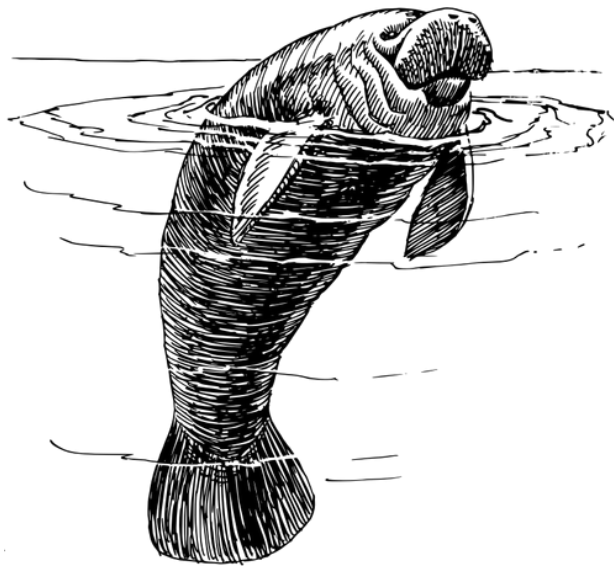




# *CODE OF STUDENT CONDUCT*



**Student Success!**  
2023 - 2024

*Superintendent of Schools*  
[www.yourcharlotteschools.net](http://www.yourcharlotteschools.net)

# The School Board of Charlotte County, Florida

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Prepared by:  
Dr. Michael Desjardins  
Assistant Superintendent of School Support

This document was approved by the School Board of Charlotte County on **May 9, 2023**

Copies of official School Board Rules which relate to student conduct are available in all schools, as well as the district offices and on our website [yourcharlotteschools.net](http://yourcharlotteschools.net).

The School Board of Charlotte County does not discriminate (including anti-Semitism [as defined in Bylaw 0100]) on the basis of race, ethnicity, color, national origin, sex (including sexual orientation, gender status, or gender identity), recognized disability, 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 its programs and activities, including employment. The School Board also ensures equal access for Boy Scouts of America and other identified patriotic youth groups, as required by 34 C.F.R. §108 (Boy Scouts Act). (School Board Policy 1122, 3122, 4122)

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## Charlotte County Public Schools

### District Vision

**Student Success!**

### District Mission

**To promote character and competence in a positive learning culture that ensures success and inspires purpose for ALL.**

### Our Core Values

- **Collaboration**
- **Communication**
- **Integrity**
- **Leadership**
- **Excellence**
- **Safety**

***Our values represent the agreed ways in which the Charlotte County Public Schools community will live and work together to pursue our mission in achieving our common vision.***

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# **CODE OF STUDENT CONDUCT**

## Superintendent's Message

Dear Students and Parents,

The *Code of Student Conduct* you are about to read is a very important document. It provides you with an understanding of the rights and responsibilities of all students, the rules relating to daily behavior, and the consequences for violation of those rules. It explains our expectations for student behavior and summarizes school district policies and Florida statutes that relate to student conduct. It is my firm belief that every student is responsible for his/her own behavior and the choices he/she makes.

Please know that the *Code of Student Conduct* applies uniformly to all students enrolled in our school system during the time school is in session, on School Board owned property at any time, at our bus stops, and during extra-curricular activities regardless of location. Charlotte Technical College and The Academy may adopt policies and procedures, consistent with this document, which reflect the specific needs of its adult and alternative education populations. This code also applies to students who commit felonies off School Board owned property as per Florida statutes.

Having a clear understanding of these important policies and procedures will help students have an outstanding educational experience and will give parents information to reinforce good behavior.

Please read this document carefully and if you have any questions, contact the school or the Assistant Superintendent of School Support at our district office. Our staff is always available to help you with any question or concern.

Have a great year in the Charlotte County Public School system.

Sincerely,

Superintendent of Schools

**STUDENT/PARENT ACKNOWLEDGMENT FORM**  
2023 - 2024

The *Code of Student Conduct* has been developed to help your child gain the greatest possible benefit from his/her school experiences. This *Code of Student Conduct* defines the responsibilities and the rights of students attending Charlotte County Public Schools, as well as clearly identifies the consequences for student actions which violate this code.

The school is in need of your help and cooperation. Students, parents, and schools working together can maintain a safe and purposeful atmosphere in the schools where students can learn to their full potential.

Since parents/guardians share responsibility for the actions of their children, they should also become familiar with the rules and expectations described in this handbook. Please read and discuss this important document with your child, then sign this form and return it to your child's school, where it will be kept on file.

I also agree to the rules and terms of the Student Technology Acceptable Use and Safety policy as outlined in the agreement in this *Code of Student Conduct*.

_____	
Student Name (Print)	
_____	_____
Parent/Guardian Signature	Date
_____	_____
Parent/Guardian Signature	Date
_____	_____
Student Signature	Date

Note: Failure to return this acknowledgment form will not release a student or the parents/guardians of the student from responsibility for knowledge of the contents of the *Code of Student Conduct* and will not excuse noncompliance with the *Code of Student Conduct* by the student.



**THIS FORM WILL BE FOUND AT THE END OF THIS DOCUMENT  
FOR SIGNATURE AND RETURN TO THE SCHOOL.**

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**STUDENT RIGHTS AND RESPONSIBILITIES**

Students attending the Charlotte County Public Schools have the right to a free and appropriate education which includes the right to equal educational opportunities without regard to race, national origin, sex, handicap, or marital status. In addition, students have the following rights:

1. To learn in a safe and orderly environment;
2. To be treated with dignity and respect;
3. To express opinions and personal points of view;
4. To peaceably assemble;
5. To be secure in their personal privacy;
6. To limit access to their student records;
7. To be informed of the rules of conduct;
8. To have reasonable and fair treatment; and
9. The right to due process with regard to suspension and expulsion.

- A. 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.
- B. 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:

- 1. To follow and abide by all school safety rules and procedures;
- 2. To attend school regularly;
- 3. To treat others with respect;
- 4. To treat school property and the property of others with respect;
- 5. To respect the privacy of others;
- 6. To have in their possession only those items allowed by law and/or School Board rules or policies;
- 7. To listen courteously to the opinions and points of view of others; and
- 8. To come to class with all necessary materials and be prepared to learn.

Note: Parents have the right to access information regarding healthcare services, including mental health services, offered at their child’s school and have the option to withhold or decline specific services. Information pertaining to healthcare services can be located within the Parents & Students Tab located at: [yourcharlotteschools.net](http://yourcharlotteschools.net).

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School Board Policy 2260, 5780

### **STUDENT GRIEVANCE PROCEDURE (Anti-Harassment)**

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs and activities. All students, administrators, teachers, staff, and all other school personnel share the responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. Students and Parents are encouraged to review School Board Policy 5517 which pertains to Anti-Harassment.

Reports of Harassment, whether informal or formal, may be made directly to the School Principal, Assistant Principal or any employee of Charlotte County Public Schools. Reports of Harassment may also be directly referred to one of the School District’s Compliance Officers.

Name and/or Title	Director of Human Resources, Dr. Danielle Hudzina
Address	1445 Education Way Port Charlotte, Florida 33948
Telephone No.	(941) 255-0808, ext. 2072
Email	<a href="mailto:danielle.hudzina@yourcharlotteschools.net">danielle.hudzina@yourcharlotteschools.net</a>

Name and/or Title	Assistant Superintendent of Human Resources and Labor Relations, Dr. Adrienne McElroy
Address	1445 Education Way



Port Charlotte, Florida 33948  
Telephone No. (941) 255-0808, ext. 2058  
Email [adrienne.mcelroy@yourcharlotteschools.net](mailto:adrienne.mcelroy@yourcharlotteschools.net)

Name and/or Title Assistant Superintendent of School Support, Dr. Michael Desjardins  
Address 1445 Education Way  
Port Charlotte, Florida 33948  
Telephone No. (941) 255-0808, ext. 2145  
Email [Mike.Desjardins@yourcharlotteschools.net](mailto:Mike.Desjardins@yourcharlotteschools.net)

## **PROHIBITION OF SEXUAL HARASSMENT**

The School Board of Charlotte County does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education program or activities, and is required by Title IX of the Education Amendments of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The School Board prohibits Sexual Harassment that occurs within its education program or activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the School Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy which includes a full range of disciplinary actions. Students who have experienced Sexual Harassment will be provided supportive measures, as reasonably necessary, to restore or preserve access to the District's education programs and activities. Students and parents are encouraged to review School Board Policy 2266 pertaining to the Prohibition of Sexual Harassment.

Reports of Sexual Harassment, whether informal or formal may be made directly to the School Principal, Assistant Principal or any employee of Charlotte County Public Schools. Reports of Sexual Harassment may also be directly referred to one of the School District's Title IX Coordinators.

The School Board designates the following individuals to serve as Compliance Officers and Title IX Coordinators for the District.

Name and/or Title Director of Human Resources, Dr. Danielle Hudzina  
Address 1445 Education Way  
Port Charlotte, Florida 33948  
Telephone No. (941) 255-0808, ext. 2072  
Email [danielle.hudzina@yourcharlotteschools.net](mailto:danielle.hudzina@yourcharlotteschools.net)

Name and/or Title Assistant Superintendent of Human Resources and  
Labor Relations, Dr. Adrienne McElroy  
Address 1445 Education Way  
Port Charlotte, Florida 33948  
Telephone No. (941) 255-0808, ext. 2058  
Email [Adrienne.McElroy@yourcharlotteschools.net](mailto:Adrienne.McElroy@yourcharlotteschools.net)

Name and/or Title Assistant Superintendent of School Support, Dr. Michael Desjardins  
Address 1445 Education Way

Telephone No. Port Charlotte, Florida 33948  
(941) 255-0808, ext. 2145  
Email [Mike.Desjardins@yourcharlotteschools.net](mailto:Mike.Desjardins@yourcharlotteschools.net)

## **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 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.

## **PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

Pursuant to Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activities, policies, and/or practices in the District. Students and Parents are encouraged to review School Board Policy 2260.01 pertaining to the prohibition against discrimination based on disability.

Reports of disability discrimination may be made directly to the School Principal, Assistant Principal or any employee of Charlotte County Public Schools.

The following people are designated as the District Compliance Officers for receiving complaints pertaining to Section 504 and/or ADA:

Name and/or Title	Director of Human Resources, Dr. Danielle Hudzina
Address	1445 Education Way Port Charlotte, Florida 33948
Telephone No.	(941) 255-0808, ext. 2072
Email	<a href="mailto:danielle.hudzina@yourcharlotteschools.net">danielle.hudzina@yourcharlotteschools.net</a>

Name and/or Title	Assistant Superintendent of Human Resources and Labor Relations, Dr. Adrienne McElroy
Address	1445 Education Way Port Charlotte, Florida 33948
Telephone No.	(941) 255-0808, ext. 2058
Email	<a href="mailto:Adrienne.McElroy@yourcharlotteschools.net">Adrienne.McElroy@yourcharlotteschools.net</a>

The following person is designated as the District Compliance Coordinator for receiving complaints pertaining to Section 504 and/or ADA:

Name and/or Title                      Coordinator of Psychological Services, Rebecca Marazon  
Address                                      1445 Education Way  
    Port Charlotte, Florida 33948  
Telephone No.                              (941) 255-0808, ext. 2151  
Email    [Rebecca.Marazon@yourcharlotteschools.net](mailto:Rebecca.Marazon@yourcharlotteschools.net)

## **Florida Parent Checklist**

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The purpose of the Florida Parent Checklist is to support parents' involvement in their child's educational progress by identifying actions and linking resources that:

- Strengthens the child's academic progress, especially in the area of reading
- Strengthens the child's citizenship, especially social skills and respect for others
- Strengthens the child's realization of high expectations and setting lifelong goals
- Emphasize communication between the school and home

### **ACADEMIC**

- Support reading with age appropriate home activities
- Ensure that your child has a consistent time and place to do homework
- Ensure that your child has access to materials needed to complete assignments
- Discuss schoolwork regularly with your child
- Attend workshops on helping your child at home
- Visit the local library and encourage your child to check out books of interest; Read to/with your child daily
- Set an example by reading in your home and discussing what you've read with your child
- Ask your child to explain his/her math homework
- Emphasize the importance of education and doing one's best in school

