

# Student Code of Conduct



## INTRODUCTION

The Student Code of Conduct was developed to help students, parents, faculty and staff understand the guidelines for maintaining a safe and orderly learning environment. In addition, all students and staff are charged with modeling the characteristics of citizenship, character education and literacy.

This Code applies to all students in pre-kindergarten through grade 12, including high school and school age students attending either, Turning Point, a technical center in a dual-enrollment program, or a community school program for high school credit. It applies to students:

- While on school grounds
- While being transported by School District transportation
- During school-sponsored events, such as field trips, athletic functions and similar activities.

While students may be disciplined for infractions as provided in this Student Code of Conduct, there also may be law enforcement consequences for acts of misconduct that violate the law.

This Student Code of Conduct is based upon the School Board's rules governing student conduct and discipline. It includes:

- Rules of conduct
- Specific grounds for disciplinary action
- Procedures to be followed in disciplinary actions.
- An explanation of the rights and responsibility of students regarding attendance, respect for person and property, knowledge, and observation of rules of conduct, the right to learn, free speech and student publications, assembly, privacy, and participation in school programs and activities.

# STUDENT RIGHTS AND RESPONSIBILITIES

It is the intent of the Student Rights and Responsibilities section of this Code that students understand that individual rights involve associated responsibilities and that individual rights must be viewed in relationship to the health, safety, and welfare of students within each school. The principal is responsible for the orderly school administration, operation, and instructional leadership under the supervision of the Superintendent, in accordance with rules and regulations of the School Board. The faculty and staff shall assist in the orderly operation of the school and assure the rights of students.

## Safe, Positive and Inclusive Learning Environment

### Student Rights

- To attend school in a positive learning environment.
- To have school staff who are receptive to student needs and concerns.
- To be safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination in the school.

### Student Responsibilities

- To maintain decorum that enhances a positive learning environment.
- To express needs and concerns in an appropriate manner.
- To know and obey District and school behavioral expectations and to report unsafe situations to school or law enforcement personnel.

## Attendance

### Student Rights

- To be informed of School Board policies and school rules about absenteeism and tardiness.
- To make up class work in a reasonable amount of time after an excused absence.

### Student Responsibilities

- To attend classes daily and be on time.
- To explain or document the reason for an absence.
- To request make-up work after an absence and to complete it in a reasonable amount of time.

## Counseling

### Student Rights

- To be informed about school guidance services.
- To have access to individual and group counseling.

### Student Responsibilities

- To use guidance services for educational and personal improvement.
- To work cooperatively with all school staff.

## Curriculum

### Student Rights

- To have equal educational opportunity in academic and extracurricular programs.
- To learn from competent teachers in an atmosphere free from bias and prejudice.

### Student Responsibilities

- To request academic and extracurricular programs consistent with ability.
- To ask for help from school staff in choosing courses.
- To cooperate with teachers and contribute to an atmosphere free from bias and prejudice.
- To make every effort to master academic standards.

## Free Speech/Expression

### Student Rights

- To express views through speaking and writing without being obscene, disruptive, slanderous or libelous.
- To participate in patriotic observances.
- To have the free exercise of religious beliefs as guaranteed by law.
- To assemble peaceably on school grounds while following federal, state and local law and school rules.
- To help develop and distribute publications as part of the educational process.
- To be protected from sexual harassment and all other forms of bullying and harassment.

### Student Responsibilities

- To respect the right of others to express their views.
- To behave respectfully during patriotic observances.
- To respect the religious beliefs of others.
- To treat others with kindness and respect.

## Grades

### Student Rights

- To receive a teacher's grading standards at the beginning of the year or semester.
- To be notified of failure/potential failure when work is unsatisfactory.

### Student Responsibilities

- To learn about grading standards.
- To meet academic standards in line with ability and to make every effort to improve unsatisfactory work.

## Privacy and Property Rights

### Student Rights

- To have privacy of personal possessions within the limitations prescribed by School Board rules and policies.
- To have personal property rights respected.

### Student Responsibilities

- To obey laws and School Board rules against bringing prohibited substances of any kind to or possessing them at school or school activities.
- To realize the school is not responsible for students' personal property.
- To respect others' personal property.

## Student Records

### Student and Parental Rights

- To inspect a student's records and challenge inaccurate entries.
- To be protected from unlawful disclosure of student records and information.

### Student and Parental Responsibilities

- To provide the school with accurate information that could help in making educational decisions.

## Participation in Extracurricular Activities

In order to participate in extracurricular activities (including athletic programs), students must adhere to School Board rules, school rules and applicable law. It is important for students to understand that the behavioral expectations placed upon them by the school can extend beyond the classroom and school campus. Participation in extracurricular activities is a privilege. The school administration may restrict a student's extracurricular activity privileges in connection with poor attendance, repeated tardiness, and/or disciplinary action administered or when in the judgment and discretion of the administration such restrictions are in the best interest of the student or the school.

## STUDENT DRESS CODE

The dress and grooming of Jefferson County Schools students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. Because inappropriate clothing worn by a student is detrimental to the school program, wearing garments suitable for the school shall be encouraged. All faculty and administrative staff shall be on the alert to give positive guidance in these matters, without embarrassment to the student. These rules on the personal appearance of students are intended to enable the students at Jefferson County Schools to dress casually but reasonably. However, the school principal is the final authority regarding the appropriateness of student dress. Nothing in these rules shall be construed to pre-empt the principal's authority to act in specific cases when in the principal's judgment and discretion a student's dress threatens to disrupt the educational process or the good order and discipline of the school or is otherwise inappropriate.

A student's apparel and grooming shall be the responsibility of the individual student and his or her parents or guardians. Each student is expected to dress appropriately and in such a manner that it is respectful to themselves and others. Dress and grooming shall be clean, healthy, and safe and shall not be permitted to disrupt the teaching and learning environment. Items that when worn together are usually indicative of gang memberships, or apparel that contains a message that is obscene, racist, or promotes illegal activities, (drugs, alcohol, or tobacco products) shall not be permitted on school grounds or at school functions. This dress code is designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school. Encouraging students to dress appropriately for school will prepare them to be productive members of society.

### Shirts/Tops

- Shirts, tops, jackets, dresses or blouses should cover all aspects of the bosom, chest, back, and sides. This should also include when arms are raised above the head.
- Cleavage should not be visible.
- Tank tops, tube tops, halters, razorbacks, cutouts, Sheer materials, or spaghetti straps are not permitted as a primary top.
- Beachwear and sleepwear/pajamas/bedroom clothes are not permitted (unless preapproved by the principal).
- Undergarments should not be visible at any time.

### Bottoms/Shorts/Pants

- Shorts must be appropriate in length
- Undergarments should not be visible at any time.
- Any shorts with holes or slits above the knee must be worn with leggings or tights underneath.
- Pants should fit appropriately, without sagging, and hide all undergarments.

### Shoes/Footwear

- Shoes must be always worn and conform to the safety requirements of any activity in which the student will take part.
- Open-toed and backless slides are acceptable if they are sturdy and fit securely.
- Bedroom shoes or slippers are not permitted (unless pre-approved by the principal).
- Students must wear shoes that are safe and appropriate for the learning environment.
- Sneakers/Tennis Shoes must be worn at PE and recess.

### Jewelry & Accessories

- Accessories and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings that would be offensive or insensitive to anyone on campus.
- Items may not depict drugs, tobacco, alcohol, or be indicative of gang membership.
- Accessories and jewelry must not be capable of causing physical harm (i.e., fishhooks on caps).
- Suggestive, or offensive accessories are not permitted.

### Special Activity/Athletic Uniforms

- Uniforms for sports and special activities sponsored by the school and district may be exempt from the Student Dress Code if approved by the administration.
- Administration or designee shall make the final determination concerning questions regarding the appropriateness of dress for school and for school-sponsored functions.
- Students who dress in a manner inconsistent with the approved Dress Code Policy will be required to change clothes.
- Students may be restricted from returning to class until clothing that meets the dress code is provided.

