounds for additional disciplinary action by the school, and may also result in criminal penalties being imposed.
  - E. For Pre-K students Special Transportation means that a car seat will be provided by the school district to transport the child to and from school. Parent or guardian is to place the child in the car seat on the bus in the morning and remove the child from the car seat on the bus in the afternoon.

#### **Secret Societies Prohibited in Public Schools ("Gangs")**

- A. It is unlawful for any person, group, or organization to **organize** or **establish** a fraternity, sorority, or other secret society or gang in the state whose membership shall be comprised in whole or in part of pupils enrolled in any public schools, whether elementary or secondary, or to go upon public school premises for the purpose of soliciting any pupils to join such an organization.
- B. It shall be unlawful for any pupil enrolled in any public school to be a **member** of or to take part in the organization of such a group, unless such organization is fostered and promoted by the school authorities or is first approved and accepted by school authorities, and whose membership is selected on the basis of good character, good scholarship, leadership ability and achievement.

#### **Student Detention, Search and Seizure**

The Principal, any member of the administrative or instructional staff, or the School Resource Officer, (with probable cause) shall be authorized to temporarily detain and question a student when circumstances indicate that such a student has committed, is committing, or is about to commit a violation of law or a regulation of the School Board.

- A. If at any time reasonable suspicion exists that the student is unlawfully concealing any stolen or illegal property, an alcoholic beverage or liquor, illegal drugs, or any weapon as provided in these regulations or any other item in violation of this code, a school official or the School Resource Officer, (with probable cause) may temporarily detain and search the student, school property assigned to a student (including, but not limited to lockers and desks), a student's personal property located on school grounds including students' vehicles on campus, or any property in the possession of the student on the school grounds for the purpose of disclosing the presence of items as herein provided. In the absence of probable cause, school officials may temporarily detain and search a student if reasonable suspicion exists.
- B. If a search of a student, school property assigned to a student (including, but not limited to lockers and desks), a student's personal property located on school grounds, or other property in the possession of the student on the school grounds reveals stolen or illegal property or any item prohibited by School Board regulations, such item or items may be seized and surrendered to the proper authorities or the parents/guardians of the student or disposed of by the school official in the most appropriate manner.
- C. The Board reserves the right to inspect students' school lockers or other school property assigned to students in order to protect the health, safety, and welfare of students. Such property is the property of the school system, and each student who desires to exercise the privilege of using such property must sign a form, if requested, acknowledging the ownership of the school system and that such property may be inspected by school authorities at any time without notice or consent and without the student's knowledge or presence. Such searches shall be conducted only if school personnel have reasonable suspicion. Routine clean-ups shall not be considered a search.
- D. Metal detectors or specially trained animals may be used in the course of a search when reasonable suspicion exists. A trained drug-sniffing dog may be used to walk through the parking lot or the building without reasonable suspicion provided

- D. Metal detectors or specially trained animals may be used in the course of a search when reasonable suspicion exists. A trained drug-sniffing dog may be used to walk through the parking lot or the building without reasonable suspicion provided that students are not being detained (without reasonable suspicion) while the dog is sniffing. An alert by a trained drug-sniffing dog that drugs are present in a particular location provides school officials and law enforcement officers alike with probable cause to conduct a search of the person or place to which the dog alerted.
- E. 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.

### **Student Expression**

In accordance with First Amendment rights of students, the Principal of a school has the right to review any student publication or expression in any format prior to its publication and distribution on campus. It is the responsibility of the student(s) who intends to distribute such expressions to bring the material to the Principal. A student who refuses to allow the Principal to review the material shall be considered in defiance of authority.

Reasons for denial of permission to distribute such materials shall include but not be limited to violation of Board Policy; handling and dissemination concerns; staff availability; conflicts with school events calendars; obscenity, profanity, and vulgarity incompatible with normal activity associated with the school system; or a threat to the safe school environment. The Principal shall confer with the Board attorney to determine the appropriateness of denial. The Principal shall give a written statement of explanation of the reasons for denial of the right to publish or distribute the material to the Superintendent and will furnish the students and teacher advisor, if appropriate, with a copy of such statement. The Principal's statement shall indicate whether the advice of the Board attorney was to proceed or not to proceed with restraint of the material.

### **Student Electronic Devices/Mobile Devices Possession (~~includes~~ including but not limited to any electronic communication device)**

A student may bring a mobile device to school. The mobile device shall be in silent mode during school hours so noises from the device will not disrupt the instructional environment. Students may use their mobile device at any time during NON-INSTRUCTIONAL time unless instructed specifically not to do so by a member of the school staff. During INSTRUCTIONAL time, a student may use their mobile device as indicated by the teacher/instructor in charge. Parents who need to reach their child (or vice versa) should communicate via the front office if an emergency arises. A student may use a mobile device on a school bus as directed by the official in charge. (Bus Driver, Teacher, Coach). Failure to follow instructions from the school official in charge may result in a discipline referral. Continued use of a mobile device after being instructed by a school official not to do so may result in disciplinary action.

