

Please read the following carefully before signing this document. This is a legally binding contract and must be signed before you will be given access to a classroom account. With access to computers and people all over the world also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. Efforts have been made to direct participants to educationally related material. However, on a global network it is impossible to control all materials. The district has content filters to block inappropriate sites but students are also responsible for avoiding unacceptable sites that might not be filtered. The use of proxy servers to bypass the web filter is prohibited. The following Acceptable Use Policy and guidelines have been established by Putnam County School District. If any user violates any of these provisions, his or her access to the network will be terminated and all future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. Access to computer, network and Internet equipment and software at the Putnam County School District offers students an almost unlimited source of resources and information to support their education development. Under staff supervision, students will have the privilege of searching the Internet for expert resources, communicating with other students from around the world and participating in various distance-learning activities. But with the use of these powerful tools comes great responsibility. Access to these resources is a privilege not a right. Students are advised that some Internet sites may contain offensive or inappropriate information, messages and pictures for an educational setting. The Putnam County School District does not condone or permit the use of such material. Therefore, access to Internet is granted only on the condition that a student agrees to be accountable for appropriate use of these resources. In addition to all information and technology security policies, guidelines, and procedures that govern computer network use at the Putnam County School District, the following statements guide acceptable use of Internet resources by all students:

1. Students may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at Putnam County Schools.
2. Students may not damage or mistreat equipment of facilities.
3. Students may not intentionally waste computer resources.
4. Students may not employ the network for personal financial gain or for commercial purposes.
5. Students may not violate regulations prescribed by the network provider.
6. Students may not engage in practices that threaten the integrity of the network (e.g. knowingly download files that contain a virus).
7. Students may not write, use, send, download or display obscene, threatening, harassing or otherwise offensive messages or pictures, including pornography.
8. Students may not use the equipment or network for any illegal activities, including the violation of copyright law and/or software piracy.
9. Students may not load or copy any software or other programs to or from organization equipment without written authorization from the principal or designee.
10. Students may not use anyone else's password, nor share password(s) with others.
11. Students may not trespass into or in any way alter anyone else's folders, documents or files.
12. Students may not disclose anyone's personal information (e.g., address, phone number or confidential information) including their own or that belonging to a fellow student, community member and families or staff member.

Students should be advised that in an effort to maintain system integrity and to ensure responsible use, files and communications will be monitored. Students should not under any circumstances expect that messages that are created, modified, transmitted, received or stored on organization equipment are private. Students who violate any of the above conditions will be subject to the suspension or termination of their Internet and computing privileges, as well as other disciplinary action as determined appropriate by school officials.

I (We) have received a copy and am (are) aware of the contents of the Putnam County Code of Conduct. I (We) am (are) aware, understand and agree to the provisions listed above in the Standard Artist Release, Student Network Responsibility Contract and the Internet Permission Letter. Furthermore, I (We) am (are) aware that supervision is provided 30 minutes before school begins and 30 minutes after school ends.

Parent/Guardian Name (please print)

Signature

Date

Student Name (please print)

Signature

Date

SCHEDULES AND RULES

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The rules set forth below shall apply to all students during the time they are attending school, during the time they are being transported to and from school at public expense, during the time they are participating in school sponsored activities or events off school campus, and during the time they are on any school premises owned by the Putnam County District School Board.

A. DISRUPTION AND INTERFERENCE WITH SCHOOL ACTIVITIES

No student shall:

- Occupy any school building or property with intent to deprive others of use or where the effect thereof is to deprive others of use.
- Block the doorway or corridor of any school building or property so as to deprive others of access.
- Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
- Prevent students from attending a class or school activity.
- Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds.
- Make noise or act in any other manner so as to interfere seriously with the teacher's instruction of the class or any other school activity.
- In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct causes the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
- Refuse to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school attendance officer, or other school personnel.
- Encourage other students to violate any rule or School Board policy.

B. DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The District School Board may attempt to recover damages from the student destroying school property. Parents of any minor student under the age of eighteen (18) living with the parents may be liable for damages caused by said minor in an amount not in excess of Florida Statutes or a Court Order.

C. DAMAGE OR DESTRUCTION PROPERTY

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property. The District School Board will cooperate fully with law enforcement officials should violations occur.

D. BATTERY, ASSAULT AND THREATS

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury or make a threat to any District School Board employee, fellow student, or any other individual. Violence will not be tolerated under any circumstance. Violence against any district school board personnel by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

E. FALSE OR HOAX REPORTS

Any student who is determined to have made a threat or false report, as defined by ss. [790.162](#) and [790.163](#), respectively, involving school or school personnel's property, school transportation, or a school-

regular school for a period of not less than 1 full year and referred for criminal prosecution. District school boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if it is determined to be in the best interest of the student and the school system.

F. NARCOTICS, BEVERAGES CONTAINING ALCOHOL, DRUGS, AND TOBACCO PRODUCTS

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any prescription drugs without a valid physician's prescription, or any other controlled substance as referenced in Florida Statutes, or beverage containing alcohol or intoxicant of any kind, or tobacco products.

A student shall not possess, sell, use, transmit, or be under the influence of any counterfeit controlled substance or any substance represented, intended or purported to be a controlled substance including but not limited to substances named or described in Florida Statutes or substances represented or purported to be beverages containing alcohol or intoxicant of any kind.

A violation of any portion of this rule may be grounds for expulsion. Alternatives to suspension and expulsion may be considered as provided in disciplinary guidelines approved by the District School Board. The parent/guardian of any student determined to be in violation of this policy will be informed of low cost substance abuse assessments available through state-licensed drug abuse treatment centers and of any agreement between the District School Board and such a center. The District School Board may consider successful completion of a treatment program developed by a state licensed treatment center in determining a student's length of expulsion, early termination of expulsion, or length of assignment at the alternate school.

G. WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, transmit or use a weapon including but not limited to: a knife, razor, ice pick, laser light, explosive, pistol, rifle, shotgun, pellet gun, or any contraband materials or any other kind of gun (whether operable or inoperable, loaded or unloaded), or any replica of a gun. A violation of this policy will also occur if a student uses any article or object as a weapon or in a manner calculated to threaten any person. A violation of this policy may be grounds for expulsion. Any student who is determined to have brought a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred to the criminal justice or juvenile justice system. District school boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. Students are required to report any known violation of this rule.

H. DISREGARD OF DIRECTIONS OR COMMANDS

A student shall not fail to comply with directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendent, school bus drivers, school attendance personnel, custodians, lunchroom personnel, or other authorized school personnel.

I. APPROPRIATE DRESS FOR STUDENTS

Inappropriate clothing and appearance are disruptive to the school program and principals will enforce adherence to this policy by those under their jurisdiction. Each school may provide for more specific dress code requirements within the scope of this district-wide dress code and shall provide each student with a copy of their school's dress code. School administrators have final authority to decide if clothing complies with District rules. When it is determined that a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. The student may, with parental permission, be sent home in order to change clothes. In addition, the student may also receive a disciplinary consequence for violating the school's dress code policy.

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

General Requirements

Appropriate Sizes: Students shall wear clothing of appropriate size as determined by the principal or designee exercising his or her judgment. The size of shirts and pants shall be appropriate to the student's body size and shall not be unduly oversized or undersized.

Shirts: Shirts shall be tucked into the waistband of the pants or skirt. Exceptions will be allowed in individual cases based upon the discretion of the principal or designee.

Pants: Pants shall be worn so that the waistband is worn at the waist and not below the waist. Shorts must touch the knee.

Skirts and Dresses: The hem of girls' skirts or dresses must touch the knee.

Shoes/Footwear: All students shall wear shoes/footwear. Heel height shall not exceed three (3) inches. Shoes that are unsafe, such as bedroom slippers and heelys, will not be allowed.

Unacceptable Attire

Students are not allowed to wear clothing, jewelry, buttons, or other attire or markings, which are offensive, suggestive, disruptive, or indecent such as:

Clothing or jewelry associated with gangs.

Clothing or jewelry encouraging the use of drugs, alcohol, or violence.

Clothing or jewelry associated with discrimination on the basis of age, color, disability, national origin, sexual orientations, marital status, race, religion, or sex.

Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts or blouses tied at the midriff.

Clothing not properly fastened or with tears, holes or rips.

Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers or sleepwear.

Clothing or footwear that is construed by the principal or designee as hazardous or dangerous to health of the student or others.

Hats, headgear, or any head covering worn inside, except when approved by the principal.

Shorts

revoked and they are appropriate for safety or employment training purposes, as evidenced hereinafter. In all situations in which shorts are permissible to be worn, the shorts shall touch the knee.

Unacceptable Shorts

Athletic shorts including spandex-style “bicycle” shorts, cut-off jeans, frayed jeans or pants, cut-off sweat pants, short-shorts, running shorts, and see-through boxer-type shorts are not permitted.

Revocation of Privilege

If an individual school’s School Advisory Council (SAC) or Principal determines that too many students have abused the shorts policy, the Principal may revoke the shorts privilege at that particular school so that the entire student body will not be allowed to wear shorts to school during the next semester. In such cases, the Principal may elect to prohibit wearing shorts to school at that particular school during subsequent semesters or school years or reinstate the privilege of wearing shorts to school, as the Principal, in consultation with the SAC, may deem appropriate. Additionally, the Principal may revoke the shorts privilege of a student who violates the provisions of the shorts policy twice in one semester.

Adoption of Policy

Subject to the terms and conditions set forth below the School Board has adopted this

Purpose and Intent: In adopting this Policy it is the School Board’s purpose and intent to enable all of the public elementary, middle and high schools in Putnam County to experience a safer learning environment on all of our school campuses.

Scope: This Policy shall apply to all K-12 students enrolled in any public school under the jurisdiction of the School Board of Putnam County, Florida.

Charter/Magnet Schools: In the event that a Charter or Magnet school has a more stringent student dress code policy, such policy shall take precedence over the Dress Code Policy described herein.

Public School Dress Code will contain the following:

Girls’ Basic Standardized Clothing: The basic clothing for girls in kindergarten through grade twelve shall consist of:

Tops: Long or short-sleeved, collared blouse or shirt, such as a

polo, oxford, or dress shirt or approved school attire. Holes and tears are not allowed.

Bottoms: Skirts, walking shorts, slacks, skorts, jumpers, jeans or similar clothing are permitted.

Skirts, walking shorts, skorts, and jumpers shall touch the knee. Holes and tears are not allowed.

Dresses may be worn but shall touch the knee. Holes and tears are not allowed.

A school logo is acceptable.

Boys’ Basic Standardized Clothing: The basic clothing for boys in kindergarten through grade twelve shall consist of:

Shirts: Long or short-sleeved collared shirts, such as a polo, oxford, or dress shirt, or approved school attire. Holes and tears are not allowed.

Pants: Long pants, jeans or walking shorts are permitted. Walking shorts shall touch the knee.

Holes and tears are not allowed.

A school logo is acceptable.

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

School T-Shirts: In addition to the shirts described in subparagraphs a., b., and c. above, each school may include in its dress code the options of allowing students to wear a school sponsored T-Shirt (which may have a crew neck rather than a collar) only on school days or during school events designated by the principal.

