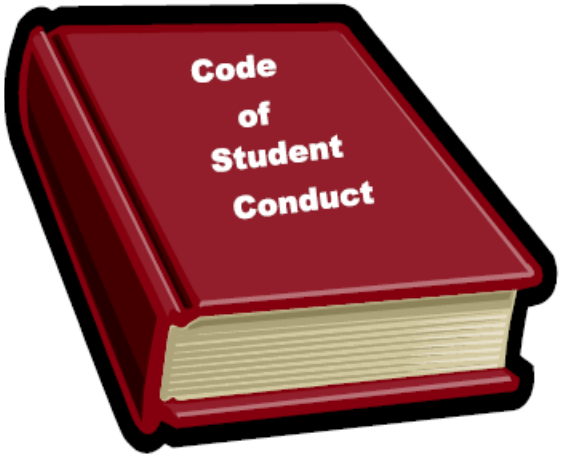
Code of Student Conduct

~~2021-2022~~ 2022-2023



Santa Rosa County District Schools

SANTA ROSA COUNTY DISTRICT SCHOOLS

Dr. Karen Barber
Superintendent of Schools
6032 Highway 90 Milton, Florida 32570

Phone: 850/983-5010

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

Mission: Preparing Students for Success by Providing a Superior, Relevant Education

~~August 10, 2021~~

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

~~Welcome to the 2021-2022 school term. Parents, the school board and I want to humbly thank you for the opportunity you have given us to educate and prepare your children for a successful future! Students, please know that we care about your success now and well beyond high school. To that end, providing a safe, respectful and productive learning environment is our #1 goal. This goal can only be achieved through strong partnerships with our students, parents, our educator family and the community.~~

~~The Code of Student Conduct is an important part of establishing a safe learning environment and setting the expectation for everyone on campus. Please take some time to review this document. You may request a paper copy from your school or review the Code of Conduct on our school district web site at https://sites.santarosa.k12.fl.us/files/coc.pdf.~~

~~To ensure students are aware of the attendance, behavioral and other important policies, classroom teachers will review the Code of Conduct with students at the beginning of the year and each student will take a grade appropriate assessment to demonstrate their understanding. To be fully effective, the Code of Student Conduct addresses not only the role of parents, students, and the school but also specifies areas relative to School Board policies; responsibilities and rights of students; grounds for disciplinary action; and procedures to be followed for acts requiring disciplinary action.~~

~~Discipline starts with all of us knowing the rules and the reasons for the rules and then making our own choices. Discipline helps our students develop good citizenship, accountability and responsibility. In Santa Rosa County, a safe learning environment in which civility and excellence are expected will always be the focus, and we thank you for supporting this culture in our school district.~~

~~Florida Statute 1003.31(4) contains a school child's daily Conduct Pledge. You will find this pledge on page 2. 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.~~

~~Let's all make a commitment to have high expectations for ourselves as learners, as role models, and as citizens of Santa Rosa County. With everyone's commitment, Santa Rosa School District will continue to be the best place for students to learn and prepare for success throughout their lives!~~

~~Respectfully,~~

~~Dr. Karen Barber~~
~~Superintendent of Schools~~

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Linda Sanborn	Elizabeth Hewey	Carol Boston	Charles Elliott	Wei Ueberschaer

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COUNTY DISTRICT SCHOOLS

Dr. Karen R. Barber
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Respectfully,

Dr. Karen R. Barber

Dr. Karen Barber
Superintendent of Schools

Mission: "To love, educate, and prepare all students for graduation and a successful future"

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Linda Sanborn	Elizabeth Hewey	Carol Boston	Charles Elliott	Wei Ueberschaer

~~2021 -2022~~ 2022-2023 Code of Student Conduct Highlights

- Possession of a weapon may ~~will~~ lead to ten (10) days suspension and referral for a Disciplinary Hearing regarding expulsion.

