

LYNN HAVEN ELEMENTARY SCHOOL  
Parent & Student Handbook



Eagle PRIDE

Lynn Haven Elementary School  
301 W. 9<sup>th</sup> Street  
Lynn Haven, FL 32444  
850-767-1454

John Cannon  
Principal

Judy Hall  
Assistant Principal

Principal's Welcome

2



3

LHES Mission/Vision

Telephone Numbers/Websites

Daily Schedule

Student Arrival and

Dismissal

Classroom Drop Off AM and

PM

Appointments or Illness During

the School Day Communication

Between Home and School

Emergency Contact

Information Behavior

Management

Parent Involvement

School Advisory Council/PTO

Field Trips

Special Programs

Dress Code/Violations

Health Services

Attendance

Fire Drills and Building

Evacuation Progress

Reports/Report Cards

Lost and Found

Lunch Program

Student Participation in the

Pledge of Allegiance

District Code of Conduct

4

5

6

6

7

7

8

9

9-11

11

12

12

12-13 13

13-14 15

15

16

16

16-17 17

18-31

3

## WELCOME

The Lynn Haven Elementary School Parent and Student Handbook is your comprehensive guide to LHES. It contains details about important elements of our beautiful school, including our beliefs, schedules, rules, policies, programs, and services. Please read it through to gain a more complete picture of our school!

At Lynn Haven, we operate with the knowledge that success as an organization is within our control. We operate with the following five effective school correlates as our guide:

- Effective Leadership
- Collaborative Teachers
- Involved Families
- Supportive Environment
- Ambitious Instruction

Research tells us that if we focus on excellence in each of these areas, the chances of reaching our full potential are great.

The importance of family involvement cannot be overstated. Please consider being actively involved in your child's education via our School Advisory Council, our Parent-Teacher Organization, or as a volunteer. Parent-Teacher conferences are also an excellent way to stay involved, as well as attendance at special school events. You can find out about opportunities for involvement by contacting the school, whether it is in person, by telephone, by liking our Facebook page.

I welcome you to the Lynn Haven Elementary School family, and invite you to join me in showing your Eagle PRIDE!

Go Eagles!

*John Cannon*

Principal



Lynn Haven Elementary is committed to continuous improvement in meeting the learning needs of all individuals. Priority is placed on strong curriculum and instructional practices that incorporate a variety of learning activities designed to accommodate differences in learning styles. Additionally, it is essential that students have a safe and orderly environment in which to grow and learn. LHES's mission was developed from these beliefs and reflects our ideals of assisting families in creating lifelong learners.

## MISSION STATEMENT

We at Lynn Haven Elementary School celebrate educational excellence in a safe, nurturing environment. We value the education of each individual so that our children become lifelong learners and productive civic stewards.

## VISION

We at Lynn Haven Elementary School strive to be a model of continued educational excellence where all of our students become proud lifelong learners and soar in all of their pursuits.

## IMPORTANT TELEPHONE NUMBERS

### Lynn Haven Elementary School:

Main Office 767-1454

Fax 271-3685

Bay Base 767-1470

Cafeteria 767-1471

Registration  
or Parent Portal 767-1462

Note: If you receive a call from anyone at the school, our main office number will show on your

phone. If you don't answer the call, the office has no way of knowing who was trying to reach you or why. Please listen to your messages as staff will leave a message as to why they were calling.

**District:**

Bay District Office 767-4100

Transportation 767-4495

Student Services 767-4311

Pre-K Office 767-4201

Safety and Security 767-4127

**IMPORTANT WEBSITES:**

District: [www.bay.k12.fl.us](http://www.bay.k12.fl.us)

School: [www.facebook.com/lynnhavenelementary](https://www.facebook.com/lynnhavenelementary)

Parent Portal: <https://focus.bayschools.net/focus/>

Online Payments: <https://osp.osmsinc.com/bay>

6



7:05 a.m. - Buses arrive; Supervision in cafeteria or designated areas; breakfast begins

7:25 a.m. - 1st bell; Pre K – 5th grade students go to classrooms, breakfast ends 7:30

a.m. - Tardy bell; Announcements

(Students who are tardy must be signed in by parent@ office.)

8:15 a.m. - 9:00 a.m. – K special area

9:00 a.m. - 9:45 a.m. – 1<sup>st</sup> special area

9:50 a.m. - 10:35 a.m. – 2<sup>nd</sup> special area

10:35 a.m. - 11:20 a.m. – 3<sup>rd</sup> special area

12:15 a.m. - 1:00 a.m. – 4<sup>th</sup> special area

1:10 a.m. - 1:55 a.m. – 5<sup>th</sup> special area

2:00 p.m. - Dismissal for all Pre-K-5 parents pick up/bike riders/walkers & Pre-K-2 bus/daycare vans/Bay Base

2:03 p.m. - Dismissal for all 3-5 bus/daycare vans/Bay Base

## STUDENT ARRIVAL AND DISMISSAL

School is in session from 7:25 a.m. – 2:00 p.m. **Students may not arrive on campus before 7:05 a.m.** There is no supervision prior to this time. **Students eating breakfast should proceed directly to the cafeteria.** (Please explain to your child that they must go to the cafeteria to eat breakfast first and when they are finished they can go to the playground if time remains.) Breakfast ends at 7:20. **Students who are not eating breakfast at school should proceed directly to their morning waiting area until the first bell rings.**

**YOU MAY PARK IN DESIGNATED PARKING SPACES ALONG 9<sup>TH</sup> STREET AND IN THE PARKING LOT BY THE CHURCH, ON 9<sup>TH</sup> STREET. Parking spaces on 10th Street and New York Avenue are designated for faculty/staff parking only. However, the handicap parking spaces are open to anyone having a handicap tag.**



Students may be dropped off between 7:05am and 7:25am. **If you arrive at the school at 7:25 a.m. or later please park and walk your child to the office and sign them in.** Students are NEVER to be dropped off anywhere but at the parent loop. Never by the front office. Students are to be picked up at 2:00pm from the parent loop only.

**All vehicles MUST have a LHES issued Pick-up car tag.** Each family is provided 2 car tags at the beginning of the year after each family completes the form and returns it to the school. These must be visible from your car's rear view mirror when picking up your child. If you do not have the required tag you will be advised to park your vehicle and bring in a valid picture ID into the office to sign out your child. This procedure is in place for the safety of your child. The pick-up car tag indicates that the person driving the vehicle has permission to pick your child up from school. Car tags also allow staff members to keep the dismissal line moving in an efficient

7

manner. Please pull your car forward as far as possible to allow the maximum number of cars to load. **Grade markers are hanging from the sidewalk awnings.**

**B** 

**New York Avenue Bus and Day Care Drop Off/Pick-up ONLY:**

This area is reserved for bus/day care traffic only! Personal vehicles are not allowed on New York Avenue.

## **BUS TRANSPORTATION**

**Bus Registration:** Bus drivers will drop students off only at the address listed on FOCUS, which is pulled from Parent Portal. **It is critical that parents update the address through Parent Portal to assure students are delivered to their correct bus stops. Changes may not be made on or after 1:30 p.m. via email or phone call.**



### **Mornings:**

**All visitors must enter either through the gate at the car loop on 9<sup>th</sup> Street or the front office.**

Parents may park in the parking lots on 9<sup>th</sup> Street and walk their child to the designated waiting or play area (cafeteria or play area behind gym) or to class **no earlier than 7:05AM on the 1st day of school only.** This is the only time you may enter the school from the car loop.

Parents/approved family members will be allowed to walk your children to classroom doors **in the mornings only, no earlier than the first bell at 7:25AM.** All students will be allowed to wait with or without their parents, in the cafeteria or play (on good weather days) in the play area behind the gym and in front of the cafeteria. **There will be supervision in all areas. Parents**

**bringing their child to school at 7:25 or after need to park their car and escort them to the office to sign him/her in.**

### **Afternoons:**

Parents/approved family members picking up students in the afternoon will do so at the gate at the car loop on 9<sup>th</sup> street or at the car loop on 10th Street. **THESE ARE THE ONLY LOCATIONS STUDENTS WILL BE ALLOWED TO BE PICKED UP.** **\*\*STUDENT'S MODE OF TRANSPORTATION MAY NOT BE CHANGED AFTER 1:30 P.M.\*\*** If you did not pre-arrange to pick your child up prior to 1:30, plans cannot be changed for that day. Pre-arrangement plans include a handwritten note to the teacher via your child or parent sending the teacher an email. Note, teachers can only read emails during their lesson planning period.

A [REDACTED] If parents know in advance their child needs to leave school prior to 2 p.m. a note should be sent to the teacher by the parents via the student. The student will be called for and released when the parent signs them out in the office. Occasionally there could be an emergency and the parent could not write a note in advance. Parents should report to the office and the above procedure will be followed PRIOR to 1:30 p.m. Parents, please make every effort to schedule medical and dental appointments after school hours. The doctor/dentist/therapist/legal advisor

8

should write a note for your child to return to the teacher the next day. Should a student become ill enough to be sent home, parents will be contacted by our Pancare nurse, and your child will wait in the health room until you arrive at the office to sign them out and take them home. **A photo identification will always be required.** Teachers are instructed not to release students to persons who bypassed the office and come to the classroom. This provision is made for the protection of children and for the reduction of classroom interruptions.

## COMMUNICATION BETWEEN HOME AND SCHOOL

Home and school communication is an important tool which is proven to increase student performance. At LHES we strive to maintain communication through school and classroom publications:

- **LHES events and information will be sent home on COLORED paper.** This procedure is in place to assist you in knowing what's happening at LHES. **Please check backpacks daily.**
- **Grade Level/Teacher Communication:** Teachers will frequently send notes/letters home with students. Parents are often requested to sign and return the message to verify receipt.
- **Parent Portal/FOCUS:** This is the place to register or update all information regarding your child, emergency contacts, etc. This will also provide you online attendance, assignments, grades, etc. This is located on the district website. Call Dawn Calhoun in the office for more information. **IF YOU MOVE OR CHANGE PHONE NUMBERS, IT IS IMPERATIVE YOU KEEP THIS ACCOUNT UPDATED FOR EACH OF YOUR CHILDREN. THIS PROGRAM DOES NOT AUTO-POPULATE FOR SIBLINGS. THE GOVERNMENT USES THIS ADDRESS TO SEND YOU IMPORTANT DOCUMENTATION!**
- **Email:** Another form of communication that parents and teachers may use. **Please be sure your current email address is in the Parent Portal.**
- **Student Planners:** 1<sup>st</sup>-4<sup>th</sup> grade teachers, parents and students use this tool to communicate as well as writing down assignments and other important information.
- Occasionally parents may have concerns or problems that have not come to the attention of the school. Parents are encouraged to call the school!

