



CODE
OF
STUDENT CONDUCT



Student Success!
2013 - 2014

*Douglas K. Whittaker, Ed.D.
Superintendent of Schools
[www.yourcharlottesvilleschools.net](http://www.yourcharlotteschools.net)*

The School Board of Charlotte County, Florida

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This document was approved by the School Board of Charlotte County on May 7, 2013.

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

The School Board of Charlotte County does not discriminate in educational programs/activities or employment on the basis of race, color, religion, sex, national origin, age, marital status or handicap.
S.B.C.C. Policy 2260, 5730.

Charlotte County Public Schools

District Vision

Student Success!

District Mission

We will provide an innovative educational environment that allows and inspires success for everyone.

Core Values

- Communication with clarity and civility
- Diversity and individual differences
- Effective leadership
- Employees
- Ethical behavior
- Innovation and productivity
- Safe and healthy environments
- Strong connections among the home, school, and community
- Strong partnerships

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CODE OF STUDENT CONDUCT

Superintendent's Message

Dear Students and Parents,

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

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

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

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

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

Sincerely,

Doug Whittaker, Ed.D.
Superintendent of Schools

STUDENT/PARENT ACKNOWLEDGMENT FORM

2013-2014

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

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

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

I also agree to the rules and terms of network and internet use as outlined in the agreement in this *Code of Student Conduct*.

Student Name (Print)

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

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



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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

- A. A student will be given both written notice of his/her suspension and the reasons along with the opportunity to appear and respond to the charges against him/her prior to the suspension. An appeal may be addressed to the principal whose decision will be final.
- B. A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons with an opportunity to appear with a representative before the Superintendent/designee to answer the charges.

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

Along with these rights, students have the following responsibilities:

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

School Board Policy 2260, 5780

PROHIBITION OF SEXUAL HARASSMENT

The School Board prohibits harassment of any student on the basis of race, color, national origin, sex, handicap, or marital status.

Specific Prohibition

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

Procedures

Any student who alleges sexual harassment by another student, employee, or non-employee volunteer may use the Student Grievance Procedure or may complain directly to the building principal, the Director of Student Services, or the Assistant Superintendent for School Support.

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

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

Disciplinary Action

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

Florida Statute 1006.07(2)(h)

School Board Policy 3362, 5517

PROHIBITION OF DATING VIOLENCE

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

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

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

STUDENT GRIEVANCE PROCEDURE (DISCRIMINATION/HARASSMENT)

The student grievance procedure is solely limited to discrimination/harassment complaints.

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

Reprisals or retaliation for reporting discrimination/harassment will not be tolerated and will be regarded as threats or intimidation as defined in this document. The following steps shall be followed if a student feels that he/she has experienced discrimination/harassment at school:

Level I

If the student believes that he/she has been discriminated against or harassed, he/she may file a complaint in writing or via a message which can be transcribed into writing within sixty (60) days of the alleged occurrence, with his/her principal or school counselor. If the complaint is against the principal or counselor, the complaint may be filed with the Director of Student Services or with the Director of Human Resources or the Assistant Superintendent for Human Resources and Employee Relationships. The principal, school counselor, Director of Student Services, the Director of Human Resources or the Assistant Superintendent for Human Resources and Employee Relationships will schedule a conference. The conference must be held within ten (10) school days of the date of filing. The results of the meeting shall be sent to all concerned parties within ten (10) working/school days of the conference.

Level II

If a student is not satisfied with the resolution made at Level I, he/she may appeal in writing to the appropriate building level administrator, or with the Director of Student Services, with copies to the Superintendent, for an informal conference and discussion of the grievance within ten (10) working/school days of receiving the Level I findings. The building administrator and Director of Student Services will investigate and file a written report within ten (10) days after receiving Level I documents. These findings or recommendations shall be sent to the complainant, the Superintendent, and building administrator.

Level III

If a student is not satisfied with the resolution made at Level II, within ten (10) days of receiving the recommendations and findings, he/she may appeal to the building administrator, Director of Student Services,

Director of Human Resources, or the Assistant Superintendent for Human Resources and Employee Relationships in writing, for an informal conference and discussion of the grievance. No new facts shall be entered that were not addressed in Levels I and II. The complainant shall be given an opportunity to present evidence relevant to the facts.

Level IV

If a student is not satisfied with the resolution made at Level III and the grievance was filed due to alleged discrimination, he/she may appeal, within fifteen (15) working/school days, to the Superintendent or his/her designee for an informal conference and discussion of the grievance. The decision at this level is binding, but does not preclude the complainant from pursuing other legal methods of redress.

CHARLOTTE COUNTY PUBLIC SCHOOLS **STATEMENT ON CHEATING**

The School Board of Charlotte County strongly believes that academic honesty must be practiced by all its students. In accordance with the school district's mission to provide an innovative educational environment that allows and inspires success for everyone, it is incumbent on the Board to take an unwavering stand on academic integrity. Students are expected to act as responsible individuals, to conduct themselves with honesty and integrity both personally and academically, and to respect the rights of others. The School Board considers these standards to be essential to its academic mission.

Cheating is wrong.

As students develop values through their school years, virtue and honor will be emphasized as the cornerstone to a prosperous, abundant career and personal life. Therefore, instances of cheating, in any form, will be considered a critical breach of character and integrity as well as a serious violation of the *Code of Student Conduct* punishable by measures deemed appropriate by school and district officials. Parents shall be notified of all instances of cheating.

Violation of this portion of the *Code of Student Conduct*, as in the "Definitions of Infractions" in this document may result in the loss of eligibility for local scholarships, loss of honors, awards, and membership in extra curricular activities. A student whose actions enable others to cheat (e.g., stealing or selling a test) will be considered to have committed a particularly serious violation of this *Code of Student Conduct* which will result in the **strongest of consequences related to the nature of the incident including, if applicable, referral to law enforcement**. Please refer to the Matrix of Infractions and Disciplinary Actions at the end of this document for consequences relating to violations of academic honesty.

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

Copying is cheating.

Homework is not supposed to be copied.

Education relies on each student's integrity.

Attitude for learning is built upon honesty.

Teachers lose trust when you cheat.

Integrity for yourself is priceless.

Not learning to your full potential makes you lose valuable time.

Giving away answers is not cool and only hurts you and the other person.

Honesty is respected. Cheating should be rejected.

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

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

The School Board of Charlotte County strongly believes that academic honesty must be practiced by all its students. Therefore, instances of cheating in any form will be considered a critical breach of character and integrity as well as a serious violation of the *Code of Student Conduct*.

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

"The inappropriate and deliberate distribution or use of information, notes, materials, or work of another person, used as your own, in the completion of an academic exam, test or assignment."

Cheating violations may result in the loss of eligibility for local scholarships, loss of honors, awards, and membership in extra curricular activities. In addition, a student whose actions enable others to cheat (e.g., stealing or selling a test) will be considered to have committed a particularly serious violation of the *Code of Student Conduct* which will result in **the strongest of consequences related to the nature of the incident including, if applicable, referral to law enforcement.**

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

Student Name (Print)

Student Signature

Date

Parent Signature

Date

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

STUDENT RECORDS

Access to student records shall be governed by State and Federal laws and procedures. Records may be in a variety of formats including print, computer media, audio tape and video tape.

Student records shall be available only to students and their parents, adult students, designated school officials and personnel, other persons as the parent or adult student authorizes in writing, a court of competent jurisdiction or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

With regard to records, if a student is eighteen (18) years of age or older, permission, consent, and rights given to the parents shall be given to the adult student only, unless the adult student is a dependent adult student as defined in federal law. The School District may, in this instance, disclose personally identifiable information from the education records to parents or guardians without the prior consent of the dependent adult student.

DIRECTORY INFORMATION

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

Directory information includes a student's name, address, telephone number, (if it is a listed number), date and place of birth, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, and date of graduation or program completion.

