

2020-2021 COC Additions/Deletions

Board Meeting - June 18, 2020

Page 18

General Policies

Attendance

- A. **Excused Absences:** Absences granted for personal illness, illness or death of a member of the immediate family, medical or dental appointments, religious holidays, religious instruction, court date and special emergencies, treatment of autism spectrum disorder by a licensed healthcare practitioner or behavior analyst certified pursuant to s.393.17, F.S., school sponsored activities or pre-arranged absences approved by the Principal or designee.
- B. **Unexcused Absences:** Absences for shopping trips, vacations, pleasure trips, truancy, missing the bus, oversleeping, excessive illness without doctor verification, dismissal from school (out-of-school suspension does not count toward truancy absences), or other avoidable absences which have not been pre-arranged and approved by the Principal or designee.

Page 19

E. Truancy Procedures:

4. If an initial meeting does not resolve the problem, the Multi-Tiered System of Supports (MTSS) shall implement interventions that best address the problem. The interventions may include, but need not be limited to the following:
- a second parent/school conference
 - referral to the school Social Work Department

Page 21

Department of Motor Vehicles Sanctions

H. Dept. of Motor Vehicles Sanctions:

A student who is 14 years of age, but less than 18 years of age, and who has had 15 unexcused absences within a 90 calendar-day period or who has withdrawn, having being coded with a state dropout withdrawal code may have his/her motor vehicle operator's license suspended (in accordance with F.S.322.091).

Page 35

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. As with any other "education record," a photo or video of a student is an education record, subject to specific exclusions, when the photo or video is: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. (20 U.S.C. 1232g(a)(4)(A); 34 CFR § 99.3 "Education Record")[1]

To request a video from your student's school, parents will need to make an open records request to the Santa Rosa County School District's Human Resource Office. Parents should be specific as to the date, time and location of the video requested as there is a cost associated with the retrieval time.

Students Protected by the Individuals with Disabilities Education Act (IDEA)/Exceptional Student Education (ESE)
Administrative judgement is needed in addressing consequences and disciplinary outcomes for students receiving ESE services who have cognitive impairments. In making decisions factors such as age, developmental level, and impact of disability must be taken into consideration. Consequences should be imposed and measures taken to prevent future incidents should be considered and implemented.

Community School Latch Key program

The Santa Rosa Community School extended day and summer camp programs are optional programs for the parents and students of Santa Rosa County. It is a privilege to attend either program and appropriate discipline and good behavior are expected and required for regular attendance. Parents should refer to the Board approved Santa Rosa Community School Extended Day/Summer school Handbook for applicable policies and procedures concerning conduct.

Assault/Threat

- ~~4. Threats of school violence will be taken seriously. This includes threats of violence, direct or indirect, toward an individual, group, or the school itself. In addition to the above actions, when deemed appropriate, school administrators have the right to refer a student who makes or poses a threat of school violence for a violence risk evaluation/threat assessment through the school district's Student Services Department. If the risk level of the threat assessment is "High" the student will continue the out-of-school suspension and be recommended for a Disciplinary Hearing regarding the removal from the regular school program through alternative placement or expulsion.~~
4. A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act and can be direct or indirect, toward an individual, group, or the school itself. When deemed appropriate, the school-based Threat Assessment Team will follow the district's board approved threat assessment process as outlined in the Comprehensive State Threat Assessment Guidelines (CSTAG). Through this process, if a threat is deemed to be "Very Serious Substantive," a Mental Health Assessment would be conducted by a School Psychologist and the student may be referred for alternative placement as recommended by the district's Mental Health Support Committee. Students making serious substantive threats will be referred to school and/or community-based counseling.

Battery (Aggravated)

2. a. A Manifestation Determination Hearing must be conducted immediately by the IEP or Section 504 team for students protected under IDEA or Section 504.
- b. Students protected under IDEA or Section 504 may not be suspended greater than 10 days without compensatory services provided by the student's school as determined by the IEP or Section 504 team.
- c. See subsection "Alternative Placement/Expulsion with Continuing Educational Services" for additional information and the criteria for "serious bodily injury".