- **Like us on Facebook @Lynn Haven Elementary School**
- **Peachjar** notices are also a way of communicating. Peachjar is delivered to the email you provide in the Parent Portal.

### SENDING MESSAGES TO YOUR CHILD'S TEACHER

PLEASE email your child's teacher if you need to give them a message and are unable to write it out for your child to deliver to them. If you do not have computer access, you may call the office at 767-1454 and a message will be forwarded to the classroom during the instructional day via email and read only during the teacher's lesson planning period. Teachers will reply during planning periods or after school as time allows. **Messages concerning a change in a child's transportation need to be in writing and given to the teacher. This requirement is to ensure the safety of all students. If an emergency arises and a change is needed please be sure to call the office before 1:30pm. Calls at 1:30 or later cannot be forwarded.**

9

**Working emergency contact numbers are required.** Parents must provide a day, work, home and emergency contact phone number at time of registration, **and updated as needed on Parent Portal/FOCUS for each child.** These contact phone numbers may change due to moving, new job, child care arrangements, emergency contact individual may move, or other changes. In addition, the school should be informed if parents will be traveling and leaving their child in the care of someone else. That person should be on your Parent Portal. A child may become ill or injured during the school day. A sick child belongs at home. Parents will be contacted by the school nurse if your child is sick or injured. Parents will enter at the front office and sign their child out (photo ID required). **Children will only be released to individuals noted in Parent Portal/FOCUS.**

## BEHAVIOR MANAGEMENT

The mission of LHES is to strengthen a student's self-worth, dignity, and teach social responsibility. We believe that every student enrolled at LHES is entitled to attend school in an atmosphere that is safe and where students feel supported in their learning. Each student has the responsibility to conduct himself/herself in a positive manner that will promote the right of all to learn and grow. A copy of the BDS Student Discipline Policy (7.203) can be viewed at [www.bay.k12.fl.us](http://www.bay.k12.fl.us). All parents are encouraged to read and share the appropriate contents with their child/children.

Our theme for the school is "**Eagle PRIDE**". We know you are proud to be part of this wonderful school, and we want to celebrate that pride and cultivate it within our students and families daily. Part of this daily celebration and cultivation will be the recitation of our Eagle PRIDE pledge:

"At Lynn Haven Elementary,

I am a **Peacemaker**

I am **Respectful**

I **Include** others

I am **Determined**

I **Excel** in school and life



## **I have Eagle PRIDE."**

This year we will continue our behavior management plan using PBS (Positive Behavior Support).

**Our school expectations are:**

**Peacemaker**

**Respectful**

**Include others**

**Determined**

**Excel**

10

Throughout the school specific rules will be applied to specific areas with the focus on the overall expectations:

### **Restroom Expectations & Rules:**

- Be quick and quiet
- No horseplay
- Keep area clean
- Wash your hands
- Keep hands and feet to yourself

### **Playground Expectations & Rules:**

- Take turns
- Stay in recess area
- Keep hands and feet to yourself ●
- Use outdoor voices appropriately ●
- Listen and follow directions ● Use equipment safely

### **Hallway/Walkways Expectations & Rules:**

- Be safe and face forward
- Walk quietly in a straight line ●
- Keep hands and feet to yourself ●
- Keep voices silent
- Listen and follow direction

### **Cafeteria Expectations & Rules:**

- Listen and follow directions
- Use inside voices
- Walk when traveling
- Stay seated
- Clean up your area
- Be safe

**Classroom Rules:** Classroom rules are posted in each room and shared with parents at the beginning of the school year. Students are expected to be familiar with and follow these rules. *Inappropriate behavior may also result in the loss of the privilege of attending future school activities such as field trips.*

**Rewards:** It is important to recognize and reward positive and appropriate behavior. LHES has monthly Soaring Eagle Award Winners from each classroom. Soaring Eagle Award Winners are students that display excellence in behavior, citizenship, study habits, and character. Each class will have an Eagle of the Day. Each teacher will have an eagle that is placed on a student's desk for the day. That student will get a note stating that he/she was the "Soaring Eagle of the Day" from their teacher to take home. The LHES Honor Roll Program recognizes all 1<sup>st</sup> through 5<sup>th</sup> graders that have all A's and/or B's in all subject areas and all S's in behavior/work habits and at special areas. An assembly is held each nine weeks and students receive either a ribbon, magnet or a button in recognition of their outstanding accomplishments.

**Consequences and Procedures:** While every effort is made to reteach and redirect misbehaviors

in the learning environment occasionally the process is disrupted. LHES has created a form, "Classroom Referral "(CR) that will be completed by the teacher and sent home to parents explaining the expectation that was not followed as well as steps taken prior to the CR. The teacher and student will also complete a contract regarding this misbehavior. **Discipline Matrix** – The Bay District Schools Discipline Matrix has been designed to serve as a guide for school-based administrators. These guidelines are to be used to assist in determining appropriate consequences for specific disciplinary infractions. The Matrix provides progressive disciplinary actions to address multiple behaviors. When used with fidelity, the Matrix will ensure that discipline measures are consistent throughout the district. The final decision on all school discipline referrals lies with the administrators of the school since he/she is most familiar with any extenuating circumstances.

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**BUS Numbers and Routes** will be displayed in classrooms and in the front office. Inquiries about bus routes or delays in bus arrivals should be directed to transportation at 767-4495. The school has neither the authority nor the responsibility for school bus routing or scheduling.

**Bus Discipline:** Maintaining appropriate bus behavior is a joint responsibility involving school, transportation, students and parents.

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- Remain seated while on the bus.
- Keep aisles, steps and empty seats free from obstruction.
- Keep hands, feet and other body parts to yourself.
- Talk with other passengers in a normal voice.
- Promptly comply with the bus driver's or monitor's instructions.
- Be responsible for your belongings and keep your area clean.

## PARENT INVOLVEMENT

We invite you to attend every celebration we host. Parents may also visit during school hours but to help us protect instructional times in the classrooms, make an appointment with the teacher before you visit. A 24 hour notice is required prior to your visit. For the safety of all of our students, all visitors must report first to the office, where your Photo ID will be required to pick up a badge anytime you visit the school. Visitors, guest speakers, and/or class participants must have a visitor's badge prior to entering the classroom or eating lunch with your child. Surprise or unannounced visits are an interruption in the normal routine and should be avoided. We ask for your sensitivity to the needs of our students. They will react most favorably to an expected visit. It will give them the opportunity to learn how to interact politely with visitors.

P

Parents are encouraged to request conferences whenever they wish to review their child's progress. Teachers request at least a 24 hour notice to prevent scheduling problems and conflicts with other conferences and meetings. Conferences cannot be held while the teacher is teaching or in a public setting such as Open House.

### Volunteers

An important part of our school program is volunteers. All volunteers are required to check in at

the office. In order to keep our students safe, all volunteers will fill out a *Volunteer Form* and have a complete background check using our RAPTOR system. Volunteers must show a valid driver's license. Volunteers may help during special programs/activities, field trips or they may work with a particular teacher. Some activities may be non-instructional, such as word processing, preparing materials, or arranging bulletin boards. Others may be more instructional, such as working with a small group or one-on-one with students on specific skills. If you would like to volunteer your time and talents or would like more information, contact the Office at 767-1454.

12

[REDACTED]

The School Advisory Council (SAC) is an elected educational advisory committee composed of parents and professional school employees. The primary purpose of this Council is to approve and oversee the implementation of the School Improvement Plan. The SAC and PTO schedule joint meetings periodically. Lynn Haven Elementary has first-rate parents, students, teachers, and administrators. We actively seek parent volunteers to help at school. PTO has the support of the community, administrators, teachers, parents and children in all its endeavors. All parents and relatives of students are encouraged to become members and supporters. We are looking for PTO Officers for the 21-22 school year. Could you help us? **Your involvement and membership are greatly appreciated.** Feel free to contact the office if you have questions or would like to help. **As a PTO Officer, member, and volunteer the sharing of your time and talents will provide a unique opportunity to make an impact on children's lives. We need you in order to continue in our fine tradition of service to and support of our excellent school. Please join us in making this school year our best yet at Lynn Haven Elementary School!**

[REDACTED]

Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, all required permission forms must be signed by the parent or guardian and returned to the child's teacher. Chaperones must have an approved Volunteer Application on file for the current school year. Chaperones for overnight field trip must be cleared through the fingerprint process at the Bay District Schools Safety and Security Office (there is a fee for this process) and wear their badge. Chaperones may only ride on the bus if it is a bus that has been chartered for overnight.

## SPECIAL PROGRAMS

### Inclusion

The goal of the Inclusion Program is to provide peer role models to encourage and challenge Exceptional Student Education (ESE) students to achieve levels of success both academically and socially. At LHES we have inclusion classes at each grade level. The inclusion team consists of an ESE teacher, a paraprofessional, and a regular classroom teacher. This team works together to provide accommodations and modifications to ensure appropriate growth in all subject areas. All students benefit from the unique make-up of these classroom populations.

**G** [REDACTED]

“Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment” (U.S. Department of Education, 1993). LHES offers Talented and Gifted classes to qualifying 2<sup>nd</sup> – 5<sup>th</sup> grade students.

13

**G** [REDACTED]

In order to reduce barriers to learning, LHES has two counselors, Mr. Chris Pope and Mrs. Cheryl Merrill. Mr. Pope and Mrs. Merrill assist in creating an educational environment which is conducive to academic, personal, and social growth of students. They see children individually and in small groups. They also conduct classroom lessons and serve as resources for special lessons and enrichment activities. A counselor may see children on a walk-in basis, or a parent or teacher may refer them. They ensure that all students acquire the attitude, knowledge and skills to participate constructively and contribute in a multicultural and transient society. These attributes will be developed in partnership with our families and community agencies. Although our counselors focus primarily upon students, they are also a valuable resource for parents. If your family is going through a difficult time that might affect your child, please make our counselors aware of it. They are here for you!

**A** [REDACTED]

The Bay Base program is an enrichment program for students in grades pre-k through fifth, which features organized and supervised activities at school facilities after the regular school day until 6:00pm. Some holidays and during summer vacation, full-day activities are provided from 6:30am until 6:00pm. Please contact Beth Baker, LHES Bay Base Director, at 767-1470 for more information.

## DRESS CODE

For up to date dress code, see board policy at <http://www.bay.k12.fl.us/> Students should dress appropriately.

**D** [REDACTED]

◆ First and second offense consequences are: notification of parent or guardian; change of inappropriate attire;

◆ Consequences for subsequent offenses may include one or more of the following at the discretion of the principal:

a) notification of parent or guardian;

b) change of inappropriate attire;

c) one to three days of in-school suspension or out-of-school suspension d) Fourth and

subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out-of-school suspension or expulsion; ◆ Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

*Any interpretation of the uniform that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District. The Superintendent can*

*add uniform requirements based upon the unique needs of the population served at a school.*

## HEALTH SERVICES

Routine health screening programs are conducted during the school year. YOU WILL NEED TO GIVE PERMISSION THROUGH THE "UPDATE INFORMATION SECTION" IN PARENT PORTAL. The

14

screenings include: hearing, vision, height, weight, and dental. Grade level areas of screening will vary. All health screenings are conducted through Pancare of Northwest Florida.