### **Students understand and acknowledge that:**

- Under no circumstances are students to physically connect to any port or district-owned device while on School Board property through Ethernet cables, USB cables, Para-link cables, etc., or to connect by Ad Hoc mode to any other district-owned device.
- Students are required to access the Internet only through district-provided, filtered networks. Under no circumstances are students to use any device (e.g., air card, smart phone, Palm, 3/4/5G-capable device or other Internet data device) to bypass this requirement.
- Bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of policy.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of policy.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- While many mobile devices provide file storage, they must not be physically attached to district hardware for file exchange or other purposes. Files may have to be saved on the C drive of a laptop, a jump drive, an external drive, or another storage device.

- Printing from personal laptops or other mobile devices should only occur with permission from a school staff member.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school.
- Neither the school nor school district will provide technical support for any personal electronic device.
- **The student is solely responsible for personal property and neither the school nor school district shall bear any responsibility for lost, damaged, or stolen property brought by a student. For safety and security, students are strongly encouraged to secure mobile devices in a purse, book bag, etc.**

### **Reading Level Versus Age-Appropriateness**

Santa Rosa County District Schools recognizes the value of eBooks as a resource for student reading. While eBooks can serve as a valuable resource for our students, the use of eBooks should be closely monitored by parents. It is important that parents recognize that reading levels may not always be indicators of the appropriateness of the online content. Just like a book, an eBook that is the correct reading level may not contain age-appropriate material for that specific age level. For example, just because a book is listed at a 5.5 reading level does not mean that the content is appropriate for a child reading at that level. The student may be able to read the words, but the content may be too mature for the student.

A book listed on the Accelerated Reader (AR) site, Scholastic Reading Counts (RC) site, or similar book collection sites, does not necessarily mean the book is available in Santa Rosa County District School libraries, or that it is endorsed by Santa Rosa County District Schools.

**Santa Rosa County District Schools are not liable for the content students are exposed to when a student chooses to navigate to unauthorized sites or use electronic devices in a manner to view or send material that has not been approved by school officials. Students engaging in such behavior may be subject to disciplinary action.**

### **Students with a Disability**

A student with a disability refers to any student identified as disabled in accordance with the Individuals with Disabilities Education Act Revised and/or Section 504 of the Rehabilitation Act of 1973. If a student with a disability has an individual Positive Behavior Intervention Plan (PBIP), then the **PBIP supersedes the Student Code of Conduct** and the student will be disciplined in accordance with the procedures delineated in his/her Positive Behavior Intervention Plan. By the 10<sup>th</sup> day of out-of-school suspension, a student with an IEP or 504 Plan must have a Manifestation Determination Hearing. A manifestation determination hearing must be held prior to the 11th day of suspension for the current school year or if a disciplinary action requires a possible change of placement. Manifestation hearing members will may consist of LEA representative, ESE teacher, general education teacher, administrator, guidance counselor, parent, and student. Students with an IEP/504 Plan may not be suspended greater than 10 days without educational services based on the IEP.

### **Tobacco-Free School District Policy**

Santa Rosa County District County Schools are **"Tobacco-Free"** per School Board Policy 2.90. To comply with the Florida Clean Indoor Air Act and to set a positive, healthy example for students, **the use of tobacco products (both smoking and non-smoking) is prohibited in any facility or on any real or personal property owned by or under the control of the Santa Rosa County School Board.**

**The "Tobacco-Free" Policy extends to any person on School Board property.** If the person is not a School Board employee, the following actions will be taken:

- Step 1: The person will be informed of the "Tobacco-Free" Policy and asked to discontinue use of the tobacco product.
- Step 2: If the person refuses, he/she will be asked to leave the campus.
- Step 3: If the person continues to refuse, additional measures will be addressed by administrative personnel and/or law enforcement.

### **Trespassing Upon Grounds or Facilities of a School**

Any person who does not have legitimate business on the campus or any other license or invitation to enter or remain upon the school property or who is a student currently under out-of-school suspension, expulsion, or alternative placement in lieu of expulsion and who enters or remains upon the campus or any other facility owned by the school, commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the second degree.

Any person who enters or remains upon the campus or other facility of a school after the Principal of the school or his/her designee has directed such person to leave the campus or facility or not to enter the campus or facility, commits a trespass

upon the grounds of a school facility and is guilty of a misdemeanor of the first degree. Law enforcement will be notified with the occurrence of trespassing.

#### **Textbook Fines Unpaid**

Any student who has not paid fees or charges related to the loss or damage of a textbook or completed prescribed community service hours if available in lieu of payment of such fees or charges, may be prevented from participating in extracurricular activities.

#### **Vehicle Use by Students**

High school students only are permitted to bring and use vehicles on school campus. Each high school will have guidelines governing safe use of vehicles by students on school grounds. Privileges can be revoked for non-adherence to parking rules. When a student is permitted to bring a vehicle on campus, the student assumes all responsibility for the vehicle and all contents found in the vehicle. (See Student Detention, Search and Seizure.)

