

**THE SCHOOL DISTRICT OF LEE COUNTY**

**PARENT GUIDE  
&  
CODE OF CONDUCT  
FOR STUDENTS  
2010-2011**

**Grades 6 – 12**

**Designed to answer frequently asked questions and  
communicate standards for student behavior.**



**Lee County Public Education Center  
2855 Colonial Boulevard  
Fort Myers, Florida 33966**

**Steven K. Teuber, J.D., Chairman  
Elinor C. Scricca, Ph.D., Vice Chairman  
Jeanne S. Dozier, Member  
Jane E. Kuckel, Ph.D., Member  
James W. Browder, Ed.D., Superintendent**

**[www.leeschools.net](http://www.leeschools.net)**

**PARENT / LEGAL GUARDIAN:  
PLEASE READ AND REVIEW THIS DOCUMENT WITH YOUR STUDENT. PLEASE SIGN  
AND RETURN THE FIRST TWO PAGES OF THIS DOCUMENT TO YOUR STUDENT'S SCHOOL.**



# The School District of Lee County

## STRATEGIC PLAN GOALS 2008/09-2012/13

### VISION

To be a world-class school system.

### MISSION

The mission of the School District of Lee County, the driving force which unites our dynamic, diverse community through education, is to ensure that each student achieves his/her highest personal potential through a system characterized by:

- rigorous and relevant academic challenges designed to meet each student's differences and interests
- innovative instruction based on reliable research
- opportunities that foster good citizenship
- a culture in which educators are held in high esteem
- highly trained staff
- a high level of parent support
- safe schools
- efficient use of all resources

### STRATEGIC PLAN GOALS

#### **Academic Services/Student Achievement**

Graduation Rate will increase  
Drop Out Rate will decrease  
Reading performance will improve  
Math performance will improve  
Science performance will improve  
Students will be able to read and write English by graduation  
SAT scores will improve

#### **Human Resources**

Retention of highly qualified teachers will improve  
Improve the physical and mental well-being of District Employees

#### **Business Services**

Comply with Federal, State, Local and Strategic Plan Goals requirements  
Maintain or exceed current customer service satisfaction  
Maximize the efficiency and effectiveness of District resources

#### **Administrative Services**

Provide a timely, cost-effective, safe and secure environment conducive to learning

#### **Parent Community Involvement**

Increase communication and parent/community involvement

#### **Quality**

The District will receive external review and recognition of use of Quality principles within the District

# Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District of Lee County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. The School District of Lee County may disclose appropriately designated directory information only if you have given consent on the following page. The primary purpose for the release of directory information is to allow the School District of Lee County to include your child's information in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations that have legitimate business with the School District if you have provided consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks and others as listed on the following page.

In addition, two federal laws require the School District of Lee County to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want the School District of Lee County to disclose directory information from your child's education records, you must indicate that choice on the following page, sign this form and return it to your child's school within ten days. The following has been designated as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

# COMPLETE ALL SECTIONS—SIGN—DETACH—RETURN TO SCHOOL

## Directory Information

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_

### SECTION A

### Please Check One Box

(If no choice, default is: you may release information)

- You may release "Directory Information" regarding my child in certain school publications and to companies with legitimate school district business; such as yearbook publication, school pictures, class rings and news media announcements, etc.; as described on the previous page. Permission is also given for my child to take part in anonymous surveys involving the use of tobacco, alcohol and other drugs.
- I do not want my child's Directory Information released.

---

### SECTION B Please Check the Boxes that Apply

- I do not want my high school child's name, address and telephone number released to military recruiters.
- I do not want my high school child's name, address and telephone number released to institutions of higher learning.

---

### SECTION C Student

I certify that I have received a copy of the *Code of Conduct for Students Grades 6 - 12* and received an adequate period of instruction concerning the reason for, and importance of, the document.

X

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

### Parent

I am the parent/legal guardian of the above named student. I have had an opportunity to read the *Code of Conduct for Students Grades 6 - 12* and have discussed it with my child. My intention regarding the release of my child's Directory Information is indicated above.

X

\_\_\_\_\_  
*Parent/Legal Guardian Signature*

\_\_\_\_\_  
*Date*

# FILL OUT COMPLETELY—SIGN—DETACH—RETURN TO SCHOOL

## STUDENT EMERGENCY AND HEALTH INFORMATION

Student's Full Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

I.D. \_\_\_\_\_ Teacher: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip Code

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

STUDENT LIVES WITH: \_\_\_\_\_ CUSTODY RESTRICTIONS  (PLEASE CHECK)

Father: Natural / Step / Foster (please circle one)

\_\_\_\_\_  
Name Place of Employment & Occupation Phone at Work

Mother: Natural / Step / Foster (please circle one)

\_\_\_\_\_  
Name Place of Employment & Occupation Phone at Work

Guardian: (If different from above)

\_\_\_\_\_  
Name Place of Employment & Occupation Phone at Work

List all children in family in order of birth:

Name (first and last)	Age	Sex	Living at Home	School
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**MUST BE FILLED OUT** — Person(s) who will care for student in case neither parent can be reached (**only the people listed may pick up your child**):

Name _____	Relationship _____	Phone: (Home) _____	(Work) _____
Name _____	Relationship _____	Phone: (Home) _____	(Work) _____
Name _____	Relationship _____	Phone: (Home) _____	(Work) _____

Please check if student has a current problem with any of the following: Please note any medication student is taking.

ADD/ADHD \_\_\_\_\_ Medication: Home/School/Times \_\_\_\_\_

Allergies: Food/Latex/Insects/Environmental Specify \_\_\_\_\_ Treatment \_\_\_\_\_

Asthma \_\_\_\_\_ Medication \_\_\_\_\_

Diabetes \_\_\_\_\_ Blood Testing at School \_\_\_\_\_ Insulin \_\_\_\_\_

Ear Infections \_\_\_\_\_ Hearing Loss \_\_\_\_\_ Hearing Aid \_\_\_\_\_

Glasses/Contacts \_\_\_\_\_ Other Vision Problems \_\_\_\_\_

Heart Disease \_\_\_\_\_ Surgery?  Y or  N Medication \_\_\_\_\_

Kidney Disease \_\_\_\_\_ Surgery?  Y or  N Medication \_\_\_\_\_

Seizures \_\_\_\_\_ Type \_\_\_\_\_ Medication \_\_\_\_\_

Migraine \_\_\_\_\_ Medication \_\_\_\_\_

Any other condition requiring observation \_\_\_\_\_

DOCTOR'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

*Parent's Statement: I accept responsibility for notifying the school of any changes of home or business address or phone number or any change in health status of my child. Students may receive State specified health services and vision, hearing, weight, BMI and scoliosis screening. Student may be exempted from any of these services if parent or guardian requests such exemption in writing. In the event of serious illness or accident and I cannot be immediately contacted, I give permission to have my child moved by ambulance or other conveyance to a doctor's office or hospital for immediate attention, and I assume responsibility for payments of same. In case of an accident or illness where immediate treatment is not needed, but where my child is unable to remain in school, I request the school to contact me. If I am unable to be reached, I request that one of the persons listed above be contacted to care for my child until I can be reached. These persons have permission to transport my child. I understand that portions of my child's educational records will be shared with District health care partners as needed to provide and evaluate health services and that portions of my child's medical treatment records created by health care personnel at school may be shared with school officials who have a legitimate need for access.*

X Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

THIS INFORMATION IS CONFIDENTIAL, BUT MAY BE SHARED WITH APPROPRIATE SCHOOL PERSONNEL.

MIS 357 (07/10)

**Student Disclaimer**

The District will not disclose a student and/or parent's Social Security Number (SSN) without the consent of the student and/or parent(s) to anyone outside the District except as mandated or permitted by law. The District will utilize SSNs for the following reasons: registration/enrollment of students, identification of cumulative record folder, to identify a student, registration for before and after school programs, participation in extra curricular activities including athletics, referrals to service providers and financial aid applications.

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*Date*

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Student's Full Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

I.D. \_\_\_\_\_ Teacher: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip Code

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

STUDENT LIVES WITH: \_\_\_\_\_ CUSTODY RESTRICTIONS  (PLEASE CHECK)

Father: Natural / Step / Foster (please circle one)

Name	Place of Employment & Occupation	Phone at Work
------	----------------------------------	---------------

Mother: Natural / Step / Foster (please circle one)

Name	Place of Employment & Occupation	Phone at Work
------	----------------------------------	---------------

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Asthma \_\_\_\_\_ Medication \_\_\_\_\_

Diabetes \_\_\_\_\_ Blood Testing at School \_\_\_\_\_ Insulin \_\_\_\_\_

Ear Infections \_\_\_\_\_ Hearing Loss \_\_\_\_\_ Hearing Aid \_\_\_\_\_

Glasses/Contacts \_\_\_\_\_ Other Vision Problems \_\_\_\_\_

Heart Disease \_\_\_\_\_ Surgery?  Y or  N Medication \_\_\_\_\_

Kidney Disease \_\_\_\_\_ Surgery?  Y or  N Medication \_\_\_\_\_

Seizures \_\_\_\_\_ Type \_\_\_\_\_ Medication \_\_\_\_\_

Migraine \_\_\_\_\_ Medication \_\_\_\_\_

Any other condition requiring observation \_\_\_\_\_

DOCTOR'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

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# Parent Guide



# *Be There*

If you listen  
In the silence  
You will find  
An opening  
An opportunity  
A window  
To the future  
You're invited to  
Be there

A place  
Beyond race, religion,  
Income, geography  
It doesn't require  
Additional resources  
Of time nor money  
Make the most of the time you have...  
Of the family you are, single parent,  
Two parent, grandparent, blended  
It's all inside you...  
Be There

Begin a new tradition  
A sacred daily practice  
Reading, talking, listening  
Start and end the day here  
Whatever time of day that is  
It transcends school, barriers and  
boundaries  
Here, there are no obstacles  
Only opportunities to  
Be There



[www.bethere.org/](http://www.bethere.org/)

Get to the heart of  
What's in your child's heart  
Meet them where they live  
And open to the possibilities  
Here, there is no achievement gap  
Just achievement  
Success shines from the inside out  
And life changes for generations  
Be There

In a moment  
You feel the difference  
It's real...  
By being present  
You've connected and created peace  
Eye to eye, heart to heart  
Truth, trust are born  
At any age... every age  
*Be There*



## Parent Self-Assessment Checklist

This Parent Self-Assessment is to show parents how involved they are in helping their child do well in school. Take a few minutes to look this over and see how well you do.

### Focus On Attitude

- I stress the importance of education and doing one's best in school to my child.
- I praise my child's efforts and show confidence in his/her ability to be successful.
- I help my child set short and long term educational goals.
- I celebrate my child's academic accomplishments.

### Focus On Academics

- I read with/to my child everyday.
- I assure that our home has a consistent time and place to do homework.
- I ensure that my child has access to materials needed to complete assignments.
- I regularly discuss and ask to see work that my child is doing in school.
- I attend workshops on helping my child at home.

### Focus On Behavior

- I supervise TV programs, the Internet, e-mail, chat sites and computer games used by my child.
- I teach my child to accept responsibility for his/her actions at school, at home and in the community.
- I teach and model positive behaviors such as respect for self and others, hard work and responsibility.
- I am aware of enforced school behavioral expectations.

### Focus On Responsibility

- I ensure that my child has a regular routine.
- I encourage my child to accept responsibility for his/her actions.
- I assure that my child is in attendance and on time to school each day.
- I supervise and promote my child's participation in extracurricular and after-school activities.

### Focus On School/Home Activities

- I communicate regularly with my child's teacher in person, on the phone, by e-mail or through writing.
- I use ParentLink regularly.
- I prepare for and attend teacher conferences; Individualized Educational Plans; or other individualized student meetings.
- I attend open house, science fairs, plays, musical events, class trips, sporting events, curriculum nights, or other school activities at each opportunity.
- I volunteer in the school setting when possible.

*\*This Self-Assessment is for your use and is not to be returned to your child's school\**

# How Do I Register My Child In School?

**Student Assignment hours Monday-Friday, 9 a.m. - 4 p.m.**

Cape Coral Office  
370 Santa Barbara Blvd.  
Cape Coral, FL 33993  
239-461-8447

Fort Myers Office  
2855 Colonial Blvd.  
Fort Myers, FL 33966  
239-337-8247

Lehigh Acres Office  
9 Beth Stacey Blvd., Suite 207  
Lehigh Acres, FL 33936  
239-337-8347

In Lee County, the plan of one neighborhood, one school, has given way to a plan of a larger community with many schools. Lee County is divided into three zones; you may choose from among many schools within the zone in which you live. Once your child is enrolled in a school, the child can stay in that school through the highest grade or until you want to make a change or move into a new area. The registration process begins at the Student Assignment Office closest to where you live. Contact one of the offices listed above for more information.

## Who must register through Student Assignment?

New students at all grade levels, students entering Kindergarten, 6th and 9th grades must take part in the student assignment process. Please note all preferences (sibling & proximity) are most beneficial to the student when used as your first choice during the first application period. Visit the website at [www.leeschools.net](http://www.leeschools.net).

## What do I need to bring when I register my child?

At the time of registration, you must have all of the following documents to complete the registration process:

- Original birth certificate or copy faxed from previous school, unless entering Kindergarten.
- Health examination (physical) - The exam must be dated within 12 months prior to registration. A physical is not required if a student is entering from any Florida public or private school unless you are registering for Kindergarten.
- Social Security card (if available).
- Florida certificate of immunization (original blue card).
- Proof of address - Falsifying information in order to try to obtain access to a particular zone or school is strictly forbidden.\*
  - Only one of the following documents are required:
    - Current electric bill, water bill, cable bill, or land line telephone bill.
    - Signed lease agreement or statement from Landlord on their letterhead verifying occupancy. \* Leases and Landlord statements may require verification. Additional documentation may be required prior to registration or change of address.
    - Statement from landlord on their letterhead verifying occupancy.
    - Homestead exemption card.
    - If you are building a house - mortgage acceptance letter including: your name, loan number, property address and a letter from the builder with an expected completion date. (The completion date and the date the child will start attending school must be within a sensible time period in relation to each other.)
    - If you are buying a house - settlement statement or mortgage acceptance letter to include: your name, loan number, property address and closing date. We do not accept: sales contracts, commitment letters, pre-approval letters or truth in lending statements.
    - If you are living with relatives or friends - a letter from them listing your name and the names of your children, stating that you are residing at their address and a copy of one of the documents listed above to verify their address.
- Proof of custody is required if child is not living with both natural parents.
- Name and address of last school attended.
- Copy of the IEP (Individual Education Plan) - if your child is in an ESE (Exceptional Student Education) program.
- Photo ID- Parents and guardians who register a student must show photo ID.

