

**NOTICE OF RECEIPT
PLEASE SIGN AND RETURN THIS FORM**

Failure to return this form will not relieve a student or the parent/guardians from responsibility to know the contents of the Student Code of Conduct and will not excuse the student's non-compliance with the Student code of conduct. The Student Code of Conduct has been developed to help gain the greatest possible benefit from school experiences. It defines the responsibilities and rights of students attending the Putnam County School District. The consequences of student actions, which disrupt the learning process, are also clearly stated. Since parent/guardians can be held responsible for the actions of their children, you should be involved in the education of your children. Students, parent/guardians, and schools working together will help maintain a safe atmosphere where students can learn.

The school is in need of your help and cooperation. Parent/guardians and students please read and discuss this important booklet together. This form will be kept on file at the school and acknowledges your awareness of the contents. Failure to return this form will not relieve a student or the parent/guardians from responsibility to know the contents of the Student Code of Conduct and will not excuse the student's non-compliance with the Student code of conduct. The rules, regulations, and guidelines set out in this Student Code of Conduct are effective for the current school year and shall remain in effect until a new Student Code of Conduct is published.

Code of Conduct Receipt and Supervision Acknowledgement

I (We) have received a copy and am (are) aware of the contents of the enclosed Putnam County School District Student Code of Conduct. I (We) am (are) aware that supervision is provided 30 minutes before school begins and 30 minutes after school ends.

Parent/Guardian Name (please print)

Signature

Date

Student Name (please print)

Signature

Date

Putnam County School District Standard Artist Release

I hereby assign and authorize the Putnam County School District the all rights in and to any picture, photograph, video, or similar data used for or related to a school purpose. I also authorize said producer, without limitation the right to reproduce, copy, cable-cast, exhibit/publish, display on web page, or distribute any such picture, and expressly waive any rights or claims I may have against the Putnam County School District and/or any of its affiliates, subsidiaries, or assignees except as outlined in this contract.

Parent/Guardian Name (please print)

Signature

Date

Student Name (please print)

Signature

Date

Parent/Guardian Network and Internet Permission (Required if student is under age 18)

I have read and understand the guidelines for network and Internet use in this Code of Conduct, which includes use of the district's software, computer networks, email accounts and the Internet service. I understand that this access is designed solely for education purposes and the Putnam County School District has taken reasonable precautions to supervise Internet usage. However, I recognize that it is impossible for the District to control access to all information materials and I will not hold it responsible for materials acquired or contact made on the Internet. With that understanding, I hereby give permission for my child to utilize the school network and Internet services.

Parent/Guardian Name (please print)

Signature

Date

Student Name (please print)

Signature

Date

Non-Discrimination Statement

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. Therefore, the School Board will not discriminate nor tolerate harassment in its educational programs or activities on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, Aids, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes"). The School Board also does not discriminate on the basis of protected classes in its employment policies and practices as they relate to students. Equal educational opportunities shall be available to all students, without regard to the protected classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. The School Board shall verify that facilities are made available for non-curricular student activities that are initiated by parent/guardians or other members of the community, including but not limited to any group that is officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society. The School Board designates the following individuals to serve as the District's Compliance Officers (CO); Debby Decubellis, Staff Services and Travis Weaver, Student Services at 200 Reid Street, Palatka, FL 32177, (386)-329-0538. The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The COs shall also verify that proper notice of non-discrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination Act of 1975, the Florida Civil Rights Act of 1992, the Florida Educational Equity Act, and/or their implementing regulations is provided to students, their parent/guardians, staff members, and the general public. A copy of each of the acts and regulations on which this notice is based may be found in the CO's office. For further information on unlawful discrimination or retaliation contact the United States Department of Education Office for Civil Rights ("OCR"). The Atlanta Office of the OCR can be reached at 61 Forsyth Street, SW. - Suite 16T70 Atlanta, GA 30303-8909 (404) 562-7886; (404) 562-7884; (800) 421-3481; TDD: (404) 562-7881 FAX; Web: <http://www.ed.gov/ocr>.

Family Education Rights and Privacy Act (FERPA)

Directory information is information that is generally not considered harmful or an invasion of privacy if released; it can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require Local Educational Agencies (LEA), receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parent/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. In addition, the district will release the student's current school, address and telephone number to appropriate law enforcement personnel including Child Protective Services. If you do not want to disclose directory information from your child's education records without your prior written consent, you must notify the school Principal in writing by September 30 of each school year. The request for restriction is recorded into the student information system and the form is kept on file in the school's office for one school year. If no documentation is on file, it will be assumed that permission for release of directory information and/or photos has been granted. Putnam County School District has designated the following information as directory information: student's name; parent/guardian name(s); address; telephone; grade level; date of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; photograph; degrees, honors, and awards received; dates of attendance; grade level; the most recent educational agency or institution attended; post high school career plans. * These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 1002 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation's armed forces.

Non-Discrimination and FERPA Notification Acknowledgement

Parent/Guardian Name (please print) *Signature* *Date*

Student Name (please print) *Signature* *Date*

2016-17 STUDENT HANDBOOK AND STUDENT CODE OF CONDUCT

Published in accordance with Florida State Statute

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe upon the rights of others. The rules set forth below shall apply to all students during the time they are attending school, during the time they are being transported to and from school on school board transportation, during the time they are participating in school-sponsored activities or events off school campus, and during the time they are on any school premises owned by the Putnam County School District. This Student Code of Conduct is a guide to minimum expected behaviors across the school district and is not to be considered all-inclusive. School administrators, principals, teachers, and staff may impose additional and/or more stringent rules that apply to individual schools, campuses, or classrooms.

RULES

1. INTERFERENCE AND DISRUPTION

No student shall:

- a. Participate in any behavior that interferes with an orderly learning environment or process. Such examples include depriving or the intent to deprive others of use of the school, blocking a doorway or corridor of any school, or preventing attempting to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly.
- b. Prevent students from attending a class or school activity.
- c. Block normal pedestrian or vehicular traffic on the school campus or property adjacent to school grounds.
- d. Make noise or act in any other manner so as to interfere seriously with instruction of the class or any other school activity.
- e. Engage in a minor confrontation, argument, or squabble on school grounds.
- f. Refuse to identify himself/herself on request of school personnel.
- g. Encourage other students to violate any rule or school board policy.
- h. Engage in a major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation such as behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. (e.g., Bomb threat, inciting a riot, initiating a false fire alarm.)

2. PROPERTY

No student shall:

- a. Cause or attempt to cause damage to school property or property of another.
- b. Steal or attempt to steal school property or property of another.
- c. The District School Board may attempt to recover damages from the student destroying school property. Parent/guardians of any minor student under the age of eighteen (18) living with the parent/guardians may be liable for damages caused by said minor in an amount not in excess of Florida State Statutes or a Court Order.

3. DISRESPECT

No student shall:

- a. Behave by actions, language or attitude that shows discourtesy, rudeness, insult, disdain or dishonor towards another.
- b. Use any abusive, obscene or profane verbal or non-verbal messages that include swearing, name-calling or use of words, symbols, signs or actions in an inappropriate way. Inappropriate language towards staff can be deemed a higher incident level.