#### **Victimization**

Upon notification by the Department of Juvenile Justice that a *no contact order* has been issued by the court for the purpose of a juvenile offender not attending the same school or riding the same bus as the victim of the crime committed or as the siblings of the victim, the Superintendent, or his/ her designee, will determine the appropriate setting for delivery of educational services to the offender. If the delivery of educational services requires transportation which is beyond the existing transportation and would incur additional costs to the school district, then the offender, or the parents or legal guardians of the offender if the offender is a juvenile, shall be responsible for arranging and paying for transportation.

If it is determined that it is not possible to deliver educational services to the offender at a different school site from the victim or the siblings of the victim, then the school district and the Principal will take steps such as the use of in-school suspension of the offender, and the scheduling of classes, lunch or other school activities of the victim and the offender so as not to coincide, to keep the offender separated from the victim.

As a part of the Unsafe Schools Choice Option, when a student has been a victim of a felony violation or a violation that would be a felony if committed by an adult, pursuant to statutes that have been designated within the policy and the crime was committed upon school property or on school transportation, the student upon whom the crime was committed shall be permitted by the School Board, upon written request from the student's parent, or the student (if such student is an emancipated minor), to transfer to another comparable school determined by the School Board, if available. In order to be considered a violent criminal offense for the purposes of transferring to another school, it is necessary that the incident be reported to the appropriate law enforcement agency. The parent of the victim or the victim (if an emancipated minor) of any such designated felony crime may invoke the transfer option once the state attorney files charges against the offender. Any transportation for such students shall be provided in accordance with School Board policies.

#### **Video Recording/Audio Taping for Disciplinary Purposes**

Students may be video recorded or audio taped on a school campus or while riding a Santa Rosa County District school bus for disciplinary purposes by school officials. Such recordings will be subject to the same confidentiality rules as other student records.

#### **Virtual Education**

- A. **Open Enrollment for Part-Time or Full-Time Virtual Instruction:** Any qualifying student in grades K-12 may choose to become a part-time or full-time public education virtual student through our district's Virtual Instruction Program with K12, Inc. (Grades K-12) or through our partnerships with one of our other virtual providers (Grades K-12). Open enrollment will take place from April 15 – July 31 each year prior to the beginning of the school year in August. Late registration will continue through the first two weeks of the school year if space is available. Interested parents should contact the Coordinator of Virtual Education Programs, at 850-981-7860.
- B. **Accelerated Virtual Option for Elementary Students:** Any current elementary school student who scored a level 4 or 5 on FSA Reading or Mathematics during the previous year's test administration and will have the opportunity to take accelerated courses in Language Arts and Mathematics through Florida Virtual School. Because these accelerated courses are a part of the Middle School (Grade 6) curriculum in Florida Virtual School, the course content will be much more advanced than that of the elementary school. Any student who successfully completes both segments of M/J Language Arts 1 or M/J Mathematics 1 with a "B" or higher will be able to accelerate to the next course when he or she enters middle



- d. abide by school rules and regulations.

### **Due Process**

Students have a right to be provided due process in all instances involving disciplinary action. *For further information see "Due Process" Policy.*

### **Free Speech and Publications**

1. Students have a right to:
  - a. express their viewpoints in an appropriate manner.
  - b. print and distribute publications within the guidelines agreed upon by the students and administrators.
2. Students have the responsibility to:
  - a. recognize the rights of others by expressing themselves in a manner which does not interfere with the orderly process of education, violate school rules, or infringe on the rights of others.
  - b. observe guidelines agreed upon by students and administrators.
  - c. follow rules of responsible journalism.

### **Grievance**

1. Students have a right to file a grievance if they believe that they have been discriminated against on the basis of race, color, national origin, English language proficiency, marital status, sex, gender, sexual preference, disability, age or religion. race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin or genetic information.
2. Students have a responsibility to process the grievance using the procedure approved by the Santa Rosa County District School Board. (See Complaint/Grievance Procedure in this manual.)

### **Participation in School**

1. Students have a right to participate in school.
2. Students have a responsibility to abide by school rules and regulations.

### **Privacy**

1. Students have a right to:
  - a. privacy in their personal possession unless there is reasonable suspicion to believe the material is prohibited by law, disruptive to the educational process, or a violation of School Board Policy.
  - b. prior notification of any general search of lockers or personal property except in emergency situations.
2. Students have a responsibility to:
  - a. not carry or conceal any such material prohibited by law or a violation of School Board Policy or that would detract from the educational process.
  - b. accept the consequences for the contents stored within their lockers or personal property.

### **Respect for Persons and Property**

1. Students have a right to:
  - a. receive respect for their persons and property from other students and school personnel in the school setting.
  - b. expect school property to be clean and well maintained.
2. Students have a responsibility to:
  - a. respect the persons and property of other students and school personnel.
  - b. take care of the property of the school system.

### **Right to Learn**

1. Students have a right to:

- a. 13 years of education appropriate to their needs.
  - b. a positive learning climate free of disruption.
  - c. information on how grades are determined.
2. Students with Disabilities: an Individual Education Plan (IEP):
- a. According to Free and Appropriate Education (FAPE), a student with an active IEP has the right to attend until his/her 22<sup>nd</sup> birthday. The option and placement will be based on the student's diploma designation and the decision of the IEP team. ESE students with disabilities who have not yet reached their 22<sup>nd</sup> birthday and who have not earned a standard diploma and who wish to continue their education may continue to receive Free Appropriate Public Education (FAPE) consistent with a properly developed IEP.
3. Students have a responsibility to:
- a. utilize the educational experiences made available to them.
  - b. provide assistance to improve the educational experiences.