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

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

Florida Statutes 1002.22, 10041.41, 1001.52, 1003.25
F.A.C. 6A-1.0955, 6A-1.9555
20 U.S.C. Section 1232 f through 123i (FERPA)
20 U.S.C. 7908
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Act
Privacy Rights of Parents and Students – P.L. 90-247
Title 26 U.S.C. Section 125 of the Internal Revenue Code of 1954
School Board Policy 8330

PLEDGE OF ALLEGIANCE

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

Florida Statute 1003.44

NETWORK and INTERNET RULES, SAFETY and USE AGREEMENT

The School Board policies support and help protect all students as outlined under the Federal Children's Internet Protection Act.

District computers, networks, and Internet connections shall be used only for purposes related to the schools and the performance of the employee's jobs. No personal use of any kind is permitted. Access to the network is a privilege and not a right, and the privilege may be revoked at any time if a student makes inappropriate use of the network.

Student Responsibilities

1. All web pages created by students on the district's computer system will be subject to treatment as district-sponsored publications. Accordingly the district reserves the right to exercise control over such publications.
2. Damage caused by intentional misuse of equipment will be charged to the user.
3. Users are responsible for safeguarding their own passwords.

4. Any use of the network for product advertisement, political lobbying, or non-secular promotion is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the network.
6. Malicious use of the network to write programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
7. Hate mail, harassment, discriminatory remarks, profanity, obscenity, or language which may be offensive to another are prohibited on the network.
8. Users are responsible for keeping non-approved software of any kind from entering the local area network.
9. All student Internet connections must be monitored by a teacher, technology facilitator, or administrator.
10. CCPS will not be responsible for any damages suffered through the loss of data. The school district is also not responsible for the accuracy or quality of information obtained through the Internet.
11. Students must sign the Internet agreement which is contained on the Student /Parent Acknowledgement form (on page 2). Failure to return the signed agreement does not release the student from the responsibilities outlined for the use of technology resources.
12. E-mail is not a confidential medium. It can be reviewed by others and should be used only for legitimate educational purposes. E-mail will be monitored and there is no guarantee of privacy when using any school technology.
13. Users will not transmit confidential information concerning students or others over systems not designated for that use, and will use care to protect against negligent disclosure of such information.
14. Network accounts are to be used only by the proper authorized owner of the account.
15. All communications and information accessible via the network should be assumed to be public record.
16. Users shall maintain the integrity of the District Network. The user is responsible to report all violations. The user is also responsible for making sure all e-mail/web pages sent or received by him/her do not contain pornographic material, computer viruses, or files that are potentially dangerous. The user must immediately report any suspected or potentially dangerous misuse to his/her teacher.

School Board Policies 7540, 7540.1, 7540.2, 7540

FACEBOOK SITES AND WEBSITES

Students are not permitted to create Facebook sites or websites that represent a school or the school district.

LIMITED ENGLISH PROFICIENT STUDENTS

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

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

Florida Statutes 1001.41; 1001.42
School Board Policy 2260, 5730

AUTHORITY OF SCHOOL STAFF

Florida school laws grant principals, assistant principals, deans, teachers, bus drivers, and other school staff, authority for the control and discipline of students. Students are expected and required to follow the requests and directives of all administrators, teachers, bus drivers, school staff members, school volunteers, and chaperones when on School Board-owned property and its surrounding areas or at other places including off-campus school events where they are under the supervision of School Board personnel.

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

- Note:** Florida Statutes 1003.32 and 1006.11 authorize a teacher to have violent and disruptive students temporarily removed from the classroom or an area of supervision. Teachers are also authorized under this rule to use reasonable force when necessary, to protect themselves, students, and other adults from violent acts.
- Note:** Florida Statute 1006.11(2) provides that a principal, teacher, other staff member, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

SCHOOL RESOURCE OFFICERS

School Resource Officers (SROs) are employees of the Charlotte County Sheriff's Office and the Punta Gorda Police Department who are housed at some elementary schools, all middle and high schools including The Academy. As sworn law enforcement officers, the SROs work with the school administration and staff to maintain a safe and lawful environment for all students and staff. Since SROs are governed by state statute, they cannot, by law, ignore any criminal acts that may come to their attention and as such are required to respond appropriately within the law.

Florida Statute 1006.12

Reporting Suspicious Activity

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

INTERVIEW OF STUDENTS BY LAW ENFORCEMENT

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

Florida Juvenile Handbook
School Board Policy 5540

BULLYING AND HARASSMENT PROHIBITED

Charlotte County Public Schools does not tolerate bullying in any form. Students who participate in bullying will face consequences as outlined in the "Matrix of Infractions and Possible Consequences" found at the end of the *Code of Student Conduct*. **Any subsequent acts of bullying will automatically hold**

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

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

Characteristics of Bullying

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

Types of Bullying

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

Bullying is not

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

Definitions

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

- A. unwanted teasing or taunting;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation;
- K. destruction of property; or
- L. social exclusion.

“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

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

“Bullying” and/or “Harassment” also encompasses

- A. retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- B. perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by
 1. incitement or coercion;
 2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
 3. acting in a manner that has an effect substantially similar to the effect of bullying and/or harassment.

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

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a school bus of the District; or
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network of the District.

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

Reporting

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

See the *Matrix of Infractions and Possible Consequences*.

What To Do

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

Say something to an adult

Ask for help

Find a friend

Exit the area

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

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

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

SOCIAL MEDIA, TWITTER, ETC. CAUTION

Students who use social media, twitter, texting, etc. after school hours may face discipline consequences related to cyberbullying if the communication disrupts the school day.

ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT CRIME

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

Students who are determined by the principal to have committed a zero tolerance, violent crime on school property, on school-sponsored transportation, or during school-sponsored activities, shall be recommended to the Superintendent for expulsion. The Superintendent will consider each recommendation for expulsion on a case-by-case basis and may assign a student to a disciplinary program or alternative setting if it is determined to be in the best interest of the student and the school system.

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

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

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

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

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

PROHIBITION OF FIREARMS

In accordance with Section 18 U.S.C.s. 921, please note the following as it pertains to the *Code of Student Conduct* for elementary and secondary schools:

"Notice that any student who is determined to have brought a firearm, as defined in 18 U.S.C. s. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and referred for criminal prosecution."

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

WEAPONS AND DANGEROUS INSTRUMENTS

Weapons

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

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

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

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

Dangerous Instruments

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

OFF CAMPUS FELONIES

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

Florida Statute 1006.09(2)
School Board Policy 5500

VICTIMIZATION

In accordance with Florida Statute 1006.13(5), any person who is attending public school and who has committed certain felony violations can be prohibited by the court before, at the time of adjudication, withholding of adjudication, or pleas - from attending the same school or riding the same school bus as the victim or the victim's siblings.

Florida Statute 1006.13(5)
School Board Policy 5500

FALSE ACCUSATION

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

Florida Statute 1006.13(5)
School Board Policy 5500

STUDENT ATTENDANCE REQUIREMENTS

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

Florida Statute 1003.24
School Board Policy 5200

Compulsory School Attendance

School attendance is required of all students, kindergarten through age 16, unless otherwise exempt by law.

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

Students Beyond Compulsory Attendance Age

All students over age 16 are required to comply with all school rules and all rules and regulations established by the School Board. All notices, report cards, attendance information, and other similar information, will be

sent to the parent/guardian with the understanding that the parent/guardian is fully responsible for student progress, attendance, and behavior.

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

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

Florida Statute 1003.21

Students Needing a Pathway (SNAP) for Success!

High school students who show an irregular pattern of attendance or who are planning to drop out of high school or already have dropped out will be transferred to the SNAP for Success! Program at The Academy. Once transferred, a student will meet with the program leadership to discuss the best educational options available.

Attendance Recording

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

Florida Statute 1003.23 (2)

Reporting Student Absence

There must be communication between the school and home regarding each absence. All absences must be reported and explained by a parent or guardian as soon as possible according to individual school guidelines.