## What do I do if we move or want to transfer schools?

If you are re-enrolling in the district, moving to another zone or transferring to another school, visit the Student Assignment Office closest to your home or work location. Please call one of the Student Assignment Offices listed above or go to the district website at [www.leeschools.net](http://www.leeschools.net) if you have any questions.

## Classroom Placement of Multiple Birth Siblings

The parent of multiple birth siblings who are assigned to the same grade level and school may request in writing that the school place the siblings in the same classroom or in separate classrooms. The request must be made no later than 5 days before the first day of attendance of students during the school year if the students are enrolled in the school after the school year begins. The school will assist the parent with the decision and will provide on-going feedback regarding the appropriateness of the placement. For additional information regarding this opportunity, please contact the school's principal.

# What Health Forms/Shots Will My Child Need?

Before a child may begin school, attend or transfer to Florida schools (Kindergarten through 12th grade), each child shall have on file a Florida Certification of Immunization, DH 680, which shows the following:

Minimum Number of Doses Required per Grade				
Vaccine Type	Kindergarten	Grades 1-2	Grades 3-6	Grades 7-12
Diphtheria-tetanus-pertussis (DTaP) vaccine or age-appropriate tetanus vaccines	4 or 5*	4 or 5*	4 or 5*	4 or 5
Hepatitis B (hep B) vaccine	3	3	3	2 or 3**
Inactivated polio vaccine (IPV)	3 or 4*	3 or 4*	3 or 4*	3 or 4*
Measles-mumps-rubella (MMR) vaccine	2	2	2	2
Tetanus-diphtheria-pertussis (Tdap) vaccine	0	0	0	1
NEW! Varicella (chickenpox) vaccine	2	2	Grades 3-8: one dose	

**Pre-K students age 3-4 must have 1 dose of Hemophilus influenza Type b (Hib).**

\* If the DTaP is given after the 4th birthday, only 4 doses are needed. If the last Polio is given after the 4th birthday, only 3 doses are needed.

\*\* For students 11-15 years old, a 2-step Hepatitis B series may be given. This must be documented by the provider on the blue card.

## Meningococcal Disease

Meningococcal Disease is a serious illness caused by bacteria. It is a leading cause of bacterial meningitis in children 2-18 years old in the United States. MCV4 is recommended for all children at their routine preadolescent visit (11-12 years of age). For those who have never gotten MCV4 previously, a dose is recommended at high school entry. Other adolescents who want to decrease their risk of Meningococcal Disease also can get the vaccine.

*Contact your physician or the Lee County Health Department. Immunizations are given FREE at the Health Department.*

# What Other School Choices Do I Have?

## K – 12 Scholarship Programs

Florida has three statewide K – 12 scholarship programs that permit tuition funds to follow children to public or private schools. In order to qualify for any of the following programs listed below, a student must have been registered and enrolled in a Florida public school during the prior year.

- **The Opportunity Scholarship Program** offers students who have attended – or who are assigned to attend – failing public schools to have the option to attend a higher performing public school. Schools that have received a school grade of "F" for two of the last four years are considered failing schools.
- **The John M. McKay Scholarships for Students with Disabilities Program** allows parents of students with disabilities to choose the best academic environment for their child. If a student has an active/current Individualized Education Plan (IEP), he/she may be eligible to attend another public school or receive a scholarship to attend a participating private school. More information is available from the Lee County Exceptional Student Education Office at 337-8616.
- **The Florida Tax Credit Scholarship Program** offers children of families that have limited financial resources the option to attend another public school and receive money for transportation or to attend a private school.

For scholarship information access the Florida Department of Education (DOE) website at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org). Parents may also contact the DOE hotline at 1-800-447-1636.

## Charter Schools

Charter Schools are public schools, which provide another choice for parents and students within the public school system. There is no tuition for students. For information about charter schools check <http://charter.leeschools.net>.

# What Choices Does My High School Student Have?

## Regular, Online and Advanced Courses

Regular, Honors and Advanced Placement (AP) courses are available at all high schools. Students may also earn credit through dual enrollment and early admissions at postsecondary schools. The Florida Virtual School (FLVS) is available to students for online credit. For more information go online at [www.flvs.net](http://www.flvs.net). Contact a high school guidance counselor or see the District Student Progression Plan at [www.leeschools.net](http://www.leeschools.net) for more information about more choices for high school credit.

## Centers for the Arts

In addition to the basic academic program available in each school, centers for the arts offer theater, visual arts, media, television, film graphics, journalism, dance, band, choral and orchestra.\*

## Comprehensive High Schools

Comprehensive High Schools provide students with an educational alternative that enhances the traditional high school curriculum. Students will not only be able to select from the traditional academic and extracurricular programs, but will also have the opportunity to pursue a specialized program within a Technical and Career Education Academy. A career academy is a specialized learning community within the school that provides students with team-designed projects and relevant learning experiences. In addition to being prepared for post-secondary education, students who graduate from a comprehensive high school will leave with marketable skills and competencies now required in specialized businesses and industries.\*

## International Baccalaureate (IB) Program

The International Baccalaureate (IB) Diploma Program is a demanding pre-university course of study and covers the last two years of high school. Acceptance is based upon academic performance and test scores.\*

## Lee Adolescent Mothers Program (LAMP)

LAMP is a three-fold program concerned with the student's academic, health and social adjustment during her pregnancy and postpartum period. A special program in health and childcare has been developed for every LAMP student. Additional information is available from the guidance counselor or by calling LAMP at 332-2526.

## Technical Schools

Advanced training in computer technology, math and science are the focus of technology schools. The program offers students the opportunity to acquire up to ten nationally and internationally recognized computer certifications throughout their high school career. Students exiting these programs will be ready to advance to the next level of formal education or directly enter the workforce in a dynamic, high-skilled, high-paying occupation.

\*This program is available in each of the three zones.

# What Adult Education Program Choices Are There?

## Adult and Community Education

The goal of Adult and Community Education is to provide a quality education to the citizens of Lee County 16 years of age and older. Classes are offered at both day and evening sites throughout Lee County, with special emphasis on those students pursuing a High School Diploma, English as a Second Language and marketable skills for employment. In addition, Adult and Community Education offers evening classes for enrichment and leisure. Classes are offered at a variety of locations, with the curriculum geared to the requests, interests and needs of the community. Courses are generally offered in the evening at a nominal cost to cover the expenses of operating each class.

Visit their website at [www.leeadulteducation.org](http://www.leeadulteducation.org) or call 939-6310 for more information.

## Technical and Career Education

The Technical and Career Education Department is responsible for providing quality programs at the middle, high and post-secondary level. Post-secondary Technical Education in the Lee County School District consists of programs created to prepare students for development and mastery of employable skills. These programs are primarily delivered at High Tech Central, High Tech North, The Southwest Florida Public Service Academy and the Lee County Public Education Center. Program offerings are based on community needs and economic development data. Also, partnerships are developed with businesses, agencies and other educational institutions to ensure collaboration and articulation of programs to the benefit of the students and the community.

Financial aid is available to eligible students including veterans. For more information, visit these websites:

Lee County High Tech Central: [www.hightechcentral.org](http://www.hightechcentral.org)

Lee County High Tech North: [www.hightechnorth.com](http://www.hightechnorth.com)

For more information on secondary programs, visit: <http://tce.leeschools.net/Secondary.htm>

# What Other Programs Help Children?



## Title I

The goal of Title I is to help all children do better in school and get a better education. Schools where families meet certain income guidelines can use Title I money to improve the school for grades Pre-K to 12. Parents are an important part of a Title I school. Title I helps teachers and parents to support children to be successful in school.

## Title I Migrant Education

Migrant education offers help to improve the education of migrant children and their families. At the pre-school level, the program prepares migrant 4-year-olds with the skills to enter Kindergarten. The goal for migrant students in grades K-12 is to give them support and services that will help them be successful in school.

## Title III

The purpose of Title III is to offer language instruction to students who do not speak English as their first language or students who are immigrants. The program is meant to improve the education of English Language Learners (ELL) so that they will do well in school and when taking state assessment tests.

## English for Speakers of Other Languages (ESOL)

The ESOL program helps all English Language Learners (ELL) gain listening, speaking, reading and writing skills in English. Teachers of ELL children are trained to help these learners understand what is being taught while they are learning English.

## Head Start

Head Start is a program for three and four year old children. Children with special needs may also be served. Income guidelines must be met. The program is free to those who qualify. Classroom and health services are offered. Children can go to local schools or a contracted childcare site. The Head Start goal is to prepare children for Kindergarten. Please call 332-2512.

## Early Head Start

Early Head Start is a program for children 0-3 years old. Pregnant women may also be served. Income guidelines must be met. The program is free to those who qualify. The Early Head Start goal is to enhance the growth and health of the children served. Center-based care is offered at the Early Childhood Center. Home-based services are also offered. Please call 332-2512.

## Voluntary Pre-Kindergarten (VPK) School Year Program

VPK is a 540 hour school year program for four year old children. Children with special needs may also be served. Income guidelines must be met. The program is free to those who qualify. Classroom services are offered. Children can go to local schools or a contracted childcare site. The VPK goal is to prepare children for Kindergarten. Please call 332-2512.

## Voluntary Pre-Kindergarten (VPK) Summer Program

The VPK Summer Program is free for children who will start Kindergarten in the fall. Children may not have used VPK services during the school year. Local schools will host the 300 hour summer program. The goal is to help children get ready for Kindergarten. Please call 332-2512.

# What Services Are Offered To Children?

## Exceptional Student Education (ESE)

Some students need specially designed instruction, related services and support. The Exceptional Student Education (ESE) Department offers free appropriate public education according to the Individuals with Disabilities Education Act (IDEA). Services and programs are available to meet the individual needs of students who require special education, ages 3-22. If you believe your child has special learning or social/behavioral needs, contact your child's teacher or the school counselor.

## The Florida Diagnostic and Learning Resource System (FDLRS)

The Florida Diagnostic and Learning Resource System (FDLRS) offers free developmental screenings to identify children between the ages of 0-5, who are NOT enrolled in a public school, and may be in need of special services. Call 337-8363, 337-8199, or 1-866-551-8363 for more information. Workshops for parents and child care providers are also offered.

## The Hospital/Homebound Program

The Hospital Homebound Program offers specialized instruction to the student who must be out of school for at least fifteen days due to a medically diagnosed physical or psychiatric condition, or a chronic illness or repeated intermittent illness. Medical diagnosis must be made by a licensed physician. Referral forms are available from the school counselor or the Hospital/Homebound office at 337-8103.

## Health Services

School nurses work in schools on assigned days each week. Trained clinic assistants are located at each elementary, middle and high school during school hours.

## School Counselors

School counselors offer many services including academic, personal, social and career counseling available to all students in grades K-12. If you would like for your child to meet with a school counselor, contact your child's teacher or principal.

## School Social Workers

School Social Workers are the bridge between home, the school, and the community. As members of a school's educational team, they work to promote and support a student's academic and social success by providing specialized services. If you believe that your child could benefit from the services of a school social worker, please contact your school's principal.

## If you have a Temporary Home or No Home

Are you are living with another family, have temporary housing, staying in a motel, shelter or campground? If you are without permanent housing, Project Access helps children stay in school by providing resources, records, uniforms, supplies and transportation. For more information, call 337-8696.

# What Tests Will My Child Take?

Throughout your child's school years, he/she will take many standardized tests, including the Florida Comprehensive Assessment Test (FCAT) in grades 3 through 11. These tests show how your child is doing compared to others and track progress over time. Tests help teachers identify students' strengths and weaknesses in order to provide more appropriate academic opportunities. All testing results are available to parents.

<b>CELLA</b> Comprehensive English Language Learning Assessment	<b>KG – 12</b> English Language Learners	reading, writing, listening and speaking
<b>FAIR</b> Florida Assessment for Instruction In Reading	<b>KG – 12</b>	reading (phonemic awareness, decoding, reading fluency, vocabulary, and comprehension)
<b>FCAT</b>	<b>3-11-Adult</b>	reading, mathematics, writing (grades 4,8,10) science (grades 5, 8,11)
<b>Stanford</b>	<b>KG, 1 &amp; 2</b>	reading

The Florida Department of Education has developed the first End-of-Course Exam in the state's assessment program. Students who are enrolled in Algebra I in the 2010-11 school year must take the State End-of-Course Exam. This Exam will count at 30% towards their course grade.

# How Can Parents Help?

## Parent Teacher Groups

Joining and being active in your school's parent-teacher group is an important way to become involved. This partnership offers families and the school staff an opportunity to work together to promote student success.

## School Advisory Council (SAC)

Every school has a School Advisory Committee made up of parents, teachers, the principal, support staff, and business and community members. The SAC is responsible for assisting in the development and approval of the School Improvement Plan.

## School District Committees

The school district asks for parents and community members to be involved in the development of policies and procedures for improving the district. Visit the district's website at [www.leeschools.net](http://www.leeschools.net) or call the School Board office at 337-8303 or 337-8304.

## School Volunteers and Mentors

Volunteers are important to every school's success. Parents can take an active role in their child's education. Opportunities include: classroom assistants, tutors, mentors, computer aides, media assistants, chaperones, and community and business partners. Contact your child's school to learn about their volunteering and mentoring needs.

## Parent Education

The schools offer workshops to help parents learn skills to assist their children to do their best. Look for information in the school newsletter or contact your child's school.

**Code  
of  
Conduct  
for  
Students**

**ALL PERSONS ARE ENCOURAGED TO READ AND DEVELOP A THOROUGH  
UNDERSTANDING OF THE *CODE OF CONDUCT FOR STUDENTS***

**INTRODUCTION**

The School District of Lee County is committed to focus on improved student achievement so that all students meet or exceed rigorous District Standards. With this vision in mind, The School District of Lee County has developed the *Code of Conduct for Students* to clearly communicate the behavioral expectations necessary for maintaining a safe and orderly learning environment.

**NOTE: It is beyond the scope of this conduct book to identify all potentially relevant State laws, rules or regulations, and School Board policies that may apply to a specific disciplinary case.**

**SCOPE OF AUTHORITY**

The principal has the unequivocal right to determine the appropriate charge(s) for the misconduct and the corresponding level of the offense based on the facts and circumstances of the incident(s).

The *Code of Conduct for Students* applies to all students enrolled in The School District of Lee County.

Section 1003.31, Florida Statutes establishes that all students enrolled in The School District of Lee County are subject to the law, rules, regulations, and policies of the State of Florida and The School Board of Lee County, Florida, anytime:

1. a student is on School Board-owned property;
2. a student is attending school;
3. a student is presumed by law to be attending school;
4. a student is being transported to or from school or school-sponsored events at public or school expense; and
5. a student is in attendance at or participating in a school-sponsored activity.