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Ideally students will not take medication during school hours. However, any medicine to be distributed at school (prescription or non-prescription, even aspirin and cough drops) must have a "Permission to Administer Medication" form completed by the parent and physician on file in the school office. The completed form and the medicine must be delivered to the nurse by an adult. All medication must be in a pharmacy labeled container with the name of the student and the time and amount to be taken. Unclaimed medication is disposed of at the end of the school year.

### Illness

Many illnesses are more contagious in the early stages before the illness is recognizable and diagnosed. If children are kept at home at the first signs of illness, fewer children are exposed and the sick child benefits by resting and getting well. Please notify the school if your child has a contagious disease. Any time your child misses school, send a note to the teacher. The following are reasons to keep your child at home:

1. Temperature of 100 degrees or greater
2. Diarrhea
3. Vomiting
4. Continual coughing
5. Pain

If your child is found to have a temperature of 100 degrees or greater, you will be required to pick up your child. When children are sent to school, it is expected that they will participate in the entire school program to include outdoor play. If there is a physical reason for the curtailment of outdoor play or PE, a written note will be required.

*The following health problem requires treatment prior to returning to school:*

### Head Lice and Nits

Board Policy Chapter 7.302

The following circumstances require exclusion from school:

- a. Live Head Lice. Any student with live head lice shall be temporarily excluded from attending school. Students with live head lice may not participate in school sponsored activities, or ride the school bus until the student has received treatment for head lice.
- b. Nits at the base of the hair follicle. Any student with nits at the base of the hair follicle will be temporarily excluded from school. Students with nits at the base of the hair follicle may not participate in school sponsored activities, or ride the school bus until the student has received treatment for head lice.

To be readmitted to school, the student must be free of head lice and nits at the base of the hair follicle. When returning to school, the student must be checked by the school nurse or designee. The Parent must be present. The student may remain at school only if they are found to be free of head lice and nits at the base of the hair follicle. Final readmission decisions shall be made at

the principal's discretion.

If the student is found to have head lice or nits at the base of the hair follicle, the school nurse or designee shall contact the student's parents to discuss continued treatment.

15

The school principal or his/her designee shall investigate the absence of a student who is absent from school in excess of three days because of head lice or nits at the base of the hair follicle.

## ATTENDANCE

Parents are responsible for ensuring that children attend school regularly and arrive on time. Although teachers make every effort to provide extra help for children who have been absent, students learn more when they attend school regularly. It shall be the responsibility of the parents or legal guardians to notify the school by the next school day after the absence, regarding the reason for each absence that had not been pre-approved.

**ABSENCES: A NOTE STATING THE REASON FOR THE ABSENCE, THE DATE, AND SIGNATURE OF A PARENT/GUARDIAN MUST VERIFY ANY ABSENCE OR TARDINESS.**

**Excused Absences:** Documentation must be filed with the front office **within 3 days** of the absence. Excused absences may be given for the following reasons.

1. Death in the family or other bona fide family emergency.
2. Illness of student. A written statement from a physician that the student is under the supervision of the physician, permission to return to school and that the student's condition justifies the number of days absent will be required after three (3) days absent.
3. Appointments for medical or dental care (physician's statement required.)
4. Visits to a licensed therapist. (Therapist statement required)
5. Legal reasons. (Legal services statement is required)
6. Pre-approved family leave. Requests for family leave must be **in writing and approved BEFORE the student is to be absent** (forms are located in the office) and must comply with the following criteria:
  - A. The student must have a C average or higher in all classes for the grading period.
  - B. It must be demonstrated that the leave cannot be taken during school breaks.
  - C. The limit for requested leave cannot be for more than five (5) days per school year.

### Unexcused Absences

Unexcused absences are those absences where no required documentation was provided and are not justified according to the rules of this policy by the parent or legal guardian. In addition, truancy, and/or skipping are considered unexcused absences.

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Children who arrive late miss the teacher's instruction at the beginning of the lesson. They also disrupt the learning of other students who were on time. Each student is responsible for regular and punctual class attendance and they depend on their parents. Students must be inside the classroom by the end of the final bell, which is 7:30am, in order not to be considered tardy. The teacher will determine if a tardy is excused or unexcused according to BDS Policy. Students who leave school more than 15 minutes before the end of the school day will be given a Late Absence. Chronic tardiness and Late Absences will be investigated by a designated school representative.

## FIRE DRILLS AND BUILDING EVACUATION

Florida state law requires schools to hold monthly emergency drills. Evacuation routes are posted clearly in each room and rehearsed.

16

## PROGRESS REPORTS/REPORT CARDS

BDS report cards are correlated to the Florida Standards and based on current assessment research. *Progress reports will not be sent home. You may track your child's progress through Parent Portal.* Report cards will be sent home four times a year, at the end of each nine week grading period.

### **Kindergarten's Academic and Nonacademic Scale:**

S – Satisfactory (70-100): achievement is at the grade level expectation; knowledge/skills demonstrated with considerable competence

N – Needs Improvement (60-69): achievement is approaching the grade level expectation; knowledge/skills are demonstrated with some competence

U – Unsatisfactory (59 – below): achievement is well below the grade level expectation; knowledge/skills are demonstrated with limited competence

I – Incomplete: insufficient information available at this time

NG – Not Graded

### **1<sup>st</sup> – 5<sup>th</sup> Grade Academic Scale:**

A - 90-100: Outstanding Progress

B - 80-89: Above Average Progress

C - 70-79: Average Progress

D - 60-69: Lowest Acceptable Progress

F - 50-0: Failure

I – Incomplete: insufficient information available at this time

### **1<sup>st</sup>-5<sup>th</sup> Additional Curriculum Grading Scale:**

E - Exceeds: student performance exceeds grade level expectation

S - Satisfactory: student performance is acceptable

N - Needs Improvement: student performance needs to improve

U - Unsatisfactory: student performance is unacceptable

## LOST AND FOUND

It is extremely important to label all items of clothing, lunch boxes, and backpacks with your child's name for easy identification. LHES lost and found location is in our gym.

If your child is missing a personal item he/she will need to check in the gym before or after school and/or with the teacher's approval during the school day.

## LUNCH PROGRAM

School meals are provided by Chartwells School Dining Services. Breakfast is served each day in the cafeteria from 7:00 – 7:20 and lunch from 10:10 – 12:40. Students must be in the cafeteria before 7:20 a.m. to get breakfast.

17

F [REDACTED]

All Bay District Students will receive federally funded Free Breakfast and Lunch.

Visit <http://chartwells.compass-usa.com/BDS/Pages/Home.aspx> for menus and meal prices. The following prices are subject to change:

**Prices for Adult Visitors: Prices for Students:** Adult breakfast \$2.00 Breakfast Reduced: \$ .30 Adult Lunch \$3.50 Breakfast Regular: \$1.25 Lunch Reduced: \$ .40 Extra Milk or Juice \$0.50 Lunch Regular: \$2.50 Snacks \$0.50 - \$1.00

[REDACTED]

1. Students may pay for Snacks or Extra Milk or Juice as they go through the lunch line. However, they are responsible for keeping their money until lunch time.
2. Online payment is available via [www.myschoolbucks.com](http://www.myschoolbucks.com).

## Student Participation in the Pledge of Allegiance

Florida HB 7029, signed into Law by Governor Rick Scott on April 14, 2016, amended Florida Statute 1003.44 by spelling out requirements. In accordance with the law, upon a written request from the student's parent/guardian, Bay District students may be excused from participation in the Pledge of Allegiance.

Updated provisions, effective July 1, 2016, from the FL Statute 1003.44 include:

- When the national anthem is played, students and all civilians shall stand at attention, men removing head coverings except those worn for religious purposes.
- The Pledge of Allegiance is defined:  
"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."
- The Pledge of Allegiance shall be rendered by students standing with the right hand over the heart.
- The Pledge of Allegiance shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
- Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon a written request by his or her parents, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.
- When the pledge is given, non-exempt students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.

If you would like your student to be exempt, please contact your child's school directly. The school will advise you how to proceed with your written request.



**2021 - 2022**  
Bay District Schools  
**William V. Husfelt, III**  
Superintendent

**PURPOSE**

The purpose of Code of Student Conduct and Discipline is to provide information about the Bay County School Board's policies regarding student conduct and discipline. Outlined in this brochure are students' responsibilities and rights; attendance policies; informal and formal discipline procedures; and other pertinent information. The Bay County School Board policies are subject to change at the discretion of the School Board. The complete School Board policies that form the Code of Student Conduct and contain other information relevant to students are available at each school, at the District's web site [www.bay.k12.fl.us](http://www.bay.k12.fl.us), and at the Superintendent's office on Balboa Avenue. Each school's student handbook includes references to the School Board policies and other more specific rules.

**STUDENT CONTROL AND JURISDICTION** (School Board Policy 7.201)

Each student enrolled in the District school system shall be subject to the policies of the School Board and the administrative control and direction of the principals, other members of the administrative or instructional staff, or bus drivers to whom such responsibility has been assigned.

1. During the time he/she is enroute to and from school at public expense.
2. During the time he/she is attending school.
3. During the time he/she is attending or participating in a school sponsored activity.
4. While a student is on the school premises before and after school and before and after a school sponsored

function. **STUDENTS' RESPONSIBILITIES AND RIGHTS** (School Board Policy 7.208)

Students have rights and responsibilities relative to the knowledge and observation of school and School Board rules; attendance; right to learn; participation in school programs and activities; respect for persons and property; assembly and free speech, student publications, and appropriate dress.

**DAILY ATTENDANCE** (School Board Policy 7.105)

Attendance Records. Daily attendance shall be taken for students who are enrolled in Pre-Kindergarten (age 3) through 12<sup>th</sup> grade.

It is the responsibility of each teacher to see that an accurate record of attendance is maintained in the manner prescribed by the State Board of Education and the Superintendent. The principal shall be responsible for the timely administration of attendance policies and procedures and for the accurate reporting of attendance in the school under his/her direction. The principal shall assure that all teachers and clerks are instructed in the proper recording of attendance, and it shall be his/her duty to see that such instructions are followed. The principal or his/her designee shall inspect and determine the completeness and accuracy of the records contained in the record keeping system for each of the required full-time equivalent student membership periods. At the end of each school year the principal or his/her designee shall certify the completeness and accuracy of the automated attendance records indicating that all attendance records have been kept as prescribed by law and rules of the State Board. An attendance record containing any material inaccuracies, resulting from willful or intentional falsification of data by or for the principal, shall be considered a false report for which the principal shall be subject to penalties as provided by law. Attendance verification is adequately documented through the 20 day and 45 day attendance verification reports provided through the online district grade book. In order for the attendance verification reports to be accurate, teachers must input attendance by class period at the secondary level and daily at the elementary level.