Page 43

Battery: School Board Employee

2. Out-of-school suspension of the student for a period of ten (10) days and recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for no less than one (1) calendar year through alternative placement or expulsion.
 - a. A Manifestation Determination Hearing must be conducted immediately by the IEP or Section 504 team for students protected under IDEA or Section 504.
 - b. Students protected under IDEA or Section 504 may not be suspended greater than 10 days without compensatory services provided by the student's school as determined by the IEP or Section 504 team.
 - c. See subsection "Alternative Placement/Expulsion with Continuing Educational Services" for additional information and the criteria for "serious bodily injury".

Page 43

Battery (Aggravated): School Board Employee

2. Out-of-school suspension of the student for a period of ten (10) days and recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for a minimum of one (1) calendar year and a maximum of the remainder of the current school year plus one (1) additional school year.
 - a. A Manifestation Determination Hearing must be conducted immediately by the IEP or Section 504 team for students protected under IDEA or Section 504.
 - b. Students protected under IDEA or Section 504 may not be suspended greater than 10 days without compensatory services provided by the student's school as determined by the IEP or Section 504 team.
 - c. See subsection "Alternative Placement/Expulsion with Continuing Educational Services" for additional information and the criteria for "serious bodily injury".

Page 47

Drugs: Distribution, Purported*

2. Out-of-school suspension of the student for a period of ten (10) days and recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for a period up to one (1) calendar year through alternative placement or expulsion.
 - a. A Manifestation Determination Hearing must be conducted immediately by the IEP or Section 504 team for students protected under IDEA or Section 504.
 - b. Students protected under IDEA or Section 504 may not be suspended greater than 10 days without compensatory services provided by the student's school as determined by the IEP or Section 504 team.
 - c. See subsection "Alternative Placement/Expulsion with Continuing Educational Services" for additional information.

Page 48

Drugs: Possession/Under the Influence

2. Out-of-school suspension of the student for a period of ten (10) days.
 - a. A Manifestation Determination Hearing must be conducted by the IEP or Section 504 team for students who are: 1) protected under IDEA and are in possession of or under the influence of drugs, or 2) protected under Section 504 who are in the possession of drugs. The Manifestation Determination Hearing should be completed by the 10th cumulative day of out-of-school suspension in the academic year.

- b. Students covered by Section 504 do not receive the protections of Section 504 when the student is under the influence drugs or alcohol. In these situations, the student is subject to disciplinary procedures consistent with the Student Code of Conduct for general education students and a Manifestation Determination Hearing is not required.
- 4. For any subsequent violation, out-of-school suspension of the student for a period of ten (10) days and recommendation for a Disciplinary hearing regarding the removal of the student from the regular school program for a period no less than one (1) calendar year through alternative placement or expulsion.
 - a. For students protected under IDEA or Section 504 who have already reached ten cumulative days of out-of-school suspension due to a previous drug offense or other offenses a Manifestation Determination Hearing must be conducted by the IEP or Section 504 team immediately.
 - b. Students protected under IDEA or Section 504 may not be suspended greater than 10 days without compensatory services provided by the student's school as determined by the IEP or Section 504 team.
 - c. Students covered by Section 504 do not receive the protections of Section 504 when the student is under the influence drugs or alcohol. In these situations, the student is subject to disciplinary procedures consistent with the Student Code of Conduct for general education students and a Manifestation Determination Hearing is not required.
 - d. See subsection "Alternative Placement/Expulsion with Continuing Educational Services" for additional information.

Page 55

Profane, Obscene, Abusive Language or Gestures, Objects, Videos or Pictures

The use of profane, obscene, abusive language or gestures, or the possession of objects, videos or pictures which are disrespectful, offensive or socially unacceptable and which can or tend to disrupt the school environment, a school function, or extracurricular/co-curricular activities. This includes the taking and /or sending, sharing of inappropriate or offensive images, including pornographic material or texts using electronic devices as well as being in the possession of inappropriate images or texts. Engaging in the use of electronic devices in this manner may result in law enforcement being notified.