This statute also points out that, during such times, all students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned by the principal or the principal's designee.

**AUTHORITY OF SCHOOL PERSONNEL**

**The authority of the teacher** is outlined in Section 1003.32, Florida Statutes which grants teachers and other school staff members authority for the control and discipline of students assigned to them on campus, as well as in other places where they may be assigned to supervise students. Students are expected and required to follow the requests and directives of all teachers and school staff members, school volunteers, and chaperones when on School Board-owned property or at other places where they are under the direct supervision of School Board personnel. Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident on a referral form provided by the administration.

Students may be subject to discipline for violation of the code even if that conduct occurs on property not owned or controlled by the Board, but that is connected to activities or incidents that have occurred on property owned or controlled by the 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.

**NOTE:** Section 1006.09, Florida Statutes provides that school personnel only need reasonable suspicion to search lockers or other storage areas. In addition, after coordination with the level administrator, any school principal may request that a law enforcement unit bring canines trained to detect the presence of illegal drugs or other contraband to their school campus. Any search performed by such canines will be designed to limit the disruption caused to instruction during the school day. Such canines may be used to search the individual student vehicle or locker if the principal has a reasonable suspicion that the search will result in the discovery of evidence of a violation of law or the *Code of Student Conduct*. Canines may also be used to conduct random searches of student vehicles or lockers.

**NOTE:** Section 1003.32, Florida Statutes authorizes teachers to remove a student who is unruly, disruptive or abusive, as well as any student who repeatedly interferes with the teacher’s ability to communicate with the class or the ability of the student’s classmates to learn.

**NOTE:** Section 1006.11(2), Florida Statutes provides that a principal, teacher, or other staff member or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

**NOTE:** Section 1003.32, Florida Statutes grants teachers and other instructional personnel the power to use reasonable force to protect themselves or others from injury and to press charges against a student if a crime has been committed on school property, on school-sponsored transportation, or during school-sponsored activities.

**NOTE:** Principals, in discharging their responsibility under law, will suppress or recall literature which they consider primarily commercial in nature or material which could endanger the orderly operation of the school.

### **STATEMENT OF NON-DISCRIMINATION POLICY**

The School District of Lee County does not discriminate on the basis of gender, race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability, in the provision of educational programs, activities or employment opportunities and benefits that it operates, pursuant to the requirements of Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act and the Florida Educational Equity Act of 1984. This policy extends to both employment by and admission to The School District of Lee County. Inquiries concerning Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504, or the Americans with Disabilities Act should be directed to the Director of Professional Standards and Equity and/or the Assistant Director of Student Services. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Professional Standards and Equity, Student Services, or the Equity Coordinator at each school. Charges of violations of this policy should also be directed to the Director of Professional Standards and Equity and/or the Assistant Director of Student Services. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to your school Equity Coordinator.

<p><b>Student-Related Equity Issues</b> <b>Assistant Director of Student Services</b> <b>The School District of Lee County</b> <b>2855 Colonial Boulevard</b> <b>Fort Myers, FL 33966</b> <b>(239) 337-8181</b> <b>TTD/TTY (239) 335-1512</b></p>	<p><b>Employee-Related Equity Issues</b> <b>Director of Professional Standards and Equity</b> <b>The School District of Lee County</b> <b>2855 Colonial Boulevard</b> <b>Fort Myers, FL 33966</b> <b>(239) 337-8330</b> <b>TTD/TTY (239) 335-1512</b></p>
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Florida Educational Equity Act states that discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee in the state system of public education is prohibited [1000.05 F.S.].

## **DISCRIMINATION GRIEVANCE POLICY**

If a student feels he/she has been discriminated against, he/she may appeal a decision based upon any policy or procedure. First the student is to discuss the matter with his/her teacher, site based equity coordinator or guidance counselor. If the conflict still exists, the student should then discuss the matter with the School Administrator. If the conflict is not resolved the student may appeal to the Assistant Director of Student Services at 337-8181. After review at this level and if the student is not satisfied with the resolution, an appeal may be submitted in writing to the Chief Academic Officer, 2855 Colonial Boulevard, Fort Myers, FL 33966, followed by the Superintendent of Lee County Schools, and finally the School Board of Lee County.

If a student feels his/her concerns have not been satisfied at the local level, the student is free to contact the U.S. Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S.W., Suite 3B70, Atlanta, GA 30303-8909.

### **BULLYING/HARASSMENT BASED UPON SEX, RACE, COLOR, NATIONAL ORIGIN, AND DISABILITY**

Everyone who works and learns in The School District of Lee County has a right to feel respected, secure, and safe. A bully or harasser may be a student or an adult. Bullying and harassment are described below.

**NOTE:** Section 1006.147, Florida Statutes prohibits bullying or harassment of any student or employee of a public K-12 educational institution. The district will not tolerate bullying or harassment of any type. School District policies and procedures are specified in Board Policy 4.14.

**NOTE:** “National origin minority or limited English proficient students shall not be subjected to any disciplinary action because of their use of a language other than English.” State Board of Education Rule 6A-6.0908 (3)

#### **Bullying**

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve, but is not limited to:

- teasing
- threat
- stalking
- theft
- destruction of property
- social exclusion
- intimidation
- physical violence
- public humiliation
- cyberbullying

#### **Harassment:**

Harassment is any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student’s educational performance, opportunities, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

#### **Sexual Harassment:**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is used as a factor in decisions concerning educational opportunities, awards, grades, and other opportunities provided by the School District. Examples of conduct which may constitute sexual harassment include:

- touching oneself sexually or talking about one’s sexual activities in front of others;
- coercing, forcing, or attempting to coerce or force the touching of anyone’s intimate parts;
- sexually dirty jokes or gestures;
- graffiti of a sexual nature or notes and cartoons of a sexual nature;
- forcing or attempting to coerce or force sexual intercourse or a sexual act on another person;

- unwelcome touching, patting, pinching, or physical contact other than necessary restraining of pupil(s) by school personnel to avoid physical harm to persons or property;
- offensive or graphic posters or book covers;
- violent acts;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.

**Bullying or Harassment because of Race or Color:**

Racial harassment or bullying of a student consists of verbal or physical conduct relating to an individual's race or color, when:

1. the conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;
3. the conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute bullying or harassment because of race or color include:

- graffiti containing racially offensive language;
- name calling, jokes, or rumors;
- threatening or conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes and which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

**Bullying or Harassment based upon National Origin or Ethnicity:**

Ethnic or national origin harassment or bullying of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

1. the conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. the conduct otherwise adversely affects an individual's learning opportunity.

Examples of conduct which may constitute bullying or harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity;
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

**Bullying or Harassment because of Disability:**

Harassment or bullying because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. the conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the conduct has the purpose of substantially or unreasonably interfering with an individual's work or academic performance;
3. the conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute bullying or harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;

- threatening or intimidating conduct directed at another because of their physical or mental disability;
- jokes, rumors, or name calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the equity coordinator.

You may also make a written report. It should be given to a teacher, counselor, the principal, or the equity coordinator.

Your right to privacy will be respected as much as possible.

We take seriously all reports of sexual harassment, bullying and harassment and will take all appropriate action to investigate such claims to eliminate that bullying or harassment and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

**SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE, COLOR, NATIONAL ORIGIN AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION BASED ON RACE, COLOR AND NATIONAL ORIGIN IS AGAINST THE LAW.**

**PARTICIPATION IN SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS**

Extracurricular activities are defined as those activities including, but not limited to, club meetings, sport events, graduation exercises, drama performances, field trips, band and marching performances, dances, and proms.

Participation in a school-sponsored extracurricular activity or sport is a privilege. These activities are important components of our total educational program. Successful participation in school-sponsored extracurricular activities requires a higher level of commitment, energy, and maturity.

The School District of Lee County expects a higher standard of excellence from students involved in these activities. Participating students are representing our schools in our neighborhoods, our communities, our state and often our nation. The standard of behavior should be one that exhibits pride, politeness, and responsibility. All students participating in extracurricular activities and field trips must comply with the conduct required by the *Code of Conduct for Students*.

Families and students should seriously discuss the impact of the extra time, energy, and maturity required to participate in these activities, and the strict eligibility rules a student must follow to remain qualified for such activities.

**NOTE:** If the student is adjudicated guilty of a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will cease for the remainder of that school year.

**NOTE:** The School District seeks to locate and identify every qualified person with a disability ages 3 through 21. A free, appropriate education will be provided to students found eligible for Exceptional Education Services. No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the District. If you believe this policy has been violated, please contact a school-based Equity Coordinator or the Assistant Director of Student Services at 337-8181.

## STUDENT RIGHTS AND RESPONSIBILITIES

Students attending the Lee County Public Schools have the right to a free and appropriate education, including the right to equal educational opportunities without regard to race, national origin, sex, disability, or marital status. The following statements of rights and responsibilities are intended as a guide based upon broad principles and The School District of Lee County's recognition and support of the concept that students are expected to be responsible citizens and are guaranteed certain rights.

Students have rights to:

- a safe and orderly environment in which to learn;
- be treated with dignity and respect;
- express opinions and personal points of view;
- peaceful assembly;
- be secure in their personal privacy;
- limit access to their student records;
- be informed of the rules of conduct; and
- reasonable and fair treatment.

**NOTE:** These rights are not absolute and will be limited when necessary to prevent the disruption of the orderly operation of the school, and/or to prevent harm or damage to other persons and/or property.

A student's responsibilities include the character traits that are referenced in The School District of Lee County's Character Education Curriculum. All students are expected to demonstrate the character traits of responsibility, tolerance, respect, citizenship/patriotism, kindness/compassion, commitment, honesty, courage, integrity, self-control, and cooperation in school and when participating in extracurricular and field trip activities. In addition, students have the responsibility to:

- attend school regularly;
- treat school property and the property of others with respect;
- respect the privacy of others;
- have in their possession only those items allowed by law and/or School Board rules or policies;
- listen courteously to the opinions and points of view of others;
- come to class with all necessary materials and be prepared to learn;
- maximize their learning opportunities;
- report hazardous or dangerous situations to an adult in authority;
- treat others with respect and refrain from discrimination against others because of racial, ethnic origin, sex, creed, marital status, or disability;
- maintain reasonable standards of academic performance commensurate with their ability;
- refrain from publishing libelous and obscene materials; and
- refrain from cheating.

## ATTENDANCE

Students shall be counted in attendance if they are actually present at school at the time the attendance is taken or are away from school on a school day and engaged in an educational activity that constitutes a part of the school-approved instructional program for the student (Section 1003.23, Florida Statutes).

### ATTENDANCE STANDARD

- A. All students are expected to be on time and present each day school is open during the school year.
- B. Students may not be absent from school without permission of the principal/designee.
  1. The school principal or designee is the only person authorized to excuse a student's absence.
  2. A note from a parent/guardian is a request that a student's absence be excused.
  3. When a student accumulates an excessive number of absences (as defined by grade level) and additional absences occur which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness must be submitted by the parent/guardian (School Board Policy 4.16). The following number of days

shall be deemed excessive absences:

- Grades K-8, 19 or more absences per year
- Grades 9-12, 10 or more days absent from a specific class per semester

C. Excessive tardies is defined as six (6) or more tardies to school or to an individual class per year

### **MAKE-UP WORK**

- A. A student who is absent and the absence is determined to be an excused absence, as defined by School Board Policy 4.16, is required to make up all course work missed. It is the student's responsibility to obtain assignments from the appropriate teacher(s) upon returning to class immediately following an absence and not receive an academic penalty unless the work is not made up within a reasonable time.
- B. The teacher shall work with the student to allow the student to make up any missed assignments, test, homework, etc., for excused absences.
- C. Immediately upon return to school from an absence, the student shall be given the number of school days missed plus one additional day to submit the make-up work for full credit.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 30 days of the day the School District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the school principal to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the school principal decides not to amend the record as requested by the parent or eligible student, the school principal will notify the parent or eligible student of the decision and advise him or her of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. "Directory information" includes: student name, address, telephone listing, electronic mail address, photograph, date

and place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree, honors, and awards received, the most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's Social Security Number, in whole or in part, cannot be used for this purpose.)

The student's parent/guardian must notify the school of their preference regarding the release of "directory information" by completing the *Code of Conduct for Students* Assurances page located in the front of this document. The page must be returned to the school immediately upon receipt of the *Code of Conduct for Students* by the student/parent.

In the absence of one of the two boxes being checked on the Assurances page in the front of this document regarding "directory information," the school reserves the right to release any of this information as it may consider desirable and in compliance with the law. The School District normally publishes the directory information as defined above for the purpose of release to the public in general.

School Board policy is available in each school for the interpretation of the educational records of students.

5. In compliance with 20 United States Code Section 7165, the School District of Lee County will, upon request, transfer the disciplinary records of a student, with respect to expulsion or external suspension, to any private or public elementary or secondary school at which the student seeks or is instructed to enroll.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **NOTIFICATION OF PARENTAL RIGHTS**

Federal and state law provides parents/guardians the following rights:

1. The right to inspect their children's instructional materials, including teachers' manuals, films, tapes, or other supplementary material used in connection with any survey or evaluation as part of any applicable program. (Source: 20 United States Code 1232h)
2. The right to give prior written consent anytime their non-emancipated minor child is asked to submit to a survey, analysis, or evaluation that reveals information concerning the following areas:
  - political affiliations;
  - mental and psychological problems potentially embarrassing to the student or his or her family;
  - sex behavior and attitudes;
  - illegal, antisocial, self-incriminating and demeaning behavior;
  - critical appraisals of other individuals with whom respondents have close family relationships;
  - legally recognized privileged or family relationships, such as those of lawyers, physicians and ministers;
  - income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). (Source: 20 United States Code 1232h)
  - religious practices, affiliations, or beliefs of the student or student's parent;
3. On behalf of their children, to obtain an exemption from the teaching of disease, its symptoms, development, and treatment (including the use of instructional aids and materials concerning such subjects and/or the viewing of pictures or motion pictures that teach about disease). An exemption may be claimed if the above matter conflicts with the religious beliefs of the student, or that of his or her parent/guardian, and/or conflicts with the teachings of the child's religious institution. Schools shall provide written notice to parents in advance of said activities and shall advise parents of their rights to claim an exemption. Children for whom exemptions are requested shall be given an alternate assignment and shall not be penalized. (Source: Section 1003.46 and 1003.42, Florida Statutes.)

4. On behalf of their children, to obtain an exemption from reproductive health or HIV/AIDS instructional activities, schools shall provide written notice to parents in advance of said activities and shall advise parents of their right to claim an exemption. Children for whom exemptions are requested shall be given an alternate assignment and shall not be penalized. (Source: Section 1003.42, Florida Statutes.)