### **Rules of Conduct**

1. Students have a right to:
  - a. a copy of clearly defined rules of student conduct.
  - b. expect the rules to be enforced without discrimination.
2. Students have a responsibility to know and observe school rules and regulations which govern their conduct.

## **STUDENT CONDUCT - DEFINITIONS AND PROCEDURES**

### **Elementary Students:**

Administrative judgment is needed in classifying offenses or behaviors into these incident types. In making these classifications, age and developmentally appropriate behavior **MUST** be taken into consideration. Consequences should be imposed and measures ~~to work~~ taken to prevent future incidents should be considered and implemented.

**Elementary Conduct Review Committee:** In all areas of the code where the severity of the incident warrants an out of school suspension for a period of 10 days and a recommendation for a Disciplinary Hearing, the following will be substituted for Elementary students: Out-of-school suspension for a period of up to 10 school days and a recommendation for a review by the Elementary Conduct Review Committee. The committee will review the incident and determine next step considerations including but not limited to: recommendation for Alternative Placement, recommendation for Expulsion, recommendation for a Threat Assessment, recommendations for supervision measures, and/or recommendation for additional services, supports/accommodations.

- Administrative judgment, is needed in classifying offenses or behaviors into these incident types. In making these classifications, age and developmentally appropriate behavior **MUST** be taken into consideration.
- In all instances of disciplinary action,
  - the incident shall be investigated by the Principal or designee,
  - a conference shall be held with the student,
  - and due process procedures shall be followed.
- When a student is suspended or recommended for expulsion or alternative placement, procedures for the recommended action as described in this *Code* shall be followed.
- A complete written report of the incident and the action taken shall be maintained.
- A student with an Individualized Education Plan (IEP)/Section 504 Plan cannot be suspended for greater than ten (10) cumulative school days within one (1) school year and must have a Manifestation Determination Hearing.
- Some infractions may result in arrest and charges being filed due to being a violation of the law as well as a violation of school rules.
- Some specific infractions and consequences are detailed in this section of the *Code of Student Conduct*. It is realized that there will be instances of misconduct that may arise that will not be detailed in this document or in the school's handbook. Decisions regarding the consequences in such cases will be made based on the details of the information gathered in the investigation of the incident and the severity and seriousness of the misconduct.

Individuals who are deemed guilty for wrongfully and intentionally accusing another of an act of bullying/cyberbullying can receive serious consequences:

1. Discipline student in accordance with the school's discipline plan.
2. Notification of parents/guardians of discipline.

#### **Academic Cheating /Plagiarism**

*Violations of dishonesty, defrauding, swindling, obtaining by deception, deliberate perversion of the truth. The practice of taking someone else's work or ideas and passing them off as one's own; with or without a mobile device.*

1. Discipline student in accordance with the school's discipline plan.
2. Notification of parents/guardians of discipline.

#### **Damage to Property**

*The unlawful and/or malicious destruction, damage, or defacement of public or private property without the consent of the owner or the person having custody or control of it; the amount of damage less than \$1,000.*

1. Notification of appropriate law enforcement agency.
2. Discipline up to and including a recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program through alternative placement or expulsion as determined by the school officials with consideration for cost of repair or replacement of damaged item(s).
3. Notification of parent/guardians of discipline action.

#### **Defiance of Authority**

*The refusal or failure to carry out lawful or reasonable instructions of authorized school personnel or failure to comply with state law, School Board Policy, local school rule, behavior contracts, or classroom rules.*

1. Discipline student in accordance with the school's discipline plan.
2. Notification of parents/guardians of discipline.

#### **Demonstrations**

*The inciting, instigation or participation in demonstrations, including but not limited to walk-outs, sit-ins, and picketing, either on or immediately off school premises.*

1. Out-of-school suspension from school in accordance with the school's discipline plan.
2. Notification of the parents/guardians in accordance with out-of-school suspension procedures.

#### **Disorderly Conduct/Disruption on Campus**

*Any act or disruptive behavior which **substantially** disrupts the orderly learning environment or poses a serious threat to the health, safety, and/or welfare of students, staff, or others; serious campus disruption.*

1. Notification of appropriate law enforcement agency.
2. Out-of-school suspension with discipline up to and including a recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program through alternative placement or expulsion as determined by the school officials.
3. Notification of the parents/guardians in accordance with appropriate procedures.

#### **Disruptions**

*Conduct or behavior which interferes with or disrupts the school or learning environment.*

1. Discipline student in accordance with the school's discipline plan.
2. Notification of parents/guardians of discipline.