- 1. ~~Discipline student in accordance with the school's discipline plan.~~ Depending on the degree of the offense in the use/possession of the electronic device, a student may receive an out-of-school suspension period of up to ten (10) days and recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for a period up to one (1) calendar year through alternative placement or expulsion. The device may be confiscated or possession prohibited on campus for a period of time.

Page 57

Sexual Offense

"Sexual contact without force or thrust of force when both parties are capable of giving consent. It may also include but not be limited to exposing an individual to lewd, sexual behavior or action, or sharing pornographic material."

Page 57

Theft/Larceny

The unlawful taking, carrying, leading, riding away, or concealing the property of another person without threat, violence, or bodily harm with the intent to prevent or deprive the rightful owner of its use. Value of item ~~\$300~~ \$750.00 or more.

Page 58

Truancy

A pattern of non-attendance as established by 5 unexcused absences in 30 calendar days or 10 unexcused absences in 90 calendar days. The absence of a student without excuse.

1. Discipline student in accordance with school discipline plan.
2. Student may not be suspended out-of-school for truancy.
3. Notification of parents/guardians of discipline.
4. Provide MTSS interventions.

Page 60

Weapons (Firearms): Use and /or Display

(Firearms/Replica or Facsimile): Use and/or Display

3. Out-of-school suspension of the student for ten (10) days and recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program with the recommendation for expulsion for the remainder of the present school year and one (1) additional year.
 - a. A Manifestation Determination Hearing must be conducted immediately by the IEP or Section 504 team for students protected under IDEA or Section 504.
 - b. Students protected under IDEA or Section 504 may not be suspended greater than 10 days without compensatory services provided by the student's school as determined by the IEP or Section 504 team.
 - c. See subsection "Alternative Placement/Expulsion with Continuing Educational Services" for additional information.

Page 60

Weapons (Firearms): Possession

(Firearms): Possession

3. Out-of-school suspension of the student for ten (10) days and recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for a period of at least one (1) calendar year through expulsion.
 - a. A Manifestation Determination Hearing must be conducted immediately by the IEP or Section 504 team for students protected under IDEA or Section 504.
 - b. Students protected under IDEA or Section 504 may not be suspended greater than 10 days without compensatory services provided by the student's school as determined by the IEP or Section 504 team.
 - c. See subsection "Alternative Placement/Expulsion with Continuing Educational Services" for additional information.

Page 61

Weapons (Firearms): Replica or Facsimile

(Firearms): Possession – Replica or Facsimile

3. Out-of-school suspension of the student for ten (10) days and recommendation for Disciplinary Hearing regarding the removal of the student from the regular school program for a period of at least one (1) calendar year through alternative placement or expulsion.
 - a. A Manifestation Determination Hearing must be conducted immediately by the IEP or Section 504 team for students protected under IDEA or Section 504.

- b. Students protected under IDEA or Section 504 may not be suspended greater than 10 days without compensatory services provided by the student's school as determined by the IEP or Section 504 team.
- c. See subsection "Alternative Placement/Expulsion with Continuing Educational Services" for additional information.

Page 62

Weapons (Other): Possession and/or Use

2. Out-of-school suspension of the student for ten (10) days and a recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for a period of at least one (1) calendar year through alternative placement or expulsion.
 - a. A Manifestation Determination Hearing must be conducted immediately by the IEP or Section 504 team for students protected under IDEA or Section 504.
 - b. Students protected under IDEA or Section 504 may not be suspended greater than 10 days without compensatory services provided by the student's school as determined by the IEP or Section 504 team.
 - c. See subsection "Alternative Placement/Expulsion with Continuing Educational Services" for additional information.