### **RESOURCES**

Just Read, Families!	<a href="http://fldoe.org/academics/standards/just-read-fl/families">Fldoe.org/academics/standards/just-read- fl/families</a>
Florida Shines	<a href="http://floridashines.org">Floridashines.org</a>
Florida Students	<a href="http://floridastudents.org">Floridastudents.org</a>
Ask A Librarian	<a href="http://askalibrarian.org">Askalibrarian.org</a>
Family & Community Engagement	<a href="http://www.fldoe.org/schools/family-community/activities-programs/parental-involvement/">http://www.fldoe.org/schools/family-community/activities-programs/parental-involvement/</a>
Special Education Toolkit	<a href="http://pta.org/parents/content.cfm?ItemNumber=3715&amp;navItemNumber=3728">Pta.org/parents/content.cfm?ItemNumber=3715&amp;navItemNumber=3728</a>

### **CITIZENSHIP**

- Teach and reinforce positive behaviors such as respect for self and others, hard work and responsibility
- Ensure that your child has a regular routine
- Encourage your child to accept responsibility for his/her actions
- Ensure that your child is in attendance and on time to school each day
- Monitor and promote your child's participation in extracurricular and after-school activities

- **Monitor your child’s screen time**
- **Reinforce the school’s behavioral expectations**

**RESOURCES**

**Helping Your Child Become A Responsible Citizen**  
[Ed.gov/parents/academic/help/citizen/index.html](http://Ed.gov/parents/academic/help/citizen/index.html)

**Setting Goals**

- **Express the beliefs in your child’s ability to be successful**
- **Encourage your child to set short and long-term educational goals**
- **Celebrate academic accomplishments**

**RESOURCES**

**Help Kids Start To Think About Careers**      [Kids.usa.gov/teens/jobs/](http://Kids.usa.gov/teens/jobs/)  
**Financing Future Education Goals**      [Floridashines.org/go-to-college/pay-for-college](http://Floridashines.org/go-to-college/pay-for-college)

**School To Home Communication**

- **Communication regularly with your child’s teacher(s) in person, by phone through email or writing**
- **Prepare for and attend parent-teacher meetings, such as Individualized Educational Plan(IEP) or Academic Improvement Plan meetings**
- **Attend open houses, science fairs, plays and musical performances, field trips, sporting events, curriculum nights and other school activities**
- **Volunteer in the school settings when possible**

**Resources**

**The Parent Teacher Conference**      [Readingrockets.org/pdfs/edextras/19842-en.pdf](http://Readingrockets.org/pdfs/edextras/19842-en.pdf)

**CHARLOTTE COUNTY PUBLIC SCHOOLS**  
**STATEMENT ON CHEATING AND PLAGIARISM**

The School Board of Charlotte 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, it is incumbent on the Board to take an unwavering stand on academic integrity. 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 generally defined as the inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test or

assignment which includes plagiarism. Plagiarism is the act of taking ideas or writings from another and offering them as one's own.

Cheating is wrong.

As students develop values through their school years, virtue and honor will be emphasized as the cornerstone to a prosperous, abundant career and personal life. Therefore, 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 deemed appropriate by school and district officials. Parents shall be notified of all instances of cheating.

Violation of this portion of the *Code of Student Conduct*, as in the "Definitions of Infractions" in this document may result in the loss of eligibility for local scholarships, loss of honors, awards, and membership in extra-curricular activities. A student whose actions enable others to cheat (e.g., stealing or selling a test) will be considered to have committed a particularly serious violation of this *Code of Student Conduct* which will result in the **strongest of consequences related to the nature of the incident including, but not limited to loss of assignment credit if applicable, referral to law enforcement.** Please refer to the Matrix of Infractions and Disciplinary Actions at the end of this document for consequences relating to violations of academic honesty.

The Superintendent's Academic Integrity Committee, a committee consisting of students from all four (4) high schools, has supplied the following to remind students of facts about cheating.

**C**opying is cheating.

**H**omework is not supposed to be copied.

**E**ducation relies on each student's integrity.

**A**ttitude for learning is built upon honesty.

**T**eachers lose trust when you cheat.

**I**ntegrity for yourself is priceless.

**N**ot learning to your full potential makes you lose valuable time.

**G**iving away answers is not cool and only hurts you and the other person.

Honesty is respected. Cheating should be rejected.

**CHARLOTTE COUNTY PUBLIC SCHOOLS**  
**STATEMENT OF ACADEMIC HONESTY AND PLAGIARISM**

<p>This form must be presented to each student in grades K-12. Forms for students in grades K-2 need a parent signature only. In grades 3-12, both the student and the parent must sign the form. The signed form will be kept on file in the office of the school's dean or appropriate administrator.</p>
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The School Board of Charlotte County strongly believes that academic honesty must be practiced by all its students. Therefore, 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*.

Cheating is defined in the Charlotte County Public Schools in the following way:

"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."

Cheating violations may result in the loss of eligibility for local scholarships, loss of honors, awards, and membership in extra-curricular activities. In addition, a student whose actions enable others to cheat (e.g., stealing or selling a test) will be considered to have committed a particularly serious violation of the *Code of*

*Student Conduct* which will result in **the strongest of consequences related to the nature of the incident including, but not limited to loss of assignment credit, referral to law enforcement.**

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**THIS FORM WILL BE FOUND AT THE END OF THIS DOCUMENT FOR SIGNATURE AND RETURN TO THE SCHOOL.**  
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## **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.

Per state statute, public schools are required to disclose certain behavioral and/or mental health information when students transfer to another school (F.S. 1003.25). The records shall include:

- a. Verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services.
- b. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by school district or charter school staff, as appropriate.

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.

School Board Policy 8330

## **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 parents or the adult student.

Directory information includes a student’s name, address, telephone number, (if it is a listed number), date and place of birth, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, and date of graduation or program completion. Directory information will be provided to the military unless the parent/guardian decides to withhold this information.

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.

Directory Information shall not be provided to any organization for profit-making purposes.

Florida Statutes 1002.22, 10041.41, 1001.52, 1003.25  
F.A.C. 6A-1.0955, 6A-1.9555  
20 U.S.C. Section 1232 f through 123i (FERPA)  
20 U.S.C. 7908

26 U.S.C. 152  
20 U.S.C. 1400 et seq., Individuals with Disabilities Act  
Privacy Rights of Parents and Students – P.L. 90-247  
Title 26 U.S.C. Section 125 of the Internal Revenue Code of 1954  
School Board Policy 8330

## **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

By law, the Pledge of Allegiance shall be recited in all schools every day. Upon written request by a student's parent/guardian/caregiver, the student may be excused from reciting the Pledge and may remain quietly seated during the recitation period.

State law also requires each public school to set aside one to two minutes each day, during first period, for students to have a moment of silence. Students cannot interfere with other students in their use of this moment of silence, and it is up to the student to determine how to use this time. Teachers may not suggest to students how to use the moment of silence.

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Florida Statute 1003.44; 1003.45

## **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.

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Florida Statutes 1001.41; 1001.42  
School Board Policy 2260, 5730

## **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.

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Florida Statutes 1003.31; 1006.09; 1003.32; 1006.10  
School Board Policy 5630

- 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.
- Note:** Removing a student from afternoon transportation due to disciplinary reasons does not deny the student access to educational services, as transportation will be available in the morning.

## SCHOOL RESOURCE OFFICERS

School Resource Officers (SROs) are employees of the Charlotte County Sheriff's Office and the Punta Gorda Police Department who are housed at all Charlotte County Public Schools. 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. School Administration will report any potential violation of the law to local law enforcement.

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Florida Statute 1006.12

## REPORTING SUSPICIOUS ACTIVITIES OR THREATS

Students, parents, CCPS employees, and members of the community have a responsibility to report suspicious activities and potential threats to schools. Any suspicious activity or threat shall be promptly reported to one of the following individuals, agencies or reporting tools:

- School Resource Officer or local law enforcement agencies.
- School Administrator or any available staff member.
- The FortifyFL Reporting APP or to the Crimestoppers Tipline (1-800-780-TIPS).
- Contacting the Supervisor of District Security and Emergency Management at (941) 255-0808
- Calling 9-1-1.

Note: Reports may be done anonymously. Anyone who knowingly submits a false tip through FortifyFL may be subject to further investigation by law enforcement, and may be subject to criminal penalties under Section 837.05, F.S.

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School Board Policy 8406

## INTERVIEW OF STUDENTS BY LAW ENFORCEMENT

Law enforcement officers have the authority to question students on school grounds who are either suspects or witnesses to criminal acts.

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Florida Juvenile Handbook  
School Board Policy 5540

## BULLYING AND HARASSMENT PROHIBITED

Charlotte County Public Schools does not tolerate bullying in any form. Students who participate in bullying will face consequences as outlined in the "Matrix of Infractions and Possible Consequences" found at the end of the *Code of Student Conduct*. **Any subsequent acts of bullying will automatically hold harsher consequences on the matrix in Appendix III.** 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, which includes cyberbullying, 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 technology or any electronic communication.

#### 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. It is any unwanted and repeated written, verbal, or physical behavior including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation; and may involve

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. physical violence;
- G. theft;
- H. sexual (including sexual orientation, transgender status, or gender identity), religious, or racial harassment;
- I. humiliation;
- J. destruction of property; and
- K. social exclusion.

“Cyberbullying” is bullying through the use of technology or any electronic communication regardless of whether the bullying occurs on or off school grounds. Examples of cyberbullying include but are not limited to: text/instant messaging, e-mails, creation of a webpage impersonating another person or other electronic means through the internet.

It is important to note that investigations of cyberbullying can occur regardless of whether the bullying was conducted using public or private property (cell phone, computers, etc.).

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Florida Statute 1006.47.

“Harassment” is any threatening, insulting, or dehumanizing gesture through use of technology, or written, verbal, or physical conduct directed against a student or school employee that

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

“Harassment” also includes electronically transmitted acts (i.e. internet, email, cellular telephone, or wireless hand-held device) that student(s) exhibit toward another particular student(s). This harassing behavior can result in mental and physical harm to the other student and may be sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

“Bullying” and/or “Harassment” also encompasses

- A. 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.
- B. 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
  1. incitement or coercion;
  2. 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
  3. acting in a manner that has an effect substantially similar to the effect of bullying and/or harassment.

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

- A. during any educational program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a school bus of the District;
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District; or
- D. through the use of data or computer software that is accessed at a non-school related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying substantially interferes with or limits the victim’s ability to participate in or benefit from the services, activities, or opportunities offered by the District or school, or substantially disrupts the education process or orderly operation of a school.

Note: Students who harass any school staff will be subject to discipline under the definition of assault in the Matrix of Infractions (see the definition in this section).

### 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 and/or harassment should immediately report the situation to the school’s administration. The principal or designee shall report the occurrence of an incident of bullying to the parent/guardian of all students known to be involved in the incident. Students and parents may use the District website for reporting instances of bullying.

See the *Matrix of Infractions and Possible Consequences*.

### What to Do

If you are being bullied 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. Remember, be **SAFE**

- Say something to an adult
- Ask for help
- Find a friend
- Exit the area

If bullying occurs after school hours, notify your school SRO or report it to your local law enforcement officer.

If you witness an act of bullying you should do the following:

- Refuse to join in
- Never fight the bully
- Get others to help you speak out against the bullying
- Distract the bully
- Report all bullying to administration

## **ZERO TOLERANCE FOR SCHOOL RELATED VIOLENT CRIME**

The School Board promotes a safe and supportive learning environment in all schools by protecting students and staff from conduct that poses a threat to school safety. Additionally, Zero Tolerance for school-related violent crime is part of a comprehensive approach to systematically reducing school related-violent crime and ensuring a high standard of student conduct. Zero Tolerance shall be applied equally to all students regardless of their race, color, religion, sex (including sexual orientation, transgender status, or gender identity), national origin, age, marital status or handicap.

