



Code of Student Conduct & Discipline Matrix

The purpose of Jefferson K12 is to provide each student with a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning. Jefferson K12 joins the parents and community to assist the students in developing skills to become independent and self-sufficient adults who will succeed and contribute responsibly in a global community.

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NOTICE OF RECEIPT

Parents/Guardians and Students

PLEASE SIGN AND RETURN THIS FORM

Failure to return this form will not relieve you or your parent/guardian from the responsibility to know the contents of the Code of Student Conduct and will not excuse your non-compliance with the Code of Student Conduct.

I have received a copy and am aware of the contents of the Jefferson County Code of Student Conduct.

Parent/Guardian (please print)

Date

Parent/Guardian Signature _____ *Phone Number* _____

STUDENT SIGNATURE

I have received a copy of, and instruction on, the contents of the Jefferson K12 Code of Student Conduct.

Student Name (please print)

Grade

Student Signature _____

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NOTICE OF APPLICABILITY

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All students are subject to the rules, guidelines, and policies established within the approved Jefferson K12 Code of Student Conduct.

Students enrolled in Florida Virtual School, Home School, Private Schools, and Charter Schools are subject to the rules, guidelines, and policies established within the approved Jefferson K12 Code of Student Conduct when participating in any JCSD sponsored events, transportation, or when present on any JCSD campus.

Continuous Notification of Nondiscrimination

Pursuant to Title VI, Title IX, Section 504/Title II and other civil rights regulations, the School District of Jefferson County does not discriminate nor tolerate harassment on the basis of race, color, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, disability, marital status, genetic information or pregnancy in its educational programs, services or activities, or in its hiring or employment practices; and it will take immediate action to eliminate such harassment, prevent its recurrence, and address its effects.

Jurisdiction Of the School Board

Jefferson County Schools students are subject to the rules and regulations of the District School Board of Jefferson County. This jurisdiction of the Board is in effect during the school day, during the time any student is on the premises of any publicly supported school in this district and at regular school-sponsored activities, while being transported on school buses to and from school or other educational activities at all times and places, and including the time during which any student is proceeding from one school center to another during the school day, including, but not limited to: school-sponsored events, field trips, athletic functions, and other activities where appropriate school personnel have jurisdiction over students.

All students will be under the direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or the bus driver to whom such responsibility may be assigned by the principal; and each such student shall, during the time any student is otherwise in route to or from school at public expense, or is presumed by law to be attending school, be under the control and direction of the principal or teacher in charge of the school where any student is enrolled.

All school regulations and prohibitions pertain to automobiles driven or parked on school property. In addition to the foregoing, jurisdictional control over the student may be extended to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the student.

Students Subject to Authority by School Personnel

Florida Statute 1003.31 establishes that all students enrolled in the Jefferson County Schools are subject to the law, rules, regulations, and policies of the State of Florida and the District School Board of Jefferson County, Florida, anytime:

- a student is on school owned property;
- a student is attending school;
- a student is on a school bus;
- a student is being transported to or from school or school-sponsored events; or
- a student is in attendance at or participating in a school-sponsored activity.

During such times, all students are subject to the immediate control and direction of district and school level administrators, deans, supervising teachers, staff members, and district transportation drivers.

Introduction

Maintaining a safe and secure environment is the number one priority of the Jefferson Schools, FL. It is our belief that all students have the right to attend school and school functions free of fear, harm, or harassment. The policies and procedures outlined in the Code of Student Conduct have been adopted in support of this fundamental premise. Please note that the School Board cooperates with federal, state, and local law enforcement agencies to report, prevent, and respond to unlawful activities occurring on the Jefferson County Schools campuses.

For the School Board to fully implement its responsibilities, it is important that enrollment and emergency contact information be kept up to date at each student's school. It is the responsibility of each student and parent/guardian to report changes in enrollment or emergency contact information to the school. This Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents/guardians, and the school regarding student behavior. The School Board also has other policies governing students and those policies are available on the District website at [www.jeffersonschools.net]. This Code applies to every student who is under the authority of the Jefferson County School District. The Code is in effect on school property, at school-sponsored events, and on school buses. Students may also be subject to discipline for violation of the Code if their misconduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or if the misconduct is directed at a Board official or employee, or the property of such official or employee. The principal or designee may take administrative action if the misconduct on the way to or from school has a harmful effect on the health, safety, or welfare of other students.

STUDENT RIGHTS AND RESPONSIBILITIES

Students attending Jefferson K12 have the right to a free and appropriate education which includes the right to equal educational opportunities without regard to race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes").

In addition, students have the following ***RIGHTS***:

- **To learn in a safe and orderly environment**
- **To be treated with dignity and respect**
- **To express opinions and personal points of view**
- **To peaceably assemble**
- **To be secure in their personal privacy**
- **To limit access to their student records**
- **To be informed of the rules of conduct**
- **To have reasonable and fair treatment**
- **To have the right to due process with regard to suspension and expulsion**

A student will be given both written notice of his/her suspension and the reasons, along with the opportunity to appear and respond to the charges against him/her prior to the suspension. An appeal may be addressed to the principal whose decision will be final.

A student and his/her parent or guardian must be given written notice of the intention to expel, and the reasons, with an opportunity to appear with a representative before the superintendent/designee to answer the charges.

These rights and responsibilities are not absolute and may be limited when necessary, at the discretion of the principal, to prevent the disruption of the orderly operation of the school.

Along with these rights, students have the following ***RESPONSIBILITIES***:

- **To attend school regularly**
- **To treat others with respect**
- **To treat school property and the property of others with respect**
- **To respect the privacy of others**
- **To have in their possession only those items allowed by law and/or school board rules or policies**
- **To abide by the school and district rules as set forth in the Jefferson Code of Student Conduct**
- **To listen courteously to the opinions and points of view of others**
- **To come to class with all necessary materials and be prepared to learn**

ATTENDANCE REQUIREMENTS

The School Board maintains that daily school attendance is essential to the educational success of each student. Students are expected to be in school and in class on time in order to receive full benefit from the instructional programs of the School District of Jefferson County. Parents are expected to notify the school when their child is absent according to individual school guidelines.

Florida Statute 1003.24

Compulsory School Attendance

School attendance is required of all students who have attained the age of six (6) years or will have attained the age of six (6) years by February 1st of any school year through the age 16, unless otherwise exempt by law.

Florida Statutes 1003.21

Students Beyond Compulsory Attendance Age

All students over age 16 are required to comply with all school rules and all rules and regulations established by the school board. All notices, report cards, attendance information, and other similar information, will be sent to the parent/guardian with the understanding that the parent/guardian is fully responsible for student progress, attendance, and behavior.

Students who are 18 years old or older and who are not dependents will be treated as the sole persons responsible for their school records and other school matters.

Students between the ages of 16 and 18 must file with the school board a formal declaration of intent to terminate school enrollment in order to be exempt from compulsory school attendance requirements.

Florida Statute 1003.21

Attendance Recording

Students shall be counted in attendance when they are present and on time. Students who are on hospital/homebound instruction are counted as present.

Florida Statute 1003.23(1)

Reporting Student Absence

There must be communication between the school and home regarding each absence. On the day of the absence, contact must be made with the student's individual school (phone call or email). Written excuses shall be required of all students upon their return to school following an absence. Failure to provide a written excuse may result in an unexcused absence. Up to six (6) days of absences for illness per semester may be excused with a parent note.

Florida Statute 1003.23(2)

Pattern of Non-attendance

If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reason is unknown, within a 90 calendar day period, the student's teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of non-attendance.

The principal, or principal's designee shall, unless there is clear evidence that the absences are not a

pattern of nonattendance, refer the case to the school's Attendance Committee and/or Student Support Team to determine if early patterns of truancy are developing. If the team (including but not limited to principal or designee, school counselors, social workers, teachers, etc.) finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.

A student with fifteen (15) or more unexcused absences within ninety (90) calendar days will be considered habitually truant from school in accordance with Florida Statute 1003.01(8).

The Attendance Committee and/or Student Support Team may implement interventions, including referral to other agencies for family services or recommendation for filing a truancy petition pursuant to f.s. 984.151.

Note: Absences for truancy referral are cumulative and carry over from the first to the second semester.

Florida Statute 1003.01(8), 1003.26(b), 984.151(1)

Excessive Excused or Chronic Absences

Students accumulating more than five (5) chronic/excessive excused absences or absences which occur in patterns week by week during one month and ten (10) at any time during the school year may be referred to the Attendance Committee and/or Student Support Team, put on Attendance Contract and/or be required to provide documentation at the request of the principal. Failure to provide adequate documentation may result in absences being considered unexcused. *See "Required Documentation for Make-Up Work for Absences After Implementation of an Attendance Contract."*

Students may also be referred to the Attendance Committee and/or Student Support Team if:

- Five (5) unexcused absences in a calendar month (30-day period) are accumulated,
- Ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) calendar day period, or
- Has had more than fifteen (15) unexcused absences in a ninety (90) calendar day period.

Florida Statute 1003.27(2)(3)

Types of Absences

For purposes of gathering statistical data, all absences will be recorded in the school office as excused, unexcused, or absence due to an out-of-school suspension. However, in the classroom, no distinction in the type of absence is necessary until notification is provided from the attendance office.

A. **Excused Absence** - Absences will be recorded as excused for the following reasons:

- Personal illness of the student [medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days].
- Court appearance of the student.
- Medical appointment of the student.
- Pregnancy related issues (see also Policy 5751).

- Approved school activity.
- Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the School District which, after taking into account the material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)
- Other absences with prior approval of the principal or designee.
- Attendance at a center under Children and Families Services supervision.
- Significant community events with prior permission of the Principal or designee.
- Two (2) days for each day of eligible absence shall be given to complete all class make-up work. Long-term projects assigned prior to the absence shall be due on the date the student returns to class. Exceptions may be made with proper documentation. Exams, tests, or quizzes shall be rescheduled at the discretion of the teacher.
- Work not made up within the specified time period will receive a grade of "F".
- A student is permitted to make up a semester exam (or equivalent) regardless of the number of suspensions. The date for the make-up exam will be determined by the principal (or designee).

The principal or principal's designee may extend the time for make-up work when in his/her judgment. Extenuating circumstances may justify such an extension.

Florida Statute 1003.24

Required Documentation for Make Up Work for Absences After Implementation of an Attendance Contract

All absences occurring after the implementation of an Attendance Contract will automatically be counted as unexcused unless they are in one of the following categories and are accompanied by documentation (see "*Pattern of Non-attendance*"). Absences due to suspensions count toward the tolerated absences. All documentation is due at the school no later than 2 days after the absence. Any hardships with obtaining documentation will be referred to the principal.

- A. Illness of the student.
 - Documentation: Doctor's note or proof of hospitalization
- B. Serious illness or death in the student's immediate family, including significant other.
 - Documentation: Doctor's note, obituary notice, death certificate, etc.
- C. Students excluded from school for head lice or nits.
 - Documentation: Note from school nurse
- D. Doctor or dental appointments. Parents are encouraged to schedule appointments after school hours.
 - Documentation: Appointment card from the doctor or dentist
- E. Health issues as they relate to pregnant teens, teenage mothers and/or their children.
 - Documentation: Note from doctor

- F. Legal matters.
 - Documentation: Subpoenas, letter from a judge/attorney, copies of documents
- G. Religious holidays/training of the student’s specific faith or religious instruction.
- H. Students shall be excused from any examination, study, or work assignment for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time.
 - Documentation: Proof of legitimacy of holiday
- I. Special honors and/or awards.
 - Documentation: Letter citing the invitation

Florida Statute 1003.24

Attendance and Promotion/Credit

Consistent attendance is essential to the continuity of learning. Refer to the “*Student Progression Plan*” for more information.

A. Middle School and High School

School attendance is required of all students, kindergarten through age 16. Students who have excessive excused absences, unexcused absences, tardies, or early departures will be referred to the school’s Student Support Team for appropriate interventions.

A credit (1) for high school graduation is defined as a minimum of 135 hours (or 120 hours in a flexible/block schedule) of instruction in a designated course which contains student performance standards. A student may not be awarded a credit for any course if he/she has not attended class for the minimum number of hours unless he/she has demonstrated mastery of the student performance standards for the course by earning a passing score on the subject area’s End of Course Exam (Refer to the *Student Progression Plan* for more information).

All the other policies governing earning credits, semester averages, and grade promotion must be met as outlined in the Student Progression Plan. Hardship cases should be referred to the Student Support Team (SST) team.

Note: For the purposes of receiving credit, a transfer student will not have absences from the previous school counted against him/her. See the *Student Progression Plan* for further explanation of receiving credit.

B. Elementary School

School attendance is required of all students, kindergarten through age 16. Poor attendance at the elementary level could hinder the academic success of the student which may be a factor in retention/promotion. Students who have excessive excused absences, unexcused absences, tardies, or early departures will be referred to the school’s Student Support Team for appropriate interventions.

Florida Statutes 1003.436; 1003.21

Attendance and Driver's License Program

Florida Statute requires each school district to report to the Department of Highway Safety and Motor Vehicles the names of all minors between 14 and 18 years of age who accumulate 15 unexcused absences in any 90-day period. Students whose names have been submitted will not be issued a driver's license or learner driver's license, and any previously issued license will be suspended.

Parents or guardians of students whose driver's licenses have been suspended, or the issuance of which has been denied because of excessive unexcused absences, may request the principal to have some or all of the absences changed to the status of excused. However, all such requests, in order to be considered, must be accompanied by proper documentation as outlined in the section "*Required Documentation for Absences After Implementation of an Attendance Contract*". In order for a driver's license to be reinstated, a student must be in attendance for at least 30 school days without any unexcused absences.

Out of School Suspensions/Driver's License Program

An out-of-school suspension is an administrative action that prohibits a student from attending school as compared to truancy. In order to avoid a double penalty, absences due to out-of-school suspensions will not be reported to the Department of Highway Safety and Motor Vehicles (DHSMV).

Florida Statute 1003.27(2)

Attendance and Suspension

Students shall not be suspended for unexcused absences, unexcused tardies, lateness or truancy.

Florida Statute 1006.09(1)(b)

Tardies, Leaving School Grounds Without Permission, Reassignment

Tardy - The term "tardy" means being late to school, class, or an activity, with or without permission of parents/guardians.

- Parents of tardy elementary school students are required to sign the student in at the office.

Leaving School Grounds Without Permission - Students are not permitted to leave school grounds without authorization.

- All related absences will be considered unexcused.

Sign-in Procedures

Any student arriving at school after the session has begun must report to the Main Office. An admission pass shall be issued indicating excused or unexcused tardy or absence.

For the student to receive an excused sign-in, a parent or guardian must accompany the student to the Main Office and give an excusable reason. More than two sign-ins in a grading period shall require medical or other documentation and/or a parent/guardian must be present in order to be considered excused.

Sign-out Procedures (preapproved & emergency)

- **Elementary Students:** In the event a student must leave early; the parent/guardian must make the request in person. A picture ID must be presented.

- **Secondary Students:** Once students arrive on campus, they may not leave without permission. Students who must leave school during school hours must have their parent/guardian request this release by phone or in person to the front office in order to obtain pre-approval. More than four sign-outs in a grading period shall require medical or other documentation and/or a parent/guardian must be present in order to be considered excused.

Release of Students

During school hours a principal or designee shall permit a child to leave school only in custody of one of the following adults:

- Parent/guardian of the student with photo ID
- Person listed on Emergency Contact Card, with photo ID
- A law enforcement officer
- An authorized worker from the Department of Children and Families
- Authorized school personnel

At the end of the school day, students are released at a specified time and place and are expected to go directly home. Parents/guardians must notify the school office in writing regarding any change in the student's normal transportation.