Page 67

Alternative Placement/Expulsion with Continuing Educational Services

Procedures:

4. A Disciplinary Hearing Committee consisting of a minimum of four (4) of the following: the Director of Elementary Education, the Director of Middle School Education, the Director of High School Education (in the absence of the Director, a district grade level representative may be present for the previous three), the Director of Workforce Education, the Assistant Superintendent of Curriculum and Instruction, the Director of **Continuous Improvement Alternative Education**, a representative of Student Services, and a representative of the district's Exceptional Student Education staff will review each recommendation in a due process hearing,
8. A student who has been alternately placed must meet the State of Florida "Regular school attendance" definition. "Regular school attendance" as defined in s. 1003.01(13) F.S., is attendance in one of the following: a public school; a parochial, religious or denominational school; a private school; or a home education or private tutoring program, provided the program meets state requirements.

Page 69

Expulsion Without Continuing Educational Services

C. Procedures:

8. A student who has been expelled must meet the State of Florida "Regular school attendance" definition. "Regular school attendance" as defined in s. 1003.01(13) F.S., is attendance in one of the following: a public school; a parochial, religious or denominational school; a private school; or a home education or private tutoring program, provided the program meets state requirements.

Page 70

Felony or Felony Act

- A. **Definition:** Felony acts **are** or any delinquent acts which would be a felony if committed by an adult.

Juvenile Civil Citation Program

A. This program is a diversion program in lieu of formal criminal trial through the Department of Juvenile Justice. The program provides immediate consequences for a juvenile's action and diminishes the time between the offense and the punishment. Without this connection, a youth is more likely to continue the negative behavior.

1. A juvenile may be eligible for this program if:
 - a. The juvenile is between the ages of 11 and 17;
 - b. The act committed is considered a non-serious delinquent act as defined in this order;
 - c. The juvenile has no previous misdemeanor or felony convictions (confirmed by contacting the DJJ Intake Screener).
2. When an officer encounters a juvenile who has committed a delinquent act that under Section 985.301 Florida Statutes, qualifies the juvenile to participate in the Juvenile Civil Citation Program, the officer will proceed as follows:
 - a. The officer will explain the Civil Citation Program to the juvenile who has committed a delinquent act and request the juvenile a consent to participate in the program. The officer should consider the following to determine if the Civil Citation Program is appropriate for the juvenile:
 - 1) The severity of the offense and any mitigating or aggravating circumstances;
 - 2) The juvenile's attitude concerning the officer, the delinquent act, and the Civil Citation Program;
 - 3) The attitude of the juvenile's parent or guardian concerning the officer, the delinquent act, and the Civil Citation Program;
 - 4) The mental and/or physical ability of the juvenile;
 - 5) Is the youth a threat to society?
 - 6) Whether the delinquent act involves restitution. (These cases do not qualify for the Civil Citation Program and must be referred for prosecution.)
 - b. The law enforcement officer has discretion to determine if a citation will be issued in situations where a single infraction results in multiple civil citation eligible offenses (i.e. stacking). When approval of the victim is required, the law enforcement officer will document the approval of the issuance of the civil citation in the offense report.
 - c. Offenses approved for the Civil Citation Program per the memorandum of understanding signed with DJJ and at the request of the Juvenile State Attorney.
 - 1) Affray;
 - 2) Alcoholic beverage possession by a minor;
 - 3) Alcoholic beverage selling, giving or serving to a minor;
 - 4) Assault;
 - 5) Battery (with victim approval);
 - 6) Criminal mischief (\$200 - \$1000 damage) if no restitution involved;
 - 7) Disturbing school function and religious assemblies;