4. VIOLENCE AND THREATS

No student shall:

- a. Cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury or make a threat to any District School Board employee, fellow student, or any other individual.
- b. Make an intentional, unlawful threat by word or act to do violence to another, coupled with apparent ability to do so, and doing some act, which creates a well-founded fear in the other person that such violence is imminent.
- c. Participate in an assault with the use of a weapon or with the intent to commit another felony.
- d. Intentionally or knowingly cause great bodily harm, permanent disfigurement, or permanent disability to another, or committee battery against another with the use of a deadly weapon.
- e. Use force or violence against another.
- f. Make a threat to cause physical harm to another person with or without the use of a weapon.
- g. Engage in fighting, where two or more persons mutually participate in use of force or physical violence.
- h. Actually and intentionally strike another person against his/her will, or the intentional causing of bodily harm to an individual.

Any violation of this rule or violence against any staff member may result in assignment to in-school suspension, out-of-school suspension, alternative placement, expulsion, and criminal prosecution.

5. FALSE REPORTS

No student shall:

- a. Make any untrue serious statement about a staff member in an attempt to damage their professional reputation.
- b. Make any false or hoax report of a threatening or unsafe nature. Any student who is determined to have made a false report, as defined by Florida State Statutes 790.162 and 790.163, respectively, will be expelled, with or without continuing educational services, from the student's regular school for a period of no less than 1 full year and referred for criminal prosecution. District school boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion.

6. DRUGS

No student shall:

- a. Possess, sell, use, transmit, or be under the influence of any controlled substance as referenced in Florida State Statutes, or substance containing alcohol or intoxicant of any kind, or tobacco products while on school property or while attending a school function.
- b. Possess, sell, use, transmit, or be under the influence of any counterfeit controlled substance or any substance represented, intended or purported to be a controlled substance including but not limited to substances named or described in Florida State Statutes or substances represented or purported to be beverages containing alcohol or intoxicant of any kind.

Any violation of the rule could result in assignment to in-school suspension, out-of-school suspension, alternative placement, expulsion, or other disciplinary actions, and criminal prosecution.

7. DANGEROUS ACTS AND INSTRUMENTS

No student shall:

- a. Possess, handle, transmit or use a weapon including but not limited to: a knife, razor, ice pick, laser light, explosive, pistol, rifle, shotgun, pellet gun, BB gun, any other kind of gun (whether operable or inoperable, loaded or unloaded), any replica of a gun, or a device capable of firing a projectile. A violation of this policy may be grounds for expulsion.
- b. Any student who is determined to have brought a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, will be recommended for expulsion for a period of no less than 1 full year and referred to the criminal justice or juvenile justice system. District school boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion.
- c. Use any article or object as a weapon or in a manner calculated to threaten any person.
- d. Possess any weapon facsimile. Facsimile weapons are instruments designed as toys that lack either the ability to cause bodily harm or the ability to expel a dangerous projectile, but are designed to represent weapons or firearms. Facsimiles are not to be included in the definition of simulating weapons.
- e. Possess any unsafe items or engage in any unsafe behavior. This includes any unsuitable items or actions that could disrupt the learning environment or could cause potential injury or disruption.
- f. Simulate a firearm or weapon while playing that substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction. Such events will be addressed in a manner that reflects the disruption, harm, fear, or harassment. Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. Simulating a firearm or weapon while playing includes, but is not limited to:
 - i. Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
 - ii. Possessing a toy firearm or weapon that is 2 inches or less in overall length.
 - iii. Possessing a toy firearm or weapon made of plastic snap-together building blocks.
 - iv. Using a finger or hand to simulate a firearm or weapon.
 - v. Vocalizing an imaginary firearm or weapon.
 - vi. Drawing a picture, or possessing an image, of a firearm or weapon.
 - vii. Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.
- g. Students are required to report any known violation of this rule.

8. DISREGARD OF DIRECTIONS

No student shall:

- a. Show contempt for, defy or refuse to follow the directions of school personnel.
- b. Fail to comply with directions or commands of any school personnel. Disobedience or failure to comply with directives of school personnel is a violation of this rule.

9. APPROPRIATE DRESS

No student shall:

- a. Wear inappropriate clothing according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program and the Principals will enforce adherence to this policy by those under their jurisdiction. Each school may provide for more specific dress code requirements within the scope of this district-wide dress code and shall provide each student with a copy of their school's dress code. School administrators have discretion and final authority to decide if clothing complies with District rules. When it is determined that a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of

clothes to school. The student may, with parental permission, be sent home in order to change clothes. In addition, the student may also receive a disciplinary consequence for violating the school's dress code policy.

- b. Wear clothing of inappropriate size as determined by the Principal or designee exercising his or her judgment. The size of shirts and pants shall be appropriate to the student's body size and shall not be unduly oversized or undersized.
- c. Wear pants so that the waistband is below the waist.
- d. Wear skirts or dresses where the hem is above the knee.
- e. Wear shoes/footwear that exceeds three (3) inches. Shoes that are unsafe, such as bedroom slippers and heeys, will not be allowed.
- f. Wear athletic shorts including spandex-style "bicycle" shorts, cut-off jeans, frayed jeans or pants, cut-off sweat pants, short-shorts, running shorts, and see-through boxer-type shorts are not permitted. Students may wear hemmed walking shorts or Bermuda shorts, only if the wearing of shorts has not been revoked and they are appropriate for safety or employment training purposes, as evidenced hereinafter. In all situations in which shorts are permissible to be worn, the shorts shall touch the knee.
- g. If an individual school's School Advisory Council (SAC) or the principal determines that too many students have abused the shorts policy, the Principal may revoke the shorts privilege at that particular school so that the entire student body will not be allowed to wear shorts to school during the next semester. In such cases, the Principal may elect to prohibit wearing shorts to school at that particular school during subsequent semesters or school years or reinstate the privilege of wearing shorts to school, as the Principal, in consultation with the SAC, may deem appropriate. Additionally, the Principal may revoke the shorts privilege of a student who violates the provisions of the shorts policy twice in one semester.
- h. Wear clothing, jewelry, buttons, or other attire or markings, which are offensive, suggestive, disruptive, or indecent such as:
 - i. Clothing or jewelry associated with gangs.
 - ii. Clothing or jewelry encouraging the use of drugs, alcohol, tobacco, or violence.
 - iii. Clothing or jewelry associated with discrimination on the basis of age, color, disability, national origin, sexual orientations, marital status, race, religion, or sex.
 - iv. Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts or blouses tied at the midriff.
 - v. Clothing not properly fastened or with tears, holes or rips.
 - vi. Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers or sleepwear.
 - vii. Clothing or footwear that is construed by the Principal or designee as hazardous or dangerous to health of the student or others.
 - viii. Hats, headgear, or any head covering worn inside, except when approved by the Principal.

For safety and employment training purposes, students enrolled at the vocational-technical programs will wear the uniform of the program. If there is no uniform this rule shall apply.

Students entering the Putnam County School District for the first time during the school year shall be granted a grace period up to fifteen (15) school days before being required to comply with the uniform dress code.

Exceptions to the dress code shall be permitted when a student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days or a student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the Principal.

The wearing of clothing in compliance with the dress code violated a student's sincerely held religious belief, and then such students and the student's parent/guardian shall submit a signed affidavit setting forth the religious issue and the requested exemption to the rule. A student's parent/guardian requests a reasonable accommodation to address the student's disability. Such request shall be reduced to writing and submitted to the Principal for approval.