**UPON REQUEST, YOUR CHILD'S SCHOOL WILL PROVIDE TO YOU A FORM WHICH, WHEN COMPLETED AND RETURNED TO THE SCHOOL, WILL ASSIST YOU IN THE EXERCISE OF THESE RIGHTS.**

### **BICYCLE HELMETS**

Florida State Law 316.2065 requires a bicycle rider or passengers under 16 years of age to wear a bicycle helmet that meets the standards of the American National Standards Institute. Bicycle helmets must be worn by anyone under the age of 16 riding or a passenger on a bicycle on School Board-owned property.

### **BUS TRANSPORTATION**

Riding the bus is a privilege. A student who violates these rules will be reported to the school principal who has authority to suspend that student from bus transportation. A bus suspension does **not** mean that a student is suspended from attending school. When a student is serving a bus suspension, they are still required to attend school.

Section 1006.10, Florida Statutes gives school bus drivers the authority to monitor and control the behavior of students anytime they are being transported to and from school or school functions.

These rules are in the interest of student safety and apply to all students when they are being transported on a school bus. These rules are posted in all of The School District of Lee County buses.

1. The driver is in full charge of the bus, and students must obey the driver.
2. Students shall keep assigned seats at all times with arms and head inside the bus.
3. Eating, drinking, or chewing gum will not be allowed on the school bus.
4. Anything that interferes with student safety *will not* be permitted, such as fighting, profanity, abusive language, large or sharp objects, fireworks, balls, bats, animals, or glass containers.
5. Use of personal electronic devices is allowed when audible to individual listener.

#### **Requests to Ride a Different Bus or Use another Stop**

Any request to ride a bus other than the one assigned or to get off at a different stop on the student's regular bus **must be signed by the parent/guardian and approved by an authorized school administrator.**

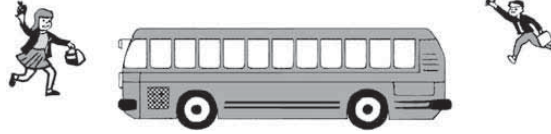
Permission for a student to ride a bus other than the one assigned, or to get off at a stop other than the one assigned, **should be approved only in cases of an emergency.** Normally students are required to be discharged at the same stop where they were picked up.

Riding other buses for the purpose of going home with friends, going to work, going to non-school meetings and clubs, private lessons, and other personal conveniences **WILL NOT BE APPROVED.**

<p><b>NOTE:</b> Suspension of bus-riding privileges may result when a student violates the <i>Code of Conduct for Students</i>. The consequences for violation of these rules are not limited to removal of bus-riding privileges, since other sanctions, up to and including school suspension or expulsion, may be imposed when warranted.</p>
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THE SCHOOL DISTRICT OF LEE COUNTY, FLORIDA

TRANSPORTATION ZONES



<p><b><u>WEST ZONE OFFICE</u></b> (772-2349)</p>	<p><b><u>SOUTH ZONE OFFICE</u></b> (590-4000)</p>	<p><b><u>EAST ZONE OFFICE</u></b> *(303-7400) - **(303-5999)</p>
<p>Ellen Lucas, Supervisor Yvonne Stewart, Asst. Supervisor</p>	<p>Joe Howard, Supervisor Betti Jo Heinkle, Asst. Supervisor</p>	<p>*Dale Maybin, Asst. Supervisor *John Walsh, Asst. Supervisor **Randy Teston, Asst. Supervisor **Chevonne Peterson, Asst. Supervisor</p>
<p>*****</p>	<p>*****</p>	<p>*****</p>
<p>ALC-West Middle &amp; High Caloosa Elementary Caloosa Middle Cape Elementary Cape Coral High Challenger Middle Diplomat Middle Diplomat Elementary Dr. Carrie D. Robinson Littleton Elementary Gulf Elementary Gulf Middle Hancock Creek Elementary Hector A. Cafferata Jr. Elementary High Tech North Ida S. Baker High Island Coast High J. Colin English Elementary Mariner Middle Mariner High North Fort Myers Academy for the Arts North Fort Myers High Patriot Elementary Pelican Elementary Pine Island Elementary Skyline Elementary Trafalgar Elementary Trafalgar Middle Tropic Isles Elementary</p>	<p>ALC-Central Middle &amp; High Allen Park Elementary Bonita Springs Elementary Bonita Springs Middle Colonial Elementary Cypress Lake Middle Cypress Lake High Dunbar High (Technology Magnet) Edison Park Creative/Expressive Arts Estero High Fort Myers Beach Elementary Fort Myers High Fort Myers Middle Academy Franklin Park Elementary Heights Elementary High Tech Central LAMP Lexington Middle Orangewood Elementary P.L. Dunbar Middle Pinewoods Elementary Rayma C. Page Elementary Ray V. Pottorf Elementary Royal Palm Exceptional Center San Carlos Park Elementary South Fort Myers High Spring Creek Elementary Tanglewood Riverside The Sanibel School Three Oaks Elementary Three Oaks Middle Villas Elementary</p>	<p>Alva Elementary Alva Middle Bayshore Elementary Buckingham Exceptional Dunbar High (Technology Magnet) East Lee County High Edgewood Academy G. Weaver Hipps Elementary Gateway Elementary Harns Marsh Elementary James Stephens International Academy Lehigh Elementary Lehigh Acres Middle Lehigh Senior High Manatee Elementary Mirror Lakes Elementary Oak Hammock Middle Orange River Elementary River Hall Elementary Riverdale High Sunshine Elementary Tice Elementary Treeline Elementary Varsity Lakes Middle Veterans Park Academy for the Arts</p> <p><b>*Buckingham Office</b> <b>**Lehigh Office</b></p>

**NOTE: If you have specific questions or concerns regarding bus transportation issues, please contact the Transportation Department at 334-0211. If after hours, please call the individual zone (at the respective number listed above) up until 7:00 p.m.**

## STUDENT DRESS CODE

The purpose of the Dress Code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Students shall maintain a clean, orderly appearance at all times.

The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not detract from the educational process. The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools.

- Shoes shall be worn at all times.
- Apparel shall be adequate in both length and coverage to be considered appropriate for school.
- Pants shall be worn fastened and at the waist with no undergarments showing.
- Pants with holes, tears, etc. may not be worn, if in the principal's judgment, they may cause a disruption to the school environment.
- Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse. The length shall extend beyond the waist level.
- Transparent or see-through tops, bare midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited; halters, backless dresses or tops, tube tops, tank tops, muscle shirts, or any clothing which may be distracting are prohibited.
- Any articles of clothing or jewelry that could likely cause injury—such as chains, bracelets, rings, chokers with or without spikes, or studs—are prohibited. Wallet chains of any length are prohibited.
- Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
- Apparel or symbols which may be gang-related may not be displayed on a student's person or in the student's locker, vehicles or other locations on campus.
- Gang-related tattoos, or other tattoos that may cause a substantial disruption to the educational environment as determined by the principal, are prohibited.
- Adornments that are attached to exposed body parts other than the ear may not be worn, if in the principal's judgment, they could cause injury, be a safety risk to a student, or may cause a disruption to the school environment. Examples of prohibited adornments to exposed body parts include, but are not limited to hoops or rings attached or pierced to the nose, eyebrow, cheeks, or lips.
- The wearing on campus of hats, caps, headgear (including hoodies) or sunglasses except in conjunction with designated school-approved uniforms or at authorized athletic practices or activities is prohibited. There may be certain exceptions for medical conditions and physical education classes held outside. The principal will determine these exceptions.
- Clothing with slogans or advertising which by its controversial or obscene nature disrupts the educational setting is prohibited.
- Hair coloring or style that may cause a substantial disruption to the educational environment, as determined by the principal, is prohibited.
- Long, oversized jerseys are prohibited.

## REFERRAL PROCESS

**REFERRAL PROCESS** – In any situation where a violation of the *Code of Conduct for Students* or school's discipline plan is alleged, the principal or principal's designee shall hear the student's explanation and carry out an investigation before imposing any disciplinary action.

- A. Students accused of a violation of the *Code of Conduct for Students* or school's discipline plan which, in the opinion of the principal/designee, warrants disciplinary action including an out-of-school suspension or expulsion, shall be afforded the fundamental right of procedural due process. The degree of formality associated with a suspension conference or hearing depends upon the nature of the offense and the severity of the sanctions that may be imposed as a result.
- B. The principal or the principal's designee can suspend a student for a period of time not to exceed ten (10) school days at any one time. The principal's designated representative shall:
  1. Provide opportunity for a hearing in which the student may explain what occurred.

2. Make a good faith effort to immediately inform the student's parent/guardian by telephone of the student's out-of-school suspension and the reasons for the suspension.
  3. Notify the parent/guardian of the out-of-school suspension and the reasons for the suspension in writing within 24 hours by U.S. mail.
  4. Provide opportunities for students to make up work missed during the period of suspension in a timely manner.
- C. If it becomes necessary to consider a student for suspension from school attendance for a period of eight, nine or ten (10) school days, the principal or designated representative shall:
1. Make a good faith effort to notify the student and the student's parent/guardian of the consideration for suspension immediately and in writing.
  2. Provide an opportunity for the student to explain what occurred.
  3. Make certain that each student being considered for suspension is given a hearing, affording both sides ample opportunity to present his/her case. The decision to suspend shall be subsequent to the hearing and only on the basis of substantive evidence supporting the charges against the student.
  4. Immediately notify the student and the parent/guardian of the suspension in writing.

Emergency situations include but are not limited to:

1. physically assaulting another student or staff member;
2. behavior posing a clear and present danger to the safety and welfare of the students and employees of the school;
3. creating an immediate disruption of the orderly operation of the school.

**NOTE:** Only the principal or the principal's designee has the authority to suspend a student from class or school. The principal has the authority to reduce the number of days assigned for a suspension pending the outcome of a meeting with the parent(s) or guardian of the student.

- D. The School District of Lee County ensures that the policies and procedures for the discipline of an Exceptional Education Student are in compliance with Federal, State and District guidelines.

**NOTE:** If, during that time of an out-of-school suspension, the suspended student returns to campus or attends a school-related activity without the permission of the principal or designee, that student is subject to arrest and prosecution for trespassing.

**NOTIFICATION OF OUT-OF-SCHOOL SUSPENSION** – When a student is assigned out-of-school suspension, the principal or principal's designee will make a good faith effort to immediately inform the student's parent(s) or guardian by telephone. Each suspension and the reasons for the suspension shall be reported in writing within 24 hours to the parent(s) or guardian via U.S. mail.

**NOTE: School Authorities Reporting a Crime Involving a Student with a Disability**

Section 300.535 of the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) requires that an agency (e.g., school) reporting a crime committed by a child with a disability must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the agency reports the crime. An agency reporting a crime under this section may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA). When the school authorities report the crime to law enforcement, the parent/guardian will be contacted and asked to give written permission for the transmission of the special education and disciplinary records.

## OFF-CAMPUS FELONY ACTS

A student who has been formally charged, by the proper prosecuting attorney, with a felony or with a delinquent act which would be a felony if committed by an adult on other than school property, or a student who has been adjudicated guilty of a felony on other than school property, may be subject to suspension or expulsion from school, Section 1006.09, Florida Statutes if that incident is shown, in a school based hearing, to have an adverse impact on the educational program, discipline or welfare of the school in which the student is enrolled. If a student is adjudicated guilty of a felony or a delinquent act which would have been a felony if committed by an adult, then the student may be permanently reassigned to alternative placement.

If the student is adjudicated guilty of a felony or a delinquent act which would have been a felony if committed by an adult,

regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will cease for the remainder of that school year.

## SCHOOL VIOLENCE

### **ZERO TOLERANCE POLICY FOR SCHOOL-RELATED VIOLENT CRIMES AND FOR THE GUN-FREE**

**SCHOOL ACT** – In order to comply with the State Board of Education Rule for Zero Tolerance for school-related violent crimes and for the Gun-Free School Act, families and students must understand that certain criminal acts, violent acts and disruptive behavior occurring on School Board property, on school-sponsored transportation, or during school-sponsored activities must be reported to local law enforcement. These acts include, but are not limited to: homicide, sexual battery, armed robbery, aggravated battery, battery on a teacher or other school personnel, kidnapping or abduction, arson, possession, use or sale of any firearm, razor blade, box cutter, knife or explosive device, willful property damage, bomb threats, conspiring or inciting a riot, trespassing on school property, possession or sale of illegal drugs or alcohol, and sexual harassment. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Information about any alcohol and other drug counseling and rehabilitation programs is available through the guidance office. When a student is convicted or pleads no contest to certain violent crimes, the offender must be separated from the victim and siblings of the victim, upon notification from the Department of Juvenile Justice.

1. Any student committing violent criminal acts will be subject to the most severe consequences, which include suspension and expulsion.
2. Any student found possessing, selling, or using a firearm shall be subject to expulsion from the regular program for a period of not less than one (1) full year.
3. Any student who is charged with an aggravated assault, a battery or an aggravated battery against a School Board employee in violation of 784.081 shall be subject to alternative reassignment or expulsion, as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.
4. The aforementioned provisions adopt the **State Board of Education Rule for Zero Tolerance for School-Related Crimes and for the Gun-Free Schools Act**. Board Policy 4.08 addresses Zero Tolerance for school related crimes.

**NOTE:** Section 1006.13, Florida Statute Policy of Zero Tolerance for Crime and Victimization requires that upon notification by the Department of Juvenile Justice the School District must assure that the offender is prohibited from attending the school or riding on a school bus whenever the victim or sibling of the victim is attending the same school or riding on the same school bus.

### **THREATS OF VIOLENCE POLICY (School Board Policy 4.09)**

#### **A. Purpose**

The purpose of School Board Policy 4.09 is to outline the School Board's position with regard to the making of threats, suggestions or predictions of violence against any person, group or District-owned facility.

#### **B. Process and Content**

##### (1) Threats of Violence

##### a. "Zero" Tolerance

Students, staff, parents/guardians or any other person shall not make any verbal, written or electronically communicated (e-mail) threat, suggestion or prediction of violence against any person or group of persons or to any District-owned facility and shall result in immediate disciplinary action and referral to the appropriate law enforcement agency.

##### b. District Response

1. The Superintendent may recommend expulsion of a student to the School Board.
2. The Superintendent may recommend termination of an employee to the School Board.
3. Any threat, suggestion or prediction of violence made by a parent/guardian or other person shall be referred to the appropriate law enforcement agency.