### Graffiti

- Graffiti or any offensive symbols/language are prohibited.
- Personal attire may be in the style of the day, but clothing that is immodest, revealing, or distracting in character is unacceptable.
- Clothing, piercings, and accessories shall not be worn if they display profanity, violence, discriminatory messages, sexually suggestive phrases, advertisements, phrases or symbols of alcohol, tobacco, or drugs or create a safety issue within the learning environment.

### Enforcement and Waiver

- The principals or designees will determine the appropriateness of attire.
- For special events and occasions, principals may grant requests to modify this policy for the school.

## **TRANSPORTATION EXPECTATIONS**

Riding a school bus is a privilege. Students are responsible to the driver and must obey rules of conduct. Discipline on the school bus will follow the progressive discipline strategies outlined below. Bus drivers will report any student action that requires discipline to school administration. The school administration is responsible for disciplining bus students who do not obey the rules. The following rules apply to regular bus trips as well as extracurricular/field trips. Students are safe when riding on the bus. Students should watch for traffic as they walk to and from the bus, to and from the bus stop, and while at the bus stop. Parents are prohibited from boarding the school bus without the direct consent of the driver.

## Responsibilities of the Bus Driver

- Maintain order on bus.
- Assign specific seats to students.
- Bus Drivers are not required to have a parent present at the afternoon bus stop for elementary age students, to include kindergarten age children, before unloading students. If special circumstances arise regarding afternoon drop off, please contact the Transportation Department.
- Bus Drivers have authority to direct students to refrain from using/playing musical devices on their bus.

## Responsibilities of the Student

- Board and leave the bus at assigned stop location.
- Arrive at the bus stop at least five minutes prior to the bus stop time. The bus will not wait for those who are tardy.
- Stand at least 12 feet off the roadway while waiting for the bus.
- If you cross the road to board/disembark the bus, wait for the driver's crossing signal to cross the road. If you cross the road, walk 12 feet in front of bus.
- Always remain seated when the bus is moving.
- Keep arms and head inside windows. Do not throw objects from windows.
- Refrain from unnecessary conversation with the driver.
- Observe classroom conduct. Ordinary conversation is acceptable.
- No fighting, bullying, pushing and tripping while boarding, riding and leaving bus.
- Refrain from any abusive or profane language to other students or driver.
- Maintain silence at railroad crossings.
- No food, drink, chewing gum and/or tobacco on the bus.
- Refrain from using/playing musical devices.
- No animals (dead or alive), glass or glass containers, sharp objects, balls, bats, cutting instruments, batons, drumsticks, skateboards and large objects (including band instruments) permitted on the bus unless you have prior permission of the school administration and/or driver.
- Refrain from bringing, applying or spraying perfume, cologne or aerosol items that could cause allergic reactions and breathing problems.
- Vandalism of school bus will not be tolerated and will result in disciplinary action including compensation from the parent for repair(s).
- If the bus is equipped with lap belts, students must wear the lap belt while riding the bus.

## Discipline for Students Violating Bus Rules

Disruptive behavior and violation of the Code of Conduct on a school bus by a student are grounds for suspension of the student's privilege of riding on a school bus, may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed. In particular:

- The principal or the principal's designee may suspend a student from the school bus for up to ten (10) days per occurrence for violating the standards of conduct for students riding the bus or other misconduct.
  - In addition to the suspension of bus privileges, students who violate the Code of Conduct while on a bus are subject to out-of-school suspension and other disciplinary action as authorized by this Code.

## STUDENT ATTENDANCE

### Attendance

Regular school attendance is a necessary part of a student's education. Excessive absences impair a student's educational progress, impacts whether the student passes or fails a grade, and may result in court proceedings and/or the loss of driving privileges. Absences shall be classified and treated as follows:

### Excused Absences

Students must be in school unless the absence has been excused for one of the reasons listed below.

Excused absences include the following:

- Personal Illness.
- Illness of an immediate family member.
- Death in the family.
- Religious holidays of the student's religious faith.
- Required court appearance or subpoena by a law enforcement agency.
- Special events, including, but not limited to, important public functions, student conferences, student state/national competitions that are school-sponsored, administrative approved post-secondary educational institution visitation, as well as exceptional cases of family need. Students must get permission from the principal at least five days in advance.
- Scheduled doctor or dentist appointments. To be excused, students must provide a doctor's note upon return to school.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of three (3) days excused absence for an infestation of head lice.

### Unexcused Absences

Unexcused absences include, but are not limited to, the following:

- Shopping trips
- Pleasure trips
- Truancy
- Other avoidable absences.

### Reporting Absences

Any student who has been absent from school shall bring a note from a parent or guardian when returning to school stating the cause of the absence. Failure to bring in a note will result in an automatic unexcused absence. Providing an excusal note **does not require** the school administration to excuse the absence. The principal or designee will decide whether the absence meets the criteria for an excused absence. Administration may request additional documentation, such as a doctor's note. Please ensure excuse documentation includes state **specific dates of absence** and is **signed by the treating, licensed physician**. Special circumstances may justify a review by the School District's Health Services personnel.

### Make-Up Work

#### Excused Absences

When a student is absent from school with an excused absence, the student shall be responsible for all work and assignments missed during the student's absence. The student shall plan with teachers for



“make-up” work and will complete it within a reasonable time frame. Coursework, tests and quizzes can be made up at 100% credit.

### Unexcused Absences

When a student has an unexcused absence, it is the responsibility of the student to complete all coursework, test and quizzes and turn them in to the appropriate teacher. The student shall plan with teachers for “make-up” work and will complete it within a reasonable time frame.

### Truancy

A student may be deemed truant after (i) five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (ii) ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

Students are subject to the following actions for preventing and correcting truancy:

- Student exhibiting a pattern of non-attendance, shall be referred to the school’s attendance team to determine if true pattern of truancy is developing.
- The school’s attendance team shall meet with the student and parent or guardian to determine if a pattern of truancy is developing and to identify and implement potential remedies. Failure of any party to attend a scheduled attendance team meeting will not prevent the school’s attendance team to proceed with subsequent truancy protocol.
- If school-based efforts to resolve non-attendance are unsuccessful, the student shall be referred to the school principal or designee.
- If no valid reason is found for the student’s absences, the school principal or designee may send the parent or guardian written notice requiring enrollment or attendance.
- If the student does not return to school after receiving notice, school principal or designee may refer the student and the parent or guardian to truancy court before the Circuit Court of Jefferson County.

### Tardiness

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness (more than 1 time per week) will be addressed on a case- by-case basis. Disciplinary action for unexcused tardiness shall be progressive, may include varying levels of consequence.

Students arriving to class after the tardy bell may be marked tardy. Upon three or more incidents of tardiness, students will receive disciplinary action.

### Driver’s License

Florida law requires that minors who fail to satisfy attendance requirements will be ineligible for driving privileges. The School District is required to notify the Department of Highway Safety and Motor Vehicles of the following:

- Students ages 14-18 who accumulate fifteen (15) unexcused absences, not including out of school suspensions, in a ninety (90) calendar-day period.
- Students between the ages of 16-18 who have signed a declaration of intent to terminate school enrollment.
- Students ages 14-18 who are expelled.



- Students ages 14-18 who did not enter school and for whom the school has received no indication of transfer to another educational setting.

These students may not be issued a driver's license or learner driver's license. Also, the Department of Motor Vehicles shall suspend any previously issued driver's license or learner driver's license of any such minor pursuant to Florida Statute 322.091. In order to have a driver's license reinstated, the student must attend school regularly for thirty (30) days with no unexcused absences and pay the appropriate reinstatement fee.