Florida Statute 1003.23(2)

Pattern of Non-attendance

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

The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's Child Study Team or Student Assistance Team to determine if early patterns of truancy are developing. If the Child Study Team finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. A student with fifteen (15) or more unexcused absences within ninety (90) calendar days will be considered habitually truant from school in accordance with Florida Statute 1003.01(8).

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

Florida Statute 1003.26 (b)

Excessive Excused or Chronic Absences

Students accumulating more than fifteen (15) chronic/excessive excused absences or absences which occur in patterns week by week at any time during the school year may be required to provide documentation at the request of the principal. Failure to provide adequate documentation may result in absences being considered unexcused with a referral for truancy. See "Required Documentation for Make-Up Work for Absences Beyond Nine Days."

NOTES: 1) Students accumulating as few as five (5) unexcused absences in a calendar month may be referred to Truancy Court.

- 2) Students accumulating more than 15 unexcused absences in a 90-day period are subject to Driver's License revocation.
- 3) Absences for truancy referral are cumulative and carry over from the first to the second semester.

Florida Statute 1003.27 (3)

Elementary and Middle School Tardies/Early Release Policy

Elementary Students: Late Arrivals (Tardy) and Early Dismissals

The parent/guardian/caretaker of each student of compulsory school age, who has been tardy or released from school for any reason, shall provide documentation to verify the cause for such tardiness or partial absences from school. The School Board reserves the right to verify such documentation and to investigate the cause of any tardiness or early dismissal.

During the school year, failure to document and explain the cause for the late arrival or early dismissal may result in an unexcused tardy or unexcused early dismissal. Every three (3) unexcused tardies or early dismissals, or a combination of thereof, will result in one (1) unexcused absence for the purpose of determining whether a pattern of non-attendance exists. A student who has accumulated a combination of 15 unexcused tardies and/or early releases may be referred to Truancy Court.

F.S. 1003.24 (4); 1003.02 (1)(b); 1003.26 (1)(6) Adopted 7/21/09

Referral to Truancy Court

Students are expected to be in school and in class on time in order to receive full benefit from the instructional programs of the Charlotte County Public Schools. Students of compulsory school age with chronic/excessive excused or unexcused absences or with absences, which occur in patterns, may be referred to Truancy Court. A petition may be filed against the parent or guardian who is legally responsible for the student's attendance where a judge may issue sanctions against the student or parent.

Florida Statute 1003.27 (3)

Types of Absences

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

- A. Excused Absence - An absence will be recorded as excused for the following reasons:
 - (1) Illness of student.
 - (2) Serious illness or death in student's immediate family, including significant other.
 - (3) Students excluded from school for head lice or nits will be allowed up to three (3) school days to remove the lice or nits. After three (3) school days for a single occurrence, the absences will be considered unexcused unless the principal or designee extends the excused classification for special circumstances. Continued re-infestation will be referred to the Director of Student Services and the Supervisor of Health Services and may result in a referral to the Student Assistance Team as a pattern of non-attendance. (*See Excessive Excused or Chronic Absences.*)
 - (4) Doctor or dental appointments. Parents are encouraged to schedule appointments after school hours.
 - (5) Health issues as they relate to pregnant teens, teenage mothers and/or their children. Appointments after school are encouraged.
 - (6) Legal matters.

- (7) Religious holidays/training of the student's specific faith or religious instruction. Students shall be excused from any examination, study, or work assignment for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time.
- (8) Special honors and/or awards.

Note: Trips with parents are considered unexcused unless they have the principal's permission three (3) school days in advance.

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

B. **Unexcused Absence** - A student's absence will be recorded as unexcused for the following reasons:

- (1) Absent from school or class without the knowledge and permission of his/her parents or guardian or school authorities.
- (2) At the secondary level, absences are tied to course credit. Nine (9) absences (excused or unexcused) per semester [five (5) in the extended period or block class] are tolerated. The tenth (10th) absence [or sixth (6th) in the extended period or block class] is considered excessive and will be counted as unexcused unless official documentation is provided.

C. **Absence Due to Out-of-School Suspension** – Absence due to an out-of-school suspension will be recorded in a category separate from excused or unexcused. They will count toward the 9 days that are tolerated.

Florida Statute 1003.23, 1003.24

Make-Up Work/Homework: Guidelines and Responsibilities

Definitions for the purposes of this document:

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

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

- A. It is the responsibility of the student/parent to request all make-up work.
- B. Elementary students will be permitted to make up work regardless of the status of the absence. Two (2) days for each day of absence shall be given to complete all class make-up work.
- C. At the secondary level, absences are tied to course credit. Nine (9) absences (excused or unexcused) per semester [five (5) in the extended period or block class] are tolerated. Work may be made up as follows:
 - (1) A student is eligible to make up class work due to absence without academic penalty.
 - (2) Two (2) days for each day of eligible absence (nine (9) days per semester/five (5) days in the extended or block period per nine (9) weeks) shall be given to complete all class make-up work. Long-term projects assigned prior to the absence shall be due on the date

- the student returns to class. Exceptions may be made with proper documentation. Exams, tests, or quizzes shall be rescheduled at the discretion of the teacher.
- (3) Make-up work for absences due to the first out-of-school suspension of the school year may be requested if the suspension is not a zero tolerance violation. Homework will be made available upon request by the student/parent within twenty-four (24) hours of the suspension and will be subject to the normal homework policy. Make-up work privileges shall not exist for subsequent out-of-school suspensions except for exams (or equivalent).
- (4) A student is permitted to make up a semester exam (or equivalent) regardless of the number of suspensions. The date for the make up exam will be determined by the principal (or designee).

Florida Statute 1003.24

Required Documentation for Make Up Work for Absences Beyond Nine Days

At the secondary level, absences are tied to course credit. Nine (9) absences (excused or unexcused) per semester [five (5) in the extended period or block class*] are tolerated. The tenth (10th) absence [or sixth (6th) in the extended period or block class] is considered excessive and will automatically be counted as unexcused unless they are in one of the following categories and are accompanied by documentation. Absences due to suspensions count toward the tolerated absences. All documentation is due at the school no later than 2 days after the absence. Any hardships with obtaining documentation will be referred to the principal.

- A. Illness of student.
*Documentation - Doctor's note or proof of hospitalization
- B. Serious illness or death in student's immediate family, including significant other.
*Documentation – Doctor's note, obituary notice, death certificate, etc.
- C. Students excluded from school for head lice or nits.
*Documentation - Note from school nurse
- D. Doctor or dental appointments. Parents are encouraged to schedule appointments after school hours.
*Documentation - Appointment card from the doctor or dentist
- E. Health issues as they relate to pregnant teens, teenage mothers and/or their children.
*Documentation: Note from doctor
- F. Legal matters.
*Documentation - Subpoenas, letter from a judge/attorney, copies of documents
- G. Religious holidays/training of the student's specific faith or religious instruction. Students shall be excused from any examination, study, or work assignment for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time.
*Documentation – Proof of legitimacy of holiday
- H. Special honors and/or awards.
*Documentation - Letter citing the invitation

Florida Statute 1003.24

Absences in Extended-Period Classes

A total of five (5) absences per nine weeks is tolerated for extended period or block classes (e.g., 90-minute period)*.

Florida Statute 1003.24

***NOTE:** Nine (9) weeks of a block class is equivalent to one semester.

Attendance and Promotion/Credit

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

A. Middle School and High School

At the secondary level, absences are tied to course credit. Nine (9) absences (excused or unexcused) per semester [five (5) in the extended period or block class] are tolerated. The tenth (10th) absence [or sixth (6th) in the extended period or block class] is considered excessive and will be counted as unexcused unless official documentation is provided.