This rule shall apply to students at all times when they attend school or any school-sponsored event during the school day. The Principal may exercise discretion and permit exceptions to this policy for extracurricular activities. This rule shall be applicable in its entirety, except where a specific section may be directed toward a select group of students. All persons subject to this policy shall comply with all sections of it. Wearing apparel, which tends to identify association with secret societies as prohibited by Florida State Statutes, shall not be worn. Some programs may require uniforms. Continued enrollment in these programs shall be contingent on the student adhering to all uniform requirements and standards.

10. SECRET SOCIETIES AND HAZING

No student shall:

- a. Participate in any secret society, gang, or any activity associated with such groups.
- b. Participate in hazing or any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (1) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (2) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

11. OFF-CAMPUS ACTIVITY

- a. A student shall not participate in any off campus felonious activity that can have an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled. Suspension proceedings may be initiated against any pupil enrolled as a student who is formally charged with a felony or a felony level delinquent act by a proper prosecuting attorney for an incident, which allegedly occurred on property other than public school property, if the incident is shown, in an administrative hearing with notice provided to the students, parent/guardian or custodian of such pupil by the Principal of the school pursuant to rules promulgated by State Board of Education and to rules developed pursuant to Florida State Statute 1006.09(2), to have an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled. Any pupil who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed 10 days, as determined by the Superintendent. Such suspension shall not affect the delivery of educational services to the pupil, and the pupil shall be immediately enrolled in a daytime alternative education program.
- b. If the pupil is found guilty of a felony, or a felony level delinquent act, the Superintendent shall have the authority to determine if a recommendation for expulsion shall be made to the School Board. If the pupil is not subsequently adjudicated delinquent or found guilty, the suspension shall be terminated immediately.

12. BULLYING AND HARASSMENT

The School Board will not tolerate harassment or bullying in its educational programs or activities on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, Aids, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes").

No student shall:

- a. Repeatedly use hostile, intimidating, domineering, or threatening behavior with the intent or purpose of physically or mentally hurting another individual. Engage in any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment. The incident is bullying if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
- b. Participate in any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

Any violation of the rule could result in assignment to in-school suspension, out-of-school suspension, alternative placement, expulsion, and criminal prosecution.

13. NETWORK

No student shall:

- a. Use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at Putnam County School District schools.
- b. Damage or mistreat equipment of facilities.
- c. Intentionally waste computer resources.
- d. Employ the network for personal financial gain or for commercial purposes.
- e. Violate regulations prescribed by the network provider.
- f. Engage in practices that threaten the integrity of the network (e.g. knowingly download a virus).
- g. Write, send, download or display obscene, threatening, harassing or offensive messages or pictures, including pornography.
- h. Use the equipment or network for any illegal activities, including the violation of copyright law.
- i. Load or copy any software or other programs to or from organization equipment without written authorization from the Principal or designee.
- j. Use anyone else's password, nor share password(s) with others.
- k. Trespass into or in any way alter anyone else's folders, documents or files.
- l. Disclose anyone's personal information (e.g., address, phone number or confidential information) including their own or that belonging to a fellow student, community member and families or staff member.

Students should be aware that in an effort to maintain system integrity and to ensure responsible use, files and communications will be monitored. Students should not under any circumstances expect that messages that are created, modified, transmitted, received or stored on organization equipment are private.

14. PARKING

No student shall:

- a. Exceed the maximum speed of 5 mph.
- b. Engage in careless or reckless driving.
- c. Violate the checkout procedures when leaving campus.
- d. Transport other students off campus.

- e. Park in any area other than the student parking lot.
- f. Bring a vehicle onto campus that is not properly registered or decaled. Any required decals must be visibly attached at all times. Vehicles found in violation of this rule could be towed at owner's expense.
- g. Use their cars as lockers and will not return to the parking lot during the school day.
- h. Loiter in the parking lot. Students must exit their vehicles immediately upon arrival at school and leave the parking lot upon dismissal.

To receive any required decal, all students must have a completed parking agreement and/or parking privilege registration; present a valid driver's license (no learners permits accepted), current Florida registration and proof of insurance. The price for a decal is set at the school. Vehicles are subject to be searched by school personnel. Students must maintain good academic standing to be eligible to park on campus. Driving privileges will be revoked for those students who fall below the school requirements.

If an emergency occurs that requires you to drive an unregistered vehicle to school, report to the office upon arriving to receive a temporary decal. Make sure to arrive to school early enough, so getting a temporary decal does not cause you to be late (not an excuse). A violation of the above listed rules can result in students' privileges being suspended or revoked, a citation and fine, disciplinary action, or the vehicle being towed at the owner's expense. If applicable, any parking permits must be turned in if privileges are suspended or revoked. To replace a decal for any reason, you may be required to purchase a new one. PCSD does not assume responsibility for students' vehicle or other personal items. Please help by keeping your valuables out of sight.

15. BUS

No student shall:

- a. Be late to the bus stop. Be at the bus stop 5 minutes before the scheduled stop time; the bus will not wait for those who are tardy. Stand 10 feet off the road in an orderly manner. When crossing, cross 10 feet in front of the bus on the driver's signal.
- b. Sit in a manner to block or disrupt the bus functions. Sit in seat, face forward, feet on floor and keep aisle clear. Keep your hands, feet and other objects to yourself at all times. No fighting, pushing or tripping. Keep arms and heads inside window. No objects should be thrown from the bus.
- c. Eat, drink, or use of tobacco on the bus. No foreign objects in mouth.
- d. Speak in any manner other than ordinary conversation is permitted. Unnecessary conversation with the driver is dangerous and should be avoided. Absolute silence any time the bus is stopped in route to and from school. No use of profane language or gestures.
- e. Possess objects which interfere with seating or safety of others will be permitted on bus, including band instruments, batons/drumsticks, ball bats, glass containers and sharp objects.
- f. Board or leave the bus other than their regular stop location except with a bus pass that has been approved by the parent/guardian, school and Transportation Department.
- g. Sit in any seat other than their assigned seat. The driver has the right to assign seats. Students may be required to sit three to a seat from window to aisle when directed to do so by the driver.
- h. Violate the dress code. The bus is an extension of the school; all rules apply.
- i. Use electronic devices other than under the following conditions:
 - i. No phone calls, picture taking or videoing.
 - ii. Listen to music with one (1) ear bud. No headphones allowed.
 - 1. Driver can withdraw privilege for non-compliance.

The driver is in full charge of the bus and students. Students must obey the driver and follow all bus related rule listed. Any violation of the rule could result in assignment to bus suspension, in-school suspension, out-of-school suspension, alternative placement, expulsion, and criminal prosecution.

16. ELECTRONIC DEVICES

No student shall:

- a. Use an electronic device, have an electronic device visible, or have an electronic device turned on during the school day. Devices may be used only before and after school.
- b. Record audio, video, or photographic images while on school grounds or at a school-sponsored event.

A student may possess an electronic device while the student is on school property, on school buses, or in attendance at a school function. An electronic device is any device that is powered by electricity or battery or is an accessory to such a device, which is not required by the curriculum. Such devices may include, but are not limited to cell phones, MP3 players, cameras, headphones, ear buds, tablets, laptops, or similar device.

If a student uses an electronic device or the device creates a disruption, it may be confiscated and parent/guardians notified to pick-up. Students in violation of this rule must turn over any device upon request by staff. Violations of this rule could result in disciplinary actions. Also, the use of an electronic device includes the possibility of the imposition of criminal penalties if the device is used in a criminal act.

