



**flagler**schools  
Striving to be the Nation's Premier Learning Organization

# Code of Student Conduct

2015-16 School Year

*School Board Approved July 21, 2015*

Jacob Oliva  
Superintendent of Schools

# Flagler County School Board

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*Flagler County Schools is an equal opportunity institution for education and employment. It is the policy of the School Board of Flagler County that each student regardless of race, color, creed or religion, gender, marital status, national origin, age, disability, or sexual orientation has the right to an opportunity for an education.*

## District Phone Numbers

(Local Area Code: 386)

Adult & Community Education	446-7612
Belle Terre Elementary School	447-1500
Buddy Taylor Middle School	446-6700
Bunnell Elementary School	437-7533
District Office	437-7526
Everest Academy Alternative School	586-2124
Flagler Palm Coast High School	437-7540
Indian Trails Middle School	446-6732
Matanzas High School	447-1575
Old Kings Elementary	517-2060
Phoenix Academy	586-2650
Rymfire Elementary School	206-4600
Transportation Department	586-2145
Wadsworth Elementary School	446-6720

Questions or concerns relating to this document may be directed to the individual school's Principal/designee or the Director of Student Services at the District Office.

This document is available online at [www.flaglerschools.com](http://www.flaglerschools.com). All updates during the school year are online only. This document is updated annually, and the most recent Board approved version remains in effect until each update occurs.

This document is intended for use by students, faculty, staff, and parents. The safety and security of students is everyone's responsibility. Any and all threats of harm by a Flagler County student should be immediately reported to school staff. The school will work to protect the confidentiality of all involved within the limits of the law.

Should any item in this *Code of Student Conduct* be deemed contrary to the Flagler County School Board Policies, State Department of Education rules and regulations, state statutes, or federal laws that particular item shall be null

and void, and the aforesaid regulation shall prevail. The School Board of Flagler County in adherence to all state and federal laws makes the final decision regarding disciplinary action.

## **District Vision and Beliefs**

***Vision:*** *As a courageous, innovative leader in education, **Flagler County Public Schools will be the Nation’s premier learning organization** where ALL students graduate as socially responsible citizens with the skills necessary to reach their maximum potential.*

***Mission:*** *Flagler County Public Schools ensures educational success through high expectations and innovative thinking in a safe learning environment to empower students to reach their full potential as responsible, ethical, and productive citizens in a diverse and changing world.*

### ***Guiding Principles***

*Children First*

*Trust and Respect for All*

*Empower Others*

*Teamwork*

*Excellence, Quality, and Consistency*

*Commitment to Individual Needs*

*Get to “YES”*

Belief #1: *We believe* that the academic culture provided to students will be of the highest caliber when every decision is made on the basis of what is best for students.

Belief #2: *We believe ALL* students will learn and excel when provided with authentically engaging work based on high standards that is given in a risk-free environment.

Belief #3: *We believe* in order to provide an internationally competitive education to all students that teamwork, open communication, honesty and trust must be part of all working relationships.

Belief #4: *We believe* that all our educators, teachers, support staff, administrators, and School Board Members have special talents and strengths that have a positive impact on student achievement. Educators are encouraged to pursue continual professional development and model life-long learning.

Belief #5: *We believe* that parents are an integral part of student success. By working together parents, students, community members and teachers will provide the level of support that is necessary for students to reach their maximum potential.

**CODE OF STUDENT CONDUCT**  
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**Parent and Student Acknowledgment of Code of Student Conduct  
must be signed and returned (page 39).**

## INTRODUCTION

### **General**

It is the desire of the School Board and all educational personnel to create a healthy, positive, and safe environment for our students and staff. The purpose of this *Code of Student Conduct* (legal authority: FS 1006.07) is to provide information relative to policies, rules, rights, responsibilities, and disciplinary actions that may affect students as they experience the educational process in the Flagler County Public Schools. It is not intended that this booklet be totally comprehensive, but it will reflect the basic policies and procedures in effect for this school district.

School administration may implement policies and procedures within their school site to address issues within the school; this applies to setting requirements for students to attend school-sponsored events such as prom, graduation, and others (including behavioral, attendance, and/or other guidelines). Individual schools may not implement rules or policies that conflict with district policy. Should this inadvertently occur, district policy will preside. Alternative programs/settings may implement additional policies and rules that are more restrictive and/or may not apply to the other schools.

These guidelines have been developed in order to present the expectations that the School District has for its students. Please read this handbook carefully and retain for reference throughout the school year. Students are encouraged to make good decisions because there are serious consequences for making poor choices. Students are encouraged to promote responsibility among students and to assist in the reporting of criminal and/or inappropriate behavior(s) within the schools.

This Code applies to all District students 24 hours a day, 7 days a week:

- While on school grounds
- While being transported by School District transportation or waiting at the bus stop, and
- During school-sponsored events, such as field trips, athletic functions and similar activities, whether on or off school grounds.

All parents, students, and school employees should read and be familiar with the contents of this *Code*. If further information is needed, any school official will be able to supply information, identify an appropriate resource office, and help you find the answer to your concern.