- 8) False fire alarm (with victim approval);
 - 9) False report;
 - 10) Loitering or prowling;
 - 11) Petit Theft (with the approval of the victim and only when no restitution is required);
 - 12) Possession of marijuana (Less than 20 grams);
 - 13) Possession of narcotic equipment (drug paraphernalia);
 - 14) Resisting without violence;
 - 15) Resisting a merchant (with victim approval);
 - 16) Trespass – property other than structure/conveyances;
 - 17) Trespass – structure or conveyance; and
 - 18) Disorderly Conduct.
3. If the juvenile consents to participate in the program, the officer will complete the Juvenile Civil Citation.
 - a. The citation will be completed utilizing the “Mobile Forms” computer application. Blank citation forms will be available at each district office in the event the officer is unable to complete the citation on the computer.
 4. The citation will contain the following information:
 - a. Data and offense number;
 - b. Juvenile’s name, address, race, DOB;
 - c. Parent or guardian’s name, phone number, and a work number;
 - d. School name;
 - e. The criminal offense that was committed and statute number;
 - f. Statement of Probable Cause;
 - g. Juvenile’s, parent or guardian’s signature; and
 - h. Officer’s signature and date.
 5. The juvenile, as well as the parent or guardian, must understand that by signing the form, the juvenile is:
 - a. Admitting guilt for the purpose of this program;
 - b. Waiving the right to a speedy trial;
 - c. Affirming that he/she has never been convicted with any misdemeanor or felony offense;
 - d. Agreeing to contact the Teen Court Coordinator within seven (7) working days from the date the citation was issued; and
 - e. Failure to contact the coordinator will result in the case being referred to the State Attorney for prosecution.
 6. Guidelines for Civil Citation Community Service hours will be assigned by Teen Court in conjunction with the Juvenile Civil Citation Program Coordinator.
 7. Any juvenile issued a civil citation must be released to a parent or guardian. Then releasing a juvenile to a parent or guardian, the issuing officer will provide a copy of the civil citation to the parent or guardian who signed the civil citation agreeing to the terms of the program.
 8. If the juvenile’s parent or guardian cannot be reached or refuses to take custody of the juvenile, the juvenile is disqualified from participation in the program and criminal prosecution will be pursued.
 9. The Civil Citation Program will be operated by DJJ as an alternative to arrest.

II. Required Reports:

1. An offense report is required any time a civil citation is issued. The offense report will detail the circumstances which led to the issuance of the civil citation as well as any other related information.
2. Completed civil citations will be forwarded via agency courier to the Juvenile Civil Citation Coordinator at the Milton office of the DJJ. A copy of the completed and approved offense report will be attached to the citation.

III. Definitions:

DJJ – Department of Juvenile Justice

JUVENILE JUSTICE CIVIL CITATION – is an alternative program to an arrest, authorized under Section 985.12, Florida Statutes, for children who commit non-serious delinquent acts whose purpose is to ensure swift and appropriate consequences to the offender. No more than 50 community service hours may be administered and the juvenile must participate in appropriate intervention services to identify the needs of the juvenile.

NON-SERIOUS DELINQUENT ACT – An act that involves violation of a county ordinance or violation of criminal first or second-degree misdemeanor which does not involve domestic violence. Examples of these violations are: battery, assault, affray, petit theft, trespassing, possession of a controlled substance listed in Section 893.03(5), Florida Statutes, traffic offenses, possession of alcohol, etc.

Santa Rosa County School Board ~~2019-20~~ 2020-2021 Calendar

PRE-PLANNING.....	August 5-9, 2019
POST-PLANNING.....	June 1-2, 2020
STUDENTS BEGIN.....	August 12, 2019
STUDENTS LAST DAY.....	May 29, 2020

9 WEEKS	Report Cards	Mid-Term Reports
Aug. 12 – Oct. 11 (44 days)	October 25	September 13
Oct. 15 – Dec. 19 (42 days)	January 17	November 15
Jan. 7 – March 12 (46 days)	April 3	February 7
March 23 – May 29 (48 days)	May 29 (Elementary)	April 24
	June 12 (Middle/High)	

