



The
LeaderinMe™

Student and Parent Handbook 2021 - 2022

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Revised 06/03/2021

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I. WELCOME

The Cedar Grove Faculty and Staff welcome you to the 2021-2022 school year! We firmly believe that Cedar Grove is a community that works together so that all students can succeed. We have high expectations for your child as well as for ourselves, and together we will achieve great things.

Each day is a new day at Cedar Grove Elementary. We are “Going Places with Leadership” this year. Each year brings opportunities for academic growth, but each year also brings opportunities for growth in the whole child. Although children must be knowledgeable when they graduate, they must also be responsible, caring, healthy, and engaging. Cedar Grove Elementary is implementing the Leader in Me. The Leader in Me incorporates the 7 Habits of Highly Effective People and other basic leadership skills into the curriculum in unique and creative ways.

The Leader in Me provides our school with the language to lead the school in a way that addresses all areas of development. As each child discovers and develops his/her own unique gifts and talents, they are given opportunities to lead. As leaders, they become active partners in their own education and in turn their self-confidence, responsibility, and initiative grows. The children quickly understand the benefits of different gifts and talents. Each child learns to listen to new ideas, work together to achieve results, and motivate one another to be the best they could be. We look forward to sharing these new opportunities with you. Together, we will watch each and every child grow throughout the year.

This handbook is filled with useful information. Please read through it carefully. If you have any questions, feel free to contact us at 850-767-4550.

II. VISION STATEMENT

Cedar Grove prepares our leaders today to empower leaders of tomorrow.

III. MISSION STATEMENT

The mission at Cedar Grove Elementary School is to develop the whole child by empowering leaders and creating an atmosphere of excellence and personal growth.

IV. PHONE NUMBERS

School	
Main Office	850-767-4550
FAX	850-747-5649
Cafeteria	850-872-4551
Bay Base	850-767-1250
District	
District Office	767-4100
Superintendent	767-4101
Student Services	767-4311
Transportation	767-4495

V. DAILY SCHEDULE

7:00- Supervision begins in the cafeteria for breakfast. Kindergarten and First Grade will report to building 7. Second and Fourth Grade will report to building 13. Third grade will report to building 12. Fifth Grade will report to their classrooms.

7:25- First bell; students picked up by teachers to go to their classrooms

7:30- Tardy bell

Grade Level	Special Area	Lunch Time	Recess
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Kindergarten	8:00-8:50	12:08-12:38	11:22-11:42
First Grade	9:52-10:42	11:36-12:06	9:30-9:50
Second Grade	8:55-9:45	11:04-11:34	10:42-11:02
Third Grade	11:25-12:15	12:49-1:19	10:30-10:50
Fourth Grade	12:20-1:10	10:00-10:30	1:58-2:15
Fifth Grade	1:30-2:15	10:32-11:02	10:10-10:30

2:15- Dismissal

VI. ATTENDANCE POLICY

Cedar Grove Elementary's faculty, staff, and administration believe that a child can learn more if the child is in class every day. The Bay District Schools' policy states that a child that doesn't attend at least 160 of the 177 days could be in jeopardy of being promoted to the next grade.

Each student is responsible for regular and punctual attendance. Students must be inside the classroom by the end of the ringing of the tardy bell (7:30). The teacher will enter tardy students into the computer. Chronic tardiness and/or absences will be investigated and may result in students, who are currently attending out of zone, being returned to the home zoned school.

1. Parents/guardians are encouraged to call the school on the morning of the absence.
2. The parent or guardian is required by State Statute to contact the school within 24 hours of an absence to give the reason. The child has 5 days to make up work missed during the absence.
3. A written statement from a physician is required after five days absence.
4. A physician's statement is required for medical and dental appointments.
5. Please do not pick up your child after 1:45pm unless it is an emergency.
6. Requests for family leave must be in writing (forms are located in the front office) and approved before the student is to be absent and must comply with the following:
 - a. The student must have a "C" average or higher in all classes
 - b. It must be demonstrated that the leave cannot be taken during school breaks.
 - c. The requested leave cannot be for more than 5 days per school year.

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

The following are reasons to keep your child at home:

1. temperature of 100 degrees or greater
2. diarrhea
3. vomiting
4. continual coughing
5. pain

Children should remain at home for 24 hours after the last period of vomiting or diarrhea. If your child is found to have a temperature of 100 degrees or greater, you will be required to pick up your child. When children are sent to school, it is expected that they will participate in the entire school program to include outdoor play. If there is a physical reason for the curtailment of outdoor play or PE, a written note will be required.

Students who report to school with Covid-19 symptoms will be sent home in accordance with health guidelines.

1. Refer to the Florida Department of Health COVID-19 Exclusion Guidance below.
2. A return to school note from a primary care provider or the Department of Health-Bay County will be required for re-entry of symptomatic individuals and/or positive COVID-19 cases.

VII. SAFETY PRECAUTIONS DURING PANDEMIC

- A. **Policy:** The School Board recognizes the need for maintaining a healthful school environment and that controlling the spread of communicable diseases is essential to the well-being of the school community and to the efficient operation of the District.

In the event of a declared public health emergency, including those involving communicable diseases, the Superintendent may, at his or her discretion, implement then-current guidance provided by the Centers for Disease Control and Prevention ("CDC") and other relevant public health officials regarding the safe operation of schools and bring further requests or recommendations to the School Board at the next available meeting.

- B. **Procedures Specific to the Global COVID-19 Pandemic:** The School Board is committed to operating its schools and facilities in a manner that is safe and conducive to learning throughout the remainder of the global COVID-19 pandemic.

Students, employees, and visitors are encouraged, but not required, to wear masks or cloth face coverings while present on School Board property and when social distancing of at least six feet between individuals is not possible.

The following quarantine guidelines shall apply to individuals who come in contact with a person who tests positive for COVID-19 for greater than 15 minutes (cumulative) over a 24-hour period ("Contact"):

1. Wearing a Mask
 - a. Must quarantine for 10 days if Contact was within 3 feet
 - b. Must quarantine for 10 days if Contact was within 6 feet and the exposed individual has any symptoms
 - c. No need to quarantine if Contact was from greater than 3 feet away and the exposed individual is not symptomatic
2. No Mask — must quarantine for 10 days if Contact was within 6 feet

In the event that CDC guidance significantly, the School Board delegates authority to the Superintendent to modify compliance requirements in accordance with then-current guidance from the CDC and from local medical and public health officials and to bring further requests or recommendations to the School Board at the next available meeting.