Students who are determined by the principal to have committed a zero tolerance, violent crime on school property, on school-sponsored transportation, or during school-sponsored activities, shall be recommended to the Superintendent for expulsion. The Superintendent will consider each recommendation for expulsion on a case-by-case basis and may assign a student to a disciplinary program or alternative setting if it is determined to be in the best interest of the student and the school system. At any point in the disciplinary process, the student may be referred for mental health services by the School Based Threat Assessment Team, the School Principal, or the Superintendent.

The following list of offenses shall be considered zero tolerance, violent crimes:

1. Aggravated assault (threat with a weapon);
2. Aggravated battery;
3. Armed robbery;
4. Arson;
5. Simple Battery or aggravated battery on a teacher or other school personnel;
6. Bona fide threat (see definition);
7. False Report (see definition);
8. Homicide (murder, manslaughter);
9. Kidnapping or abduction;
10. Possession, use, or sale of any explosive device;
11. Possession, use, or sale of any weapon or firearm;
12. Sale, distribution, possession, receipt, or delivery of illegal drugs;
13. Sexual assault;
14. Sexual battery, and
15. Victimization (see definition).

In accordance with Florida Statute 1006.13, this zero tolerance policy shall require students found to have committed one of the following offenses to 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 to be referred to the criminal justice or juvenile justice system.

1. Bringing a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
2. Making a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing any of the offenses in this subsection is a student with a disability, the district school board shall comply with applicable State Board of Education rules.

The Principal shall notify all school personnel of their responsibility to report zero tolerance incidents or any incident that poses a threat to school safety to the principal or the principal's designee, or the School Resource Officer.

The principal or the principal's designee shall notify a local law enforcement agency when a zero tolerance, violent crime has been committed. Law enforcement notification will also include potential violations of the law which may be criminal in nature. 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. The principal will take all steps necessary to protect the victim of any violent crime from further victimization.

Students who have been subjected to an incident of: battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offenses, assault, threat, or fighting are eligible to participate in the Hope Scholarship Program. Please contact your school principal for additional information pertaining to the Hope Scholarship Program.

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.

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Florida Statute 1006.13  
School Board Policy 5500  
SBER 6A-1.0404  
Gun-Free School Zone Act of 1994

## **PROHIBITION OF FIREARMS**

In accordance with Section 18 U.S.C.s. 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. s. 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 not less than one (1) full year and referred to mental health services identified by the school district pursuant to s.1012.584 (4). Law enforcement will be contacted."

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18 U.S.C. s. 921  
Florida Statute 1006.07(2)(j); 1006.13 (2)(a); 1012.584(4)  
School Board Policy 5500

## **WEAPONS AND DANGEROUS INSTRUMENTS**

### **Weapons**

In addition to firearms, students are strictly prohibited from possessing using, selling, storing, or distributing any object that may be used to inflict harm or to intimidate another person. Weapons, whether real or look alike weapons, will result in a recommendation for expulsion whether or not law enforcement action is taken.

Simulating a firearm while playing, wearing clothing as accessories depicting weapons or expressing an opinion regarding gun ownership rights are not necessarily grounds for disciplinary action unless those aforementioned behaviors cause a substantial disruption to the learning environment.

**Students are required to immediately report knowledge of weapons and threats of violence by students and staff to the building administrator. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.**

Examples of weapons include but are not limited to the following:

- |                           |                               |
|---------------------------|-------------------------------|
| Fixed blade knives        | Chinese stars                 |
| Folding knives            | Billy clubs                   |
| Switchblade knives        | Chemical irritants            |
| Common pocketknives       | Mace                          |
| Razor blades              | Tear gas                      |
| Sharp cutting instruments | Pepper spray                  |
| Ice picks                 | Poisonous gases               |
| Dirks                     | Sling shots                   |
| Chains                    | Electrical weapons or devices |
| Pipes                     | Stun guns                     |
| Nunchucks                 | BB guns                       |
| Blow darts                | Propellant guns               |
| Brass knuckles            | Pellet guns                   |
|                           | Look alike or toy guns        |

### Dangerous Instruments

Dangerous instruments are anything not specifically designed to do harm to another person but used to do harm, to cause or to attempt to cause injury, or to put someone in reasonable fear of injury either intentionally or unintentionally including but not limited to belts, belt buckles, pencils, pens, compasses, combs, or hair brushes. Items used in such a way may result in a referral for mental health services and/or a recommendation for expulsion.

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Florida Statute 1006.07(2)

## **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.

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Florida Statute 1006.09(2)  
School Board Policy 5500

## **VICTIMIZATION**

In accordance with Florida Statute 1006.13(5), 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.

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Florida Statute 1006.13(5)  
School Board Policy 5500

## **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.

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Florida Statute 1006.13(5)  
School Board Policy 5500

## **STUDENT 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 all day, every day and in class on time in order to receive full benefit from the instructional programs of the Charlotte County Public Schools. All absences must be reported and explained by a parent or guardian within two (2) school days after the student's return to school. Research has shown that 10% or more of instructional time missed by students (pre-k to grade 12) is an early warning indicator for possible academic struggles; this measure is used to define chronic absenteeism nationwide.

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Florida Statute 1003.24  
School Board Policy 5200

### **Compulsory School Attendance**

School attendance is required of all students, who have attained the age of 6 years or who will have attained the age of 6 years by February 1<sup>st</sup> of any school year, but who have not attained the age of 16, unless otherwise exempt by law.

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Florida Statute 1003.21 (1)(a)(b)

### **Non-Enrollment**

Under the direction of the Superintendent, a designated representative shall give written notice, in person or by return receipt mail, to the parent/guardian when no valid reason is found for a child's non-enrollment in school. The letter requires enrollment within 3 days after the date of notice. If the notice and requirements are ignored, the designated representative may initiate steps necessary to bring criminal prosecution against the parent/guardian.

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Florida Statute 1003.26 (2)(a)

### **Students Under Compulsory Attendance Age**

Early education is vital to a student's success therefore, schools encourage consistent attendance of pre-k and kg students who are under compulsory attendance age.

### **Students Beyond Compulsory Attendance Age**

All students age 16 or over 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 made available to the parent/guardian with the understanding that the parent/guardian is fully responsible for student progress, attendance and behavior.

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. An exit interview with appropriate school staff is required, and the declaration form must be signed by both the parent and the student.

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Florida Statute 1003.21

### Attendance Recording

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

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Florida Statute 1003.23 (2)

### Reporting Student Absence

There must be communication between the school and home regarding each absence. All absences must be reported and explained by a parent or guardian within two (2) school days after the student's return to school. All absences are considered unexcused until the school receives explanation, written or oral, from the parent/guardian. The principal or designee has the authority to determine whether or not an absence is excused. Excessive excused absences for illness may result in the student being required to provide a doctor's note or other substantiating medical evidence.

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Florida Statute 1003.23 (2)

### 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.

- A. Excused Absence - An absence will be recorded as excused for the following reasons:
- (1) Illness of student.
  - (2) Serious illness or death in student's immediate family, including significant other.
  - (3) Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, bed bugs, head lice, ringworm, impetigo and scabies. Students excluded from school for head lice will be allowed a maximum of three (3) school days excused absence for each occurrence.
  - (4) Doctor or dental appointments. Parents are encouraged to schedule appointments after school hours.
  - (5) Treatment of autism spectrum disorder by a licensed healthcare practitioner or behavior analyst certified pursuant to s. 393.17, FS.
  - (6) Health issues as they relate to pregnant teens, teenage mothers and/or their children. Appointments after school are encouraged.
  - (7) Legal matters.
  - (8) Religious holidays/training of the student's specific faith or religious instruction. 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.

- (9) The principal must be notified at least five school days in advance of any planned trips with parents or special events such as State/National competitions, student conferences, education enrichment activities, important public functions and post-secondary educational institution visits. The principal may excuse the absence depending on an individual student's attendance record and academic standing.

(10) Absence is with knowledge and consent of the Principal.

**Note:** School-sponsored activities such as field trips, extracurricular activities, assemblies, and internal suspensions are not considered absences. Students are allowed to make up work in the same manner as an excused absence.

- B. Unexcused Absence – A student's absence will be recorded as unexcused if the student is absent from school or class for any reason not listed in the above types of absences.
- C. Absence Due to Out-of-School Suspension – Absence due to an out-of-school suspension will be recorded in a category separate from excused or unexcused.
- D. Absences Due to Incomplete State Immunization Requirement or Health Examination Requirement - Children and youths who are experiencing homelessness, and children who are known to the Department of Children and Families as defined in F.S. 39.0016, shall be given a temporary exemption for thirty (30) school days to present documentation of school-entry health examination, certificate of immunization or proof of immunization exemption. Failure to provide documentation within the 30 school day exemption period will result in the student being excluded from school beginning on school day 31. All school days missed after the 30 school day exemption period will be recorded as unexcused absences and the student's absences will be subject to Florida's truancy laws.

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Florida Statute 393.17, 1003.22, 1003.23, 1003.24

#### Excessive Excused or Chronic Absences

The Principal has administrative discretion in cases of excessive absences to reject a written note and consider the absence as unexcused when absences are impacting academic progress, with the exception of sickness, injury or insurmountable conditions.

If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excused absence. The Principal of the school shall determine when it is necessary to require a physician's statement from the student's medical provider. The parent/guardian will have to provide a copy of this documentation within two (2) school days after the student's return.

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Florida Statute 1003.27 (3)

#### Elementary and Middle Students: Late Arrivals (Tardy) and Early Dismissals

The term "tardy" means being late to school, class, or an activity, with or without permission of parents/guardians. Tardiness is disruptive to the learning environment and has a negative impact on student achievement.

The parent/guardian/caretaker of each student of compulsory school age, who has been tardy or released from school for any reason, shall explain the cause for such tardiness or partial absences from school. Parents of tardy elementary school students are required to sign the student in at the office. The School Board reserves the right to verify such documentation and to investigate the cause of any tardiness or early dismissal. The Principal or designee will decide if the absence meets the criteria for an excused absence.

During the school year, failure to document and explain the cause for the late arrival or early dismissal may result in an unexcused tardy or unexcused early dismissal. Every three (3) unexcused tardies or early dismissals, or a combination thereof, will result in one (1) unexcused absence for the purpose of determining



whether a pattern of non-attendance exists. A student who has accumulated a combination of 15 unexcused tardies and/or early releases may be referred to the Truancy Intervention Program (TIP). Additionally, procedures for filing a Child In Need of Services (CINS) petition may be commenced.

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Florida Statute 1003.24 (4); 1003.02 (1)(b); 1003.26 (1)(6)  
School Board Policy 5230.01

### Pattern of Non-attendance

Poor academic performance is associated with non-attendance; therefore, schools will respond in a timely manner to prevent the development of patterns of non-attendance which may indicate early signs of truancy.

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 shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's attendance intervention team, or equivalent (referred to in the law as the Child Study Team) to determine if early patterns of truancy are developing. If the attendance intervention team 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. If this parent meeting does not resolve the attendance issue, the team shall implement interventions that best address the barriers to regular school attendance.

If the student exhibits a pattern of non-attendance, principals may request documentation for subsequent absences.

**Note:** Absences for truancy referral are cumulative and carry over for the entire school year.

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Florida Statute 1003.26 (b)(c)

### Approved Documentation to Excuse an Absence When Required

- Doctor's note from doctor, dentist or other health care professional
- Proof of hospitalization
- Obituary notice, death certificate
- Note from school nurse
- Subpoenas
- Letter from a judge/attorney, copies of legal documents
- Proof of legitimacy of a religious holiday
- Letter citing invitation to a special event

### Make-up Work/Homework: Guidelines and Responsibilities

Definitions for the purposes of this document:

<i>Make-up work:</i>	<i>work, assignments, tests, etc., done in class that a student has missed due to absence.</i>
<i>Homework:</i>	<i>work assigned for a student to complete outside of class time.</i>
<i>Long Term Assignment:</i>	<i>assigned projects where the student is given seven (7) or more calendar days to complete.</i>

While make-up work will be provided for all students as outlined below, no activities or assignments can replace the learning that occurs in the classroom when the student is present.