In case of a family emergency, parent/guardians are to contact the office at the school or transportation office. If any student needs to contact a parent/guardian, they will be allowed to use the office telephone for this purpose.

17. ATTENDANCE

No student shall:

- a. Leave school without permission or leave the school grounds without the knowledge and consent of school authorities and following the required procedures for checking out-of-school.
- b. Skipping on campus or being out of an assigned or permitted area. This includes the act or condition of being absent from an area or class without permission or the act of entering an area without permission or without legitimate reason.
- c. Be tardy, by not arriving to the required location at the expected time.
- d. Enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry, including students who are suspended or expelled.

18. OTHER MAJOR INCIDENTS, BEHAVIOR NOT COVERED, AND SIMILAR EVENTS

- a. The District School Board reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified or defined in the preceding written rules. Such incidents are to be determined by the investigation findings and their comparison of similar leveled events within the discipline matrix below.
- b. No student shall engage in any misconduct. Misconduct is unacceptable, wrong or improper behavior. Examples can include, but are not limited to lying, cutting in line, parking/driving violations, non-criminal forgery, horseplay, teasing/taunting, electronic device violations, public display of affection, etc.
- c. A student may not participate in any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. (e.g., Student producing or knowingly using counterfeit money, participating in gambling activities, possessing unlawful pornography, or possessing drug paraphernalia.)

DISCIPLINE INCIDENT EVENT AND INTERVENTION ACTION MATRIX

Incident levels and the resulting disciplinary actions can range based on various factors and circumstances. The levels for student conduct, behavior and intervention range from the lowest to the highest level as follows; interventions, minor, moderate, major, serious, and critical events. When applicable, the Principal or designee will determine which category the event is classified based on the investigation and findings. Factors that determine the incident level can include, but are not limited to the incident nature, impact, danger, potential danger or impact, intensity, etc. An example of this range for a disruption related event would demonstrated by the difference between a slight disruption of a teacher's lesson (classroom or minor level incident) or a report of a false bomb threat (critical level incident).

Violations of the rules and/or supplemental rule matrixes, guidelines, or elements may result in one or more disciplinary alternatives from the appropriate action level. The Principal may recommend a penalty that deviates from these guidelines with reason. Notwithstanding the above, deviation from the guidelines is not encouraged in order to promote consistency in disciplinary matters. Principals shall, therefore, state in detail and with specificity their reasons for any deviation above the recommended action level. Any intervention action of alternative placement may be preceded with up to ten (10) days of out-of-school suspension. A recommendation of expulsion may be preceded with alternative placement and/or up to ten days of out-of-school suspension.

DISCIPLINE MATRIX – SECONDARY

	<i>Incident Events</i>	<i>Intervention Actions</i>	<i>Dress Code and Bus</i>	
Intervention Level	<p>Push/Trip/Horseplay (26) Disrespect/rudeness (27) Misconduct (28) Disobedience (30) Littering (32) Not working/Off task (37) intervention level only Inappropriate language (31) Tardy (36) Food/drink/gum/candy (38) Cheating (42) intervention level only</p>	<p>Verbal reminders/student counseling (1, 2) Referred to guidance (3) Parent contact- written/phone/conference (4, 5, 6) Parent option/classroom visit (7, 8) Behavior contract (11) Loss of privilege(s) (12) Time-out (15) Detention (16) Written Assignment (20) Child Study (22) Academic penalty</p>	<p>Dress Code Events (47) First Incident</p>	<p>Intervention Action</p> <p>Consequences equal to an intervention level event</p> <p>Verbal reminders student counseling (1, 2)</p> <p>Parent contact- written/phone/conference (4, 5, 6)</p>
	<p>Violation of Safety (24) Defiance (29) Inappropriate language towards staff (31) Out of area and/or skipping on campus (35) Weapon facsimile – no intent (40) Gambling (43) Minor confrontation/physical aggression (44) Disruption (46) Other similar events (55) Repeated intervention events of similar nature</p>	<p>Adjust schedule (14) Work detail (17) Saturday school (19) Approved educational/behavioral program (9, 66) In-school suspension 1 – 5 days (33)</p>	<p>Second Incident</p>	<p>Consequences equal to an intervention level event</p> <p>Loss of privilege(s) (12) (not to exceed 5 days)</p>
	<p>Sexual harassment (17)# Trespassing (21)* Possession of tobacco (22)# Property damage/vandalism <\$300 (25) Leaving school without permission (34) Failure to report for detention (41) Other similar events (55) Theft <\$50 (58) Bullying (60, 62)# Harassment (61, 63)# Hazing (64)# Repeated lower events of similar nature</p>	<p>Restitution (13) Law Enforcement intervention (non-SESIR) (18) In-school suspension 5 – 10 days (33) Out-of-school suspension 1 – 5 days (35, 36, 37, 38, 39) SESIR Other (63)</p>	<p>All Subsequent Incidents</p>	<p>Consequences equal to a Level 1 (minor) event</p> <p>Loss of privilege(s) (12) (not to exceed 30 days)</p> <p>In-School Suspension (33) (not to exceed 3 days)</p>
	<p>Alcohol use or possession (9)* Property damage \$301 - \$1000 (25) Fighting (33) Threat (45) Other similar events (55) Theft \$51-\$299(58) Physical Attack (65)* Sexual Assault (criminal threat) (66)* Repeated lower events of similar nature</p>	<p>Out-of-school suspension 5 – 10 days (39, 40, 41, 42, 43, 44) Alternative placement (64)*</p>	<p>Bus Events (39)</p>	<p>Intervention Action(s)</p>
	<p>Weapon possession (non firearm) (2)* Battery (4)* Drug use or possession-first offense (7)* Sex Offense (lewdness/exposure) (8)* Burglary (10)* Fighting (11)# Criminal Threat (12)* Major campus disruption (15)* Property damage >\$1000(16)* Theft >\$300 (20)* Threat towards staff (45) Other similar events (19)* Repeated lower events of similar nature</p>	<p>Alternative placement (64)* Recommend expulsion*</p>	<p>First Incident Intervention Form</p> <p>Second Incident Intervention Form</p>	<p>Verbal reminders Student counseling Parent contact- written, phone, conference</p> <p>Parent contact- written, phone, conference Seating Change Letter from PCSD DoT</p>
<p>(1)*(3)*(18)* Weapon possession (firearm) (2)* Robbery (5)* Arson (6)* Drug use or possession-second offense (7)* Drug sale/distribution (14)* Other similar events (19)* Repeated lower events of similar nature</p>	<p>Recommend expulsion* (mandatory)</p>	<p>Third Incident Level 1. Minor or repeated lower events of similar nature</p> <p>Fourth Incident or Level 2. Moderate or repeated lower events of similar nature</p> <p>Fifth Incident or Level 3. Major or repeated lower events of similar nature</p> <p>Any subsequent or Level 4. Serious, 5. Critical or repeated lower events of similar nature</p>	<p>Bus suspension 1-3 days (34)</p> <p>Bus suspension 5 days (34)</p> <p>Bus suspension 10 days (34)</p> <p>Recommend bus expulsion*</p>	
	<p>* SESIR Event, LEO case number required. # SESIR Event, LEO number not required.</p>	<p>* Child Study/Manifestation/MTSS/SBT required per guidelines.</p>		

INTERVENTIONS

The Putnam County School District recognizes that the alternative placement, suspension or expulsion of a pupil from the public schools of this county has a very serious consequence for that particular student; therefore, in view of the complex society in which we live and value of education to survive in the world of today and tomorrow, it is necessary to adopt a policy clearly defining the procedure of suspending or expelling a student. A good faith effort shall be made by the Principal or the Principal's designee to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions, which require immediate suspension, or in the case of a serious breach of conduct as defined by rules of the district school board.