Leaving School During the Day. Before releasing a student from school, the principal or his/her designee shall establish the identity and authority of any individual who seeks the release of a student from school. A student shall be released only to the parents or legal guardians or other person authorized by the parents or legal guardians on the student's electronic registration portal. Should a person other than one authorized by the parents or legal guardians request the release of a student, the principal or his/her designee shall first obtain verbal consent of the parents or legal guardians before releasing the student. In the event that a dispute arises between parents regarding who is authorized to pick up a student from school, the student shall be released only to the parents or legal guardians registering the student for school. It is the responsibility of the Enrolling Parent or legal guardian to maintain current contact information in the electronic registration portal.

Students in grades 9-12 age 18 or older may sign themselves out of school during the regular school day if the school has on file a written, notarized request from the student's parent allowing their student to check themselves out of school. The written request shall include an acknowledgment that the parent understands that the school will not notify the parent of excessive absences or tardiness if they allow their student this privilege. The written parental request may be waived by the principal in the event the principal determines through verification that the student is living on his/her own.

No teacher or other employee of the School Board shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal or his/her designee.

At the discretion of the principal, the parents/guardians may be asked to physically sign the student out. Parents/Guardians must have a picture ID to prove they have authority to remove the student from campus.

No student may be excused from school during regular school hours in order to take private lessons, except as provided herein.

All school campuses shall be closed during lunch periods. Each school year, the principal may request an exemption for eligible eleventh and twelfth grade students. If the exemption is approved by the school board, students must have a written notarized parent/guardian authorization form on file.

No student shall be sent from the campus during the school day to perform errands or to act as a messenger, except with the prior approval of the principal. Approval shall be given only for urgent and necessary school business.

**Tardiness.** Each student is responsible for regular and punctual class attendance. Students must be inside the classroom by the end of the ringing of the tardy bell in order not to be considered tardy. Students who leave more than 15 minutes before a class is over will be given an Early Departure. Chronic tardiness will be investigated by a designated school representative.

**Absences.** By the next school day after the absence, it shall be the responsibility of the parents or legal guardians to notify the school regarding the reason for each absence. The school principal or his/her designee shall contact the student's parent or guardian to determine the reason for any absence for which the reason is unknown. Justification will be evaluated based on the policy below regarding excused or unexcused absences. The final decision for approval will rest with the school principal.

**Attendance Codes.** Absences, Tardies and Early Departures shall be recorded with the following codes, as defined in this policy:

- A - Absent (Adult use only-Tom P. Haney Technical Center)
- B - Administrative Leave (excused)
- E - Excused Absence
- F - Family Leave – Preapproved (excused)
- H - Hospital/Homebound
- I - In-School Suspension (excused)
- NS - No Show (used only during the beginning of the district school year No Show period as determined by Bay District Management Information Systems (MIS) department)
- O - Out-of-School Suspension (unexcused)
- P - Present (Adult use only)
- R - Religious Leave (excused)
- S - School Function Leave (excused)
- T - Tardy (unexcused)
- U - Unexcused Absence
- V - Tardy (excused)
- X - Early Departure (≥ 15 minutes)

**Excused Absences, Tardies or Early Departures.** For an absence to be considered as excused, documentation must be filed with the principal's office within three (3) days of the absence. Excused absences, Tardies or Early Departures may be given for the following reasons:

1. Death in the family or other bona fide family emergency.
2. Illness of student. A written statement from a physician that the student is under the supervision of the physician and that the student's condition justifies the number of days absent may be required after a total of five (5) days of absences (absences do not have to be consecutive).
3. Appointments for medical or dental care (physician's statement required.)
4. Visits to licensed therapist.
5. Legal reasons.
6. Pre-approved family leave. Requests for family leave must be in writing and approved before the student is to be absent and must comply with the following criteria.
  - A. The student must have a C average or higher in all classes for the grading period.
  - B. It must be demonstrated that the leave cannot be taken during school breaks.
  - C. The requested leave cannot be for more than five (5) days per school year and may not be during semester/term exam days and/or during state assessments.

**School Function Leave.** Students shall be granted School Function Leave (excused leave) for school sanctioned events, including but not limited to:

1. School sanctioned activities.
2. Approved educational trips.
3. Curriculum related field trips with teacher chaperones and with principal approval.
4. Functions which the student is administratively recognized as a representative of a school.

**Administrative Leave.** Students shall be granted Administrative Leave (excused leave) for occasions which the principal feels are appropriate, including but not limited to:

1. Trips for college recruitment should be scheduled when school is not in session. The administration may make an exemption if the college has a planned program for a specific day or if the student has a specific appointment with a college official that is validated in writing.
2. Trips for military recruitment should be scheduled when school is not in session. The administration may make an exception if the recruiter makes arrangements with an administrator prior to the student being out of school.
3. Temporary Administrative Leave of a student, initiated by the principal, prior to the conclusion of a misconduct violation investigation. The principal may temporarily assign a student to Administrative Leave while completing the misconduct violation investigation. When temporary Administrative Leave is necessary, the principal or designee shall inform the parents or legal guardians by the most

rapid means (including telephone). As soon as feasible under the circumstances, the principal or designee shall hold a conference with the student or parents or legal guardians.

**Religious Leave.** Students shall be excused from any examination, study, or work assignment for observance of a religious holiday, religious instruction or because the tenets of his/her religion forbid secular activity at such time. No adverse or prejudicial effects shall result to any student who avails him/herself to the provisions of this rule. Major religious holidays include, but are not limited to: Rosh

Hashanah, Christmas, Epiphany, Yom Kippur, Sukkot, Ash Wednesday, Palm Sunday, Shmini Atzeret, Simchat Torah, Good Friday, Easter, Passover, Shavout, Vietnamese New Year, Kwanza, and Ramadan.

1. A student with the written consent of his/her parents or legal guardians, or a student who has attained the age of majority, upon application of the student, may be excused from attendance in school in grades 9-12 for a period not to exceed one (1) hour, during each school day to participate in religious instruction at his/her place of worship or at any other suitable place away from school property designated by the religious group, church, or denomination. Responsibility for transportation of students released for religious instruction shall be that of the parents or legal guardians. Written consent shall consist of request for the release of the student; assumption of responsibility for the student while off the school campus; and identification of the person or institution to which the student is to be released.
2. Student in grades K-12, upon written request of his/her parents or legal guardian, may be released from school in order to participate in a religious observance.

**Unexcused Absences.** Unexcused absences are those absences that are not justified according to the rules of this policy by the parent or legal guardian. In addition, truancy, and/or skipping are considered unexcused absences. Skipping class is defined by one or more of the following criteria:

1. Failure to check out when leaving school before the end of the official school day.
2. Absent from class without parents or legal guardians knowledge and/or permission.
3. Absent from class without teacher knowledge and/or permission.

**Unexcused Absences and Athletic Eligibility.** If a student has had at least five (5) unexcused absences within a calendar month, or ten (10) unexcused absences within a ninety (90) calendar day period, the principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the attendance child study team, after examining the student's attendance records and seeking input from the parent and the student's teachers, finds that a pattern of non-attendance has developed, they will notify the principal and/or designee who will then notify the student, parent, and athletic director that the student will be suspended from all extra-curricular activities until the end of the current grading period or until the student fulfills the terms of an attendance agreement (FHSA Policy 9.2.1.1. requires regular school attendance).

**Unexcused Absences and Extracurricular Activities.** Students with four (4) or more unexcused absences in a 9 week grading period (block schedule) or eight (8) or more unexcused absences in an 18 week grading period (7 period day) shall be placed on Administrative Probation, which shall include denial of participation in extracurricular activities through the end of the current grading period.

**Appeals.** A parent or student may appeal within five (5) days of notification a decision to classify an absence as unexcused by notifying the principal in writing.

**Make Up Work - Excused Absences.** Students are expected to make up all work missed during excused absences. The student must contact the teacher on the first day back in school in order to make arrangements to make up the work within five (5) school days. The teacher and/or the principal may grant additional time for making up work if warranted by the individual situation. All assignments including tests and exams announced in advance of the student's absence must be made up on the day the student returns to school. Teachers have the prerogative to require a student on school or administrative leave to complete work assigned in advance of the leave.

**Makeup Work - Unexcused Absences.** Students are responsible for making up all work missed, including tests and exams, during an unexcused absence. If the unexcused absence is due to a suspension of one to three (1-3) days, the student must contact the teacher upon the student's return to class to make arrangements to make up within five (5) school days work missed. Parent(s)/guardian(s) of students suspended for more than three (3) days are responsible for contacting the school by the end of the third day of suspension and obtaining the missed work assignments. All work must be completed and returned to the classroom teacher upon the student's return to school.

**Attendance Incentive.** Students on a block schedule in grades 9-12 with perfect attendance including the day of the exam in a 9 week grading period and an average of 85% and above or students in grades 9-12 with no Unexcused Absences and no more than three Excused Absences including the day of the exam in a 9 week grading period and an average of 90% or above may elect to drop the semester exam or a test or project grade from the current grading period which does not count for more than 1/7 of the student's grade in that class within the current grading period. Students on a seven period day in grades 9-12 with perfect attendance including the day of the exam in an 18 week grading period (7 period day) and an average of 85% and above or students in grades 9-12 with no Unexcused Absences and no more than six Excused Absences including the day of the exam in an 18 week grading period and an average of 90% or above may elect to drop the semester exam or a test or project grade from the current grading period which does not count for more than 1/7 of the student's grade in that class within the current grading period. However, the student may not, under this provision, choose to drop the final exam grade unless the student's numerical score on the final exam is within 20 points on a scale of 1-100 of the student's numerical grade for the course prior to the exam unless the student has maintained an A or B average for both grading periods. These students must sit for the semester exam, but may choose to drop their exam grade regardless of the 20 point rule described above. A student may only drop a test which the student has taken or a project which the student has turned in for grading. This provision does not permit students to exempt the taking of tests or participating in projects. School Leave and Religious Leave shall not count as an absence for the purpose of this section.

21

1. Any student who is placed in in-school or out-of-school suspension during the 9 week grading period shall not be eligible under this policy to drop any test or project grade.
2. Any student who has three (3) unexcused tardies in a class during the 9 week grading period (block schedule) or six (6) unexcused tardies in a class during the 18 week grading period shall not be eligible under this policy to drop any test or project grade.
3. Any student who transfers into a District school or a student who transfers from one school to another in Bay County shall not be eligible to drop any test or project for the 9 week grading period of their transfer.