District-wide Dress Code: All other aspects of student dress and appearance not covered by this dress code policy shall be governed by the remaining provisions of this section and any related school rules pertaining to student appearance.

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

Exceptions: Exceptions to the dress code shall be permitted when:

A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days.

A student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the principal.

The wearing of clothing in compliance with the dress code violated a student's sincerely held religious belief, and then such students and the student's parent shall submit a signed affidavit setting forth the religious issue and the requested exemption to the Dress Code Policy.

A student's parent requests a reasonable accommodation to address the student's disability. Such request shall be reduced to writing and submitted to the principal for approval.

J. SECRET SOCIETIES, INITIATION AND HAZING

Secret societies/gangs, as defined in the statutes, are prohibited in the public schools of Putnam County. Students guilty of initiation and hazing shall be subject to suspension or expulsion, and the organization shall be suspended from school activities and school recognition.

K. OFF-CAMPUS ACTIVITY

Suspension proceedings may be initiated against any pupil enrolled as a student who is formally charged with a felony or a felony level delinquent act by a proper prosecuting attorney for an incident, which allegedly occurred on property other than public school property, if the incident is shown, in an administrative hearing with notice provided to the students, parents or legal guardian or custodian of such pupil by the principal of the school pursuant to rules promulgated by State Board of Education and to rules developed pursuant to s.1006.09(2), to have an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled. Any pupil who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed 10 days, as determined by the Superintendent. Such suspension shall not affect the delivery of educational services to the pupil, and the pupil shall be immediately enrolled in a daytime alternative education program.

If the pupil is not subsequently adjudicated delinquent or found guilty, the suspension shall be terminated immediately. If the pupil is found guilty of a felony, or a felony level delinquent act, the Superintendent shall have the authority to determine if a recommendation for expulsion shall be made to the School Board.

L. BULLYING AND HARRASSMENT

The School Board is committed to providing an educational setting that is safe, secure, and free from harassment and bullying of any type for all of its students and school employees. The District will not tolerate unlawful bullying and harassment based on, but not limited to; sex, disability, age color, race, ethnicity, sexual orientation including gender identity expression, or national origin. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

during any education program or activity conducted by the District;

during any school-related or school-sponsored program or activity or on a school bus of the District; or

through the use of data or computer software that is accessed through a computer,

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- teasing;
- threats;
- intimidation;
- stalking;
- cyberstalking;
- cyberbullying;
- physical violence;
- theft;
- sexual, religious, disability, sexual orientation including gender identity expression, or racial harassment;
- public humiliation; or
- destruction of property.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or

- has the effect of substantially disrupting the orderly operation of a school.

"Bullying" and "harassment" also encompass:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

- Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

- incitement or coercion;

- accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or

- acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"Harassment" or "bullying" also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy to the principal or as described above. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

A school employee, school volunteer, students, parent/guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Submission of a good faith complaint or report bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

M. NON-DISCRIMINATION

No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in an employment conditions or practices conducted by the School District, except provided by law.

The School Board will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, age, or genetic

Additionally, it will not discriminate in its employment policies and practices.

The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law. The School Board shall admit students to District Schools, programs, and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, or disability or handicap.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public. Any inquiries regarding the non-discrimination practices can be made to Travis Weaver, Office of Student Services, 200 South 7th Street, Palatka, FL 32177, 386-329-0538. For further information on notice of non-discrimination, visit <http://ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Call for questions or concerns on any of the following topics:

GENDER EQUITY IN ATHLETICS, SEXUAL HARASSMENT, ADA/SECTION 504, EQUAL EMPLOYMENT OPPORTUNITIES, EDUCATIONAL EQUITY ON THE BASIS OF RACE, GENDER, NATIONAL ORIGIN, DISABILITY, AGE AND MARITAL STATUS

N. ALLEGATIONS AND COMPLAINTS TOWARD STAFF

Any complaint against any employee which arises within the membership of the School Board or which comes to the attention of the School Board (except through the Superintendent) shall be referred to the Superintendent for decision. In the case the employee or the complainant is not satisfied with the decision of the Superintendent, an appeal may be taken by either party to the School Board through the Superintendent for a final decision. No complaint will be considered by the School Board in any other manner.

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

O. BUS RULES

- Stand at least 10 feet off the roadway while awaiting the bus and do not approach the bus until told to do so by the driver.
- Students must be on time. The bus will not wait for those who are tardy.
- Students must board and leave the bus at their regular stop location (except with written permission of parent and approved by the school).
- When departing the bus, walk 10 feet in front of the bus. Wait for driver's signal before crossing the road. Always cross in front of the bus.
- The driver is in full charge of bus and students. Students MUST obey the driver.
- The driver has the right to assign seats. Students may have to sit three to a seat from window to aisle when directed to do so by the driver.
- Keep your seat at all times.
- Keep arms and heads inside windows. No objects shall be thrown from windows.
- Unnecessary conversation with the driver is dangerous and should be avoided.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Students must refrain from fighting/pushing and tripping.

- Absolute silence is required at all railroad crossings and whenever the bus is stopped.
- No eating, drinking or use of tobacco is allowed on bus.
- No animals (dead or alive), glass or glass containers, sharp objects, ball bats, cutting instruments, batons or drumsticks will be allowed on the bus.
- Large objects including band instruments that interfere with seating and safety of others will not be permitted on the bus.

RIDING THE BUS IS A PRIVILEGE. SERIOUS OR REPEATED MISCONDUCT WILL RESULT IN SUSPENSION.

P. OTHER INFORMATION AND RULES

The District School Board may honor the final order of expulsion or dismissal of student, from outside the district, for an act, which would be grounds for expulsion under our guidelines.

Violent, abusive, uncontrollable or disruptive students may be temporarily removed from the classroom for behavior management intervention.