Suspensions, Alternative Placement, and Expulsion

Suspension, also referred to as "out-of-school suspension", means the temporary removal of a student from all classes of instruction on school grounds and all other school-sponsored activities, except as authorized by the Principal, for a period not to exceed ten (10) school days and remanding of the student to the custody of the student's parent/guardian, with specific homework assignments to complete. In addition, students could be subject to "bus suspension" for behavior infractions while on Putnam County School District transportation or buses.

Prior to a suspension, a student will receive oral and written notice of the charges and an explanation of the evidence against him/her. The Principal will hold an informal hearing to give the student an opportunity to explain his/her side of the story. The Principal will send formal written notice to the student's parent/guardian by U.S. Mail, informing of the length of the suspension and the reasons for it. Except in extreme emergencies, all out-of-school suspensions shall begin at the end of the school day following of the infraction, unless the parents/guardians have been notified and are able to pick up the student at school. A student shall be given the opportunity to make up schoolwork and course requirements missed while absent due to out-of-school suspension. The student shall have a reasonable amount of time up to five (5) school days following suspension to complete the school work missed and shall do so on his/her own initiative. An appeal may be addressed to the Principal, whose decision will be final.

Alternative Placement means the removal of a student from all classes and placed in a class, on or off campus. Placement by the school Principal and the School Based Team may not exceed forty-five (45) days. Alternative placement by the School Board in lieu of expulsion may not exceed the current and one (1) addition school year.

A student may be eligible for alternative placement for a history of disruptive behavior, qualifying offenses defined in the Student Code of Conduct, or returning from detention or court-adjudicated commitment program. However, a student returning from a detention or commitment program may not automatically be assigned to alternative placement.

A student and parent/guardian will be given written notice of the intent to seek alternative placement, the charges against him/her, and the opportunity for a hearing with the Principal. The parent/guardian of the student will be provided notice of the Principal's recommendation to the School Based Team and the date, time, and location of the meeting. A parent/guardian may appeal the alternative placement decision by submitting a written appeal to the Principal within three (3) days of the final decision. The Principal will revise or affirm the disciplinary action. The parent/guardian may file a final appeal to the Office of Student Services by submitting an "Appeal of Disciplinary Action" form within three (3) days of the Principal's final decision. The person designated by the Superintendent, shall hear the appeal. It shall be within the authority of the designated person to:

Determine the Principal's jurisdiction regarding the matter.

Determine the adequacy of the procedural due process afforded the student.

Determine that sufficient evidence has been presented to substantiate a rule violation having occurred.

Assure that the subject student has been afforded an opportunity to present testimony in his/her behalf regarding the circumstances or events initiating the disciplinary action.

Determine that the disciplinary action is in keeping with School Board policy and discipline guidelines.

Determine if handicapping conditions, as per ESE, are involved.

Expulsion means the removal of the right and obligation of a student to attend a public school for a period of time and under conditions set by the Board not to exceed the remainder of the term or school year and one (1) additional year of attendance. A Principal may recommend to the Superintendent the expulsion of a student who has committed a serious breach of conduct. A recommendation of expulsion will include a detailed report on the student's actions and alternative measures taken recommendation. When the Superintendent makes a recommendation for expulsion to the Board, written notice shall be given to the student and his/her parent/guardian of the recommendation setting forth the charges against the student, with a summary of the factual, legal, and policy grounds for the recommendation, and advising the student and his/her parent/guardian of their right of due process. A student and his/her parent/guardian will be given written notice of the Principal's recommendation and the reasons therefore, and an opportunity to meet with a representative of the Superintendent to answer the charges.

The student and/or the parent/guardian shall also be provided a brief description of the student's rights and of the hearing procedure. When Board action on a recommendation for the expulsion of a student is pending, the superintendent may extend the suspension assigned by the Principal beyond ten (10) school days if such suspension expires before the next regular or special meeting of the Board. The student and parent/guardian or representative will have the opportunity to meet with the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear. The Board shall act on any recommendation for an expulsion.

Also, the District School Board may honor the final order of expulsion or dismissal of student, from outside the district, for an act, which would be grounds for expulsion under our guidelines. Prior to denying admission, however, the Superintendent may offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

The appeal procedures listed above shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary appeal procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extra-curricular groups, clubs, events, sports, trips, or other school sponsored activities.

Discipline of Students with Disabilities

For students with disabilities whose behavior impedes their learning or the learning of others, strategies, including positive behavioral interventions and supports to address that behavior, will be considered in the development of their IEPs. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the requirements and procedures in the Rule 6A-6.03312, F.A.C., is appropriate for a student with a disability who violates the Student Code of Conduct.

Consistent with the Putnam County School District's Student Code of Conduct and to the extent that removal would be applied to non-disabled students, school personnel may:

- Remove a student with a disability who violates a student code of conduct from the student's current placement for not more than ten (10) consecutive school days;

- Further remove a student with a disability for not more than ten (10) consecutive school days within the same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement as defined in Rule 6A-6.03312, F.A.C.

A manifestation determination, consistent with the following requirements, will be made within ten (10) days of any decision to change the placement of a student with a disability because of a violation of a Putnam County School District's Student Code of Conduct. In conducting the review, the school district, the parent/guardian, and relevant members of the IEP team (as determined by the parent/guardian and the school district) will:

- Review all relevant information in the student's file, including any information supplied by the parent/guardians of the student, any teacher observations of the student, and the student's current IEP;

- Determine whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability or whether the conduct in question was the direct result of the school district's failure to implement the IEP;

- If the school district, the parent/guardian, and relevant members of the IEP team determine that the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability or that the conduct in question was the direct result of the school district's failure to implement the IEP, the conduct will be determined to be a manifestation of the student's disability and the school district will take immediate steps to remedy those deficiencies.

If the school district, the parent/guardian, and relevant members of the IEP team determine that the conduct was a manifestation of the student's disability, the IEP team will either:

- Conduct a Functional Behavioral Assessment (FBA), unless the school district had conducted a FBA before the behavior that resulted in the change of placement occurred, and implement a Behavioral Intervention Plan (BIP) for the student;

- If a BIP has already been developed, review and modify it, as necessary, to address the behavior;

- Except as provided below, return the student to the placement from which the student was removed, unless the parent/guardian and the school district agree to a change in placement as part of the modification of the BIP.

For disciplinary changes of placement, if the behavior that gave rise to the violation of a Putnam County School District's Student Code of Conduct is determined not to be a manifestation of the student's disability, the relevant disciplinary procedures applicable to non-disabled students may be applied to the student in the same manner and for the same duration in which they would be applied to non-disabled students, except that services necessary to provide a Free Appropriate Public Education (FAPE) will be provided to the student with a disability, as described below.

If a parent/guardian disagrees with the manifestation determination decision made by the IEP team pursuant to this rule, the parent/guardian may appeal the decision by requesting an expedited due process hearing. On the date a decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of the student code of conduct, the school district will notify the parent/guardian of the removal decision and provide the parent/guardian with a copy of the notice of procedural safeguards. A school district is not required to provide services to a student with a disability during removals totaling ten (10) school days or fewer within the same school year, if services are not provided to non-disabled students who are similarly removed.