It is the responsibility of the student/parent to request all make-up work and homework from teachers. Two (2 days) for each day of absence shall be given to complete all work. Exams, tests, or quizzes shall be rescheduled at the discretion of the teacher. 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.

At all grade levels students are permitted to:

1. Make-up work and homework for absences due to the first out-of-school suspension of the school year may be requested. Work will be made available for full credit upon request by the student/parent within twenty-four (24) hours of the suspension and will be subject to the normal make-up work policy. These privileges shall not exist for subsequent out-of-school suspensions except for exams (or equivalent).
2. Make up a semester exam (or equivalent) for full credit regardless of the type of absence or number of suspensions. The date for the make-up exam will be determined by the principal (or designee).
3. All state mandated testing will be made up according to the Florida Department of Education's published state assessment testing windows and state testing rules.

Elementary and Middle School students will be permitted and encouraged to make up work, tests, and quizzes regardless of the status of the absence (excused/unexcused) and receive full credit.

At the high school level, students with excused absences will be permitted and encouraged to make up work, tests, and quizzes and will not receive an academic penalty unless the work is not made-up within the allowable time frame.

1. If a pattern of non-attendance develops, the principal or designee may require documentation to excuse an absence.
2. In the case of unexcused absences, a teacher may deduct up to 30% from the earned grade for work made up.

NOTE: It is understood that all syllabi distributed and/or communicated by instructional staff to students and parents, for the purposes of setting guidelines and responsibilities within the domain of make-up work policies and procedures, will comply with the *Code of Student Conduct*.

### Dual Enrollment

Students participating in dual credit classes will follow standard make-up guidelines set forth by the college instructor.

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Florida Statute 1003.24

### Consequences Related to Non-Attendance/Truancy

#### A. Revocation of a Reassignment

Students who accumulate absences and tardies shall be reported to the Hardship Committee for review.

- B. Referral to Child in Need of Services (CINS) / Family in Need of Services (FINS)  
A referral to the CINS/FINS provider may be initiated for additional case management and interventions when school based interventions have failed.
- A student with fifteen (15) or more unexcused absences within ninety (90) calendar days will be considered habitually truant from school. In these cases, procedures for filing a (CINS) petition with the courts may be commenced.
- When a parent is non-compliant with recommended interventions and with bringing their child(ren) to school, the Superintendent may file with the State Attorney's Office a case for criminal prosecution against the student's parents.
- C. Revocation of a Driver's License  
Students between 14 to 18 years of age who are habitually truant are subject to the Driver's License law (refer to Attendance and Driver's License Program).
- D. Loss of Temporary Assistance for Needy Families (TANF) grants through the Learnfare Program  
Students 6 to 16 years of age who are habitually truant may lose benefits. The Department of Children and Families will reinstate the grant only when conditions as provided by law are met (30 days of attendance with no unexcused absences).

Note: When a student transfers to another school district in an attempt to circumvent the applicable remedial truancy procedures, copies of all records pertaining to said procedures shall be forwarded to the new school district free of charge (F.S. 1003.28).

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Florida Statute 322.091(2), 414.1251, 1003.27(2)(b), 1003.27 (3), 1003.28, 1003.01(8)

#### Leaving School Grounds without Permission

Students are not permitted to leave school grounds without authorization. All related absences will be considered unexcused.

**Note:** Leaving school grounds without permission, and/or skipping class are subject to disciplinary action. Please refer to the matrix for more information.

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School Board Policy 5130, 5230

#### 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 on "Approved Documentation to Excuse an Absence When Required". 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

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)(6)

Attendance and Suspension

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

School Board Policy 5200, 5500

**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.

School Board Policy 5130

**LOST BOOKS, SUPPLIES, PROPERTY AND NEGATIVE BALANCES**

Parents and students are financially responsible for lost books, supplies and property. Parents and students are financially responsible for debt incurred purchasing meals at Champs' Café.

School Board Policy 5513, 7440.02

**STUDENT DRESS CODE**

Responsibility for the dress and appearance of students enrolled in the Charlotte County Public Schools primarily rests with parents and the students themselves. Some student apparel may not be appropriate to wear to school even though that same apparel may be appropriate in other settings.

The School Board of Charlotte County believes that there is a relationship between student attire and classroom behavior, attitude, and achievement. A school may elect to participate in a uniform dress code which follows school board guidelines and receives school board approval. Once a uniform dress code is approved for a school, students must follow the school's adopted code or face consequences as outlined in the Code of Student Conduct "Matrix of Infractions and Consequences."

To assist parents and students in making appropriate attire decisions for school, the School Board has established the following guidelines for appearance and dress.

1. Clothing must have sleeves and cover the body from shoulder to shoulder, one armpit across to the other armpit, and down to approximately mid-thigh (see image to the right). Undergarments must not be viewable. Rips, holes, or tears in clothing must be below mid-thigh. A sleeve is defined as the part of a garment that wholly or partly covers a person's arm.



2. Footwear which is appropriate to all activities and conditions must be worn at all times.
3. Hats, headgear, including hoods, or sunglasses may only be worn when students are out of doors during school hours.
4. In order to maintain a high level of student safety, students are required to wear school issued identification badges during regular school hours.
5. Specialized courses may require specialized attire, such as sports uniforms, or safety gear and must be approved by the principal before being worn during the school day.
6. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of this dress code.
7. Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
8. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected class.
9. Clothing and accessories that endanger students or staff shall not be worn.
10. Individual schools are expected to use the state and district dress and grooming guidelines as minimum standards. 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.

Effective July 1, 2011, Florida Statute prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

Any student who violates this statute is subject to the following specified disciplinary actions as prescribed by Florida law.

**First offense:** A student must be given a verbal warning and the school principal/designee must call the student's parent or guardian.

**Second offense:** The student is ineligible to participate in any extracurricular activity for a period not to exceed 5 days and the school principal/designee must meet with the student's parent or guardian.

**Third and subsequent offense:** A student must receive an in-school suspension for a period not to exceed 3 days. The student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days. The school principal/designee must call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

## **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.

## **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 Charlotte County Public School bus. Failure to comply with these rules could result in the permanent loss of riding privileges and suspension and/or expulsion from school. Students may be digitally recorded while riding the bus. Viewing of any digital video 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. Behaviors prohibited by the *Code of Student Conduct* which take place at the school bus stop will be referred to the school principal for action. State administrative code places the responsibility on parents 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 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 bus is not present.

SBER 6A-3.0121

1. Students should be at their assigned bus stops five (5) minutes prior to the scheduled arrival time of the bus.
2. Pre-Kindergarten, Head Start, Kindergarten and First Grade Students: According to Charlotte County School Board policy, it is the responsibility of the parent, guardian, or other responsible person (including a sibling in grade five (5) or above, or a student's child care provider), designated in advance and in writing by the parent or guardian to escort pre-kindergarten, Head Start, kindergarten and first grade students to and from their designated bus stops. Parents or guardians must meet their students at the door of the school bus to ensure the student is released safely and to the proper escort. Parents or guardians may be asked to provide proof of identity before the student is released from school district custody. Any such student not met in the afternoon will be returned to the school, and building administration will contact parents for pick up.
3. 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.
4. 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 must be requested in writing and approved by the principal (temporary) or the Transportation Operations Director

(permanent). Requests must be received no later than 11:00 am for the specific day and will be honored on a space available basis.

### On the Bus

#### **STUDENTS ARE EXPECTED TO**

- Keep heads, arms and legs inside the bus.
- Stay in their assigned seats except when entering or exiting the bus.
- Use appropriate language.
- Speak in a quiet or normal tone of voice.
- Each passenger on a school bus that is equipped with safety belts or restraint system shall wear a properly adjusted and fastened safety belt at all times while the bus is in operation.
- 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. Students are responsible for their own personal belongings.
- Listen quietly and with earphones/earbuds when given permission to use electronic devices.
- Follow all health and safety mandates imposed by official school board action including any applicable state or federal mandates(s).



#### **STUDENTS MUST NOT**

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.
- Throw objects inside or outside the bus. Throwing objects outside the bus is a Felony crime.
- Commit vandalism.
- Show disrespect.
- Disobey the bus driver or bus attendant.
- Push, shove, or engage in horseplay.
- Delay the bus schedule.
- Drink or eat on the bus.
- Put head/arms out of the window.
- Get on/off at the wrong stop.
- Stand or kneel in the seat.
- Use inappropriate language.
- Bring firearms (including ROTC, Dance and Drill Team look-alike firearms), fireworks, knives (including Drill Team swords/cutlass), live animals, party balloons, water pistols, glass containers, skateboards, rollerblades, mace, laser pens, tobacco and alternative tobacco products, and any other objects that could be used to inflict bodily injury are specifically banned from the bus.
- Fighting, engaging in rough housing, and displaying behavior that is distracting to the driver.



Definition of “electronic or wireless communication devices” for the purpose of this document:

*Electronic devices are those which provide communication by text, word, sound, voice or picture.*

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Florida Statute 1006.07(2)(g); 1006.10  
School Board Policy 8600

**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.**

## **WALKER SAFETY**

Students should be mindful of traffic when walking to and from school. Walkers should stay on sidewalks or paths or on the side of the street facing traffic, at least 3-4 feet away from the road. Students should not walk in the middle of the road. A reasonable walking distance for any student who is not otherwise eligible for transportation pursuant to Section 1011.68, F.S., is any distance not more than two (2) miles between the home and school or one and one half (1 ½) miles between the home and the assigned bus stop. (F.A.R. 6A-3.001(3)).

Parents of elementary students who walk to and from school are highly encouraged to review safety tips with their children. Parents are also encouraged to have a responsible person meet and/or walk home with the student. Florida Administrative Rule (F.A.R.) 6A-3.001.

## **BICYCLES**

The School Board regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students and parents. Bicycles are not permitted for student travel on campus during the school day.

Students are responsible for bicycles and any other personally owned equipment which are lost, stolen, or damaged while on School Board property which includes school buses.

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Florida Statute 1001.43

## **HOVER BOARDS**

Due to the dangers involved with hover boards, because of the instability of the devices' batteries, and due to the inherent risk of injury by unskilled riders, Charlotte County Public Schools does not allow these devices on campuses or district transportation vehicles.

## **STUDENT CONDUCTED SURVEYS**

Student conducted surveys that fall under the *Protection of Pupil Rights* Amendment MUST have approval from the Superintendent before they are administered.

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20 U.S.C. § Regulations: 34CFR Part 98

## **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 comprised 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, displaying gang or secret society paraphernalia, exhibiting behavior or gestures which symbolize gang or secret society membership, causing and/or participating in activities which intimidate or affect the attendance of another student, may be suspended from school and recommended for expulsion.

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Florida Statute 1006.14  
School Board Policy 2430



## MEDICATION MISUSE

Charlotte County Public Schools 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, holistic medications such as essential oils 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, including the aforementioned list, taken during the school day must be dispensed by the school nurse or designee in the student health center.

No over-the-counter (non-prescription) medications will be given by the school nurse (or designee) without a prescription from the physician. A physician must order a non-prescription medication such as aspirin or Tylenol and the appropriate *Medication/Treatment Authorization Form* must be completed. A physician's order is not needed for lip balm.

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the United States Food and Drug Administration for over-the-counter use to limit ultraviolet light-induced skin damage.

Medication shall not be carried on a student's person in school except: Epinephrine Auto Injectors, inhalers, pancreatic enzymes, and specific emergency life-saving medications when ordered by a licensed physician and only after a completed *Medication/Treatment Authorization Form* indicating permission to carry has been approved. 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.

**Any misuse of over-the-counter or prescription medications, including medical marijuana, will be dealt with as a drug related offense.**

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Florida Statute 1002.2  
School Board Policy 5330, 5500, 5530, 5780

## 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.

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School Board Policy 5330

## ILLICIT DRUGS AND ALCOHOL

The possession and use of illicit drugs and alcohol is wrong, harmful, and illegal. Please see the *Definition of Infractions* and the *Matrix of Possible Consequences* for more information.