Car riders should be picked up immediately in the school's designated area. Students riding buses are expected to unload from the bus at their designated stop. Students must enter and exit at their assigned bus stop; student requests for changes will not be honored.

Kindergarten students must be met at the afternoon bus stop by a designated adult or parent/guardians. If the adult or parent/guardian is not at the bus stop, the kindergarten student will be returned to the school after the elementary run is complete. Further information is available at the school.

Note: Excessive tardiness, leaving school grounds without permission, and/or skipping class may be subject to disciplinary action. See the "Discipline Matrix" for more information.

Florida Statute 1003.26

Attendance Intervention Team (AIT)

The Attendance Intervention Team will provide a proactive response for students who have been deemed habitually truant. The habitual truancy can be due to existing issues at school, going to and returning from treatment, diversion, detention, commitment, and jail facilities. This Team ensures the students are actively enrolled and successfully participating in an educational program that results in a high school diploma.

AUTHORITY OF SCHOOL STAFF

Florida school laws grant principals, assistant principals, deans, teachers, bus drivers, and other school staff authority for the control and discipline of students.

Students are expected and required to follow the requests and directives of all administrators, teachers, bus drivers, school staff members, school volunteers, and chaperones when on school board-owned property and its surrounding areas or at other places including off-campus school events where they are under the supervision of school board personnel.

Florida Statutes 1003.02; 1003.31; 1003.32; 1006.09; 1006.10

Note: Florida Statutes 1003.32 and 1006.11 authorize a teacher to have violent and disruptive students temporarily removed from the classroom or an area of supervision. Teachers are also authorized under this rule to use reasonable force when necessary, to protect themselves, students, and other adults from violent acts.

Note: Florida Statute 1006.11(2) provides that a principal, teacher, other staff member, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with school board rules regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

BULLYING, HARASSMENT, AND HAZING PROHIBITED

Jefferson K12 does not tolerate bullying, harassment, or hazing in any form. Students who participate in any of these will face consequences as outlined in the “*Discipline Matrix*” found at the end of the *Code of Student Conduct*. **Any subsequent acts of bullying, harassment, or hazing will automatically hold harsher consequences.** The district expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Bullying occurs when a person or group of people hurts, embarrasses, or frightens another person on purpose over and over again.

Characteristics of Bullying

- Intentional
- Unprovoked
- Reoccurring
- Difference in power (either physical or psychological)

Types of Bullying

- Physical – pushing, shoving, tripping, hitting, etc.
- Verbal – racist, sexist, or bigoted remarks, teasing, threats, etc.
- Psychological/Relational – intimidation, spreading rumors, exclusion, etc.
- Cyber – electronic bullying through text messaging, instant messaging or through the use of Facebook.com, Youtube.com or the like.

Bullying is NOT

- An altercation between equals
- Good natured playful teasing among equals or peers
- An isolated incident

Definitions

“**Bullying**” is defined as systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying. Bullying may involve:

- Unwanted teasing or taunting;
- Threats;
- Intimidation;
- Stalking;
- Cyberstalking;
- Physical violence;
- Theft;

- Sexual, religious, or racial harassment;
- Public humiliation;
- Hazing
- Destruction of property; or
- Social exclusion.

“Cyberbullying” is defined as bullying through the use of any electronic communication which includes, but is not limited to, email, Internet communications, instant messages, and social media sites for which one or more persons have access.

“Harassment” is defined as 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 that:

- Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress and serves no legitimate purpose.

“Bullying” and/or **“Harassment”** also encompass:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. (Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.)
- Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - Incitement or coercion;
 - Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
 - Acting in a manner that has an effect substantially similar to the effect of bullying and/or harassment.

“Hazing” is defined as performing any act or coercing another, including the victim, to perform any act that causes or creates a substantial risk of causing mental or physical harm. Hazing activities of any type are inconsistent with, and disruptive to, the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. "Hazing" includes, but is not limited to:

- Pressuring, coercing, or forcing the student into:
 - Violating State or Federal law;
 - Consuming any food, liquor, drug, or other substance;
 - Participating in any physical activity that could adversely affect the health or safety of the student;
or

- Any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

Conduct that constitutes bullying, harassment, and/or hazing as defined herein, is prohibited:

- During any education program or activity conducted by the district.
- During any school-related or school-sponsored program or activity or on a school bus of the district.
- Through the use of data or computer software that is accessed through a computer, computer system, or computer network of the district.
- On or off school property if the misconduct is connected to activities or incidents that have occurred on school property (particularly in the case of hazing).

Note: Students who harass any school staff will be subject to discipline under the definition of “*Assault on a Staff Member, Volunteer, or School Resource Officer*” in the “*Discipline Matrix*”.

Reporting

Reprisals or retaliation for reporting bullying will not be tolerated and will be regarded as threats or intimidation as defined in this document. Anyone who believes he/she has been or is the victim of bullying, harassment, and/or hazing should immediately report the situation to the school’s administration. The principal or designee shall report the occurrence of an incident of bullying, harassment, and/or hazing to the parent/guardian of all students known to be involved in the incident.

What to Do

If you are being bullied, harassed, or hazed during the school day, at a school event, at an after school program, or on the bus, it is important that you report it to a school administrator who can take action.

BEHAVIORAL THREAT ASSESSMENTS

In support of maintaining school safety, staff will investigate reports of, or evidence regarding, student behavior on or off school grounds that could pose a threat to the safety or welfare of others.

Threat Assessment Teams

Per state statute and board policy, each school requires a behavioral threat assessment team.

The District Safety Specialist shall develop procedures for the establishment of Threat Assessment Teams at each school whose duties shall include the coordination of resources, assessments and interventions with individuals whose behavior may pose a threat to the safety of school staff or students. The procedures shall include processes for referrals to mental health services identified by the school district pursuant to section 1012.584(4), Florida Statutes.

Each Threat Assessment Team shall include persons with expertise in counseling, instruction, school administration, and law enforcement. The Threat Assessment Teams shall identify members of the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school or self.

A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. Threats may be explicit or implied, directed at the intended target or communicated to a third party. Behavior such as possession of a

weapon, fighting, or menacing actions should be investigated to determine whether a threat is present (Comprehensive School Threat Assessment Guidelines).

In assessing the potential level of danger of a student's behavior, school staff may conduct a threat assessment following district policy. Families may be invited to assist school staff in completing the assessment. However, family refusal to assist staff in completing the assessment will not prevent staff from completing those parts of the assessment about which staff is knowledgeable. The School Safety Specialist may also make a determination of risk based on information received from law enforcement agencies, court personnel, mental health professionals, human services, or other agency partners.

Families will be notified when a threat assessment is being conducted, or as soon as possible after such assessment has been conducted, regarding their student. Applicable records of student behavioral threat assessments shall be provided to families upon request. Students and families may be required to participate in the development of a monitoring and safety plan and comply with such plans.

HOPE Scholarship

Section 1002.40, Florida Statutes, was established during the 2018-2019 legislative session and provides the parent/guardian of a public-school student who was subjected to an incident of bullying or violence (a complete list of incidents is found in section 1002.40(3), F.S.), an opportunity to transfer to another public school, or request a scholarship for the student to enroll in and attend a participating private school. The law states in part, "Upon receipt of a report of an incident, the school principal, or his or her designee, shall provide a copy of the report to the parent/guardian and investigate the incident to determine if the incident must be reported as required by s. 1006.09(6). Within 24 hours after receipt of the report, the principal or his or her designee shall provide a copy of the report to the parent/guardian of the alleged offender and to the superintendent. Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the school district shall notify the parent/guardian of the program and offer the parent/guardian an opportunity to enroll his or her student in another public school that has capacity or to request and receive a scholarship to attend an eligible private school, subject to available funding." Please go to the FLDOE website for more detailed information.

EXTRACURRICULAR ACTIVITIES

Each District School Board establishes and publishes eligibility standards for extracurricular activities in its Code of Student Conduct. Per F.S. 1006.195(1)(a), the following applies to all students participating in an interscholastic program sponsored by Jefferson County Schools. The district has established, through its Code of Student Conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and interscholastic extracurricular activities.

Extracurricular activities are offered in order to extend learning beyond the normal school day. These activities are supplemental to the school's core curriculum and are privileges, not rights. This includes participation in and/or spectator attendance at any extracurricular activity or event. Students are expected to behave appropriately at all times while participating in or attending these activities. All school and district rules and regulations are in effect during any extracurricular activity, whether held on or away from campus. In addition to any other disciplinary consequences as a result of misbehavior, the principal/designee may revoke student participation in or attendance at extracurricular activities. *[F.S. 1002.20(18)].*

1. Participation in a school sponsored extracurricular activity or sport is a privilege. These activities are important components of our total educational program. Successful participation in school sponsored extracurricular activities requires a higher level of commitment, energy, and maturity.

2. It is the goal of Jefferson K12 to expect a high standard of excellence from students involved in these activities. Participating students represent our district in our neighborhoods, our communities, our state, and our nation.

The standard of behavior should be one that exhibits pride, politeness, and responsibility. Parents/guardians and students should discuss the impact of the extra time, energy, and maturity required to participate and the eligibility rules a student must follow to remain qualified for such activities.

Eligibility and Compliance

- A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester. All high school level courses must be counted towards the student's cumulative GPA, including those taken before the student entered high school.
- A student's academic eligibility is determined by his/her GPA on the first day of each semester. A student's academic eligibility cannot change during the semester. Any coursework completed throughout the semester will be calculated into the GPA at the conclusion of the semester.
- An academic performance contract provides a student in tenth grade with the opportunity to gain eligibility for one semester without needing a cumulative 2.0, should the student meet all of the requirements of the contract.
- A student cannot be academically eligible if he/she has not attended school and received grades for all courses taken during the previous two consecutive full semesters. For additional academic questions, please contact the Athletic Director at the student's school of participation.
- A middle/junior high student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester.
- A non-traditional student is a student who does not physically attend the school at which he/she desires to participate in athletics. Florida Statutes and FHSAA Bylaws permit a non-traditional student to participate based on his/her non-traditional type. These include home education, charter school, district-approved special or alternative school, non-member private school and FLVS Full-Time Public Program students.
- A special or alternative school student may only participate for another school if his/her special or alternative school is operated by the school district and offers NO athletic program. The special or alternative school must also be authorized by the district superintendent each year.
- A private school student may only participate for another school if his/her private school is not a member of the FHSAA, does NOT offer the sport in which he/she wishes to participate and has an enrollment of 125 students or fewer in the corresponding grade levels.
- A Florida Virtual School (FLVS) student must be enrolled in the full-time public program. Students enrolled in this program are diploma-seeking. A student enrolled in the FLVS Flex program is considered home education and must be registered as such.
- A transfer student who has not participated in school-sponsored activities on or after the official start date of that sport season may seek to immediately join a team, provided the roster has not reached the identified maximum size and the coach determines that the student has the requisite skill and ability to

participate.

- Students who are suspended or expelled from school may not participate until the suspension or expulsion period is completed
- Physical Evaluation (EL2) and Consent and Release from Liability Certificate (EL3)

CHEATING (ACADEMIC HONESTY)

The School District of Jefferson County strongly believes that academic honesty must be practiced by all its students. In accordance with the school district's mission to provide an innovative educational environment that allows and inspires success for everyone. Students are expected to act as responsible individuals, to conduct themselves with honesty and integrity both personally and academically, and to respect the rights of others.

The school board considers these standards to be essential to its academic mission. Cheating is wrong. Instances of cheating, in any form, will be considered a critical breach of character and integrity as well as a serious violation of the *Code of Student Conduct* punishable by measures outlined in the "*Discipline Matrix*". Parents shall be notified of all instances of cheating.

CLOSED CAMPUS

Students are not permitted to leave school grounds during lunch unless they have permission from the principal. Students are not permitted to order food for delivery to the school unless they have specific permission from the principal.

DIRECTORY INFORMATION

Directory information is information about a student that the school board, under Family Educational Rights and Privacy Act (FERPA), is allowed to release. The district shall make available, upon request, certain information known as "directory information" without prior permission of the parent/guardian and/or the adult student.

Directory information includes a student's name, photograph, address, telephone number (if it is a listed number), date of birth, participation in officially recognized activities and sports, height and weight (if a member of an athletic team), dates of attendance, degrees and awards received, most recent educational institution attended by student, photographs, grade level, and email address.

If parents or adult students do not wish to have information released, they must indicate this to the school by providing a written statement or by signing the appropriate area on the "Parent/Guardian Consent Form" which is given to each student at the beginning of each year or at the time of registration. The written statement or the "Parent/Guardian Consent Form" must be returned within two (2) weeks of the first day of the school year or entry into the school system.

DRESS CODE

It is expected that students **will** wear the following:

- Clothing and hairstyles which are not harmful, disruptive, or hazardous to health or safety;

- Appropriate undergarments at all times. Undergarments are to remain unexposed;
- Footwear which is appropriate to activities and conditions;
- Any clothing deemed appropriate by the individual school’s dress code policy.

It is also expected that students **will not** wear the following:

- Hats, caps, headgear (including hoodies) or sunglasses (except at authorized athletic practices or activities) is prohibited. There may be certain exceptions for medical conditions and physical education classes held outside. The principal will determine these exceptions. [F.S. 1001.43(1)(b)];
- Apparel, emblems, insignias, badges, or symbols that display obscenities, are sexually suggestive, or which promote or advertise the use of tobacco products, alcohol, drugs, violence or other illegal activities;
- Apparel or symbols which are offensive to any specific group or which are identified with gang, secret society, or cult involvement;
- Any articles of clothing or jewelry that could likely cause injury or disruption, such as but not limited to, inappropriate tattoos, a spiked bracelet that could be used as a weapon, decorative chains and/or piercings which are designed or worn in a fashion that could easily cause injury

Any student who violates the dress policy is subject to specified disciplinary actions prescribed by Florida law. Please review the “*Discipline Matrix*” in this document for additional details.

Bottoms	Tops	Shoes
- Jeans - Black or Tan Khakis Must be of appropriate length	- Solid color shirt with a collar - Jefferson County spirit t-shirt Must fully cover the midriff and breasts	- Closed-toe shoes with a back

Florida Statutory Requirements for Student Dress

In the 2011 Legislative Sessions, Florida’s Legislature passed, and Governor Scott signed into law, changes to sections 1006.07 and 1006.15 Florida Statute requirements for district Codes of Student Conduct (commonly known as the Baggy Pants Bill). In these sections are new school board requirements to include in the code of conduct, “an explanation of the responsibilities of each student with regard to appropriate dress, respect for self and others, and the role that appropriate dress and respect for self and others has on an orderly learning environment.” This law provides penalties for students who wear clothing that exposes underwear or body parts in an indecent or vulgar manner. Lastly, the law includes adherence to the Dress Code and Code of Student Conduct as a condition for participation in extracurricular activities.

Note: The principal or the principal’s designee has the final authority for interpreting whether a student’s apparel conforms to the dress code. When it is determined that a student’s clothing does not comply with the dress code, or is disruptive or inappropriate, a parent/guardian may be asked to bring an appropriate change of clothes to school, or a student may be sent home to change clothes.

Note: The principal may modify the dress code for extra-curricular school functions.
 Florida Statutes 1001.43, 1006.07

DRUGS AND ALCOHOL

The use or sale of illicit drugs and the possession and use of alcohol is wrong, harmful, and illegal. Please see the “*Definition of Infractions*” and the “*Discipline Matrix*” for more information.