VIII. COMMUNICATION

- A. **Office Discipline Referrals (ODRs):** Discipline Referrals will be sent home when a child chooses not to follow instructions/rules given by the teacher or school staff. The DR can be emailed if parent information is updated in Focus. This is one step within our school's positive behavior process.
- B. **Cedar Grove Facebook page:** We will post events and activities on the school's Facebook page. If you do not want your child's photographed image on a post, please communicate that with your child's teacher or the school administration.
- C. **ClassDojo:** Cedar Grove uses ClassDojo (classdojo.com) for positive classroom management. Dojo is a website and app that helps teachers encourage students in class, and is an easy communication tool. Through this app parents can stay abreast of ongoing classroom activities and see their child's behavior in real time. It's also a great way to stay in contact with your child's teacher.
- D. **Everbridge alerts:** Everbridge alerts are used by administration to notify parents of any emergencies or any logistical information that needs to get out immediately. Parents will need to be sure that all contact information is correct in FOCUS to ensure they receive these notices.
- E. **Peachjar Flyers:** These flyers will come automatically to the email address of the primary contact listed for the student. Please be sure to update your Parent Portal on FOCUS if your email address changes.
- F. **Parent Portal/Focus:** Parents may stay informed on their child's grades through the online parent portal. This may be accomplished with any computer that has Internet access. Parents should keep all contact information up to date within the Parent Portal in case of emergency.
- G. **Parent-Teacher Conferences:** Requests for conferences with your child's teacher must be made in advance by written note or by leaving a message for the teacher to call you for a scheduled time. The teacher will then contact the parent to schedule a meeting before school, after school, or during the teacher's planning time. You and the

teacher can also conference through email. Be aware that conferences will only be with the student's legal parent/guardian. Please contact our Guidance office if other significant persons are allowed to discuss your child's progress.

- H. **Report Cards:** Report Cards are issued at the conclusion of each nine week grading period. Students in Grades 1st through 5th will receive a letter grade, (e.g. A= 90-100; B= 80-89; C= 70-79; D=60-69; F=59 and below. Kindergarten students will receive S=Satisfactory; N=Needs Improvement; U=Unsatisfactory.
- I. **Student Information:** Florida School Law requires that we have accurate information on all our students. The student's social security number, mailing address, residence address, and a current emergency number must be on file at all times. The parent is responsible for keeping Parent Portal updated with the most current information. All changes must be verified by the school data clerk.
- J. **School Website:** Our school website can be accessed by visiting cedargrove.bay.k12.fl.us.

IX. DISCIPLINE

- A. **Character Education:** Good citizenship is developed through character education and support from teachers, families, and the community. Students are taught Character Education in accordance with Florida State Statute 1003.42.
- B. **Leader in Me:** As the school year unfolds, the children are learning the language and meaning of the 7 Habits of Highly Effective People. By hearing the same language at home and at school, you send the children a strong message of what you believe is important and that we are all on the same team—the team that wants to help succeed. When parents and schools support one another, the sky's the limit! Below is a summary of each of the habits:
 - Habit 1: Be Proactive (You're in Charge)
 - Habit 2: Begin With the End in Mind (Have a Plan)
 - Habit 3: Put First Things First (Work First, Then Play)
 - Habit 4: Think Win-Win (Everyone Can Win)
 - Habit 5: Seek First to Understand, Then to Be Understood (Listen Before You Talk)
 - Habit 6: Synergize (Together Is Better)
 - Habit 7: Sharpen the Saw (Balance Feels Best)
- C. **Sequence of Consequences:** Consequences for misbehavior include student warning, loss of privileges, parent notification, In School Detention (ISD), In or Out of School Suspension (ISS/OSS), or other consequences determined by administration. Consequences may not follow this exact order depending on the severity of the students actions.
- D. **ODRs:** Discipline referrals are issued to students who have not followed classroom, school, and/or School Board policy. This is the fourth step in our PBIS process for minor issues and is used after the student is given multiple chances for compliance. Major discipline problems will result in a direct discipline referral.
When an office referral is made, a summary of the student's behavior and consequences administered will be entered into FOCUS and available for the parent to review through the Parent Portal once it is reviewed by administration. The administration will determine future consequences for student behavior using the Bay District Schools Discipline Matrix as a guide. The classroom teacher will be notified of the decision and administration will contact the parent.
- E. **Guidance Services:** The guidance department at Cedar Grove Elementary School is served by two full-time counselors. The counselor's main duties are to coordinate student services and testing activities, provide counseling services, and assist with the Child Study Team (CST) process. The counselor gives screening tests when there is a question regarding a student's academic success. Any recommendations about further evaluations or extensive testing will be discussed in the CST meeting with the parents.

X. FOOD SERVICES

- A. **Breakfast:** Breakfast is served each day in the cafeteria from 7:00 a.m. until 7:30 a.m. Students arriving after 7:25-7:30 can pick up a to-go breakfast in the cafeteria.
- B. **Lunch:** Lunch served in the cafeteria provides at least 1/3 of the daily nutritional requirements for an elementary school student. Each child should choose at least three items plus milk from the serving line. Students who bring

their lunch should not bring drinks in a glass container. Snacks may be purchased in the main serving line when the students get their food.

- C. **Pack Lunches:** Students may bring lunches from home. Milk may be purchased through the lunch line. No glass containers may be brought into the cafeteria.
- D. **Menus:** The school menu is available online at www.bay.k12.fl.us.
- E. **Supervision:** While in the cafeteria, designated personnel will supervise students. Staff ensure that students are seated in an orderly manner, follow cafeteria rules, and that their needs are met. No food can leave the cafeteria, including unfinished and or opened snacks purchased in the serving line.

XI. VOLUNTEER OPPORTUNITIES

Volunteers are always welcome at Cedar Grove Elementary School. All volunteers should check-in at the main office. In order to keep our students safe, volunteers must have a valid driver's license with them the day they volunteer so we may process the license through our RAPTOR security system. All volunteers will fill out a new Volunteer Form each year and attend our volunteer training. When volunteering in the classroom, plan ahead with the teacher. To reduce interruptions to learning in the classroom, arrange for other care for pre-school children and visiting relatives.

In addition to helping in the classroom, parents, grandparents, or community members may enjoy volunteering as mentors, Tiger Family Involvement Team (TFIT)/Parent-Teacher Organization (PTO) members, or School Advisory Council (SAC) members. Cedar Grove Elementary School is always looking for volunteers to help with the numerous school-wide activities such as TFIT festivals, PBS activities, fundraisers, Open House, student and classroom pictures, health screenings, book fairs, reading buddies, Field Day, Honor Roll celebrations and much more.