- c. Reporting Threats  
Students shall report any and all threats of violence to a faculty member, guidance counselor, assistant principal or principal, or by calling the **Student Crimestoppers Hotline (1-800-780-TIPS)**. Staff members shall report any and all threats of violence to the principal, department head, or superintendent.
  - d. Responsibility for Damages  
The District shall seek recovery from the student, staff member, parent/guardian, or other person responsible for any costs and/or damages incurred by the District as a result of a threat.
- (2) The School Board is committed to safe and orderly education environments and authorizes the Superintendent and District staff to respond rapidly to any threats, suggestions, or predictions of violence that occur on any District-owned property.

**NOTE:** Illegal use, possession, or sale of controlled substances, by any student while on school property or in attendance at a school function is grounds for disciplinary action and may also result in criminal penalties being imposed. A controlled substance is defined in Chapter 893 of the Florida Statutes.

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

## COMPUTER/NETWORK USAGE

### NETWORK WARNING

The School District of Lee County, Florida considers the use of computer technology to be vital to the educational process. The District takes every precaution to ensure safe and responsible use of computer network and Internet resources. The District views information retrieval over the network and on local computer workstations in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports those materials which will enhance research and inquiry abilities of the learner with directed guidance from faculty and staff. **Acceptable uses of network and other computing resources are activities which support learning and teaching in The School District of Lee County.**

With such wide access to computers and people all over the world, there is also the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications which are not suitable for school-age children.

The School District of Lee County has taken precautions to manage access to inappropriate materials. These precautions include a fire wall system, the use of proxy servers, and the use of filtering software, which limits access to inappropriate materials.

The School District will make every effort to provide appropriate supervision; however, it is impossible to control all materials on a global network (Internet). The school or District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school or District, since access to the Internet may be obtained from sites other than a school.

It is a general policy that the District's Intranet environment, FIRM network, and Internet access resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the general policy and guidelines will result in suspension or revocation of the user's privileges of access.

Unacceptable uses of the network include, but are not limited to:

- violating the conditions of the Education Code dealing with students' rights to privacy;
- using profanity, obscenity, or other language, which is offensive to another user;
- reposting another individual's communications without the author's prior consent;
- copying commercial software in violation of copyright law or other copyright protected material;
- using the network for financial gain or for any commercial or illegal activity;

- using the network for product advertisement, political lobbying, or to unlawfully promote religion;
- the malicious attempt to harm or destroy data of another user or any other network is considered vandalism and is prohibited;
- improperly using telecommunication services or technology and/or posting inappropriate information on the web, during or after school hours, that may interfere with the school environment.

## LEVELS OF DISCIPLINARY ACTION

**LEVELS OF DISCIPLINARY ACTION** – There are three (3) levels of disciplinary action and the levels are determined by the seriousness of the act.

**LEVEL I ACTIONS** – In order to resolve Level I discipline problems, the following options are available: a conference involving appropriate School District personnel, the student and/or parents, community health agencies or social service agencies, and adjustments of the student’s program.

**LEVEL II ACTIONS** – In order to resolve Level II offenses, more formal disciplinary actions shall be used. Formal actions include but are not limited to: detention, timeout, work detail, after-hours school, in-school suspension, and out-of-school suspension.

***SUSPENSION*** – Suspension is a disciplinary sanction that temporarily removes a student from school or class(es) for a prescribed period of time not to exceed ten (10) school days. **The principal or the principal’s designee shall make a good faith effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions, or incidents involving serious misconduct.**

1. **In-School Suspension** is the assignment of a student to a specific activity, program or self-contained alternative classroom on the school campus where the student is assisted in regaining control of his or her conduct. Students serving in-school suspensions continue with their assigned schoolwork during the time that they are not attending regular classes.
2. Suspension, also referred to as **Out-of-School Suspension**, is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal’s designee, for a period not to exceed 10 school days **and remanding of the student to the custody of the student’s parent with specific homework assignments for the student to complete.**
3. **Suspension of Bus-Riding Privileges** may result when a student violates the *Code of Conduct for Students*. The consequences for violation of these rules is not limited to removal of bus-riding privileges, since other sanctions, up to and including school suspension or expulsion, may be imposed when warranted.

**LEVEL III ACTIONS** – In order to resolve Level III offenses, the options available may range from suspension to alternative reassignment to expulsion from The School District of Lee County as recommended by the student’s Principal.

If a victim remains at the school, the principal may recommend that the student **“not”** return to the sending school upon successful completion of time at the Alternative Learning Center or readmission from expulsion.

Students assigned to the Alternative Learning Center are not permitted on the campus of any School District of Lee County property and are not permitted to attend any District activities at any time without the express permission of the sending school’s principal.

In case of Level III offenses, a school-based administrative review will be conducted to decide whether the student should be reassigned to the Alternative Learning Center or other appropriate alternative assignment to continue his or her education, or if the expulsion proceedings should continue. The decision to reassign a student to ALC may be appealed, in writing, within 10 calendar days from the date of the student’s reassignment notification letter.

In the case of Level III offenses committed by a non-ESE student who is 18 years of age or older and has 15 or less high school credits and is or was enrolled as a Lee County School District student at the time of the offense, the principal will withdraw the student and recommend enrollment in an Adult Education GED program.

**If a student is reassigned to the Alternative Learning Center, they may request, in writing, an appeal to the District Alternative Reassignment Appeals Committee.**

**EXPULSION** – Expulsion is the removal of the right and obligation of a student to attend a public school for a period of time and under conditions set forth by the School Board not to exceed the current school year plus one (1) additional year under the provisions of Section 1006.09, Florida Statutes. Expulsion is an extreme measure for use only after alternative measures to remedy improper behavior have failed or the student’s infractions are extremely severe. **If a student is recommended for expulsion, he/she may request, in writing, a due process hearing, before an impartial hearing officer to challenge the recommendation as set forth in School Board Policy.**

1. Early Readmission Criteria:

- a. A student, who has been expelled for a drug-related offense, may be considered for Early Readmission only when the student submits a letter to the Superintendent requesting a hearing, provides three (3) letters of reference, and shows proof of successful completion of a state-licensed drug abuse program, including random drug testing for each month of the remaining period of expulsion. Results of each monthly testing will be sent to the Superintendent’s designee for review. If the student fails to provide proof of the test at the end of any month or if the test shows a positive result for the presence of a controlled substance, the remaining period of the original expulsion will be reinstated.
- b. A student, who has been expelled for reasons other than a drug-related offense, may be considered for Early Readmission only when the student submits a letter to the Superintendent requesting a hearing, provides three (3) letters of reference, and shows proof of completion of successful counseling by a licensed therapist.

Note: In order to meet the deadline for Early Readmission to take place, the written request to the Superintendent must be received by the Student Services Department at least 30 days prior to the beginning of the school year or 30 days prior to the Winter Break.

- 2. Expulsion from the regular school program for off-campus acts may occur when a student has been formally charged with a felony, or adjudicated guilty of a felony, or a delinquent act which would be a felony if committed by an adult off school property.
- 3. If a student has been expelled, the student must be out of school for at least 180 calendar days subsequent to the Order of Expulsion before the School Board will consider a recommendation for Early Readmission.
- 4. If approved for Early Readmission, a student may only reenter school at the beginning of a school year or at the beginning of a semester.

**OFFENSES AND DISCIPLINARY ACTION**

Forty- five offenses and options for disciplinary action are listed in the *Code of Conduct for Students*. The first 23 offenses are School Environmental Safety Incident Reporting (SESIR) codes, which will be collected by the Florida Department of Education. Zero tolerance offenses shall be reported to local law enforcement agencies. Students committing an act during the time they are attending school, or during non-school hours that causes a substantial disruption to the educational process, or riding the school bus, or at a school-sponsored activity and during the time they are on School Board premises shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Code of Conduct for Students*, and shall be under the control and direction of the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools. The principal has the unequivocal right to determine the appropriate charge(s) for the misconduct and the corresponding level of the offense based on the facts and circumstances of the incident(s).

<p><b>NOTE:</b> Students in International Baccalaureate, Advanced Placement, honors, advanced classes, or magnet classes who are expelled or reassigned to a disciplinary school must be aware that their curriculum may be impacted. While every attempt is made to match schedules, it is rarely possible to replicate every class. Students taking these classes must be aware that, when engaging in serious violations of the Code of Student Conduct they are jeopardizing their academic plan.</p>
<p><b>NOTE:</b> Any discrepancies between the <i>Code of Conduct for Students</i> and School Handbooks will be resolved in favor of the penalties outlined in the <i>Code of Conduct for Students</i>.</p>
<p><b>NOTE:</b> The School District’s definition of weapons is broader than the definition for weapons in Chapter 790 State Statutes.</p>

## LEVELS OF DISCIPLINARY ACTION SUMMARY

<u>LEVEL I</u>	<u>LEVEL II</u>	<u>LEVEL III</u>
<ul style="list-style-type: none"> <li>• Conference with Teacher</li> <li>• Conference with Principal</li> <li>• Conference with Counselor and/or Administration</li> <li>• Conference with School and Parents</li> <li>• Referral to Community Agency</li> <li>• Adjustment of Student's Program</li> <li>• Assignment of Peer or Adult Mentor</li> <li>• Written Reflection</li> <li>• Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Timeout</li> <li>• Work Detail</li> <li>• After-Hours School</li> <li>• Internal Suspension</li> <li>• External Suspension</li> <li>• Saturday School</li> <li>• Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Review</li> <li>• Alternative Reassignment</li> <li>• Expulsion</li> </ul>

### Middle & High School Discipline Matrix

The Discipline Matrix specifically identifies prohibited student conduct and lists the range of consequences which may be imposed for each infraction. When assigning consequences for misconduct, the principal or the principal's designee shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record and the severity of the problem as it pertains to the specific situation. The suggested consequences are a guide.

(\* = Most severe SESIR infraction per FLDOE; \*\*\*\* = Least severe SESIR infraction per FLDOE)  
**School Environmental Safety Incident Report (SESIR) Florida Department of Education (FLDOE)**

1. <b>Alcohol (ALC****)</b> – Possession, sale, purchase, use, or under the influence of alcoholic beverages. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)	<u>High School</u> Level III (Admin. Review)
2. <b>Arson (ARS*)</b> - Damaging, or attempting to damage, any real or personal property by fire or explosion; intentionally setting a fire on/with school property. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)	<u>High School</u> Level III (Admin. Review)
3. <b>Battery (BAT*)</b> – Physical use of force or violence by an individual against another. (for minor physical contact, see # 31, Horseplay) <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)	<u>High School</u> Level III (Admin. Review)
4. <b>Bullying (BUL****)</b> Systematically, repeatedly and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.  <u>Offense</u> First Second Third Fourth Fifth	<u>Middle School</u> Level I (Documented Warning) Level II (2 Days ISS) Level II (2 Days OSS) Level II (4 Days OSS) Level III (Admin. Review)	<u>High School</u> Level I (Documented Warning) Level II (2 Days ISS) Level II (2 Days OSS) Level II (4 Days OSS) Level III (Admin. Review)

5. <b>Breaking/Entering (BRK**)</b> – Unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or harm a person(s). <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)	<u>High School</u> Level III (Admin. Review)
6. <b>Disruption on Campus (DOC***)</b> – Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, including but not limited to making a bomb threat, inciting a riot, or initiating a false fire alarm, etc. which effects the majority of the campus. (For disruptive behavior in classroom environment or related functions, see #25). <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)	<u>High School</u> Level III (Admin. Review)
7. <b>Drug Sale/Distribution (DRD**)</b> – Manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, including but not limited to a student giving prescription drugs prescribed for someone else to another person. (Alcohol is excluded, see #1. For over-the-counter drugs, see #45). <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)	<u>High School</u> Level III (Admin. Review)
8. <b>Drug Use/Possession (DRU***)</b> – Use, possession, or under the influence of any drug, narcotic, or controlled substance, including but not limited to a student possessing prescription drugs that are not prescribed for him/her (any substance when used for hallucinogenic purposes). (Alcohol is excluded, see #1. For over-the-counter drugs, see #45). <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)	<u>High School</u> Level III (Admin. Review)
9. <b>Fighting (FIT***)</b> – Two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury that requires immediate first aid or subsequent medical attention. (Pushing, shoving, or minor confrontations are excluded, see #37). <u>Offense</u> First (minor) Second (minor) Third (minor)  First (major) Failure to Stop When Told	<u>Middle School</u> Level II (2 Days OSS) Level II (4Days OSS) Level III (Admin. Review)  Level III (Admin. Review) Level III (Admin. Review)	<u>High School</u> Level II (4 Days OSS) Level II (6 Days OSS) Level III (Admin. Review)  Level III (Admin. Review) Level III (Admin. Review)
10. <b>Harassment (HAR****)</b> - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. <u>Offense</u> First Second Third Fourth Fifth	<u>Middle School</u> Level I (Documented Warning) Level II (2 Days ISS) Level II (2 Days OSS) Level II (4 Days OSS) Level III (Admin. Review)	<u>High School</u> Level I (Documented Warning) Level II (2 Days ISS) Level II (2 Days OSS) Level II (4 Days OSS) Level III (Admin. Review)
11. <b>Homicide (HOM*)</b> – Unjustified killing of one human being by another. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)	<u>High School</u> Level III (Admin. Review)
12. <b>Kidnapping (KID*)</b> – Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)	<u>High School</u> Level III (Admin. Review)
13. <b>Other Major (OMC***)</b> – Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)	<u>High School</u> Level III (Admin. Review)
14. <b>Robbery (ROB**)</b> – Taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)	<u>High School</u> Level III (Admin. Review)
15. <b>Larceny/Theft (STL***)</b> – Unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm, and the stolen property totals \$300 or more. (For		

stolen property less than \$300, see #38).		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level III (Admin. Review)	Level III (Admin. Review)
<b>16. Sexual Battery (SXB*)</b> – Forced or attempted penetration by using any body part or an object.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level III (Admin. Review)	Level III (Admin. Review)
<b>17. Sexual Harassment (SXH***)</b> – Unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level III (Admin. Review)	Level III (Admin. Review)
<b>18. Sexual Offenses (SXO***)</b> – Other sexual misconduct or contact without force, or threat of force; subjecting an individual to lewd sexual gestures or comments or sexual activity; or exposing private body parts in a lewd manner.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level III (Admin. Review)	Level III (Admin. Review)
<b>19. Tobacco (TBC****)</b> – Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level II (1 Day ISS & Citation)	Level II (1 Days ISS & Citation)
Second	Level II (2 Days ISS & Citation)	Level II (2 Days ISS & Citation)
Third	Level II (2 Days ISS & Citation)	Level II (2 Days OSS & Citation)
<b>20. Threat/Intimidation (TRE***)</b> – Threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) <i>intent</i> – an intention that the threat is heard or seen by the person who is the object of the threat; (2) <i>fear</i> – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) <i>capability</i> – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First (minor)	Level II (2 Days OSS)	Level II (2 Days OSS)
Second (minor)	Level III (Admin. Review)	Level III (Admin. Review)
First (major)	Level III (Admin. Review)	Level III (Admin. Review)
<b>21. Trespassing (TRS**)</b> – Entering or remaining on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level III (Admin. Review)	Level III (Admin. Review)
<b>22. Vandalism (VAN***)</b> – Intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it, and the resulting damage amounts to \$1,000 or more. (For damage amounts less than \$1,000, see #45).		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level III (Admin. Review & Restitution)	Level III (Admin. Review&Restitution)
<b>23. Weapons Possession (WPO**)</b> – Possession of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm, including but not limited to: firearms, handguns, zip guns, rifles, shotguns, flare guns, knives, brass knuckles, Chinese stars, etc.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level III (Admin. Review)	Level III (Admin. Review)
<b>24. Cheating (CHT)</b> – Inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment to include plagiarism.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First and Repeated	Level I (Proof to Admin.; Parent Contact; Student Receives Zero)	Level I (Proof to Admin.; Parent Contact; Student Receives Zero)
<b>25. Disruptive Behavior (DIS)</b> – Participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related functions.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First (minor)	Level II (1 Class Pd. in ISS)	Level II (1 Class Pd. in ISS)
Second (minor)	Level II (1 Class Pd. in ISS+ Det.)	Level II (2 Class Pds. in ISS)
Third (minor)	Level II (2 Class Pds. in ISS)	Level II (1 Day ISS)
Fourth (minor)	Level II (1 Day ISS)	Level II (2 Days ISS)