The Flagler County School District recognizes the need for a team effort between the home and the school in the educational process. School staff, students, and parents must work together in order to maximize a student's success. We commit to working with and supporting families, and we need parents to work with and support us.

\*\* Note: For the purposes of this *Code*, the term "parent" also includes "legal guardian" and the term "principal" or "administrator" will also include "designee".

### **Positive Behavior Support (PBS)**

All schools in Flagler County use a behavior management system (PBS) which notes and rewards appropriate behavior. Each school has its own system of rewards for students who meet certain behavioral criteria. As part of this system, students may participate in a universal behavior screening. Questions regarding this should be directed to the administration at the individual schools. Positive Behavior Supports (PBS) is a system of school-based strategies which provides positive and effective alternatives to traditional methods of discipline. PBS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

### **Multi-Tiered System of Supports (MTSS)**

When students are experiencing difficulties in school, they may be referred for additional services and supports. MTSS is built upon three “tiers” of intervention. Tier 1 refers to supports and interventions available and/or provided to all students. Tier 2 interventions/supports are more student specific, often provided in a small group setting. Tier 3 are student specific and are targeted to the specific needs of an individual student. The goal of MTSS as applied to discipline is to determine why a student is having behavioral issues and address that issue to improve behavior and reduce the impact of poor behavior.

### **Progressive Discipline**

Student disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions, and responses to them become progressively more severe. When deciding what disciplinary action should be taken, the principal or designee shall consider the student’s age, exceptionality, previous conduct, probability of a recurring violation, intent, attitude, and severity of the offense and, whenever possible, shall impose disciplinary action in a progressive manner. Some infractions require specific disciplinary actions and are not appropriate for the progressive discipline plan.

### **Student Rights**

Students have a right to an education, regardless of race, color, creed, religion, gender, marital status, heritage, age, disability, or sexual orientation. Some of basic rights include the right to learn, disagree, petition, freedom of expression, publish, assembly, and privacy.

Exercise of these rights must conform to the *Code of Student Conduct*. Things a student cannot do include violate the rights of others; disrupt the classroom; disrupt the operation of the school; or bring drugs, weapons, or contraband to school.

Driving a vehicle on school property is a privilege and not a right. A student’s driving privilege may be removed for violation of the *Code of Conduct* or attendance policy. Skipping class may result in the loss of a student’s driving/parking privilege.

### **Parent Rights Under Section 504**

If it is determined that your child has a physical or mental condition that substantially limits a major life activity and, as a result, requires instructional or other accommodations within the school environment, your child is disabled under Section 504 of the Rehabilitation Act of 1973. In addition, if your child does not have a disability but has a record of a disability or is disabled or you believe that your child is disabled or has been discriminated against, you are entitled to certain rights. These rights may be viewed at <http://flaglerschools.com/policies>; hard copies may be requested from the Office of Student Services.

The Section 504 coordinator for the School District is Ms. Katrina Townsend. If you have any questions or concerns the contact information is as follows:

State Office:	Flagler County School District:	Regional Office:
David Wheeler	Ms. Katrina Townsend	U.S. Dept. of Education
Florida Department of Education	Director of Student Services	Office of Civil Rights
Tallahassee, Florida	1769 E Moody Blvd; Bldg. 2	61 Forsyth Street S.W.
850-245-0477	Bunnell, Florida 32110	Atlanta, Georgia 30303
	386-437-7526	404-562-6350

### **Parent and Student Rights Under FERPA, HIPPA, and PPRA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. For detailed information see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. The Health Information Privacy Act (HIPPA) creates standards to protect student's personal health information. It sets limits on the use and release of health records. For detailed information see [http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/consumer\\_rights.pdf](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/consumer_rights.pdf).

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights may be viewed at <http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>. Hard copies of these documents are available from the Office of Student Services.

### **Discipline for Exceptional Students (ESE)**

Students with disabilities are expected to comply with the *Code of Student Conduct* and school rules and are subject to the same disciplinary action as students served in the general education setting. There are, however, some special rules that pertain to suspensions and expulsions for those students protected under the Individuals with Disabilities Education Act 2004 (IDEA – 2004) or Section 504 of the Rehabilitation Act of 1973. The Flagler County School District has a specific procedure for guaranteeing a student's protection under IDEA and section 504. The IDEA 2004 Procedural Safeguards may be reviewed at the student's school or by contacting the Director of Special Education.

If a student with a disability receives an in-school suspension, the student's Individual Education Plan (IEP) will continue to be in effect. The student must be provided a free, appropriate public education (FAPE) as outlined in their Individualized Education Plan (IEP). The student shall be provided education and related services under the supervision of an Exceptional Student Education (ESE) teacher, in accordance with their specific IEP provisions. Suspensions totaling

more than 10 days, without special education services being provided in accordance with the IEP, is a violation of FAPE under IDEA.

A student with a disability may be suspended from school just like any other student. If there are 10 days of out-of-school suspension during the school year, the IEP team will convene to review services and complete a “Manifestation Determination”. A Functional Behavioral Assessment and a Behavior Intervention Plan shall be considered at this time.