- A. **SAC:** The Cedar Grove Elementary School Advisory Council (SAC) is seeking new members. All parents/and or guardians of students at Cedar Grove Elementary and business representatives are eligible for membership. Partnerships with all our stakeholders are highly valued and proven to improve student achievement. The SAC is responsible for assisting in the formulation and implementation of the school improvement plan, acting as an advisor to the principal, assisting in the development of the educational program, providing input to the school's annual budget, and acting as a liaison between the school and community. The first School Advisory Council meeting will be held September 20th at 5:30 pm in our media center. Everyone is welcome.
- B. **TFIT:** The Cedar Grove Elementary School TFIT is a non-profit organization that assists in meeting the many needs of the school. TFIT often coordinates school events such as: staffing health screening, assisting with the book fair, providing fundraising activities, and providing support for school improvement goals. Funds raised by TFIT are used for the academic advancement, safety, and enjoyment of Cedar Grove students. All parents and relatives of students are encouraged to become members and supporters. There is a continuous need for volunteers. Your membership is greatly appreciated. Please contact TFIT at CedarGroveTFIT@gmail.com if you have questions.
- C. **Visitation:** Cedar Grove prides itself on its friendly atmosphere. However, our school days are very busy, so we cannot accommodate visitors, such as relatives and friends. Administrative approval is required for visitation during regularly scheduled school hours. Classroom visits must be arranged at least 24 hours in advance. All visitors must sign in with the front office before any visitation takes place. Visitors will be screened using the school's RAPTOR system. Visitors must present a valid driver's license to the office staff to complete the screening process.
- D. **Mentoring:** Elevate Bay offers the chance for adults to mentor school-aged students. Contact [Stacey Legg](#) for more information.

XII. STUDENT DRESS CODE AND GROOMING

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance.

Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress.

The following is the dress code for grades K-12 (except students at Margaret K. Lewis and Tom P. Haney Technical Center). The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities (examples: Honors and Awards ceremonies).

A. Tops:

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

B. Bottoms:

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

C. Shoes:

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

D. Sweaters/Sweatshirts/Hoodies:

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

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

E. Cloth Face Coverings:

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

F. Other:

1. Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas)
2. No head wear except sunglasses. Hats or other sun-protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, locker or backpack
3. No jewelry or accessory that may be used as weapons such as chains or spiked jewelry
4. Jackets/Coats must have either buttons, zippers or snaps that are from top to bottom.
5. Jackets can be any color. Jackets may be worn in the classroom at the discretion of the teacher.

6. Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Cheerleaders may wear their uniforms when required for participation in school sanctioned activities. Athletes may wear the team jerseys on game days with appropriate uniform bottoms.
 7. Earbuds – Principals are granted discretion of authority necessary to implement a technology policy (including earbuds/headphones) that best meets the needs of their campuses. In order for students to be made aware of security announcements or other hazardous situations in a timely manner, it is expected that all students will adhere to single earbud use while on campus, at school-sponsored events and on school-sponsored transportation. Earbuds are permitted during supervised testing situations.
- G. Exceptions to wearing dress code attire are permitted when:**
1. A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days; A student wears a costume, special clothing or attire necessary for participation in a school-sponsored or extracurricular activity provided the clothing complies with District policy.
 2. The dress code guidelines violate a student's sincerely held religious belief. Students enrolled in special programs such as on-the-job vocational training, or participating in school activities which require additional standards of dress or grooming shall comply with such additional standards. When applicable, students shall be required to "dress out" and wear physical education uniforms prescribed by the school.
 3. A reasonable accommodation is needed to address a student's disability or medical condition. A request in writing shall be made to the principal by the student's parent/guardian.
- H. Discipline for violating this policy shall be as follows:**
1. First and second offense consequences are: notification of parent or guardian; change of inappropriate attire; Consequences for subsequent offenses may include one or more of the following at the discretion of the principal:
 - a) notification of parent or guardian;B. change of inappropriate attire;
 - b) one to three days of in-school or out-of-school suspension; or
 - c) three days after school detention, if available.
 2. The fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out of school suspension or expulsion;
 3. Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.
- I. Prohibited Attire at all Schools**
- Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Attire and accessories that are prohibited include, but are not limited to:
1. Clothing that exposes underwear or body parts
 2. Fishnet tights
 3. Garters
 4. Halloween costumes or anything perceived as a dress up costume
 5. Sleepwear, pajamas, or other bedroom clothes
 6. Beach wear or bathing suits
 7. Visible undergarments including camisole tops or undershirts
 8. Animal tails
 9. Any clothing or accessory item that causes a disruption to the learning environment
- Any student who violates this specific policy of prohibited attire is subject to the following disciplinary actions:
1. For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
 2. For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student's parent or guardian.

3. For a third or subsequent offense, a student shall receive an in-school suspension pursuant to §1003.01(5), Florida Statutes for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

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

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

XIII. RETENTION OF STUDENTS K-8 8.402

Student progression from grade to grade will be based on achievement/credits/units. A student may not be promoted based on age or other factors that constitute social promotion. When a student is retained, he/she must receive an intensive program that is different from the previous year's program and that takes into account the student's learning style. Students in grades K-8 who have not mastered the district identified curriculum for the grade level shall be retained. Students recommended for retention are subject to the provisions of §1008.25, Fla. Stat.

If at the end of the first semester a student is in danger of retention, a warning message will be printed on the student's second quarter report card. Parent(s) or legal guardians must be notified by mail no later than 30 school days prior to the last day of school if the student appears to be in danger of retention. After this date, each student must continue to complete satisfactorily all assignments to assure promotion. Parents of students in grades 3, 5, and 8 will be notified of mandatory retention upon district-receipt of all FL state assessment scores and the reasons the student is not eligible for good cause exemption. Grade three notification must also include a description of proposed interventions and supports that will be provided to the student.

- A. **Retention:** The principal has the final responsibility to ensure that all district and state policies regarding the retention and promotion of students are followed in accordance with § 1008.25, Fla. Stat. These criteria are intended to be a minimum for retention:

1. Failure to achieve state standards
2. Overall achievement/performance in all academic areas
3. Failure to achieve district level proficiencies per School Board Policy 8.301
4. Attendance in accordance with School Board Policy 7.104.

Students who are retained, and students needing remediation or intensive instructional support, will be matched to strategic and intensive instruction/interventions based on screening, progress monitoring, and diagnostic assessments.