### Releasing Students from School

School staff shall definitively establish the identity and authority of any person who requests the release of a student from school prior to regularly scheduled dismissal. If the person requesting the release of the student is a person other than a parent or guardian listed on the emergency contact form, the principal or teacher concerned shall not release the student without the consent of the parent or guardian who is listed on the emergency contact form. It is the responsibility of the enrolling parent or guardian at the time of registration, to make sure the emergency contact card is accurate and complete. If a non-enrolling parent contends that he or she has been improperly omitted from the card, it is that parent's responsibility to resolve the issue with the enrolling parent or seek a court order if the parties cannot resolve the issue.

### Granting Permission to Leave School Grounds

No student shall be sent off the school grounds to perform an errand or to act as a messenger except with the approval of the principal if approval shall be granted only for urgent and necessary school business and with the consent of the student's parent or guardian.

### Exemption from Regular School Attendance

A student of compulsory attendance age shall be required to attend school as provided by the law unless issued an exemption certificate by the Superintendent. Students who have reached age 16 must file a "Declaration of Intent to Terminate School Enrollment" if they wish to discontinue their education. Upon filing the intent, the student must allow the school to conduct an "Exit Interview" and "Exit Survey" to determine the reasons for the decision to terminate school enrollment and the actions that could be taken to prevent termination.

### Illness in School

A student with a temperature above normal or who is exhibiting other signs of illness shall be evaluated by the school nurse and sent home. The specific guidelines and recommendations for exclusion can be provided by the Jefferson County Health Department.

### School-entry Health Examinations and Immunizations

Florida Statute 1003.22 states that each child who is entitled to admittance to kindergarten or entitled to any other initial entrance into a Florida public school, must present certification of a school-entry health examination performed within one year before enrollment in school and a completed **DH Form 680 Certification of Immunization** record for the prevention of those communicable diseases for which immunization is required by the Department of Health. A child may only be exempted from the requirement for immunizations under the same statute.

## STUDENT DISCIPLINE

Every student is subject to state and federal law, State Board of Education rules and School Board rules and policies while:

- Being transported to or from school, or is presumed by law to be attending school
- Attending school or a school-sponsored activity
- Present on school premises

### Progressive Discipline

When deciding what disciplinary action should be taken, the principal or designee shall consider the student's age, exceptionality, previous conduct, probability of a recurring violation, intent, attitude, and severity of the offense and, whenever possible, shall impose disciplinary action in a progressive manner. Any incident that is hate-related and/or gang-related will be coded in the appropriate "related" category AND grounds to increase disciplinary actions.

### Student Athletes

It is recognized that some of the expectations for athletes may exceed the expectations for the general student body. **Student athletes must remain aware that being a part of interscholastic athletics is a privilege and not a right.**

A student not currently suspended from interscholastic or interscholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including Florida Statutes 1006.07, 1006.08, and 1006.09, is immediately eligible to participate in interscholastic and interscholastic extracurricular activities. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in Florida Statute 1006.15(3)(h). A student's eligibility to participate in any interscholastic or interscholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to Florida Statute 1006.20(2)(g). Students who participate in interscholastic and interscholastic extracurricular activities for, but are not enrolled in, a public school pursuant to Florida Statute 1006.15(3)(c)- (e) and (8), are subject to this Code of Conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school. A student who transfers to a school during the school year may seek to immediately join an existing team if the roster for the specific interscholastic or interscholastic extracurricular activity has not reached the activities identified maximum size and if the coach for the activity determines that the student has the requisite skill and ability to participate.

### Possession of Alcohol, Tobacco and Drugs

The use, possession, delivery, or sale of alcohol, tobacco or other drugs including counterfeit or synthetic drugs, whether on school property or at a school function, will not be tolerated.

#### Tobacco

It is unlawful for anyone under the age of 18 to smoke tobacco in, on or within 1,000 feet of a public or private elementary, middle or secondary school between the hours of 6:00 a.m. and midnight. If a student is found to have violated this provision, the parents or guardian and law enforcement will be notified, and civil penalties may be imposed. Florida Statute 569.11.

## Alcohol

Students are prohibited from using, possessing, delivering, selling or being under the influence of alcoholic beverages on school property, on a school bus or school-approved transportation, or at any school-related function or activity.

## Drugs

"Drugs" shall include any unlawful drug, narcotic or controlled substance (including prescription medications) and any substance (including household products) represented to be such a drug, narcotic or controlled substance. Students are prohibited from using, possessing, delivering, receiving, selling, intending to sell, or being under the influence of drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity. They are likewise prohibited from possession of drug paraphernalia, which includes devices, products and things used or intended to be used for the ingestion of drugs.

Students are also prohibited from possessing, using, delivering, receiving, selling, or intending to sell any counterfeit drug which is a substance that (i) is represented to be, (ii) is represented to contain, or (iii) appears to be (looks like) a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant or controlled substance of any kind, on school property, on a school bus or school approved transportation, or at any school-related function or activity. A violation of these rules may subject a student to arrest and prosecution. While on school property, school bus, or school-approved transportation, or at any school-related function or activity, students are prohibited from planning, intending or committing any act in furtherance of the possession, use, delivery, receiving, purchase, or sale of drugs, counterfeit drugs or drug paraphernalia.

## Use of Alcohol and Drugs

A student who is under the influence of alcohol or drugs on school property, on a school bus or school approved transportation, or at any school-related function or activity shall be deemed to have used and possessed alcohol or drugs. Evidence of such use of alcohol or drugs includes but is not limited to a student's admission of use of alcohol or drugs on or off campus; witness statements; a positive Portable Breath Test result indicating use of alcohol; red and/or glassy eyes; drooping eyelids; odor of alcohol or drugs; difficulty communicating, walking or standing; difficulty with other motor skills; or other impaired faculties.

Students who violate the JCSD alcohol and drug policies will be subject to consequences by school personnel. Additionally, the principal may revoke the student's privilege of participating in non-academic school activities including, but not limited to, extracurricular activities, athletics, school trips, prom, and graduation exercise, and/or the revocation of school privileges, including, but not limited to, driving privileges. Delivery, receipt, or sale of alcohol or drugs, or intent to deliver, receive or sell alcohol or drugs, is a more serious offense than use and possession of drugs or alcohol and shall result in a more serious penalty.

## Prescription and Non-Prescription Medicine

Administration of medications during school hours is discouraged. All prescription and non-prescription (over the counter) medication administered by the school must be prescribed by a physician who has

determined that a student's health and well-being require medication during school hours. The prescription must be documented by a medication form on file with the school.

Students are prohibited from possessing prescription medication on school property, on a school bus or school-approved transportation, or at any school-related function or activity. Prescription medication must be turned into the clinic and the prescription is documented by medication form filed with the school before the student brings the medication on campus. Unauthorized possession of prescription medication without a valid, current prescription constitutes possession of a drug and is prohibited. If the student has a valid, current prescription for the medication, but fails to file a medication form with the school before bringing it on campus, the possession students **may still be subject to disciplinary action**.

Students are prohibited from possessing any non-prescription medication at school, on a school bus or school-approved transportation, or at any school-related function or activity without the written permission from the parent or guardian, documented with the appropriate form on file with the school, prior to the medication being brought on campus.

Misuse of non-prescription medication is also prohibited. Misuse of non-prescription medication includes (i) the delivery of non-prescription medication or (ii) any use inconsistent with the manufacturer's directions or generally accepted guidelines.

### Search and Seizure

Students, lockers, vehicles, backpacks, purses, and other possessions are all subject to search upon reasonable suspicion that they may possess drugs, other prohibited substances, objects or contraband, while on school property or wherever students are under school supervision, such as on field trips, at extracurricular activities, or while being transported by school bus or school-approved transportation.

Contraband includes, but is not limited to, drugs, drug paraphernalia, alcohol, unauthorized non-prescription medications, tobacco, weapons, ammunition, matches, lighters, laser beam devices, firecrackers and fireworks, pornography, and gang-related signs or symbols, e-cigarettes, hookahs, and any other nicotine-dispensing device.