## TOBACCO AND ALTERNATIVE TOBACCO PRODUCTS

Possessing, using, selling, storing, or distributing cigarettes (including "E" or vapor cigarettes or the like), cigars, snuff, dip, pipe tobacco, chewing tobacco, tobacco-free cigarettes or incendiary devices is a violation of the *Code of Student Conduct*. Students under the age of 21 will be referred to law enforcement. Electronic Cigarettes may be tested by law enforcement for possible illegal substances.

## **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 or use of aerosols on school property or at school events is strictly prohibited.

## **CORPORAL PUNISHMENT**

The School Board of Charlotte County prohibits the use of corporal punishment.

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Florida Statute 1003.32(1)(K)  
School Board Policy 5500

## **CONDUCT STANDARD FOR PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES**

### Middle School

In order for a middle school student to be eligible to participate in athletic activities, the athlete must earn and maintain a 2.0 grade point average on a quarterly basis. Students must follow all expected behaviors outlined in the *Code of Student Conduct* and their individual team rules. Failure to comply with the minimum grade point average requirement or expected behaviors will result in removal from the team.

In order for a student to be eligible to participate in extra-curricular activities, the student must meet all of the requirements established by the governing regulations of the organization and maintain satisfactory conduct as defined by the district *Code of Student Conduct*.

### High School

In order for a student to be eligible to participate in athletic activities, an athlete must meet all of the requirements established by the Florida High School Athletics Association and maintain satisfactory conduct, as defined by the district *Code of Student Conduct*.

In order for a student to be eligible to participate in extra-curricular activities, the student must meet all of the requirements established by the governing regulations of the organization and maintain satisfactory conduct as defined by the district *Code of Student Conduct*.

In order for a student to be eligible to participate in interscholastic athletics, s/he must meet all of the requirements established by the FHSAA and maintain satisfactory conduct, as defined by the District *Code of Student Conduct*. If a student is arrested for an on or off-campus felony or a delinquent act which would have been a felony if committed by an adult, that student's participation in interscholastic, extra-curricular activities may be suspended by the principal in consultation with the Assistant Superintendent of School Support in their sole discretion until final disposition of the criminal charge. If the student is convicted of said felony charge, regardless of whether adjudication is withheld, that student's participation in interscholastic, extra-curricular activities will be suspended for a minimum of eighteen (18) consecutive school weeks. The student may only be reinstated for eligibility with the approval of SERT.

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Florida Statute 1006.15(3)(a)4  
School Board Policy 2431, 2431.02

## STUDENT ELIGIBILITY STANDARDS FOR PARTICIPATION IN INTERSCHOLASTIC AND INTRASCHOLASTIC EXTRACURRICULAR ACTIVITIES

Florida Statute 1006.195(1)(a) mandates the following student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities:

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including state statutes 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in statute 1006.15(3)(h).
3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to Statute 1006.20(2)(b).

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Florida Statute 1006.195(1)(a)

### VIDEO SURVEILLANCE SYSTEM

The purpose of the District's Video Surveillance System is primarily to ensure the safety of the students and staff. This serves as notification to parents and students that video surveillance equipment is placed at all school sites and student activities are recorded. Parents are advised that students may be video recorded at any time while on school grounds and the video footage may be viewed by District personnel. Review of video by others will be governed by the Family Education Rights and Privacy Act (FERPA).

School Board Policy 7440.03

### WARRANTLESS SEARCHES

School officials may conduct a warrantless search of a student's person, automobile, book bag, or any other storage area on School Board 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 Board 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.

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Florida Statute 1006.09(9)  
School Board Policy 5610.03, 5610.04, 5771

## **STUDENT OUT-OF-SCHOOL SUSPENSION AND EXPULSION/SERT**

### **Suspension**

Suspension is a disciplinary action that orders the temporary removal of a student from a class or all classes and/or extra-curricular activities for a prescribed period of time. The principal or the principal's designee shall make a good faith effort to employ parental assistance or alternative consequences for misconduct prior to suspending a student, except in emergencies, disruptive conditions, or incidents involving a serious breach of conduct.

**NOTE:** Internal suspension is considered an Alternative Program intervention sometimes used prior to out-of-school suspension.

### **Guidelines for Suspensions**

Before a suspension is imposed on a student, except in emergencies, the student shall be provided oral and written notice of the following:

- The provision(s) of the *Code of Student Conduct* violated;
- The specific conduct that constituted the violation(s);
- The factual basis for the suspension;
- The rationale for the suspension; and
- A brief description of the student's rights and of the hearing process.

Each student shall be given the opportunity to present his/her version of the incident. No student shall be suspended for unexcused tardiness, lateness, absence, or truancy.

### **Students Who Are Experiencing Homelessness**

If it is determined that a student's behavior is related to the trauma of experiencing homelessness, then the role of the Homeless Education/Families in Transition Liaison, is to assist in the provision of needed interventions to address the behavior and improve attendance. If such assistance is provided but not effective, or the student has a history of behavioral concerns, then administration will move forward with implementing disciplinary policies.

### **Parent Notification**

When a student is assigned an out-of-school suspension, the principal or the principal's designee shall make a good faith effort to immediately inform the student's parent or guardian by telephone of the reason(s) for the student's suspension. When telephone contact is made with the parent/guardian, a copy of the suspension papers related to the incident shall be mailed within 24 hours.

If the principal or the principal's designee is unable to contact the parent, the suspension papers related to the incident shall be sent by certified mail to the most current address of the parent/guardian on record at the school.

**Students who have been suspended shall not, under any circumstances, return to any school campus or any extracurricular activity during the term of the suspension. Students returning to campus or activities during suspension will be subject to arrest for trespassing.**

Homework will be made available upon request by the student/parent within twenty-four hours of the suspension and will be subject to the normal homework policy of each teacher, and the *Code of Student Conduct*.

### Suspension Appeal

A student along with his/her parent/guardian/caretaker may request an appeal regarding the suspension. The request for a suspension appeal must be made to the principal or designee by phone, email or in person. All requests for an appeal of a suspension should be made to the office of the principal or designee within 24 hours (excluding Saturday, Sunday and holidays) of the suspension.

During this appeal, the student may be directed by the principal or designee to remain out of school until a final decision is made regarding the appeal. If the appeal is granted, the principal or designee will make arrangements to administratively excuse the absence and assist the student with any school work missed during the appeal. The principal or designee has the authority and responsibility of final review of any such appeal.

### Expulsion and SERT

Expulsion is the most severe 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. An expulsion may be imposed for a period up to, but not to exceed the current school year, the following school year, and the intervening summer school.

The Superintendent shall refer the case of a student recommended for expulsion to the district Suspension/Expulsion Review Team (SERT). The SERT will review the incident, student records, and previous disciplinary actions and recommend that the Superintendent consider an alternative placement or act on the principal's recommendation for expulsion. If an alternative placement is considered, the student and parent will be required to sign a *Stipulated Agreement in Lieu of Expulsion* and the student must attend an alternative school. In the case of a drug violation, the stipulated agreement will require that the student must submit to random drug testing while attending the alternative program (student/parents may be required to pay for the initial drug testing). The SERT Committee may also refer students for mental health services identified by the school district pursuant to s. 1012.584 (4). This referral may be required as part of a Stipulated Agreement in Lieu of Expulsion. If the principal's expulsion recommendation is reaffirmed by SERT, the Superintendent shall schedule an expulsion hearing as soon as practicable.

### 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 (ESE) program, excluding gifted students.

- A. An Individual Education Plan (I.E.P.) manifestation meeting shall be convened before the student with a disability has been suspended for ten (10) cumulative school days in any school year. If that is not possible, an I.E.P. manifestation meeting shall be held before the end of the 10<sup>th</sup> day of suspension. The I.E.P. committee shall consider whether the student's misconduct is a manifestation of his/her disability, and may revise the IEP as needed, in accordance with Rule 6A-6.03312.

If suspension from the school bus results in a student not attending school, the days out of school shall also be considered as a suspension from school.

- B. 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. If the principal feels that the behavior of a student with a disability warrants expulsion, the principal shall contact the Superintendent and request through the school ESE department an Exceptional Student Education manifestation meeting in accordance with the district's Exceptional Student Education Policies and Procedures.
3. The staffing committee shall comply with SBER 6A-6.03312 and shall meet to determine whether the student's misconduct bears a relationship to the disability and to recommend a change in program, if warranted. The ESE-student with a disability can be expelled if the staffing committee determines that the breach of conduct was not related to his/her disabling condition. However, in no case may the district cease the provision of educational services, nor should the suspension of an exceptional student be extended beyond ten (10) days unless alternative educational services are provided;
4. 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-6.03312 and
5. The disabled student's parent or guardian shall be informed of these policies and procedures by notice in the district *Code of Student Conduct*, by procedures in the district Exceptional Student Education Policies and Procedures.  
And by informed notice for any change of placement resulting from this policy.

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Florida Statutes 1003.01(3)(6)(5)(a); 1003.02(1)(c)1; 1006.09  
 SBER 6A-1.0956; 6A-6.0331  
 School Board Policy 5610

## **PARTICIPATION IN GRADUATION ACTIVITIES**

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 accorded to students. If, 30 school days or less before graduation, a student commits a major infraction as listed in the *Code of Conduct*, graduation activities and participation in the graduation ceremony (commencement) will be withheld. The graduation ceremony (commencement exercises) will include only those students who have successfully completed requirements for a standard high school diploma, a special diploma, or a certificate of completion for graduation as certified by the high school principal. Exceptions can be made with principal approval for students who are awaiting GED Exit Option results at The Academy. A qualified student may be denied participation in the ceremony of graduation when personal conduct so warrants.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT**

The research based Positive Behavior Interventions and Support (PBIS) program is in use by all Charlotte County Schools. As part of a school wide system, each school identifies a set of expectations that allows staff to proactively teach and reinforce expected behaviors, in addition to providing consequences for inappropriate behavior in accordance with the *Code of Conduct*. PBIS is recognized at both the state and the federal level as an effective way to increase positive behaviors for the majority of our students.

The use of PBIS at all tiers is part of a comprehensive Multi-Tiered Systems of Support and data is used to develop interventions at the school wide, small group and individual levels. For more information on the use of PBIS in Florida schools, please visit <https://flpbis.cbcs.usf.edu/index.html>.

## USE OF TECHNOLOGY

CCPS is proud to provide technology related services, applications, and devices to enhance the teaching and learning opportunities for students enrolled in CCPS. These resources play an important role in the support of CCPS curriculum and support the development of such fluencies as collaboration, creativity, problem solving, and the evaluation of information.

While CCPS is in full compliance and supports Federal and State laws and utilize technologies to manage activities through monitoring filtered access, CCPS also believes as part of the educational experience that students need to learn how to become responsible and empowered users of digital media and devices. The following Responsible Use Guidelines support CCPS School Board policies, including 7540.03 Student Technology Acceptable Use and Safety (which can be found at <https://go.boarddocs.com/fla/ccpsfl/Board.nsf/Public#>). CCPS policies are aligned with The Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA) and other FCC regulations in development of the Internet safety policy and Acceptable Use Policy.

In addition to the instruction provided by CCPS on the safe and appropriate use of digital media, parents and families are encouraged to reinforce appropriate practices at home and on personal devices and connections. More information on digital citizenship may be found on sites like <https://www.digitalcitizenship.net/> and through Google resources such as <https://beinternetawesome.withgoogle.com/>.

The rules and guidelines in this *Code of Student Conduct* detail responsible use of electronic information resources under which students will be held accountable. The rules and guidelines in the Responsible Use Guidelines provide general guidance concerning the use of CCPS digital media resources and provides examples of appropriate and prohibited uses. The rules do not attempt to describe every possible prohibited activity. Any student using CCPS resources agrees to follow the CCPS School Board Policies including 7540.03 Student Technology Acceptable Use and Safety. Students must comply with CCPS Board policies, the CCPS *Code of Student Conduct*, and school procedures when using CCPS digital media resources (computers, network accounts, and other technology related equipment) whether on or off school property.