- B. **K-8 Retention Guidelines:** Students are subject to the provisions outlined in the K-8 retention guidelines. School personnel shall follow all requirements set forth in those guidelines.
- C. **3rd Grade Mandatory Retention:** Students with a reading deficiency, as identified by §1008.25(5)(a), not remedied by the end of Grade 3, as demonstrated by scoring a Level 1 on the statewide assessment test in reading for Grade 3, shall be subject to mandatory retention. Such students shall:

be provided intensive reading interventions as specified in School Board Policy 8.301 to ameliorate the specific reading deficiency, as identified by a valid and reliable diagnostic assessment; have the opportunity to complete a student portfolio or other alternative assessment; be provided with intensive instructional services as identified by law; be provided with a high-performing teacher as determined by student performance data and above-satisfactory performance appraisals.

XIV. GENERAL INFORMATION

- A. **Academic Concerns:** If you have concerns about your child's academic performance and would like to schedule a meeting, please call your child's teacher at 767-4550. The guidance department will schedule these conferences for larger groups to ensure availability.
- B. **Bicycles:** Bicycles are not to be ridden on the school campus. Upon arriving at school, the student should dismount and push the bicycle to the designated bicycle parking area. We recommend that parents purchase a lock for the bicycle. The school does not assume responsibility for lost or stolen bicycles. In addition, skateboards and wheelies are not allowed on campus.
- C. **Early Dismissal:** After arrival, a student may not leave the campus without permission of the administration. Parents who wish to get students out of class before the regular dismissal time are asked to come to the main office. Teachers are instructed not to release students to persons coming to the classroom. This provision is made for the protection of children and for the reduction of classroom interruptions. Any person checking out a student must be on the student's registration in FOCUS/Parent Portal and have a valid driver's license with them at time of checkout. Checkout between 1:45p.m. and 2:15p.m. are for emergency purposes only. On early release days, students will be released at 11:45 a.m. Plan with your child ahead of time concerning how he/she will be transported home if different than regular school days.
- D. **Head Lice:** Head lice/nits are a common problem in any elementary school. If your child is found to have live head lice, you will be required to pick up your child and provide treatment. The student must be certified by office personnel with the parent or guardian present before being readmitted to school. Students missing more than three days of school as a result of having lice/nits, will be referred to the district's attendance officer.
- E. **Hours:** School is in session 7:30 a.m. to 2:15 p.m. Students are not to arrive on campus before 7:00 a.m. and should leave immediately after the afternoon dismissal bell. There is no supervision for children arriving before 7:00 a.m. All students eating breakfast should go directly to the cafeteria in the morning; then go to their designated area. Parents or other visitors may not enter the cafeteria, hallways or classrooms without a visitor's pass from the office. If a parent needs to see a teacher or leave something, they must go to the front office and sign in or leave the item at the front desk.
- F. **Inclement Weather:** To eliminate classroom interruptions and confusion, make an afternoon rainy day plan with your child. Students assigned to modular classrooms will be brought into a secure area when severe weather warnings are issued for our area.
- G. **Insurance:** Parents may purchase student accident insurance approved by the School Board. The school's responsibility for selling insurance is limited to the distribution of the information materials. Receipts and claims are handled by the insurance company.
- H. **Lost and Found:** Misplaced clothing and items are displayed in the cafeteria. If clothing is not claimed within a reasonable length of time, usable items are donated to charity.
- I. **Medication at School:** All medicine to be distributed at school (prescription or non-prescription, even aspirin and medicated cough drops) must have a "Permission to Administer Medication" form completed by the parent and physician on file in the school office. The completed form and the medicine must be delivered to the office by an adult. All medication must be in a pharmacy labeled container with the name of the student and the time and amount to be taken. Unclaimed medication is disposed of at the end of the school year. Students found in possession of medication on campus will face disciplinary actions pursuant to School Board Policy.
- J. **Personal Items:** Personal items such as toys, pets, radios, electronic games, trading cards and physical education equipment should not be brought to school. Student cell phones should be out of sight and turned off during school hours. Phones can be confiscated and held for parent pick-up if they are visible on campus.
- K. **Pick-up/Drop-Off:** Students who are dropped off may enter the campus through the car drop-off gate on Everitt Avenue from 7:00am-7:25am. After 7:25am, students should enter through the main office. A crossing guard is provided by the Sheriff's Office to assist students and parents crossing 15th St. No student should be dropped off or picked up in the Bus Loop. This creates a safety hazard for students, and we want all students to be safe while on campus. When picking up in the car loop be sure to remain in your car and have your student car rider pass visible. If you would like to get out and meet your child or speak to a teacher you will need to park in the front parking lot.

- L. **Physical Education:** Physical education is a required subject just as math, reading, etc. When it becomes necessary for a student to be excused from P.E., we need a written note from the parent or doctor stating the reason and length of time to be excused.
- M. **Religious Expression Bill (SB 436):** Students in Florida's public schools cannot be punished for including religious materials in their coursework, and that they may pray at school during non-course time. It further states that school employees also may participate voluntarily in religious activities that are initiated by students before or after the school day.
- N. **Supervision of Students:** The school has the responsibility and authority for the supervision and control of students while they are on campus during established school hours, while being transported on school buses, and waiting at neighborhood bus stops.
- O. **Telephones:** Telephones are used in conducting the daily business of the school. Student cell phones must be turned off and out of sight during school hours.
- P. **Walking to and from School:** Students should observe safety rules when walking to and from school. They should cross the streets bordering the school only at the designated crosswalks and observe directions given by the crossing guard.
- Q. **Expectations:** Cedar Grove utilizes Ron Clark's 55 Essential Expectations. These [expectations](#) are posted around campus and in each classroom. Below are the 55 Essential Expectations for students to follow while at home:



Essential 55 Expectations of Leadership

Home

- Rule 1:** Respond to adults with "Yes ma'am" or "No sir".
- Rule 2:** Make eye contact when someone is speaking
- Rule 7:** Cover your mouth when you sneeze or cough and say excuse me
- Rule 9:** Always say thank you when given something
- Rule 10:** When you receive something, do not insult the gift or the giver
- Rule 16:** You must complete your homework every day
- Rule 28:** Send me a Class Dojo message if you have a question about homework.
- Rule 33:** When meeting new people, shake hands and repeat their name
- Rule 36:** Hold the door for people rather than letting it close on them
- Rule 41:** At home, answer your phone in a polite and appropriate manner
- Rule 49:** Stand up for what you believe in
- Rule 50:** Be positive and enjoy life
- Rule 51:** Live so that you will never have regrets
- Rule 52:** Learn from your mistakes and move on
- Rule 53:** No matter the circumstances, always be honest
- Rule 54:** Carpe Diem
- Rule 55:** Be the best person you can be