#### **Dress Code**

Violations of dress code as outlined in the Student Code of Conduct and School Based Student Handbook. The Principal or Principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

(c) 3<sup>rd</sup> offense

1. Notification of Administrator, teacher and parents.
  2. Disciplinary action up to and including suspension/alternative placement or expulsion.
2. Appropriate law enforcement agency will be notified when offenses involve illegal or threatening sites.

**Failure to Follow Medication Policy (See Medication Policy)**

The Medication Policy is described in this document. The possession of any medication, either prescription (if student has prescription for medication) or non-prescription, by a student on school premises, on the school bus, or at a school function will result in appropriate disciplinary action. Products such as, but not limited to, vitamins, herbal supplements, caffeine pills, sleeping pills, diet pills and nicotine cessation products are viewed as nonprescription medication and are subject to the guidelines set forth in the Medication Policy and in the disciplinary procedures regarding possession of such substances. The exception of Epipen, insulin pen, pancreatic enzymes or an asthma inhaler which has been prescribed by a physician for a student to carry on his/her person should still be in accordance with the district's Medication Policy. ("Purported" substances may fall under this definition if school officials are able to validate that the possession of purported substance was not a controlled or unlawful substance (see "Drugs") and was not distributed.)

1. Discipline student in accordance with the school's discipline plan.
2. In the case of "Possession of Purported substances": Out-of-school suspension for a period of ten (10) days for a first offense.
3. Confiscate the medication.
4. Notification of parents/guardians of the discipline and of the responsibility to retrieve the item from school officials.
5. If a student uses and/or distributes non-prescription medication, or purports a substance as a controlled substance or unlawful substance a second or subsequent time, there may be a recommendation for a disciplinary hearing regarding removal from the regular school program through alternative placement or expulsion.
6. Any use (being under the influence) and/or distribution of non-prescription medication in excess of the product's directed dosage may result in a recommendation for a Disciplinary Hearing regarding removal from the regular school program through alternative placement or expulsion.
7. Any use in excess of the directed dosage by a student having a valid prescription of medication will result in a recommendation for a Disciplinary Hearing regarding removal from the regular school program through alternative placement or expulsion. (See "Drugs")

**False Accusation of a School Staff Member**

*Any false accusation which jeopardizes the professional reputation, employment, or certification of any member of the school staff.*

1. Disciplinary action, up to and including alternative placement or expulsion.
2. Notification of parents/guardians of the disciplinary action.

**False Identity**

*Refusing to identify or falsely identifying one's self.*

1. Discipline student in accordance with the school's discipline plan.
2. Notification of parents/guardians of discipline.

**False Information/Falsifying Records/Documents**

*Intentionally providing false or misleading information or the withholding of valid information from a school staff member. Any form of tampering with records/documents either for one's own purpose or to alter the records of others for any purpose. It also includes, but is not limited to, the writing and signing of notes and papers by any person not authorized to do so, misrepresenting a situation, or falsely signing another's name to such notes or other papers.*

*Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082, s. 775.083, F.S. 837.06.*

1. Discipline student in accordance with the school's discipline plan.
2. Notification of parents/guardians of discipline.
3. Notification of appropriate law enforcement agency.

### **Fighting**

*Mutual participation in an altercation with physical violence that requires physical restraint and/or results in injury.*

1. Discipline student in accordance with the school's discipline plan.
2. Notification of parents/guardians of discipline.

### **Fire Alarm System**

*Willful and/or malicious activation of a school fire alarm system punishable by law as a misdemeanor of the first degree.*

1. Notification of appropriate law enforcement agency.
2. Out-of-school suspension of student for a period of ten (10) days.
3. Notification of parents/guardians in accordance with out-of-school suspension procedures.

### **Fireworks/Firecrackers**

*Unauthorized possession and/or igniting of fireworks or firecrackers on school property or at a school-sponsored activity, including possession of matches or lighters.*

1. Discipline student in accordance with the school's discipline plan.
2. Notification of parents/guardians of discipline.

### **Forgery**

*Refer to False Information/Falsifying Records/Documents.*

### **Gambling**

*Participation in games of chance or skill for money or profit.*

1. Discipline student in accordance with the school's discipline plan.
2. Notification of parents/guardians of discipline.

### **Gang Activity (Secret Societies/ Gangs)**

*Any activity that can reasonably be associated or identified with a gang, such as, but not limited to, symbols, special dress, verbalizations or colors.*

1. Notification of appropriate law enforcement agency.
2. Out-of-school suspension with discipline up to and including a recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program through alternative placement or expulsion as determined by the school officials.
3. Notifications of the parents/guardians in accordance with appropriate procedures.