Florida Statutes 1001.43, 1006.07

CELL PHONES AND ELECTRONIC DEVICES

Inappropriate 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, however, devices may only be used in approved areas and students must comply with the directives of school/district staff regarding when and where electronic devices may be used.

Cell phone conversations and video recordings during the school day are prohibited unless under the supervision of staff/school personnel.

Students are prohibited from using wireless communication devices during instructional time. Teachers are authorized to withhold a student's wireless communications device (CS/HB 379)

- Jefferson County Schools is not responsible under any circumstances for the loss, destruction, damage, and/or theft of wireless communication or electronic devices or any communication bill associated with the authorized or unauthorized use of the wireless communication devices.
- The misuse of a wireless communication or electronic device may result in the imposition of disciplinary action by the school and/or criminal penalties if the device is used in a criminal act. Misuse may also result in the confiscation of the device.

Digital Citizenship

In providing a safe, secure, technologically rich learning environment, Jefferson K12s expects students to demonstrate appropriate and responsible behavior regarding technology. Digital citizenship, as this is defined, extends from cyberbullying to information literacy. It provides a guide for navigating the web intelligently and making appropriate decisions when online. The information below is meant to educate parents/guardians and students in the various aspects of digital citizenship.

Social Media Disruption (SMD):

This section was added to assist schools in addressing the increasing volume of disruptions and behavioral offenses related to the use of social media.

- SMD is defined as the intentional use of digital devices such as cell phones, computers, tablets etc. to send, post, or share negative/harmful content that creates an adverse impact on a school's learning environment. Negative/harmful content can in turn cause discomfort or humiliation, or unreasonably interfere with the school's ability to maintain routine safety and order on campus.
- This offense includes the transmission of negative/harmful content regardless of who the initial recorder was; i.e. if a student is sent the information and then in turn sends out the same information, they too are held accountable.
- This offense includes the intentional posting or sharing of messaging that is insensitive, inappropriate, harmful, and/or slanderous to individuals and/or to groups.
- This offense is not dependent upon the subject(s) awareness of being recorded. Negative/harmful content includes, but is not limited to:

- School fights
- Bathroom incidents
- Vaping/smoking
- Hazing
- Intentionally creating a disturbance
- Destruction of property
- Sexual conduct

Electronic Devices Safety, Services, and Acceptable Use

Jefferson K12 is committed to developing a technologically relevant and engaging learning environment for all students by providing them with the opportunity to develop collaboration, innovation, communication skills, and tools that are essential to both life and work in the 21st Century.

This policy outlines the limited educational purpose of the Internet as an educational tool, measures taken in protecting children from exposure to harmful content, the limitations of content filtering, and outlines a code of conduct for appropriate network usage.

This policy also outlines the responsibilities and limited rights that students have when connecting to the district network. When personal devices are used on school board property, users lose any expectation of privacy in the content of their files on the device during investigations related to inappropriate use of the device. Moreover, the owner of a personal device bears all responsibility and assumes all risk for loss, damage or misuse of said property while it is on Board property.

As required by law and by rules of the State Board of Education, Jefferson K12:

Prohibits devices using district-owned computer servers and district-owned devices from accessing any website, web application, or software that does not have an Internet safety policy that addresses all of the following:

- a. Access by minors to inappropriate subject matter and harmful materials on the Internet and measures restricting minors' access to such subject matter and materials.
- b. The safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications.
- c. Unauthorized access by minors to data or information, including so-called "hacking," and other unlawful online activities by minors.
- d. Unauthorized disclosure, use, or dissemination of minors' personal information.

The Jefferson County School District provides the filtering of Internet websites so that a student device cannot connect to social media sites using district-owned computer servers.

The Jefferson County School District prohibits the use of the TikTok platform or any successor application or service on district-owned devices or as a platform to communicate or promote any district school, school-sponsored club, extracurricular organization, or athletic team.

Students in grades 6 through 12 will be provided education on the social, emotional, and physical effects of social media. This component includes, but is limited to, the negative effects of social media on mental health, including addiction; the distribution of misinformation on social media; how social media manipulates

behavior; the permanency of material shared online; how to maintain personal security and identify cyberbullying, predatory behavior, and human trafficking online; and how to report suspicious behavior online.

****STUDENTS BEWARE!****

Taking, sending, forwarding or receiving pictures of a sexual nature via an electronic device is against the law and could get a student into serious trouble, not only in school, but with the law as well. If a student forwards such a picture of someone (even himself/herself), that student could face pornography charges. Students must report receiving pornographic materials to the school's administration.

Florida Statute 1006.07

FALSE ACCUSATION

Any student found to have intentionally and maliciously made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff may be subject to expulsion.

Florida Statutes 790.162; 790.163; 1006.13(5)

GANGS AND SECRET SOCIETIES PROHIBITED

Gangs and secret societies are prohibited.

- Gangs are defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts. Gangs have an identifiable name or identifying sign or symbol, and members individually or collectively engage in a pattern of criminal activity.
- A secret society is defined as a fraternity, sorority, or other organization whose active membership is composed in whole or in part of students enrolled in any public school. Membership in a secret society is based on the decision of its members rather than on the right of any student who is qualified by the rules of the school to be a member. This does not prevent the establishment of an organization fostered and promoted by school authorities or approved and accepted by school authorities.
- Any student wearing, carrying, or displaying gang or secret society paraphernalia, or exhibiting behavior or gestures which symbolize gang or secret society membership or causing and/or participating in activities which intimidate or affect the attendance of another student, may be suspended from school and recommended for expulsion.

Florida Statute 1006.14

GRADUATION AND PROMOTION CEREMONIES

Completing all required courses, having the appropriate grade point average, and receiving passing scores on all required tests gives the student the right to receive a high school diploma. However, participation in graduation and promotion ceremonies and activities is a privilege, not a right that is automatically afforded to students. If, 30 school days or less before graduation, a student commits an infraction as listed in the *Code Student of Conduct* which results in five or more days of out-of-school suspension, graduation activities and participation in the graduation ceremony (commencement) may be withheld. The graduation ceremony (commencement exercises) will include only those students who have successfully completed requirements for a standard high school diploma or a certificate of completion for graduation as certified by the high school principal. A qualified student may be denied participation in the ceremony of graduation when personal conduct so warrants. It is at

the principal's discretion to determine whether a student earned the privilege to participate in graduation or promotion ceremonies.

GRIEVANCE PROCEDURES **(DISCRIMINATION AND UNLAWFUL HARASSMENT)**

The student grievance procedure is solely limited to discrimination and unlawful harassment complaints. All education programs, activities, and opportunities offered by the District are available without discrimination on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes"). In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

The principal may designate other persons to act in this capacity on his/her behalf as the demands of the institution dictate. Nevertheless, all written grievances may be properly directed to the principal of the institution alleged to be in violation of Title IX of the Florida Education Equity Act.

Note: The student grievance procedure does not apply to the appeal of school disciplinary actions, unless the student asserts that the disciplinary sanctions are the result of discrimination/harassment.

Reprisals or retaliation for reporting discrimination/harassment will not be tolerated and will be regarded as threats or intimidation as defined in this document.

The following steps shall be followed if a student feels that he/she has experienced discrimination/harassment at school:

- **Step 1** - A student should first take the complaint to the person(s) and/or appropriate school official involved and try to solve the problem informally. If this does not work, then s/he may go on to the next step. The student may begin the process at the third step if desired.
- **Step 2** - A formal complaint, either orally or in writing, may be filed with the Principal. This complaint should be filed within thirty (30) calendar days after the conduct occurs. All formal complaints must include the following information to the extent it is available: The identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the complainant. If this report is made to the Principal, the Principal must report the complaint to the Compliance Officer and Superintendent within two (2) school days. The investigation must also be initiated within two (2) school days. The investigation should be concluded within fifteen (15) school days. The parent/guardian will be informed of the outcome in writing within five (5) days after the conclusion of the investigation.
- **Step 3** - If a student does not agree with the principal's decision, within seven days of receiving the decision the student's parent/guardian may send another harassment grievance, just as in Step 2, to the Compliance Officer or Superintendent. A copy of the grievance will be provided to the principal. A review of the investigation in Step Two will be reviewed and/or a new investigation will be initiated within two (2) school days. The investigation should be concluded within fifteen (15) school days. The parent/guardian will be informed of the outcome in writing within five (5) days after the conclusion of the investigation.

The Board's Compliance Officer shall maintain all such written complaints, as well as the written response/resolution to such complaints.

Florida Statute 1000.05; 34 C.F.R. 108.9. Titles VI, VII, and IX of the Civil Rights Act 1964 Section 504 of the Education Amendments of 1972 Americans with Disabilities Act, Public Law 101-336

LIMITED ENGLISH PROFICIENT STUDENTS

Students, whose native language is other than English, maintain the right of appropriate use of their native language without being subjected to disciplinary action.

At parent request, communications, both written and verbal from the school or district office, will be translated into the native language when appropriate and feasible.

Florida Statutes 1001.41; 1001.42 S

LOST AND/OR DAMAGED BOOKS, SUPPLIES, AND TECHNOLOGY

Parents and students are financially responsible for lost, damaged, or destroyed books, supplies, and district issued technology.

MEDICATION MISUSE

The School District of Jefferson County recognizes that a student may have an illness that does not prevent his/her attending school but which does require an FDA approved medication prescribed by a licensed medical physician. Medications, dietary supplements, vitamins, and/or treatments including inhalers should be given by parents at home, except when, in a physician's opinion, it is deemed vital that the medication be given during school hours. Medications taken during the school day must be dispensed by the school nurse or designee in the student health center.

Over-the-counter (non-prescription) medications such as aspirin or Tylenol, will be dispensed by the school nurse (or designee) with a written letter from the parent. Medications shall not be carried on a student's person in school with the exception of Epi-Pens, asthma inhalers, and pancreatic enzymes and only after a separate completed signed authorization form has been approved.

A parent must provide the letter and the medication to the school nurse in order for the school nurse to administer as such.

Furthermore, no student is allowed to provide or sell any type of medication to another student. Possession and/or use of aerosols on school property or school events are strictly prohibited. The misuse of common products with the sole purpose of imitating the effects of a licit or an illicit drug (legal or illegal) will be dealt with as a drug related offense. See the "*Definition of Infractions*" and the "*Discipline Matrix*" for more information.

Florida Statutes 1002.2; 1006.062

MISUSE OF COMMON PRODUCTS

The use or possession of common products known to be alternatives to illicit drugs with the sole purpose of imitating the effects of a licit or an illicit drug (legal or illegal) will be dealt with as a drug-related offense. Examples of these products are bath salts, Spice, K2, herbal incense, potpourri and other common products that are known through law enforcement to mirror the effects of a licit or illicit drug.

In addition, any misuse of over-the-counter products (such as hand sanitizer, energy drinks, etc.) will be dealt

with as a drug-related offense.

Possession and/or use of aerosols on school property or at school events are strictly prohibited.

NETWORK AND INTERNET RULES, SAFETY AND USE AGREEMENT

The school board policies support and help protect all students as outlined under the Federal Children's Internet Protection Act. District computers, networks, and Internet connections shall be used only for purposes related to the schools and the performance of the employee's jobs. No personal use of any kind is permitted. Access to the network is a privilege and not a right, and the privilege may be revoked at any time if a student makes inappropriate use of the network.

Student Responsibilities

1. All web pages created by students on the district's computer system will be subject to treatment as district-sponsored publications. Accordingly, the district reserves the right to exercise control over such publications.
2. Damage caused by intentional misuse of equipment will be charged to the user.
3. Users are responsible for safeguarding their own passwords.
4. Any use of the network for product advertisement, political lobbying, or non-secular promotion is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the network.
6. Malicious use of the network to write programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
7. Hate mail, harassment, discriminatory remarks, profanity, obscenity, or language which may be offensive to another are prohibited on the network.
8. Users are responsible for keeping non-approved software of any kind from entering the local area network.
9. All student Internet connections must be monitored by a teacher, technology facilitator, or administrator.
10. The Jefferson County School District will not be responsible for any damages suffered through the loss of data. The school district is also not responsible for the accuracy or quality of information obtained through the Internet.
11. Students must sign the Internet agreement which is contained on the Student/Parent Acknowledgement Form. Failure to return the signed agreement does not release the student from the responsibilities outlined for the use of technology resources.
12. E-mail is not a confidential medium. It can be reviewed by others and should be used only for legitimate educational purposes. E-mail will be monitored and there is no guarantee of privacy when using any school technology.
13. Users will not transmit confidential information concerning students or others over systems

not designated for that use, and will use care to protect against negligent disclosure of such information.

14. Network accounts are to be used only by the proper authorized owner of the account.
15. All communications and information accessible via the network should be assumed to be public record.
16. Users shall maintain the integrity of the district network. The user is responsible to report all violations. The user is also responsible for making sure all e-mail/web pages sent or received by him/her do not contain pornographic material, computer viruses, or files that are potentially dangerous. The user must immediately report any suspected or potentially dangerous misuse to his/her teacher.

OFF CAMPUS FELONIES

In accordance with Section 1006.09(2), Florida Statutes, suspension proceedings may be initiated against a student who is formally charged with a felony for an incident that allegedly occurred on property other than public school property. If, in an administrative hearing, the incident is shown to have an adverse impact on the educational program, discipline, or welfare of the school, the student may be suspended until the disposition of his or her case by the courts. As a result of such a hearing, the student may be suspended for longer than 10 days; however, such a suspension that exceeds 10 days shall not affect the delivery of educational services to the student and the student shall be immediately enrolled in a daytime or evening alternative education program where appropriate. If the court finds that the student did commit the felony, the school board shall have the authority to expel the student.

Florida Statute 1006.09

POSSESSION OF MEDICATIONS

Students are not permitted to have medications in their possession (prescribed and over-the-counter) with the exception of lip balm. Other exceptions are Epi-Pens, asthma inhalers and pancreatic enzymes, but only after a separate completed signed authorization form has been approved.

PROHIBITION OF DATING VIOLENCE

All students should have an educational setting that is safe, secure, and free from dating violence or abuse of any kind. Dating violence by any student is prohibited on school property, during any school-related or school-sponsored program or activity or during school-sponsored transportation

Definition: Teen dating violence is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.

Any student who is the victim of dating violence (or who witnesses it) should report it immediately to the school's administration. Reprisals or retaliation for reporting dating violence will not be tolerated and will be regarded as threats or intimidation as defined in this document.

Florida Statutes 1003.42; 1006.148

PROHIBITION OF FIREARMS

In accordance with Section 18 U.S.C. 921, please note the following as it pertains to the *Code of Student Conduct* for elementary and secondary schools: "Notice that any student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, 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 no less than one (1) full year and referred for criminal prosecution."

18 U.S.C. s. 921
Florida Statutes 1006.07(2)(j)(g); 1006.07(2)(f); 1006.13

PROHIBITION OF SEXUAL HARASSMENT

The school board prohibits harassment of any student on the race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes").

Specific Prohibition

It is sexual harassment for a student to subject another student, employee or non-employee volunteer to, or be the subject of, any unwelcome conduct of a sexual nature from another student, employee, or non- employee volunteer. Students who engage in such conduct shall be subject to disciplinary action as described in the district *Code of Student Conduct*.

Procedures

Any student who alleges sexual harassment by another student, employee, or non-employee volunteer may use the Student Grievance Procedure or may complain directly to the building principal, the Director of Student Services, or the Superintendent. See "*Grievance Procedures*" for more information.