For students with disabilities, when disciplinary actions and short term suspensions (less than 10 days) occur, they will be subject to the same disciplinary procedures as their non-disabled peers. These disciplinary actions may include detentions, in-school suspension, or Saturday school.

A student with a disability may be reassigned to an interim alternative educational setting (IAES) under certain circumstances. School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child’s disability in cases where a student:

- A. carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency;
- B. knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- C. has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

Students with disabilities are subject to the same behavioral expectations as their non-disabled peers when utilizing school bus transportation and may be suspended from the bus. During the bus suspension, it is the student's responsibility to obtain transportation to school, unless specialized transportation is being utilized. The need for specialized transportation must be identified in the student’s Individual Education Plan (IEP).

#### Students in the Evaluation Process

If a student commits an infraction and the school/parent has already requested an evaluation to consider eligibility for services under Individuals with Disability Education Act (IDEA) or under a 504 plan, the student may be suspended for up to 10 days and the following must occur:

- The evaluation must be conducted in an expedited manner.
- The results of the evaluation must be considered in determining eligibility for services as a student with a disability and services provided as soon as possible.
- Pending the results of the evaluation, the student shall remain in the educational placement as determined by the school authorities.



## **Investigations at School**

### **Criminal**

Student discipline is the responsibility of the school administration. However, in the instances where a crime may have been committed, or if there is a threat of injury to a person or property, Law Enforcement should be involved as the trained professional to handle such situations. If appropriate, the principal/designee may be present during the questioning of students by Law Enforcement concerning crimes committed. If a student is arrested and/or taken into custody, Law Enforcement and school personnel shall utilize best efforts to immediately notify the parent/guardian.

### **Administrative**

If a student is suspected of violating the *Code of Student Conduct*, school officials can question him/her without first contacting the parent. The student does not have the right to have a parent present or a right to an attorney when questioned.

### **Victim or Witness**

If a student is a victim or witness, Law Enforcement or administrative investigators are allowed to question the student without first contacting the parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview.

### **Removal of Student from School Property**

If a student is a witness, the police cannot remove him/her from school property without a subpoena or first obtaining the consent of the parent. If a student is subject to arrest, with or without a warrant, the officer can remove him/her without the parents' consent or the consent of school officials. The administrator/designee will attempt to notify the parent before the student is removed or as soon as possible after the removal.

### **Prohibited Items and Contraband**

Students should not bring items to school which are not required to participate in school activities or lessons. All weapons (including toys and replicas) are prohibited. A weapon is defined as any item which could be used to cause injury, induce fear of injury, or common items used in a harmful or threatening way. Examples include air soft guns, knives of any kind, fireworks, box cutters, ice picks, pepper spray, etc.

For purpose of this Code, "contraband" is any item or substance that is prohibited by federal and/or state law, School Board rule, or this Code from being used or possessed on School Board property, a school bus or school-approved transportation, or at any school-related function or activity. Contraband includes, but is not limited to, drugs, drug paraphernalia, alcohol, unauthorized non-prescription medications, tobacco, weapons, ammunition, matches, lighters, laser beam devices, firecrackers and fireworks, pornography, and gang-related signs or symbols. Students are not permitted to sell any personal items at school.

### **Search and Seizure**

Students, their lockers, vehicles, and other possessions are subject to search upon reasonable suspicion that they may possess drugs, other prohibited substances, objects or contraband, while on school property or wherever students are under school supervision, such as on field trips, at extracurricular activities, or while being transported by school bus or school-approved transportation.

The routine checks by sniff-screening dogs are not considered a search by law. They are a safety measure to help ensure a safe and healthy learning environment (FS 1006.09 (9)).

### **Video Surveillance**

All Flagler schools and school busses use video surveillance in an effort to maintain safety. Video records are considered private student records unless subpoenaed.

### **Zero Tolerance Policy**

The Florida Board of Education has established a Zero Tolerance Policy on school violence, crime, and the use of weapons as a part of a comprehensive approach to reducing school violence. It is an effort to provide an environment that is drug-free and protects students' health, safety, and civil rights. The goal emphasizes the personal responsibility of students and the necessity of involving all stakeholders, including parents, in achieving this goal.

This policy requires school districts to consider the most severe consequences provided for in the *Code of Student Conduct* in dealing with students who engage in violent criminal acts, such as homicide (murder, manslaughter); sexual battery; armed robbery; aggravated battery; battery or aggravated battery on a teacher or other personnel; kidnapping or abduction; arson; possession, use, or sale of any firearm; possession of a concealed weapon; possession with intent to sell a controlled substance; or possession, use, or sale of any explosive device on school property, on school-sponsored transportation, or during school-sponsored activities. The Zero Tolerance Policy does not apply to minor discipline issues.

Flagler School Board Policy 404 places certain restrictions on affected students' participation in interscholastic extracurricular activities. This states that "...a student must maintain satisfactory conduct, and if a student is convicted of or is found to have committed 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 is contingent upon established and published district School Board Policy."