Fifth (minor)	Level II (2 Days ISS)	Level II (2 Days OSS)
Sixth (minor)	Level II (2 Days OSS)	Level II (4 Days OSS)
Seventh (minor)	Level II (4 Days OSS)	Level III (Admin. Review)
Eighth (minor)	Level III (Admin. Review)	
First (major)	Level II (2 Days ISS)	Level II (2 Days OSS)
Second (major)	Level II (1 Day OSS)	Level II (4 Days OSS)
Third (major)	Level II (2 Days OSS)	Level II (6 Days OSS)
Fourth (major)	Level II (4 Days OSS)	Level III (Admin. Review)
Fifth (major)	Level III (Admin. Review)	

**Note:** Disruptive behavior while in Internal Suspension: Middle School                      High School

a. First Offense – Level II	(2 Days OSS)	(2 Days OSS)
b. Second Offense – Level II	(4 Days OSS)	(4 Days OSS)
c. Third Offense – Level III	(Admin. Review)	(Admin. Review)

- Note:** Disruptive behavior with a Substitute Teacher:
- First Offense – Level II (ISS or After-Hours School)
  - Second Offense – Level II (1 Day ISS)
  - Third Offense – Level II (2 Days OSS)
  - Fourth Offense – Level II (4 Days OSS)
  - Fifth Offense – Level III (Admin. Review)

**26. Dress Code Violation (DCV) – Failure to comply with dress code requirement(s).**

<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Correction/WRN or ISS	Correction/WRN or ISS
Second	ISS Rest of Day or Correction/Admin Det.	ISS Rest of Day or Correction/Admin. Det.
Third	ISS & 1 Day After-Hours School	ISS & 1 Day After-Hours School
Fourth	Level II (TBD by Admin.)	Level II (TBD by Admin.)
Fifth	Level II (TBD by Admin.)	Level II (TBD by Admin.)

**27. Electronics/Telecommunications Devices (ETD) - Display or use of a personal electronic or telecommunication device during school hours.**

Students may possess cell phones while on school grounds during regular school hours, however they must be turned off at all times. All other personal electronic devices are not permitted at school during regular school hours. Possession of all personal electronic devices, including cell phones, is done at the student’s own risk and the school assumes no responsibility, legal or otherwise, with regard to these items.

- Display or use of cellular phone or other telecommunication devices or electronic equipment including, but not limited to, MP3 players, radios, CD players, headsets or PSPs during regular school hours
  - 1<sup>st</sup> Offense – Level 1 WRN; Take and return at end of day
  - 2<sup>nd</sup> Offense – Level II (2 days ISS), Take and return to parent.
  - 3<sup>rd</sup> Offense – Level II – (2 days OSS), Take and return to parent.
  - 4<sup>th</sup> Offense – Level II (4 days OSS), Take and return to parent.
  - 5<sup>th</sup> Offense – Level III – (Admin. Review)
- Unauthorized use of an electronic device or camera to record school related functions (including classes, assemblies, etc.)
  - 1<sup>st</sup> Offense (minor) – Warning, take and return to parent, destroy recording.
  - 2<sup>nd</sup> Offense (minor) – Level II (2 Days ISS) Take and return to parent, destroy recording.
  - 3<sup>rd</sup> Offense (minor) – Level II (2 Days OSS) Take and return to parent, destroy recording.
  - 4<sup>th</sup> Offense (minor) – Level III (Admin. Review)
- 1<sup>st</sup> Offense (major) – Level III (Admin. Review)
- Sexting or display of pornographic or inappropriate messages, pictures or images on one’s cellular phone
  - 1<sup>st</sup> Offense – Level III – (Admin. Review)

28. <b>False Accusation (FAL)</b> – Making false accusation(s) against a staff member or other student that may jeopardize employment, education, professional certification, or reputation, including, but not limited to, accusations created and/or transmitted from any computer or any electronic device during school hours.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level III (Admin. Review)	Level III (Admin. Review)
29. <b>Forgery/Misuse (FOR)</b> – Making a false or misleading communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	1 Day After-Hours School	1 Day After-Hours School
Second	Level II (1 Day ISS)	Level II (2 Days ISS)
Third	Level III (Admin. Review)	Level III (Admin. Review)
First (major)	Level III (Admin. Review)	Level III (Admin. Review)
30. <b>Gang-Related Activity (GRA)</b> – Engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level III (Admin. Review)	Level III (Admin. Review)
31. <b>Horseplay (HRS)</b> – Participating in/or encouraging an activity that involves minor physical contact of a non-confrontational nature.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level II (1 pd. ISS or Admin. Detention)	Level II (1 Day ISS)
Second	Level II (After Hours School)	Level II (2 Days ISS)
Third	Level II (1 Day ISS)	Level II (2 Days OSS)
32. <b>Insubordination/Disrespect (INS)</b> – Refusal or failure to follow a direction or an order from a school staff member, bus driver, or any adult in authority; and/or the use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First (minor)	Level II (1 Class Pd. in ISS)	Level II (1 Day ISS)
Second (minor)	Level II (2 Class Pds. in ISS)	Level II (2 Days ISS)
Third (minor)	Level II (1 Day ISS)	Level II (2 Days OSS)
Fourth (minor)	Level II (2 Days ISS)	Level II (4 Days OSS)
Fifth (minor)	Level II (*PC – OSS)	Level III (Admin. Review)
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First (major)	Level II (2 Days OSS)	Level II (2 Days OSS)
Second (major)	Level II (4 Days OSS)	Level II (4 Days OSS)
Third (major)	Level III (Admin. Review)	Level III (Admin. Review)
First (gross to administrator)	Level III (Admin. Review)	Level III (Admin. Review)
<u>Note:</u> A pattern of repeated misconduct of a more serious nature during the current school year that disrupts the school's orderly environment may be considered insubordination and result in an administrative review. (Behavioral Intervention Plan is recommended to move to this step.)		
		*PC – Parent Conference
33. <b>No Show Discipline (NSD)</b> – Failure to show for previously assigned discipline measures.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	1 Day ISS or After-Hours School	Level II (1 Day ISS)
Second	Level II (2 Days ISS)	Level II (2 Days ISS)
Third	Level II (2 Days OSS)	Level II (2 Days OSS)
Fourth	Level III (Admin. Review)	Level III (Admin. Review)
34. <b>Off-Campus Felony (FEL)</b> - A student who has been <b>formally charged</b> , by the proper prosecuting attorney, with a felony or with a delinquent act which would be a felony if committed by an adult on other than school property, or a student who has been adjudicated guilty of a felony on other than school property, may be recommended for alternative reassignment or expulsion by the Principal.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level III (Admin. Review)	Level III (Admin. Review)
35. <b>Paraphernalia/Drug (PAR)</b> – Possessing, using, selling, storing, or distributing any equipment used for the purpose of preparing or taking drugs.		
<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level III (Admin. Review)	Level III (Admin. Review)

<p>36. <b>Parking Lot/Driving Violation (PRK)</b> – Failure to follow established school parking lot and/or driving rules.</p>		
<p><u>Offense</u> First Second Third Fourth Fifth</p>		<p><u>High School</u> Warning 1Day After-Hours School 2-Week Loss of Parking Privilege 3-Week Loss of Parking Privilege Level III (Admin. Review)</p>
<p>37. <b>Peer Conflict (PRC)</b> – Mutual participation in an altercation that involves only minor physical contact, including but not limited to pushing, shoving, and other forms of minor confrontations that do not require medical attention; when directed to stop by a staff member, participants in the altercation comply.</p>		
<p><u>Offense</u> First (minor) Second (minor) Third (minor) Fourth (minor) Fifth (minor)</p>	<p><u>Middle School</u> Level II (1 Day ISS) Level II (2 Days ISS) Level II (1 Day OSS) Level II (2 Days OSS) Level III (Admin. Review)</p>	<p><u>High School</u> Level II (2 Days ISS) Level II (2 Days OSS) Level II (3 Days OSS) Level II (5 Days OSS) Level III (Admin. Review)</p>
<p><b>Peer Conflict (PRC) Major involves significant physical contact</b></p>		
<p>First (major) Second (major) Third (major)</p>	<p>Level II (2 Days OSS) Level II (4 Days OSS) Level III (Admin. Review)</p>	<p>Level II (2 Days OSS) Level II (4 Days OSS) Level III (Admin. Review)</p>
<p>38. <b>Petty Theft (PTF)</b> – Unauthorized taking, carrying, or concealing property of another person without threat, violence, or bodily harm, and the stolen property totals less than \$300.</p>		
<p><u>Offense</u> First Second Third</p>	<p><u>Middle School</u> 2 Days OSS &amp;/or Restitution 4 Days OSS &amp;/or Restitution Admin. Review &amp; Restitution</p>	<p><u>High School</u> 2 Days OSS &amp;/or Restitution 4 Days OSS &amp;/or Restitution Admin. Review &amp; Restitution</p>
<p>39. <b>Profanity (PRO)</b> – Use of profanity, and/or vulgar, abusive, or inappropriate language, clothing or gestures.</p>		
<p><u>Offense</u> A. <i>Student Directed to Adult</i> First Second Third B. <i>Student Directed to Student</i> First Second Third Fourth C. <i>General Use in Conversation</i> First Second Third Fourth D. <i>Racial/Ethnic Slurs</i> First Second Third</p>	<p><u>Middle School</u> Level II (2 Days OSS) Level II (4 Days OSS) Level III (Admin. Review) Level II (1 Day ISS) Level II (2 Days ISS) Level II (2 Days OSS) Level III (Admin. Review) 1 Day After-Hours School 2 Days After-Hours School Level II (1 Day ISS) Level II (2 Days ISS) Level II (2 Days OSS) Level III (Admin. Review)</p>	<p><u>High School</u> Level II (4 Days OSS) Level II (6 Days OSS) Level III (Admin. Review) Level II (2 Days ISS) Level II (2 Days OSS) Level II (4 Days OSS) Level III (Admin. Review) Admin. Detention Level II (1 Day ISS) Level II (2 Days ISS) Level III (Admin. Review) Level II (4 Days OSS) Level II (6 Days OSS) Level III (Admin. Review)</p>
<p>40. <b>Safety Violation (SFE)</b> – Engaging in an act that endangers the safety of others:</p>		
<ul style="list-style-type: none"> <li>• Weapon (not defined by State Statute – see glossary for definition) <ul style="list-style-type: none"> <li>➤ First Offense – Level III (Admin. Review)</li> </ul> </li> <li>• Use of common object to inflict harm on others <ul style="list-style-type: none"> <li>➤ First Offense (minor) – Level II (2 Days OSS)</li> <li>➤ Second Offense (minor) – Level II (4 Days OSS)</li> <li>➤ Third Offense (minor) – Level III (Admin. Review)</li> <li>➤ First Offense (major) – Level III (Admin. Review)</li> </ul> </li> </ul>		

- Throwing an inappropriate object
  - First Offense – Level II (Admin. Detention)
  - Second Offense – Level II (Admin. Detention)
  - Third Offense – Level II (1 Day ISS)
- Other Actions that endanger the safety or welfare of others; (ex.: hair pulling, pushing, shoving, etc.)
  - First Offense – Level I or II (to be determined by administration)
  - Second Offense – Level II (to be determined by administration)
  - Third Offense – Level II (to be determined by administration)
  - First Offense (major) – Level II or III (to be determined by administration)
- Leaving Campus without Permission
  - First Offense – Level I (2 Days After-Hours school)
  - Second Offense – Level II (1 Day ISS)
  - Third Offense – Level II (2 Days ISS and Academic Review)

41. **Skipping Class (SKP)** – Not reporting to or leaving an assigned class, activity, or area without receiving proper approval and/or following the established procedures for checking out of a class.

<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level II (Admin. Detention)	Level II (Admin. Detention)
Second	Level II (1 Day After-Hours School)	Level II (2 Days After-Hours School)
Third	Level II (2 Days After-Hours School)	Level II (1 Day ISS)
Fourth	Level II (1 Day ISS)	Level II (2 Days ISS)

42. **Tardiness (TAR)** – Late arrival to a class or to school, or the failure to sign-in upon arrival to school.

<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
<i>A. Tardy to Class (Blocks 3-8) Students receive 2 warnings. Start every Quarter with clean slate.</i>		
First	Level II (1 Admin. Detention)	Level II (Admin. Detention)
Second	Level II (1 Admin. Detention)	Level II (Admin. Detention)
Third	Level II (2 Admin. Detentions)	Level II (Admin. Detention)
Fourth	Level II (1 Day After-Hours School)	Level II (Admin. Determination) (w/Academic Review)
Fifth	Level II (2 Days After-Hours School)	Level II (Admin. Determination) (w/Academic Review)
<i>B. Tardy to School(unexcused)</i>		
First	Warning/Parent Contact	Warning/Parent Contact
Second	Warning/Parent Contact	Warning/Parent Contact
Third	Level II (Admin. Detention)	Level II (Admin. Detention)
Fourth	Level II (1 Day ISS)	Level II (1 Day ISS)
Fifth	Level II w/ Academic Review	Level II w/Academic Review
<i>C. Failure to Sign-In</i>		
First	Level II (1 Day After-Hours School)	Level II (1 Day After-Hours School)
Second	Level II (1 Day ISS)	Level II (1 Day ISS)
Third	Level II (2 Days ISS)	Level II (2 Days ISS)

43. **Truancy/Skipping All Day (TRU)** – Unauthorized absence from attending school.