Reprisals or retaliation for reporting sexual harassment will not be tolerated and will be regarded as threats or intimidation as defined in this document. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the school board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

Disciplinary Action

A substantiated charge of sexual harassment on the part of a student shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the "*Discipline Matrix*" which is located in the *Code of Student Conduct*.

Florida Statute 1006.07(2)(j)

PUBLIC DISPLAY OF AFFECTION

Students are expected to display appropriate and respectful interpersonal physical contact at all times. Excessive interpersonal contact or inappropriate displays of affection may result in disciplinary action.

REPORTING SUSPICIOUS ACTIVITY

Any suspicious activity seen on or near a campus by a known or unknown person should be promptly reported to the SRO or a school administrator.

SCHOOL BUS SAFETY RULES

Safety – Our First Concern

These rules have been developed to promote the safety of all students who have been granted the privilege of riding a School District of Jefferson County school bus. Failure to comply with these rules could result in the permanent loss of riding privileges and suspension and/or expulsion from the bus and/or school. Students may be video-taped while riding the bus. Viewing of any recordings are subject to school board policy.

In addition to following the *Code of Student Conduct*, there are additional bus safety rules that must be followed in order to help ensure a safe ride on the school bus.

Bus Stops

Students will conduct themselves in an appropriate, safe, and courteous manner while at the school bus stop. Parents are responsible for the safe travel of their students when the students are not under the custody and control of the school district, including during each trip to and from home and at the assigned bus stop. Parents are also responsible for ensuring their students comply with the district *Code of Student Conduct* while at school bus stops and parents must provide necessary supervision during times when the student is not on the bus.

1. Students should be at their assigned bus stops five (5) minutes prior to the scheduled arrival time of the bus.
2. Students who must cross the road before boarding or after leaving the bus must do so only in front of the bus and only after receiving a clear signal from the driver.
3. Students must stand well off the roadway while waiting for the bus. They should not attempt to enter the bus until it is completely stopped and the door opens. Students should enter in an orderly manner.

Permission to Ride an Alternate Bus

Students must get on and off the bus at their designated stops. Permission to ride an alternate bus in extreme emergency situations must be approved by the principal or designee or the Director of Transportation.

Students Are Expected to:

- Keep heads, arms and legs inside the bus, and to themselves;
- Remain seated except when entering or exiting the bus and face the front at all times;
- Use appropriate language;
- Speak in a quiet or normal tone of voice;
- Be silent at railroad crossings;
- Wear seat belts if provided;
- Have only articles that can be carried on the student's lap, without interfering with seating, aisles, or emergency exits, are permitted on the bus; and
- Follow bus rules pertaining to electronic devices.

Note: Electronic devices are those which provide communication by text, word, voice or picture such as cell phones, palm pilots, iPod, iPad, thumb drives, game machines, and laptop computers.

Student are Expected to Refrain from:

In addition to behaviors governed by the *Code of Student Conduct*, other specific behaviors that are prohibited and that may result in a bus referral include, but are not limited to the following:

- Making excessive noise;
- Throwing objects;
- Committing vandalism;
- Showing disrespect;
- Disobeying the bus driver or aide;
- Pushing, shoving, or engaging in horseplay;
- Delaying the bus schedule;
- Sitting in any seat but the assigned one;
- Drinking or eating on the bus;
- Putting head/arms out of the window;
- Getting on/off at the wrong stop;
- Standing in the seat;
- Using inappropriate language;
- Bringing firearms, fireworks, knives, animals (dead or alive), glass containers, skateboards, rollerblades, mace, tasers, laser pens, alcohol, tobacco products, drugs, batons, bats, basketballs, balloons, large flags, large band instruments, food or drinks (except lunches), and/or any other objects that could be used to inflict bodily injury; and/or
- Fighting, engaging in rough housing, making loud noises, and/or displaying behavior that is distracting to the driver.

Safety is the FIRST consideration on the bus; therefore, use of electronic devices is permitted as long as it does not interfere with the safety of the bus as determined by the driver.

Florida Statutes 1006.07(i); 1006.10

SCHOOL RESOURCE OFFICERS

School Resource Officers (SROs) are employees of the Jefferson County Sheriff's Office. As sworn law enforcement officers, the SROs work with the school administration and staff to maintain a safe and lawful environment for all students and staff. Since SROs are governed by state statute, they cannot, by law, ignore any criminal acts that may come to their attention and as such are required to respond appropriately within the law.

Florida Statute 1006.12

SOCIAL MEDIA CAUTION

Students who use social media or cellular devices (Twitter, Facebook, Instagram, texting, etc.), after school hours, may face disciplinary consequences related to cyberbullying whether or not the communication disrupts the school day.

STUDENT RECORDS

Access to student records shall be governed by State and Federal laws and procedures. Records may be in a variety of formats including print, computer media, audio tape and video tape. Student records shall be available only to students and their parents, adult students, designated school officials and personnel, other persons as the parent or adult student authorizes in writing, a court of competent jurisdiction or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

With regard to records, if a student is eighteen (18) years of age or older, permission, consent, and rights given to the parents shall be given to the adult student only, unless the adult student is a dependent adult student as defined

in federal law. The school district may, in this instance, disclose personally identifiable information from the education records to parents or guardians without the prior consent of the dependent adult student.

Florida Statute 1002.22

F.A.C. 6A-1.0955

TOBACCO PRODUCTS VIOLATION

It is prohibited for a student to possess, use, sell, store, or distribute cigarettes (including “E” or vapor cigarettes or the like), cigars, snuff, dip, pipe tobacco, chewing tobacco, tobacco-free cigarettes, or incendiary devices on school property including but not limited to school transportation. Students under the age of 21 will be referred to law enforcement.

Tobacco

It is unlawful for any person under 21 years of age to knowingly possess any tobacco product. Any person under 21 years of age who violates this subsection commits a noncriminal violation as provided in s. 775.08(3), punishable by:

(a) For a first violation, 16 hours of community service or, instead of community service, a \$25 fine. In addition, the person must attend a school-approved anti-tobacco program, if locally available; or (b) For a second or subsequent violation within 12 weeks after the first violation, a \$25 fine.

Any second or subsequent violation not within the 12-week period after the first violation is punishable as provided for a first violation. Florida Statute 569.11

Enforcement

The first violation will result in confiscation of tobacco products, tobacco-related devices, imitation tobacco products, or lighters; notification to parent(s); and at least one of the following:

- A. A student meeting and individual student assessment with a health educator or designated staff to discuss tobacco use and the school policy.
- B. Student participation in a tobacco education program.
- C. Provision of information to the student about available cessation programs and resources.

The second violation will result in confiscation of tobacco products, tobacco-related devices, imitation tobacco products, or lighters; notification to parent(s) and/or guardian(s); the provision of information to the student about available cessation programs; and at least one of the following:

- A. A student meeting and individual student assessment with a health educator or designated staff with parent(s) and/or guardian(s) to discuss tobacco use and school policy.
- B. Student participation in a tobacco education program.

The third and any subsequent violation will result in confiscation of tobacco products, tobacco-related devices, imitation tobacco products, or lighters; notification to parent(s) and/or guardian(s); the provision of information to the student about available cessation programs; student participation in a tobacco education program; and at least one of the following:

- A. A student meeting and individual student assessment with a health educator or designated staff with parents and/or guardians to discuss tobacco use; and

B. educational community service.

Florida Statutes 1003.02; 386.212

VICTIMIZATION

In accordance with Florida Statute 1006.13(6), any person who is attending public school and who has committed certain felony violations can be prohibited by the court before, at the time of adjudication, withholding of adjudication, or pleas, from attending the same school or riding the same school bus as the victim or the victim's siblings.

Florida Statute 1006.13(6)

DRIVING/PARKING ON CAMPUS

Parking on school property is a privilege and may be granted or revoked by the principal or principal's designee. Students are responsible for the care of your vehicle. Students must observe all safety rules and remain courteous and considerate of others. Weapons are always prohibited in vehicles at school and at all school events. The Board is not responsible for motor vehicles which are lost, stolen, or damaged.

Students parking vehicles on campus without authorization or who repeatedly violate campus-parking rules may have their parking privilege revoked. The presence of a vehicle on school property or at a school sponsored event implies consent by the student to a search of the vehicle upon reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Vehicles parked on school property or at a school sponsored event by a student are subject to search if school personnel have *reasonable suspicion* that illegal, prohibited, harmful items or substances, or stolen property may be contained therein.

Each student who parks a vehicle on a school campus is presumed to know what is contained in his/her vehicle and will be held accountable for any contraband, weapons, drugs, etc., which may be found in the vehicle.

The student parking section is to the right of the school (in front of pavilion 8).

Prior to driving to school, students must:

- Possess a valid driver's license
- Have proof of valid/current insurance
- Obtain a student parking pass

Please see the front office for parking pass information.

WARRANTLESS SEARCHES

School officials may conduct a warrantless search of a student's person, automobile, book bag, locker, or any other storage area on school property, if such officials have reasonable suspicion that illegal, prohibited, or harmful items or substances may be concealed on the student or hidden in such places.

School officials may also use metal detectors or specially trained animals in the course of searches. In addition, where alcohol use is suspected, students may be asked to submit to an oral swab test or portable breathalyzer test. Any student who refuses to cooperate shall be subject to school disciplinary action which may include a recommendation for expulsion.

A random search of students without specific cause may be conducted on school property, at school-sponsored activities away from school property, and at all other times when students are subject to the disciplinary control of school officials. Students, property and areas to be included in the search shall be determined on a documented,

completely random basis. Stationary or hand-held metal detectors may be used to assist in a random search for firearms and weapons. Specially trained animals may be used to assist in the random detection of weapons or illegal substances. Visitors, who elect to remain in the search area following notice, may be subject to the random search process. Such random searches may only be conducted by school officials subject to the administrative guidelines promulgated by the superintendent and applicable school board policies.

Florida Statute 1006.09(9)

WEAPONS

For purposes of this policy, weapons are defined in two categories: Weapons (Other) and Weapons Possession (Zero Tolerance). Zero Tolerance Weapons will be explored in the next section entitled “*Zero Tolerance Offenses*”. Weapons (Other) refers to the use/possession/transmittal of a weapon not classified as a zero tolerance weapon; however, are not permitted to be used/possessed/transmitted on district property.

The following items are classified under the Weapons (Other) category:

- Possession of a toy gun.
- Toys which resemble weapons, when used in a threatening manner.
- Knives – Possession of blunt-bladed table knives and common pocket knives not possessed with intent to inflict harm. A common pocket knife is defined as a folding knife with a blade measuring not greater than three (3) inches.
- Chains, including any chain not being used for the purpose for which it was normally intended that is capable of harming an individual.
- Pipe - any length of metal or other hard substance not being used for the purpose for which it was normally intended.
- Razorblades of any kind or similar instruments with a sharp cutting edge.
- Ice picks and other pointed instruments not possessed with intent to inflict harm.
- Nunchakus, Chinese stars not possessed with intent to inflict harm.
- Self-defense chemical spray/pepper spray - a mace device with the capacity to hold two (2) ounces or less of the chemical.
- Ammunition (not associated with or for use with a destructive device) and any component thereof, including but not limited to bullets, shotgun shells, bullet casings, magazines, or clips.
- Slingshot - a hand-held and hand-powered device consisting of a frame with attached rubber strap/straps, used for shooting objects.
- Possession of a BB gun.

Simulation of a Firearm or Weapon

Students may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. Wearing clothing that depicts a firearm, while simulating a firearm or weapon, is not grounds for discipline on its own merit, for disciplinary action. Simulating a firearm or weapon while playing includes, but is

not limited to the following: Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon, possessing a toy firearm or weapon that is 2 inches or less in overall length, possessing a firearm or weapon made of plastic snap-together building blocks, using a finger or hand to simulate a firearm or weapon, vocalizing an imaginary firearm or weapon, drawing a picture, or possessing an image of a firearm or weapon, using a pencil, pen, or other writing utensil to simulate a firearm or weapon.

Note: When assigning a disciplinary action, the principal or the principal's designee shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record, the student's attitude, the student's age and grade level, and the severity of the problem as it exists in that particular school. Repeated violations may warrant more severe disciplinary action.

Florida Statute 1006.07

ZERO TOLERANCE OFFENSES

Zero tolerance for school-related violent crime is part of a comprehensive approach to reducing school-related violent crime and for ensuring environments that promote learning and a high standard of student conduct.

Students who are determined by the principal to have committed a zero tolerance offense on school property, on school-sponsored transportation, or during school-sponsored activities, shall be recommended to the superintendent for expulsion.

The following list of offenses shall be considered zero tolerance:

- **Weapons Possession:** Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. Examples include: Possession of a firearm or knife with or without intent to use the weapon; Student or other wielding a knife, pocketknife, or other sharp or pointed implement as a weapon. Any student who is determined to have brought a firearm or weapon to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred to mental health services identified by the school district pursuant to s. 1012.584(4) and the criminal justice or juvenile justice system. Examples include: Possession of a firearm or knife and/or student or other using a knife, pocketknife, or other sharp or pointed implement to harm another.
- **Tear gas gun or chemical weapon or device:** Any weapon of such nature, except a device known as a self-defense chemical spray.
- **Threat (destructive device) or False Report (bomb/explosive device):** Any student who is determined to have made a threat or false report, as defined by s. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred for criminal prosecution and mental health services identified by the school district pursuant to s. 1012.584(4) for evaluation or treatment, when appropriate.
- **Threat (destructive device):** Threat to throw, project, place, or discharge any destructive device: It is unlawful for any person to threaten to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person.
- **False Report (bomb/explosive device):** It is unlawful for any person to make a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or weapon of mass destruction as defined in s. 790.166, or concerning the use of firearms in a violent manner against a person or persons.

- Destructive device: Any bomb, grenade, mine, rocket, missile, pipebomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage. This includes:
 - Any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled; any device declared a destructive device by the Bureau of Alcohol, Tobacco, and Firearms;
 - Any type of weapon which will, is designed to, or may readily be converted to expel a projectile by the action of any explosive and which has a barrel with a bore of one-half inch or more in diameter; and
 - Ammunition for such destructive devices, but not including shotgun shells or any other ammunition designed for use in a firearm other than a destructive device.
 - Explosive Items/Substances: Any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, and detonators; but not including: shotgun shells, cartridges, or ammunition for firearms; fireworks as defined in s. 791.01; smokeless propellant powder or small arms ammunition primers, if possessed, purchased, sold, transported, or used in compliance with s. 552.241; black powder in quantities not to exceed that authorized by chapter 552, or by any rules adopted thereunder by the Department of Financial Services, when used for, or intended to be used for, the manufacture of target and sporting ammunition or for use in muzzle-loading flint or percussion weapons.

The principal or the principal's designee shall notify a local law enforcement agency when a zero tolerance, violent crime has been committed. If the offense involves a victim, the victim and the victim's parents or legal guardian shall also be notified of the offense and of the victim's right to make a statement to law enforcement officials.

State Board Rule 6A-1.0404, Florida Administrative Code, provides for teachers and other school personnel to file charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school sponsored transportation, or during school sponsored activities.

Florida Statute 1006.13 SBER 6A-1.0404
Gun-Free School Act

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

The Jefferson K12 Student Services Department provides our schools with a MTSS framework and process to ensure students have an opportunity to receive multi-tiered instruction/interventions within the general education environment with fidelity. The district's framework incorporates a problem-solving process for ensuring that quality instruction, social learning, and school-wide positive behavior supports are delivered to ALL students. In addition, a multi-tiered system of supports allows schools to effectively identify students' unique challenges and behavioral concerns and to intervene and provide support as soon as possible.