Early Release & Holidays		APPROVED IN SESSION
July 4	Independence Day	
September 2	Labor Day	JUN 20 2019
October 14	Planning Day (No school for students/work day for teachers)	
November 11	Veterans Day	SANTA ROSA SCHOOL BOARD
November 25-29	Fall Break/Thanksgiving	SUPERINTENDENT
December 17, 18	Semester Exams – Early Release for Middle/High Schools	
December 19	Early Release for all students – Semester Exams Middle/High Schools	
Dec 20-Jan 3	Winter/Christmas Break	
January 6	Planning Day (No school for students/work day for teachers)	
January 20	Martin L. King's Birthday	
February 17	President's Day	
March 13	Planning Day (No school for students/work day for teachers)	
March 16-20	Spring Break	
April 10	Good Friday	
May 25	Memorial Day	
May 27, 28	Semester Exams – Early Release for Middle/High Schools	
May 29	Early Release, Last day of school for all students – Semester Exams Middle/High Schools	

HIGH SCHOOL GRADUATION DATES		Semester Exams	Senior Final Exams
May 18 – Blended Academy	5:00 P.M.	1 st Semester	May 20, 21, 22
May 18 – Locklin Tech.	7:00 P.M.	6 period	December 17, 18, 19
May 21 – Santa Rosa High/Adult	7:00 P.M.	2 nd Semester	
May 23 – Pace High	11:00 A.M.	6 period	May 27, 28, 29
May 23 – Navarre High	2:30 P.M.		
May 23 – Gulf Breeze High	6:00 P.M.		
May 26 – Milton High	7:00 P.M.	Storm Days (If Needed)	
May 28 – Jay High	5:00 P.M.	1 st Semester:	October 14, January 6
May 28 – Central School	7:00 P.M.	2 nd Semester:	March 13, June 1

SANTA ROSA COUNTY SCHOOL BOARD 2020-21 CALENDAR

PRE-PLANNING..... August 3-7, 2020
 POST-PLANNING May 27-28, 2021
 STUDENTS BEGIN August 10, 2020
 STUDENTS LAST DAY May 26, 2021

9 WEEKS

Aug. 10 – Oct. 9 (44 days)
 Oct. 13 – Dec. 18 (43 days)
 Jan. 5 – March 12 (47 days)
 March 23 – May 26 (46 days)

Report Cards

October 23
 January 15
 April 5
 May 26 (Elementary)
 June 11 (Middle/High)

Mid-Term

Reports September
 11 November 13
 February 5
 April 23

Early Release & Holidays

July 4	Independence Day
September 7	Labor Day
October 12	Planning Day (No school for students/work day for teachers)
November 11	Veterans Day
November 23-27	Fall Break/Thanksgiving
December 16, 17	Semester Exams - Early Release for Middle/High Schools
December 18	Early Release for all students- Semester Exams Middle/High Schools
Dec 21-Jan 1	Winter/Christmas Break
January 4	Planning Day (No school for students/work day for teachers)
January 18	Martin L. King's Birthday
February 15	President's Day
March 15-19	Spring Break
March 22	Planning Day (No school for students/work day for teachers)- Storm Day if needed
April 2	Good Friday
May 24, 25 May 26	Semester Exams - Early Release for Middle/High Schools Early Release, Last day of school for all students- Semester Exams Middle/High Schools
May 31	Memorial Day

APPROVED-IN SESSION

SEP 26 2019

SANTA ROSA SCHOOL BOARD
SUPERINTENDENT

HIGH SCHOOL GRADUATION DATES

May 17 – Blended Academy	5:00 P.M.
May 17 – Locklin Tech.	7:00 P.M.
May 20 – Santa Rosa High/Adult	7:00 P.M.
May 22 – Gulf Breeze High	11:00 A.M.
May 22 – Pace High	2:30 P.M.
May 22 – Navarre High	6:00 P.M.
May 25 – Milton High	7:00 P.M.
May 27 – Jay High	5:00 P.M.
May 27 – Central School	7:00 P.M.

Semester Exams

st
1 Semester
 6 period December 16, 17, 18 21
2nd Semester
 6 period May 24, 25, 26

Senior Final

Exams May 19, 20,

Storm Days (If Needed)

nd
2 Semester: March 22, May 27

School Board Approved 09/26/2019