Students with disabilities who are suspended or expelled from school or placed in an Interim Alternative Education Setting will continue to receive educational services in accordance with s. 1003.01, F.S., including homework assignments, to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP and receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications designed to address the behavior violation so that it does not reoccur. After a student with a disability has been removed from the current placement for ten (10) school days in the school year, if the current removal is not more than ten (10) consecutive school days and is not a change of placement under this rule, school personnel, in consultation with at least one of the student's special education

teacher(s), will determine the extent to which services are needed to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP.

If the removal is a change of placement under Rule 6A-6.03312, F.A.C., the student's IEP team determines appropriate services under the paragraph above.

School personnel may remove a student to an IAES for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

- Carries a weapon to or possesses a weapon at school, on school premises, or to a school function under the jurisdiction of a state education agency or a school district;

- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district;

- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district.

On the date that a decision is made to make a removal that constitutes a change of placement because of a violation of Putnam County School District's Student Code of Conduct, the school district will notify the parent/guardian of that decision and provide the parent/guardian with a copy of the notice of procedural safeguards.

An expedited hearing may be requested:

- By the student's parent/guardian, if the parent/guardian disagrees with a manifestation determination or with any decision by an administrative law judge (ALJ) regarding a change of placement under Rule 6A-6.03312, F.A.C.;

- By the school district, if it believes that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

The school district may repeat the procedures for expedited hearings if it believes that returning the student to the original placement is substantially likely to result in injury to the student or to others. Expedited due process hearings requested under this subsection will be conducted by an ALJ for the Division of Administrative Hearings, Department of Management Services, on behalf of the Department of Education, and will be held at the request of either the parent/guardian or the school district regarding disciplinary actions. These hearings will meet the requirements prescribed in Rules 6A-6.03011 through 6A-6.0361, F.A.C., except that the hearing will occur within twenty (20) school days of the date the request for due process is filed and an ALJ will make a determination within ten (10) school days after the hearing. In addition, unless the parent/guardians and the school district agree in writing to waive the resolution meeting described herein or agrees to use the mediation process set forth in these rules:

- A resolution meeting will occur within seven (7) days of receiving notice of the request for expedited due process hearing, and;

- The expedited due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within fifteen (15) days of the receipt of the request for expedited due process hearing;

- The decision of the ALJ rendered in an expedited hearing may be appealed by bringing a civil action in a federal district or state circuit court, as provided in s. 1003.57(1)(e), F.S.

An ALJ hears and makes a determination regarding an appeal and request for expedited due process hearing under this subsection and, in making the determination:

- An ALJ may return the student with a disability to the placement from which the student was removed if the ALJ determines that the removal was a violation of Rule 6A-6.03312, F.A.C., or that the student's behavior was a manifestation of the student's disability;

- Order a change of placement of the student with a disability to an appropriate IAES for not more than forty-five (45) school days if the ALJ determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

The procedures under this subsection may be repeated if a school district believes that returning the student to the original placement is substantially likely to result in injury to the student or to others. When an appeal as described above has been made by either the parent/guardian or the school district, the student will remain in the IAES determined by the IEP team pending the decision of the ALJ or until the expiration of the time period specified by school personnel, including expulsion for a student where no manifestation was found, unless the parent/guardian and the Department of Education or school district agree otherwise.

A regular education student who has engaged in behavior that violated Putnam County School District's Student Code of Conduct may assert any of the protections afforded to a student with a disability under this rule if the school district had knowledge of the student's disability before the behavior that precipitated the disciplinary action occurred. A school district is deemed to have knowledge that a student is a student with a disability if:

- The parent/guardian has expressed concern in writing to supervisory or administrative personnel of the appropriate school district, or a teacher of the student, that the student needs special education and related services;

- The parent/guardian has requested an evaluation to determine whether the student is in need of special education and related services;

- The teacher of the student, or other school district personnel, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the school district's special education director or to other supervisory school district personnel.

A school district would not be deemed to have knowledge of a disability (see above) if:

The parent/guardian of the student has not allowed an evaluation to determine if the student is an eligible student with a disability;

The parent/guardian of the student has refused to provide consent for initial provision of special education and related service;

The parent/guardian of the student revoked consent for the student to receive special education and related services;

The school district conducted an evaluation in accordance with Rules 6A-6.03011 through 6A-6.0361, F.A.C., and determined that the student was not a student with a disability.

If the school district has no knowledge that the student is a student with a disability prior to disciplinary action, the student may be disciplined in the same manner as a non-disabled student who engages in comparable behaviors. If an evaluation request is made for the student during the time period of the disciplinary action, the evaluation will be conducted in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the student is determined to be a student with a disability, taking into consideration the information from the evaluation and information provided by the parent/guardians, the school district will provide special education and related services consistent with the requirements of Rule 6A-6.03312, F.A.C.

Nothing in Rule 6A-6.03312, F.A.C., prohibits a school district from reporting a crime committed by a student with a disability to the appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with a disability. School districts will ensure that the special education and disciplinary records of students with disabilities are transmitted, consistent with the provisions of s. 1002.22, F.S., and Rule 6A-1.0955, F.A.C.:

For consideration by the person making the final determination regarding the disciplinary action;

For consideration by the appropriate authorities to when school districts report crimes;

School districts will include in the records of students with disabilities a statement of any current or previous disciplinary action that has been taken against the student and transmit the statement to the same extent that the disciplinary information is included in, and transmitted with, the student records of non-disabled students. The statement may be a description of any behavior engaged in by the student that required disciplinary action, a description of the disciplinary action taken, and any other information that is relevant to the safety of the student and other individuals involved with the student. If the student transfers from one school to another, the transmission of any of the student's records will include both the student's current IEP and any statement of current or previous disciplinary action that has been taken against the student.

ADDITIONAL RULES, GUIDELINES AND PROCEDURES

STUDENT AND PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

The authority to set forth in Florida State Statutes, vests in School Boards the responsibility to adopt an explanation of the responsibilities and rights of students. All students continue to maintain their constitutional rights within the school and its activities, functions or events. However, the Putnam County School District as an explanation to students, parent/guardians, teachers and other instructional personnel, and administrators establishes concurrent responsibilities.

Knowledge of Rules

Students have a right to expect rules and regulations to be available to them and to be enforced without discrimination.

Students have a responsibility to know and observe the school rules and regulations, which pertain to them.

Attendance

Students have the right to avail themselves of a free and appropriate public education.

Students have the responsibility to avail themselves of a free and appropriate public education.

Students have the responsibility to provide the school with an adequate explanation with appropriate documentation indicating the reasons for an absence.

Students or parent/guardians have the responsibility, after an excused absence to request the make-up assignment from their teachers.

Students or parent/guardians have the responsibility to provide professional medical confirmation.

Learning

Students have the right to learn and to have appropriate educational experiences made available to them.

Students share the responsibility to seek clarification, if necessary from informed persons in the school.

Students have the responsibility to strive for growth in this area by participating to their utmost ability.

Students have the responsibility to contribute toward the development of a positive climate in the school that is conducive to wholesome learning and living.

Students have the responsibility to respect the rights of other individuals and to become informed and knowledgeable about issues.

Students have the responsibility to schedule appointments in advance unless the problem or concern is one of an emergency nature.