- ~~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.~~

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PUBLIC NOTICE TO PARENTS, GUARDIANS, AND ELIGIBLE STUDENTS

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

The following person has been designated to handle inquiries regarding the non-discrimination policies:

~~William S. Emerson~~ Michael A. Thorpe
Assistant Superintendent for Curriculum and Instruction
6032 Highway 90
Milton, FL 32570
(850) 983-5040
Santa Rosa County School Board Policy – Chapter 2.00, 2.70, 272

Hope Scholarship Program

~~Beginning with the 2018-2019 school year, contingent~~ Contingent upon funds, scholarships are awarded on a first-come, first-served basis.

Introduction

All disciplinary action at the classroom, school and district level must be provided to the student and parent/guardian in the home language whenever feasible. Contact the ESOL School Liaison or District Program Facilitator for assistance with interpretation or translation services.

Petty Acts of Misconduct

Acts that are considered petty misconduct may disrupt the educational process but do not endanger the life or safety of an individual. Such acts include but are not limited to cellular telephone violation, defiance of authority, minor disruption, dress code violation, eating or drinking on the bus, forgery, horseplay, leaving campus without permission, lying or misrepresentation, profanity, and vehicle parking violation.

General Policies

Truancy

- Truancy Intervention Plan (TIP)
- Truancy Monitoring Plan—a plan which documents all interventions assigned to the student/family for the purpose of improving attendance.

7. If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian or the Superintendent or his designee shall refer the situation to the case staffing committee (Child in Need of Services – CINS (Child in Need of Services – CINS~~)~~, if there is an active committee in operation) and the Superintendent or his designee may file a Truancy Petition pursuant to the procedures in Florida Statute 984.151.

F.

Intent to Terminate School Enrollment

I. Intent to Terminate School Enrollment: If a student between the ages of 16 and 18 fails to complete the "Declaration of Intent to Terminate School Enrollment" form, the exit survey and/or exit interview, then the student can be subject to truancy court proceedings.

Leaving School Prior to End of Day/Late-to-School

N. Late to School/ ~~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

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

A. The Santa Rosa County School Board has adopted a Zero Tolerance Policy for the following Violent and Non-Violent Criminal Acts:

1. Violent Criminal Acts are defined by ~~the State Board of Education Rule 6A-1.0404 (2) and Florida Statutes~~ School Board Policy 5.32 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.

Dress Code and Grooming of Students

~~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.~~ Violations of the dress code shall be addressed pursuant to the requirements of Section 1006.07, Florida Statutes.

~~Law Enforcement Officers/Court Officials/DCF Representatives~~

~~**A. Non-Victim/Non-Witness Interviews/Suspect**: When a law enforcement officer, an identified representative of the court on official business, or an identified Department of Children and Families representative makes a request to interview a student **who is not a victim or witness of a crime or delinquent act or is not involved in a suspected child-abuse case**, the following steps shall be taken by the administrator or designee:~~

~~1. The parent shall be called and notified of the request.~~

~~2. If the parent objects to such questioning or if the parent cannot be contacted, the officer shall be requested to make arrangements for questioning the student at a later date when the parents or their representative can be present, unless a law officer has an investigative subpoena.~~

~~3. In the event an interview or interrogation takes place, the school administrator should request to be present in the room during the interview or interrogation.~~

~~**B. Victim/Witness Interviews**: Principals shall permit law enforcement officers, identified representatives of the court on official business, or identified Department of Children and Families representatives to interview students who are victims of or witnesses to a crime or delinquent act, or students who are involved in suspected child abuse cases. The Principal or his/her designee shall~~

~~document attempts to notify the student's parent or guardian prior to such interviews with victims unless a family member is the alleged abuser or participant in the crime or delinquent act. In accordance with Florida Statutes, the Principal or designee shall be present for interviews regarding suspected child abuse only if requested by the student and the official conducting the interview. In the case of other interviews involving the student as a victim, all witness interviews shall be conducted in the presence of the Principal or designee. School Resource Officers shall be required to document parent contact prior to interviewing a suspect for activities that occurred off campus unless the student is 18 years of age or an emancipated minor. School Resource Officers shall not be required to document parent contact prior to interviewing a victim or witness.~~