## **SECTION ONE: UNIFORM DRESS CODE**

The Board finds that school uniforms are necessary for the safety and welfare of students and school personnel. Uniforms promote an environment that enhances learning and safety; encourages you to express your individuality through personality and achievements, not outward appearances; and creates a sense of pride and belonging. All staff members are required to enforce the dress code. The administration/designee will be the final judge about whether a student's clothing meets requirements of policy. We rely on the good taste and judgment of the students and the responsibility of the parents to advise their children of the appropriate dress in accordance with the Flagler Public School Dress Code Policy. Students are required to wear a school uniform at all times while attending school or any school-sponsored activity during the school day.

### I. Specific Requirements:

#### A. Pants/Bottom Attire

1. Must be khaki (tan), grey, white, navy blue, or black slacks, shorts, skirts, skorts or jumpers, or plain blue or black denim jeans, shorts, skirts, skorts, or jumpers. A small trademark logo is acceptable.
2. Bottom attire must be plain without any holes, tears, or unfinished hems, and must be worn securely at the waist.
3. If bottom attire has visible belt loops, a belt must be used. Students in grades K-3 are exempt.

#### B. Shirts

1. Shirts must be standard short or long sleeve polo style, oxford style, or button-up dress shirt with a collar. A small trademark logo is acceptable.
2. K-8 schools may use the district colors of white, black or grey and choose up to two additional standard school colors. Shirts must be solid color and fabric. No lace or sheer materials, including "cut outs".
3. 9-12 schools may use any solid color, striped or plaid collared button down or polo shirt. No lace or sheer fabric materials, including "cut outs".
4. On designated school Spirit Days or special events, students may wear their school logo t-shirt, team jersey, or club shirt. Items must represent the school the student attends. Friday of each week will be a designated Spirit Day. Special school event days (such as Homecoming Week, Cancer Awareness Day, Red Ribbon Week, etc.) will be designated by the school; dates will be released in advance.
5. It is recommended shirts be tucked in. Cleavage must be covered.

#### C. Outer or cool weather attire must be school appropriate.

1. Zip- or button-up or "over the head" sweatshirts or sweaters are acceptable as long as required dress attire is worn beneath.
2. Items must be solid color.
3. Standard, required dress code must be worn, even when wearing cool weather attire.

### II. The following general rules apply to dress code:

- A. Shorts, skirts, skorts or jumpers are acceptable if they are within 4" above the knee.
- B. Head coverings (bandanas, sweatbands, and du-rags, etc.) will not be allowed. School appropriate hats are allowed outside the buildings.

- C. No undergarments are to be seen at any time.
- D. Wearing apparel which tends to identify association with secret societies or gangs as prohibited in Florida Statutes is not allowed.
- E. No sunglasses can be worn inside buildings.
- F. All chains and jewelry that hang outside clothing are not allowed.
- G. Any jewelry or accessory that presents a safety or health hazard, or causes a major disruption to the educational process is not allowed.
- H. Footwear that is a safety hazard will not be allowed (ex. footwear with wheels or slippers.)
  - a. K-6 grade students must wear enclosed shoes or athletic shoes;
  - b. 7th and 8th grade students may wear enclosed shoes, athletic shoes, or sandals with a back strap;
  - c. High school students may wear all of the above footwear and flip flops/sandals. Footwear determined by staff to be unsafe for school/physical education classes may be prohibited by school administration for those activities or classes.
- I. All clothing must be the appropriate size for the student; it may not be oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at waist level and not below the waist.
- J. Tattoos deemed inappropriate by staff must be covered.
- K. Contact lenses that alter the appearance of the eye (other than to another naturally occurring color) are not allowed.
- L. No trench coats.
- M. School ID's must be worn and clearly displayed above the waist by high school and middle school students.
- N. No sheer or lace fabrics may be used in top or bottom attire.
- O. No clothing, insignia or logos related to drugs, alcohol, violence, gangs, or other topics deemed inappropriate by administration allowed.

## II. Exceptions

- A. Students who enter the Flagler County School system after the start of the school year will have a grace period of ten (10) school days before being required to wear the school uniform.
- B. The Superintendent, in consultation with the principal, may waive the school uniform policy on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held religious belief, documented by a medical physician or religious leader.
- C. A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days.
- D. A student wears a costume, special clothing or dress attire necessary for participation in a school-sponsored or extracurricular activity provided the clothing complies with District policy.

## III. Financial Considerations/Assistance

- A. Students will not be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the school uniform if such failure is due to financial hardship. Your parent/guardian should notify the principal if assistance is needed.

- B. The Superintendent shall develop procedures to offer assistance to students who would have or are having difficulty complying with the school uniform policy due to financial hardships and shall develop a program to provide for uniform donations or uniform clothing.

IV. Discipline

- A. The principal or designee has the authority to decide if your clothing complies with Board Policy.
- B. If the principal determines that your clothing does not comply with Board policy, your parent/guardian may be asked to bring an appropriate change of clothes to school. You may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations of the Dress Code Policy shall be treated as disruptive behavior under the Student Code of Conduct.

The schools will use a common system of discipline for dress code violations. The student would either have to change or parents would have to bring proper attire.

**K-6**

Initial (First) Violation - Verbal warning

Second Violation – Referral. Verbal warning. Parent contact/call

Third Violation - Referral. 45 minute detention (may be served during school).