School staff may search students reasonably suspected of being in possession of contraband or other prohibited items. They may search students' possessions when reasonable suspicion exists that such possessions may conceal or contain contraband or other prohibited items.

Students' possessions subject to search include, but are not limited to, book bags, back packs, athletic bags, notebooks, purses, coats, jackets, cellular devices, computers, devices capable of storing or communicating information, lockers, and vehicles. Students do not have any expectation of privacy in or around vehicles on school property.

Students are responsible for the contents of any vehicle they possess on school grounds and shall be deemed to be in possession of any contraband contained within their vehicle. School personnel are encouraged to seek consent from a student before the search but may proceed without consent if reasonable suspicion is present.

In order to assist in the maintenance of drug and alcohol-free schools, school officials may enlist the assistance of law enforcement, including canine units. Canine inspections will be conducted in compliance with applicable law. Reasonable suspicion is not required for random canine inspections conducted in school classrooms, hallways, parking lots, and elsewhere on school premises.

### Cell Phones and Wireless Communication Devices

Students may possess cellular telephones and other wireless communication devices however, devices should be silence/turned off and stored in the student's backpack, purse, or vehicle. Cellular devices should not interfere with the learning environment or instructional period. Failure to comply may result in the device being confiscated. Repeated failure to comply will be considered defiance of school rules and may be subject to additional consequences.

Any disruptive, harassing or other inappropriate use of a cell phone or wireless communications device in violation of this policy or school rules, shall be cause for disciplinary action, **including confiscation of the device as contraband and, in the event of repeated or serious misuse, loss of the privilege to possess such a device on school property or while attending a school function.** Inappropriate use includes, but is not limited to: (1) texting, phoning or web browsing in a manner that creates a disruption to the learning environment and/or regular school day; (2) taping and videoing conversations or interactions of staff and students on campus, at any time is explicitly prohibited; (3) photography or ideography of any kind at any time; (4) "sexting;" and (5) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers and other staff members.

When there is reasonable suspicion that a student has used a cell phone or wireless communication device in violation of the Code of Conduct or other school rules, or for an unlawful purpose, the school administration may review the phone's call log, voice messages, text messages, photographs and any other applications in furtherance of its investigation of the suspected violation.

### Instructional Technology

The Jefferson County Schools recognizes the value of instructional technology as a tool that assists student achievement within the classroom. Students may possess an instructional technology device (i.e., laptop, iPad, etc.) and utilize it as an instructional tool in the classroom with the consent and under the direction of the school administration and teacher, as it pertains to the current curricular unit, lesson, etc., and only within the scope and sequence of the **District's Acceptable Use Policy**. Failure to comply may result in the item being confiscated and/or students' technology privileges being revoked. Repeated failure to comply will be considered defiance of school rules and may result in consequences as provided in the District's Student Code of Conduct.

When there is reasonable suspicion that a student has used an instructional technology device in violation of the Code of Conduct/AUP or other school rules, or if used for an unlawful purpose, the school administration may review the device's applications in furtherance of its investigation of the suspected violation.

### Bullying and Harassment

Students and employees should be provided a safe and secure learning and work environment, free from bullying, harassment, and cyber-bullying of any kind. Bullying or harassment will not be tolerated, and disciplinary action will be taken. In addition to school consequences, criminal charges may be filed. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying or harassment, as defined herein, is prohibited in all educational environments.

## Hazing

Hazing will not be tolerated, and disciplinary action will be taken when hazing occurs in connection with athletics, clubs, extracurricular activities, or any other educational environment. This policy shall be interpreted and applied consistently with all applicable state and federal laws.

## Zero Tolerance

Jefferson County Schools will conduct investigations of suspected criminal offenses independent of law enforcement and arrive at their own determination. Therefore, a student who commits a criminal offense will also be subject to possible arrest and prosecution by law enforcement authorities.

A student found to have committed the following offenses on school property, on school-sponsored transportation or during a school-sponsored activities shall receive the most severe consequences provided by this Code of Conduct. In addition, the offense shall be reported to law enforcement for appropriate action:

- Homicide (murder, manslaughter)
- Sexual battery
- Robbery
- Aggravated battery
- Kidnapping or abduction
- Arson
- Possession, use or sale of any firearm
- Possession, use or sale of any explosive device
- Possession, use, or control of any other dangerous weapon

If a student is found to have committed any of the following offenses, involved student(s) may be subject to subsequent disciplinary action. In addition, such offenses will be reported to law enforcement:

- Disturbances which substantially disrupt school or a school function
- Making a false report, with the intent to deceive, mislead, or otherwise misinform a person concerning the placing or planting of any bomb, dynamite or other deadly explosive
- Possession, use or distribution of drugs or alcohol
- Property damage of a substantial nature
- Robbery and/or theft of property of a substantial nature
- Vandalism other than of a minor nature

## Weapons Prohibited

In addition to school/district based disciplinary action, any student who is determined to have brought a firearm (as defined in Chapter 790, Florida Statutes), to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. It is a third-degree felony for a person to exhibit, in a rude and threatening manner, any firearm or destructive device, or other weapon within 1000 feet of school during school hours or during the time of a sanctioned school activity.

Toy pistols, water guns, or facsimile guns are prohibited from school property, transportation and activities. Student may be subject to disciplinary action if simulating a firearm or weapon while playing, and this action substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with district school board policies for similar infractions.

#### Legal Notices - Florida Statute 1006.07

- Illegal use, possession, or sale of controlled substances, as defined in Chapter 893, by any student while the student is upon school property or in attendance at a school function is grounds for disciplinary action by the school and may result in criminal penalties being imposed.
- Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function. The student's use of such device is subject to School Board rules and the provisions of this Code of Conduct.
- Violence against any School Board personnel, including acts committed off-campus, by a student is grounds for out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.
- Violation of the District's bullying, harassment and sexual harassment policies by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.
- Any student who is determined to have brought a firearm or weapon, as defined in Chapter 790, Florida Statutes, to school, shall be recommended for expulsion, with or without continual educational services, from the student's regular school for a period of not less than one full year and referred to the criminal justice or juvenile justice system. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during a period of expulsion.

The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to an alternative school or program or second chance school.

- Any student who is determined to have made a threat or false report, as defined by Florida Statutes 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be recommended for expulsion, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion.

The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to an alternative school or program or second chance school.



## LEVELS OF DISCIPLINE

School District staff should intervene to prevent or curtail misconduct. If further action is necessary, staff should refer the student to the school administration for disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administration will decide on disciplinary action.

### Level I:

Level I offenses are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation. A student who commits a Level I offense may also be subject to criminal proceedings.

Examples of Level I Infractions:

- A. Classroom Disruption - saying or doing something that keeps the teacher from teaching or other students from learning.
- B. Disorderly Conduct - saying or doing something that upsets the normal school routine or any school activity, i.e., horseplay in hallways, inappropriate behavior in lunchroom.
- C. Disrespect - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees. This includes racial slurs and/or provocation.
- D. Dress Code - wearing anything that does not follow the school dress code.
- E. False and/or Misleading Information - failure or refusal to tell the truth to members of the school staff.
- F. Insubordination - failure or refusal to follow the directions of school staff, school rules, classroom rules, or behavior contracts.
- G. Misconduct on School Bus or School Approved Transportation - saying or doing something that interferes with good order and discipline on the bus or interferes with the safety of others.
- H. Repeated Misconduct - continual disruption of the normal school routine or activity.
- J. Tardiness - being late for school or class more than once a week.
- K. Physical Contact after Misconduct- refusing to settle down after being told to stop misbehavior - pushing, shoving or striking out at another child or adult.
- L. Other - any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or approved transportation.