In order to receive credit, a student who exceeds nine (9) days of absences per class (either excused or unexcused) in a semester or who exceeds five (5) absences per nine weeks in an extended period or block must

- (1) have a combined passing average for the semester,
and
- (2) show proficiency in the course by passing a standards-based semester exam with at least a grade of "C," or demonstrate mastery on an equivalent assessment.

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

B. Elementary School

Poor attendance at the elementary level could be a factor in retention/promotion.

Florida Statute 1003.436

Attendance and Driver's License Program

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

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



Out of School Suspensions

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

Florida Statute 1003.27(2)(6)

Attendance and Suspension

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

School Board Policy 5200, 5500

Tardies, Leaving School Grounds Without Permission, Reassignment

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

- (1) Parents of tardy elementary school students are required to sign the student in at the office.
- (2) Students on reassignment who accumulate repeated tardies and absences shall be reported to the district reassignment committee. Their reassignment may be revoked.

B. Leaving School Grounds Without Permission - Students are not permitted to leave school grounds without authorization. All related absences will be considered unexcused.

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

School Board Policy 5200, 5855
Florida Statutes 1003.21; 1003.21; 1003.24; 1003.26; 1003.27; 1003.436
School Board Policy 5120, 5130, 5230, 5855



CLOSED CAMPUS

Students are not permitted to leave school grounds during lunch unless they have permission from the principal.

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

School Board Policy 5130

LOST BOOKS AND SUPPLIES

Parents and students are financially responsible for lost books and supplies.

School Board Policy 5513

STUDENT DRESS CODE

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

Any student who violates the dress policy is subject to specified disciplinary actions prescribed by Florida law.

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

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

Third and subsequent offense: A student must receive an in-school suspension for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal/designee must call the student's parent or guardian and

send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

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

The School Board of Charlotte County believes that there is a relationship between student attire and classroom behavior, attitude, and achievement. The objectives of this serious and conservative dress code are to bring more dignity to the classroom, to have fewer classroom distractions, to help achieve stronger discipline, and to help provide guidelines for appropriate attire as students transition from the classroom environment to the world of work or postsecondary settings.

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

A school may elect to participate in a uniform dress code which follows school board guidelines and which receives school board approval. Once a uniform dress code is approved for a school, students must follow the school's adopted code or face consequences as outlined in the *Code of Student Conduct* "Matrix of Infractions and Consequences."

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

1. Clothing and hairstyles which are not harmful, disruptive, or hazardous to health or safety;
2. Appropriate undergarments at all times. Undergarments are to remain unexposed;
3. Footwear which is appropriate to activities and conditions;
4. Tops and dresses which have sleeves; and
5. Pants, skorts, shorts, skirts and dresses whose length is about the knee or longer when standing. Pants, skorts, shorts, and skirts are to be fastened at the waist. If the pants, skort, shorts, skirt, or dress has a leotard or leggings, etc. underneath, the pants, skort, shorts, skirt, or dress still must meet the appropriate length. Sheer leggings are not a substitute for pants.

Note: It is expected that elementary school students will wear shorts and other apparel of an appropriate length as determined by the principal.

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

1. Caps, hats, headwear, or sunglasses except when students are out of doors during school hours.
(F.S. 1001.43(1)(b))
2. Apparel, emblems, insignias, badges, or symbols that display obscenities, are sexually suggestive, or which promote or advertise the use of tobacco products, alcohol, drugs, violence or other illegal activities;
3. Apparel or symbols which are offensive to any specific group or which are identified with gang, secret society, or cult involvement;
4. Any articles of clothing or jewelry that could likely cause injury or disruption, such as but not limited to, inappropriate tattoos, a spiked bracelet that could be used as a weapon, decorative chains and/or piercings which are designed or worn in a fashion that could easily cause injury; and
5. Halters, backless or sleeveless dresses or tops, spaghetti straps, tube tops, tank tops, muscle shirts, tops with low or revealing necklines, or any other clothing which may be distracting unless covered by an appropriate outer garment which remains as part of the outfit. In addition, the midriff shall not be exposed.

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

Note: The principal may modify the dress code for extra-curricular school functions.

Florida Statute 1001.43(1)(b)

PUBLIC DISPLAY OF AFFECTION

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

SCHOOL BUS SAFETY RULES



Safety – Our First Concern

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

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

Bus Stops

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

1. Students should be at their assigned bus stops five (5) minutes prior to the scheduled arrival time of the bus.
2. Pre-Kindergarten, Head Start, Kindergarten and First Grade Students: According to Charlotte County School Board policy, it is the responsibility of the parent, guardian, or other responsible person (including a sibling in grade five (5) or above, or a student's child care provider), designated in advance and in writing by the parent or guardian to escort pre-kindergarten, Head Start, kindergarten, and first grade students to and from their designated bus stops. Any such student not met in the afternoon will be returned to the school, and building administration will contact parents for pick up.
3. Students who must cross the road before boarding or after leaving the bus must do so only in front of the bus and only after receiving a clear signal from the driver.
4. Students must stand well off the roadway while waiting for the bus. They should not attempt to

enter the bus until it is completely stopped and the door opens. Students should enter in an orderly manner.

Permission to Ride an Alternate Bus

Students must get on and off the bus at their designated stops. Permission to ride an alternate bus must be requested in writing and approved by the principal (temporary) or the Director of Transportation (permanent). Requests must be received no later than 11:00 am for the specific day and will be honored on a space available Definition of “electronic or wireless communication devices” for the purpose of this document:

On the Bus

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

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



STUDENTS ARE EXPECTED TO

- Keep heads, arms and legs inside the bus.
- Stay in their seats except when entering or exiting the bus.
- Use appropriate language.
- Speak in a quiet or normal tone of voice.
- Wear seat belts if provided.
- Have only articles that can be carried on the student's lap, without interfering with seating, aisles, or emergency exits, are permitted on the bus.
- Listen quietly and with earphones when given permission to use electronic devices.

STUDENTS MUST NOT

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

- Making excessive noise.
- Throw objects.
- Commit vandalism.
- Show disrespect.
- Disobey the bus driver or aide.
- Push, shove, or engage in horseplay.
- Delay the bus schedule.
- Sit in any seat but the assigned one.
- Drink or eat on the bus.
- Put head/arms out of the window.
- Get on/off at the wrong stop.
- Stand in the seat.
- Use inappropriate language.
- Bring firearms, fireworks, knives, live animals, glass containers, skateboards, rollerblades, mace, laser pens, and any other objects that could be used to inflict bodily injury are specifically banned from the bus.
- Fighting, engaging in rough housing, making loud noises, and displaying behavior that is distracting to the driver is prohibited.



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

WALKER SAFETY

Students should be mindful of traffic when walking to and from school. Walkers should stay on sidewalks or paths or on the side of the street facing traffic. Students should not walk in the middle of the road.

Parents of elementary students who walk to and from school are highly encouraged to review safety tips with their children. Parents are also encouraged to have a responsible person meet and/or walk home with the student.

BICYCLES

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

Students are responsible for bicycles and equipment which are lost, stolen, or damaged while on School Board property.

Florida Statute 1001.43
School Board Policy 5514

STUDENT CONDUCTED SURVEYS

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

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

ELECTRONIC COMMUNICATION AND LASER DEVICES

While the School Board recognizes the importance of technology in our society, and the importance of integrating technology into our classrooms, the Board also requires students to use technology in an appropriate and responsible way. Misuse of any electronic devices will be handled with strict enforcement.

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

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

Electronic or Wireless Communication Devices are defined as follows:

Electronic devices are those which provide communication by text, word, voice or picture such as cell phones, palm pilots, iPods, iPads, electronic readers, thumb drives, game machines, laptop computers, book readers, and the like.

Student use of cellular phones or other electronic or wireless devices is strictly prohibited at any time once the school day begins unless specific permission is granted by a teacher or administrator or is specific to an IEP or 504 plan. Each school may develop individual usage rules. Cellular phones or other communication devices used during the school day or on the school bus without specific permission will be confiscated. Confiscated devices may be released to the parent/guardian at the end of the academic day that the incident occurs or before or after school in the days following. Repeated misuse may result in loss of privileges as determined by the principal or his/her designee.