Under the MTSS framework that all schools use, evidence-based or research-informed programs and/or strategies are designed to support their students' needs and promote a safe, supportive, and positive school environment where students are recognized and feel supported. The MTSS framework is aligned with the expectation that our school environments model and teach safety, respect, equity and responsibility for every member of the school

community through the **Collaborative for Academic, Social, Emotional, Learning (CASEL)** competencies of self-awareness, self-management, responsible decision-making, relationship skills, and social awareness as a part of everyday core instruction.

MTSS is a layered continuum. The layers increase in intensity from universal (every student), to targeted (some students), to intensive (few students). Every student has access to all of the layers of support as needed within the multi-tiered framework:

- Tier 1- Universal or primary approaches for ALL students that are preventative and include strategies that are used to teach social, emotional, and behavioral competencies. These strategies include explicit teaching of school expectations and assure that positive behavior is acknowledged, and corrective feedback is provided.
- Tier 2- Targeted Interventions to support students who are not responding to universal prevention strategies within a school-wide positive behavior program. Tier 2 supports and interventions are more specific and supplemental to Tier 1 and may narrow the focus of instruction and intervention or extend the time allotted for intervention.
- Tier 3- Individualized Interventions that are typically provided to a small percentage of students who require intensive levels of support to meet their needs. These supports and interventions are designed to help students overcome academic, behavioral and/or social barriers to learning.

Social Learning and MTSS

The Collaborative for Academic, Social, and Emotional Learning (CASEL) defines social learning as an integral part of education and human development. Social learning is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.

Social learning advances educational equity and excellence through authentic school-family-community partnerships to establish learning environments and experiences that feature trusting and collaborative relationships, rigorous and meaningful curriculum and instruction, and ongoing evaluation. Social learning can help address various forms of inequity and empower young people and adults to co-create thriving schools and contribute to safe, healthy, and just communities.

While cultivating the skills of social learning begin at home before students enter our schools, it must be purposefully nurtured and supplemented through safe, supportive and inclusive school and classroom environments. Beginning in Pre-K and continuing through high school graduation, collaboration between school personnel, family/guardian members, and community resources must create a network of support for fostering social competencies in young people as these skills are continually acquired through classroom instruction, school activities of all kinds, and support services. Social competencies are further supported by after school, extracurricular, and service-learning programs.

Using MTSS enables schools to proactively provide universal (Tier 1) supports and preventive interventions for all students and to customize interventions that address academic, social, emotional, and behavioral challenges for

students at-risk (Tier 2 interventions, which could include targeted small group and/or one-on-one social learning skills) and students with more intensive needs (Tier 3 interventions).

Social learning through the MTSS framework helps all stakeholders support the needs of the whole child. Systemic social learning strengthens the MTSS framework and continues to cultivate an environment where students and adults can thrive.

Positive Behavior Interventions & Supports

Positive Behavior Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. This proactive approach to student behavior creates school environments where all students can succeed regardless of the demographics of the school. The framework is divided into three tiers:

- ★ **Tier 1** includes the establishment of a universal, school-wide foundation of proactive support in order to prevent misbehaviors.
- ★ **Tier 2** includes the practices and systems to support students who are at risk for developing more serious problem behaviors before they start. These supports help students develop the skills necessary to benefit from the core programs (tier 1) at school.
- ★ **Tier 3** includes more intensive, individualized support to improve their behavioral and academic outcomes. At this level, schools rely on formal assessments to determine a student's need.

Tier 1 foundational systems (All) include:

- An established leadership team
- Regular meetings to discuss implementation and data
- A commitment statement for establishing a positive, school-wide social culture
- On-going use of data for decision-making
- An evaluation plan to determine the effectiveness of implementation

Tier 1 practices include:

- School-wide positive expectations and behaviors are taught
- Established classroom expectations aligned with school-wide expectations
- A continuum of procedures for encouraging expected behavior
- A continuum of procedures for discouraging problem behavior
- Procedures for encouraging school-family partnership

Tier 2 foundational systems (Some) include:

- An intervention team with a coordinator and administrator
- An intervention team with behavioral expertise

Tier 2 practices include:

- Increased instruction and practice with self-regulation and social skills
- Increased adult supervision
- Increased opportunities for positive reinforcement

- A behavior intervention team collects fidelity and outcome data
- An intervention teams screening process to identify students needing Tier 2 support
- Access to training and technical assistance
- Increased pre-corrections
- Increased focus on possible function of problem behaviors
- Increased access to academic supports

Tier 3 foundational systems include:

- A multi-disciplinary team
- Behavior support expertise
- Formal fidelity and outcome data are collected

Tier 3 practices include:

- Function-based assessments
- Wraparound supports from Student Supports Services
- Cultural and contextual fit

The District expects students to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority. In order to ensure proper implementation with fidelity, schools will be expected to integrate the following into their current behavior plan:

- Commitment from all staff for establishing a positive school-wide culture
- Build an established behavior leadership team
- Develop 3-5 School-Wide Expectations (matrix) that are explicitly taught, modeled, and practiced
- Rewards/Recognitions are based on School-wide Expectations
- Social Learning Practices
- Areas for student reflection/cool-down zone as well as student conferencing
- A system for proactively communicating with parents/guardians
- A focus on giving positive corrective feedback to students using positive framing

INTRODUCTION TO THE DISCIPLINE MATRIX

Students are expected to come to school prepared to learn and to participate in all learning activities. Any conduct which interferes with the orderly operation of a school and/or interferes with any student's ability to learn is considered inappropriate and may subject the student to disciplinary action.

The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals, or designee, have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he/she determines in his/her sole discretion that there are mitigating or aggravating circumstances.

In conjunction with the use of the chart, on-going educational and behavioral interventions are to be used to address student conduct concerns.

Possible school level educational and behavioral interventions include, but are not limited to, the following:

- | | |
|--|---|
| ✓ Phone Call Home | ✓ Assessment by School Social Worker |
| ✓ Conference with Student | ✓ Assessment by School Psychologist |
| ✓ Conference with Parent | ✓ Referral to an Alternative Program |
| ✓ Time Out | ✓ Referral to MTSS Process |
| ✓ Verbal Reprimand | ✓ Referral to the Student Support Team/Attendance Committee |
| ✓ Loss of Privileges | ✓ Restorative Practices |
| ✓ Guidance Counselor Referral | ✓ Social Circles |
| ✓ Student Contract (Behavioral/Attendance) | |
| ✓ Counseling Referral | |

When assigning a disciplinary action, the principal or the principal's designee shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record, the student's attitude, the student's age and grade level, and the severity of the problem as it exists in that particular school. Repeated violations may warrant more severe disciplinary action.

A student or parent may appeal to the principal for reconsideration of a disciplinary action; however, the principal has the authority of final review of any such appeal.

DISCIPLINE BY LEVELS

To establish reasonable consistency in the schools, a uniform Discipline Code has been developed. Definitions of terms used can be found in the Glossary. Consistent with the Code of Student Conduct, the **principal or designee is responsible for discipline** and determines the level of the behavior and its appropriate consequence. Schools and teachers may develop individual rules and disciplinary practices which supplement the Code but do not conflict with it. It is the intent of the JCSD that the principal or designee of each school has a reasonable degree of choice in determining the level of a student's behavior and the resulting consequences. The factors to consider include, but are not limited to:

- **Seriousness of offense**
- **Premeditation, impulse, or self-defense**
- **Age and/or disability**
- **Strength of evidence**

- **Cooperation/remorse**
- **Disciplinary history**

Behaviors and their consequences are divided into four levels. Each level represents progressively more serious misbehavior and consequences. School support staff and/or community resource agencies may be involved. Under the Individuals with Disabilities Education Act (IDEA), students who have been identified as educationally disabled and are receiving ESE services may be subject to alternative disciplinary guidelines.

Level 1 Discipline – School Wide Behavior Management

Level 1 offenses are minor acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. These offenses may be handled first by the teacher or other staff members involved. If additional action is necessary because of continued violation or other concerns, the student will be referred to the principal or designee for appropriate disciplinary action. The teacher or school administrator/designee, after review of the student's explanation, consultation with other persons involved, and further investigation (when needed), will determine appropriate disciplinary action consistent with this Code and will attempt to contact parents/guardians.

Level 2 Discipline

Level 2 offenses are intermediate acts of misconduct which require administrative intervention, including but not limited to, repeated minor misconduct and acts directed against persons or property but which do not seriously endanger the health or safety of others. After review of the student's explanation, consultation with other persons involved, and further investigation (when needed), the school administrator/designee will determine appropriate disciplinary action consistent with this Code and will attempt to contact parents/guardians.

Level 3 Discipline

Level 3 offenses are serious acts of misconduct, including but not limited to, repeated similar misbehavior; serious disruptions of the orderly conduct of school; threats to health, safety, or property; and other acts of serious misconduct. These offenses must be reported to the principal/designee and may result in immediate removal of the student from the school or extracurricular activities. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and will contact parents/guardians.

Level 4 Discipline

The most serious acts of misconduct are included in this level. They must be reported immediately to the principal/designee. These violations are so serious that they may require district administrators, outside agencies, and/or law enforcement. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and with contact parents. **Such acts may also result in criminal penalties being imposed.** The principal/designee may recommend the expulsion of any student who has committed a **serious breach of conduct.**

Students are expected to behave appropriately at school. Misbehavior that violates the rights of others, disrupts the school, or interferes with learning is not acceptable.

The Jefferson County Schools Discipline Plan groups violations into four levels--minor, intermediate, major, and severe. Each classification is followed by a disciplinary procedure which is to be implemented by the faculty, staff, and administration. The offenses listed are not all inclusive and a student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the principal.

The purpose of the Classroom Discipline Information is to document disciplinary actions taken by the classroom teacher when a student violates Jefferson High School Level 1 Offense and classroom rules/policies. In the event a student continues to break rules and regulations, a completed disciplinary referral will be written, and the student will be referred to an administrator who will issue the appropriate disciplinary action as outlined in the Jefferson County Schools Discipline Plan. The teacher will maintain Discipline Information on all their students. The teacher will document the behavior infraction, the date, and the type of disciplinary action taken at each step (a single incident may result in documentation of more than one offense).

1st Step: When a student fails to comply with the rules, the teacher will begin documenting the behavior and intervention used to correct the behavior. Consequences/Interventions may include withholding a privilege, seat change, time out in another teacher's room, etc. Parent contact will be made by the teacher and the Behavior Intervention Form will be submitted for documentation.

2nd Step: If misconduct continues, the teacher will take the necessary action to correct the behavior in accordance with the PBIS/Intervention process. Parent contact will be made by the teacher and the Behavior Intervention used will be entered into the Student Information System for documentation.

3rd Step: When misconduct continues, the teacher will complete a disciplinary referral and refer the student to administration.

Principals/Assistant principals/Deans and/or other authorized Administrators have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact parents/guardians will be made during the referral process. Due to privacy and confidentiality, parents/guardians may NOT view video evidence of inappropriate behavior(s).

BEHAVIORAL PROCEDURES

Administrative judgment, particularly at the lower K-12 grade levels, is needed in classifying offenses or behaviors into incident types. In making these classifications, age and developmentally appropriate behavior MUST be taken into consideration.

1. In all instances of disciplinary action,
 - a. the incident shall be investigated by the principal or designee,
 - b. a conference shall be held with the student,
 - c. due process procedures shall be followed,
 - d. and the parent/guardian will be notified.
2. When a student is suspended or recommended for expulsion or alternative placement, procedures for the recommended action as described in this Code of Student Conduct shall be followed. A complete written report of the incident and the action taken shall be maintained.

3. A student with an IEP/504 Plan cannot be suspended for greater than ten (10) cumulative school days within one school year and must have a Manifestation Determination Hearing.
4. Some infractions may result in arrest and charges being filed due to violation of the law as well as a violation of school rules.
5. Some specific infractions and consequences are detailed in this section of the Code of Student Conduct. It is realized that there will be instances of misconduct that may arise that will not be detailed in this document or in the school's handbook. Decisions regarding the consequences in such cases will be made based on the details of the information gathered in the investigation of the incident and the severity and seriousness of the misconduct.

In-School Suspension (ISS)

In-School Suspension is an alternative to out-of-school suspension that prevents a student from attending all or some classes for up to ten (10) school days at any one time. During the period of an In-School Suspension, the student is assigned to a self-contained alternative classroom on a Jefferson County School Board Site [F.S. 1003.01(5)(b)].

Conditions and Procedures:

- a. Schools shall not use continuous or multiple in-school suspensions to exclude a student with a disability from educational services. Services must be adhered to as outlined in the student's Individual Education Plan or 504 Accommodation Plan.
- b. The principal or designee may assign a student to an in-school suspension program on the basis of a discipline referral after hearing the student's defense and/or explanation of their conduct and giving the student an explanation of the reasons for and conditions of the in-school suspension.
- c. A student who fails to appear for in-school suspension may be assigned an additional amount of in-school suspension or be assigned a higher level of discipline, which may include out-of-school suspension.

ISS Rules and Expectations

1. Students will report on time and on the assigned day(s).
2. Students must turn in electronic devices/cell phones to the teacher upon entering ISS until the end of the day.
3. Students will bring books, pen/pencil, paper, and enough schoolwork to be on task and productive the entire time. Any student that fails to bring assigned work from their class may receive an additional day of ISS. This work should be assigned by each student's teacher.
4. Any student that fails to report on his/her assigned day by the start of 1st period may receive an additional disciplinary consequence that could include, but not limited to, lunch detention, ISS or OSS.
5. Students will not talk or otherwise disrupt the orderly climate of the setting.
6. Students will not be out of their assigned seats. (Absolutely no passes will be issued to classrooms, restrooms, etc.). If a student needs to use the restroom, they will be escorted to the restroom only during the first 15 minutes of each class period.

7. No form of sleeping will be allowed in ISS, this includes laying your head down, resting your head on your arm or hand, or sleeping. Students will comply with the above rules. Failure to do so will result in further disciplinary corrective action.

Principals/Assistant principals/ Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact parents/guardians will be made during the referral process. Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or designee to affect all situations as afforded by law.

Due to privacy and confidentiality, parents/guardians may NOT view video evidence of inappropriate behavior(s) unless all faces of students not belonging to the viewer's family are blurred or otherwise removed, and the video has not been entered into evidence with Law Enforcement Agencies.

Note: Any student that misbehaves or receives a referral in ISS will serve an extra day unless OSS is determined necessary.

Out of School Suspension (OSS)

The principal or administrative designee has the right to suspend a student from school for a serious act of misconduct. Students suspended out of school are **fully excluded and prohibited from attending any Jefferson County school or school sponsored activity, or coming upon the grounds of any school until the term of the expulsion is completed.** The procedure below shall be followed for suspension from school:

1. Students will receive oral and written notice of the charges and an explanation of the evidence against them. In a conference, students will have an opportunity to respond to the charges and to explain their behavior.
2. If the principal or designee determines there are sufficient grounds for suspension, then the student will be informed of the suspension from school and the length of time. Students will normally be suspended effective at the end of the school day and shall remain in ISS for the remainder of the day or until parent/guardian retrieval.
3. The principal or designee will make a good faith effort immediately to contact the parent/guardian by phone and will also send written notice. The notice will state the length of the suspension and the reasons for it.
4. If suspended, students will be released to their parents/guardians with a plan for missing class assignments.
5. In an emergency, the principal may temporarily suspend a student prior to a conference when the safety or health of students, staff, or other persons in the school may be threatened by the student's continued presence. When temporary suspension is necessary, the principal will inform the parent/guardian by the most rapid means, i.e., phone, etc. As soon as feasible under the circumstances, the principal will hold a conference with the student and parent/guardian. Following the conference, the principal may formally suspend the student; however, in no case shall the principal's temporary and/or formal suspensions exceed ten (10) days for the same offense.
6. *The principal or designee will follow the discipline procedures for students with disabilities.*

Bus Suspension

The principal or designee has the right to suspend a student from bus riding privileges for a period of time up to 10 (ten) days. Long-term suspension of bus privileges will be based on persistent misconduct which disrupts order on the bus and endangers the health, safety, or welfare of other students riding the bus, or on a single incident of conduct which shows reckless or willful disregard for the safety of the driver or others.