Q. ELECTRONIC DEVICES

The use of an electronic device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess an electronic device while the student is on school property or in attendance at a school function. Devices may be used only before and after school and must be turned off and out of sight during the day. If a student uses an electronic device or the device creates a disruption, it may be confiscated and parents notified. In case of a family emergency, parents are to contact the office at the school. If any student needs to contact a parent or guardian, they will be allowed to use the office telephone for this purpose.

R. BEHAVIOR NOT COVERED ABOVE

The District School Board reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules. The District School Board directs individual schools and departments to develop, print and disseminate such rules and regulations which are consistent with District rules but which are needed to supplement District rules in order to carry out the proper and orderly function of the school or department. District and school rules, however, shall not permit disciplinary action to be taken based on the use of a language other than English by Limited English Proficient students.

S. STUDENT RIGHTS AND RESPONSIBILITIES

The authority to set forth in Florida Statutes, vests in School Boards the responsibility to adopt “an explanation of the responsibilities and rights of students”.

All students continue to maintain their constitutional rights within the school and its activities, functions or events. However, the District School Board as an explanation to students, parents, teachers and other instructional personnel, and administrators establishes concurrent responsibilities.

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT RIGHT:

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

RESPONSIBILITIES:

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

ATTENDANCE RIGHT:

RESPONSIBILITIES:

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

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

Students or parents have the responsibility, after an excused absence to request the make-up assignment from their teachers within three (3) school days.

Students or parents have the responsibility to provide professional medical confirmation.

RESPECT FOR PERSONS AND PROPERTY RIGHT:

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

RESPONSIBILITIES:

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

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

Students have a responsibility to neither damage nor deface the property in the community surrounding the school grounds. This includes the building and lawns in the neighborhood.

LEARNING RIGHT:

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

RESPONSIBILITIES:

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

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

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

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

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

FREE SPEECH AND STUDENT PUBLICATION RIGHT:

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

RESPONSIBILITIES:

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

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

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

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

ASSEMBLY RIGHT:

Students have the right to hold group meetings in accordance with use of facilities and rules.

RESPONSIBILITIES:

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

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

PRIVACY RIGHT:

right to inspect, review, and challenge the information contained in those records directly relating to the student (PCSD Policy 5.19 (3)).

RESPONSIBILITIES:

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

Parents, guardians, or eligible students have the responsibility to meet their financial obligation as it relates to school fees.

Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.

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

PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES RIGHT:

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

RESPONSIBILITIES:

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

Students have a responsibility to observe school rules in their participation in school programs and activities.

FREEDOM FROM DISCRIMINATION RIGHT:

Students have a right to expect no discrimination in curricular or extracurricular offerings of the school. Students will not be denied the benefits or be subjected to discrimination under any educational program or activity on the basis of race, national origin, sex, handicap, or marital status.

RESPONSIBILITIES:

Students have a responsibility not to discriminate against each other.

INTERVENTION GUIDELINES

Violations of the previous rules and/or supplemental rules may result in one or more disciplinary alternatives. The Principal may recommend a penalty that deviates from these guidelines by including written justification detailing the facts that necessitate such deviation. Notwithstanding the above, deviation from the guidelines is not encouraged in order to promote consistency in disciplinary matters. Principals shall, therefore, state in detail and with specificity their reasons for any deviation.

FIREARMS VIOLATIONS

The possession of a weapon, firearm or firearm facsimile including a pellet gun, BB gun or other gun capable of firing a projectile by a student while the student is on school grounds or while attending a school function will be recommended for expulsion or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed. Middle or high school students in possession of a firearm or firearm facsimile including a pellet gun, BB gun or other gun capable of firing a projectile could be recommended for expulsion. *Any student in possession of a firearm will be recommended for expulsion.

DRUG VIOLATIONS

The use or possession of illegal drugs and alcohol by students is wrong and harmful. The illegal possession, use, sale or distribution of alcohol or controlled substances as defined in Chapter 893 and School Board policy while on school property or while attending a school function is grounds for suspension, expulsion or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

SUSPENSION AND EXPULSION

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

PROCEDURES FOR SUSPENSION

The principal or designee has the authority to suspend from school or class up to ten (10) days for any one breach of the school's established conduct code for any reason provided by law.

Initial Student Hearing:

The offending student(s) should be presented to the principal or to his/her designee by the person(s) having knowledge of the misbehavior or infraction. It shall be the duty of the principal or his/her designee to determine the facts as presented by the person(s) and the students(s) and the offending student(s). The principal or designee has the responsibility to notify appropriate personnel in the District Office and appropriate police or sheriff department's personnel at the time of any incident, if this action is warranted.

When a student is to be suspended from school for up to ten (10) days by the principal or designee, the principal or designee shall prepare a notice of suspension. The charge(s) should be specific, indicating the breach of the school's established conduct code for which the suspension is being issued.

A copy of the notice of suspension form shall be sent to the parent or guardian, one (1) copy to the Superintendent and one (1) copy to be filed at the school.

A suspension should not necessarily influence the student's conduct grades except as determined by the breach of the school's established conduct code for which that suspension was issued.

Every effort shall be made to contact the parent of the student who is being suspended at the time of the suspension and the reason for the suspension shall be stated. The parent shall be informed that the Notice of Suspension has been sent to him/her by United States mail. If the parent cannot be contacted, the student is not to be sent home during the school day.

APPEAL PROCESS

Appealable consequences include suspensions of ten days or less and transfer to the long-term alternative programs.

The parent/guardian, after being informed of the charges against the student, may request a meeting with the principal or designee by notifying the principal within three (3) working days of the date of receipt of notice of disciplinary action of their desire to meet with the principal. The school administration, after hearing the case, may revise or reaffirm the disciplinary action.