It is expected that students using the internet will ONLY access it through the CCPS network.

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

NOTE: If a communication device is used in a criminal act while the student is on school property or in attendance at a school function, there is the possibility of disciplinary action by the school or criminal penalties by a court of law.

Florida Statute 1006.07(2)(e)

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

STUDENTS BEWARE! * STUDENTS BEWARE! * STUDENTS BEWARE!

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

GANGS AND SECRET SOCIETIES PROHIBITED

Gangs and secret societies are prohibited.

Gangs are defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts. Gangs have an identifiable name or identifying sign or symbol, and members individually or collectively engage in a pattern of criminal activity.

A secret society is defined as a fraternity, sorority, or other organization whose active membership is comprised in whole or in part of students enrolled in any public school. Membership in a secret society is based on the decision of its members rather than on the right of any student who is qualified by the rules of the school to be a member. This does not prevent the establishment of an organization fostered and promoted by school authorities or approved and accepted by school authorities.

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

Florida Statute 1006.14
School Board Policy 2430

MEDICATION MISUSE

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

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

Medications shall not be carried on a student's person in school except Epi-Pens, asthma inhalers, and pancreatic enzymes and only after a separate completed signed authorization form has been approved. Furthermore, no student is allowed to provide or sell any type of medication to another student.

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

The misuse of common products with the sole purpose of imitating the effects of a licit or an illicit drug (legal or illegal) will be dealt with as a drug related offense.

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

Florida Statute 1002.2
School Board Policy 5500, 5530

POSSESSION OF MEDICATIONS

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

School Board Policy 5330

ILLICIT DRUGS AND ALCOHOL

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

MISUSE OF COMMON PRODUCTS

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

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

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

CORPORAL PUNISHMENT

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

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

CONDUCT STANDARD FOR PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

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

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

If a student is convicted of an on or off-campus felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will be suspended for the balance of the school year.

Florida Statute 1006.15(3)(a)4
School Board Policy 2431, 2431.01

WARRANTLESS SEARCHES

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

School officials may also use metal detectors or specially trained animals in the course of searches. In addition, where alcohol use is suspected, students may be asked to submit to an oral swab test or portable breathalyzer test.

Any student who refuses to cooperate shall be subject to school disciplinary action which may include a recommendation for expulsion.

A random search of students without specific cause may be conducted on School Board property, at school-sponsored activities away from school property, and at all other times when students are subject to the disciplinary control of school officials. Students, property and areas to be included in the search shall be determined on a documented, completely random basis. Stationary or hand-held metal detectors may be used to assist in a random search for firearms and weapons. Specially trained animals may be used to assist in the random detection of weapons or illegal substances. Visitors, who elect to remain in the search area following notice, may be subject to the random search process. Such random searches may only be conducted by school officials subject to the administrative guidelines promulgated by the Superintendent and applicable School Board Policies.

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

STUDENT OUT-OF-SCHOOL SUSPENSION AND EXPULSION/SERT

Suspension

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

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

Guidelines for Suspensions

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

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

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

Parent Notification

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

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

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

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

Suspension Appeal

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

During this appeal, the student may be directed by the principal or designee to remain out of school until a final decision is made regarding the appeal. If the appeal is granted, the principal or designee will make

arrangements to administratively excuse the absence and assist the student with any school work missed during the appeal. The principal or designee has the authority and responsibility of final review of any such appeal.

Expulsion and SERT

Expulsion is the most severe penalty the School Board may impose for a violation of the *Code of Student Conduct*. Expulsion is the removal of the right and obligation of a student to attend public school for a specified period of time. An expulsion may be imposed for a period up to, but not to exceed the current school year, the following school year, and the intervening summer school.

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

Suspension and Expulsion of Students with Disabilities

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

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

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

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

1. Instances in which students with a disability engage in behavior that, under normal circumstances, could warrant expulsion shall be as described in the district *Code of Student Conduct*;
2. If the principal feels that the behavior of a student with a disability warrants expulsion, the principal shall contact the Superintendent and request an Exceptional Student Learning staffing meeting in accordance with the district "Procedures for Providing Special Education for Exceptional Students";
3. The staffing committee shall comply with SBER 6A-6.331(2) and shall meet to determine whether the student's misconduct bears a relationship to the disability and to recommend a change in program, if warranted. The ESL student can be expelled if the staffing committee determines that the breach of conduct was not related to his/her disabling condition. However, in no case may the district cease the provision of educational services, nor should the suspension of an exceptional student be extended beyond ten (10) days unless alternative educational services are provided;
4. The approved policies and procedures for conducting meetings and for providing procedural safeguards to parents and guardians of students with disabilities shall apply

- to the staffing and change of placement provisions consistent with SBER 6A-6.331(3); and
5. The disabled student's parent or guardian shall be informed of these policies and procedures by notice in the district *Code of Student Conduct*, by procedures in the district "*Procedures for Providing Special Education for Exceptional Students*," and by informed notice for any change of placement resulting from this policy.

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

PARTICIPATION IN GRADUATION ACTIVITIES

Completing all required courses, having the appropriate grade point average and receiving passing scores on all required tests, gives the student the right to receive a high school diploma. However, participation in graduation and promotion ceremonies and activities is a privilege, not a right that is automatically accorded to students. If, 30 school days or less before graduation, a student commits a major infraction as listed in the *Code of Conduct*, graduation activities and participation in the graduation ceremony (commencement) will be withheld. The graduation ceremony (commencement exercises) will include only those students who have successfully completed requirements for a standard high school diploma, a special diploma, or a certificate of completion for graduation as certified by the high school principal. Exceptions can be made with principal approval for students who are awaiting GED Exit Option results at The Academy. A qualified student may be denied participation in the ceremony of graduation when personal conduct so warrants.

POSITIVE BEHAVIOR SUPPORT

Schools using Positive Behavior support (PBS) have a goal of providing programs based on research and individual school data which formalizes school-wide expectations and consequences specific to their particular school setting.

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

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

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

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

Possible school level interventions include the following:

1. Conference with student;

2. Conference with parent;
3. Referral to the Student Assistance Team;
4. Student Contract (Behavioral/Attendance);
5. Peer Mediation;
6. Tobacco Cessation Class;
7. Substance Abuse Counseling;
8. OSSA - Out of School Suspension Alternative;
9. Referral to guidance counselor;
10. Assessment by school social worker;
11. Assessment by school psychologist;
12. Referral to SEA Program;
13. Referral to SOS Program; and
14. Functional Behavioral Analysis (ESE).

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

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

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

APPENDIX II **DEFINITION OF INFRACTIONS**

When a student has committed an infraction, the misbehavior is to be classified according to the definition that best describes it. The consequence to be imposed is then determined by referring to the Matrix of Infractions & Disciplinary Actions.

- **Affray** - two or more persons voluntarily or by agreement who engage in any fight or use any blows or violence towards each other in an angry or quarrelsome manner in any public place to the disturbance of others. (Florida Statute 870.01)
- **Aggravated Assault (threat with a weapon) (Zero Tolerance)** - an assault with a deadly weapon without the intent to kill.
- **Aggressive Touching (simple battery)** - The physical use of force or violence by an individual against another where law enforcement is not needed (non SESIR).
- **Aiding and Abetting** - knowingly giving aid or help to another student in the violation of any part of the *Code of Student Conduct* or acting to help a violator escape detection shall be considered the same as if the student had directly committed the violation.
- **Alcohol Violation** - possessing, using, storing, selling, distributing, or being under the influence of any alcoholic beverage.
- **Armed Robbery (Zero Tolerance)** - the taking of money or other property from another, with the use of a firearm or other deadly weapon.
- **Arson (Zero Tolerance)** - the intentional damage, or attempt to damage, any real or personal property by fire or incendiary device.
- **Assault** - an intentional, unlawful threat by word or act to do violence to a person, coupled with apparent ability to do so, and which creates a well-founded fear that such violence is imminent.