~~**C. Warrants and Subpoenas**: Principals shall permit law enforcement officers and identified representatives of the court on official business to serve students with arrest or search warrants and subpoenas.~~

~~**D. Removal of Student from School:** Should an officer request to take the student out of school, he/she shall do so only with the consent of the parents or with a subpoena which requires the student to be a witness. If the officer desires to make an arrest, either with or without an arrest warrant, he/she shall be allowed to do so without objection by the administrator or teacher in charge. If the student is removed by an officer, the administrator shall endeavor to notify the parents prior to the student's removal from school premises or as soon thereafter as possible.~~

~~6. If a law enforcement officer demonstrates to a Principal, or his/her representative, that the child needs to be taken into protective custody pursuant to Section 39.401 F.S., the officer shall be permitted to remove the student.~~

~~7. Should the officer request to take the student out of school, he/she should be permitted to do so under the aforementioned conditions and upon the condition that he/she signs the student out in accordance with local school policies regarding students leaving campus.~~

Law Enforcement and DCF Investigations

Under certain circumstances, federal and/or state law enforcement agencies as well as the Florida Department of Children and Families ("DCF") may seek to interview students on school grounds in relation to an active investigation. Any law enforcement officer or DCF investigator seeking to interview students at school must first notify the principal and provide proper identification.

Federal and State Law Enforcement

In the event an officer seeks to interview a student who is a potential witness, victim, or suspect on school grounds, the principal/designee shall first notify the officer of his/her intent to contact the student's parent/legal guardian. The parent/legal guardian will be contacted unless expressly instructed in writing not to do so by the officer. If any law enforcement officer desires to question a student at school, a suitable place will be provided. The conference area will be so located as to create as little attention as possible to the matter.

The principal/designee may be present during the interview at the request or authorization of the student unless law enforcement provides the principal/designee with compelling reasons warranting his/her exclusion.

If an officer decides to remove a student from school grounds as part of a law enforcement investigation, he/she must present the principal/designee with a warrant of arrest, court order, or statement of the officer that he/she is placing the student under arrest or taking the student into custody. The officer shall sign a form affidavit provided by the District accepting custody for the student before removing him/her from the school grounds.

Florida Department of Children and Families ("DCF")

Notification of parents/guardians regarding removal or interview of a student while on school premises by personnel of the Department of Children and Families (DCF) is the responsibility of DCF. If any DCF staff person wishes to interview a student at school, a suitable place will be provided after the DCF staff person has presented appropriate identification. The principal/designee will be present only if the DCF staff person feels it will enhance the interview and the student requests or consents to the presence of the principal/designee. The District witness, when involved in DCF interviews of children, will not be involved in the investigation but will serve only as a witness to the interview. The District witness will be bound by the confidentiality provisions governing child protective investigation interviews found in Chapter 39, F.S. If the DCF staff person elects to remove a student from the school, he/she must sign an affidavit accepting custody for the student prior to doing so.

Social Media

Students may be disciplined for a post on social media if:

1. There is a violation of ~~the~~ this code of conduct or ~~established by~~ school policy.

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 individualized Positive Behavior Intervention Plan (PBIP), then the **PBIP supersedes the *Student Code of Conduct*** and the student will be disciplined ~~in accordance~~ consistent with the procedures delineated in his/her Positive Behavior Intervention Plan. If a disciplinary action ~~constitutes~~ will result in a change of placement, ~~a student protected under IDEA or Section 504 must have a Manifestation Determination Hearing~~. a manifestation determination must be conducted. All disciplinary matters involving a student with a disability will be handled in accordance with the IDEA and/or Section 504, as applicable. ~~Students protected under IDEA or Section 504 should not exceed 10 out-of-school suspension days within a school year (cumulative or consecutive). If a student protected under IDEA or Section 504 exceeds 10 days of out-of-school suspension the IEP or 504 team will determine the appropriate compensatory services to address the missed service and/or instructional time on an individualized basis.~~

SESIR Incidents

The following violations are considered SESIR incidents and must be reported in ~~SMART~~ Focus as School Incidents

Arson

Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.