1. If students receive four (4) or more bus misconduct referrals within a school year, the principal may permanently suspend bus riding privileges. The parent/guardian will receive written notice of the principal's recommendation.
2. If bus privileges are being suspended for longer periods of time, the parent/guardian may appeal to the Superintendent requesting a board review. At such a point, the parent/guardian will be provided written notice of the schedule review.
3. The principal will follow the discipline procedures for students with disabilities.

Expulsion

Expulsion is the severest penalty the School Board may impose for a violation of the Code of Student Conduct. Expulsion is the removal of the right and obligation of a student to attend public school for a specified period of time, not to exceed the remainder of the current school year, the following school year, and any intervening summer school.

1. Expelled students are fully excluded and prohibited from attending any Jefferson County School, attending any school sponsored activity, or coming upon the grounds of any school until the term of the expulsion is completed.
2. A principal may recommend expulsion for a student who has previously attended the district alternative program, has returned to their regularly assigned school, and commits another infraction that would otherwise result in an assignment to the district alternative program.
3. Recommendations for expulsion shall be processed in accordance with the procedures adopted by the School Board and prescribed by law and administrative regulations of the State of Florida, for student expulsions.

Suspension and Expulsion of Students with Disabilities

For the purpose of this rule, students with disabilities shall mean those students evaluated and determined eligible for participation in an Exceptional Student Education Learning program, excluding gifted students.

An Individual Education Plan (I.E.P.) manifestation meeting shall be convened before the disabled student has been suspended for ten (10) cumulative school days in any school year. If that is not possible, an I.E.P. meeting shall be held any time before the end of the 10th day of suspension. At the I.E.P. meeting, the appropriateness of the student's placement must be reviewed and any appropriate changes should be made. The I.E.P. committee shall consider whether the student's misconduct is a manifestation of his/her disability.

If suspension from the school bus results in a student not attending school, the days shall also be considered for I.E.P. purposes as a suspension from school.

Expulsion of an identified student with a disability constitutes a change in placement, not an exclusion from educational services, and shall only occur when no relationship exists between the misconduct and the disabling condition. For this reason, the following procedures shall be followed in addition to those applying to students with disabilities:

1. Instances in which students with a disability engage in behavior that, under normal circumstances, could warrant expulsion shall be as described in the district *Code of Student Conduct*;
2. The IEP Team shall meet to determine whether the student's misconduct bears a relationship to the disability:
 - a. If the misbehavior is not due to the student's disability, the student may be disciplined in the same way as a student without a disability but the student must continue to receive educational services during the removal.
 - b. If the misbehavior is due to the student's disability and did not involve weapons, drugs, or serious bodily injury to the student or others, the school may return the student to their current placement or the school may choose to change the child's placement using the IEP team's regular change of placement procedures.
 - c. If the misbehavior is due to the student's disability and involves weapons, drugs, or serious bodily injury, the IEP team may determine an interim placement in an alternative educational setting is warranted and will refer the student to the Alternative Placement Committee.
 - d. If the misbehavior is due to the student's disability and the IEP Team or principal determines the student may be dangerous to themselves or others, school personnel will recommend an interim alternative placement to a hearing officer, the Director of Student Services, who makes the placement decision. This hearing will be conducted via an Alternative Placement Committee hearing.
3. The approved policies and procedures for conducting meetings and for providing procedural safeguards to parents and guardians of students with disabilities shall apply to the staffing and change of placement provisions consistent with SBER 6A-6.331.

The disabled student's parent or guardian shall be informed of these policies and procedures by notice in the district *Code of Student Conduct*, Notice of Procedural Safeguards for Parents of Students with Disabilities, and by informed notice for any change of placement resulting from this policy.

Florida Statutes 1003.01(3)(6)(5)(a); 1003.02(1)(c)(1); 1006.09 SBER 6A-1.0956; 6A-6.0331

Assignment to Jefferson County's Alternate School

Jefferson County's Alternate School is an alternative educational setting.

1. Students are eligible for the program under any of the following criteria:
 - a. Students have a history of disruptive behavior in school
 - b. Students have been referred to the office for major disciplinary reasons for which students have received at least two out-of-school suspensions. Students' discipline records for the most recent three (3) semesters will be considered for purposes of eligibility. Students' records in other school districts may be considered.
 - c. Students have committed an offense which would warrant expulsion from school according to the Code of Student Conduct.
2. Students who are returning from detention or a court-adjudicated commitment program have been evaluated by District personnel. Students will not be automatically assigned to Jefferson County's Alternate School

3. Upon the principal's recommendation for reassignment to Jefferson County's Alternate School district personnel will review all of students' pertinent records. If students are determined eligible, students will be reassigned effective on a specified date, and students' parents/guardians will be notified in writing of the reassignment.
4. Students' parents/guardians may request a hearing before the Board designated hearing agent on the reassignment. A request for hearing must be received in writing at the office of the Superintendent within ten (10) calendar days from students' parent/guardian's receipt of the notice of reassignment. Student assignments to Jefferson County's Alternate School shall be effective on the date specified, which may be before the date of the hearing.
5. **The principal or designee will follow the discipline procedures for students with disabilities in accordance with this Code of Student Conduct and as afforded by law. In lieu of suspension and/or expulsion the IEP team may recommend an Interim Alternative Educational Setting (IAES.) Parents/guardians will be given written notification of the IEP team's recommendation for a change in the student's Free and Appropriate Public Education (FAPE). District personnel will be notified of the IEP team's recommendation. For additional information, refer to "Discipline for Students with Disabilities."**
6. Assignments to Jefferson County's Alternate School are individually determined and may extend up to one full year. Transfers from Jefferson County's Alternate School will normally only occur at the end of a nine-week grading period or the end of the extended school year.
7. Per JCSB Alternative Placement procedures, when the student has demonstrated acceptable behavior, attendance, and academic progress while at the Accelerated School, the administrator will notify the receiving school. As a condition of returning to the receiving school, the student may be required to enter into a performance contract and be provided additional support to give the best opportunity for success moving forward.
8. A student may be assigned to an alternative placement if charged with a on or off campus felony.
9. Upon the assignment/placement in an alternative educational setting for disciplinary action, the student may not be permitted to participate or attend any activities (all athletic events, school programs, etc.) on any district school campus.

[Appendix A: Definition of Infractions](#)

[Appendix B: Discipline Matrix](#)

[Appendix C: School Bus Discipline Matrix](#)

[Appendix D: Technology Discipline Grid](#)

DEFINITION OF INFRACTIONS

When a student has committed an infraction, the misbehavior is to be classified according to the definition that best describes it. The consequence to be imposed is then determined by referring to the “*Discipline Matrix*”.

- **Affray** - Two or more persons voluntarily or by agreement who engage in any fight or use any blows or violence towards each other in an angry or quarrelsome manner in any public place to the disturbance of others. (Florida Statute 870.01)
- **Aggravated Battery (SESIR)** - A battery where the attacker intentionally or knowingly causes more serious injury such as: bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or where the attacker knew or should have known the victim was pregnant.
- **Aggravated Battery on Staff Member, Volunteer, or Law Enforcement Officer (SESIR)** - (physical attack/harm) A battery where the attacker intentionally or knowingly causes bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or where the attacker knew or should have known the victim was pregnant.
- **Alcohol (possession, use, or sale) (SESIR)** - Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug-related.
- **Arson (SESIR)** - To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, are to be reported as Arson [see “*Fire (Starting a Fire on Campus)*”].
- **Assault on Staff Member, Volunteer or School Resource Officer** - An intentional, unlawful threat by word or act to do violence to a school employee, coupled with apparent ability to do so, and which creates a well-founded fear that the violence is about to take place. Harassment and battery (simple) on a staff member, volunteer or school resource officer falls within this definition.
- **Battery, Simple** - The actual and intentional touching or striking of another person against his/her will, or intentionally causing bodily harm to an individual. The individual does not fight back. The injury caused does not require medical attention. Includes intentionally heaving/expelling bodily fluids on a person or surface for the purposes of contamination or perceived contamination.
- **Bullying (SESIR)** - Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying. ***A bullying investigation must be conducted and result in bullying substantiation in order for a behavior to be classified as bullying.*** See the “*Bullying, Harassment, and Hazing Prohibited*” section for more information.
- **Burglary (SESIR)** - Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
- **Bus Rules/Procedures Violation** - Engaging in conduct or behavior which interferes with the orderly, safe, and timely transportation of students.
- **Cell Phone Violation** - Not following the school-based policies and procedures in regards to the use of cell phones. These policies/procedures will be outlined in the school's student handbook.
- **Cheating, Major** - The inappropriate and deliberate distribution or use of information, notes, materials, or work of another person, used as your own, in the completion of a standardized test, benchmark, or diagnostic exam.
- **Cheating, Minor** - The inappropriate and deliberate distribution or use of information, notes, materials, or work of another person, used as your own, in the completion of an academic exam, test, or assignment.
- **Classroom Disruption, minor** - Committing any act that disrupts the learning environment of the classroom.
- **Classroom Disruption, major** - Disruptive behavior that requires SRO intervention, causes a safety issue or forces the evacuation of a classroom.
- **Destructive device (zero tolerance)** - Any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device

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containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage. This includes:

- Any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled; any device declared a destructive device by the Bureau of Alcohol, Tobacco, and Firearms;
 - Any type of weapon which will, is designed to, or may readily be converted to expel a projectile by the action of any explosive and which has a barrel with a bore of one-half inch or more in diameter; and
 - Ammunition for such destructive devices, but not including shotgun shells or any other ammunition designed for use in a firearm other than a destructive device.
- **Disrespect** - The use of words or acts, which demean, degrade, antagonize, or humiliate a person or group of persons.
 - **Disruption on Campus (Major) (SESIR)** - (Florida Statutes 871.01; 877.13) (major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)
 - **Disruption on Campus (Minor)** - Any act that disrupts the orderly conduct of any school function or event without law enforcement intervention and/or does not qualify for Disruption on Campus (Major). This is a campus wide or event disruption, not a classroom disruption.
 - **Dress Code Violation** - Failure to comply with the established dress code policy. (See “*Dress Code*” section for additional information on the dress code policy).
 - **Drug Sale/Distribution (SESIR)** - The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.
 - **Drug Use/Possession (SESIR)** - The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
 - **Drug Paraphernalia Possession/Sale (SESIR)** - See definition for “*Other Major*”.
 - **Explosive Items/Substances (zero tolerance)** - Any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, and detonators; but not including: shotgun shells, cartridges, or ammunition for firearms; fireworks as defined in s.791.01; smokeless propellant powder or small arms ammunition primers, if possessed, purchased, sold, transported, or used in compliance with s. 552.241; black powder in quantities not to exceed that authorized by chapter 552, or by any rules adopted thereunder by the Department of Financial Services, when used for, or intended to be used for, the manufacture of target and sporting ammunition or for use in muzzle-loading flint or percussion weapons.
 - **Extortion** - The use of threat or intimidation to obtain anything of value from another person, including, but not limited to, money.
 - **Failure to Report Zero-Tolerance Weapon(s)** - Knowing of weapons or threats of violence by students and not reporting to school administration.
 - **False Accusation** - An untrue statement, either oral or written, known to be untrue and communicated intentionally and maliciously and when communicated injures or jeopardized the personal or professional reputation or credibility of a teacher, administrator, or any other staff member.
 - **False Report (bomb/explosive device) (zero tolerance)** - It is unlawful for any person to make a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb,

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dynamite, other deadly explosive, or weapon of mass destruction as defined in s. 790.166, or concerning the use of firearms in a violent manner against a person or persons.

- **Fighting, major altercation (SESIR)** - When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not classified as Fighting, major altercation (refer to “*Affray*” or “*Horseplay*” for interactions not meeting this definition.)
- **Fire (Starting a Fire on Campus)** - Starting a fire on campus or school district property without the intention of causing damage.
- **Firearm (Zero Tolerance)** - Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term firearm does not include an antique firearm unless the antique firearm is used in the commission of a crime.
- **Gambling** - Any participation in games or activities of chance for money or items of value. If gambling is of an illegal nature, it is classified as “Other Major”. See definition.
- **Gang-Related Activity and Secret Societies** - Engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors.
- **Harassment (SESIR)** - (insulting behaviors) Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her person or damage to his or her property; has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. See the “*Bullying, Harassment, and Hazing Prohibited*” and “*Grievance Procedures (Student) Discrimination and Unlawful Harassment*” for more information.
- **Hazing (SESIR)** - Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements. See the “*Bullying, Harassment, and Hazing Prohibited*” section for more information.
- **Homicide (SESIR)** - (murder, manslaughter) The unjustified killing of one human being by another.
- **Horseplay** - Engaging in rowdy, rough behavior that interferes with the safe or purposeful order of a school.
- **Inciting Violence** - The act of one or more persons who conspire, provoke, or promote the creation of a hostile school environment that generates a disruption to the school or to an individual member of the school community.
- **Inappropriate Behavior, Minor** - Any act that does not conform to reasonable standards of socially acceptable behavior; of which does not specifically align with any other incident in the Code of Student Conduct.
- **Inappropriate Behavior, Major** - Any act that does not conform to reasonable standards of socially acceptable behavior; of which does not specifically align with any other incident in the Code of Student Conduct. Behavior that requires SRO intervention and/or causes a safety issue on campus.
- **Insubordination** - The deliberate refusal or failure to follow a direction or an order from a school staff member, bus driver, or any other adult in authority.
- **Kidnapping (SESIR)** - (abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority.
- **Larceny/Theft of \$750 or more (SESIR)** - (taking of property from a person, building, or a vehicle) The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.
- **Larceny/Theft Other (less than \$750)** - (taking of property from a person, building, or a vehicle) The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without

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- threat, violence, or bodily harm.
- **Loss of Privileges** – The loss of privileges may include the loss of the ability to participate in school activities (before or after school), loss of the use of school resources (including electronic devices), and the loss of driving privileges. Privileges lost are determined by the school principal and may include privileges not specified above.
 - **Medication Misuse/Possession** - Possession of medications (prescription or over-the-counter) on school grounds.
 - **Medication Sale/Distribution** - Giving or selling allowable medications such as prescription and/or over the counter medication (including Epi-Pens, asthma inhalers, ibuprofen, aspirin, and pancreatic enzymes) with or without signed authorization to other students. This includes attempt to sell.
 - **Off-Campus Felony** - Formally charged felonies shown to have an adverse impact on the educational program, discipline, or welfare of the school.
 - **Open Defiance** - The open or flagrant challenge of the authority of a school staff member, bus driver, or any other adult in authority.
 - **Other Major (SESIR)** - (major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate related element (such as drug-related or weapon-related) and incident involvement must be reported as unknown, Examples: Student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, possessing drug paraphernalia, or student does not consent to a search.
 - **Physical Attack (SESIR)** - Physical attack refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. This attack does not meet the criteria of “Aggravated Battery” or “Battery, Simple”
 - **Possession of an Unauthorized Substance** - Student is in possession of a substance that is not a prescription nor is it an over-the-counter medication. This substance is not specified in any other category and possession can lead to misdemeanor or felony charges by law enforcement (example: CBD Oil, K2).
 - **Profane, Obscene, or Inappropriate Language/Materials Towards Staff** - A student aggressively uses inappropriate /profane language towards a staff member, volunteer or School Resource Officer (example: You are a blank-blank-blank).
 - **Profanity / Profane, Obscene, or Inappropriate Language/Materials** - The use of oral or written language, electronic messages, gestures, objects, or pictures which are considered to be offensive, subversive, or socially unacceptable. The materials are not illegal in nature.
 - **Public Displays of Affection** - Engaging in intimate displays of affection that are not suitable for an educational setting (example: hugging and kissing lasting more than three seconds).
 - **Refusal to complete classwork and/or participate in class** - Despite the direction and/or intervention of the teacher, a student refuses to complete classwork. The student does not cause a class disruption. Classroom referrals notating parental contact needs to be documented prior to the submission of an office referral and/or administrative intervention.
 - **Robbery (SESIR)** - (using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
 - **SESIR (School Environmental Safety Incident Report)** - A report of incidents that must be reported directly to the state.
 - **Self-Defense Chemical Spray** - A device carried solely for purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical.
 - **Sexting** - Sending sexually explicit materials through mobile phones.
 - **Sexual Assault (SESIR)** - An incident that includes a threatened rape, fondling, indecent liberties, or child molestation. Both male and female can be victims of sexual assault.
 - **Sexual Battery (Rape) (SESIR)** - (attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both male and female can be victims of sexual battery.