### Level I Responses and Sanctions

If a student commits a Level I offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Counseling and direction with the student
- Parental notification
- Verbal reprimand
- Special work assignment
- Peer mediation
- Withdrawal of privileges which may include, but not be limited to. participation in extracurricular activities and or/or parking privileges
- Suspension from bus
- In-school suspension
- Other school-based consequences as deem appropriate by the administration

## Level II

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II offenses may also include repeated acts of Level I misconduct, and acts directed against people or property that do not seriously endanger the health or safety of others. A student who commits a Level II offense may also be subject to criminal proceedings.

Examples of Level II Infractions:

- A. Cheating/Plagiarism -cheating is the unauthorized use of notes or other forms of assistance, including electronic devices, to complete a test or assignment; and plagiarism is the unauthorized use of another person's work and calling it one's own. Cheating offense penalties are also applicable to the student who provided notes, forms of assistance, answers to complete a test or assignment, etc.
- B. Destruction of Property (under \$10) - breaking or destroying things that belong to the school or to another person.
- C. Disrespect - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees. This includes racial slurs and/or provocation (more serious than Level I).
- D. Altercation – verbal confrontation or minor physical contact (pushing, shoving) between two or more students, which is harmful or disruptive.
- E. Forgery - falsifying or altering a signature, note, or document with the intent of misleading a staff member.
- F. Insubordination - refusing to follow school rules or directions from the school staff.
- G. Intimidation/Threats - making a threat or coercing another person.
- H. Profane, Obscene, or Abusive Language/Materials - using words, gestures, pictures, or objects including racial slurs that are not acceptable at school and/or upset the normal school routine or activity.
- I. Repeated Misconduct of Level I offenses - saying or doing something that disrupts the normal school routine or school-sponsored activity or repeating a Level I infraction or repeated defiance of school rules.
- J. Stealing - taking the property of another without their permission.
- K. Verbal Confrontation - being argumentative, using profanity and verbally rude to an adult or another student.
- L. Leaving Campus Unauthorized - leaving campus without permission from school official.
- M. Unauthorized Use of Technology - any student found in violation of the District's Acceptable Use Policy regarding the use of technology, including but not limited to, hardware and software.
- N. Unauthorized Possession of Non-Prescription Medication - possession or use of non-prescription medication without prior written parental consent being filed with the school.
- O. Other - any other intermediate act of misconduct or any more serious, harmful or disruptive than any of the offenses described in Level I.

### Level II Responses and Disciplinary Action

If a student commits a Level II offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Parental notification
- Behavior contract (oral or written)
- Peer mediation
- In-school suspension
- Confiscation of unauthorized materials/objects/contraband

- Return of property, payment for same or restitution for damages
- Suspension from school
- Suspension from bus
- Behavior plan
- Other school-based consequences as deemed appropriate by the administrator.
- Referral to law enforcement.

### Level III:

Level III infractions are major acts of misconduct which the School Board has determined constitute a serious breach of conduct. They include repeated misconduct acts from Level II, serious disruptions of school order and threats to the health, safety and property of others. A student who commits a Level III offense may also be subject to criminal proceedings.

Examples of Level III Infractions:

- A. Battery - when one student physically attacks another student with the intent to do bodily harm.
- B. Breaking and Entering - unlawfully and forcefully entering or trying to enter school, school personnel property or student property.
- C. Bullying - unwanted and repeated written, verbal, or physical behavior, or use of digital technologies that include any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; causes discomfort or humiliation; creates an existence of an imbalance of power; or unreasonably interferes with the individual's school performance or participation.
- D. Contraband Material - having, using, displaying, or giving to other items not allowed at school such as unauthorized non-prescription medications, tobacco, weapons, ammunition, matches, lighters, laser beam devices, firecrackers and fireworks, pornography, hookahs, e-cigarettes, and other nicotine dispensing devices, gang-related signs, or symbols. Also included are instruments or objects in any vehicle brought onto school property or to a school-sponsored activity, which could be used to inflict harm on or intimidate another person, but which are not designed or ordinarily intended for use as a weapon (i.e., Leatherman, multi-tools, key chain tools). These items may be confiscated and not returned.
- E. Destruction of Property (\$10 and over) - breaking or destroying things that belong to the school or to another person.
- F. Open Defiance With Adult - flagrant or hostile challenge to the authority of a school staff member, bus driver or other adult in authority.
- G. Disrespect - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees including racial slurs and/or provocation. (More serious than Level I or Level II).
- H. Extortion/Threats - making threats to hurt others, their reputation, or their property, in order to obtain money, information, or help from them.
- I. Fighting – two or more students mutually participate in the use of force or physical violence that may require physical restraint or results in bodily injury.
- J. Harassment - any threatening, insulting or dehumanizing gesture, use of data or computer software or written, verbal, or physical conduct directed against a student or school employee which places the student or the school employee in reasonable fear of harm to his or her person or damage to his or her property and/or substantially interferes with the student's educational performance, opportunities or benefits and/or the orderly operation of a school.
- K. Misuse of Non-Prescription Medication - misuse of non-prescription medication, including (i) the delivery of non-prescription medication or (ii) any use inconsistent with the manufacturer's directions or generally accepted guidelines.

- L. Physical Attack- an actual or intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual
- M. Repeated Commission of Level I and Level II offenses - repeated commission of Level I or II offenses, which tend to substantially disrupt the orderly conduct of school, a school function or extracurricular/co-curricular activity.
- N. Repeated misuse of cell phones or other electronic devices.
- O. Smoking and Other Use of Tobacco Products - having, using, selling or giving to other student's tobacco products at school or at a school activity.
- P. Stealing - taking the property of others without their permission.
- Q. Trespassing - entering or staying on school property or at a school activity after being told to leave by the school staff.
- R. Other - any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular activity; unauthorized videotaping or recording of students.

### Level III Responses and Disciplinary Action

If a student commits a Level III offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Parental notification
- Written behavior contract
- Return of property/payment for same or restitution for damages
- In-school suspension
- Suspension from bus
- Suspension from school
- Expulsion from bus (for bus-related offenses)
- Temporary or permanent removal from participation in extracurricular activity
- Referral to appropriate prevention or treatment program
- Referral to law enforcement
- Level IV sanctions for repeated offenses
- Other school-based consequences as deemed appropriate by administrator.

### Level IV:

Level IV acts of misconduct are the most serious. Sanctions will include suspension and may include placement in an alternative school and/or expulsion. A student who commits a Level IV offense may also be subject to criminal proceedings.

#### Examples of Level IV Infractions

- A. Aggravated Misuse of Non-Prescription Medication - the sale of non- prescription medication for any purpose or its delivery with the intended or actual effect of modifying mood or behavior, or inducing physical, emotional or behavioral changes, rather than for its intended purpose. B. Alcohol - the possession, use, delivery or sale of alcoholic beverages.
- C. Arson - (mandatory referral to an appropriate agency): setting a fire or trying to set fire to school property or the property of others.
- D. Serious Assault - any threat, direct or indirect, by word or act, to do violence or harm to a school employee, volunteer, or student which creates a fear that violence is imminent,