Minimum Attendance. A student may be in jeopardy of being retained if he/she fails to attend school for at least 160 days in a school year.

## **STUDENT DRESS CODE AND GROOMING** (School Board Policy 7.209)

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress.

The following is the dress code for grades K-12 except students at Margaret K. Lewis and Tom P. Haney Technical Center.

The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities (examples: Honors and Awards ceremonies).

Tops:

- All tops must be unaltered and appropriately fitted with sleeves; cannot be so sheer or tight as to reveal underwear or body parts • Collared or crewneck tops only; scoop or v-neck shirts will not be permitted
- School approved T-shirts (club, spirit, etc) are permitted
- School colors preferred and encouraged
- Students in grades K-5<sup>th</sup>: any solid color or print patterns; manufacturer's graphics or logos permitted
- Students in grades 6<sup>th</sup>-12<sup>th</sup>: any solid color or print patterns; No graphics or logos except for a small manufacturer's trademark • Students may layer their tops; however, all visible tops including camisoles or undershirts must be in solid colors

Bottoms:

- Bottoms must be any solid color
- Bottoms must be appropriately fitted and seated at the waist; cannot be so sheer or tight as to reveal underwear or body parts • No shorts, skirts or dresses shorter than five inches (5") above the kneecaps as measured standing up, (K-5 students may wear jumpers) • Any pants with holes, rips, or tears 5 inches above the kneecaps are not permitted
- Dresses with sleeves (underarm must be covered) must be a solid color or print patterns but no graphics • Small manufacturer's trademark and minimal embellishments are acceptable
- Fitness pants such as leggings, yoga pants, exercise tights, etc. are permitted but must be covered with a top that reaches fingertip length when arms are at sides

Shoes:

- Closed toes and closed backs preferred
- Sandals with back or back strap for grades K-5 only
- No bedroom shoes, flip-flops, shower shoes, slides or beach footwear

Sweaters/Sweatshirts/Hoodies:

- Long-sleeved sweaters, sweatshirts, or hoodies must be a solid color or print patterns but no graphics (unless school approved spirit or club)
- Small manufacturer's trademark is acceptable
- Hood may not be worn indoors or in covered hallways

Note: School approved means clothing carries school logo and is in school colors.

Cloth Face Coverings:

- Cloth face coverings may be worn by students as necessary for health and safety
- Coverings must be solid colors or school approved
- Coverings may not cover eyes or tops of head
- Students will assume full responsibility for their own personal cloth face coverings

Other:

- Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas)
- No head wear except sunglasses. Hats or other sun-protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, locker or backpack
- No jewelry or accessory that may be used as weapons such as chains or spiked jewelry
- Jackets/Coats must have either buttons, zippers or snaps that are from top to bottom. Jackets can be any color. Jackets may be worn in the classroom at the discretion of the teacher.
- Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Cheerleaders may wear their uniforms when required for participation in school sanctioned activities. Athletes may wear the team jerseys on game days with appropriate uniform bottoms.
- Earbuds – Principals are granted discretion of authority necessary to implement a technology policy (including earbuds/headphones) that best meets the needs of their campuses. In order for students to be made aware of security announcements or other hazardous situations in a timely manner, it is expected that all students will adhere to single earbud use while on campus, at school-sponsored events and on school-sponsored transportation. Earbuds are permitted during

supervised testing situations.

Exceptions to wearing dress code attire are 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;
- A student wears a costume, special clothing or attire necessary for participation in a school-sponsored or extracurricular activity provided the clothing complies with District policy.

- The dress code guidelines violate a student's sincerely held religious belief. Students enrolled in special programs such as on-the-job vocational training, or participating in school activities which require additional standards of dress or grooming shall comply with such additional standards. When applicable, students shall be required to "dress out" and wear physical education uniforms prescribed by the school.
- A reasonable accommodation is needed to address a student's disability or medical condition. A request in writing shall be made to the principal by the student's parent/guardian.

Discipline for violating this policy shall be as follows:

- First and second offense consequences are: notification of parent or guardian; change of inappropriate attire; • Consequences for subsequent offenses may include one or more of the following at the discretion of the principal:
  - A. notification of parent or guardian;
  - B. change of inappropriate attire;
  - C. one to three days of in-school or out-of-school suspension; or
  - D. three days after school detention, if available.
- The fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out of school suspension or expulsion;
- Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence. Prohibited Attire at all Schools

Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Attire and accessories that are prohibited include, but are not limited to:

- Clothing that exposes underwear or body parts
- Fishnet tights
- Garters
- Halloween costumes or anything perceived as a dress up costume
- Sleepwear, pajamas, or other bedroom clothes
- Beach wear or bathing suits
- Visible undergarments including camisole tops or undershirts
- Animal tails
- Any clothing or accessory item that causes a disruption to the learning environment

Any student who violates this specific policy of prohibited attire is subject to the following disciplinary actions:

- For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian. • For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student's parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension pursuant to §1003.01(5), Florida Statutes for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, and the school principal shall 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.

Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.

The Superintendent can add dress code requirements based upon the unique needs of the population served at a school.

### **STUDENT DISCIPLINE** (School Board Policy 7.203)

It is the policy of the School Board that there shall be no tolerance of misbehavior. Schools and teachers may develop individual rules and disciplinary practices which supplement the School Board rules but do not conflict with those rules. Discipline should be applied after consideration of the eventual effect on the behavior of the student and should promote improved conduct. Students shall be subject to the provisions of this policy while attending school or on school premises, at any school function, or on any school sponsored transportation, or under the supervision of School Board personnel, whether on or off campus. Students may be subject to discipline even if that conduct occurs on property not owned or controlled by the School Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee. Parents, legal guardians or adult students will be financially responsible for any damage to school property. A student's academic grade shall not be reduced as a disciplinary measure. In accordance with this policy, violent or disruptive students may also be assigned to an alternative educational program or referred for mental health services.

Behavior Qualifying for Minor Disciplinary Measures.

Minor disciplinary offenses are those acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, or approved transportation, do not seriously endanger the health and safety of others or a student's own learning process. Following is a non-inclusive list of actions which shall result in Minor Disciplinary Measures.

- Absences
- Disrespect for school staff
- Distribution of unauthorized materials
- \*Eating or drinking on the bus
- Excessive talking
- Failure to follow instruction or direction of administrator/teacher/staff
- \*Failure to wear seat belt

- Libelous statements
- \*Loading or unloading on unassigned bus or bus stop
- Loss or damage of materials belonging to the school
- Minor disruption of class or school activities
- \*Not in assigned bus seat
- \*Out of seat without permission while bus is in motion
- Possession or use of skateboards
- Skipping class or off campus without permission
- Tardiness
- \*Talking while lights are on at railroad crossing
- Teasing and horseplay
- Unauthorized assembly
- Unauthorized use of school property
- Violations of School Board policy regarding computer and Internet usage

\* The behaviors starred are identified as Minor Disciplinary Offenses that occur on district approved transportation. Minor Disciplinary Measures. Behavior qualifying for Minor Disciplinary Measures may result in any of the following as deemed appropriate by an administrator or teacher.

- Verbal Correction
- Counseling
- Parental Contact
- Administrative Probation
- Detention
- In-School Suspension
- Work Detail (with parental consent)
- Seat re-assignment

#### **Behavior Qualifying for Major Disciplinary Measures.**

Behavior requiring Major Disciplinary Measures are more serious acts of misconduct including repeated acts of misconduct, serious disruptions of the orderly conduct of the school, or threats to the health, safety and property of self or others. Examples of more serious misconduct which may require Major Disciplinary Measures include but are not limited to the following as deemed appropriate by an administrator. • Aiding and abetting another person in committing an act which would be a violation of School Board policy • Any posting through the connection or use of wireless devices or internet including, but not limited to, blogs, social networks, emails, or texts that causes a foreseeable risk of substantial disruption to the work or discipline at a district facility

- Assault (threat of physical harm)
- Attempting to or gaining unauthorized access to school's or the district's computers or network
- Battery
- \*Breaking and entering
- \*Bullying, Harassment, or Cyberstalking as defined herein
- Bus conduct violation
- Cheating or plagiarism, including unauthorized grade changes
- \*Commission of any felony
- Class disturbance or disruptive behavior
- Damage to personal property of students or staff members
- Excessive tardies
- \*Extortion
- \*Falsely activating a fire alarm
- Failure to report to a school assigned under an Administrative Placement or Alternative Placement in lieu of Expulsion • Failure to report to or refusal to accept detention or work detail
- Fighting (mutual altercation)
- \*Fighting resulting in bodily harm
- Forgery
- Harassment and/or physical or verbal abuse or bullying of students
- \*Hazing
- \*Indecent exposure
- Insubordination or defiance
- Intentional false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff
- Intimidation
- \*Larceny or theft of personal or school property
- \*Lewd or lascivious behavior
- Lying to school officials
- Motor vehicle infraction

- Obstruction of an investigation by school officials or other authorities
- \*Participation in or leading a riot or disturbance
- \*Participation in secret societies, including gangs
- Possession of any device designed to expel a projectile by air or gas
- \*Possession, sale, use or under the influence of any controlled substance under Chapter 893, Fla. Stat., any counterfeit controlled substances as defined in §831.31, Fla. Stat., model glue or other inhalant, or any over-the-counter or prescription drug, medication, supplement, or alcohol or commercial non-alcoholic beverage as advertised by the beer and liquor industries, or the possession, use or sale of any paraphernalia designed for use of such substances
- \*Possession, use or sale of dangerous articles, or chemical propellant sprays

- \*Possession, use or sale of fireworks or other destructive devices
- Possession, use or sale of matches or cigarette lighters except at Tom P. Haney Technical Center by any adult student
- Possession, use or sale of tobacco products of any kind (both smoking and non-smoking) or electronic cigarettes
- \*Possession of knives of any type, razor blades, box cutters, or similar devices
- Possession, sale, or distribution of pornographic material
- Public display of affection
- \*\*Putting belongings or any part of the body outside of the bus window while the bus is in motion
- \*Robbery
- Rude or obscene behavior and/or language (profanity)
- \*Sexual offenses
- \*Sexual harassment
- \*\*Throwing objects in/out of the bus
- Trespassing
- Unauthorized alteration or changing, or aiding and abetting or participating in the alteration or changing of a student's grades or attendance records
- Unauthorized possession of radios, tape decks, or any other audio equipment
- Unauthorized use of a free and/or reduced lunch number
- Unauthorized entrance on grounds of another school or campus
- Use of wireless communications devices in violation of School Board Policy 7.311
- \*Vandalism or defacement of school/district property
- Violation of vehicle use or parking regulations
- Violation of requirements of detention or work detail
- Violation Behavior Contract in Lieu of Expulsion
- Violation of a Re-entry Behavior Contract

\*The behaviors starred are identified as SESIR incidents and are considered serious threats to school safety. \*\* The behaviors double starred are identified as Major Disciplinary Offenses that occur on district approved transportation.