- **Assault on School Employee** - an intentional, unlawful threat by word or act to do violence to a school employee, coupled with apparent ability to do so, and which creates a well-founded fear that the violence is about to take place.
- **Battery** - the actual and intentional touching or striking of another person against his/her will, or intentionally causing bodily harm to an individual.
- **Battery, Aggravated (Zero Tolerance)** - intentionally or knowingly causing great bodily harm, permanent disability or permanent disfigurement; or using a deadly weapon.
- **Battery on Staff Member or Volunteer (Zero Tolerance)** - the actual and intentional touching or striking of a staff member or volunteer against his/her will, or intentionally causing bodily harm to a school employee or volunteer.
- **Bomb Threat (Zero Tolerance)** - see definition for “False Report.”
- **Breaking and Entering/Burglary** - the unlawful entry into a building or other structure or vehicle with the intent to commit a crime.
- **Bullying** - an action by a person or group of people that hurts, embarrasses, or frightens another person on purpose over and over again. Bullying is intentional, unprovoked, reoccurring, and happens when there is a difference in power (either physical or psychological.) *See the section on “Bullying” for more information.*
- **Bus Rules/Procedures Violation** - engaging in conduct or behavior which interferes with the orderly, safe, and timely transportation of students.
- **Cheating** - the inappropriate and deliberate distribution or use of information, notes, materials, or work of another person, used as your own, in the completion of an academic exam, test or assignment.
- **Class Disruption** - committing any act that disrupts the learning environment of the classroom.
- **Computer Misuse** - the inappropriate use of a computer, including, but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, and entering, distributing or printing unauthorized files.
- **Contraband** - the possession or use of items, which are prohibited at school, including, but not limited to skates, skateboards, cell phones, electronic or wireless devices, and radios. See the section “Electronic Communication and Laser Devices” for rules regarding cell phone use.
- **Counterfeiting** - falsely making, altering or forging a public record, document, or certificate, with the intent to defraud, injure or to gain advantage over another.
- **Dangerous Instrument** - anything, although not specifically designed to do harm to another person, that is used to cause or attempt to cause injury, or is used to put someone in reasonable fear of injury, including, but not limited to belts, pencils, pens, compasses, combs, and hair brushes.
- **Dating Violence** - a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.
- **Disrespect** - the use of words or acts, which demean, degrade, antagonize, or humiliate a person or group of persons.

- **Disrupting a School Function (Campus) Major** - the act of knowingly interfering, conspiring, or counseling another to disrupt the orderly conduct of a school campus, school board function, or activity on school board property, or the act of interfering with the attendance of any student or school employee in a school or classroom setting (Florida Statutes 871.01; 877.13).
- **Disruption of a School Function (Campus) Minor** - any act that disrupts the orderly conduct of any school function or event without law enforcement intervention.
- **Dress Code Violation** - failure to comply with the established dress code policy. (*See Dress Code section for specific consequences*)
- **Drug Distribution Violations: Selling/Distributing/Receipt/Manufacturing (Zero Tolerance)** - the use or possession of any drug, narcotic, controlled substance, or ay substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- **Drug Possession** - possessing, using, or storing any controlled substance as defined by Florida Statutes, Chapter 893, any equipment or device for the purpose of preparing or using drugs, including, but not limited to, items listed in Florida Statutes, Chapter 893.145, and items which may be determined to be drug paraphernalia under the criteria set forth in Florida Statutes, Chapter 893.146.
- **Electronic Communication Devices** - devices which provide communication by text, words, voice or pictures such as cell phones, palm pilots, ipods, thumb drives, game machines, lap top computers, book readers, and the like.
- **Explosives (Zero Tolerance)** - possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance or destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device that is designed to explode.
- **Extortion** - the use of threat or intimidation to obtain anything of value from another person, including, but not limited to, money.
- **Failure to Report for Detention/Saturday School** - not attending an assigned detention or Saturday School.
- **Failure to Report Weapon or Dangerous Instrument** - knowing of weapons, dangerous instruments, or threats of violence by students and not reporting to school administration.
- **False Accusation** - an untrue statement, either oral or written, known to be untrue and communicated intentionally and maliciously and when communicated injures or jeopardized the personal or professional reputation or credibility of a teacher, administrator, or any other staff member.
- **False Alarm** - the intentional activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.
- **False Reports (Bomb Threat) (Zero Tolerance)** - reports made with the intent to deceive, mislead, or otherwise misinform any person concerning the placing or planting of any bomb, dynamite, or other deadly explosive involving school or school personnel's property, school transportation, or a school sponsored activity.
- **Fighting** - mutual participation in an altercation involving physical violence. This does not include verbal confrontations, pushing, or minor confrontations.
- **Firearms Violation (Zero Tolerance)** - possessing, using, selling, storing, distributing, or detonating any weapon which will, if designed to, or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device. Included are firearms of any kind (operable or inoperable; loaded or unloaded), including, but not limited to, handguns, zip guns, pistols, rifles, shotguns, starter guns, or flare guns.

- **Fireworks** - possession or ignition of firecrackers, bottle rockets, smoke bombs, or other similar devices.
- **Forgery** - making a false or misleading written communication to a school staff member with either the intent to deceive or, under circumstances which would reasonably be calculated to deceive, the staff member.
- **Gambling** - any participation in games or activities of chance for money or items of value.
- **Gang-Related Activity and Secret Societies** - engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors.
- **Harassment** - making any verbal or written statement, slur, or innuendo, or engaging in physical conduct reflecting on the race, national origin, sex, handicap, or marital status of a student which has the purpose or effect of creating an intimidating, hostile or offensive educational environment, or has the purpose or effect of unreasonably interfering with an individual's work or school performance or participation, or otherwise adversely affects an individual's educational opportunities. See the section on "Bullying and Harassment" for more information.
- **Hazing (Chad Meredith Act)** - any action or situation for the purpose of intimidation or any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety.
- **Homicide (Zero Tolerance)** - the unlawful killing of a human being.
- **Horseplay** - engaging in rowdy, rough behavior that interferes with the safe or purposeful order of a school.
- **Inappropriate Affection** - engaging in intimate displays of affection that are not suitable for an educational setting.
- **Inciting Violence** - the act of one or more persons who conspire, provoke, or promote the creation of a hostile school environment that generates a disruption to the school or to an individual member of the school community.
- **Insubordination** - the deliberate refusal or failure to follow a direction or an order from a school staff member, bus driver, or any other adult in authority.
- **Kidnapping (Zero Tolerance)** - forcibly abducting or imprisoning another person against his or her will and without lawful authority.
- **Misrepresentation/Lying** - intentionally providing false or misleading information to, or withholding valid information from, a school staff member.
- **Open Defiance** - the open or flagrant challenge of the authority of a school staff member, bus driver, or any other adult in authority.
- **Other Major** - Any serious, harmful incident resulting in the need for law enforcement intervention that is not previously classified, which includes but is not limited to gambling, counterfeiting, child pornography or drug paraphernalia.
- **Profane, Obscene, or Inappropriate Language/Materials** - the use of oral or written language, electronic messages, gestures, objects, or pictures which are considered to be offensive, subversive, or socially unacceptable.
- **Racial Harassment** - all forms of discrimination prohibited by Title VI - race, color, and national origin, including any verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any student based upon race, when such conduct substantially interferes with a student's

academic performance, or creates an intimidating, hostile, or offensive school environment. Racial harassment may include, but is not limited to, the following conduct which is based upon race:

1. Epithets and slurs;
2. Negative stereotyping;
3. Threatening, intimidating, or hostile acts; and
4. Written or graphic material that shows hostility or aversion toward an individual or group.