### **Harassment: Malicious**

*Definition: Harassing another person because of that person's ~~race, religion, color, sex, age, national or ethnic origin, political beliefs, marital status, disability, or social and family background~~, of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin or genetic information, or social and family background, that places an individual in reasonable fear of harm to his/her person or damage to his/her property or has the*

*effect of substantially disrupting the orderly operation of a school. Such harassment may include any slurs, innuendoes, or other verbal or physical conduct reflecting on an individual's ~~race~~, race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin or genetic information, or social and family background, ~~ethnic background~~, gender, or disabling condition which has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's educational opportunities. Such harassment is prohibited at any school site, on school transportation or school-sponsored activity or through the use of data or computer software that is accessed through a computer, computer system, or computer network of a Santa Rosa County School District school.*

*An individual who is a victim of harassment has a right to report an incident(s) without fear of retaliation. Retaliation must not occur.*

Procedures for reporting of harassment are provided in **Harassment: Sexual**. Contact for Title IX: Director of High Schools, (850-983-5000), 5086 Canal Street, Milton, Florida 32570. Contact for 504: Director of Exceptional Student Education and Student Services, (850-983-5150), 6751 Berryhill Street, Milton, Florida 32570.

Consequences which arise from malicious harassment will include:

1. Out-of-school suspension from school in accordance with the school's discipline plan.
2. Notification of the parents/guardians in accordance with out-of-school suspension procedures.
3. The victim or the parent/guardian of the victim, if such is a student, will be given notification of the opportunity to speak to a School Resource Officer regarding pursuit of criminal charges against the perpetrator.

### **Harassment: Sexual**

*Definition: Undesired sexual behavior towards another; unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, or creates a hostile environment. The following types of conduct by any adult or student constitute sexual harassment: (1) Creating a Hostile Environment - sexually harassing conduct which can include unwelcome sexual advances; or other verbal, nonverbal or physical behavior of a sexual nature that is sufficiently severe, persistent, or pervasive enough to create a hostile or abusive educational environment; or (2) Quid Pro Quo - to condition, explicitly or implicitly, sexual favors for participation in an education program or activity or in determining an education decision.*

1. Students have a responsibility to promptly report any occurrence of harassment; however, the student has up to 60 days from the occurrence to report.
2. Complaints may be presented to the local school Principal or Site Administrator.
3. The school Principal or Site Administrator is responsible for reporting any complaints of sexual harassment to the Assistant Superintendent of Curriculum and Instruction or their designee within five (5) days of the complaint being filed.
4. The complaint should be in writing, state the act(s), state the date(s), state the name(s) of witnesses, and be signed by the complainant. Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. Procedures and timelines regarding investigation and appeals are outlined in School Board Policy 2.70.
5. Violation of the School Board's Sexual Harassment Policy by a student is grounds for disciplinary action up to of out-of-school suspension up to 10 days and including may include a recommendation for a disciplinary hearing for alternative placement or expulsion and may result in criminal penalties being imposed.

Individuals who are deemed guilty for wrongfully and intentionally accusing another of an act of harassment of any type can receive serious consequences:

1. Discipline student in accordance with the school's discipline plan.
2. Notification of parents/guardians of discipline.

2. The specific privilege(s) to be restricted should be associated with the misconduct to the extent feasible.
3. The duration of the restriction shall be commensurate with the degree of the misconduct.

**C. Procedures:**

1. Teachers may impose restrictions on students within the realm of classroom privileges without a discipline referral.
2. The Principal or designee may restrict a student from specific non-academic privileges to participate in school-sponsored activities after hearing the student's defense and/or explanation of his/her conduct and giving the student an explanation of the reasons for and the conditions of the restriction.

• **Detention**

**A. Definition:** Detention is the confinement of a student for a specified amount of time to be served under the supervision of school officials.

**B. Conditions:**

1. **Morning Detention** may consist of a period of time before the start of the school day spent in academic study and isolation from social interaction and/or work assignments related to the upkeep and maintenance of school facilities. The amount of time assigned for morning detention on any one day shall not exceed 30 minutes prior to the start of the school day.
2. **Lunch Detention** may consist of a period of time spent in academic study and isolation from social interaction and/or work assignments related to the upkeep and maintenance of school facilities during his/her lunch period in which the student will also be afforded the opportunity of lunch. The amount of time assigned for lunch detention on any one day shall not exceed the student's normal lunch period.
3. **After School Detention** may consist of time spent after the regular school day on academic study and/or work assignments related to the upkeep and maintenance of school facilities. Parents shall be responsible for the student's transportation.
3. **Saturday Detention** may consist of time spent on Saturday on academic study and/or work assignments related to the upkeep and maintenance of school facilities. The amount of time assigned to one (1) day of Saturday detention shall not exceed four (4) hours. Parents shall be responsible for the student's transportation.

**C. Procedures:**

1. The Principal or designee may assign a student to detention on the basis of a discipline referral after hearing the student's defense and/or explanation of his/her conduct and giving the student an explanation of the reasons for and the conditions of the restriction.
2. A student who fails to appear for the assigned detention may be assigned an additional amount of detention time or may be assigned a higher level of discipline.

• **In-School Suspension**

**A. Definition:** In-school suspension is a discipline program established as an alternative to out-of-school suspension.

**B. Conditions:**

1. Any school center that has an in-school suspension program established in accordance with the district's guidelines may place students in in-school suspension.
2. The parent/guardian must be notified of the placement of a student in in-school suspension.
3. All criteria for student eligibility and the instructional program are subject to the requirements of the district's guidelines.