The parent/guardian may file an appeal by submitting a formal appeal of disciplinary action to the office of Student Services within three (3) working days from the date of the principal's final decision. A person designated by the Superintendent, shall hear the appeal. It shall be within the authority of the designated person to:

Determine the principal's jurisdiction regarding the matter.

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

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

Determine that the disciplinary action is in keeping with School Board policy, discipline guidelines, school rules and appropriate court cases.

Determine alternative disciplinary action, as per established guidelines, which may be more appropriate.

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

The appellate hearing provided above shall be conducted in accordance with the provisions of Florida Statutes 120.57(2) (Informal Proceedings) and shall constitute final agency action.

PROCEDURES FOR EXPULSION

The principal or designated representative, may, after written notification to the parent/guardian, recommend to the superintendent the expulsion of any student who has committed a serious breach of conduct as per the Code of Conduct. In all cases where expulsion is being considered as a recommended penalty, the principal may suspend the student for a period of up to ten (10) days and/or request that the Superintendent continue the suspension until the next regular or special meeting of the District School Board. The School Board shall have authority, upon the recommendation of the Superintendent, to continue the suspension of a student being considered for expulsion until the next School Board Expulsion Committee meeting in order to further investigate the incident, provide sufficient notification to the parent/guardian, to determine the outcome of a pending criminal, juvenile or other proceedings or for such other reason as may be deemed appropriate by the School Board. The principal's recommendation for expulsion shall be in writing, addressed to the Superintendent and shall include the following information about the student:

Attendance, conduct, and suspension information,

The number of times the student has been seen by the visiting teacher, counselor, and other school support personnel,

Curriculum adjustments, which have been made,

The number of times the school has involved the parents in the student's adjustment problems,

Other measures taken by the school to bring about a change in conduct of the student, and

Alternative measures considered prior to the recommendation to expel. The letter recommending expulsion shall, upon request, be made available to the parent, guardian, or their representative.

Upon receiving a recommendation for expulsion, the Superintendent or designee will consider all information leading to the recommendation for expulsion and provide an opportunity for the parents, guardian or legal counsel to present written or oral evidence in opposition to the recommendation for expulsion.

The Superintendent or designee shall have authority to recommend either expulsion of the student or other action as may be deemed appropriate. When recommending expulsion, the parent shall be notified of the charges against the student and advise the parent or guardian of the date of the next regular Board meeting or special meeting called for the purpose of hearing the case. The letter shall be delivered by hand by the appropriate staff member or sent by certified mail.

Should the parent or guardian not request a hearing within the specified time, the District School Board Expulsion Committee shall act upon the recommendation at the time designated in the letter of notification to the parent or guardian. Said recommendation shall set forth a brief statement of the student's act or acts, which warrant expulsion.

Any student classified by the District as handicapped who commits an expellable offense will have his/her case considered and decided on an individual basis, with the provisions of IDEA being applied in conjunction with the procedures for expulsion.

The parent/guardian, after being informed of the charges against the student, may request a meeting with the principal or designee by notifying the principal within three (3) working days of the date of receipt of notice of disciplinary action of their desire to meet with the principal. The principal or designee shall, after hearing the case, revise or reaffirm the disciplinary action.

The parent/guardian may file an appeal by submitting a formal appeal of disciplinary action to the office of Student Services within five (5) working days from the date of the principal's final decision. A person designated by the Superintendent, shall hear the appeal. Additional individuals may be involved in hearing the appeal under the following conditions as determined by the appointed designee.

In cases, which involve circumstances requiring legal interpretations, an attorney may be selected to represent the interest of the school administration.

In circumstances involving potential conflicts of interest or which are deemed sensitive to the public interest, a committee may be selected to hear the facts and offer a recommendation.

It shall be within the authority of the designated person(s) to:

Determine the principal's jurisdiction regarding the matter.

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

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

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

Determine that the disciplinary action is in keeping with School Board policy, discipline guidelines, school rules and appropriate court cases.

Determine alternative disciplinary action, as per established guidelines, which may be more appropriate.

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

The parent/guardian has the right to request a hearing before the School Board. The parent/guardian shall submit a written petition within five (5) working days from the date of receipt of the final decision rendered above. Failure to file a timely petition requesting a hearing shall be deemed a waiver of any hearing on the matter. The petition shall contain:

The name and address of the petitioner, and an explanation of how his/her substantial interests will be affected by the School Board determination

A statement of when and how petitioner received the Notice of the School Board decision or intent to render the decision that is claimed to affect petitioner's substantial interests,

A statement of all disputed issues of material fact. If there are none, the petition must so indicate.

A concise statement of the ultimate facts alleged, and the rules, regulations, statutes, and constitutional provisions which entitle the petitioner to relief,

A statement of the relief being requested by the petitioner, and

Any other information, which the petitioner contends, is material.

In cases involving disputed issues of material fact, the provisions of 120.57(1), Florida Statutes, FORMAL PROCEEDINGS, shall apply except when waived by consent of the parties involved.

In cases which involve no disputed issues of material fact, the petition, submitted by the parent/guardian, shall address any personal, family or other matters which the parent/guardian believes to be pertinent to the

may grant a hearing to further study the matter. Provisions of 120.57(2), Florida Statutes, INFORMAL PROCEEDINGS, shall apply in such cases as are granted by the Board.

Petitions shall be delivered to the Office of Student Services at the Campbell Administration Building, 200 South Seventh Street, Palatka, Florida. Petitions requesting hearings will be granted or denied within fifteen (15) working days of receipt. In order to preserve and ensure the privacy and confidentiality of the students involved, the hearing will be held during a closed School Board Expulsion Committee meeting scheduled solely for the purpose of considering the case. No other matters of business will be conducted except as is necessary to complete the disposition of the disciplinary matter being considered.