~~*Assault/Threat*~~

~~*To unlawfully place another person or persons in fear for emotional and/or physical harm with or without the use of a weapon; three elements present (1) intent, (2) fear, (3) capability. (i.e. verbal or written threat; listing of identified person or persons).*~~

- ~~Notification of appropriate law enforcement agency.~~
- ~~Out-of-school suspension of the student for a period of one (1) to ten (10) days to be determined in accordance with the school's discipline plan or as deemed appropriate by the school's administration.~~
- ~~Notification of parents/guardians of out-of-school suspension in accordance with out-of-school suspension procedures.~~
- ~~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), see guidelines on page 77. 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), BAT Focus Code

~~*Battery which intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement.*~~ *(Intentional great bodily harm) A battery where the attacker intentionally or knowingly causes more serious injury, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.*

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.*~~ *Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.*

Dress Code

1. First offense: A verbal warning and parent notification. The school Principal or designee shall call the parent/guardian ~~and send written notification~~.

*Drugs: Distribution, Purported**

1. ~~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~~.

Disciplinary action of 10 days of out-of-school suspension which may include a 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 as determined by the school officials. If a student is not recommended for a Disciplinary Hearing, he/she must participate in the substance abuse diversion program. See #3 under Drug Possession/Under the Influence offense.

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.

Fighting

Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR. These incidents should be coded as Aggressive Acts (AGG) or altercation.

Harassment: Malicious

Procedures for reporting of harassment are provided in **Harassment: Sexual**. Contact for Title IX: Director of ~~High Schools, (850-983-5150)~~, Labor Relations and Compliance, (850 983-5150 ext. 1020), 6032 Highway 90, Milton, Florida 32570. Contact for 504: Director of ~~Exceptional Student Education~~ Student Services,(850-983-5150), 6032 Highway 90 Milton, Florida 32570.

Persistent Misconduct

Students who have recurring cases of refusal to obey school personnel or to comply with school rules and regulations. Schools requesting a disciplinary hearing regarding the removal of the student from the regular school program through alternative placement must have required Behavior MTSS documentation including a Behavior Progress Monitoring Plan, a signed behavior contract, and a referral for mental health services.

- Notification of appropriate law enforcement agency (if the offense leading to persistent misconduct requires law enforcement notification).
- 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.
- Notification of the parents/guardians in accordance with appropriate procedures.

Physical Attack

An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

1. Notification of appropriate law enforcement agency.
2. Out-of-school suspension of the student for a period of one (1) to ten (10) days to be determined in accordance with the school's plan of discipline.
3. Notification of parents/guardians of out-of-school suspension in accordance with out-of-school suspension procedures.
4. Notification of the victim's parents/guardian of the offense committed and the victim's right to press charges against the offender.
5. Cooperation in any procedures leading to the victim's exercise of rights as provided by law.

Sexual Offense

(Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

~~*"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."*~~

Stealing

The unlawful taking or concealing the property of another person without threat, violence, or bodily harm, with intent to prevent or deprive the rightful owner of its use value less than $~~300~~ $750.

Threat/Intimidation

~~*To unlawfully place another person or persons in fear for emotional and/or physical harm with or without the use of a weapon; three elements present (1) intent, (2) fear, (3) capability. (i.e. verbal or written threat; listing of identified person or persons).*~~

An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.