(\*\*Note: For this and subsequent offenses, if clothing worn "exposes underwear or body parts in an indecent or vulgar manner or disrupts the orderly learning environment", participation in extracurricular and interscholastic activities may be impacted, if applicable.)

Fourth Violation Referral. 90 minute detention (may be served during school).

Fifth Violation and up- Referral. 1 day in-school suspension.

**7-8**

Initial (First) Violation - Verbal warning

Second Violation - Verbal warning. Parent contact/call. 45 minute after school detention.

Third Violation - Referral. 90 minute after school detention. (\*\*Note: For this and subsequent offenses, if clothing worn "exposes underwear or body parts in an indecent or vulgar manner or disrupts the orderly learning environment", participation in extracurricular and interscholastic activities may be impacted, if applicable.)

Fourth Violation and up. - Referral. Saturday School or 1 day in-school suspension.

**9-12**

Initial (First) Violation - Verbal warning

Second Violation - Referral. Verbal warning. Parent contact/call. 45 minute after school detention.

Third Violation - Referral. 90 minute after school detention. (\*\*Note: For this and subsequent offenses, if clothing worn "exposes underwear or body parts in an indecent or vulgar manner or disrupts the orderly learning environment",

participation in extracurricular and interscholastic activities may be impacted, if applicable.)

Fourth Violation and up- Referral. Saturday School or 1 day in-school suspension.

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

According to FS 1001.43, the School Board has the right to adopt programs and policies to ensure the safety and welfare of individuals, including requiring uniforms. It is important for students and parents/guardians to work with the school in adhering to district dress code.

## SECTION TWO: STUDENT DISCIPLINE

### **Overview**

A violation of any school rule will result in disciplinary action. Students are expected to behave appropriately and follow behavior expectations at all times while at school, during school activities, on the school bus, and at the school bus stop. Certain law violations or activities off campus may have consequences at the school.

Student disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions, and responses to them become progressively more severe.

School District staff should intervene in an effort to prevent or curtail misconduct. If further action is necessary, staff should refer the student to the school administration for disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administration will decide ~~on~~ if disciplinary action is necessary. When discipline action is necessary, all school administrators will follow Flagler County School's Discipline Matrix, which can be access at <http://flaglerschools.com/district/discipline>.

### **In-Lieu of Suspension Options**

Students in grades 6<sup>th</sup> through 12<sup>th</sup> are afforded a one time in lieu of option to reduce or remove an Out of School Suspension.

Reduction schedule:

1-0 days

3-1 days

5-3 days

In-Lieu of Out of School Suspension options include:

Community Service

Parent/Student Seminar Night

Fire Prevention Seminar

Tobacco Seminar

### **Appeals Procedure for Discipline Concerns**

Concerns should be addressed first to the staff member who was involved with the student and then taken to a higher level if necessary. If a concern has not been solved after talking with the teacher, dean, or assistant principal/designee, the parent should describe the issue in writing and give it to the principal/designee within three (3) school days of when the problem occurred.

The principal/designee will investigate the concern and give an explanation of findings. That decision will be provided within 48 hours from the time the written description of the problem was given to the principal/designee.

If the parent is not satisfied with the way that the principal/designee has resolved the problem, she/he may request in writing that the Superintendent's designee review the decision of the

principal/designee and make a final decision in the matter. The Superintendent's designee will give the final decision within 48 hours from the time that the office received the written request to review the matter.

If the problem originally was with the principal/designee and the parent does not believe the problem was solved after talking with the principal/designee, she/he should describe the problem in writing and give it to the Superintendent's designee within three (3) school days of when the problem occurred. The matter will be reviewed by the Superintendent's designee, and the final written decision will be provided within 48 hours from the time the written description of the problem was received.

During the review process, any decision originally made will remain in effect until the final decision has been made by either the principal or superintendent/designee. There is no appeal from the final decision of the Superintendent's designee's office. The Superintendent's designee in matter of discipline is the Student Discipline and Behavior Specialist.

### **District Discipline Review Committee**

Students who are having discipline issues (and/or legal charges) may be brought before the District Discipline Review Committee for review. The DDRC will determine supports, interventions and placements for the student. Some of these might include extended suspension, alternative placement, alternative plans for education, or recommendation of expulsion, and others. Complete details on DDRC process and proceedings can be accessed at <http://flaglerschools.com/district/discipline>.

### **Levels of Discipline**

#### **General**

All offenses defined in this Code are prohibited behaviors. NOTE: All responses and sanctions that include removal from class will involve a parent contact.

#### **Level I**

Level I offenses are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation.

#### **Level 1 Offenses**

- A. Computer Mischief Minor:** Use of technology/computer resources in an inappropriate manner, but without intent to harm others. Examples might include accessing unauthorized websites, etc.
- B. Disruption (level 1):** Non-confrontational activity that is not appropriate in a school setting and/or is disruptive to the educational process. Engaging in rowdy or rough behavior that interferes with the safe and purposeful order of a school. Examples include horseplay, chasing another student in the hallway or classroom, etc.
- C. Dress Code Violation:** Failure to conform to School Board regarding the uniform dress code or failure to abide by required dress for specific courses/class, such as physical education or culinary classes, etc.