- E. Serious Battery - an actual or intentional touching or striking of a school employee, volunteer, or student against his or her will or intentionally causing bodily harm to an individual; in severe cases, the battery of a student may be the basis for expulsion.
- F. Bomb Threats/Explosives - threatening an explosion on school property or at a school function; having, preparing, or setting off explosives (including fireworks) on school property, or at a school function. This also includes items that appear to be explosive devices including novelty items, toys, and/or replicas.
- G. Drugs - possessing, using, delivering, buying, selling, intending to sell, receiving, or being under the influence of any drug or counterfeit drug, or planning, intending or committing any act in furtherance of the possession, use, distribution, purchase or sale of drugs, counterfeit drugs, or drug paraphernalia. This offense also includes possession, use, buying, delivery or sale of drug paraphernalia. H. False Fire Alarm - pulling a fire alarm falsely or reporting a fire when there is no fire.
- I. Firearms – the possession, use, or control of any firearm (operable or inoperable, loaded or unloaded) including, but not limited to a pistol, revolver, rifle, or shot gun.
- J. Inciting, Leading or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or a School Function - the willful act of inciting, leading or participating in any disruption (including gang-related activities or incidents with multiple participants), disturbance or other act that interferes with the educational process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff and others. This may also include any false accusations made by a student that jeopardizes the professional reputation, employment or professional certification of any district employee.
- K. Larceny/Theft - the act or attempted act of taking, carrying, leading, or riding away with property, from the possession, or constructive possession, of another person. Included are pocket picking, purse snatching, theft from a building, theft from a motor vehicle, theft of bicycles, theft from a machine or device which is operated or activated using a coin or token and all other types.
- L. Other Weapons - the possession, use or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person, or to intimidate any person; included in this category are objects such as BB guns or pellet guns, knives of any kind, chains, pipes, razor blades, ice picks, other pointed instruments (including pencils or pens), nunchakus, brass knuckles, explosives, Chinese stars, Billy-clubs, tear gas guns, paintball guns, or electrical/chemical weapons or devices. Also included is anything represented to be a firearm or other weapon if used in an intimidating manner toward another person. This is not a comprehensive list of items considered weapons.
- M. Repeated Level III Offense- repeated commission of a Level III offense.
- N. Robbery/Extortion - the taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or putting the victim in fear of larceny.
- O. Sexual Battery - any sexual act or attempt directed against another person, forcibly and/or against the person's will.
- P. Sexual Harassment - any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature.
- Q. Sexual Offenses - any willful and/or deliberate act, behavior or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure.
- R. Vandalism: the intentional destruction, damage, or defacement of public or private/personal property without the consent of the owner or the person having custody or control of it; damage would be \$1000 or more.

- S. Other - any other intentional, or wanton act which significantly harms or poses a realistic threat of serious harm to oneself or another person and which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include hate crimes, bullying, harassment, and repeated misconduct that result in multiple out-of-school suspensions. This also includes the planning or commission of any act in furtherance of a Level IV offense or felony.

### Responses and Disciplinary Action

If a student commits a Level IV offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Mandatory 5–10-day suspension
- Referral for placement in the alternative school
- Referral to appropriate agency
- Referral to law enforcement
- Possible expulsion from the school district
- Loss of senior year privileges including graduation ceremony

## PROCEDURES RELATING TO DISCIPLINARY ACTION

### Procedures for Suspension

Suspension, also referred to as out-of-school suspension, is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal, for a prescribed period not to exceed ten (10) school days at any one time. Referral to an alternative school is not a suspension, but rather a change in school assignment.

When a student is accused of misconduct that would warrant suspension under the Code of Conduct, the following procedures shall apply. Before suspension is imposed, students shall be given notice of the provisions of the Code of Conduct they are accused of violating and the factual basis for the charges. Students shall have an opportunity to present their version of the incident before suspension is imposed.

The principal is authorized to immediately suspend a student if the student has physically assaulted another individual, engaged in behavior posing an immediate danger to students or staff, substantially disrupted the orderly operation of the school, or otherwise committed any offense which the School Board has determined constitutes a serious breach of conduct, including any Level III or IV offense. However, in these cases, the student shall still be given oral notice of the allegations and an opportunity to explain or defend the conduct. In these cases where immediate suspension is not authorized in accordance with this paragraph, the principal or designee should make a good faith effort to seek parental assistance before suspension.

In a timely manner following the imposition of suspension, the principal or designee shall make a good faith effort to inform the student's parent or guardian by telephone of the suspension and the reason such action was taken in a timely manner.

The rules of evidence and judicial procedure do not apply to suspension procedures.

#### 1. Procedures for Placement in Turning Point (Alternative Education School)

The Jefferson Discipline Committee will review all recommendations for placement in an alternative school and/or expulsion. A JCSD Administrator will contact parent/guardian(s) of student(s) recommended for placement change and/or expulsion prior schedule change. If parent/guardian(s) cannot be reached, the Committee will proceed without parental input.

## Procedures for Appeal of Alternative School Placement

The student, parent or guardian may request an appeal of decisions for a change of placement with JCSD, however, students shall attend class at the alternative school site while the appeal is pending. During this time, JCSD may request, receive, and will consider such additional information from the parties as necessary to properly review the initial decision.

Superintendent may affirm, reject or modify the decision of the school-based Discipline Committee. The decision of the Superintendent is final, conclusive and binding.

For all meetings under this section, except for the initial meeting of the Jefferson Discipline Committee, the student shall attend with the student's parent(s) or guardian or other responsible adult. The student may also invite others to attend on the student's behalf including legal counsel or other representation. The student shall have an opportunity to explain his or her actions and provide any additional information, as the student may believe necessary. These are not legal proceedings, and the rules of evidence and judicial procedure do not apply. No transcript of testimony will be required or provided.

The Superintendent's decision is final.

## Expulsion

The principal's recommendation of expulsion shall include a detailed report explaining the basis for the recommendation and alternative measures to expulsion considered by the principal before making the recommendation.

The school principal may recommend the expulsion of any student who has committed a serious breach of conduct, including any Level IV or other offense that is subject to expulsion under this Code or Florida law.

The Jefferson County Discipline Committee shall review all recommendations for expulsion. The Committee's decision shall be communicated in writing to the Superintendent and the student's parents or guardian.

The Superintendent shall consider the Committee's recommendation and may adopt, modify or reject it. If the Superintendent recommends expulsion, the recommendation shall be forwarded to the School Board for final action.

The student or parent or guardian shall have the right to an expulsion hearing before the School Board. The hearing shall be conducted in accordance with the requirements and safeguards.

## Discipline Procedures for Students with Disabilities

Jefferson County School District complies with all federal and state laws pertaining to students with disabilities. A student identified as disabled under Section 504 of the Rehabilitation Act of 1973 (Section 504) shall be subject to the same disciplinary procedures prescribed by Department of Education Rule 6A-6.03312 and the District's Exceptional Student Program Policies and Procedures.

## Procedures for Felony Suspension

A student may be suspended from all regular classes when formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on other than school property, but which is shown to have an adverse



impact on the educational program, discipline, or welfare in the school in which the student is enrolled. The procedures and requirements for felony suspensions are prescribed by Florida Statute 1006.09(2) and Department of Education rules.

## MISCELLANEOUS

### Administrative Assignment to an Alternative School

The Superintendent has the authority to administratively assign students to JCSD's Alternative School (Turning Point) to facilitate their transition to a mainstream District school from a juvenile justice facility, an alternative school outside the District, or from another school district where serious disciplinary charges were pending at the time of the student's withdrawal or transfer, or whenever in the Superintendent's judgment and discretion such alternative placement would be in the District's best interest in terms of protecting student safety and welfare.

### Educational Records - Directory Information

In accordance with School Board Policy 8330, the School Board reserves the right to release selected personal information about students ("Directory Information") without the consent of the students or their parents or guardian. A student's parent(s) or an adult student, however, may notify the School Board that Directory Information concerning the student shall not be released. Such "opt-out" notice shall be in writing and filed annually with the principal of the student's school and with the district's office. Please refer to the "Release of the Student Directory Information Options" form at the end of this booklet.

Directory Information consists of the following data:

- Name.
- Address.
- Telephone number, if listed.
- Date and place of birth.
- Internally generated pupil number.
- Participation in officially recognized activities and sports.
- Weight and height if an athletic team member.
- Most recent previous school or program attended.
- Dates of attendance at schools in the district.
- Degrees, awards, and honors received.
- Major field of study; and
- Photographs and video.