Responsible Use Guidelines serves two functions:

1. To protect students from harmful content and inappropriate actions that misuse resources or cause harm to others.
2. Provide students with appropriate access to digital tools and resources to support and enhance learning.

### Technology Use Agreement

As a CCPS student, I understand that using CCPS digital media resources (devices, hardware, applications, network) is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege. When using these resources as a student of Charlotte County Public Schools I understand and agree:

- That the use of these resources is a privilege and when used appropriately, I will retain that privilege.
- That there is no right to privacy when using the CCPS network, applications, and devices and to use these for educational purposes only.
- To protect personal information (including home/mobile phone number, mailing address, and user password) and to keep that of others private.
- To show respect for myself and others when using digital media.
- To give appropriate credit for the work and ideas of others.

- To support these guidelines and report inappropriate use of technology immediately.

Examples of Inappropriate Use include but are not limited to the following:

- Using the CCPS resources for illegal activity or in violation of any Board policy/procedure or school rules.
- Intentionally accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages using a CCPS resource including email, chat, storage drives or applications.
- Violating copyrights or software licenses by downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner. Exception: when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
- Plagiarizing by representing as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). Using other sources must be credited or cited to the copyright holder.
- Attempting to or using any software, utilities or other means to access Internet sites or content blocked by CCPS.
- Sharing or use of others' passwords to access/use other users' accounts or attempt to circumvent network security systems.
- Engaging in any malicious use, disruption or harm to CCPS computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- Abusing CCPS resources in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming that are not directly related to educational projects or assignments.
- Using the network for product advertisement, political lobbying, or non-secular promotion.

Violations may result in suspension or modification of access privileges and further disciplinary action including potential legal actions and/or criminal charges.

#### District Accounts

Students will be issued a network account to improve student communication and collaboration on school projects through such items as student portals, a Learning Management System (LMS), gradebook, instructional applications, and CCPS messaging services. These resources should only be used for educational purposes that directly relate to a school project or assignment.

Students under the age of 13 will not be issued a functioning CCPS email address. Students the age of 13 and above will be assigned a CCPS email address for use within the CCPS domain to communicate with teachers only. Only students participating in programs that require outside CCPS domain access via email will be given such accounts upon notification to parents/guardians.

Parents/guardians are encouraged to contact school administration if they would like to request that further permissions or restrictions be placed on their student's account.

#### Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems, and other digital media resources are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, telephone system, electronic mail system, voice mail system, and applications. Students should have no expectation that any information contained on such systems is confidential or private. Web pages created by students using CCPS resources will be subject to treatment as



district-sponsored publications. Accordingly, CCPS reserves the right to exercise control over such publications. CCPS is not responsible for any damages suffered through the loss of student work.

To protect students from potential self-harm and threats to school safety, all CCPS owned devices and internet usage is screened by an internet monitoring service. The internet monitoring service has the ability to contact school officials, mobile crisis response teams and local law enforcement if the level of threat or self-harm is deemed to be serious or imminent.

#### District Devices

Users may be responsible for reimbursing CCPS for any losses, costs, or damages incurred for violations of Board policies/procedures, this Code of Student Conduct, and school rules. These can include the cost of investigating such violations. CCPS assumes no responsibility for any unauthorized charges or costs incurred by users while using district technology resources.

Rules for laptops, tablets. Or other electronic devices issued to students.

1. Electronic devices assigned to students shall be used only for educational purposes that directly relate to a school project or assignment unless otherwise authorized by CCPS.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report should be made immediately with local police.
4. Policies and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's assigned device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedure or school rules.
6. Parents are responsible for supervising their student's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software application shall be installed, removed, or altered on the device unless permission explicitly given by the teacher or building administrator.
8. Assigned devices are to be used only by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

#### Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the building Principal or CCPS System Administration. The use of personal devices is covered by CCPS Board Policy 7542 and be viewed in detail at <https://go.boarddocs.com/fla/ccpsfl/Board.nsf/Public#>.

**IT IS REQUESTED THAT PARENTS ASSIST WITH THE IMPLEMENTATION OF THIS IMPORTANT POLICY.**

**Note:** CCPS is not financially responsible for electronic or wireless devices that are lost or stolen on campus, on district school buses, or on school sponsored transportation.  
CCPS is not responsible for any data lost while connected to our network.  
CCPS maintains the right to disable any device connected to the network.

Electronic or Wireless Communication Devices are defined as follows:

*Electronic devices are those which provide communication by text, word, voice or picture.*

Student use of cellular phones or other electronic or wireless devices is strictly prohibited during instructional time unless required within an IEP or 504 plan. If permission is granted to use electronic devices, students who use “earbuds” while listening to their electronic devices must only use one earbud due to potential safety concerns. Each school may develop individual usage rules. Cellular phones or other communication devices used during the school day or on the school bus without specific permission will be confiscated. Confiscated devices may be released to the parent/guardian at the end of the academic day that the incident occurs or before or after school in the days following. Repeated misuse may result in loss of privileges as determined by the principal or his/her designee.

It is expected that students using the internet will ONLY access it through the CCPS network unless they receive prior approval from their instructor.

Audio recording, digital video recording or photographing a person without his or her expressed permission is strictly prohibited. Parent permission is required at the elementary level.

**NOTE:** If a communication device is used in a criminal act while the student is on school property (which includes school district vehicles or school sponsored transportation), or in attendance at a school function, there is the possibility of disciplinary action by the school or criminal penalties by a court of law.

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Florida Statute 1006.07(2)

Any laser device, not authorized for use as a learning tool, is strictly prohibited on school grounds or school buses and possession of such device will result in confiscation and possible disciplinary action.

**STUDENTS BEWARE! \* STUDENTS BEWARE! \* STUDENTS BEWARE!**

Taking, sending, soliciting, 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 him/herself), he/she could face pornography charges. Students must report receiving pornographic materials to the school’s administration.

**Student Social Media Guidelines**

Use of social media by a student may have an impact on the school environment. Usually it’s easy to determine if the use of social media is personal or school-related however there are times when it is hard to tell the difference. There are occasions when personal social media use during non-school hours and off campus may impact the normal school environment which may result in the school having to intervene. This could include a parent conference or other disciplinary action. Please remember that CCPS *Code of Student Conduct* infractions prohibiting certain types of communication also apply to electronic communication such as social media. To assist in decision making regarding social media use, CCPS has included the following basic guidelines.

**Guidelines for Student Use of Social Media**

- Think before you post. If you feel uncomfortable about something you’re about to post take a pause and wait a few minutes.
- Don’t bully others online. If you would consider it bullying if it was done to you or in person then don’t post it.
- Be aware that what you post online can impact you or others offline or in person. Consider how your posting could appear to your family, friends, and others.
- Be aware of others’ rights to privacy and protect yourself and others by not posting private, sensitive, or confidential information.
- You should ask permission before posting pictures or videos of others.
- If you see anything of concern on a fellow student’s social networking page or account, you should promptly contact your school-based administration, your teacher, or other school staff.
- Profane, obscene, or threatening language should not be used.

- School or district logos, mascots, or images should not be used in your postings as those are usually copyrighted.
- Be ready to be responsible for what you post.
- Be aware and review your privacy settings.
- Cyberbullying is considered an infraction of the CCPS *Code of Student Conduct*.

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School Board Policies 7540, 7540.01, 7540.02, 7540.03

**APPENDIX I**  
**INTRODUCTION TO THE**  
**MATRIX OF INFRACTIONS AND**  
**POSSIBLE CONSEQUENCES**

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 *Matrix of Infractions & Disciplinary Actions* specifically identifies prohibited student conduct and lists the range of consequences which may be imposed by the school administrative staff for each infraction.

In conjunction with the use of the matrix, on-going educational and behavioral interventions are to be used to address student conduct concerns. Schools are encouraged to use Restorative Justice practices when appropriate. Restorative Justice is a system of school discipline that provides school leaders and teachers with collaborative solutions for selected disciplinary violations. Such solutions include, but are not limited to Peer Mediation, Peer Accountability Boards, Conferencing and Circles.

Possible school level interventions include the following:

1. Conference with student;
2. Conference with parent;
3. Referral to the Student Assistance Team;
4. Student Contract (Behavioral/Attendance);
5. Peer Mediation;
6. Tobacco Cessation Class;
7. Substance Abuse Counseling;
8. OSSA - Out of School Suspension Alternative;
9. Referral to guidance counselor;
10. Assessment by school social worker;
11. Assessment by school psychologist;
12. Referral to SEA/AAP Program;
13. Referral to SOS Substance Abuse Program;
14. Functional Behavioral Assessment (ESE/Psychological Services);
15. Referral for Mental Health Services; and
16. Referral to the School Based Threat Assessment Team.
17. Positive Behavior Interventions and Supports;

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.

On a case by case basis, law enforcement is encouraged to allow a student who commits a criminal offense the opportunity to participate in a civil citation or similar pre-arrest diversion program as an alternative to expulsion or arrest. The school resource officer shall consult with the principal to discuss the case to determine if there are specific factors which would disqualify the student from participation in either program. If there are no extenuating circumstances, it is recommended that the student be afforded the opportunity to participate in either program. The final issuance of a civil citation or entry into a pre-arrest diversion program shall be at the sole discretion of law enforcement. The final determination regarding expulsion will be at the discretion of the principal working under disciplinary guidelines outlined in the Code of Student Conduct. All civil citation or similar prearrest diversion programs must comply with s. 985.12.

Students who commit petty acts of misconduct, that are not a serious threat to school safety, may be referred to a school-based intervention program that allows the student to maintain their participation with classroom instruction. Principals shall review each situation on an individual basis which includes a thorough review of student records. School-based intervention programs may include but are not limited to: school based mental health counseling, peer mentoring, tobacco cessation courses, drug counseling and restorative justice practices.

**Note:** Reassignments may be revoked for violations of the *Code of Student Conduct*.

## APPENDIX II 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 Matrix of Infractions & Disciplinary Actions.

- **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 Assault (threat with a weapon) (Zero Tolerance)** - an assault with a deadly weapon without the intent to kill.
- **Aggravated Battery, (Zero Tolerance)** - a battery where the attacker intentionally or knowingly causes more serious injury as defined in paragraph (8)(g) of this rule, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.
- **Aiding and Abetting** - knowingly giving aid or help to another student in the violation of any part of the *Code of Student Conduct* or acting to help a violator escape detection shall be considered the same as if the student had directly committed the violation.
- **Alcohol** - Possession, sale, purchase, distribution, 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.
- **Armed Robbery (Zero Tolerance)** - the taking of money or other property from another, with the use of a firearm or other deadly weapon.
- **Arson (Zero Tolerance)** - the intentional damage, or attempt to damage, any real or personal property by fire or incendiary device.
- **Assault** - an intentional, unlawful threat by word or act to do violence to a person, coupled with apparent ability to do so, and which creates a well-founded fear that such violence is imminent.
- **Assault on School Employee** - 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.
- **Bomb Threat (Zero Tolerance)** - see definition for “False Report.”
- **Burglary** (illegal entry into a facility) - unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
- **Bullying** (intimidating behaviors)- systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147 (3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment. See the section on “bullying” for more information.
- **Bus Rules/Procedures Violation** - engaging in conduct or behavior which interferes with the orderly, safe, and timely transportation of students.