XV. NON-DISCRIMINATION STATEMENT

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

The following person has been designated to handle inquiries regarding non-discrimination policies:

XVI. BAY DISTRICT SCHOOLS CODE OF STUDENT CONDUCT AND DISCIPLINE

**2020-2021 Bay District Schools William V.
Husfelt, III Superintendent**

PURPOSE

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

STUDENT CONTROL AND JURISDICTION (School Board Policy 7.201)

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

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

STUDENTS' RESPONSIBILITIES AND RIGHTS (School Board Policy 7.208)

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

DAILY ATTENDANCE (School Board Policy 7.105)

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

It is the responsibility of each teacher to see that an accurate record of attendance is maintained in the manner prescribed by the State Board of Education and the Superintendent. The principal shall be responsible for the timely administration of attendance policies and procedures and for the accurate reporting of attendance in the school under his/her direction. The principal shall assure that all teachers and clerks are instructed in the proper recording of attendance, and it shall be his/her duty to see that such instructions are followed. The principal or his/her designee shall inspect and determine the completeness and accuracy of the records contained in the record keeping system for each of the required full-time

equivalent student membership periods. At the end of each school year the principal or his/her designee shall certify the completeness and accuracy of the automated attendance records indicating that all attendance records have been kept as prescribed by law and rules of the State Board. An attendance record containing any material inaccuracies, resulting from willful or intentional falsification of data by or for the principal, shall be considered a false report for which the principal shall be subject to penalties as provided by law. Attendance verification is adequately documented through the 20 day and 45 day attendance verification reports provided through the online district grade book. In order for the attendance verification reports to be accurate, teachers must input attendance by class period at the secondary level and daily at the elementary level.

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

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

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

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

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

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

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

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

Absences. By the next school day after the absence, it shall be the responsibility of the parents or legal guardians to notify the school regarding the reason for each absence. The school principal or his/her designee shall contact the student's parent or guardian to determine the reason for

any absence for which the reason is unknown. Justification will be evaluated based on the policy below regarding excused or unexcused absences.

The final decision for approval will rest with the school principal.

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

A - Absent (Adult use only-Tom P. Haney Technical Center)

B - Administrative Leave (excused)

E - Excused Absence

F - Family Leave – Preapproved (excused)

H - Hospital/Homebound

I - In-School Suspension (excused)

NS - No Show (used only during the beginning of the district school year No Show period as determined by Bay District Management Information Systems (MIS) department)

O - Out-of-School Suspension (unexcused)

P - Present (Adult use only)

R - Religious Leave (excused)

S - School Function Leave (excused)

T - Tardy (unexcused)

U - Unexcused Absence

V - Tardy (excused)

X - Early Departure (≥ 15 minutes)

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

1. Death in the family or other bona fide family emergency.

2. Illness of student. A written statement from a physician that the student is under the supervision of the physician and that the student's condition justifies the number of days absent may be required after a total of five (5) days of absences (absences do not have to be consecutive).

3. Appointments for medical or dental care (physician's statement required.)

4. Visits to licensed therapist.

5. Legal reasons.

6. Pre-approved family leave. Requests for family leave must be in writing and approved before the student is to be absent and must comply with the following criteria.

A. The student must have a C average or higher in all classes for the grading period.

B. It must be demonstrated that the leave cannot be taken during school breaks.

C. The requested leave cannot be for more than five (5) days per school year and may not be during semester/term exam days and/or during state assessments.

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

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

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

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

Religious Leave. Students shall be excused from any examination, study, or work assignment for observance of a religious holiday, religious instruction or because the tenets of his/her religion forbid secular activity at such time. No adverse or prejudicial effects shall result to any student who avails him/herself to the provisions of this rule. Major religious holidays include, but are not limited to: Rosh Hashanah, Christmas, Epiphany, Yom Kippur, Sukkot, Ash Wednesday, Palm Sunday, Shmini Atzeret, Simchat Torah, Good Friday, Easter, Passover, Shavout, Vietnamese New Year, Kwanza, and Ramadan.

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

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

1. Failure to check out when leaving school before the end of the official school day.

2. Absent from class without parents or legal guardians knowledge and/or permission.

3. Absent from class without teacher knowledge and/or permission.

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

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

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

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

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

Attendance Incentive. Students on a block schedule in grades 9-12 with perfect attendance including the day of the exam in a 9 week grading period and an average of 85% and above or students in grades 9-12 with no Unexcused Absences and no more than three Excused Absences including the day of the exam in a 9 week grading period and an average of 90% or above may elect to drop the semester exam or a test or project grade from the current grading period which does not count for more than 1/7 of the student's grade in that class within the current grading period. Students on a seven period day in grades 9-12 with perfect attendance including the day of the exam in an 18 week grading period (7 period day) and an average of 85% and above or students in grades 9-12 with no Unexcused Absences and no more than six Excused Absences including the day of the exam in an 18 week grading period and an average of 90% or above may elect to drop the semester exam or a test or project grade from the current grading period which does not count for more than 1/7 of the student's grade in that class within the current grading period.

However, the student may not, under this provision, choose to drop the final exam grade unless the student's numerical score on the final exam is within 20 points on a scale of 1-100 of the student's numerical grade for the course prior to the exam unless the student has maintained an A

or B average for both grading periods. These students must sit for the semester exam, but may choose to drop their exam grade regardless of the 20 point rule described above. A student may only drop a test which the student has taken or a project which the student has turned in for grading. This provision does not permit students to exempt the taking of tests or participating in projects. School Leave and Religious Leave shall not count as an absence for the purpose of this section.

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

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

STUDENT DRESS CODE AND GROOMING (School Board Policy 7.209)

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

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

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

Tops:

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

Bottoms:

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

- Fitness pants such as leggings, yoga pants, exercise tights, etc. are permitted but must be covered with a top that reaches fingertip length when arms are at sides

Shoes:

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

Sweaters/Sweatshirts/Hoodies:

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

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

Cloth Face Coverings:

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

Other:

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

Exceptions to wearing dress code attire are permitted when:

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

days;

- A student wears a costume, special clothing or attire necessary for participation in a school-sponsored or extracurricular activity provided the clothing complies with District policy.

- The dress code guidelines violate a student's sincerely held religious belief. Students enrolled in special programs such as on-the-job vocational training, or participating in school activities which require additional standards of dress or grooming shall comply with such additional standards. When applicable, students shall be required to "dress out" and wear physical education uniforms prescribed by the school.