- **Robbery** - taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence or putting the victim in fear of violence.
- **SESIR** - (School Environmental Safety Incident Report) – a report of incidents that must be reported directly to the state.
- **Sexual Battery (*Zero Tolerance*)** - any sexual act directed against another person, forcibly or against the person's will, or not forcibly against the person's will where the victim is not capable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.
- **Sexual Harassment** - consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when such conduct substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.
- **Sexual Misconduct** - engaging in a sex act or physical conduct of a sexual nature.
- **Skipping Class** - not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval and/or following the established procedures for checking out of a class.
- **Skipping School** - not reporting to school or leaving school grounds without receiving proper prior approval and/or following the established procedures for checking out of school.
- **Social Exclusion** - a form of emotional bullying that can include ignoring a certain person, leaving him/her out of invitations and encouraging others to participate in the exclusion.
- **Student Conflict** - any non-violent disagreement between or among students that does not fall under the definition of "Bullying or Harassment."
- **Student Refusal to Consent to a Search** - knowingly and willfully refuses to submit to a search of his/her personal belongings, school property to which they have been assigned, or personal vehicle while on school property, by an school employee duly authorized to conduct searches based on reasonable suspicion..
- **Tardiness** - late arrival to school or to a class
- **Theft** - the unlawful taking of property of another person worth \$300.00 or more without threat of violence or bodily harm.
- **Theft/Other** - the unlawful taking of property worth under \$300 without the threat of violence or bodily harm.
- **Threat, Bona Fide (*Zero Tolerance*)** - a plot or plan, written or oral, alone or in concert with others, which if carried out could result in death or injury to others or the destruction of property, or the serious disruption of the school environment. Examples include but are not limited to acts of terrorism, verbal threats accompanied by frequent harassment, written threats, detailed plans that portend harm to others, documented occurrences of stalking, conspiracies, and threats to throw, project, place or discharge any destructive device with intent to do bodily harm to any person or damage to any property.

- **Threat/Intimidation** - the declaration of intent by word or act to do violence to another person or to his/her property.
- **Threat/Intimidation/Assault** - causing physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) an intention that the threat is heard or seen by the person who is the object of the threat; (2) a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; (3) the ability of the offender to actually carry the threat directly or by a weapon or other instrument that can easily be obtained.
- **Tobacco Products Violation** - possessing, using, selling, storing, or distributing cigarettes (**including ‘E’ or vapor cigarettes or the like**), cigars, snuff, dip, pipe tobacco, chewing tobacco, tobacco-free cigarettes or incendiary devices. Students under the age of 18 will be referred to law enforcement.
- **Trespassing** - the unauthorized entry onto School Board owned property, into a school function, or an extracurricular activity, or remaining on School Board owned property after being directed to leave that location by a school staff member or law enforcement official.
- **Unauthorized Area** - being present in buildings, rooms, or other areas on a school campus restricted to student access during all or portions of a day.
- **Unauthorized Assembly** - assembly without specific permission of school officials that causes serious disruption to the orderly operation of the school or activity.
- **Unauthorized Publication** - publication of unauthorized memos, newsletters, newspapers or similar items in print or in electronic format that results in a serious disruption of school operations.
- **Vandalism** - willfully defacing, damaging or destroying by any means, the real or personal property belonging to the School Board or to another person.
- **Vehicle/Parking Violation** - failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.
- **Victimization (Zero Tolerance)** - committing certain felonies against a student at the same school may result in the perpetrator being assigned to a new school and/or different transportations. The qualifying felonies are homicide, assault, battery, culpable negligence, kidnapping, false imprisonment, luring or enticing a child, custody offenses, sexual battery, lewdness, indecent exposure, child abuse, robbery by sudden snatching, car jacking, and home-invasion robbery.
- **Weapons, including knives (Zero Tolerance)** - possessing, using, selling, storing, or distributing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to, fixed blade knives, folding knives, switchblade knives, common pocketknives, razor blades, sharp cutting instruments, ice picks, dirks, chains, pipe, nunchucks, blow darts, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electrical weapons or devices, stun guns, BB or pellet guns, propellants, and "look-alike" weapons.

APPENDIX III - Matrix of Infractions and Possible Consequences

Infractions	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Affray									M	O	O					O
Aggravated Assault (S) (ZT)									M	M	M					
Aggressive Touching	O	O	O	O	O	O	O	O	O	O	O		O	O	O	
Aiding and Abetting (<i>see definition</i>)	O		O	O	O	O	O	O	O	O	O					
Alcohol Violation* (S)		M	M			O	O	M	M*	M					O	O
Armed Robbery (S) (ZT)								M	M	M						-
Arson (S) (ZT)							M	M	M							-
Assault			O	O	O		O	O	O	O	O	O	O	O	O	
Assault on School Employee								M	M	M	O	O	O	O		
Battery (S)								O	O	O	O	O	O	O	O	
Battery, Aggravated (S) (ZT)							M	M	M							
Battery, Simple	O		O	O	O	O	O	O	O	O						
Battery/Staff Member (S) (ZT)							M	M	M	O	O	O	O			
Bomb Threat/False Report (S) (ZT)							M	M	M							
Breaking & Entering/Burglary						O		M	M	M						
Bullying (S)	M		O	O	M		O	O	O	O	O	O	O	O	O	
Bus Rules/Procedures Violation	M		O	O	O		O	O	O	O					O	
Cheating (<i>MUST notify parent</i>)	M	O		O	M	O		O	O	O						
Class Disruption	O			O	O		O	O								
Communication device misuse(See definition)	M	M	O	O	M		O	O	O	O						
Computer Misuse	O			O	O	O	O	O	O	O					O	
Contraband	O	M	O	O	O		O	O	O	O						
Counterfeiting	M			O		O	O	O	O	M				-	O	
Dangerous Instrument	M	O				O	O	O	O	O					O	
Dating Violence	M			M		O	O	O	O	O	O	O	O	O	O	
Disrespect	O		O	O	O		O	O								
Disruption of a School Function (Campus) Major (S)	O						M	O	M						O	
Disruption of a School Function - Minor			O				O	O	O	O					O	
Dress Code Violation (<i>See Dress Code section for specific consequences</i>)	M			O	M		O	O							O	
Dress Code: Uniform Dress Violation	M			M		O				O						
Drug Possession*/Use * (S) (ZT)	M						M	M*	M		O	O	M	O		
Drug Sale/Dist/Recpt/Mfg (S) (ZT)	M						M	M	M				O	O		
Explosives (S) (ZT)	M						M	M	M	O	M					
Extortion		O		O		O	O	O	O	O						
Failure Report to Detent/Sat. School			O	O		O	O								O	
Failure to Report Weapon or Dangerous Instrument	M		O	O	M		O	O	O	O	O	O	O	O	O	

Directions																
To identify appropriate sanctions, locate the cells found at the intersection of the infraction (rows) and the column numbers. The column numbers correspond with the consequences listed in the box to the right of the matrix.																
S – SESIR ZT – ZERO TOLERANCE																
Consequences																
1. Verbal reprimand 2. Confiscation 3. Bus suspension 4. Detention/Saturday school 5. Documentation/dialogue with administration 6. Restitution 7. Parking decal revoked 8. In-school suspension 9. Out-of-school suspension 10. Recommended for expulsion/bus expulsion 11. Referred to law enforcement 12. Assignment to another school																
District Reassignments may be revoked for violations of the <i>Code of Student Conduct</i> .																
SERT Interventions																
13. Assessment through school social worker 14. Assessment through school psychologist 15. Referral to SEA/other alternative programs 16. Mandatory drug testing if stipulated																
Mandatory consequences indicated by "M" Optional consequences indicated by "O"																
* Principal may refer student to the SOS substance abuse program <i>in lieu of</i> expulsion recommendation. ****NOTE: Excessive unexcused absences may result in loss of driver's license.																