Any School Board Member may arrange for a hearing pursuant to this paragraph by contacting the Director of Student Services in advance of the regularly scheduled Board Meeting during which the matter would normally be addressed.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

Consistent with the school district's Code of Student Conduct and to the extent that removal would be applied to nondisabled students, school personnel may:

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

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

A manifestation determination, consistent with the following requirements, will be made within ten days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct. In conducting the review, the school district, the parent, and relevant members of the IEP team (as determined by the parent and the school district) will:

Review all relevant information in the student's file, including any information supplied by the parents of the student, any teacher observations of the student, and the student's current IEP

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

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

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

Conduct a functional behavioral assessment (FBA), unless the school district had conducted a FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan (BIP) for the student; or

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

Except as provided in number 6 below, return the student to the placement from which the student was removed, unless the parent and the school district agree to a change in placement as part of the modification of the BIP.

For disciplinary changes of placement, if the behavior that gave rise to the violation of a Code of Student Conduct is determined not to be a manifestation of the student's disability, the relevant disciplinary procedures applicable to nondisabled students may be applied to the student in the same manner and for the same duration in which they would be applied to nondisabled students, except that services necessary to provide a free appropriate public education (FAPE) will be provided to the student with a disability, as described below.

If a parent disagrees with the manifestation determination decision made by the IEP team pursuant to this rule, the parent may appeal the decision by requesting an expedited due process hearing.

On the date a decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a code of student conduct, the school district will notify the parent of the removal decision and provide the parent with a copy of the notice of procedural safeguards.

FAPE for students with disabilities who are suspended or expelled or placed in an interim alternative educational setting (IAES)

A school district is not required to provide services to a student with a disability during removals totaling ten school days or fewer in that school year, if services are not provided to nondisabled students who are similarly removed.

Students with disabilities who are suspended or expelled from school or placed in an IAES will continue to receive educational services in accordance with s. 1003.01, F.S., including homework assignments, to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP and receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications designed to address the behavior violation so that it does not reoccur.

After a student with a disability has been removed from the current placement for ten school days in the school year, if the current removal is not more than ten consecutive school days and is not a change of placement under this rule, school personnel, in consultation with at least one of the student's special education teacher(s), will determine the extent to which services are needed to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP.

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

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

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

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

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

On the date that a decision is made to make a removal that constitutes a change of placement because of a violation of a code of student conduct, the school district will notify the parent of that decision and provide the parent with a copy of the notice of procedural safeguards.

By the student's parent, if the parent disagrees with a manifestation determination or with any decision not made by an administrative law judge (ALJ) regarding a change of placement under Rule 6A-6.03312, F.A.C.

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

The school district may repeat the procedures for expedited hearings if it believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

Expedited due process hearings requested under this subsection will be conducted by an ALJ for the Division of Administrative Hearings, Department of Management Services, on behalf of the Department of Education, and will be held at the request of either the parent or the school district regarding disciplinary actions. These hearings will meet the requirements prescribed in Rules 6A-6.03011 through 6A-6.0361, F.A.C., except that the hearing will occur within 20 school days of the date the request for due process is filed and an ALJ will make a determination within ten school days after the hearing. In addition, unless the parents and the school district agree in writing to waive the resolution meeting described herein or agrees to use the mediation process set forth in these rules:

A resolution meeting will occur within seven days of receiving notice of the request for expedited due process hearing

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

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

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

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

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

The procedures under this subsection may be repeated if a school district believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

When an appeal as described above has been made by either the parent or the school district, the student will remain in the IAES determined by the IEP team pending the decision of the ALJ or until the expiration of the time period specified by school personnel, including expulsion for a student where no manifestation was found, unless the parent and the Department of Education or school district agree otherwise.

A regular education student who has engaged in behavior that violated a code of student conduct may assert any of the protections afforded to a student with a disability under this rule if the school district had knowledge of the student's disability before the behavior that precipitated the disciplinary action occurred.

A school district is deemed to have knowledge that a student is a student with a disability if:
The parent has expressed concern in writing to supervisory or administrative personnel of the appropriate school district, or a teacher of the student, that the student needs special education and related services; or

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

behavior demonstrated by the student directly to the school district's special education director or to other supervisory school district personnel.

A school district would not be deemed to have knowledge of a disability (see above) if:
The parent of the student has not allowed an evaluation to determine if the student is an eligible student with a disability;

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

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

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

Conditions that apply if no basis of knowledge

If the school district has no knowledge that the student is a student with a disability prior to disciplinary action, the student may be disciplined in the same manner as a nondisabled student who engages in comparable behaviors.

If an evaluation request is made for the student during the time period of the disciplinary action, the evaluation will be conducted in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the student is determined to be a student with a disability, taking into consideration information from the evaluation and information provided by the parents, the school district will provide special education and related services consistent with the requirements of Rule 6A-6.03312, F.A.C.

Nothing in Rule 6A-6.03312, F.A.C. prohibits a school district from reporting a crime committed by a student with a disability to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with a disability.

School districts will ensure that the special education and disciplinary records of students with disabilities are transmitted, consistent with the provisions of s. 1002.22, F.S., and Rule 6A-1.0955, F.A.C.:

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

For consideration by the appropriate authorities to whom school districts report crimes

School districts will include in the records of students with disabilities a statement of any current or previous disciplinary action that has been taken against the student and transmit the statement to the same extent that the disciplinary information is included in, and transmitted with, the student records of nondisabled students.