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- **Sexual Harassment (SESIR)** - (undesired sexual behavior) Unwanted verbal, non-verbal, or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation, as defined in Rule 6A-19.008, F.A.C.
- **Sexual Misconduct** - Engaging in sexual activities, including touching and fondling. This misconduct does not align with the definitions of "*Sexual Assault*", "*Sexual Battery*", "*Sexual Harassment*", or "*Sexual Offenses, Other*".
- **Sexual Offenses, Other (SESIR)** - Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.
- **Skipping Class / Out of Area** - Not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval and/or following the established procedures for checking out of a class.
- **Skipping School or Leaving Campus Without Permission** - A student does not report to school or leaves campus without receiving proper prior approval and/or following the established procedures for checking out of school.
- **Student Conflict** - Any non-violent disagreement between or among students that does not fall under the definition of "*Bullying*" or "*Harassment*". Includes conflict on or off campus, including conflict via technology.
- **Tardiness, Excessive** - Late arrival to school or to a class continually disrupting the school day. Three or more tardies in a quarter is considered excessive.
- **Tear Gas, Gun or Chemical Weapon or Device (zero tolerance)** - Any weapon of such nature, except a device known as a self-defense chemical spray.
- **Technology – Inappropriate Use (Legal)** - The inappropriate; however, legal use technology, including, but not limited to, navigating to unauthorized websites, uploading personal files on computer or Google Drive, damaging district technology intentionally, and using district technology for unauthorized reasons.
- **Technology – Unlawful Use** - The inappropriate use of technology, including, but not limited to, modifying or destroying files without permission, illegally copying software, viewing pornography, and entering, distributing or printing unauthorized files. Other Major should be used if student breaks into restricted accounts or networks and/or modifies or destroyed district accounts (example: hacked into the system and modified grades)
- **Threat (destructive device) (zero tolerance) (SESIR)** - It is unlawful for any person to threaten to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person.
- **Threat/Intimidation, Major (SESIR)** - (instilling fear in others) An incident where there was no physical contact between the offender and the victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through other means. The following three elements must be for an incident to be classified as Threat/intimidation, major: 1) intent - an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. Examples include but are not limited to: Student or other willfully and repeatedly following another or stalking with intent to cause the person to fear for his/her safety; Student or other who willfully and repeatedly uses e-mail or text messages to cause another to fear for his/her safety or cause substantial emotional distress (cyber-stalking).
- **Threat/Intimidation, Minor** - An intentional, unlawful threat by word or act to do violence to a person through verbal/non-verbal communication that does not meet the definition of *Threat/Intimidation, Major*.
- **Tobacco/Nicotine Paraphernalia** - The possession of paraphernalia that may be utilized to use tobacco/nicotine products. Examples include matches and lighters.
- **Tobacco/Nicotine Use, Sale, Distribution (SESIR)** - The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related.
- **Trespassing (SESIR)** - To enter or remain on school grounds, school transportation, or at a school-sponsored event

DEFINITION OF INFRACTIONS

(on or off campus), without authorization or invitation and with no lawful purpose for entry.

- **Under the Influence of an Unknown Substance** - A student is under the influence of an unknown and/or unauthorized substance.
- **Unsubstantiated Bullying (SESIR)** - After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.).
- **Unsubstantiated Harassment (SESIR)** - After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.).
- **Vandalism (over \$1000) (SESIR)** - (destruction, damage, or defacement of school or personal property) The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.
- **Vandalism (under \$1000)** - (destruction, damage, or defacement of school or personal property) The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.
- **Victimization** - Committing certain felonies against a student at the same school may result in the perpetrator being assigned to a new school and/or different transportation. The qualifying felonies are homicide, assault, battery, culpable negligence, kidnapping, false imprisonment, luring or enticing a child, custody offenses, sexual battery, lewdness, indecent exposure, child abuse, robbery by sudden snatching, car-jacking, and home-invasion robbery.
- **Video/Audio Recording** - The recording of students, staff, or campus activities without the expressed permission of the school administration.
- **Weapons (other)** - Use/Possession/Transmittal of a weapon not classified as a zero tolerance weapon. Weapons (other) includes:
 - Possession of a toy gun.
 - Toys which resemble weapons, when used in a threatening manner.
 - Knives – Possession of a blunt-bladed table knives and common pocket knives not possessed with intent to inflict harm. A common pocketknife is defined as a folding knife with a blade measuring not greater than three (3) inches.
 - Chains, including any chain not being used for the purpose for which it was normally intended that is capable of harming an individual.
 - Pipe - any length of metal or other hard substance not being used for the purpose for which it was normally intended.
 - Razorblades of any kind or similar instruments with a sharp cutting edge.
 - Ice picks and other pointed instruments not possessed with intent to inflict harm.
 - Nunchakus, Chinese stars not possessed with intent to inflict harm.
 - Self-defense chemical spray/pepper spray - a mace device with the capacity to hold two (2) ounces or less of the chemical.
 - Ammunition (not associated with or for use with a destructive device) and any component thereof, including but not limited to bullets, shotgun shells, bullet casings, magazines, or clips.
 - Slingshot - a hand-held and hand-powered device consisting of a frame with attached rubber strap/straps, used for shooting objects.
 - Possession of a BB gun.
- **Weapons Possession (zero tolerance) (SESIR)** – Possession of a firearm or any instrument or object as defined by Section 790.001, F.S., or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear or serious harm. Examples include: Possession of a firearm or knife with or without intent to use the weapon; Student or other wielding a knife, pocketknife, or other sharp or pointed implement as a weapon.

APPENDIX B

DISCIPLINE MATRIX

The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals, or designee, have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he/she determines in his/her sole discretion that there are mitigating or aggravating circumstances. Discipline contracts may be implemented in order to promote positive behavior. Alternative to suspension options may be offered for a first offense. These alternatives to suspension options include, but are not limited to: Florida Online Youth Tobacco Education Program, After School Therapy, Teen Court, and Community Service. In addition to the consequences presented on the matrix, each building principal may make alternative placement recommendations if a student has an excessive number of discipline infractions and/or if the student poses a safety concern.

APPENDIX B
DISCIPLINE MATRIX

Level 1 Offenses	
Playground/Cafeteria Misbehavior	Misuse of Materials
Continuously Disrupting Learning	Refusal to Complete Work
Mild Horseplay	Dress Code Violation
Use of profane or obscene language	Disrespect (i.e., Eye Rolling)
Teasing/Name Calling	Not Keeping Hands/Feet to Self
Not Following Expectations/Procedures	Mild Arguments/Disagreements Between Students
Inappropriate Cell Phone Use	Lying/Cheating on Test
Level 2 Offenses	
Inappropriate Language/Gestures/Name Calling	Wrong Location (first offense)
Minor Safety Risk (Pushing, Shoving, Hitting, Kicking, Horseplay, throwing objects, etc.)	Disrespect/Disregard for Authority (may include failure to follow ISS expectations)
Defiance/Insubordination/Disorderly Conduct	Inappropriate Use of an Electronic Devices
Persistent Non-Compliance	Stealing (First Time Offenders)
Property Damage	Escalated Verbal Altercation/Threat or Intimidation (minor)
Level 3 Offenses	
Intimidation, threatening, harassment of other students/Bullying	Acts of Violence/Fighting/ Excessive Physical Aggression
Sexual misconduct – also includes inappropriate proposition, contact, or touching, sharing pornographic materials, inappropriate exposure of body parts, sexting	Leaving Campus without permission/Leaving Class without permission (multiple offenses)
Stealing or accessory to theft (less than \$300)	Serious Violations of Safety Rules (fire alarm, 911, etc.)
Open display of gang related activity	Gross disrespect/misbehavior towards staff
Intentionally Damaging Property/Vandalism	Possession of pocket knife with less than 2 ½ inch blade
Possession of tobacco, matches, lighters, electronic smoking products, or alcohol	Intentionally making false statements
Careless act causing injury	Inciting/ Instigating a fight/Videoing a fight
Level 4 Offenses (SESIR)	
Physical Aggression Towards Teachers/Staff	Battery (one or more student(s) physically attacking another student)
Intimidating, threatening, harassment of school staff	Sexual Harassment
Sale or distribution of drugs or controlled substances	Racial Slurs
Bullying	Sexual contact, including intercourse, without force or threat of force
Possession of weapons or firearms, lookalikes, imitation, or dangerous objects which can be used to do bodily harm (all knives over 2 ½ inches)	Making Threats that disrupt the school day (i.e., Bomb threats)

APPENDIX B
DISCIPLINE MATRIX

Possession or discharge of explosive device	Possession, use or under the influence of illegal substance
Stealing or accessory to stealing, buying and/or selling stolen property (over \$300)	Major campus disruption causing a large number of people to gather and behave in a violent or uncontrollable manner

Principals/Assistant principals/Deans or other designee have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact parents/guardians will be made during the referral process. Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or designee to affect all situations as afforded by law.

Due to privacy and confidentiality, parents/guardians may NOT view video evidence of inappropriate behavior(s).

Level 1 Offenses

Level I offenses are minor acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. An attempt is made within the classroom to resolve Level 1 offenses first by the teacher or other staff members involved. If additional action is necessary because of continued violation or other concerns, the student will be referred to the principal or designee for appropriate disciplinary action. The teacher or school administrator/designee, after review of the student's explanation, consultation with other persons involved, and further investigation (when needed). **The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and will contact parents/guardians.**

Offense 1	Offense 2	Offense 3	Offense(s) 4-5
<p>MUST DO: Restorative Conference: Administrator or designee conferences with teacher and student and notifies parent.</p> <p><i>Notify Coach/Club Leader if applicable.</i></p> <p>CAN DO:</p> <ul style="list-style-type: none"> • Community Service/School Beautification • Loss of privilege • Structured play at recess (elementary) • Reflection Sheet or Drawing/Written Apology 	<p>MUST DO: Restorative Conference: Administrator or designee conferences with teacher and student and notifies parent.</p> <p><i>Notify Coach/Club Leader if applicable.</i></p> <p>CAN DO:</p> <ul style="list-style-type: none"> • Community Service/School Beautification • Loss of privilege • Structured play at recess (elementary) • Reflection Sheet or Drawing/Written Apology 	<p>MUST DO: Restorative Conference: Administrator or designee schedules conference with teacher, parent, and student.</p> <p>Notify MTSS Coordinator to initiate formal intervention process. <i>Include SST in each student/parent meeting moving forward.</i></p> <p><i>Notify Coach/Club Leader if applicable.</i></p> <p>Review/Modify Behavior Intervention Plan</p> <p>Begin Daily Behavior Report Card (behavior interventionist)</p> <p>1 day ISS</p> <p>CAN DO:</p> <ul style="list-style-type: none"> • Reverse Suspension (ISS) • Short-term behavioral progress reports • Community Service/School Beautification • Loss of privilege • Structured play at recess • Check In/Check Out (Mentor) 	<p>MUST DO: Restorative Conference: Administrator or designee schedules conference with teacher, parent, behavior interventionist or MTSS Coordinator, and student.</p> <p>Review/Modify Behavior Intervention Plan</p> <p><i>Notify Coach/Club Leader if applicable.</i></p> <p>Referral to support staff (e.g., counselor, psychologist, social worker, nurse, ESE dept., etc.)</p> <p>3 days ISS</p> <p>CAN DO:</p> <ul style="list-style-type: none"> • Reverse Suspension (ISS) • Refer to MTSS for modification of Behavior Contract • Community Service/School Beautification • Loss of privilege • Structured play at recess* • Check In/Check Out (Mentor) • Modification of IEP, if applicable - Create a behavior intervention plan (BIP)

		<ul style="list-style-type: none"> • Self-charting of behaviors • Journaling • Referral to support staff (e.g., counselor, psychologist, social worker, nurse) 	<ul style="list-style-type: none"> • Social Skills Mini-Course • Classroom Suspension – Admin assigned alternative • Referral to Afterschool program • On-going mini-course/training (e.g., conflict resolution, anger management)
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Level 2 Offenses
 Level 2 offenses are intermediate acts of misconduct which require administrative intervention, including but not limited to, repeated minor misconduct and acts directed against persons or property which do not seriously endanger the health or safety of others. After review of the student’s explanation, consultation with other persons involved, and further investigation (when needed). **The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and will contact parents/guardians.**

Offense 1	Offense 2	Offense 3	Offense(s) 4-5
<p>MUST DO: Restorative Conference: Administrator or designee conferences with teacher and student and notifies parent.</p> <p><i>Notify Coach/Club Leader if applicable.</i></p> <p>CAN DO:</p> <ul style="list-style-type: none"> • 1-3 days Community Service • Loss of privilege • Structured play at recess* • Reflection Sheet or Drawing/Written Apology 	<p>MUST DO: Restorative Conference: Administrator or designee conferences with teacher and student and notifies parent.</p> <p><i>Notify Coach/Club Leader if applicable.</i></p> <p>1 Day ISS</p> <p>CAN DO:</p> <ul style="list-style-type: none"> • 1-3 days Community Service • Loss of privilege • Structured play at recess* • Reflection Sheet or Drawing/Written Apology • 1-3 days Lunch/Afterschool Detention 	<p>MUST DO: Restorative Conference: Administrator or designee schedules conference with teacher, parent, and student.</p> <p>Notify MTSS Coordinator to initiate formal intervention process. <i>Include SST in each student/parent meeting moving forward.</i> <i>Notify Coach/Club Leader if applicable.</i></p> <p>Begin Daily Behavior Report Card (behavior interventionist)</p> <p>3 Days ISS</p> <p>CAN DO:</p> <ul style="list-style-type: none"> • Reverse Suspension (1-2 class periods) • Short-term behavioral progress reports • Community Service/School Beautification 	<p>MUST DO: Restorative Conference: Administrator or designee schedules conference with teacher, parent, behavior interventionist or MTSS Coordinator, and student. Review/Modify Behavior Intervention Plan <i>Notify Coach/Club Leader if applicable.</i></p> <p>Referral to support staff (e.g., counselor, psychologist, social worker, nurse, ESE dept., etc.)</p> <p>5 Days ISS</p> <p>CAN DO:</p> <ul style="list-style-type: none"> • Reverse Suspension (1/2 day) • Refer to MTSS for modification of Behavior Contract • Community Service/School Beautification • Loss of privilege • Structured play at recess*