3. All criteria for student eligibility and the instructional program are subject to the requirements of the district's guidelines.
4. Schools shall not use continuous or multiple in-school suspensions to exclude a student with a disability from educational services. Services must be adhered to as outlined in the student's Individualized Education Plan or Section 504 Accommodation Plan.

**C. Procedures:**

1. The Principal or designee may assign a student to an in-school suspension program on the basis of a discipline referral after hearing the student's defense and/or explanation of his/her conduct and giving the student an explanation of the reasons for and conditions of the in-school suspension.
2. A student who fails to appear for in-school suspension may be assigned an additional amount of in-school suspension or be assigned a higher level of discipline which may include out-of-school suspension.

• **Out-of-School Suspension**

- A. Definition:** Out-of-school suspension is the temporary 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 designees, 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. Homework assignments given will be due on the day the student returns to school.

**B. Conditions:**

1. No student shall be given an out-of-school suspension for absences, truancy, or cutting classes.
2. A good faith effort shall be made by the Principal or his/her designated representative to employ parental assistance or other alternative measures prior to out-of-school suspension, except in the case of emergency or disruptive conditions which require immediate removal of the student from the school environment. Parents will be strongly encouraged to schedule a conference with school personnel before their suspended child returns to school.
3. Schools shall not use continuous or multiple out-of-school suspensions to exclude a student with a disability from educational services since the major purpose of disciplinary action is to bring about positive student behavior within the school setting—not exclusion from that setting.
4. A student with a disability who has an Individualized Education Plan (IEP) or a Section 504 Plan shall not receive out-of-school suspension (OSS) for more than ten (10) cumulative days within a school year without provision of educational services. By the 10<sup>th</sup> day of OSS, a Manifestation Determination Hearing, must be conducted by the IEP team. After the manifestation determination the IEP team will review the student's current IEP to initiate behavioral interventions, a Functional Behavior Assessment, a Positive Behavior Intervention Plan, and/or appropriate educational placement.
5. Students suspended must be under adult supervision during school hours for the duration of their suspension. Suspended students are subject to the "Truancy Pick-Up Program" Law enforcement-officers will pick up any student not in school during regular school hours who is not under adult supervision and transport him or her to an off-campus site. Parents will be contacted to pick up their child immediately. Parents will follow the imposed sanctions. The school site will be notified.
6. Students who are suspended out-of-school pending a disciplinary hearing will remain on out-of-school suspension until the disciplinary hearing process has been finalized.

**C. Procedures:**

1. The Principal or designee must attempt to inform the student's parents by telephone of a student's suspension and the reasons for the suspension prior to the suspension of the student.
2. After the parent has been notified or an attempt made at such notification, and after hearing the student's defense or explanation of his/her conduct and explaining the reasons for the suspension and the conditions, the Principal or his/her designated representative may suspend a student from the school program or the school bus.



**Seclusion:** The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

These definitions may also be found on the Florida Department of Education website at [http://www.fldoe.org/eias/dataweb/database\\_1011/st81\\_1.pdf](http://www.fldoe.org/eias/dataweb/database_1011/st81_1.pdf).

## **RESTRAINT AND SECURED SECLUSION**

**Procedures: Based on student with an active IEP or Section 504 Plan**

### **Teacher and Administration Responsibility**

1. Teacher will have the form ~~**Parental Notification of the Use of Secured Seclusion and/or Restraint**~~ (Attachment 1) signed by a parent for any student who has exhibited aggressive behaviors toward themselves or others. This student will have a Behavior Intervention Plan (BIP) in place.

~~Forms can also be found on:~~ [http://www.santarosa.k12.fl.us/ece2/P2\\_Resources1/Resources1\\_Home.html](http://www.santarosa.k12.fl.us/ece2/P2_Resources1/Resources1_Home.html)

- 2.1. Once a student has initiated harm to himself or others and all non-violent intervention and de-escalation techniques have been exhausted, a person certified in Non-Violent Crisis Prevention Intervention (CPI) will initiate secured seclusion and/or restraint.
3. 2. When secured seclusion/restraint is initiated, there will be at least one other adult to assist with the seclusion/restraint and/or documentation of duration of incident, personnel involved in the incident, anecdotal records of the incident, etc. When possible, school administration should be called immediately upon the use of secured seclusion/restraint.
4. 3. Once the secured seclusion/restraint incident has ended, the supervising teacher will notify the school administration, immediately (unless this has been done in Step 3) and will brief administration on the situation using the form ~~**Preventive Strategies Utilized before Secured Seclusion and Restraint**~~ (Attachment 2).