- A reasonable accommodation is needed to address a student's disability or medical condition. A request in writing shall be made to the principal by the student's parent/guardian.

Discipline for violating this policy shall be as follows:

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

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

A. notification of parent or guardian;

B. change of inappropriate attire;

C. one to three days of in-school or out-of-school suspension; or

D. three days after school detention, if available.

- The fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out of school suspension or expulsion;

- Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

Prohibited Attire at all Schools

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

- Clothing that exposes underwear or body parts

- Fishnet tights

- Garters

- Halloween costumes or anything perceived as a dress up costume

- Sleepwear, pajamas, or other bedroom clothes

- Beach wear or bathing suits

- Visible undergarments including camisole tops or undershirts

- Animal tails

- Any clothing or accessory item that causes a disruption to the learning environment

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

- For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.

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

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

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

STUDENT DISCIPLINE (School Board Policy 7.203)

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

Behavior Qualifying for Minor Disciplinary Measures.

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

- Absences
- Disrespect for school staff
- Distribution of unauthorized materials
- *Eating or drinking on the bus
- Excessive talking
- Failure to follow instruction or direction of administrator/teacher/staff
- *Failure to wear seat belt
- Libelous statements
- *Loading or unloading on unassigned bus or bus stop
- Loss or damage of materials belonging to the school

- Minor disruption of class or school activities
- *Not in assigned bus seat
- *Out of seat without permission while bus is in motion
- Possession or use of skateboards
- Skipping class or off campus without permission
- Tardiness
- *Talking while lights are on at railroad crossing
- Teasing and horseplay
- Unauthorized assembly
- Unauthorized use of school property
- Violations of School Board policy regarding computer and Internet usage

* The behaviors starred are identified as Minor Disciplinary Offenses that occur on district approved transportation.

Minor Disciplinary Measures. Behavior qualifying for Minor Disciplinary Measures may result in any of the following as deemed appropriate by an administrator or teacher.

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

Behavior Qualifying for Major Disciplinary Measures.

Behavior requiring Major Disciplinary Measures are more serious acts of misconduct including repeated acts of misconduct, serious disruptions of the orderly conduct of the school, or threats to the health, safety and property of self or others. Examples of more serious misconduct which may require Major Disciplinary Measures include but are not limited to the following as deemed appropriate by an administrator.

- Aiding and abetting another person in committing an act which would be a violation of School Board policy
- Any posting through the connection or use of wireless devices or internet including, but not limited to, blogs, social networks, emails, or texts that causes a foreseeable risk of substantial disruption to the work or discipline at a district facility
- Assault (threat of physical harm)
- Attempting to or gaining unauthorized access to school's or the district's computers or network
- Battery
- *Breaking and entering
- *Bullying, Harassment, or Cyberstalking as defined herein

- Bus conduct violation
- Cheating or plagiarism, including unauthorized grade changes
- *Commission of any felony
- Class disturbance or disruptive behavior
- Damage to personal property of students or staff members
- Excessive tardies
- *Extortion
- *Falsely activating a fire alarm
- Failure to report to a school assigned under an Administrative Placement or Alternative Placement in lieu of Expulsion
- Failure to report to or refusal to accept detention or work detail
- Fighting (mutual altercation)
- *Fighting resulting in bodily harm
- Forgery
- Harassment and/or physical or verbal abuse or bullying of students
- *Hazing
- *Indecent exposure
- Insubordination or defiance
- Intentional false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff
- Intimidation
- *Larceny or theft of personal or school property
- *Lewd or lascivious behavior
- Lying to school officials
- Motor vehicle infraction
- Obstruction of an investigation by school officials or other authorities
- *Participation in or leading a riot or disturbance
- *Participation in secret societies, including gangs
- Possession of any device designed to expel a projectile by air or gas
- *Possession, sale, use or under the influence of any controlled substance under Chapter 893, Fla. Stat., any counterfeit controlled substances as defined in §831.31, Fla. Stat., model glue or other inhalant, or any over-the-counter or prescription drug, medication, supplement, or alcohol or commercial non-alcoholic beverage as advertised by the beer and liquor industries, or the possession, use or sale of any paraphernalia designed for use of such substances
- *Possession, use or sale of dangerous articles, or chemical propellant sprays
- *Possession, use or sale of fireworks or other destructive devices

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

*The behaviors starred are identified as SESIR incidents and are considered serious threats to school safety.

** The behaviors double starred are identified as Major Disciplinary Offenses that occur on district approved transportation.

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

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

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

Zero Tolerance

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

Behavior Qualifying for Discipline based upon Zero Tolerance

1. Behavior which shall result in a 1-10 day suspension and may result in expulsion: possession, sale, use or under the influence of any controlled substance under Chapter 893, Fla. Stat. any counterfeit controlled substance as defined by §831.31, Fla. Stat., model glue, other inhalant, or alcohol. However, a principal may, at his/her absolute discretion, reduce the length of the out of school suspension if the student is a first time alcohol or drug offender who possesses or is under the influence of any substance controlled under §893, Fla. Stat., or is under the influence of model glue or other inhalant or alcohol. This option is only available to the principal for small amounts of a controlled substance which the principal determines is for the student's individual use and not for distribution, delivery or sale to other students.
2. The Superintendent has the authority in drug or alcohol cases to offer the student an Alternative Placement in lieu of Expulsion under this policy.
3. Felony possession or sale, regardless of quantity, shall result in a ten (10) day suspension and may result in expulsion. Any student who is a first time offender who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Fla Stat. Chapter 893 may be entitled to a waiver of the discipline or expulsion:
 - a. If the student divulges information leading to the discipline or arrest of the person who supplied such controlled substance to him/her, or if the student voluntarily disclosed his/her unlawful possession of such controlled substance. Any such information divulged which leads to an arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging such information or
 - b. If the student commits him/herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.
4. Behavior which shall result in a ten (10) day suspension and expulsion and referral for criminal prosecution:
 - Homicide (murder, manslaughter);
 - Sexual battery;
 - Robbery or attempted robbery;
 - Aggravated battery;
 - Battery or aggravated battery on a teacher or other school personnel;
 - Kidnapping or abduction;
 - Arson;
 - Possession, use, or sale of any explosive device.
5. Behavior which shall result in a ten (10) day suspension, expulsion for no less than one (1) full year and a referral for criminal prosecution:
 - Possession, use or sale of a firearm or weapon. This includes a firearm or weapon found in a student's vehicle, either at school or at a school sponsored event. The student shall be considered to be in possession of the firearm or weapon if it is determined by the principal, based upon evidence, that the student knew of the presence of the firearm or weapon in the vehicle. The School Board specifically waives the exception in §790.115(2)(a)(3) for purposes of student and campus parking privileges.