Major Disciplinary Measures. Behavior qualifying for major disciplinary measures may result in any of the disciplines under Minor Disciplinary Measures, as well as the following as deemed appropriate by an administrator:

- Out-of-School Suspension
- \*Bus Suspension
- Administrative Placement (documented pattern of minor behavioral issues)
- Alternative Placement in lieu of Expulsion
- Expulsion
- \*Bus Expulsion

\*Disciplinary Measures for Major Disciplinary Offenses that occur on district approved transportation.

## Zero Tolerance

**Any disciplinary action taken against a student who violates this zero-tolerance policy must be based on the particular circumstances of the student's misconduct.**

### Behavior Qualifying for Discipline based upon Zero Tolerance

1. Behavior which shall result in a 1-10 day suspension and may result in expulsion: possession, sale, use or under the influence of any controlled substance under Chapter 893, Fla. Stat. any counterfeit controlled substance as defined by §831.31, Fla. Stat., model glue, other inhalant, or alcohol. However, a principal may, at his/her absolute discretion, reduce the length of the out of school suspension if the student is a first time alcohol or drug offender who possesses or is under the influence of any substance controlled under §893, Fla. Stat., or is under the influence of model glue or other inhalant or alcohol. **This option is only available to the principal for small amounts of a controlled substance which the principal determines is for the student's individual use and not for distribution, delivery or sale to other students.**

2. The Superintendent has the authority in drug or alcohol cases to offer the student an Alternative Placement in lieu of Expulsion under this policy.

3. Felony possession or sale, regardless of quantity, shall result in a ten (10) day suspension and may result in expulsion. Any student who is a first time offender who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Fla Stat. Chapter 893 may be entitled to a waiver of the discipline or expulsion:

a. If the student divulges information leading to the discipline or arrest of the person who supplied such controlled substance to him/her, or if the student voluntarily disclosed his/her unlawful possession of such controlled substance. Any such information divulged which leads to an arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging such information or

b. If the student commits him/herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

4. Behavior which shall result in a ten (10) day suspension and expulsion and referral for criminal prosecution:

- Homicide (murder, manslaughter);
- Sexual battery;
- Robbery or attempted robbery;
- Aggravated battery;
- Battery or aggravated battery on a teacher or other school personnel;

- Kidnapping or abduction;
- Arson;
- Possession, use, or sale of any explosive device.

5. Behavior which shall result in a ten (10) day suspension, expulsion for no less than one (1) full year and a referral for criminal prosecution: • Possession, use or sale of a firearm or weapon. This includes a firearm or weapon found in a student's vehicle, either at school or at a school sponsored event. The student shall be considered to be in possession of the firearm or weapon if it is determined by the principal, based upon evidence, that the student knew of the presence of the firearm or weapon in the vehicle. The School Board specifically waives the exception in §790.115(2)(a)(3) for purposes of student and campus parking privileges.

- A student shall not be subject to mandatory expulsion proceedings if it is determined by the Superintendent or the School Board (1) that the student was unaware he/she was in possession of the weapon or firearm, or (2) the student immediately returned the firearm or weapon to the person who gave it to him/her, or (3) if the student took the weapon or firearm to a staff member or was in the process of taking it to a staff member.

- Any threat, regardless of the location from which it is made, to throw, project, place or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person, or the making of a false report with 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.

Note: 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 under Section 1006.07 or Section 1006.13, Florida Statutes. Simulating a firearm or weapon while playing includes, but is not limited to:

1. Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
2. Possessing a toy firearm or weapon that is 2 inches or less in overall length.
3. Possessing a toy firearm or weapon made of plastic snap-together building blocks.
4. Using a finger or hand to simulate a firearm or weapon.
5. Vocalizing an imaginary firearm or weapon.
6. Drawing a picture, or possessing an image, of a firearm or weapon.
7. Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.

However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with district school board policies for similar infractions. If a student is disciplined for such conduct, the school principal or his or her designee must call the student's parent. Disciplinary action resulting from a student's clothing or accessories shall be determined pursuant to Policy 7.209 unless the wearing of the clothing or accessory causes a substantial disruption to student learning, in which case the infraction may be addressed in a manner that is consistent with district school board policies for similar infractions.

Any item that may not be possessed or used by a student under this policy shall be confiscated by the principal. If appropriate, the prohibited item shall be given to the proper law enforcement agency. Otherwise, if possession of the item is legal, the item shall be given to the student's parent or guardian after the conclusion of all disciplinary action against the student

If the Superintendent after reviewing the particular circumstances, determines that the behavior poses a serious threat to school safety, the Superintendent shall recommend expulsion of the student to the School Board.

**Zero Tolerance Criminal Referrals.** All actions which are determined by this policy to be serious threats to school safety, shall be reported to law enforcement.

This zero tolerance policy does not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency, including, but not limited to, disorderly conduct, disrupting a school function, simple assault or battery, affray, theft of less than \$300, trespassing, and vandalism of less than \$1,000.00.

#### **Out-of-School Suspension.**

A student may be suspended from school by the principal or his/her designee for violation of any behavior qualifying for Major Disciplinary Measures. A good faith effort shall be made by the principal or his/her designee to employ parental assistance or other alternative measures prior to suspension or expulsion except in the case of emergency or disruptive conditions which require immediate suspension or expulsion.

#### **Bus Suspension or Expulsion**

A student may be suspended or expelled from district approved transportation by the principal or his/her designee for violation of any behavior qualifying for Major Disciplinary Measures. A good faith effort shall be made by the principal or his/her designee to employ

26

parental assistance or other alternative measures prior to suspension or expulsion except in the case of emergency or disruptive conditions which require immediate suspension or expulsion. During the period of suspension or expulsion, it is the responsibility of the parent or legal guardian to provide transportation to and from school for the student.

**Determination of Out-of-School Suspension or Bus Suspension.** To determine whether out-of-school suspension or bus suspension is appropriate and to decide the length of suspension, the principal or his/her designee shall review the student's individual record and consider: 1. The facts and the seriousness of the conduct leading to consideration for suspension; 2. The student's age, grade and past disciplinary record; and 3. Possible effectiveness of other forms of discipline in correcting behavior.



**Procedures for Out-of-School Suspension or Bus Suspension.** The following procedures shall be utilized in suspending a student, including those instances in which there is also a recommendation for expulsion to the Superintendent.

1. The principal or his/her designee may suspend a student only in accordance with the rules of the School Board.
2. The principal or his/her designee shall make a good faith effort to immediately inform a student's parents or legal guardians by telephone of a student's suspension and the reasons for the suspension.
3. Each suspension and the reasons for the suspension shall be reported in writing within 24 hours to the student's parents or legal guardians by United States mail, or by hand delivery. The notice shall contain:
  - A. The nature of the offense;
  - B. The date of the offense, beginning date of suspension, and the date on which the student may return to school; and
  - C. Any conditions involving suspension, such as reduction of the suspension following a conference and assurance from the student of a change in attitude.
4. Each suspension and the reasons for the suspension shall be reported electronically within 24 hours to the Superintendent.
5. At a conference, the student shall be given both oral and written notice of the charges and given an opportunity to present his/her side of the story prior to suspension.
6. The principal may temporarily suspend a student prior to a conference when, in his/her judgment, the safety or health of students, staff or other persons in the school may be threatened by the continued presence of the student. When temporary suspension is necessary, the principal shall inform the parents or legal guardians by the most rapid means (including telephone). As soon as feasible under the circumstances, the principal shall hold a conference with the student or parents or legal guardians.
7. Upon request, the parents or legal guardians will be given an opportunity for an informal hearing with the principal or his/her designee within 48 hours of the request (excluding Saturday, Sunday and school holidays).

### **Out-of-School Suspension on the Basis of Felony Charges Off School Property.**

Any student formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on other than public school property, and that incident is shown, in an administrative hearing with proper notice to the parents or legal guardians, to have an adverse impact on the educational program, discipline or welfare of the school in which the student is enrolled, shall be subject to suspension in accordance with §1006.09, Fla. Stat. until determination of the case by a court of competent jurisdiction. Any student who is suspended as a 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 ten (10) days, as determined by the Superintendent. Such suspension shall not affect the delivery of educational services in a daytime alternative education program, or an evening alternative education program, where appropriate. If the court determines that the student did commit the felony or delinquent act which would have been a felony if committed by an adult, the School Board shall have the authority to expel the student, provided that expulsion under this subsection shall not affect the delivery of educational services to the student in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting. Any student who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Chapter 893 of the Florida Statutes may be entitled to a waiver of the discipline or expulsion in accordance with § 1006.09(2)(a)-(b), Fla. Stat.

**Procedures for Out-of-School Suspension on the Basis of Felony Charges Off School Property.** The following procedures shall be utilized by the principal in instituting and conducting an administrative hearing in the suspension of a student on the basis of felony charges:

1. Upon receiving proper notice from the State Attorney that a student has been formally charged with a felony, the principal shall immediately notify the parents or legal guardians of the student, in writing, of the specific charges against the student and of the right to a hearing prior to disciplinary action being instituted under the provisions of §1006.09, Fla. Stat.
2. Such notice shall stipulate a date for the hearing which shall be not less than two (2) school days nor more than five (5) school days from postmarked date, or delivery, of the notice and shall also advise the parents or legal guardians of the conditions under which a waiver of suspension may be granted, as prescribed in subsections (2) (a)-(b) of §1006.09, Fla. Stat. Pending such hearing the student may be temporarily suspended by the principal.
3. The hearing shall be conducted by the principal or his/her designee, and may be attended by the student, the parents or legal guardians, the student's representative or counsel, and any witnesses requested by the student or the principal.
4. The student may speak in his/her own defense, may present any evidence indicating his/her eligibility for waiver of disciplinary action, and may be questioned on his/her testimony. However, the student shall not be threatened with punishment or later punished for refusal to testify.
5. In conducting the hearing, the principal or his/her designee shall not be bound by the rules of evidence or any other courtroom procedure, and no transcript of testimony shall be required.
6. Following the hearing, the principal shall provide the student, parents or legal guardians, and Superintendent or his/her designee with a decision, in writing, as to whether or not a ten (10) day suspension will be made. In arriving at this decision, the principal shall consider the conditions prescribed by subsection (2) (a)-(b) of §1006.09, Fla. Stat., under which a waiver of suspension may be granted, and may grant such a waiver when he/she determines such action to be in the best interests of the school and the student. The principal shall have authority to modify the decision to either grant or deny a waiver, at any time prior to adjudication of the student's guilt by a court, provided that any such modification adverse to a student shall be made only following a hearing conducted in accordance with this rule.
7. Any student who is suspended as a 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 ten (10) days, as determined by the Superintendent or his/her designee. If the suspension is extended beyond ten (10) days by the Superintendent or his/her designee, the student will be enrolled in an alternative education program pending adjudication of guilt.