Freedom of Educational Choice

Students and parent/guardians have a right to seek any educational choice options available within the state. These

options may include controlled open enrollment, single gender programs, lab schools, virtual instruction, charter schools, technical centers, magnet schools, alternative schools, special programs, advanced placements, dual enrollment, IB, pre-ALICE, CAPE, or others that might be available.

Parent/guardians have the right to request their child be transferred to another classroom teacher.

Students and parent/guardians have a responsibility to follow the established educational choice procedures outlined in the district Controlled Open Enrollment Plan or as established in the school procedures or Pupil Progression Plan.

Parent/guardians have the responsibility of making a request to transfer teachers. The request must be provided in writing to the school Principal.

Free Speech and Expression

Students have the right to form and express their own opinions on issues without jeopardizing their relations with their teachers or other school personnel, provided it does not interfere with the orderly conduct of school or classes. Students have the right to hold group meetings in accordance with use of facilities and rules.

Students have the responsibility to respect the rights of other individuals who have viewpoints differing from their own and to express themselves on those issues in which they disagree in a manner which does not infringe upon the rights or interfere with the orderly educational process of the school and are not obscene or libelous or in violation of the school code.

Students have the responsibility to make efforts to become informed and knowledgeable about various issues.

Students have the responsibility to act in a manner that preserves the dignity of the occasion.

Students have the responsibility to use only those bulletin boards or wall areas designated for use by students and student organizations, and must also accept responsibility for the effect that the posting, publication, or distribution of this literature might have on the normal activities of the school.

Students have the responsibility to plan for, seek approval of the administration, and properly conduct the activities in a manner, which is consistent with the educational objectives of the school.

Students have the responsibility to refrain from engaging in any assembly, which endangers others or disrupts the orderly process of school.

Participate in School Programs

Students have the right to participate regularly and to conduct themselves in an appropriate manner to demonstrate leadership in school activities, and to operate within the bounds of rules and regulations.

Students have the right to participate in interscholastic and intrascholastic extracurricular activities, if they are 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.

A student's right 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 state law or rule.

Students have the responsibility to participate regularly and to conduct themselves in an appropriate manner, to demonstrate positive leadership in school activities, and to operate within the bounds of rules and regulations.

Students have a responsibility to observe school and governing agency rules in their participation in school programs and activities, including any and all established attendance, discipline, and grade requirements.

A student has the responsibility not to 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 established in law or rule.

Students who participate in interscholastic and intrascholastic extracurricular activities for, but are not enrolled in, a public school have a responsibility to comply with the district school board's student code of conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.

Patriotic and Religious Programs

Students and parent/guardians have the right to expect the School Board will not adopt any policy or rule or enter into any agreement that prohibits a student member from the free, individual, and voluntary exercise or expression of the individual's religious beliefs.

Students and parent/guardians have the right to expect the District staff members not to use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration or the School Board from adopting any policy or rule promoting an establishment of religion.

Students have the right not to participate in reciting the pledge of allegiance, including standing and placing of the hand, once the Principal has been provided a written request for exemption by the parent/guardian.

Students have a responsibility to show respect or patriotism, to include standing attentively and removing any non-religious headdress.

Privacy

Parent/guardians, or eligible students (18 years of age or attending a post-secondary institution) have the right to inspect, review, and challenge the information contained in those records directly relating to the student.

Parent/guardians, or eligible students have the responsibility of informing the school of any information that may be useful in making appropriate educational decisions.

Parents/guardians, or eligible students have the responsibility to meet their financial obligation as it relates to school fees. Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.

Students have the responsibility to release information to those individuals or agencies that are working actively and constructively for the benefit of the student.

Respect of Persons and Property

Students have a right to expect that their person and property will not be violated or damaged by others.

Students have a responsibility to respect the persons and the property of fellow students, school personnel, visitors, and school district support staff.

Students have a responsibility to take care of the property of the school board.

Students have a responsibility to neither damage nor deface the property in the community surrounding the school grounds.

This includes the building and lawns in the neighborhood.

SEARCH AND SEIZURE

A Principal or designee may search persons, briefcases, book bags, purses, storage areas and vehicles, upon reasonable suspicion of prohibited or illegally possessed substances or objects (Florida State Statute 1006.09). If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, any alcoholic beverage or liquor, illegal drugs, or any type of weapon, or other violation of rule or policy a member of the instructional or administrative staff may search the temporarily detained student, the student's possessions, and the student's locker for the purpose of disclosing the presence of the aforementioned items.

Student lockers are the property of the Putnam County School District and it is a privilege and not a right for a student to have the use of one. Acceptance of a locker by a student includes full permission by the student and their parent/guardian to search the locker and its contents without notice so long as law enforcement personnel or the Superintendent, Principals or those authorities delegated by them, conducts such search.

The use of metal detectors is hereby authorized in conducting random and specific searches with reasonable suspicion of students and other persons entering and/or occupying school grounds.

If a search of a student, student's possessions or the student's locker reveals stolen or illegal property prohibited by law or the Putnam County School District, the student is subject to action taken by law or School Board policy.

SAFE HARBOR SURRENDER

A student may approach a school official or personnel and voluntarily surrender an object, the possession of which is prohibited by the Student Code of Conduct. Unless an investigation by school officials regarding the possession of this particular object has already commenced, if a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to disciplinary action. An investigation is initiated when a school official or contracted personnel becomes aware of a prohibited item. This Safe Harbor Surrender clause has no bearing or authority in criminal investigations resulting from the possession of illegal items. The student's parent/guardian will make arrangements to pick up the object from the school, if applicable. If a student discovers an illegal item such as drugs, a weapon, or other contraband on school property, including on a school bus, the student may approach a school official or personnel and report the discovery. A student shall not be in violation of the Student Code of Conduct solely by making such a report. School officials shall adhere to policies and procedures concerning further investigation of the report.

ZERO TOLERANCE OF VIOLENCE

Any act of serious violence, as determined by the Principal, shall result in a discipline classification resulting in a ten (10) days suspension and/or transfer to the alternate school or expulsion and referral to law enforcement.

Zero-tolerance policies must 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 one (1) full year, and to be referred to the criminal justice or juvenile justice system.

Serious Acts of Violence include, but are not limited to:

Bringing a firearm or weapon, as defined in Florida State Statutes chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school, and/or making a threat or false report, as defined by law or rule, involving school or school personnel's property, school transportation, or school-sponsored activity.

Zero tolerance policies are NOT intended to be rigorously applied to petty acts of misconduct and misdemeanor crimes, including, but are not limited to, minor fights or minor disturbances.

GUN-FREE SCHOOLS ACT (GFSA) OF 1994

The GFSA states that each state receiving federal funds must have a state law (Florida State Statute 1006.07) requiring local educational agencies to expel a student from school for a period of not less than one (1) year once a student who is determined to have brought a weapon. Each state's law also must allow the chief administering officer of the Local Educational Agency (LEA) to modify the expulsion requirements on a case-by-case basis.

The legislation explicitly states the GFSA must be construed to be consistent with the Individuals with Disabilities Education Act (IDEA). Therefore, by using the case-by-case exception, LEAs will be able to discipline students with disabilities in accordance with the requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act (Section 504).

REASONABLE FORCE

The State Board of Education shall adopt standards for the use of reasonable force by district school board personnel to maintain a safe and orderly learning environment. Such standards shall be distributed to each school in the state and shall provide guidance to district school board personnel in receiving the limitations on liability specified below.