~~Forms can also be found on:~~

~~[http://www.santarosa.k12.fl.us/ece2/P2\\_Resources1/Resources1\\_Home.html](http://www.santarosa.k12.fl.us/ece2/P2_Resources1/Resources1_Home.html)~~

5. 4. By the end of the day of the incident, administration will complete the **Parent Written Notice for the Use of Secured Seclusion and/or Restraint** form. Administration will then make at least two (2) attempts to notify parent, through email and/or phone, regarding the use of seclusion/restraint. Administration will also ensure that the form is sent home with the student at the end of the day. Parent signature/acknowledgement must be obtained and the signed form returned to the school. ~~Forms can also be found on:~~ [http://www.santarosa.k12.fl.us/ece2/P2\\_Resources1/Resources1\\_Home.html](http://www.santarosa.k12.fl.us/ece2/P2_Resources1/Resources1_Home.html)
6. 5. If the signed **Written Notice** form (Attachment 3) is not returned, the administrator will send a 2nd copy through certified mail and/or by a school social worker for signature. All attempts will be documented on the form.
7. 6. Within 24 hours, supervising teacher will complete the electronic version of the incident template form through the Florida State Database. of the form ~~**Santa Rosa County District Incident Report for Secured Seclusion and/or Restraint**~~ (Attachment 4) and send it via email to the supervising school administrator. NOTE: Best practice for documenting the Restraint and Secured Seclusion for Santa Rosa County incident would be that the document is completed by the end of the workday to ensure that all facts of the incident are recorded accurately.  
~~Forms can also be found on:~~ [http://www.santarosa.k12.fl.us/ece2/P2\\_Resources1/Resources1\\_Home.html](http://www.santarosa.k12.fl.us/ece2/P2_Resources1/Resources1_Home.html)  
<https://app1.fldoe.org/ESE/RestraintSeclusionIncident/Default.aspx>
8. 7. Within 24 hours three (3) calendar days of incident receiving the teacher's report, supervising school administrator will review the incident template form for accuracy and completeness. Information will then be transferred from the Santa Rosa County District ~~**Incident Report**~~ form (Attachment 4) to the state's Secured Seclusion and Restraint and uploaded database and ~~**SAVED AS DRAFT by the administrator**~~. Website can be found at: <https://app1.fldoe.org/ESE/RestraintSeclusionIncident/Default.aspx>
9. Once state report has been completed and saved as a draft, supervising school administrator will immediately contact Santa Rosa County District ESE Program Facilitator for Behavior via email.

- ~~10. Within 24 hours of receipt, Santa Rosa County District ESE Program Facilitator for Behavior will email confirmation of receipt and indicate any changes/additions needed.~~
41. ~~8.~~ The supervising school administrator will review and print the state report. The report will be mailed to the parent of the student within three (3) calendar days of the incident.
42. ~~9.~~ Parent will sign and return the State Incident Report form. (~~Attachment 4~~). All signed incident reports will be placed within the cumulative file on the left side of the ESE or Section 504 folder.
- ~~43.~~ 10. If the signed **Incident Report** form (~~Attachment 4~~) is not returned, the administrator will send a 2nd copy through certified mail and/or by a school social worker for signature. All attempts will be documented on the form.

## COMPLAINT/GRIEVANCE PROCEDURE

### (School Related Problems not Connected to Suspension or Expulsion)

A student or parent/guardian on behalf of their minor child shall have the opportunity to question and register a complaint/grievance regarding a decision made by any school employee. The opportunity to question included decisions perceived by the student to be discriminatory on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information or social and family background, regarding any phase of educational programs, activities, application of rules of behavior, sanctions, or treatment. This procedure may be used to file a formal complaint under the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments of 1972, and McKinney-Vento Homeless Education. It is the aim of these procedures to settle a complaint/grievance at the lowest possible level. The following procedures shall be used to submit a complaint/grievance:

- A. **Informal:** If the student wishes to question a decision of any school employee, the student shall first request an appointment to discuss the issue with the employee concerned and/or a school site administrator at a time other than regular class time. The appointment shall be requested within 60 calendar days of the incident of concern.
- B. **Formal:** If the student is not satisfied after discussing the issue with the employee and/or school site administrator, the student may submit an appeal in writing to the Principal of the school or the Assistant Superintendent of Curriculum and Instruction to review the matter. Such an appeal shall be submitted within ten (10) calendar days of the informal step described above.
1. The Principal or Assistant Superintendent of Curriculum and Instruction shall investigate the problem and shall render a decision. Such investigation may include interviews with the student, at which the student may have parents/guardians or representation present. The decision shall be given to the student in writing within ten (10) calendar days of the written notice of appeal.
  2. If the student is not satisfied with the decision of the Principal or Assistant Superintendent of Curriculum and Instruction, the student may appeal the decision in writing to the Superintendent within five (5) school days of the decision. The Superintendent or designee must respond in writing within five (5) school days of receipt of the appeal.
    - A. If the student is not satisfied with the decision of the Superintendent within five (5) school days of the decision the student must notify the Superintendent of a request of an appeal hearing before the School Board. Scheduling of a hearing before the School Board will be in compliance with applicable School Board policies.
- C. **Further Possible Appeals:** If the individual filing the complaint is not satisfied with the decision of the School Board, a complaint may be filed with the Florida Department of Education. In addition, complaints alleging discrimination under the ADA, Section 504, or Title IX may be filed with the Office of Civil Rights, U.S. Department of Education, within 180 days of the alleged discrimination.

No student shall be retaliated against in any manner for filing a complaint/grievance regarding conduct which is believed to be in violation of district and/or school policy or for participating in an investigation of a possible violation of district and/or school policy. Confidentiality will be ensured to the greatest extent possible.