### **Administrative Placement.**

Initiated by the principal and approved by the Superintendent or his/her designee, the intent of this placement is for students who have a documented pattern of minor attendance/behavioral issues (as defined in School Board Policy 7.203).

1. If the Administrative Placement is accepted by the student and parent/guardian, the receiving school may elect to implement a Behavior Contract. If the Administrative Placement is not accepted, Alternative Placement in lieu of Expulsion proceedings will be initiated.

2. The length of administrative placement will be as follows, based on the most recent incident date:
  - Prior to October 15th - remainder of the current school year;
  - Between October 15th and March 15th - remainder of the current school year, plus the first semester of the following school year; ● After March 15th - the remainder of the current school year, plus the following school year.
3. Administrative Placement locations include Rosenwald, C.C. Washington, and Bay Virtual School.
4. If a change in school placement is contemplated for ESE students, an IEP meeting with the student's parents must be initiated. This meeting must include a review of the present IEP and a discussion to determine if additional supports are needed for the student to be successful at the present school or whether a change in schools is needed. In addition to the locations listed above, IEP teams may also consider St. Andrew and New Horizons Learning Center as options for ESE students. Regardless of the school chosen, if a change of placement occurs, the IEP must be rewritten.
5. Students who are administratively placed remain eligible for extra-curricular activity in accordance with School Board policy 8.801. 6. A placement letter will be mailed from the Superintendent or his/her designee to the student's parent/guardian informing him/her of the student's change in placement.
7. Students will have ten (10) school days from the date of the placement letter to the parent/guardian to comply with the Administrative Placement option. If not enrolled within ten (10) school days, student will be recommended for Alternative Placement in lieu of Expulsion.
8. After a minimum of ninety (90) school days or at the Superintendent's discretion and with the recommendation of a placement review team designated by the principal, the student and parent/guardian may request in writing to the Superintendent to be allowed to return to a non administratively placed school in accordance with the District's school choice policy contingent upon behavior, attendance and academic progress during the administrative placement period. If granted, the student will be allowed to return at the beginning of the next academic semester following a reentry meeting to be held at the receiving school where a behavior contract may be initiated.

### **Alternative Placement in lieu of Expulsion.**

Initiated by the principal and approved by the Superintendent or his/her designee, the intent of this placement is for students who have committed an offense qualifying for Major Disciplinary Measures (as defined in School Board Policy 7.203).

1. If the Alternative Placement in lieu of Expulsion is accepted by the student and parent/guardian, the receiving school must enter into a Behavior Contract. The Contract shall place the expulsion process in abeyance pending the student's successful completion of the Alternative Placement in lieu of Expulsion. If the Alternative Placement in lieu of Expulsion is not accepted, expulsion proceedings will be initiated.
2. The length of alternative placement will be as follows, based on the original incident date:
  - Prior to October 15th - remainder of the current school year;
  - Between October 15th and March 15th remainder of the current school year, plus the first semester of the following school year; ● After March 15th - the remainder of the current school year, plus the following school year
3. Alternative Placement in lieu of Expulsion locations include Central Academy or an alternative facility designated by the District, Florida Virtual School, Home School and a GED option offered through the Haney Adult Program.
4. New Horizons and St. Andrew are options for ESE students if deemed the appropriate placement through the IEP process 5. Once recommended for Alternative Placement in lieu of Expulsion, all eligibility for extra-curricular activity is forfeited regardless of the child's educational setting. Eligibility to participate in extra-curricular activities is restored upon completion of the original terms or length of the alternative placement period or pending the outcome of an appeal.
6. A placement letter will be mailed from the Superintendent or his/her designee to the student's parent/guardian informing him/her of the student's change in placement.
7. Students will have ten (10) school days from the date of the placement letter to parent/guardian to comply with the Alternative Placement in lieu of Expulsion option. If the student is not enrolled within ten (10) school days, Expulsion proceedings will be initiated. 8. After a minimum of ninety (90) school days or at the Superintendent's discretion, the student and parent/guardian may request in writing to the Superintendent to be allowed to return to Bay District Schools contingent upon behavior, attendance and academic progress during the alternative placement period. If granted, the student will be allowed to return at the beginning of the next academic semester following a reentry meeting to be held at the receiving school where a behavior contract must be initiated.

### **Expulsion of Students.**

Initiated by the principal, recommended by the Superintendent to the School Board and approved by the School Board. The intent of this decision is to remove the right and obligation of a student to attend a public school who has committed an expellable offense that threatens the integrity of Bay District Schools or the safety of other students in the school district (as defined in School Board Policy 7.203).

**Procedure for Expulsion.** Whenever possible the principal or his/her designee shall hear the student's defense or explanation of his/her conduct and shall explain to the student his/her reasons for the suspension with a recommendation of expulsion. In any case, the principal or his/her designee shall conduct an investigation into the charges and shall obtain written and signed statements from any witness(es) immediately after the incident. A tape recorder may be used to record any proceedings with parents, legal guardians or students that could lead to a recommendation of expulsion. When a student is recommended for expulsion, the following procedures shall be observed.

28

1. Upon receipt of the notice of suspension and recommendation of expulsion, the Superintendent, if he/she concurs in the recommendation for expulsion, shall notify the parents or legal guardians by certified mail with a return receipt requested or by hand delivery, stating that the School Board will meet at a specified time and place to hear the charges and to act on the expulsion recommendation. The parents or legal guardians shall be fully advised that they will be given an opportunity to appear before the School Board during the hearing. The principal and his/her designee shall also be informed as to the time and place of the hearing. Any student being considered for expulsion shall be accorded due process of law prior to expulsion in the manner provided by § 120.57(2), Fla. Stat. and Section 1.105(3) of these rules.
2. When the principal suspends a student and initiates the recommendation for expulsion, the Superintendent may extend the suspension assigned by the principal beyond ten (10) days if such suspension period expires before the next regular or special meeting of the School Board or the following School Board meeting when ample parental notification time is required. Where such an extension of a suspension is made by the Superintendent, he/she shall notify the parent or guardian in writing prior to the expiration of the suspension assigned by the principal. Such notice shall state the period of time for which the additional suspension is made. A copy

of the notice of the additional suspension shall be sent to the principal.

3. The length of the expulsion period will be recommended by the Superintendent and must be approved by the School Board. 4. Once recommended for Expulsion, all eligibility for extra-curricular activity is forfeited regardless of the child's educational setting. Eligibility to participate in extra-curricular activity is restored upon completion of the original terms or length of the expulsion period. 5. After completion of the expulsion period, the student will be allowed to return at the beginning of the next academic semester following a reentry meeting to be held at the district office where a written reentry plan must be developed prior to the return of an expelled student to the school program. Each plan is to be developed in cooperation with all parties involved, including the student and parent/guardian.

#### **Expulsion Re-Hearing Procedures.**

After a minimum of 180 school days or at the Superintendent's discretion, the student and parent/guardian may request in writing to the Superintendent that he/she recommend to the School Board a modification of the expulsion order based upon the student's behavior and academic progress (if applicable) during the expulsion period. All requests for modification of the expulsion order must go through the Superintendent.

If granted, the student will be allowed to return at the beginning of the next academic semester following a reentry meeting to be held at the district office where a written reentry plan must be developed prior to the return of an expelled student to the school program. Each plan is to be developed in cooperation with all parties involved, including the student and parent/guardian.

#### **Discipline of Students with Disabilities.**

For the purpose of this rule a student with disabilities is defined as any student appropriately classified as 504 or Exceptional Student Education and presently placed in an exceptional student education program, excluding gifted. Parental notification of policies, procedures, and student rights regarding discipline of students with disabilities shall be provided, in writing, at the eligibility staffing meeting or when parental consent for 504/ESE placement is documented. Parental safeguards and rights of due process shall, in addition, be observed and followed at all steps in the process. Additional information is available in the "Florida Department of Education District Implementation Guide for Section 504 (504 Guide)" or the "Special Programs and Procedures for Exceptional Students (SP&P)," adopted by the Board pursuant to Section 1.103 and hereby incorporated by reference as a part of the Rules of the Bay County School Board.

#### **Suspension of Students with Disabilities.**

The principal may suspend a student with disabilities for a period of time not to exceed ten (10) school days (or an accumulation of ten (10) school days within a school year) without the provision of a free and appropriate public education. Appropriate due process shall be observed, except in emergency situations in which a student's presence poses a continuing danger to persons or property or represents an on going threat of disruption to the academic process.

When a bus incident occurs, a student with disabilities may be suspended from the bus. It is the principal's responsibility to ensure that a bus suspension will not interfere with the student's access to a free and appropriate public education.

Following procedures outlined in the 504 Guide or the SP&P Manual, the school must conduct a functional behavioral assessment and develop a behavioral intervention plan. This must occur no later than ten (10) business days after removing the student for more than ten (10) school days in a school year. If the student has a behavioral intervention plan, the 504/IEP Team shall meet to review the plan and consider modifying the plan to address the behavior.

**Suspension After Accumulation of Ten Suspension Days.** At such time that accumulated suspensions exceed ten (10) days within a school year and a pattern of removal has been determined, the principal shall convene the 504/IEP Team and include the principal or his/her designee. This Team shall review the student's program and conduct a manifestation determination meeting to determine whether or not the student's disability is a precipitating factor in the disciplinary infraction.

If the 504/IEP Team determines that the student's behavior is related to the student's disability, then using procedures outlined in the 504 Guide/SP&P, the Team will amend the student's Plan to address the behaviors.

If the 504/IEP Team determines that the student's behavior is not related to the student's disability, the Team shall document the rationale for this decision in a manifestation determination meeting. In this case, procedures for disciplinary action will follow its regular course of action, as designated in School Board Policy 7.203. Parents must be informed of this decision. In no case will services cease for a student with a disability.

**Expulsion of Students with Disabilities.** If the student to be expelled is a student with disabilities, the following procedures from the 504 Guide/SP&P must be followed. Instances in which students with disabilities engage in behavior that could warrant expulsion action are described in School Board Policy 7.203.

1. Expulsion of an identified student with disabilities constitutes a change in educational placement and may not be an exclusion from

educational services.

2. When a principal plans to recommend expulsion for a student with disabilities, the Superintendent or his/her designee shall be notified that a 504/ IEP Team meeting will be held. The Team shall meet to determine whether the student's misconduct is a manifestation of his/her disability.

