

- Refrain from profane or inflammatory statements and conduct themselves in a safe and reasonable manner.
- Are neat, clean and drug free.
- 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 DISABILITES ACT**

Santa Rosa County District Schools do not discriminate on the basis of race, color, 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

**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 and the Protection of Pupil Rights Amendment transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

## **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), 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.

## **Electronic Reading Devices**

~~The following guidelines apply only to the use of e-Readers on Santa Rosa District School campuses/property. Other electronic devices (such as Smart Phones, i Pads) may not be used as e-Reading devices unless approved by the school administrator.~~

- ~~1. Use of e-Readers should have prior approval from school administration. These electronic devices can only be used under the direct supervision of a teacher. They cannot be used during class changes or lunch.~~
- ~~2. Each classroom teacher must give permission for the device to be used in their respective room.~~
- ~~3. The student must disable all Internet functions while on campus except where required for instruction.~~
- ~~4. The teacher/administrator retains the right to approve or disapprove content used on the e-reader while on the school campus.~~

- ~~5. Students will not be allowed to download content at the school site.~~
- ~~6. 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.~~
- ~~7. Neither the school nor school District will provide technical support for any personal electronic device.~~
- ~~8. The school may provide, where available, electronic media for current core classroom textbooks to be used by a student via their personal e-reader device.~~
- ~~9. Consequences for violation of this policy will coincide with those of student mobile device violations.~~
  - ~~a. Violation of policies will result in the electronic device being taken from the student.~~
  - ~~b. A parent/guardian will be required to pick up the device from the dean or administration.~~
  - ~~c. The school retains the right to assign further consequences as necessary.~~

### **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 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 District Schools *Acceptable Use Policy Agreement for Students*.

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

Students may not be disciplined for the use of a language other than English. However, students may be disciplined for the use of profanity or obscenity in any language.

### **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

### **Student Electronic Devices/Mobile Devices Possession (includes 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, Paralink 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 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.

### **Student 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

2. Out-of-school suspension for a period of five (5) to ten (10) days for a first offense.
3. Out-of-school suspension for a period of ten (10) days for each subsequent offense.
4. Notification of parents/guardians of out-of-school suspension in accordance with out-of-school suspension procedures.

**Electronic Devices/Mobile Devices Possession and/or use (Includes any electronic communication device)**

~~While a student may be in possession of a wireless communication device, it may not be used during the regular school day except for educational purposes in designated areas only under the direction/supervision of school staff. The device must be in the "OFF" position and must not be visible on a student's person during the school day. Failure to follow the rules regarding the possession and use of the wireless communication device will result in disciplinary action up to and including a loss of the privilege of carrying said device(s) on campus for a period of time to be determined by the school official. Use of a wireless communication device in a criminal act on school property or in attendance at a school function may result in criminal penalties as well as disciplinary action.~~

A student may be in possession of an electronic device or mobile device as indicated in the general policies on page 25 under Student Electronic/Mobile Device Possession.

The possession and/or use of tape players, compact disc players, radios, televisions, remote controls, electronic games, laser pens, or any other electronic device designed solely for playing music and/or gaming including but not limited to tapes, game cartridges, iPods, mp3 players, mp4 players or discs used in the operation of the devices are prohibited.

~~Exceptions for possession of electronic devices exist with school official's permission only for instructional purposes. Devices brought with such permission are to be used only in the classroom with the instructor's permission and supervision.~~

Failure to follow the rules regarding the possession and use of an electronic device or a mobile device will result in disciplinary action up to and including a loss of the privilege of carrying said device(s) on campus for a period of time to be determined by the school official.

1. Discipline student in accordance with the school's discipline plan. Device may be confiscated or possession prohibited on school campus for a period of time.
2. 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.
3. Notification of law enforcement as necessary
4. Notification of the parents/guardians of the discipline and their right to receive the device confiscated at the earliest opportunity.

**Energy/ Stimulant Drinks**

Santa Rosa County District Schools are committed to providing school environments that promote children's health, well-being, and ability to learn by supporting healthy eating, drinking and physical activity. While not all Energy or Stimulant Drinks are prohibited we strongly encourage parents to curtail their child's consumption of these beverages. These drinks are laden with caffeine and have very high concentrations of sugar. Most energy drinks also contain at least 80 mg of caffeine. Energy drinks can also cause side effects such as irritability, concentration difficulties, headaches, restlessness, dehydration, nausea, sleep disruption and heart irregularities. Research has shown that children and teenagers are becoming addicted to energy drinks and end up on a jolt-and-crash cycle.