- D. Electronic Device:** Possession and use of any electronic device without permission of staff. (This includes iPod, iPhone, cell phones, tablets, smart watches, and other electronic devices)
- E. Failure to Return Daily Use Computer:** Failure to return school issued computers for daytime or daily use students.
- F. ID violation:** Failure to wear the required school ID as required in the uniform dress code. Defacement of the school ID. (Middle and high school students only.)
- G. Inappropriate Location:** Presence of the student in an unapproved location or during an unapproved time.
- H. Misconduct:** Engaging in conduct not appropriate for the school setting, whether is it disruptive to the educational process or not.
- I. No dress out in PE (5x or more):** Failure to adhere to required dress out procedures and protocols for physical education classes. (Note: For students who are financially unable to purchase required items, parents should notify the teacher or school counselor.)
- J. No Show Academic Assistance:** Failure to report as assigned by staff.
- K. PBS Step 4:** Attainment of 4 notices of minor classroom behavior infractions. On the 4<sup>th</sup> such incident as documented on the Classroom Behavior Tracking Form as utilized in the Positive Behavior Support (PBS) plan, the student will receive a referral.
- L. Tardy:** Late arrival to school or class.
- M. Other:** Any other minor act of misconduct that interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or approved transportation.

### **Responses and Sanctions**

If a student commits a Level I offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Counseling and direction with the student
- Verbal reprimand/warning
- Parental contact
- Parent conference
- Confiscation of item (with or without return to parent)
- Time out
- Written apology
- Special work assignment
- Withdrawal of privileges which may include, but not be limited to, computer access, participation in extracurricular activities, bus riding privilege, and/or parking privileges, etc.
- Return of property, payment for same, or restitution for damages
- Behavior plan/contract
- Lunch detention
- In-school suspension
- Detention
- Extended detention

- Saturday detention
- Referral to guidance
- Referral to MTSS team (5 referrals at ES level; 8 referrals at MS/HS level): referrals will result in a referral to the MTSS (Multi-Tiered System of Support) Team for a review of student success to make recommendations for interventions and supports.
- Schedule change
- Level II sanctions for repeated offenses
- Other school-based consequences as deemed appropriate by administration
- \* No students will be given OSS for tardy/late infractions.

## **Level II**

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II also includes repeated acts of Level I misconduct and acts directed against people or property that do not seriously endanger the health or safety of others.

### **Level II Offenses**

- A. Bullying (cyber):** Bullying behavior via electronic means.
- B. Bullying:** Any intentional/malicious acts repeated with no provocation over time by a student or a group of students directed against another student(s) with the intent to ridicule, humiliate, or intimidate. To be defined as bullying, the behavior must be repeated, show imbalance of power, and be malicious in intent.
- C. Cheating/Plagiarism:** Willful or deliberate unauthorized use of the work of another person for academic assignment or test. In addition to corrective measures, the assignment, quiz, or test will be scored as 0.
- D. Chemical Spray Misuse:** Use of a spray item with malicious intent or intent to cause harm.
- E. Disrespect:** Conduct or behavior which demeans, degrades, antagonizes, humiliates, or embarrasses a person or group of persons.
- F. Disruption (level 2):** Behavior which disrupts the educational process but is not criminal or a safety concern.
- G. Disruption for Substitute:** Conduct that interferes with the process of teaching/learning, or disrupts the orderly environment a learning environment while under the supervision of a substitute teacher.
- H. Disruption of Class:** Conduct that interferes with the process of teaching/learning, or disrupts the orderly environment a learning environment.
- I. Failure to Report:** Failure to report to an office or area as designated by staff.
- J. Failure to Sign In:** Failure to comply with school policy for signing in to school after having arrived late.
- K. False Reporting:** Intentionally providing non-valid or misleading information or the withholding of valid information to a school system staff member.
- L. Forgery/False Document:** The making of false or misleading written communications to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.
- M. Inappropriate Touching/PDA:** Engaging in overtly amorous contact not appropriate in a school setting.

- N. **Leaving Class Without Permission:** Leaving a classroom or educational experience without staff permission, but remaining on the campus.
- O. **Leaving School Without Permission:** Leaving a school campus without staff permission.
- P. **Misconduct (bus):** Conduct or behavior which interferes with the orderly, safe, and expeditious transportation of students or other authorized riders.
- Q. **Misconduct:** Engaging in behavior not appropriate for the school setting, whether disruption to the educational process or not.
- R. **No show to detention:** Failure to report as instructed by staff.
- S. **No show to extended detention:** Failure to report as instructed by staff.
- T. **No Show to in-school suspension:** Failure to report as instructed by staff.
- U. **No Show to lunch detention:** Failure to report as instructed by staff.
- V. **Pornographic Materials:** Possession of adult pornographic materials, without malicious intent. Does not include possession of child images or materials.
- W. **Possession of Laser Light:** Possession of laser light, without intent to harm and without unintended harm occurring.
- X. **Possession of Lighter/Matches:** Possession of lighter/matches, without intent to harm/use and without occurrence of fire.
- Y. **Profane language:** The use of either oral or written language, gestures, objects, or pictures which are inappropriate for the school setting or which tend to disrupt the orderly school environment, a school function, or extracurricular/co-curricular activity.
- Z. **Skipping Class:** Intentionally out of assigned class for a period of time greater than 10 minutes without staff approval.
- AA. **Skipping School.** Intentionally out of assigned classes for a period of time greater than half of the school day.
- BB. **Social Media.** General use of social media on campus without malicious intent.
- CC. **Vandalism (under \$100):** Purposeful destruction of property with a replacement or repair cost of less than \$100.00.
- DD. **Vehicle Violation:** Any misconduct that involves misuse of a vehicle. An example might include speeding on campus.