		<ul style="list-style-type: none"> • Loss of privilege • Structured play at recess* • Check In/Check Out (Mentor) • Self-charting of behaviors • Journaling • Referral to support staff (e.g., counselor, psychologist, social worker, nurse) • Suspension from extracurricular activities/school functions • Referral to Afterschool program 	<ul style="list-style-type: none"> • Check In/Check Out (Mentor) • Modification of IEP, if applicable - Create a behavior intervention plan (BIP) • Social Skills Mini-Course (i.e., anger management, healthy relationships, emotional responses, etc.) • Classroom Suspension – Admin assigned alternative • On-going mini-course/training (e.g., conflict resolution, anger management) • Suspension from extracurricular activities/school functions
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Level 3 Offenses
 Level 3 offenses are serious acts of misconduct, including but not limited to, repeated similar misbehavior; serious disruptions of the orderly conduct of school; threats to health, safety, or property; and other acts of serious misconduct. These offenses must be reported to the principal/designee and may result in *immediate removal of the student from class, school, or extracurricular activities*. **The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and will contact parents/guardians.**

Offense 1	Offense 2	Offense 3	Offense(s) 4-5
<p>MUST DO: Restorative Conference: Administrator or designee conferences with teacher and student and notifies parent.</p> <p>3 days In School Suspension (ISS)</p> <p>CAN DO:</p> <ul style="list-style-type: none"> • Community Service/School Beautification • Loss of privilege • Structured play at recess 	<p>MUST DO: Restorative Conference: Administrator or designee conferences with teacher and student and notifies parent.</p> <p>3-5 days In School Suspension (ISS)</p> <p>CAN DO:</p> <ul style="list-style-type: none"> • Community Service/School Beautification • Loss of privilege 	<p>MUST DO: Restorative Conference: Administrator or designee schedules conference with teacher, parent, and student.</p> <p>Notify MTSS Coordinator to initiate formal intervention process. <i>Include SST in each student/parent meeting moving forward.</i></p> <p>Begin Daily Behavior Report Card (behavior interventionist)</p> <p>3-5 days Out of School Suspension (OSS)</p>	<p>MUST DO: Restorative Conference: Administrator or designee schedules conference with teacher, parent, behavior interventionist or MTSS Coordinator, <i>Coach/Club Leader (if applicable)</i>, ESE personnel (if relevant), and student (if deemed beneficial).</p> <p>Review/Modify Behavior Intervention Plan</p> <p><i>Referral to support staff (e.g., counselor, psychologist, social worker, nurse, ESE dept., etc.)</i></p> <p>CAN DO:</p> <ul style="list-style-type: none"> • 5-10 days Out of School Suspension (OSS)

<ul style="list-style-type: none"> • Reflection Sheet or Drawing/Written Apology • Suspension from extracurricular activities/school functions • Classroom Suspension – Admin assigned alternative 	<ul style="list-style-type: none"> • Structured play at recess • Reflection Sheet or Drawing/Written Apology • Suspension from extracurricular activities/school functions • Classroom Suspension – Admin assigned alternative • Social Skills Mini-Course (i.e., anger management, healthy relationships, emotional responses, etc.) • Student Safety Plan 	<p>CAN DO:</p> <ul style="list-style-type: none"> • Behavioral progress report • Loss of privilege • Check In/Check Out (Mentor) • Referral to support staff (e.g., counselor, psychologist, social worker, nurse) • Student Safety Plan • Social Skills Mini-Course (i.e., anger management, healthy relationships, emotional responses, etc.) • Modification of IEP, if applicable - Create a behavior intervention plan (BIP) • Suspension from extracurricular activities/school functions 	<ul style="list-style-type: none"> • Refer to MTSS for modification of Behavior Contract • Community Service/School Beautification • Loss of privilege • Check In/Check Out (Mentor) • Modification of IEP, if applicable - Create a behavior intervention plan (BIP) • Suspension from extracurricular activities/school functions Referral to Alternative school program • On-going mini-course/training (e.g., conflict resolution, anger management) • Student Safety Plan
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DRESS CODE & CELL PHONE MATRIX

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Dress Code	<ul style="list-style-type: none"> - Warning - Change Clothes (if possible) 	<ul style="list-style-type: none"> - Teacher contacts parent - Change Clothes (if possible) 	<ul style="list-style-type: none"> - Referral - Individualized student check-in/check-out plan 	<ul style="list-style-type: none"> - Referral - Consequence
Cell Phone	<ul style="list-style-type: none"> - Verbal Warning 	<ul style="list-style-type: none"> - Teacher contacts parent - Confiscate for remainder class period 	<ul style="list-style-type: none"> - Referral - Confiscate for remainder of day; parent pick-up in front office 	<ul style="list-style-type: none"> - Referral - Consequence

Zero Tolerance/SESIR/Other

Aggravated Battery	<p>A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.</p> <p><i>Violence carried out by a person who is NOT fighting back, must be "injury-related"</i></p>	<p>Zero Tolerance- Consult w/ SRO, OSS, Expulsion</p>	<p>SESIR Codes on this page are expected to include consultation with Law Enforcement.</p> <p>Other Administrative Disciplinary Actions:</p> <ul style="list-style-type: none"> • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring
Arson	<p>To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damages are not required to be reported in SESIR.</p>	<p>Zero Tolerance- Consult w/ SRO, OSS, Expulsion</p>	
Alcohol	<p>(possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits using or is discovered to have used during an investigation.</p>	<p>Zero Tolerance - Consult w/ SRO, OSS, Expulsion</p>	
Burglary	<p>(illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.</p>	<p>Consult w/ SRO</p> <ol style="list-style-type: none"> 1. 3-5 days OSS 2. 5-10 days OSS 3. Admin Placement/Alt Placement/Expulsion 	
Disruption On Campus (Major)	<p>(major disruption of all or significant portion of campus activities, school-sponsored events, and school bus transportation) Examples: Bomb threat, inciting a riot, initiating false fire alarm. DO NOT use for defying authority, disobeying, or showing disrespect to others, or classroom disruption.</p>	<p>Zero Tolerance- Consult w/ SRO, OSS, Expulsion</p>	

Drug Sale/ Distribution (Excluding Alcohol)	(illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.	Zero Tolerance- Consult w/ SRO, OSS, Expulsion	
Drug Use/ Possession (Excluding Alcohol)	(illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.	Zero Tolerance- Consult w/ SRO, OSS, Expulsion	
Hazing	Any action or situation that endangers the mental or physical health or safety of a student at a school with any grades of 6-12 for the purposes of initiation or admission into or affiliation with any school-sanctioned organization.	Consult w/ SRO 1. 3-5 days OSS 2. 5-10 days OSS 3. Admin Placement/Alt Placement/Expulsion	
Homicide	(murder/manslaughter) The unjustified killing of one human being by another.	Zero Tolerance- Consult w/ SRO, OSS, Expulsion	
Kidnapping	(abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.	Zero Tolerance- Consult w/ SRO, OSS, Expulsion	
Larceny/ Theft	(\$750 threshold) The unauthorized taking, carrying riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. <u>Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as THEFT Local.</u>	Consult w/ SRO 1. 3-5 days OSS and restitution 2. 5-10 days OSS and restitution 3. Admin Placement/Alt Placement/Expulsion, restitution	

<p>Other Major</p>	<p>(major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for LE consultation not previously classified. Examples: Counterfeit money, gambling, possessing child pornography, or possessing drug paraphernalia</p>	<p>Consult w/ SRO</p> <ol style="list-style-type: none"> 1. 3-5 days OSS 2. 5-10 days OSS 3. Admin Placement/Alt Placement/Expulsion 	
<p>Physical Attack</p>	<p>The actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.</p>	<p>Consult w/ SRO (9-12)</p> <ol style="list-style-type: none"> 1. 10 days OSS (could be reduced w/ counseling) 2. 10 days OSS (no reduction), parent re-entry meeting (mandatory) 3. 10 days OSS w/ option of Admin Placement/Alt Placement/Expulsion 	
<p>Robbery</p>	<p>(using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances and/or putting the victim in fear.</p>	<p>Zero Tolerance- Consult w/ SRO, OSS, Expulsion</p>	
<p>Sexual Assault</p>	<p>An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.</p>	<p>Zero Tolerance -Consult w/ SRO, OSS, Expulsion</p>	
<p>Sexual Battery</p>	<p>(attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.</p>	<p>Zero Tolerance -Consult w/ SRD, OSS, Expulsion</p>	

Sexual Offenses (Other)	(lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force.	SESIR	<ol style="list-style-type: none"> 1. 3-5 days OSS 2. 5-10 days OSS 3. Admin Placement/Alt Placement/Expulsion
Threat/ Intimidation *Requires Tat Paperwork*	An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.	SESIR	Grade 7-8 <ol style="list-style-type: none"> 1. 5-10 days ISS 2. 1-3 days OSS 3. 10 days OSS w/option of Admin Placement/Alt Placement/Expulsion Grade 9-12: Zero Tolerance-Consult w/ SRO, OSS, Expulsion
Trespassing	(illegal entry onto campus) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.	SESIR	<ol style="list-style-type: none"> 1. 5-10 days ISS 2. 1-3 days OSS 3. 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion
Vandalism	(DAMAGE MUST BE \$1000 OR MORE) The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.	SESIR	<ol style="list-style-type: none"> 1. 5-10 days ISS and restitution 2. 1-3 days OSS and restitution 3. 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion, restitution

Violation Of Detention/ Work Detail	The act of not attending detention or work detail assigned as a disciplinary consequence.	<ol style="list-style-type: none"> 1. 1-3 days ISS, may be reduced with completion of detention/work detail 2. 3-5 days ISS 3. 5-10 days ISS 	
Weapons Possession (Non-Threatening)	When a student is found in possession of a pocketknife, BB- gun or eating utensil, but there was no wielding, threat, or harm instilled.	<ol style="list-style-type: none"> 1. Confiscation of item (return to parent only), Student conference/Parent contact and/or 1- 3 days ISS or 1-3 days OSS 2. Confiscation (return to parent only), 3-5 days ISS or 3-5 days OSS 3. 5-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion 	
Vehicle Violation	Failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.	When necessary, consult with SRO <ol style="list-style-type: none"> 1. Loss of privilege 1-3 days 2. Loss of privilege 3-5 days 3. Loss of privilege 3-10 days 	
Other Minor/Major Infractions (Refer To District Policy)	Only use this code if behavior is <u>NOT</u> specifically described above which <i>substantially disrupts</i> the orderly conduct in the school environment.	Disciplinary Measures to be determined by administration.	

SCHOOL BUS DISCIPLINE MATRIX

LEVEL ONE OFFENSES: These offenses should follow the present school matrix, except for second bus violation which should result in a 1-day bus suspension:

1. **First Offense: Warning**
2. **Second Offense: 1-day bus suspension**
3. **Third Offense: Move to Level Two Offense #1**

- Eating or drinking on the bus.
- Public display of affection.
- Not in an assigned seat.
- Bring unauthorized items on the bus.
- Talking when lights are on at railroad crossing.
- Unauthorized sales at school or on the bus
- Loading or unloading on unassigned bus or bus stop
- Out of seat without permission while the bus is in motion or sitting improperly.
- Loading or unloading on unassigned bus or bus stop
- Bring unauthorized items on the bus.
- Consistently showing disrespect to fellow students.
- Failure to wear a seat belt.
- Horseplay
- Loading or unloading on unassigned bus or bus stop
- Bring unauthorized items on the bus.
- Consistently showing disrespect to fellow students.

LEVEL TWO OFFENSES: These offenses should result in bus suspension regardless of the student's standing on the present school matrix:

1. **First Offense: 3 days bus suspension**
2. **Second Offense: 5 days bus suspension**
3. **Third Offense: 10 days bus suspension**
4. **Fourth Offense: Bus suspension for the remainder of the year.**

SCHOOL BUS DISCIPLINE MATRIX

- Intimidating or threatening students with violence.
- Use of profane, obscene, or abusive language or gestures.
- Fighting without any injury to person or property.
- Having an imitation or toy weapon.
- Lewd or lascivious behavior, literature, or object.
- Providing false information to school board employee
- Destroying, defacing or damaging school property.
- Playing with or using emergency exits.
- Throwing or propelling objects, spitting, putting any part of the body outside the bus window while moving.
- Blatant defiance of authority, disobeying or showing disrespect to school board employees.
- Possessing or use of matches, lighter or fireworks, including stink bombs.

5. This offense will result in school suspension regardless of the student's standing on the present school matrix:

- Fighting with or without any injury to person or property.

LEVEL THREE OFFENSES: These offenses should result in suspension from the bus for the remainder of the year.

- Hitting or striking a school board employee
- Threatening a school board employee with bodily harm.
- Displaying or use of weapons, dangerous objects, mace or pepper spray.
- Fighting or any careless or malicious action which results in the injury of a person or t
- Possessing, selling, or attempting to sell alcohol, drugs, or drug related items.

School bus drivers will provide an initial warning to all students, then, upon reoccurrence, contact the parent/guardian by phone or message to inform them of the problem and seek support. Documentation must be maintained by the bus driver of contacts made. Subsequent infractions of this matrix will result in automatic referral requiring no parent/guardian contact. Adult students are afforded the privilege of school bus transportation and are subject to loss of privilege for failure to comply with bus rules.

APPENDIX C

SCHOOL BUS DISCIPLINE MATRIX

Infractions involving Level Two and Three offenses are to be referred to for disciplinary action. In addition to the sanctions above, the school may impose more severe consequences as outlined in the respective school discipline matrices. The school discipline matrix may require suspension or expulsion from school based upon the nature of the offense.

***Note: Upon receiving 3 bus referrals, students will not be allowed to ride that bus for the remainder of the year.**

APPENDIX D

TECHNOLOGY DISCIPLINE GRID

Level 1	Level 2	Level 3	Level 4
<ul style="list-style-type: none"> - Inappropriate searches (not vulgar) - Unauthorized web/games/video streaming - Inappropriate student communication or sharing/collaborating (sharing) using technology - Unauthorized movie streaming 	<ul style="list-style-type: none"> - Disrespecting staff/students - Connecting non- district hardware - Accidental Damage/Minor Damage - Graphic/vulgar search 	<ul style="list-style-type: none"> - Search containing threat of violence - Minor Network disruption (classroom) - Logging into an account other than your own (sharing passwords) - Filter Avoidance - Possession of hacking tool; attempts to hack 	<ul style="list-style-type: none"> - Altering information - Network security compromise - Altering information - Major Damage (non-accidental) - Using electronic device/network to steal - Severe Network disruption - Sexting

*Any offense that results in computer damage will result in financial restitution or restorative practice as well as matrix outcome.

* Principals or Designees have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident.

* If student consequence results in a loss of laptop privilege, a desktop may be provided as needed to complete assignments.

Technology and Textbook

Technology devices (ex. Laptops) are loaned to students for use during the school year. Since technology devices are very expensive to replace (the average laptop is \$200-\$400), students are asked to take special care in their use and storage. If a textbook or technology device is lost or damaged, the student will be asked to pay for that textbook or technology device prior to being eligible for graduation.

APPENDIX D

TECHNOLOGY DISCIPLINE GRID

Refer to [Appendix B](#): Discipline Matrix for consequential steps.