Except in the case of excessive force or cruel and unusual punishment, a teacher or other member of the instructional staff, a Principal or the Principal's designated representative, or a school bus driver shall not be civilly or criminally liable for any action

carried out in conformity with the State Board of Education and district school board rules regarding the control, discipline, suspension, and expulsion of students, including, but not limited to, any exercise of authority under Florida State Statute 1003.32 or 1006.09.

ALLEGATIONS AND COMPLAINTS TOWARD STAFF

Any complaint against any employee which arises within the membership of the School Board or which comes to the attention of the School Board (except through the Superintendent) shall be referred to the Superintendent for decision. In the case the employee or the complainant is not satisfied with the decision of the Superintendent, either party may take an appeal to the School Board through the Superintendent for a final decision. The School Board will not considered a complaint in any other manner.


Any person purposely reporting, making, or stating a false accusation against a school board employee could be subject to disciplinary or criminal actions.

RESOURCES

DATING VIOLENCE AND ABUSE

The School Board strictly prohibits any act of dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation. For purposes of this policy, dating violence and abuse shall be defined as emotional, verbal, sexual, or physical abuse of a student who is in a current or was in a past dating relationship by the other person in that dating relationship. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of mental, physical or sexual abuse. It may also be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. Dating violence and abuse may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, as well as harassment through a third party.


Any student who is the victim of an act of dating violence and abuse, or has cause to believe that s/he is in immediate danger of becoming the victim of an act of dating violence and abuse, should report the matter to the Principal or to any member of the school staff. Any School Board employee who receives a report of an act of dating violence and abuse, who directly observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse shall report such report, observations, or suspicions to the Principal. Any resident of the community or other member of the school community, including students, parent/guardians, volunteers, and visitors, who observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse is encouraged to report the matter to the Principal. These reports can be made either in person or anonymously.



CHECK IT!

IS YOUR RELATIONSHIP HEALTHY ??
The Person I Am With:

<input type="checkbox"/>	Is very supportive of the things I do	Y/N
<input type="checkbox"/>	Encourages me to try new things	Y/N
<input type="checkbox"/>	Is not liked very well by my friends	Y/N
<input type="checkbox"/>	Accuses me of cheating or flirting	Y/N
<input type="checkbox"/>	Likes to listen when I have something on my mind	Y/N
<input type="checkbox"/>	Texts me or calls all the time	Y/N
<input type="checkbox"/>	Tries to control what I do or who I see	Y/N
<input type="checkbox"/>	Threatens to hurt me, my family or friends	Y/N
<input type="checkbox"/>	Blames me for problems	Y/N
<input type="checkbox"/>	Understands that I have my own life too	Y/N



RED FLAGS & WARNINGS
Watch for These Signs!

- Isolation-cuts you off from family/friends*
- Controlling behavior-controls who you see, talk to*
- Jealousy-unreasonable*
- Threats of violence/abuse-intimidation, scares you*
- Cruelty to animals or children-teases or injures*
- Any use of force in an argument-restrains, holds*
- Past abuse-excuses it, minimizes or blames*
- Quick involvement-'I love you' too quick, pressures*
- Blames others for problems-does not admit fault*
- Breaking objects-beats on them, throws, terrorizes*

DATING VIOLENCE FACTS FOR PARENTS:

- 1 in 3 teens will experience some kind of abuse in their romantic relationships, including emotional/verbal abuse
- 1 in 5 teens who have been in a serious relationship report being hit, slapped or pushed by a partner
- 40% of teen girls know someone who has been beaten or hit by their partner
- Nearly 80% of girls who have been physically abused in their intimate relationships CONTINUE to date their abuser

FACTS FOR PARENTS ABOUT TEENS:

- They face unique obstacles to getting help: transportation, money or safe place to go
- May have little or no experience with dating relationships or what to expect
- Do not realize they are being abused
- Confuse jealousy with love
- Will talk to peers often before talking to an adult—even if they are in trouble

PARENTS: EARLY WARNING SIGNS -WHAT DO I NEED TO KNOW?

- Your teen's partner behaves in a way that is extremely jealous/possessive, such as checking on them often (phone, text, email...)
- You hear verbal abuse, such as name-calling and demeaning comments
- Your teen gives up things that are important, such as time with friends or family, activities or other interests
- Your teen has unexplained injuries
- Your teen's partner abuses other people or animals

CALL LEE CONLEE HOUSE HELPLINE FOR ASSISTANCE — 325-3141

LEGAL FACT: Florida Statute 784.046 gives the right for teens to apply for a restraining order on their own; parents can also apply on their children's behalf.

RESOURCES

ALL LEE CONLEE HOUSE SERVICES ARE FREE!
All Hotline Calls Are Confidential

<p>Lee Conlee House Domestic Violence Center 24-Hour DV/Rape Crisis Helpline: 386-325-3141 / Toll-Free 800-500-1119 Administrative Office: 386-325-4447 Court Advocate Line: 386-326-7676 (restraining orders) Website: www.leeconleehouse.org</p> <p>Putnam County Health Department Violence Intervention & Prevention Program 386-326-3200 (ask for advocate on-call)</p> <p>www.wiredsafety.org (cyberstalking) National Suicide Prevention Hotline: 1-800-273-8255</p>	<p>National Teen Dating Violence Hotline Toll-Free 866-331-9474 TTY: 866-331-8453 website: loveisrespect.org (live peer chat—4 p.m. to midnight!)</p> <p>Florida Council Against Sexual Violence website: www.fcasv.org Toll-Free Rape Crisis Hotline: 1-888-956-7273</p> <p>loveisnotabuse.com (teen dating-interactive) Homeless/Runaway Hotline: 1-800-231-6946</p>
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* Lee Conlee House will provide services to eligible individuals, regardless of race, religion, color, national origin, gender, mental or physical disability, sexual orientation, citizenship, immigration status, marital status, language spoken or any other protected class.

Suicide Prevention and Awareness



Protecting the health and mental wellness of students is of the utmost importance to the school district. Students experiencing a mental health crisis have access to a variety of resources, such as: The National Suicide Prevention Lifeline 1-800-273-8255 (TALK), The Trevor Lifeline 1-866-488-7386, www.suicidepreventionlifeline.org, and www.thetrevorproject.org. Students are expected to help establish an environment of positive culture and help others seek the help they need related to a mental health crisis. Students can seek the assistance of any adult if they are in need of mental health assistance.

Bullying Prevention and Awareness

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment of any type for all students and employees. The School Board will not tolerate unlawful bullying and of any type. Students and parent/guardians can find numerous resources on bullying prevention and awareness at the websites below.

<http://www.suicidepreventionlifeline.org>

www.stopbullying.org

<https://mbfchildsafetymatters.org>

<http://www.fldoe.org/schools/safe-healthy-schools/safe-schools/bullying-prevention.stml>

Crime Stoppers

An advertisement for Crime Stoppers of Northeast Florida. On the left is the logo, which says "CRIME STOPPERS" in large, bold, black letters with a yellow outline, and "of Northeast Florida" in smaller text below. On the right, there is a dark background with yellow text. It says "TEXT 'Tip231 plus your message'" in a yellow box, followed by "To CRIMES (274637)". Below that, it says "CALL OUR TOLL FREE HOTLINE: 1.888.277.TIPS (8477)".