- **Cheating** - 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.
- **Class Disruption** - committing any act that disrupts the learning environment of the classroom.
- **Computer Misuse** - the inappropriate use of a computer, including, but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, and entering, distributing or printing unauthorized files.
- **Contraband** - the possession or use of items, which are prohibited at school, including, but not limited to skates, skateboards, cell phones, electronic or wireless devices, and radios. See the section “Electronic Communication and Laser Devices” for rules regarding cell phone use.
- **Counterfeiting** - falsely making, altering or forging a public record, document, or certificate, with the intent to defraud, injure or to gain advantage over another.
- **Criminal Mischief (Felony Vandalism- \$1,000 threshold)**- willfully and maliciously injuring or damaging by any means any real or personally property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto. Incidents that fall below the \$1,000 threshold are not reportable in SESIR, but instead be reported as locally-defined incidents according to district policies.
- **Dangerous Instrument** - anything, although not specifically designed to do harm to another person, that is used to cause or attempt to cause injury, or is used to put someone in reasonable fear of injury, including, but not limited to belts, common pocket knives, pencils, pens, compasses, combs, and hair brushes.
- **Dating Violence** - 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.
- **Disrespect** - the use of words or acts, which demean, degrade, antagonize, or humiliate a person or group of persons.
- **Disruption on Campus Major (Zero Tolerance)** - disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others (Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation).
- **Disruption of a School Function (Campus) Minor** - any act that disrupts the orderly conduct of any school function or event without law enforcement intervention.
- **Dress Code Violation** - failure to comply with the established dress code policy. (*See Dress Code section for specific consequences*)
- **Drug Sale or Distribution (Zero Tolerance)**- the manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.
- **Drug Possession (Zero Tolerance)** - 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.

- **Electronic Communication Devices** - devices which provide communication by text, words, voice or pictures such as cell phones, iPod, thumb drives, game machines, lap top computers, book readers, and the like.
- **Elopement** - leaving school grounds without receiving the required prior approval or following established procedures for checking out of school.
- **Explosives (Zero Tolerance)** - possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance or destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device that is designed to explode.
- **Failure to Report for Detention/Saturday School** - not attending an assigned detention or Saturday School.
- **Failure to Report Suspicious Activity, Threat to the School, Weapon or Dangerous Instrument**- knowing of weapons, dangerous instruments, suspicious activity, or threats of violence by any students and not reporting to school administration or staff.
- **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 Alarm** - the intentional activation, without valid cause, of an alarm system (such as a fire alarm or active assailant lockdown button), or the intentional reporting of a false emergency, such as dialing 911 and making a false report.
- **False Reports (Bomb Threat) (Zero Tolerance)** - reports made with the intent to deceive, mislead, or otherwise misinform any person concerning the placing or planting of any bomb, dynamite, or other deadly explosive, or concerning the use of firearms in a violent manner involving school or school personnel's property, school transportation, or a school sponsored activity.
- **Fighting** (mutual combat, mutual altercation) - 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. This does not include verbal confrontations, pushing, or minor confrontations.
- **Firearms Violation (Zero Tolerance)** - possessing, using, selling, storing, distributing, or detonating any weapon which will, if designed to, or may be readily 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, or any destructive device. Included are firearms of any kind (operable or inoperable; loaded or unloaded), including, but not limited to, handguns, zip guns, pistols, rifles, shotguns, starter guns, or flare guns.
- **Fireworks** - possession or ignition of firecrackers, bottle rockets, smoke bombs, or other similar devices.
- **Forgery** - making a false or misleading written communication to a school staff member with either the intent to deceive or, under circumstances which would reasonably be calculated to deceive, the staff member.
- **Gambling** - any participation in games or activities of chance for money or items of value.
- **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.
- **Grand Theft (\$750 threshold)**- The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as

locally-defined incidents according to district policies. Theft of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery.

- **Harassment** - (one-time, insulting behaviors) any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) 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. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related. -See the section on "Bullying and Harassment" for more information.
- **Hazing (Chad Meredith Act)** - any action or situation for the purpose of intimidation or any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety.
- **Homicide (Zero Tolerance)** - the unlawful killing of a human being.
- **Horseplay** - engaging in rowdy, rough behavior that interferes with the safe or purposeful order of a school.
- **Inappropriate Affection** - engaging in intimate displays of affection that are not suitable for an educational setting.
- **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.
- **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. Insubordination includes any student who violates school safety directives or protocols.
- **Kidnapping (Zero Tolerance)** - (abduction of an individual) forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
- **Misrepresentation/Lying** - intentionally providing false or misleading statements to, or withholding valid information from, a school staff member. This definition also prohibits students from making false statements or knowingly submitting false information as part of the Title IX Grievance Process.
- **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 (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, which includes but is not limited to gambling, counterfeiting, child pornography or drug paraphernalia. This includes any drug or weapon found unattended.
- **Plagiarism** - a form of cheating where a person takes ideas or writings from another and offers them as one's own.
- **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.



- **Racial Harassment** - all forms of discrimination prohibited by Title VI - race, color, and national origin, including any verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any student based upon race, when such conduct substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Racial harassment may include, but is not limited to, the following conduct which is based upon race:
  1. Epithets and slurs;
  2. Negative stereotyping;
  3. Threatening, intimidating, or hostile acts; and
  4. Written or graphic material that shows hostility or aversion toward an individual or group.
  
- **Robbery** - the taking or attempted taking of money or other property that is owned by another person or organization, with the intent to permanently or temporarily deprive that person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.
  
- **SESIR** - (School Environmental Safety Incident Report) – a report of incidents that must be reported directly to the state.
  
- **Sexual Assault** (*Zero-Tolerance*) - an incident that includes fondling, indecent liberties, child molestation or threatened rape. Both males and females can be victims of sexual assault.
  
- **Sexual Battery** (*Zero Tolerance*) - any sexual act directed against another person, forcibly or against the person's will, or not forcibly against the person's will where the victim is not capable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.
  
- **Sexual Harassment** - unwelcome conduct of a sexual nature, such as sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.
  
- **Sexual Offenses**- (lewdness, indecent exposure) 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.
  
- **Simple Battery**- an actual and intentional touching or striking of another person against his or her will, or the intentional causing of bodily harm to an individual.
  
- **Simple Battery on Staff Member or Volunteer** (*Zero Tolerance*)- the actual and intentional touching or striking of a staff member or volunteer against his/her will, or intentionally causing bodily harm to a school employee or volunteer.
  
- **Skipping Class** - 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** - not reporting to school or leaving school grounds without receiving proper prior approval and/or following the established procedures for checking out of school.
  
- **Social Exclusion** - a form of emotional bullying that can include ignoring a certain person, leaving him/her out of invitations and encouraging others to participate in the exclusion.
  
- **Student Conflict** - any non-violent disagreement between or among students that does not fall under the definition of “Bullying or Harassment.”

- **Student Refusal to Consent to a Search** - knowingly and willfully refuses to submit to a search of his/her personal belongings, school property to which they have been assigned, or personal vehicle while on school property, by a school employee duly authorized to conduct searches based on reasonable suspicion.
- **Tardiness** - late arrival to school or to a class
- **Theft/Other** - the unlawful taking of property worth under \$750.00 without the threat of violence or bodily harm.
- **Threat, Bona Fide (Zero Tolerance)** - a plot or plan, written or oral, alone or in concert with others, which if carried out could result in death or injury to others or the destruction of property, or the serious disruption of the school environment. Examples include but are not limited to acts of terrorism, verbal threats accompanied by frequent harassment, written threats, detailed plans that portend harm to others, documented occurrences of stalking, conspiracies, and threats to throw, project, place or discharge any destructive device with intent to do bodily harm to any person or damage to any property.
- **Threat/Social Media Threat/Other** - the declaration of intent by word or act to do violence to another person or to his/her property. However, in this incident, the victim did not reasonably believe that physical harm could have occurred between the offender and victim. This includes but is not limited to direct or indirect threats conveyed through the use of any form of social media or other messaging regardless of the time of day when the communication disrupts the educational environment of the school.
- **Threat/Intimidation** (instilling fear in others) – an incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.
- **Tobacco Products Violation (cigarettes or other forms of tobacco/nicotine)**- possessing, using, purchasing, selling, storing, or distributing cigarettes (including “E” or vapor cigarettes or the like), cigars, snuff, dip, pipe tobacco, chewing tobacco, tobacco-free cigarettes or incendiary devices. Students under the age of 21 will be referred to law enforcement. Tobacco incidents cannot be Drug-related.
- **Trespassing** - to enter or remain on school grounds, school transportation, or a school-sponsored event, without authorization or invitation and with no lawful purpose for entry. Only incidents where an official trespass warning has been issued by law enforcement are required to be reported in SESIR.
- **Unauthorized Area** - being present in buildings, rooms, or other areas on a school campus restricted to student access during all or portions of a day.
- **Unauthorized Assembly** - assembly without specific permission of school officials that causes serious disruption to the orderly operation of the school or activity.
- **Unauthorized Publication** - publication of unauthorized memos, newsletters, newspapers or similar items in print or in electronic format that results in a serious disruption of school operations.
- **Vehicle/Parking Violation** - failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.
- **Victimization (Zero Tolerance)** - committing certain felonies against a student at the same school may result in the perpetrator being assigned to a new school and/or different transportations. 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.
- **Weapons Possession (Zero Tolerance)** - Possession of a firearm or any instrument or object as defined by Section 790.001(6) and (13), F.S., that can inflict serious harm on another person or that can place a person

in reasonable fear of serious harm. Items within this category include but are not limited to, fixed blade knives, folding knives, switchblade knives, common pocketknives, razor blades, sharp cutting instruments, ice picks, dirks, chains, pipe, nunchucks, blow darts, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electrical weapons or devices, stun guns, BB or pellet guns, propellants, and "look-alike" weapons.

### APPENDIX III – Matrix of Infractions and Possible Consequences

Infractions	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Directions
Affray									M	O	M					O				To identify appropriate sanctions, locate the cells found at the intersection of the infraction (rows) and the column numbers.
<b>Aggravated Assault (S) (ZT)</b>									M	M	M								O	The column numbers correspond with the consequences listed in the box to the right of the matrix.
<b>Aggravated Battery (S) (ZT)</b>									M	M	M									
Aiding and Abetting ( <i>see definition</i> )	O		O	O	O	O	O	O	O	O	O									
Alcohol * (S)		M	M				O	O	M	M*	M					O	O		O	<b>S – SESIR</b> <b>ZT – ZERO TOLERANCE</b>
<b>Arson (S) (ZT)</b>									M	M	M								O	<b>Consequences</b>
Assault			O	O	O			O	O	O	O	O		O	O	O			O	1. Verbal reprimand
Assault on School Employee									M	M	M	O		O	O	O			O	2. Confiscation
<b>Bomb Threat/False Report (S) (ZT)</b>									M	M	M								M	3. Bus suspension
Bullying (S)	M		O	O	M		O	O	O	O	O	O		O	O	O			O	4. Detention/Saturday school
<b>Burglary (S)</b>						O			M	M	M								O	5. Documentation/dialogue with administration
Bus Rules/Procedures Violation	M		O	O	O			O	O	O	O					O				6. Restitution
Cheating ( <i>MUST notify parent</i> )	M	O		O	M	O		O	O	O	O									7. Parking decal revoked
Class Disruption	O			O	O			O	O				O							8. In-school suspension
Communication device misuse ( <i>See definition</i> )	M	M	O	O	M			O	O	O	O									9. Out-of-school suspension
Computer Misuse	O			O	O	O		O	O	O	O		O			O				10. Recommended for expulsion/bus expulsion
Contraband	O	M	O	O	O			O	O	O	O									11. Referred to law enforcement
Counterfeiting		M				O		O	O	O	M					O				12. Assignment to another school
Criminal Mischief Minor (under \$1000)			O	O	O	O		O	O	O	O		O							
Criminal Mischief (over \$1000) (S)						M			O	O	M		O						O	District Reassignments may be revoked for violations of the <i>Code of Student Conduct</i> .
Dangerous Instrument		M	O					O	O	O	O					O				<b>School/SERT Interventions</b>
Dating Violence	M				M			O	O	O	M	O		O	O	O				
Disrespect	O		O	O	O			O	O				O							13. Restorative Justice
Disruption of a School Function (Campus) Major (S)	O								M	O	M					O			O	14. Assessment through school social worker
Disruption of a School Function - Minor	O		O					O	O	O	O					O			O	15. Assessment through school psychologist
Dress Code Violation ( <i>See Dress Code section for specific consequences</i> )	M			O	M			O	O							O				16. Referral to SEA/other alternative programs
Dress Code: Uniform Dress Violation	M				M			O					O							17. Mandatory drug testing if stipulated
<b>Drug Possession*/Use * (S) (ZT)</b>		M							M	M*	M			O	O	M	O		O	18. For students with disabilities (ESE), the Individual Education Plan (IEP) and/or the Individualized Positive Intervention Plan will be reviewed.
<b>Drug Sale/or Distribution (S) (ZT)</b>		M							M	M	M					O	O		O	19. Referral to Mental Health Services
Elopement	O			O	O		O	O							O	O	O	O		<b>Mandatory consequences indicated by "M"</b> <b>Optional consequences indicated by "O"</b>
<b>Explosives (S) (ZT)</b>		M							M	M	M	O		M					M	
Failure Report to Detent/Sat. School				O	O			O	O							O				* Principal may refer student to the SOS substance abuse program in lieu of expulsion recommendation
Failure to Report Suspicious Activity, Threat to the School, Weapon or Dangerous Instrument	M		O	O	M			O	O	O	O	O		O	O					NOTE: Excessive unexcused absences may result in loss of driver's license or state cash assistance benefits.