### **Responses and Sanctions**

If a student commits a Level II offense, the school administration may use any Level I response/sanction, and add Level II sanctions as deemed appropriate in the exercise of its judgment and discretion, including but not limited to:

- OSS (1-3 days)
- OSS (3-5)
- Assigned to OSS in-lieu program
- Mediation (peer or adult)
- Paired to a mentor
- Community Service
- Law Consult
- MTSS Tier 2 interventions and/or placements
- Intent to Harm evaluation
- Safety Assessment
- Other school-based consequences as deemed appropriate by administration
- Infractions CC and DD may lead to criminal proceedings

### Level III

Level III offenses are major acts of misconduct which constitute a serious breach of conduct. They include repeated misconduct acts from Level II, serious disruptions of school order and threats to the health, safety and property of others. A student who commits a Level III offense may also be subject to criminal proceedings.

#### Level III Offenses

- A. Ammunition Possession:** Possession of any projectiles together with their fuses, propelling charges, and primers that are fired from guns.
- B. Assault on Employee (non-SESIR):** An intentional threat on an employee (to include all FCSB staff) by word or act to do violence to another person, coupled with an apparent ability to do so, or doing some act that creates a well-founded fear in another person that such violence is imminent without subjecting him or her to physical attack.
- C. Assault on Student (non-SESIR):** An intentional threat on a student by word or act to do violence to another person, coupled with an apparent ability to do so, or doing some act that creates a well-founded fear in another person that such violence is imminent without subjecting him or her to physical attack.
- D. Computer/Technology (major):** Misuse of a computer/technology with malicious intent. Examples may include “system hacking” or making unauthorized changes to operating systems, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, etc.
- E. Defiance/Insubordination:** Refusal or failure to comply with a direction or an order from a staff member. Failure to comply with State Law, School Board Policy, local school rule, behavior contracts, or classroom rules.
- F. Disruption (level 3):** Behavior which causes a major disruption to the educational process or causes safety concerns on campus.
- G. Drug Paraphernalia (non-SESIR):** Possession of any item used to smoke, ingest, or apply illegal, prescription, or over-the-counter drugs. Examples might include pipes or other devices used to smoke marijuana, etc.
- H. Excessive Referrals:** 3 or more referrals in a five day period
- I. Explosives:** Unauthorized possession and/or igniting of explosive device.
- J. Extortion:** Willful or malicious threats of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, or items of material worth.
- K. False Accusation Against Staff:** Making any claim that is unfounded.
- L. Fighting Mutual (non-SESIR):** Two or more individuals participating in physical conflict with both parties engaged. Applies when there is no injury AND engaged party stops on verbal command.
- M. Fireworks:** Unauthorized possession and/or igniting of fireworks or firecrackers.
- N. Forgery (checks):** Submitting a check with either a false signature or other false information on the check or under false pretenses.
- O. Hazing:** Any action or situation that 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 operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure

to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student. Hazing may consist of activities that occur on or off school grounds.

- P. Hit/Striking:** A non-mutual physical contact with malicious intent, but without injury to the victim.
- Q. No Show to Saturday Detention:** Failure to report as instructed by staff.
- R. Non-prescription drug possession/sale/use:** Possession of any medication, other than prescription medication. Examples might include cold medications, pain killers, etc.
- S. Off-campus felony:** Any charging affidavit listing a felony crime for a student will be reviewed to determine if the student's presence may have an adverse effect on the school environment.
- T. Possession of a pocket knife:** Possession of a knife without intent. These knives are typically expected to be four inches or smaller when closed and have a hinged blade that closes into a covering, without a locking mechanism to keep the blade secured in an open position.
- U. Possession of a stolen item:** Possession of an item stolen by someone else.
- V. Possession of prohibited items:** Possession of any item not required for school/educational lessons.
- W. Profanity to Staff.** Any use of profanity directed at any Flagler County School Board staff member.
- X. Secret Society:** Participating or joining in the initiation to any group that is not approved by school administration.
- Y. Sexting:** Sending, or receiving without immediate deletion, any inappropriate texts, emails, messages, photos, etc. of a sexual nature.
- Z. Slur (Federally Protected Groups): Use of inappropriate terms or words with negative connotations, including verbal and written words, etc.**
  - AA. Social Media (Major).** Use of social media with malicious intent.
  - BB. Theft (under \$300):** Stealing of an item valued at less than \$300.00.
  - CC. Threat to Harm Employee (non-criminal):** Making a verbal or written statement which does not meet the criteria of criminal assault. A low-level threat that poses minimal risk to the victim and public safety. The threat is vague and indirect; the information contained in the threat is implausible or seems unlikely to be carried out.
  - DD. Threat to property of staff:** Threat to harm property of a staff member. Examples might be written or verbal threats made directly to the staff member or shared with other students or staff. This could include a threat to "key" a staff member's car or break into a home.
  - EE. Tobacco/Electronic Cigarettes possession/use/distribution (18 and older):** Possession/use/distribution of tobacco or electronic cigarette products by a student aged 18 or older.
  - FF. Trespassing:** Any unlawful presence on school property, usually applied when a student enters campus or a school bus while on OSS. Unlawful presence during non-