3. The 504/IEP Team shall determine the relationship of the student's behavior to the student's disability and amend the Plan to provide the alternative placement and/or programming. In no case may the District cease provision of educational services. 4. Policies and procedures for conducting 504/IEP meetings and providing procedural safeguards to parents or legal guardians of students with disabilities consistent with Fla. Admin. Code R. 6A-0331(3) apply to this meeting.

5. A copy of these policies and procedures shall be given to parents or legal guardians of students with disabilities at eligibility and 504/IEP manifestation determination meetings.

#### **Disciplinary Decision Appeal Procedures.**

A disciplinary decision of a teacher may be appealed to the principal. The principal's decision may be appealed to the Superintendent or his/her designee. An electronic copy of the decision and notification of the right to appeal shall be furnished to the student, parents, or legal guardians via Parent Portal. The student, parents, or legal guardians shall have five (5) working days from receipt of notification of the disciplinary decision to appeal.

**Definitions:**

**Administrative Probation.** The placing of a student on probation by an administrator, which may include denial of participation in extracurricular activities, and may require the student to maintain frequent contact with a staff member assigned responsibility for monitoring his/her activities.

**Bus Expulsion.** The removal of district approved transportation privileges for a period of time to be determined by the School Board. During the expulsion period, it is the responsibility of the parent or legal guardian to provide transportation to and from school for the student.

**Bus Suspension.** Bus suspension is defined as the temporary removal of a student from district approved transportation for a period not to exceed ten (10) school days. During the bus suspension period, it is the responsibility of the parent or legal guardian to provide transportation to and from school for the student.

**Counseling.** Guidance and written direction given to a student in a conference with teachers, Guidance Counselors, and/or school administrators where problems are discussed and future expectations outlined.

**Destructive Device.** Any bomb, smokebomb, grenade, mine, rocket, missile, pipebomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage; any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled; any device declared a destructive device by the Bureau of Alcohol, Tobacco, and Firearms.

**Detention.** The assignment during non-classroom time of appropriate work, including work details, for misconduct. When a student is to be detained after school hours, the parents or legal guardians shall be notified. Special transportation arrangements necessitated by student detention are the responsibility of the student, parents or legal guardians.

**Electronic cigarette (e-cigarette).** Any oral device that provides a vapor of liquid nicotine and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarette, e-cigars, e-pipes, or under any other product name or descriptor.

**Expulsion.** Expulsion is defined as the removal of the right and obligation of a student to attend a public school. An expulsion may not exceed a period of time including the remainder of the school year and one (1) additional year.

**Firearm.** Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term firearm does not include an antique firearm unless the antique firearm is used in the commission of a crime.

**In School Suspension.** Students may be removed from class or classes and assigned to alternative education classes or to other activities on the school campus under the supervision of District personnel.

**Out-of-School Suspension.** Out of school suspension is defined as the temporary removal of a student from the regular school program and all other school sponsored activities for a period not to exceed ten (10) school days with the student being remanded to the custody of his/her parent(s) with specific homework assignments for the student to complete.

**Parental Contacts.** Contacts through notes, letters, phone calls or conferences between school personnel and parents or legal guardians.

**Possession.** Possession is defined as found on a student's person, within his/her control, his/her locker or other storage space or his/her vehicle (regardless of ownership of the vehicle) while parked on school property.

**School Environmental Safety Incident Reporting (SESIR).** Incidents that are against the law or represent serious breaches of the code of student conduct. This includes those incidents considered severe enough to require the involvement of a School Resource Officer (SRO) or incidents to be "Reported to Law Enforcement."

**Sexual Harassment.** Examples of sexual harassment include unwanted sexual advances or propositions, demands for sexual favors in

exchange for favorable treatment, unwanted sexually oriented remarks, verbal abuse of a sexual nature, graphic verbal commentary about an individual's body or sexual prowess, coerced sexual acts of assault, physical contact such as grabbing, pinching, or patting unnecessarily, leering, whistling or gestures of a sexual nature.

**Verbal Correction.** The verbal correction of a student by any member of the school staff for misconduct in the classroom, hallways, on the school grounds, going to and from school, or while attending school sponsored activities.

**Weapon.** Any dirk, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon, knife, or any other deadly device except a firearm, a common pocketknife with a blade not exceeding 4", a plastic knife, or a blunt-bladed table knife.

For the purposes of this policy, "personal electronic mobile device" ("PEMD") shall include, but not be limited to, the following: cellular or satellite telephones of any type, pocket PCs, laptops, and personal data assistants ("PDA") owned, used or possessed by a student but shall not include such devices if owned and provided for use by the District.

Beginning 2012–2013, Bay District schools will allow the use of personal electronic mobile devices during specified times. Students will be allowed to bring their own device (BYOD). High schools will be allowed to participate in this initiative beginning with the 2012-2013 school year. Middle and elementary schools will be allowed to use personal electronic mobile devices when wireless infrastructure is available at the school location. BYOD access will be granted only after teachers have participated in BYOD professional development and with the approval of the Superintendent and principal.

It is not mandatory for students to bring their own personal electronic mobile devices. When personal electronic mobile devices are used to enhance student learning in the classroom, students without a PEMD will be provided access to an appropriate digital device. Students who choose to bring their personal electronic mobile devices MUST log in and use BDS filtered wireless network during the school day.

**NOTE: Students will bring personal electronic mobile devices to school at their own risk. The district WILL NOT be responsible if a phone or other device is lost, stolen, misplaced, damaged, or confiscated. The district WILL NOT be responsible for virus, malware, or other computer related issues associated with connecting to the BDS network.**

Beginning 2012–2013, students may utilize electronic mobile devices in the classroom for educational purposes when the teacher deems appropriate and with a signed AUP on file. While the district encourages students to use electronic mobile devices for educational purposes in the classroom, *high school* students may use these devices during lunch and before and after school. *Middle and elementary* students may use these devices before and after school, not during lunch. All students may use devices in the classroom setting with teacher permission and supervision. Use is STRICTLY prohibited for all students during passing periods due to safety issues.

Use of electronic mobile devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom.

Teachers that wish to allow students to use mobile devices in the classroom must first participate in professional development opportunities provided by the Bay District Schools Instructional Technology Department.

#### **ELECTRONIC MOBILE DEVICE GUIDELINES**

- Using functions on electronic devices that disrupt the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action; up to and including suspension, expulsion, and being reported to local authorities.
- Cell phone conversations during instruction or class time should take place only under the supervision of staff personnel unless otherwise directed.
- Using any device that permits recording voice or image of another in any way that disrupts the educational environment, invades privacy of others, or is made without prior consent of individuals being recorded is **prohibited**. Also, using any device that permits recording voice or image of another to take, disseminate, transfer, or share audio, images, video, or photos that reveal private parts of the body that are ordinarily covered by clothing is **prohibited**. The possession of pornographic images or video on any electronic device is **prohibited**.
- Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use, devices must be on vibrate or silent mode so that no audible tone is heard.

PEMDs misused in accordance with this policy shall be confiscated from the student and only returned to the student's parent upon notification from the school office. Continued misuse of PEMDs may subject the student to disciplinary action, as determined by the principal. Use of a PEMD will subject the student to the possibility of the imposition of disciplinary action by the school or criminal penalties if the PEMD is used for the purposes of a criminal act.

Parents may request special permission for their student to use cellular or satellite telephones if the parent has requested such use in writing to the school principal and has provided a physician's statement that provisions for immediate medical needs are necessary. If such permission is granted by the principal at the principal's discretion, the cellular telephone will be placed on "vibrate" so not to disturb other students. Misuse of the cellular telephone under these circumstances will subject the student to disciplinary actions, as determined by the principal.

31

#### **STUDENT DETENTION, SEARCH, AND SEIZURE (School Board Policy 7.204).**

Any member of the instructional or administrative staff may temporarily detain and question a student when there is reasonable suspicion that the student has committed, is committing, or is about to commit a violation of law or School Board policy. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where it was first effected, or the immediate vicinity thereof. Searches should be conducted discreetly and with an eye toward causing the least amount of embarrassment to the student as possible.

If reasonable suspicion exists, including proper identification by a drug detection dog and its trainer, that a student is concealing or has concealed stolen, prohibited, or illegally possessed substances or objects (contraband) on his/her person, within his/her locker or other storage place, or vehicle owned or operated by the student, then the principal or a school employee designated by the principal may

search the student, his/her locker or other storage space, or his/her vehicle owned or operated by the student. Student searches and questioning should be conducted and witnessed by school officials of the same gender as the student.

If the search reveals prohibited, or illegally possessed substances or objects (contraband), such property shall be seized and, when appropriate, turned over to law enforcement authorities.

Any prohibited, illegally possessed substances or other contraband found to be in the possession of students shall be confiscated by the principal and turned over to appropriate law enforcement personnel.

Each principal shall place a sign within the school, in a place readily seen by students, which shall contain the

following text: Notice to Students

"Student lockers, other student storage spaces provided by the school system, and student vehicles are subject to search by school authorities at any time, upon reasonable suspicion, for prohibited or illegally possessed substances or objects."

#### **BULLYING, HARASSMENT, CYBERSTALKING, OR TEEN DATING VIOLENCE AND ABUSE** (School Board Policy 7.207)

It is the policy of the School Board of Bay County, Florida (the "District" or "School Board") that all of its students and school employees have an educational setting that is safe, secure, and free from harassment, bullying, and dating violence and abuse of any kind. The District will not tolerate bullying, harassment, or teen dating violence and abuse of any type. Conduct that constitutes bullying, harassment, or teen dating violence and abuse as defined herein, is prohibited, including discrimination on the basis of race, color, national origin, sex and disability. The full policy (7.207) is found in Chapter 7 of the School Board Policy, available at your child's school or [www.bay.k12.fl.us](http://www.bay.k12.fl.us).

#### **HAZING** (School Board Policy 7.2075)

Hazing activities of any type are prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No student shall plan, encourage, or engage in any hazing activities of any type as a condition for membership and/or participation in a District club or activity or a non-district sponsored club or activity or for acceptance by any group of students. No administrator, faculty member, or other School Board employee shall encourage, permit, authorize, condone, or tolerate any hazing activities of any type as a condition for membership and/or participation in a District club or activity or a non-district sponsored club or activity or for acceptance by any group of students. The full policy (7.2075) is found in Chapter 7 of the School Board Policy, available at your child's school or [www.bay.k12.fl.us](http://www.bay.k12.fl.us).

#### **ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES** (School Board Policy 8.801)

A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to district school board's suspension or expulsion powers provided by law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.

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 s.1006.20(2)(b).

A student may not participate in a sport if the student participated in the same sport at another school during that school year, unless the student meets criteria in s. 1006.15(3)(h).

The full policy (8.801) is found in Chapter 8 of the School Board Policy, available at your child's school on

[www.bay.k12.fl.us](http://www.bay.k12.fl.us). (The electronic edition of the School Board policy is the latest edition. It replaces earlier electronic and printed

editions.)