<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	2 Days After-Hours School	2 Days After-Hours School
Second	3 Days After-Hours School	Level II (1 Day ISS)
Third	4 Days After-Hours School w/Academic Review	Level II (2 Days ISS) w/Academic Review

44. **Unauthorized Area (UNA)** - Being present in buildings, rooms, or other areas on a school campus the student is not assigned to at that time.

<u>Offense</u>	<u>Middle School</u>	<u>High School</u>
First	Level II (Admin. Detention)	Level II (After-Hours School)
Second	Level II (1 Day After-Hours School)	Level II (After-Hours School)
Third	Level II (1 Day ISS)	Level II (2 Days ISS)
Fourth	Level II (2 Days ISS)	Level II (2 Days OSS)
Fifth	Level II (2 Days OSS)	Level II (4 Days OSS)

45. **Other Rule Violations (OTH)** – Other rule violations that do not fall into the above categories or other offenses as indicated below.

- Possession, use, sale, or distribution of over-the-counter medication, including, but not limited to, aspirin, vitamins, Tylenol, own prescription medication without intent to sell:
  - First Offense (minor) – Level II (Admin. Detention)
  - First Offense (major) – Level III (Admin. Review)
  - Repeated Offense – Level III (Admin. Review)
- Vandalism offenses that result in damage amounts totaling less than \$1,000:
  - First Offense (minor) – Level II (2 Days ISS + restitution)
  - Second Offense (minor) – Level II (2 Days OSS + restitution)
  - Third Offense (minor) – Level III (Admin. Review + restitution)
  - First Offense (major) – Level III (Admin. Review)
- Participation in any form of gambling:
  - First Offense – Level II (Admin. Detention)
  - Repeated Offense – Level II (2 Days ISS)
- Possession, use, storage and/or sale of contraband to include, but not limited to, lighters, toys, games, skateboards, laser pens/pointers, during regular school hours:

Middle School

- First Offense – Level I; Warning/Take & Return end of Day
- Second Offense – Level I; Take & Return to Parent
- Third Offense – Level II 1 Day ISS, Take & Return to Parent
- Fourth Offense – Level II; 1 Day OSS, Take & Return to Parent

High School

- First Offense – Level I; Warning/Take & Return end of Day
  - Second Offense – Level I; Take & Return to Parent
  - Third Offense – Level II; 1 Day ISS, Take & Return to Parent
  - Fourth Offense – Level II; 2 Days ISS, Take & Return to Parent
- Possession and/or distribution of pornographic material
    - First Offense – Level III (Admin. Review)
  - Use or possession of a substance represented to be a drug
    - First Offense – Level III (Admin. Review)
  - Manipulating computer hardware, software or data, and/or the misuse of telecommunication services, including but not limited to, the improper use of technology devices or posting of inappropriate information on the Internet, during or after school hours, on school owned equipment that may interfere with the educational process:
    - First Offense (minor) – Level II (2 Days OSS)
    - First Offense (major) – Level III (Admin. Review)
    - Repeated Offense – Level III (Admin. Review)
  - Unapproved posting or distribution of printed material, petitions, electronic messages, or graphic representations on school grounds or property:
    - First Offense (minor) – Level I (WRN)
    - First Offense (major) – Level II (2 Days OSS) or III (Admin. Review)
    - Repeated Offense – Level III (Admin. Review)
  - Engaging in any form of hazing activity involving other students, with or without the purported consent or willingness of the other student to participate in a hazing activity:
    - First Offense (minor) – Level II (2 Days OSS)
    - First Offense (major) – Level III (Admin. Review)
    - Repeated Offense – Level III (Admin. Review)

- Participating in acts of public display of affection:
  - First Offense – Level I (WRN)
  - Second Offense – Level II (1 Day After-Hours School)
  - Third Offense – Level II (2 Days After-Hours School)
  - Fourth Offense – Level II (2 Days ISS)
  
- Involvement in any transportation (bus) or bus stop (when bus is present) violation:
  - First Offense (minor) – Parent Notification Letter / Warning
  - Second Offense (minor) – Level II (1 Day Bus Suspension)
  - Third Offense (minor) – Level II (2 Days Bus Suspension)
  - Fourth Offense (minor) – Level II (3 Days Bus Suspension)
  - Fifth Offense (minor) – Level II (Conference w/ Parent; up to 10 Days Bus Suspension)
  
  - First Offense (major) – Level II (1 Day Bus Suspension)
  - Second Offense (major) – Level II (2 Days Bus Suspension)
  - Third Offense (major) – Level II (3 Days Bus Suspension)
  - Fourth Offense (major) – Level II (Conference w/ Parent; up to 10 Days Bus Suspension)

### **Additional Notes:**

- Administrative Review – A total review of the student’s record with an administrator, other appropriate school personnel, student, and the parent/legal guardian. The consequences for the infraction will be determined at, or immediately following, the review. Depending on the severity and/or frequency of Level III offenses, consequences may range from suspension to alternative reassignment to expulsion.
- Academic Review – A total review of the student’s academic record with the child study team; including the School Social Worker if there are attendance related issues.
- A pattern of repeated misconduct of a more serious nature during the current school year that disrupts the school’s orderly environment may be considered insubordination and result in an administrative review.
- Failure to show for After-Hours School will be treated as No Show Discipline (#33).
- Middle School students may not drive to school.
- Parental contact will be attempted for all Level I, II, and III offenses.
- The School District of Lee County and its staff will cooperate fully with law enforcement personnel on District property. In the event law enforcement is required on a school campus and determines during the course of their investigation that a member of the law enforcement must speak to a student, the District will make every effort to contact the parent and /or guardian.

## Pandemic Influenza Planning

Pandemic flu is a widespread outbreak of disease that occurs when a new influenza virus appears that people have not been exposed to before. Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include “waves” of influenza activity that last 6-8 weeks separated by months.

**Be prepared.** Stock a supply of water and food. Store foods that will keep for a long time and do not require refrigeration. Make sure the food is easy to prepare and requires little or no water to prepare.

### Stay healthy.

- Eat a balanced diet.
- Drink plenty of water.
- Get plenty of rest.
- Exercise on a regular basis.
- Get an annual flu shot.
- Get a pneumonia shot to prevent secondary infection if you are over 50 or suffer from asthma or diabetes.

**Practice good health habits.** Take steps to limit the spread of germs. Make good hygiene a habit! These steps may help prevent the spread of respiratory illnesses such as the flu:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue away immediately after you use it. If you have no tissue, cough or sneeze into your upper sleeve.
- Wash your hands often with soap and water, especially after you cough or sneeze.
- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- If you get the flu, stay home from work, school, and social gatherings. In this way, you will help prevent others from catching your illness.
- Try not to touch your eyes, nose, or mouth. Germs often spread this way.



**Stay informed.** Knowing the facts is the best preparation.

- Reliable, accurate, and timely information is available at [www.pandemicflu.gov](http://www.pandemicflu.gov).
- There is a Center for Disease Control (CDC) hotline at 1-800-CDC-INFO. Info is available in both English and Spanish.
- Read the newspaper, listen to local and national radio and TV news programs.

## *Alcohol and Drug Prevention Tips for Students*

**First, you listen.** On a recent anonymous Lee County Teen Norms Survey you told us the best sources for facts on drugs and alcohol are your parents, law enforcement, educators and health professionals.

**Then, you talk.** Talk with your parents, SROs, teachers and trusted adults about your thoughts and feelings. Ask questions. Talk with friends about activities you can participate in to keep your mind and body healthy.

**Use your head.** The teen brain continues to develop until the age of 25. Alcohol and other drugs can impair good decision making and cause long term consequences to the brain.

**Know the law.** On a recent anonymous Lee County Teen Norms Survey you told us that most of you don't approve of adults who provide alcohol to teens. It is illegal to buy or possess alcohol or tobacco if you are under the age of 21. It is illegal for anyone to buy or possess club drugs, hallucinogens, steroids, marijuana, or heroin. Prescription medications are safe only for the person who received the prescription from a medical professional.

**Stay active.** Exercising and participating in sports are good ways to maintain a healthy lifestyle.

**Play it safe.** Choose friends who are positive and healthy. Be a friend.

**Keep your edge.** Eat healthy foods; keep your body clean and lean.

**Deal with feelings.** Find healthy ways to express emotions; manage anger and conflicts.

**Look around you.** On a recent anonymous Lee County Teen Norms Survey you told us that most of you have not used alcohol or other drugs in the last 30 days. Understand that you are part of the majority when you stay clean. Drugs are not "in".

**Ask for help.** Pick out someone you trust and can go to when problems occur.

**Respect yourself and others!**

### *Bully Prevention Tips for Students*

<b>Are you being bullied?</b>	<b>Do you bully others?</b>	<b>Do you witness bullying?</b>
<ol style="list-style-type: none"> <li>1. Always tell an adult. It is important to report so adults can help put a stop to bullying.</li> <li>2. Stay in a group. If you spend time with other kids, you won't be an easy target and you'll have others to help if you get into a bad situation.</li> <li>3. Try to stand up to the person who is bullying you. Tell the person that you don't like it, what they are doing is wrong, and that you want them to stop!</li> <li>4. Make a joke. Sometimes humor can change a situation to a manageable one.</li> <li>5. Remember, it is not your fault. No one deserves to be bullied.</li> </ol>	<ol style="list-style-type: none"> <li>1. Think about what you are doing and how it makes others feel. Put yourself in their shoes. Think about their feelings, and then don't do it!</li> <li>2. Hurting others and making them feel bad is never cool. Think about how you feel when you are hurt yourself.</li> <li>3. Talk to an adult. If you're not sure why you bully other kids or how to stop, then you need to talk about it. Parents, teachers, school counselors, and other trusted adults can help you to change your behavior, so you can make friends.</li> <li>4. Respect yourself and treat others with the same respect you want.</li> </ol>	<ol style="list-style-type: none"> <li>1. Support someone who is being bullied. Try to spend time with him/her, including him/her in activities, or just talking to him/her. It will show you care.</li> <li>2. Stand up to the person doing the bullying. Try to get other kids to join you. It's not easy to stand up to kids who bully, but it works! When the bully sees that other kids don't think it's cool, then the bully is more likely to stop.</li> <li>3. Report the bullying to an adult. Many kids who are bullied are scared to talk about it because they are afraid that it will only get worse. Kids who bully are more likely to stop if they don't think they can get away with it.</li> </ol>

## *Alcohol and Drug Prevention Tips for Parents*

**First, you listen.** It’s important to take time to listen to your kids. Try to find time to be with your child when he or she asks to talk to you. Show your child your attention.

**Then, you talk.** On a recent anonymous Lee County Teen Norms Survey your sons and daughters told us the best sources for facts on drugs and alcohol are parents, law enforcement, educators and health professionals. Tell your kids very clearly that you don’t want them using tobacco, alcohol, or inhalants. Setting a firm rule of no drug use will help your child resist peer and other pressure to use drugs. Find your own words and find times and places that are comfortable for you both to talk.

- Be a good role model. “Children learn what they live.”
- Tell your children you love them, hug them, and discuss your feelings with them.
- Encourage kids to talk about their feelings with you.
- Take responsibility for teaching your kids values.
- Know where your son or daughter is and know his or her friends.
- Volunteer or be involved at your child’s school.
- Let your kids know that mistakes are learning opportunities.
- Teach resistance skills.
- Teach kids to solve problems on their own, and support their growth.
- Praise and reinforce positive behavior.
- Do not serve alcohol to underage kids and don’t allow them to bring alcohol, tobacco, or other drugs into your home.

**Know the facts.** The teen brain continues to develop until the age of 25. Alcohol and other drugs can impair good decision making and cause long term consequences to the brain. Visit [www.bethewall.org](http://www.bethewall.org) for more information.

**Survey says.** On a recent anonymous Lee County Teen Norms Survey, most students reported being alcohol and drug free in the last 30 days and disapproved of parents who provide alcohol to teens.

### *Bully Prevention Tips for Parents*

<b>What do you do if your child is the target of a bully?</b>	<b>What if your child is the bully?</b>	<b>What if your child is a witness?</b>
<ol style="list-style-type: none"> <li>1. Encourage your child to report bullying incidents to you. <u>(remember that bullying is repeated, is an imbalance of power and is unwanted)</u></li> <li>2. Ask your child how he/she has tried to stop the bullying.</li> <li>3. Coach your child in possible alternatives.</li> <li>4. Treat the school as your ally.</li> <li>5. Encourage your child to seek help and to report bullying incidents to someone he/she feels safe with at the school.</li> <li>6. Use school personnel and other parents as resources in finding positive ways to encourage respectful behaviors at school.</li> <li>7. Encourage your child to continue to talk with you about all bullying incidents.</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay calm!</li> <li>2. Set limits for your child. Monitor television, video games, and music activities. Limit the time your child spends engaged with violent content.</li> <li>3. Positively reinforce appropriate resolution of conflicts.</li> <li>4. Discuss how other people feel when they are hurt by someone else’s words or actions.</li> <li>5. Teach your child ways to get their needs met other than bullying.</li> <li>6. Talk to your child’s school. Explain that your child is working on changing his/her behavior and find out how you can work together with them to support this change.</li> <li>7. Be patient! Change takes time. Praise <b>ANY</b> positive change.</li> </ol>	<ol style="list-style-type: none"> <li>1. Teach your child how to safely challenge a bully.</li> <li>2. Talk to your child about ways to empower the target. Don’t laugh along with the bully, don’t join forces with the bully, support a target, tell an adult.</li> <li>3. Encourage your child to find a positive peer group.</li> <li>4. Keep open lines of communication – let them know they can report any bullying incidents they witness to you.</li> <li>5. Let your child see you solve conflicts in an appropriate way!</li> <li>6. Be a voice at your child’s school. Join forces with school staff to maintain a bully-free environment.</li> <li>7. Work together with other parents to support your kids!</li> </ol>

## GLOSSARY



**ALCOHOL** – storing, possessing, selling, purchasing, distributing, manufacturing, using, or being under the influence of any alcoholic beverage.

**ARSON** – damaging, or attempting to damage, any real or personal property by fire or explosion; intentionally setting a fire on/with school property.

**BATTERY** – physical use of force or violence by an individual against another.

**BOMB THREAT** – making a false report to any person, including school personnel, concerning the placement of any bomb, dynamite, explosive or arson-causing device.

**BREAKING/ENTERING** – unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or harm a person(s).

**BULLYING** – unwanted and repeated verbal or physical behavior with connotations by a student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interferes with the individual's school performance or participation (note: to include emotional, sexual, or cyber bullying).