Directory Information will be released to:

- Yearbook publishers, school ring vendors, school photograph vendors, as selected by the school.
- Law enforcement and other governmental agencies, both state and federal (official request only).
- U.S. Armed Forces recruiting officials (as required by federal law); and
- College and university recruiters

However, Directory Information will not be released when a parent or adult student has given an opt-out notice as provided above, except as required by law and except for photographs and video taken or other Directory Information presented at a public forum, public event or open house.

### Educational Records - Notice of Rights

Federal and State law affords parents, guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- A. The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to

inspect. The school official will plan for access and notify the parent or eligible student of the time and place where the records may be inspected.

- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under federal law. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- C. The right to privacy of personally identifiable information in the student's education records, except to the extent that federal law authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); and a volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-8520

## Educational Records -- Divorced or Unmarried Parents

Regardless of who may have legal custody or parental responsibility for a student, both parents have the right of access to the student's educational records unless there is a judicial order limiting or prohibiting a parent's access.

## Education Records -- Name Change

When a parent, guardian or any other person seeks to enroll a student under a name other than the legal name or seeks to change the name of a student already enrolled, the parent or other person shall be informed that the name of the child as shown on the birth certificate or other supporting evidence as provided in Florida Statute 1003.21(4) of these regulations will be used until such time as a final court order verifies a legal change.

## Discrimination Prohibited

Jefferson County School District prohibits discrimination against students, employees, and job applicants on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, national or ethnic origin and political beliefs. In accordance with the Boy Scouts of America Equal Access Act 20 U.S.C. 7905, the School Board shall not deny equal access to District facilities or discriminate against Boy Scouts of America, or any youth group listed in Title 36A patriotic society. School Board Policy 2260/7510 as summarized below, contains the grievance procedure related to harassment and discrimination for employees, students and applicants.

## Grievance Procedure for Students Alleging Unlawful Discrimination or Sexual Harassment

The Board and the Superintendent recognize that unlawful discrimination and sexual harassment are inappropriate in District schools and prevent students from achieving at their highest level. Whenever a student makes a complaint of unlawful discrimination or sexual harassment, every effort will be made to arrive at a satisfactory resolution of the problem on an informal basis. When this is not successful, a student can resort to the more formal procedures as provided herein.

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse of a sexual nature
- Subtle pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes or sexual activity, etc.)
- Unwelcome or inappropriate physical contact (e.g., patting, pinching, or unnecessary touching) □ Suggesting or demanding sexual involvement accompanied by implied or explicit threats. □ Display of sexually suggestive objects, pictures, or written materials.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

### Complaint Procedure

- Informal discussion - if a student believes there is a basis for a complaint, the student shall discuss the complaint with his or her immediate teacher or a school administrator (except in cases of discrimination or harassment allegations involving the teacher or a school administrator, in which case they can report and discuss the issue with a member of the Equity Committee) within sixty (60) days.
- Level One - if the student is not satisfied with the informal discussion, he or she may, within ten (10) days, file a formal complaint with his or her principal. If the complaint involves the principal, it may be filed with another Jefferson County Schools Administrator. The principal, or appointed personnel, shall investigate the complaint and report in writing to the student within ten (10) days after receipt of the complaint. Complaints involving an administrator above the building level may be filed by the complainant at Level Two.
- Level Two - if the student is not satisfied with the resolution at Level One, student may, within ten (10) days of the report, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint, the Superintendent shall respond in writing to the student.
- Board Appeal - if the student is not satisfied with the resolution by the Superintendent, the student shall have the right to appeal the Superintendent's decision to the School Board, provided request for placement on Board agenda is filed within ten (10) days.

### Investigations

- Reports of sexual harassment and discrimination will be promptly and impartially investigated by appropriate District staff. During the investigation, both the alleged perpetrator and victim will have the opportunity to present witnesses and other evidence.

### Disciplinary Consequences

- Sexual harassment is a Level IV offense, subject to discipline that may include expulsion, mandatory suspension and placement in an alternative school.

### Remedies and Support

- The district will take steps to prevent recurrence of incidents of sexual harassment and to remedy the discriminatory effects of such harassment. In addition to taking disciplinary action against the perpetrator, the district, when appropriate, will work with victim to develop a safety plan designed to protect the victim from recurrence and to remedy the discriminatory effects of the harassment.

## Confidentiality and Protection

- Confidentiality and protection from retaliation will be provided to the extent possible to any student who alleges unlawful discrimination or harassment. A student who appropriately reports unlawful discrimination or sexual harassment will not be subjected to adverse educational action or retaliation in any form.

## Homeless Students

Under Section 725 of the McKinney-Vento Act established in 1987 by the U.S. Department of Education and the No Child Left Behind legislation, school districts have an obligation to provide guidance for homeless students and their families. Incorporated in these guidance services, homeless students/families are eligible for the following services:

- Homeless children/youth are identified by school personnel and through coordination activities with other entities and agencies
- Homeless students/youth have access to a district liaison who will assist in the school enrollment process
- Homeless children/youth have access to immediate enrollment in school districts.
- Parents or guardians of homeless children/youth are informed of educational opportunities for their children.
- Parents or guardians and unattached youth are informed of their rights to comparable services, including, but not limited to, transportation, special education, pre-school programs, etc.
- Enrollment disputes are mediated in accordance with McKinney-Vento Act.
- Public notice of the educational rights of homeless students is widely disseminated to various appropriate locations.

## Notification of Social Security Number Collection and Use

In compliance with Florida Statute 119.071(5), the districts' gives this notice regarding the purpose of the collection and use of student's Social Security number. The district collects students' Social Security numbers for use in performance of the district's duties and responsibilities. To protect students' identity, the district will secure the Social Security number from unauthorized access. The district will never release a student's Social Security number to unauthorized parties; in addition, each student in the district will be issued a unique student identification number. A student's identification number is used for all educational purposes while enrolled in the district schools, including registration, access of your online record, etc. In addition to the federal reporting requirements, the public school system in Florida uses the Social Security number as a student identifier. This use is authorized in Florida Statutes 229.559 and 1008.386. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next. All Social Security numbers are protected by federal regulations and are never released to unauthorized parties.

## Pledge of Allegiance

As provided by Florida Statute 1003.44(i), the Pledge of Allegiance shall be recited at the beginning of each day in Jefferson County public schools. A student has the right to be excused from reciting the pledge, including standing and placing the right hand over his or her heart, upon written request of the student's parent.

# ACCEPTABLE USE PROCEDURES (AUP) FOR STUDENTS AND VISITORS

## Digital Network and Technology Resources

### Acceptable Use of the Digital Network of the Jefferson County School District

Students' use of the district's digital network, internet service and other electronic resources is a privilege. As a condition of that privilege, students must comply with this Acceptable Use Policy ("AUP"). The following general rules govern students' use of the district's digital network and technology resources:

- The use must be in support with the district's educational goals and policies.
- The use must comply with this Acceptable Use Policy ("AUP").
- The use must comply with the instructions of teachers and staff.
- Require that students who access our network with district or personally owned electronic equipment ANNUALLY sign this Acceptable Use Agreement which is to be kept on file at each school or district department.
- The use must comply with applicable laws and regulations, including (a) bullying and harassment and (b) copyright laws.

#### Prohibited Activities

The following are prohibited:

- Use that violates the Code of Conduct.
- Use of another individual's account or providing individual account information to another person.
- Use of the network for financial gain or for political or commercial activity.
- Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.
- Attempting to access, modify, harm or destroy another user's data on the network.
- Harassing, insulting, ridiculing, attacking or defaming others via network communications.
- Attempting to subvert, defeat or disable installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school district's technology resources.
- Users of unauthorized methods of access to Jefferson County School District technology resources such as modems and virtual private networks (VPN's).
- Use of remote access software or services to access remote computer networks, workstations or servers from the district system.
- Attempting to transmit damaging agents (e.g., computer viruses, Trojan horses, and worms) or otherwise willfully damaging or disrupting any computer facility, software, or data.
- Attempting to interfere with the normal operation of computers, terminals, peripherals, or networks.
- Usage invades the privacy of others.
- Use or experimentation with software or hardware.
- Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, prurient, sexually suggestive or otherwise inappropriate.
- Changing, deleting or modifying Internet browser settings including hiding or deleting Internet history or records of Internet use.
- Use of the system for an unauthorized purpose.