Tobacco and/or Nicotine Products: Possession/Smoking

*. A person under the age of ~~18~~ 21 who possesses tobacco and/or nicotine products **on or off** school property is in violation of law and subject to a fine (or 16 hours of community service: available only for hardship cases) and required participation in an anti-tobacco program, if locally available. Driving privileges may also be suspended for repeat offenders or for those who fail to meet the sanctions imposed by the first offense.*

~~*Weapons (Firearms): Use and /or Display*~~

~~*The use and/or displaying of any firearm (loaded or unloaded, operable or inoperable, replica or facsimile) including, but not limited to, a pistol, rifle, shot gun, zip gun, BB gun, starter gun, explosive propellant, or destructive device.*~~

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

1. ~~Notification of appropriate law enforcement agency.~~
2. ~~Notification of grade level Director.~~
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 more 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.~~
4. ~~Notification of parents/guardians of out-of-school suspension and recommendation for a Disciplinary Hearing in accordance with procedures for out-of-school suspension and expulsion. Any student who is determined to have brought a firearm or weapon will be referred to mental health services.~~

Weapons (Firearms): Possession of Replica Firearm or Facsimile/Imitation/Toy Firearm (IMI Focus code)

The possession of a firearm replica or facsimile/imitation/toy ~~a~~ firearm which looks like ~~to~~ a pistol, rifle, shot gun, machine gun, zip gun, BB/pellet gun, compressed air devices, ~~or~~ destructive device or other similar weapon. A firearm replica or facsimile/imitation/toy firearm does not need to be operable or capable of functioning like a "Firearm" as defined in this Code of Student Conduct. The intent of this section is to prevent students from bringing objects to school that look like a "Firearm". ~~For the purpose of this section, "Firearm" means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device or any machine gun.~~

(Firearms): Possession – Replica or Facsimile

A. Notification of appropriate law enforcement agency.
B. Notification of grade level Director.
C. ~~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 alternative placement or expulsion.~~
   Out-of-school suspension of the student for ten (10) days which may also include a recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for a period of No Less Than one (1) calendar year through alternative placement or expulsion as determined by the school officials.

Dangerous Object not a Weapon~~s~~ (Other) (WWT Focus code)

Common Pocket Knives/Box Cutters/Razor Blades/Self Defense Chemical Spray

Any student found to be in possession of a common pocket knife, box cutter or razor blade, or self defense chemical spray which is NOT displayed or coupled with threat, intimidation, and/or reasonable suspicion for use is subject to the following disciplinary action:

Disciplinary Actions and Procedures

All disciplinary action at the classroom, school and district level must be provided to the student and parent/guardian in the home language whenever feasible. Contact the ESOL School Liaison or District Program Facilitator for assistance with interpretation or translation services.

Alternative Placement/Expulsion with Continuing Educational Services

B. Conditions:

1. All disciplinary action at the classroom, school and district level must be provided to the student and parent/guardian in the home language whenever feasible. Contact the ESOL School Liaison or District Program Facilitator for assistance with interpretation or translation services.

C. Procedures:

~~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~~

Continuance of Free and Appropriate Public Education (FAPE)

A. Disciplinary Actions for Deferred Students

1) The home school will process discipline referrals in the District's ~~SMART~~ FOCUS system, record the offense and consequence, as well as notify the High School Director of serious breach of conduct/offenses that may involve considerations for alternative educational settings, and direct involvement of the IEP Team, to determine if the action(s) were a direct correlation and/or Manifestation of the student's disability

a. .

~~Secured Seclusion~~/Restraint

Through legislative reviews and continual safety, Florida state legislation has approved the need for all restraint and secured ~~seclusion~~ procedures to be performed:

Section 393.067, Section 393.13, Section 1004.55, Section 1003.573, Section 1012.582

Definitions:

The Office of Civil Rights (OCR) now requires that the department report all instances of restraint ~~and seclusion~~ for all students (not just those with disabilities). In order to meet this requirement, three (3) elements were added to the automated student database using the definitions issued by OCR. To remain consistent, the same definitions will be used for the web reporting of restraint/ ~~seclusion~~ incident reporting of students with disabilities. The definitions included in the database are as follows:

~~**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 ~~https://santarosacountyesedepartment.weebly.com/state-restraintsecured-seclusion.html~~

https://santarosacountyesedepartment.weebly.com/state-restraint.html

Restraint ~~and Secured Seclusion~~

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

Teacher and Administration Responsibility

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.
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.
3. Once the ~~secured seclusion/~~restraint incident has ended, the supervising teacher will notify the school administration if he/she is not already present at the incident.
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.
5. If the signed ***Written Notice*** is not returned, the administrator will send a second copy through certified mail and/or by a school social worker for signature. All attempts will be documented on the form.
6. If the administrator was not present at the incident involving ~~Secured Seclusion and/or~~ Restraint he/she may request the teacher or staff member to complete the electronic version of the incident template form in order to gain the necessary information to complete the mandatory state report. If the administrator was present and has sufficient information to complete the mandatory state report he/she may choose not to request the incident form be completed. 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 be found on:**~~
   ~~https://santarosacountyesedepartment.weebly.com/state-restraintsecured-seclusion.html~~
   https://santarosacountyesedepartment.weebly.com/state-restraint.html
7. If applicable, within three (3) calendar days of the incident, the supervising school administrator will review the incident template form for accuracy and completeness. Information will then be transferred to the state's ~~Secured Seclusion and~~ Restraint Reporting Site at: http://web01.fldoe.org/RestraintSeclusionIncident/Default.aspx. 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.

SANTA ROSA COUNTY SCHOOL BOARD
2022-23 CALENDAR

PRE–PLANNING ..... **August 2–9, 2022**
POST–PLANNING ..... **May 30–31, 2023**
STUDENTS BEGIN ..... **August 10, 2022**
STUDENTS LAST DAY ..... **May 26, 2023**

9 Weeks
Aug. 10 – Oct. 6 (41 days)
Oct. 10 – Dec. 16 (44 days)
Jan. 4 – Mar. 10 (46 days)
Mar. 21 – May 26 (48 days)

Report Cards
October 21
January 13
March 31
May 26 (Elementary)
June 9 (Middle/High)

Mid-Term Reports
September 9
November 10
February 17
April 28

APPROVED-IN SESSION

APR - 7 2022

SANTA ROSA SCHOOL BOARD
SUPERINTENDENT

Early Release & Holidays

September 5	Labor Day
October 7	Planning Day (No school for students/workday for teachers)
November 11	Veterans Day
November 21-25	Fall Break/Thanksgiving
December 14-15	Semester Exams – Early Release for Middle/High Schools
December 16	Early Release for all students – Semester Exams Middle/High Schools
Dec. 19 – Jan. 2	Winter/Christmas Break
January 3	Planning Day (No school for students/workday for teachers)
January 16	Martin L. King Jr. Birthday
February 20	President's Day
March 13-17	Spring Break
March 20	Planning Day (No school for students/workday for teachers)
April 7	Good Friday
May 24-25	Semester Exams–Early Release for Middle/High Schools
May 26	Early Release, Last day of school for all students–Semester Exams Middle/High Schools
May 29	Memorial Day

HIGH SCHOOL GRADUATION DATES

May 18 – Blended Academy	5:00 P.M.
May 18 – Locklin Tech.	7:00 P.M.
May 22 – Santa Rosa High/Adult	7:30 P.M.
May 23 – Milton High	7:00 P.M.
May 25 – Jay High	5:00 P.M.
May 25 – Central	7:00 P.M.
May 27 – Pace High	11:00 A.M.
May 27 – Navarre High	2:30 P.M.
May 27 – Gulf Breeze High	6:00 P.M.

Semester Exams
1st Semester
December 14, 15, 16
2nd Semester
May 24, 25, 26

Senior Final Exams
May 17, 18, 19

Storm Days (If Needed)
2nd Semester: March 20, May 30

School Board Revised 04/07/22