- A student shall not be subject to mandatory expulsion proceedings if it is determined by the Superintendent or the School Board

(1) that the student was unaware he/she was in possession of the weapon or firearm, or (2) the student immediately returned the firearm or weapon to the person who gave it to him/her, or (3) if the student took the weapon or firearm to a staff member or was in the process of taking it to a staff member.

- Any threat, regardless of the location from which it is made, to throw, project, place or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person, or the making of a false report with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, or other deadly explosive or concerning the use of firearms in a violent manner involving school or school personnel's property, school transportation, or a school-sponsored activity.

Note: Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system under Section 1006.07 or Section 1006.13, Florida Statutes. Simulating a firearm or weapon while playing includes, but is not limited to:

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

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

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

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

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

This zero tolerance policy does not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency, including,

but not limited to, disorderly conduct, disrupting a school function, simple assault or battery, affray, theft of less than \$300, trespassing, and vandalism of less than \$1,000.00.

Out-of-School Suspension.

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

Bus Suspension or Expulsion

A student may be suspended or expelled from district approved transportation by the principal or his/her designee for violation of any behavior qualifying for Major Disciplinary Measures. A good faith effort shall be made by the principal or his/her designee to employ parental assistance or other alternative measures prior to suspension or expulsion except in the case of emergency or disruptive conditions which require immediate suspension or expulsion. During the period of suspension or expulsion, it is the responsibility of the parent or legal guardian to provide transportation to and from school for the student.

Determination of Out-of-School Suspension or Bus Suspension. To determine whether out-of-school suspension or bus suspension is appropriate and to decide the length of suspension, the principal or his/her designee shall review the student's individual record and consider:

1. The facts and the seriousness of the conduct leading to consideration for suspension;
2. The student's age, grade and past disciplinary record; and
3. Possible effectiveness of other forms of discipline in correcting behavior.

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

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

circumstances, the principal shall hold a conference with the student or parents or legal guardians.

7. Upon request, the parents or legal guardians will be given an opportunity for an informal hearing with the principal or his/her designee within 48 hours of the request (excluding Saturday, Sunday and school holidays).

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

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

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

1. Upon receiving proper notice from the State Attorney that a student has been formally charged with a felony, the principal shall immediately notify the parents or legal guardians of the student, in writing, of the specific charges against the student and of the right to a hearing prior to disciplinary action being instituted under the provisions of §1006.09, Fla. Stat.

2. Such notice shall stipulate a date for the hearing which shall be not less than two (2) school days nor more than five (5) school days from postmarked date, or delivery, of the notice and shall also advise the parents or legal guardians of the conditions under which a waiver of suspension may be granted, as prescribed in subsections (2) (a)-(b) of §1006.09, Fla. Stat. Pending such hearing the student may be temporarily suspended by the principal.

3. The hearing shall be conducted by the principal or his/her designee, and may be attended by the student, the parents or legal guardians, the student's representative or counsel, and any witnesses requested by the student or the principal.

4. The student may speak in his/her own defense, may present any evidence indicating his/her eligibility for waiver of disciplinary action, and may be questioned on his/her testimony. However, the student shall not be threatened with punishment or later punished for refusal to testify.

5. In conducting the hearing, the principal or his/her designee shall not be bound by the rules of evidence or any other courtroom procedure, and no transcript of testimony shall be required.

6. Following the hearing, the principal shall provide the student, parents or legal guardians, and Superintendent or his/her designee with a decision, in writing, as to whether or not a ten (10) day suspension will be made. In arriving at this decision, the principal shall consider the

conditions prescribed by subsection (2) (a)-(b) of §1006.09, Fla. Stat., under which a waiver of suspension may be granted, and may grant such a waiver when he/she determines such action to be in the best interests of the school and the student. The principal shall have authority to modify the decision to either grant or deny a waiver, at any time prior to adjudication of the student's guilt by a court, provided that any such modification adverse to a student shall be made only following a hearing conducted in accordance with this rule.

7. Any student who is suspended as a result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed ten (10) days, as determined by the Superintendent or his/her designee. If the suspension is extended beyond ten (10) days by the Superintendent or his/her designee, the student will be enrolled in an alternative education program pending adjudication of guilt.

Administrative Placement.

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

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

2. The length of administrative placement will be as follows, based on the most recent incident date:

- Prior to October 15th - remainder of the current school year;
- Between October 15th and March 15th - remainder of the current school year, plus the first semester of the following school year;
- After March 15th - the remainder of the current school year, plus the following school year.

3. Administrative Placement locations include Rosenwald, C.C. Washington, and Bay Virtual School.

4. If a change in school placement is contemplated for ESE students, an IEP meeting with the student's parents must be initiated. This meeting must include a review of the present IEP and a discussion to determine if additional supports are needed for the student to be successful at the present school or whether a change in schools is needed. In addition to the locations listed above, IEP teams may also consider St. Andrew and New Horizons Learning Center as options for ESE students. Regardless of the school chosen, if a change of placement occurs, the IEP must be rewritten.

5. Students who are administratively placed remain eligible for extra-curricular activity in accordance with School Board policy 8.801.

6. A placement letter will be mailed from the Superintendent or his/her designee to the student's parent/guardian informing him/her of the student's change in placement.

7. Students will have ten (10) school days from the date of the placement letter to the parent/guardian to comply with the Administrative Placement option. If not enrolled within ten (10) school days, student will be recommended for Alternative Placement in lieu of Expulsion.

8. After a minimum of ninety (90) school days or at the Superintendent's discretion and with the recommendation of a placement review team designated by the principal, the student and parent/guardian may request in writing to the Superintendent to be allowed to return to a non-administratively placed school in accordance with the District's school choice policy contingent upon behavior, attendance and academic progress during the administrative placement period. If granted, the student will be allowed to return at the beginning of the next academic semester following a reentry meeting to be held at the receiving school where a behavior contract may be initiated.

Alternative Placement in lieu of Expulsion.

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

1. If the Alternative Placement in lieu of Expulsion is accepted by the student and parent/guardian, the receiving school must enter into a Behavior Contract. The Contract shall place the expulsion process in abeyance pending the student's successful completion of the Alternative Placement in lieu of Expulsion. If the Alternative Placement in lieu of Expulsion is not accepted, expulsion proceedings will be initiated.