**Definition: Prohibited Energy/ Stimulant Drinks:**

Some Energy/ Stimulant Drinks are prohibited on school property because they contain alcohol or have age limit restrictions on the purchase indicating that it is not for consumption of anyone under the required age.

*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 and including 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.

### **Hazing**

*Any action or situation that ~~recklessly or intentionally~~ endangers the mental or physical health or safety of a student at a school for purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of the school; includes, but is not limited to, pressuring, ~~or~~ coercing, or forcing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, ~~forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or forced activity that could adversely affect the mental health or dignity of the student.~~ Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.*

1. Notification of the 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.
3. Notification of parents/guardians in accordance with appropriate procedures.
4. Referral of victims and perpetrators of hazing to a certified school counselor.

### **Homicide (Murder, Manslaughter)**

*The unlawful killing of one human being by another that occurs on a school campus, at any school-sponsored event, or on school transportation.*

1. Notification of the appropriate law enforcement agency.
2. Out-of-school suspension for a period of ten (10) days and immediate referral for a Disciplinary Hearing with the recommendation for expulsion for the remainder of the present school year and one (1) additional year.
3. 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.

3. Notification of the parent/guardian in accordance with appropriate procedures.

### **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.*

1. Discipline according to the school's discipline plan up to and including out-of-school suspension.
2. Notification of parents/guardians of discipline.

### **Substance Abuse**

*The use of any drug or substance when such is unlawful and use of any drug or substance when such use is detrimental to the user or to others but is not unlawful.*

### **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. (See "Attendance" for further information.)*

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

### **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 or more.*

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.

### **Threat**

*See Assault/Threat*

### **Tobacco and/or Nicotine Products: Possession/Smoking**

*A student smoking, using smokeless tobacco, using electronic cigarettes or any vaporization instrument, in possession of tobacco and/or nicotine products, distributing or selling of tobacco and/or nicotine products on school property, school buses, or in attendance at a school-sponsored activity will be subject to disciplinary action by the school. A person under the age of 18 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.*

1. Notification of appropriate law enforcement agency which will make a determination whether or not to issue a civil citation for each offense. This citation will include any appropriate fines as determined by law.
2. Out-of-school suspension of the student for a period of one (1) day and the completion of a Santa Rosa County School District approved anti-tobacco course within five (5) calendar days for the first offense. Failure to complete the anti-tobacco course will result in two (2) additional days of out-of-school suspension and will count as the student's second tobacco product offense.
  - a. **Elementary school students only for first offense:**  
Either in-school suspension of the student for a period of three (3) days or out-of-school suspension for a period of one (1) to three (3) days.

3. Out-of-school suspension of the student for a period of three (3) days for a second offense.
4. Out-of-school suspension of the student for a period of up to five to ten (5-10) days the third and subsequent offenses.
5. Notification of parents/guardians of out-of-school suspension in accordance with out-of-school suspension procedures.

Subsequent infractions of this statute and policy may result in the expulsion of the student.

#### **Tobacco Products: Facsimile**

*A student in possession or using a facsimile tobacco product /item including but not limited to electronic cigarettes, tobacco free snuff, herbal tobacco-like products or nicotine/tobacco cessation products.*

1. Discipline according to the school's discipline plan up to and including out-of-school suspension.
2. Notification of parents/guardians of discipline.

#### **Trespassing**

*To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension, expulsion, or alternative placement in lieu of expulsion.*

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

#### **Truancy**

*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.

#### **Unauthorized Electronic Access or Use of Electronic Devices and Instruments:**

*Includes, but is not limited to, unauthorized access to, modification of, use of, creation or destruction of computer-stored data and programs and the inappropriate use of electronic devices and instruments.*

1. Discipline of 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 as determined by the school officials with consideration for cost of repair or replacement of damaged item(s).
2. Notification of parents/guardians of discipline.

#### **Unauthorized Use of Media/Mobile Devices**

*Unauthorized photography, audio or video taping of activities/ behaviors/ events occurring on School Board property that violate Santa Rosa County School Board Policy during the school day or at school sponsored activities. This includes possessing and/or maintaining the unauthorized images or audio on a device, sending the unauthorized images electronically or posting the images/video to any web/ internet site(s).*

1. Notification of appropriate law enforcement agency if necessary.
2. Required for removal of unauthorized images/audio/video from device and/or web/internet site(s).
3. Discipline of a student up to and including out-of-school suspension for a period up to five (5) days for a first offense. Device may be confiscated or possession prohibited on school campus for a period of time.