The statement may be a description of any behavior engaged in by the student that required disciplinary action, a description of the disciplinary action taken, and any other information that is relevant to the safety of the student and other individuals involved with the student.

If the student transfers from one school to another, the transmission of any of the student's records will include both the student's current IEP and any statement of current or previous disciplinary action that has been taken against the student.

ADDITIONAL RULES, GUIDELINES AND PROCEDURES

SEARCH AND SEIZURE

If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, any alcoholic beverage or liquor, illegal drugs, or any type of weapon, a member of the instructional or administrative staff may search the temporarily detained student, the student's possessions, and the student's locker for the purpose of disclosing the presence of the aforementioned items.

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

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

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

SAFE HARBOR SURRENDER

A student may voluntarily surrender a prohibited object to any school district official without concern of disciplinary consequences.

ZERO TOLERANCE OF VIOLENCE

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

Zero-tolerance policies must require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system.

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

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

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

GUN-FREE SCHOOLS ACT OF 1994

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

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

REASONABLE FORCE

(1) The State Board of Education shall adopt standards for the use of reasonable force by district school board personnel to maintain a safe and orderly learning environment. Such standards shall be distributed to each school in the state and shall provide guidance to district school board personnel in receiving the limitations on liability specified in subsection (2).

(2) Except in the case of excessive force or cruel and unusual punishment, a teacher or other member of the instructional staff, a principal or the principal's designated representative, or a school bus driver shall not be civilly or criminally liable for any action carried out in conformity with the State Board of Education and district school board rules regarding the control, discipline, suspension, and expulsion of students, including, but not limited to, any exercise of authority under s. 1003.32 or s. 1006.09.

PCSD PARKING GUIDELINES AND RULES

A principal or designee may search persons, briefcases, book bags, purses, storage area and vehicles, upon reasonable suspicion of prohibited or illegally possessed substances or objects (F.S.S. 1006.09). Putnam County School District believes all students are responsible for helping to maintain a safe and orderly setting. The rules and procedures listed below are to assist the students of PCSD to maintain this environment.

To receive any required decal, all students must have a completed parking agreement and/or parking privilege registration; present a valid driver's license (no learners permits accepted), current Florida registration and proof of insurance. The price for a decal is set at the school.

THE FOLLOWING RULES INCLUDE, BUT ARE NOT LIMITED TO THE BEHAVIORS THAT CAN RESULT IN THE LOSS OF PARKING PRIVILEGES ON CAMPUS.

ALL VEHICLES MUST BE PROPERLY REGISTERED WITH THE SCHOOL.

Students must maintain good academic standing to be eligible to park on campus. Driving privileges will be revoked for those students who fall below the school requirements.

Maximum speed is 5 mph. No reckless driving and/or speeding.

Student must follow school checkout procedures when leaving campus. Students may not transport other students off campus.

Students are to park in appropriate student parking areas only. Any required decals must be visibly attached at all times. Vehicles not properly registered, decaled or parked could be towed at owner's expense. Students will not use their cars as lockers and will not return to the parking lot during the school day, including lunch or class changes. Students will exit the parking lot immediately upon entering school.

If an emergency occurs that requires you to drive an unregistered vehicle to school, report to the Office upon arriving to receive a temporary permit. Make sure to arrive to school early enough, so getting a temporary pass does not cause you to be late (not an excuse).

A violation of the above listed rules can result in students' privileges being suspended or revoked, a citation and fine, or the vehicle being towed at the owner's expense. If applicable, any parking permits must be turned in if privileges are suspended or revoked. To replace a decal for any reason, you may be required to purchase a new one.

*PCSD does not assume responsibility for students' vehicle or other personal items. Please help by keeping your vehicle and valuables out of sight.

Alcohol: Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

Alternative educational setting: An interim alternative educational setting (IAES) is a different location where educational services are provided for a specific time period due to disciplinary reasons.

Arson: Willfully causing damage to a building, structure, or dwelling by fire or explosion.

Assault: An intentional, unlawful threat by word or act to do violence to another, coupled with apparent ability to do so, and doing some act, which creates a well-founded fear in the other person that such violence is imminent.

Aggravated Assault: An assault with the use of a weapon or with the intent to commit another felony.

Aggravated Battery: Intentionally or knowingly causing great bodily harm, permanent disfigurement, or permanent disability to another, or committing battery against another with the use of a deadly weapon.

Battery: Actually and intentionally touching or striking another against his or her will, or intentionally causing bodily harm.

Bullying: Repeatedly using hostile, intimidating, domineering, or threatening behavior with the intent or purpose of physically or mentally hurting another individual. Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment. The incident is bullying if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Burglary: Entering a building, structure, or dwelling with the intent to commit an offense therein, without license or invitation to enter, unless the structure is open to the public, or remaining in a building, structure or dwelling with the intent to omit an offense therein, without license or invitation to enter, unless the structure is open to the public, or remaining in a building, structure, or dwelling after permission has been withdrawn, surreptitiously with the intent to commit an offense.

Bus Misconduct: Unacceptable, wrong or improper behavior while on a PCSD bus or under the authority of a PCSD Transportation staff member. Bus misconduct can take the form of any event, incident or action defined or listed in the PCSD Code of Conduct. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Cheating: Using unauthorized answers or sources to receive credit for schoolwork. Some examples are looking at someone else's paper, copying from your notebook when you are supposed to use only your memory, or copying someone else's homework because you did not complete yours.

Defiance (Open, Repeated, Gross): Refusing to follow/contempt for the directions of school authorities. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Disobedience (Willful): Brief or low-intensity failure to respond to school authorities. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Disrespect: Actions, language or attitude that shows discourtesy, rudeness, insult, disdain or dishonor towards another. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Disruption: Behavior that interferes with an orderly learning environment or process. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Dress Code Violation: Any violation of the PCSD or individual school's dress code. Repeated acts will be addressed as an act of defiance.