2. The length of alternative placement will be as follows, based on the original incident date:

- Prior to October 15th - remainder of the current school year;
- Between October 15th and March 15th remainder of the current school year, plus the first semester of the following school year;
- After March 15th - the remainder of the current school year, plus the following school year

3. Alternative Placement in lieu of Expulsion locations include Central Academy or an alternative facility designated by the District, Florida Virtual School, Home School and a GED option offered through the Haney Adult Program.

4. New Horizons and St. Andrew are options for ESE students if deemed the appropriate placement through the IEP process

5. Once recommended for Alternative Placement in lieu of Expulsion, all eligibility for extra-curricular activity is forfeited regardless of the child's educational setting. Eligibility to participate in extra-curricular activities is restored upon completion of the original terms or length of the alternative placement period or pending the outcome of an appeal.

6. A placement letter will be mailed from the Superintendent or his/her designee to the student's parent/guardian informing him/her of the student's change in placement.

7. Students will have ten (10) school days from the date of the placement letter to parent/guardian to comply with the Alternative Placement in lieu of Expulsion option. If the student is not enrolled within ten (10) school days, Expulsion proceedings will be initiated.

8. After a minimum of ninety (90) school days or at the Superintendent's discretion, the student and parent/guardian may request in writing to the Superintendent to be allowed to return to Bay District Schools contingent upon behavior, attendance and academic progress during the alternative placement period. If granted, the student will be allowed to return at the beginning of the next academic semester following a reentry meeting to be held at the receiving school where a behavior contract must be initiated.

Expulsion of Students.

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

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

1. Upon receipt of the notice of suspension and recommendation of expulsion, the Superintendent, if he/she concurs in the recommendation for

expulsion, shall notify the parents or legal guardians by certified mail with a return receipt requested or by hand delivery, stating that the School Board will meet at a specified time and place to hear the charges and to act on the expulsion recommendation. The parents or legal guardians shall be fully advised that they will be given an opportunity to appear before the School Board during the hearing. The principal and his/her designee shall also be informed as to the time and place of the hearing. Any student being considered for expulsion shall be accorded due process of law prior to expulsion in the manner provided by § 120.57(2), Fla. Stat. and Section 1.105(3) of these rules.

2. When the principal suspends a student and initiates the recommendation for expulsion, the Superintendent may extend the suspension assigned by the principal beyond ten (10) days if such suspension period expires before the next regular or special meeting of the School Board or the following School Board meeting when ample parental notification time is required. Where such an extension of a suspension is made by the Superintendent, he/she shall notify the parent or guardian in writing prior to the expiration of the suspension assigned by the principal. Such notice shall state the period of time for which the additional suspension is made. A copy of the notice of the additional suspension shall be sent to the principal.

3. The length of the expulsion period will be recommended by the Superintendent and must be approved by the School Board.

4. Once recommended for Expulsion, all eligibility for extra-curricular activity is forfeited regardless of the child's educational setting. Eligibility to participate in extra-curricular activity is restored upon completion of the original terms or length of the expulsion period.

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

Expulsion Re-Hearing Procedures.

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

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

Discipline of Students with Disabilities.

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

Suspension of Students with Disabilities.

The principal may suspend a student with disabilities for a period of time not to exceed ten (10) school days (or an accumulation of ten (10) school

days within a school year) without the provision of a free and appropriate public education. Appropriate due process shall be observed, except in emergency situations in which a student's presence poses a continuing danger to persons or property or represents an on going threat of disruption to the academic process.

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

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

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

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

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

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

1. Expulsion of an identified student with disabilities constitutes a change in educational placement and may not be an exclusion from educational services.
2. When a principal plans to recommend expulsion for a student with disabilities, the Superintendent or his/her designee shall be notified that a 504/ IEP Team meeting will be held. The Team shall meet to determine whether the student's misconduct is a manifestation of his/her disability.
3. The 504/IEP Team shall determine the relationship of the student's behavior to the student's disability and amend the Plan to provide the alternative placement and/or programming. In no case may the District cease provision of educational services.
4. Policies and procedures for conducting 504/IEP meetings and providing procedural safeguards to parents or legal guardians of students with disabilities consistent with Fla. Admin. Code R. 6A-0331(3) apply to this meeting.
5. A copy of these policies and procedures shall be given to parents or legal guardians of students with disabilities at eligibility and 504/IEP manifestation determination meetings.

Disciplinary Decision Appeal Procedures.

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

Definitions:

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

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

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

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

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

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

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

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

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

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

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

parent(s) with specific homework assignments for the student to complete.

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

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

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

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

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

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

POSSESSION AND USE OF WIRELESS COMMUNICATIONS DEVICES (School Board Policy 7.211).

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

Beginning 2012–2013, Bay District schools will allow the use of personal electronic mobile devices during specified times. Students will be allowed to bring their own device (BYOD). High schools will be allowed to participate in this initiative beginning with the 2012-2013 school year.

Middle and elementary schools will be allowed to use personal electronic mobile devices when wireless infrastructure is available at the school location. BYOD access will be granted only after teachers have participated in BYOD professional development and with the approval of the Superintendent and principal.

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

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

Beginning 2012–2013, students may utilize electronic mobile devices in the classroom for educational purposes when the teacher deems appropriate and with a signed AUP on file. While the district encourages students to use electronic mobile devices for educational purposes in the classroom, high school students may use these devices during lunch and before and after school. Middle and elementary students may use these devices before and after school, not during lunch. All students may use devices in the classroom setting with teacher permission and

supervision. Use is STRICTLY prohibited for all students during passing periods due to safety issues.

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

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

ELECTRONIC MOBILE DEVICE GUIDELINES

- Using functions on electronic devices that disrupt the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action; up to and including suspension, expulsion, and being reported to local authorities.

- Cell phone conversations during instruction or class time should take place only under the supervision of staff personnel unless otherwise directed.

- Using any device that permits recording voice or image of another in any way that disrupts the educational environment, invades privacy of others, or is made without prior consent of individuals being recorded is prohibited. Also, using any device that permits recording voice or image of another to take, disseminate, transfer, or share audio, images, video, or photos that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

- Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use, devices must be on vibrate or silent mode so that no audible tone is heard.

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

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

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

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

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

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

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

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

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

Notice to Students

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

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

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

HAZING (School Board Policy 7.2075)

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

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

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

A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s.1006.20(2)(b).

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

The full policy (8.801) is found in Chapter 8 of the School Board Policy, available at your child's school or www.bay.k12.fl.us.

The full policy (8.801) is found in Chapter 8 of the School Board Policy, available at your child's school or www.bay.k12.fl.us. (The electronic edition

of the School Board policy is the latest edition. It replaces earlier electronic and printed editions.)