## Enforcement

Students who violate these procedures may be denied access to Jefferson County School District computing or technology resources and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to the Jefferson County School District disciplinary procedures.

## No Expectation of Privacy

Students and visitors have no expectation of privacy in their use of the district system.

## AUP Agreement

As a condition of the privilege of using the district system and technology resources, students are required to annually execute the District AUP Agreement found in the Forms Section of this Code of Conduct.

## The Use and Operation of Personally Owned Technology Devices or Electronic Property

Students and visitors who are authorized to use or operate personally owned devices must adhere to the following:

- District employees are not authorized to install software, perform any repair, configuration or maintenance on student-owned technology resources, that are brought to school property or present during school sponsored activities including both software and hardware resources.
- Students shall not perform any kind of maintenance, repair, configuration or installation services on technology devices owned by the district, and while at school, students shall not perform services on technology devices owned by others.
- Students who are authorized to bring and/or use a personally owned technology devices are responsible for the safe keeping and proper use of their property. The district is in no way liable for any loss or damage for student-owned devices.
- Schools/Departments will not be responsible to hold or store student-owned devices.

## Additional Requirements for Requesting a Waiver for Personal Electronic Property

Students and visitors requesting to operate their personal electronic property within the district must obtain written approval and abide by the following additional requirements:

- Any computer that is connected to the District Digital Network via wired or wireless control must have approved and functioning anti-virus software running with up-to-date virus definitions.
- A Waiver for Personal Electronic Property form must be signed (denoting approval) by the school or district department administrator prior to operating any personal electronic property in Jefferson County School District schools or offices.
- Any student for visitor that operates any personal electronic property must also sign and acknowledge this AUP.

## Additional Guidelines for Students

Student users must adhere to the following additional guidelines:

- Students will follow teacher instructions regarding the use of the Jefferson County digital network.
- Students must observe and adhere to all regulations when using any digital device on school campus or during sponsored events including cell phone use as outlined in the Student Conduct Code.

## Additional Rules Governing the Use of Video, Photo and/or Audio Recording Devices at School

This section addresses the use of devices that can record audio, photo or video content in the school environment, particularly the classroom. Such recording devices include:

- Smart Pen (i.e., Live scribe Echo), Personal audio recorder
- Mobile/Smart Phone, Personal Media Player/MP3/Mini Disc Player
- Mobile Tablet or Slate Device (i.e., iPad, Nexus), eReader (i.e., Nook, Kindle)
- Mobile Computer System capable of recording video, photo, audio (i.e., notebook, netbook)
- Digital or film-based Camera or video recorder



- Digital or film-based Audio Recorder (i.e., Cassette player)

General Rule: Except at open house and public events as discussed below, students, parents and visitors are not allowed to videotape, photograph or make audio recordings while on school premises. All recording devices must be turned off at school. The purpose of this general rule is to foster an appropriate educational environment, prevent unwarranted disclosure of student images and information.

Open House and Public Events Exception: Open house and public events are events where school premises are opened to the public or a segment of the public at the direction of the principal. They include open houses, sporting events, plays, musicals, contests, fairs, fund raisers, awards/recognitions, and theatre performances. Off campus events such as graduations, contests, fund raisers and other school sponsored public events may fall under the Open House and Public Events Exception.

In the exercise of judgment and discretion, a principal may also allow videotaping or photographing under other circumstances, provided that appropriate steps are taken to prevent unwarranted disclosure of student images contrary to their directory information opt-out election and to avoid disruption of the educational environment.

### Web Content Developed by Students

As part of class/course projects, students may be developing and publishing content on web page(s) for the Internet. Student photographs, drawings, and written work that are published on a class or school page may NOT contain any personal information that can be linked to the student. Teachers may use first names or other codes, such as the teacher's name and a number for each student within the web page and with all file names.

The following procedures apply:

- Student web pages which profile a student are prohibited. No web page shall contain a student's phone number, address, e-mail address, opinions, or other personal information.
- Students are not authorized to share or post personal photos and other profile information to public or school district websites when using district or personally owned electronic devices on school property or during any school sponsored activities.



## Student Acceptable Use Procedures Agreement Form

Student or Visitor User:

I have read and agree to follow the **Jefferson County School District's Acceptable Use Procedures for Students and Visitors.**

Student/Visitor Name: \_\_\_\_\_ (Please print)

Student/Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Waiver for Personal Electronic Property Form

Parent/Guardian Permission Form

(Required for Students to operate or access the district's digital network)

As the parent or guardian of this student, I have read, understand, and agree to the **School District Acceptable Use Procedures for Students and Visitors for use of the District's Digital Network and the Internet.**

I give permission for my child to use the District's Digital Network in accordance with the Acceptable Use Procedures.

Parent/Guardian's name: \_\_\_\_\_ (Please print)

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ (Please Print) Grade: \_\_\_\_\_

JEFFERSON COUNTY SCHOOL DISTRICT  
**Release of Student Directory Information Options**

In conjunction with Policy for Educational Records and Directory Information this section provides the parent or adult student the opportunity to opt-out of the release of Student Directory Information.

Parents should check the box below that apply to opt-out of the release or publication of Student Directory Information:

- I request that Student Directory Information not be released to Armed Forces, Military Recruiters or Military Schools

Federal public law 107-110, Section 9528 or the ESEA, "No Child Left Behind Act", requires school districts to release student names, addresses, and phone numbers to military recruiters upon request. The law also requires school districts to notify you of your right to Opt-Out from this by requesting that the district not release your information to military recruiters.

Or

- I request that NO Student Directory Information, including photographs and video (as outlined in Section 6 of the Student Code of Conduct) be released. This option would prevent Student Directory Information from being published (in yearbooks, school newspapers, school websites, etc.) or released to 3rd parties (i.e., PTO's, Armed Forces, Military Recruiters, Military Schools, approved school ring or yearbook vendors, etc.) by schools or District departments except where required by law, and except for photographs or video taken or other Directory Information presented at a public forum, public event, or open house.

If any parent/guardian or adult student exercises any opt-out option(s) above (by checking any box), this form must be signed by the parent or adult student and returned to the school.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

# Parent/Student Acknowledgment

## Student's Rules and Regulations of Operation

Your signature means that you have received this Code of Student Conduct booklet and you know what the rules are.

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Student Name (please print)

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Date of Birth

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Teacher

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Grade

Students, parents/guardians, teachers, counselors, administrators, and office staffs all have important roles to play in our schools. With so many people working together, problems may occur from time to time. Rules have been made to address these problems. Like laws, rules apply to everyone, and they work only when everyone knows what they are.

This booklet lists the district rules for students in Jefferson County. The rules apply to all activities occurring on school grounds, on other sites being used for school activities and for any vehicles authorized for the transporting of students. Please read them. Since parents/guardians can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken.

Parents need to become involved in the education of their children and have the responsibility to provide the school with the current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities. As a parent, you also authorize designated Jefferson County School District personnel and Jefferson County Health Department School Health personnel to provide emergency care for your child and to exchange medical information as necessary to support the continuity of care of your child. Parents should also take special notice of the Attendance section of this Booklet as well as the Suspension and Expulsion provisions, which are in accordance with School Board Rule.

Signed forms must be part of every student's record. Your signature means that you have read this booklet and understand the rules. (It does not mean that you agree or disagree with them.)

All forms must be signed by parent/guardian and student and returned to school.

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Parent/Guardian Signature

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Date

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Student Signature

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Date