APPENDIX III - Matrix of Infractions and Possible Consequences

Infractions	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
False Accusation	M		O	O	M			M	M	M	O	O	O	O		
False Alarm								M	M	M						
False Report (S) (ZT)								M	M	M						
Fighting (S)			O	O	O			O	O	O	O					
Firearms Violation (S) (ZT)		M						M	M	M						
Fireworks	M	M	O					O	O	O	O				O	
Forgery			O	O	O			O	O	O	O				O	
Gambling	O		O	O	O			O	O	O	O					
Gang Activity/Secret Societies		O	O					O	O	O	M				O	
Harassment (S)	O		O	O	O			O	O	O	O					
Hazing	M		O	O	M			O	O	O	O	O	O	O	O	
Homicide (S) (ZT)								M	M	M						
Horseplay	O		O	O	O			O	O							
Inappropriate Affection	O		O	O	O			O	O							
Inciting Violence	O		O	O	M			O	O	O					O	
Insubordination	O		O	O	O			O	O						O	
Kidnapping (S) (ZT)								M	M	M						
Medication Misuse: (<i>See Subject Area</i>)									O							
Medication Policy Misuse (<i>See Subject Area</i>)		M		M				O	O	O					O	
Misrepresentation/Lying	O		O	O	O			O	O							
Off-campus Felony (<i>See Subject Area</i>)								O	O	O	O				O	
Open Defiance		O						O	O	O					O	
Other Major – OMC (S)									O	M	O	O	O	O		
Profane Language/Materials	O	M	O	O	O			O	O	O						
Racial Harassment	O		O	O	O			O	O	O	O	O	O	O		
Robbery (S)								M	M	M						
Sexual Battery (S) (ZT)								M	M	M						
Sexual Misconduct/SXO (S)		O						O	O	O	M		O	O	O	
Sexual Harassment (S)	O		O	O	O			O	O	O	O		O	O	O	
Skipping Class	O		O	O		O	O					O	O	O		
Skipping School	O		O	O		O	O					O	O	O		
Social Exclusion (<i>See Bullying</i>)																
Student Conflict								O	O	O						
Student's Refusal to Consent to Search		O				O		M	O	O					O	
Tardiness	O		O	O		O	O				O		O		O	
Theft /(<i>Over \$300.00</i>) Larceny (S)		O	O	O	O		O	O	O	M						
Theft/Other		O	O	O	O		O	O	O	O						
Threat, Bona Fide (S) (ZT)								M	M	M	O	M	M			
Threat/Intimidation/Assault (S)		O	O	M			O	O	O	M	O	O	O	O		
Threat/Other		O	O	M			O	O	O	M	O	O	O	O		
Tobacco Products Violation (S)		M	O	O	O		O	O	O	O						
Trespassing (S)	O	O					O	O	O	M						

Directions
To identify appropriate sanctions, locate the cells found at the intersection of the infraction (rows) and the column numbers. The column numbers correspond with the consequences listed in the box to the right of the matrix.
S – SESIR ZT – ZERO TOLERANCE Consequences
<ol style="list-style-type: none"> 1. Verbal reprimand 2. Confiscation 3. Bus suspension 4. Detention/Saturday school 5. Documentation/dialogue with administration 6. Restitution 7. Parking decal revoked 8. In-school suspension 9. Out-of-school suspension 10. Recommended for expulsion/bus expulsion 11. Referred to law enforcement 12. Assignment to another school
District Reassignments may be revoked for violations of the <i>Code of Student Conduct</i> .
SERT Interventions
<ol style="list-style-type: none"> 13. Assessment through school social worker 14. Assessment through school psychologist 15. Referral to SEA/other alternative programs 16. Mandatory drug testing if stipulated
Mandatory consequences indicated by "M" Optional consequences indicated by "O"
* Principal may refer student to the SOS substance abuse program in lieu of expulsion recommendation.
***NOTE: Excessive unexcused absences may result in loss of driver's license.

APPENDIX III - Matrix of Infractions and Possible Consequences

Directions	
To identify appropriate sanctions, locate the cells found at the intersection of the infraction (rows) and the column numbers. The column numbers correspond with the consequences listed in the box to the right of the matrix.	
S – SESIR	ZT – ZERO TOLERANCE
	Consequences
1. Verbal reprimand	
2. Confiscation	
3. Bus suspension	
4. Detention/Saturday school	
5. Documentation/dialogue with administration	
6. Restitution	
7. Parking decal revoked	
8. In-school suspension	
9. Out-of-school suspension	
10. Recommended for expulsion/bus expulsion	
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15. Referral to SEA/other alternative programs	
16. Mandatory drug testing if stipulated	
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<i>*Principal may refer student to the SOS substance abuse program in lieu of expulsion recommendation.</i>	
***NOTE: Excessive unexcused absences may result in loss of driver’s license.	

APPENDIX IV
SCHOOL BOARD RULES
RELATING TO STUDENT CONDUCT

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

2260	Access to Equal Educational Opportunity
2430	Student Clubs and Organizations
2431	Interscholastic Extra-Curricular Program
2431.01	Athletics
3362	Threatening Behavior Toward Staff Members
5120	School Assignment Within District and School Assignment Within School
5130	Withdrawal and Leaves from School
5200	Attendance
5230	Late Arrival and Early Dismissal
5230.01	Elementary Students: Late Arrivals (Tardy) and Early Dismissals
5330	Medical Treatment and Medication Administration
5500	Student Conduct and Discipline
5513	Vandalism, Damage, Loss, and Malicious Mischief
5514	Use of Bicycles
5517	Prohibition of Harassment
5517.01	Bullying and Harassment
5530	Drug Prevention
5540	Interviewing of Students by Community Agencies
5610	Suspension and Expulsion of Students
5610.03	After School Detention of Students
5610.04	Detaining Students for Questioning
5730	Student Groups, Clubs, and Organizations
5771	Search and Seizure
5780	Student/Parent Rights
5855	Student Attendance at School Events
8330	Student Records
8600	Transportation

APPENDIX V

CODE OF STUDENT CONDUCT 2013-2014 REVIEW COMMITTEE

Bedford, Brooke..... Student, Lemon Bay High School
Buck, GailSupervisor of District Health Services
Catanzarite, Matt.....Assistant Principal, Edison Collegiate High School
Collins, LisaParent, Port Charlotte High School
Guzzo, Tony.....Social Worker, SEA Program @ The Academy
Hamilton, Clora.....School Social Worker
LaPorte, KarenPrincipal, The Academy
Milstead, DarrellDirector of Secondary Education
Prestipino, April.....Assistant Superintendent for School Support
Poulakis JodyAssistant Principal Peace River Elementary School
Russell, DaleDean, Charlotte High School
Smarjesse, JacobStudent, Port Charlotte High School
Staley, AngelaAssistant Principal, Murdock Middle School
Walston, Dianna Parent, Lemon Bay High School
Widmeyer, DonnaDeputy Superintendent

STUDENT/PARENT ACKNOWLEDGMENT FORM

2013-2014

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

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

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

I also agree to the rules and terms of network and internet use as outlined in the agreement in this *Code of Student Conduct*.

Student Name (Print)

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

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



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

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

The School Board of Charlotte County strongly believes that academic honesty must be practiced by all its students. Therefore, instances of cheating in any form will be considered a critical breach of character and integrity as well as a serious violation of the *Code of Student Conduct*.

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

"The inappropriate and deliberate distribution or use of information, notes, materials, or work of another person, used as your own, in the completion of an academic exam, test or assignment."

Cheating violations may result in the loss of eligibility for local scholarships, loss of honors, awards, and membership in extra curricular activities. In addition, a student whose actions enable others to cheat (e.g., stealing or selling a test) will be considered to have committed a particularly serious violation of the *Code of Student Conduct* which will result in **the strongest of consequences related to the nature of the incident including, if applicable, referral to law enforcement**.

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



Student Name (Print)

Student Signature

Date

Parent Signature

Date