**APPENDIX III - Matrix of Infractions and Possible Consequences**

<b>Infractions</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>Directions</b>		
False Accusation	M		O	O	M				M	M	M	O		O	O	O				To identify appropriate sanctions, locate the cells found at the intersection of the infraction (rows) and the column numbers. The column numbers correspond with the consequences listed in the box to the right of the matrix.		
False Alarm									M	M	M										O	
<b>False Report (S) (ZT)</b>									M	M	M										O	
Fighting (S)			O	O	O			O	O	O	M		O								O	
<b>Firearms Violation (S) (ZT)</b>		M							M	M	M									M		
Fireworks	M	M	O					O	O	O	O					O					<b>S – SESIR      ZT – ZERO TOLERANCE</b>	
Forgery			O	O	O			O	O	O	O					O					<b>Consequences</b>	
Gambling	O		O	O	O			O	O	O	O										1. Verbal reprimand	
Gang Activity/Secret Societies		O	O					O	O	O	M					O					2. Confiscation	
<b>Grand Theft (Over \$750) (S)</b>			O	O	O	O		O	O	O	M		O								3. Bus suspension	
Harassment (S)	O		O	O	O			O	O	O	O										O	4. Detention/Saturday school
Hazing (S)	M		O	O	M		O	O	O	O	M	O		O	O	O					O	5. Documentation/dialogue with administration
<b>Homicide (S) (ZT)</b>									M	M	M										O	6. Restitution
Horseplay	O		O	O	O			O	O				O									7. Parking decal revoked
Inappropriate Affection	O		O	O	O			O	O													8. In-school suspension
Inciting Violence	O		O	O	M			O	O	O						O						9. Out-of-school suspension
Insubordination	O		O	O	O			O	O				O			O						10. Recommended for expulsion/bus expulsion
<b>Kidnapping (S) (ZT)</b>									M	M	M										O	11. Referred to law enforcement
Medication Misuse: <i>(See Subject Area)</i>											O											12. Assignment to another school
Medication Policy Misuse <i>(See Subject Area)</i>		M			M				O	O	O					O						
Misrepresentation/Lying	O		O	O	O			O	O				O									District Reassignments may be revoked for violations of the Code of Student Conduct.
Off-campus Felony <i>(See Subject Area)</i>									O	O	O	O				O						
Open Defiance			O					O	O	O			O			O						
Other Major – OMC (S)								O	O	O	M	O		O	O	O					O	13. Restorative Justice
Profane Language/Materials	O	M	O	O	O			O	O	O			O									14. Assessment through school social worker
Racial Harassment	M		O	O	M			O	O	O	O			O	O	O						15. Assessment through school psychologist
Robbery (S)(ZT)									M	M	M										O	16. Referral to SEA/other alternative programs
<b>Sexual Assault (S) (ZT)</b>									M	M	M	O			O	O	O				O	17. Mandatory drug testing if stipulated
<b>Sexual Battery (S) (ZT)</b>									M	M	M										O	18. For students with disabilities (ESE), the Individual Education Plan (IEP) and/or the Individualized Positive Intervention Plan will be reviewed.
<b>Sexual Offenses/SXO (S)</b>			O					O	O	O	M			O	O	O					O	
Sexual Harassment (S)	M		O	O	M			O	O	O	O			O	O	O					O	19. Referral to Mental Health Services
Simple Battery	O		O	O	O		O	O	O	O	M		O									O
<b>Simple Battery on a Staff Member or Volunteer (ZT)</b>									M	M	M	O		O	O	O					O	<b>Mandatory consequences indicated by “M” Optional consequences indicated by “O”</b>
Skipping Class	O			O	O		O	O						O	O	O						
Skipping School	O			O	O		O	O						O	O	O						* Principal may refer student to the SOS substance abuse program in lieu of expulsion recommendation.
Social Exclusion <i>(See Bullying)</i>																						
Student Conflict									O	O	O		O									
Student’s Refusal to Consent to Search			O				O		M	O	O					O						NOTE: Excessive unexcused absences may result in loss of driver’s license or state cash assistance benefits.
Tardiness	O			O	O		O	O						O		O						
Theft/Other			O	O	O	O		O	O	O	O		O									

## APPENDIX III - Matrix of Infractions and Possible Consequences

Infractions	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Directions	
<b>Threat, Bona Fide (S) (ZT)</b>									M	M	M	O		M	M					O	To identify appropriate sanctions, locate the cells found at the intersection of the infraction (rows) and the column numbers. The column numbers correspond with the consequences listed in the box to the right of the matrix.
Threat/Intimidation (S)			O	O	M			O	O	O	M	O		O	O	O				O	
Threat/Social Media Threat/Other			O	O	M			O	O	O	M	O		O	O	O				O	
Tobacco Products Violation		M	O	O	O		O	O	O		M										O
Trespassing (S)	O		O					O	O	O	M										O
Unauthorized Area	O		O	O	O			O	O							O					O
Unauthorized Assembly	O		O	O			O	O	O	O	O					O					O
Unauthorized Publication	O	O		O	O			O	O	O	O										O
Vehicle/Parking Violation	O			O	O		O	O	O		O										O
<b>Victimization (S) (ZT)</b>									O	O	M	M		O	O	O	O				O
<b>Weapons (S) &amp; (ZT)</b>	M	M							M	M	M	O		O	O						O
																					6. Restitution
																					7. Parking decal revoked
																					8. In-school suspension
																					9. Out-of-school suspension
																					10. Recommended for expulsion/bus expulsion
																					11. Referred to law enforcement
																					12. Assignment to another school
																					District Reassignments may be revoked for violations of the <i>Code of Student Conduct</i> .
																					<b>School/SERT Interventions</b>
																					13. Restorative Justice
																					14. Assessment through school social worker
																					15. Assessment through school psychologist
																					16. Referral to SEA/other alternative programs
																					17. Mandatory drug testing if stipulated
																					18. For students with disabilities (ESE), the Individual Education Plan (IEP) and/or the Individualized Positive Intervention Plan will be reviewed.
																					19. Referral to Mental Health Services
																					<b>Mandatory consequences indicated by "M"</b>
																					<b>Optional consequences indicated by "O"</b>
																					<i>*Principal may refer student to the SOS substance abuse program in lieu of expulsion recommendation.</i>
																					NOTE: <i>Excessive unexcused absences may result in loss of driver's license or state cash assistance benefits.</i>

**APPENDIX IV**  
**SCHOOL BOARD RULES**  
**RELATING TO STUDENT CONDUCT**

Copies of official School Board Rules which relate to student conduct are available in all schools, as well as the district offices and on our website. Applicable rules include the following:

2260	Access to Equal Educational Opportunity
2430	Student Clubs and Organizations
2431	Interscholastic Extra-Curricular Program
2431.02	Athletics
3362	Threatening Behavior Toward Staff Members
5120	School Assignment Within District and School Assignment Within School
5130	Withdrawal and Leaves from School
5200	Attendance
5230	Late Arrival and Early Dismissal
5230.01	Elementary and Middle Students: Late Arrivals (Tardy) and Early Dismissals
5330	Medical Treatment and Medication Administration
5500	Student Conduct and Discipline
5513	Vandalism, Damage, Loss, and Malicious Mischief
5517	Prohibition of Harassment
5517.01	Bullying and Harassment
5530	Drug Prevention
5540	Interviewing of Students by Community Agencies
5610	Suspension and Expulsion of Students
5610.03	After School Detention of Students
5610.04	Detaining Students for Questioning
5630	Corporal Punishment
5730	Student Groups, Clubs, and Organizations
5771	Search and Seizure
5780	Student/Parent Rights
5855	Student Attendance at School Events
7440.02	Vandalism, Damage, Loss, and Malicious Mischief
7540	Computer Technology and Networks
7540.01	Technology Privacy
7540.02	District Web Page
7540.03	Student Network and Internet Acceptable Use and Safety
8330	Student Records
8406	Reporting Suspicious Activities or Threats
8600	Transportation

**APPENDIX V**

***CODE OF STUDENT CONDUCT***  
**2023-2024 REVIEW COMMITTEE**

Alvarez, Doreen..... Teacher, Deep Creek Elementary School  
Christiansen, Kelli.....Executive Secretary, School Support  
Coleman, Darcy..... Assistant Principal, Babcock Neighborhood School  
Cox-McKimmy, Jennifer.....Coordinator of District Health Services  
Curtis, Paul.....Assistant Principal, Port Charlotte High School  
Desjardins, Michael..... Assistant Superintendent for School Support  
Flores, Susan ..... Coordinator of Social Work and Mental Health Services  
Ham, Jack .....Principal, The Academy  
Marazon, Rebecca .....Coordinator of Psychological Services  
Robinson, Abby..... Student, Charlotte High School  
Robinson, Jessica..... Parent, Charlotte High School  
Tenney, Andy ..... Assistant Principal, Charlotte High School  
Waterhouse, Jonathan..... CCSO Representative



# STUDENT/PARENT ACKNOWLEDGMENT FORM

## 2023-2024

The *Code of Student Conduct* has been developed to help your child gain the greatest possible benefit from his/her school experiences. This *Code of Student Conduct* defines the responsibilities and the rights of students attending Charlotte County Public Schools, as well as clearly identifies the consequences for student actions which violate this code.

The school is in need of your help and cooperation. Students, parents, and schools working together can maintain a safe and purposeful atmosphere in the schools where students can learn to their full potential.

Since parents/guardians share responsibility for the actions of their children, they should also become familiar with the rules and expectations described in this handbook. Please read and discuss this important document with your child, then sign this form and return it to your child's school, where it will be kept on file.

I also agree to the rules and terms of the Student Technology Acceptable Use and Safety policy as outlined in the agreement in this *Code of Student Conduct*.

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Date

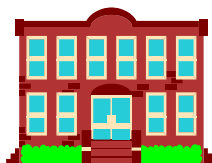
\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Note: Failure to return this acknowledgment form will not release a student or the parents/guardians of the student from responsibility for knowledge of the contents of the *Code of Student Conduct* and will not excuse noncompliance with the *Code of Student Conduct* by the student.



**CHARLOTTE COUNTY PUBLIC SCHOOLS**  
**STATEMENT OF ACADEMIC HONESTY AND PLAGIARISM**

This form must be presented to each student in grades K-12. Forms for students in grades K-2 need a parent signature only. In grades 3-12, both the student and the parent must sign the form. The signed form will be kept on file in the office of the school's dean or appropriate administrator.

The School Board of Charlotte County strongly believes that academic honesty must be practiced by all its students. Therefore, 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*.

Cheating is defined in the Charlotte County Public Schools in the following way:

"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."

Cheating violations may result in the loss of eligibility for local scholarships, loss of honors, awards, and membership in extra-curricular activities. In addition, a student whose actions enable others to cheat (e.g., stealing or selling a test) will be considered to have committed a particularly serious violation of the *Code of Student Conduct* which will result in **the strongest of consequences related to the nature of the incident including, but not limited to loss of assignment credit if applicable, referral to law enforcement.**

-----  
My signature on this form indicates that I have read and understand the School Board's policy concerning academic honesty.



\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date