**BUS RULES/PROCEDURES VIOLATION** – engaging in conduct or behavior which interferes with the orderly, safe and timely transportation of students.

**CHEATING** – the inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test or assignment.

**COMPUTER MISUSE** – the inappropriate use of a computer, including but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, and entering, distributing, or printing unauthorized files.

**CONTRABAND** – items which are prohibited at school, including but not limited to, bullets or cartridges, flammable liquids, combustible materials, matches, lighters, poisonous substances, skates and skateboards, inappropriate written material, etc.

**DISRESPECT** – the use of words or acts which demean, degrade, antagonize or humiliate a person or group of persons.

**DISRUPTION ON CAMPUS** – disruptive behavior that poses a serious threat to the learning, environment, health, safety, or welfare of others, including but not limited to making a bomb threat, inciting a riot, initiating a false fire alarm, etc.

**DISRUPTIVE BEHAVIOR** – participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related functions.

**DRESS CODE VIOLATION** – failure to comply with dress code requirement(s).

**DRUG USE/POSSESSION** – The use, or possession, of any drug, narcotic, or controlled substance.

**DRUG SALE/DISTRIBUTION** – The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug.

**DRUG PARAPHERNALIA** – any equipment used for the purpose of preparing or taking drugs.

**ELECTRONICS/TELECOMMUNICATION DEVICES** – display or use of a personal electronic or telecommunication device during school hours.

Students may possess cell phones while on school grounds during regular school hours, however they must be turned off at all times. All other personal electronic devices are not permitted at school during regular school hours. Possession of all personal electronic devices, including cell phones, is done at the student's own risk and the school assumes no responsibility, legal or otherwise, with regard to these items.

- Display or use of cellular phone or other telecommunication devices or electronic equipment including, but not limited to, MP3 players, radios, CD players, headsets or PSPs during regular school hours
- Unauthorized use of an electronic device or camera to record school related functions (including classes, assemblies, etc.)
- Sexting or display of pornographic or inappropriate messages, pictures or images on one's cellular phone.

**FALSE ACCUSATION** – making false accusation(s) against a staff member or other student that may jeopardize employment, education, professional certification, or reputation, including, but not limited to, accusations created and/or transmitted from computers or any electronic device during school hours.

**FALSE ALARM** – the activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.

**FIGHTING** – two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury that requires immediate first aid or subsequent medical attention.

**FORGERY/MISUSE** – making a false or misleading communication to a school staff member with either the intent to deceive, or under circumstances which would reasonably be calculated to deceive, the staff member.

**GAMBLING** – any participation in games or activities of chance for money or items of value.

**GANG-RELATED ACTIVITY** – engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors.

**HARASSMENT** – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

**HAZING** – any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization or group.

**HOMICIDE** – unjustified killing of one human being by another.

**HORSEPLAY** – engagement in physical activity with another (or other) student(s) non confrontational in nature.

**INAPPROPRIATE OR OBSCENE ACT** – the use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable or not suitable for an educational setting.

**INSUBORDINATION** – the refusal or failure to follow a direction or an order from a school staff member, bus driver, or any other adult in authority.

**KIDNAPPING** – forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

**LARCENY/THEFT** – unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm, and the stolen property totals \$300 or more.

**NO SHOW DISCIPLINE** – failure to show for previously assigned discipline measures.

**OFF-CAMPUS FELONY OFFENSE** – having a formal charge, by the proper prosecuting attorney, with a felony or with a delinquent act which would be a felony if committed by an adult on other than school property, or a student who has been adjudicated guilty of a felony on other than school property.

**OPEN DEFIANCE** – the flagrant or hostile challenge of the authority of a school staff member, bus driver, or any adult in authority.

**OTHER MAJOR OFFENSE** – any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.

**PEER CONFLICT** – mutual participation in an altercation that involves minor physical contact, including but not limited to pushing, shoving, and other forms of minor confrontations that do not require medical attention; when directed to stop by a staff member, participants in the altercation comply.

**PETTY THEFT** – unauthorized taking, carrying, or concealing property of another person without threat, violence, or bodily harm, and the stolen property totals less than \$300.

**PROFANITY** – use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.

**ROBBERY** – taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.

**SAFETY VIOLATION** – engaging in an act that endangers the safety of others, such as:

- Possession of a common pocketknife (2.5” blade or less), plastic utensils, blunt bladed knife, or other object not commonly used as a weapon
- Use of a common object to inflict harm on another
- Throwing inappropriate objects
- Other activities that endanger the safety of others
- Leaving campus without permission

**SEXUAL BATTERY** – any sexual act directed against a person, forcibly or against the person’s will, or not forcibly against the person’s will where the victim is not capable of giving consent because of his or her youth or because of temporary or permanent incapacity; forced or attempted penetration by using any body part or object.

**SEXUAL HARASSMENT** – unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation; unwelcome and repeated sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature.

**SEXUAL OFFENSE** – sexual misconduct or contact without force, or threat of force; subjecting an individual to lewd sexual gestures or comments or sexual activity; or exposing private body parts in a lewd manner.

**SKIPPING CLASS** – not reporting to or leaving an assigned class, activity, or area without receiving proper

approval and/or following the established procedures for checking out of a class.

**TARDINESS** – late arrival to school or to a class.

**THREAT/INTIMIDATION** – the declaration by word or act to do bodily harm to another person or to his/her property, or forcing another person to do something, or preventing another person from doing something by coercion, bullying, or making him or her afraid; threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) *intent* – an intention that the threat is heard or seen by the person who is the object of the threat; (2) *fear* – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) *capability* – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

**TOBACCO** – possessing, using, selling, storing or distributing cigarettes, cigars, snuff, dip, pipe tobacco, chewing tobacco, or other tobacco products on school grounds, at school-sponsored events, or on school transportation.

**TRESPASSING** – the unauthorized entry onto School Board-owned property, into a school function, or an extracurricular activity, or remaining on School Board-owned property after being directed to leave that location by a school staff member or law enforcement official; entering or remaining on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry.

**TRUANCY** – skipping all day; the unauthorized absence from attending school without the knowledge and permission of the student’s parent/legal guardian or school authorities.

**UNAPPROVED DISTRIBUTION** – unapproved posting or distribution of printed material, petitions, electronic messages, or graphic representations on school grounds or property.

**UNAUTHORIZED AREA** – being present in buildings, rooms, or other areas on a school campus restricted to student access during all or part of a day or not assigned to for that period of time.

**UNAUTHORIZED ASSEMBLY** – being present at unapproved student gatherings, meetings, demonstrations, or protests which interfere with the orderly process of the school environment, or which interrupts a school function or an extracurricular activity.

**VANDALISM** – defacing, damaging or destroying by any means the real or personal property belonging to the School Board or to another person; intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it with resulting damage amounts of \$1,000 or more.

**WEAPONS** – Possession of any instrument or object (as defined by Section 790.001(13) Florida Statutes) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm, including, but not limited to:

- ✓ Firearms
- ✓ Projectile devices
- ✓ Chemical weapons or devices
- ✓ Dirks
- ✓ Metallic knuckles
- ✓ Flare guns
- ✓ Electronic weapons (e.g. stun gun)
- ✓ Slingshots
- ✓ Billy clubs
- ✓ Tear gas
- ✓ Explosive propellants
- ✓ Knife

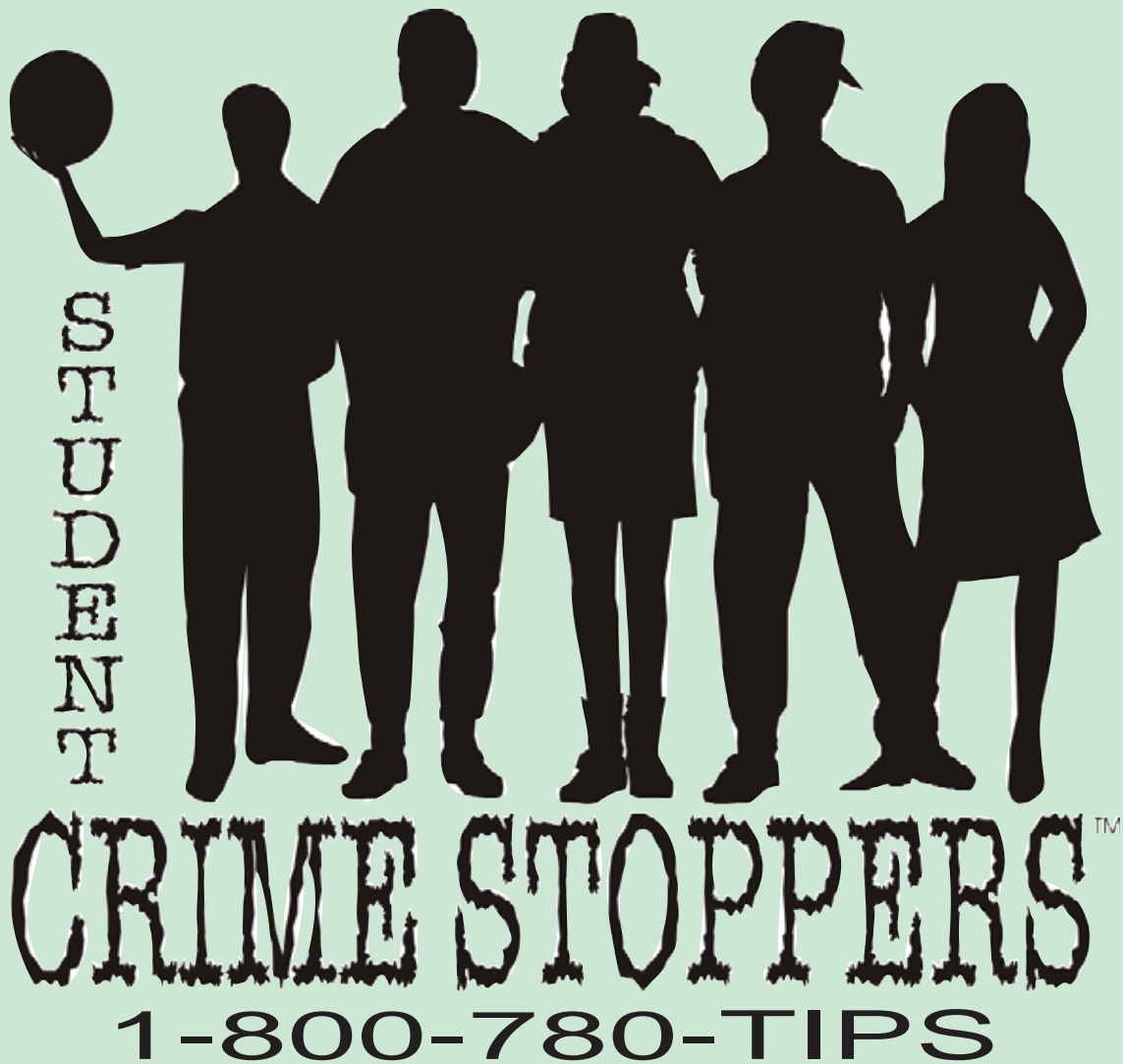




# CHARACTER EDUCATION



<p><b><u>August</u></b> <b>RESPONSIBILITY</b></p> <p>Accountability for your personal choices, obligations, and duties. <b>If it is to be, it is up to me.</b> <u>Quote:</u> "You cannot escape the responsibility of tomorrow by evading it today." ~ Abraham Lincoln</p>	<p><b><u>September</u></b> <b>TOLERANCE</b></p> <p>A fair and objective attitude toward those whose opinions, practices, race, religion, nationality, or the like differs from one's own: freedom from bigotry. <b>Getting along with all kinds of people.</b> <u>Quote:</u> "Alone we can do so little, together we can do so much." ~ Helen Keller</p>	<p><b><u>October</u></b> <b>RESPECT</b></p> <p>Showing regard for the value of persons or things through courteous consideration and appreciation. <b>Don't hurt anything or anyone on the outside or the inside.</b> <u>Quote:</u> "Respect starts when you practice it, not when you ask for it." ~ Author Unknown</p>
<p><b><u>November</u></b> <b>CITIZENSHIP/PATRIOTISM</b></p> <p>The quality of an individual's response to membership in a community. <b>Be aware, be informed, be involved.</b> <u>Quote:</u> "Ask not what your country can do for you, but what you can do for your country." ~ John F. Kennedy</p>	<p><b><u>December</u></b> <b>KINDNESS/COMPASSION</b></p> <p>Demonstrating concern for the well-being of others: giving support and showing empathy. <b>Be kind; treat others as you would have them treat you.</b> <u>Quote:</u> "Be kind. Remember everyone you meet is fighting a hard battle." ~ Author Unknown</p>	<p><b><u>January</u></b> <b>COMMITMENT</b></p> <p>Binding yourself to a course of action despite obstacles. <b>Make yourself a promise and keep it.</b> <u>Quote:</u> "The difference between the impossible and the possible lies in a man's determination." ~ Tommy Lasorda</p>
<p><b><u>February</u></b> <b>HONESTY</b></p> <p>Being truthful and trustworthy. <b>Tell the truth.</b> <u>Quote:</u> "Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product." ~ Ed McMahon</p>	<p><b><u>March</u></b> <b>COURAGE</b></p> <p>The personal strength to face difficulties, obstacles, and challenges. <b>Be brave, make positive choices.</b> <u>Quote:</u> "Courage is resistance to fear, mastery of fear – NOT absence of fear." ~ Mark Twain</p>	<p><b><u>April</u></b> <b>INTEGRITY</b></p> <p>Adhering steadfastly to a personal sense of honorable and ethical behavior. <b>Sticking to what you know is right.</b> <u>Quote:</u> "The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy." ~ Dr. Martin Luther King, Jr.</p>
<p><b><u>May</u></b> <b>SELF-CONTROL</b></p> <p>The managing of your actions and emotions. <b>Think before you act.</b> <u>Quote:</u> "He that would govern others, first should be the master of himself." ~ Philip Massinger</p>	<p><b>Communities Build CHARACTER</b> <i>It's Everyone's Job!</i></p>	<p><b><u>June</u></b> <b>COOPERATION</b></p> <p>To act or work with another or others for mutual benefit. <b>Everybody working together.</b> <u>Quote:</u> "Cooperation is spelled with two letters – WE." ~ George M. Verity</p>



**Note:** You may contact your local school in order to obtain English, Spanish, and/or Creole versions of the *Code of Conduct for Students*.

**Nota:** Usted se puede comunicar con su escuela local para pedir y obtener versiones en inglés, español, o criollo haitiano del *Código de Conducta para los Estudiantes*.

**Note:** Pou yon egzanplè *Kòd kondwit pou elèv* an anglè, panyòl e/ou kreyòl, tanpri kontakte lekòl pi prè ou.