Drugs: Mind altering or mood-altering beverages or substances, including but not limited to alcohol, marijuana, cocaine, heroin, pills, etc. Possession, use, sale or distribution of controlled substances that results in corrective actions at school may lead to arrest and criminal penalties.

Distribution: Giving out, selling, sharing or dispensing to others.

Possession: The act of having or have had ownership or control.

Electronic Devices: Any device that is powered by electricity or a battery, which is not required by the curriculum and includes items such as but not limited to compact disc players, MP3 players, headphones, cellular phones, PDAs, and cameras. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

False Accusation: An untrue serious statement about a teacher, staff member, or any other person. False accusations are serious when they can hurt the professional reputation of others or otherwise get them in trouble that they do not deserve.

Fighting: When two or more students try to physically hurt each other in an act of mutual combat. Fighting might result in minor injuries such as, but not limited to: scratches, abrasions, etc. Serious fighting might result in great bodily harm or life threatening injuries. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Firearms: 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 such firearm muffler or firearm silencer; any destructive device; or any machine gun.

Forgery: Making, altering, or signing a document with the intent to defraud or signing another person's signature without the person's consent.

Gambling: The chancing or wagering something of value on an event with an uncertain outcome.

Harassment: Conduct directed at a person that causes him/her to feel intimidated or verbally, mentally, or emotionally abused, or that causes him/her substantial emotional distress. Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Hate Crime: An offense against another based on race, religion, sexual orientation, disability, class, ethnicity, nationality, age, gender, gender identity, social standing or political affiliation.

Horseplay: Serious violations could be determined to be a safety violation. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Inappropriate language or gesture: Any abusive, obscene or profane verbal or non-verbal messages that include swearing, name calling or use of words, symbols, signs or actions in an inappropriate way. Determination of the level of severity is to be based on the individual event and subsequent administrative finding. Inappropriate language towards staff can be deemed a higher incident level.

Incident levels: Incident levels can range based on various factors and circumstances.

The levels for student conduct, behavior and intervention range from classroom to critical. When applicable, the Principal or designee will determine which category the event is classified based on their investigation and findings. Factors that determine the incident level can include, but are not limited to the incident nature, impact, danger, potential danger/impact, intensity, etc. An example of this range for a

of a false bomb threat (critical level incident).

In-school suspension: The temporary removal of a student from the student's regular school program and placement in an alternative program, such as that provided in s. 1003.53, under the supervision of district school board personnel, for a period not to exceed 10 school days.

Leaving School without Permission: The extremely unsafe act of leaving the school grounds without the knowledge and consent of school authorities and following the required procedures for signing/checking out of school.

Manifestation determination: A manifestation determination is a process by which the relationship between the student's disability and a specific behavior that may result in disciplinary action is examined.

Major Campus Disruption: Behavior that seriously interferes with an orderly learning environment or poses a threat to the safety of others, including but not limited to making a false fire alarm or bomb threat. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Minor Confrontation: An argument or squabble. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Misconduct (General): Unacceptable, wrong or improper behavior. Examples can include, but are not limited to lying, cutting in line, parking/driving violations, forgery, teasing/taunting, electronic device violations, public display of affection, etc. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Other Major/Similar Events: Incidents not otherwise defined in this glossary. Students may be disciplined for off campus felony offenses in certain circumstances.

Public Display of Affection: Engaging in unsuitable, intimate, sexual behavior or suggestive behavior (like kissing). Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Physical Aggression: Student engages in non-serious, but inappropriate physical contact. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Property Damage/Vandalism: Student participates in an activity that results in destruction or disfigurement of property or intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Sexual Battery: Using force or the threat of force to touch, feel, or hurt someone in a sexual way against his or her will, or to use force in attempt.

Sexual Harassment: Displaying unwanted and repeated conduct of a sexual nature that substantially interferes with a student's academic performance and/or creates an intimidating, hostile, or offensive school environment, or causes discomfort or humiliation for that student. Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

Sexual Offense: Sexual behavior or contact in a lewd manner. A variety of actions can be characterized as sexual offenses.

Skipping on campus/Out of Area: The act or condition of being absent from an area or class without permission or the act of entering an area without permission or without legitimate reason.

simulated weapons.

Suspension: Also referred to as out-of-school suspension, means the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student's parent with specific homework assignments for the student to complete.

Tardy: Not arriving to the required location at the expected time.

Tease/taunt: To irritate, annoy or provoke. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Theft: Knowingly obtaining or using the property of another with the intent of temporarily or permanently depriving the owner of its use or benefit. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Threat: An expression of intent to perform harm, damage or injury. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Trespassing: Entering and/or remaining upon a school campus, school transportation, or at school sponsored events off campus or other School Board property without authorization or invitation to enter or remain, including students who are suspended or expelled.

Unsafe Items or Behavior: Items or actions unsuitable for school because they tend to disrupt the learning environment or could cause potential injury or disruption. Determination of the level of severity is to be based on the individual event and subsequent administrative finding.

Weapons: Any instrument, weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury or that places another person in fear of serious harm. Examples include but are not limited to all types of firearms (weapons used to shoot with, such as guns, dart-guns, stun-guns), dirks or daggers, knives, metallic knuckles, clubs, tear gas guns, chemical weapons or devices, bombs, aerosol, and other destructive devices (any item that can explode or cause destruction, such as grenades, mines, rockets, or missiles). This definition excludes simulated weapons. Everyday objects can become weapons if they are used to seriously harm or attempt to seriously harm someone. Chapter 790.001, FS (Weapons and Firearms), provides a further definition of weapons.