school hours is a Level IV offense; this code does not apply.

- GG. Under the influence (non-SESIR):** Student is under the influence of some substance as determined by physical response to stimuli or inability to perform in the normal manner of the student without other medical explanation.
- HH. Vandalism (\$101- 999):** Malicious destruction of property with a repair or replacement value of between \$101.00 - \$999.00.
- II. Vulgarity:** Engaging in inappropriate physical actions or written words with malicious intent, usually of a sexual nature, but without meeting criteria for sexual harassment.

### **Responses and Sanctions**

If a student commits a Level III offense, the school administration may use any Level 1 or 2 response/sanctions, and add Level IV sanctions as deemed appropriate in the exercise of its judgment and discretion, including but not limited to:

- Community Service
- Diversity Assignment
- Parent Seminar in-Lieu of OSS
- Referred for therapeutic counseling
- Tier 3 Intervention
- Tier 3 Placement
- Tobacco Education in-lieu of OSS
- District Discipline Review hearing
- Alternative Placement
- Expelled with services

### **Level IV**

Level IV acts of misconduct are the most serious. All infractions must be reported to the Office of Student Services. A student who commits a Level IV offense may also be subject to criminal proceedings. Level 4 offenses must be coded into data using SESIR (School Environmental Safety Incident Reporting) codes for data collection by the Florida Department of Education. The definitions of these events are provided directly by the FLDOE.

### **Level IV Offenses (SESIR)**

- A. **Alcohol possession/use/sale:** Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- B. **Arson:** Intentionally setting a fire on school property. To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.
- C. **Battery with Injury:** Physical attack/harm. The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (To distinguish from fighting, report an incident as battery only when the force or violence is carried out against a person who is not fighting back.)
- D. **Breaking and Entering into a Building or a Vehicle/Burglary:** Illegal entry into a facility. 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).

- E. **Bullying (repeated):** Intimidating behaviors. Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
- F. **Disruption/Disorderly Conduct:** Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)
- G. **Drugs Distribution (excluding alcohol):** (illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance, including false substance used as a drug.
- H. **Drug possession/use:** Illegal drug possession or use, including false substance used as a drug. The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.
- I. **Fighting (mutual):** Mutual combat, mutual altercation. When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention. (Does not include lower level fights involving pushing, shoving, or altercations that stop upon verbal command.)
- J. **Harassment:** Insulting behaviors. 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.
- K. **Hazing:** Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization.
- L. **Homicide:** Murder, manslaughter. The unjustified killing of one human being by another.
- M. **Kidnapping:** Abduction of an individual. Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
- N. **Other major crime:** Major incidents that do not fit within the other definitions. Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples: Student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.

O. **Physical Attack:** An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

P. **Robbery (forced):** Using force to take something from another. The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

Q. **Larceny/theft over \$300:** Taking of property from a person, building, or a vehicle. The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.

R. **Sexual Assault.** An incident that includes threat of rape, fondling, indecent liberties, child molestation, or sodomy.

S. **Sexual Battery:** Attempted or actual. Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.

T. **Sexual Harassment:** Undesired sexual behavior. Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (6A-19.008(1) SBE Rule) An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

U. **Sexual Offenses (other):** Lewdness, indecent exposure. Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)

V. **Tobacco/Electronic Cigarettes possession/use/distribution (under age 18):** Cigarettes or other forms of tobacco. The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

W. **Trespassing:** Illegal entry onto campus. To enter or remain 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. (Does not include students on OSS who enter onto campus during lawful school hours.)

X. **Threat/Intimidation:** Instilling fear in others. A 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.

Y. **Vandalism (over \$1,000):** Destruction, damage, or defacement of school or personal property. The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.

Z. **Firearm possession/other weapons:** Possession of firearms and other instruments which can cause harm. Possession of any instrument or object, as defined by Section



790.001, Florida Statutes, or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)

### **Responses and Sanctions**

If a student commits a Level IV offense, the school administration may use any Level 1, 2, or 3 response/sanctions, and add Level IV sanctions as deemed appropriate in the exercise of its judgment and discretion, including but not limited to:

- Expulsion without services

### **Offenses with specific required responses and sanctions**

#### **Alcohol, Tobacco, and Drugs**

The use, possession, delivery, or sale of alcohol, tobacco or other drugs including counterfeit or synthetic drugs, whether on school property or at a school function, will not be tolerated.

#### **Alcohol**

Students are prohibited from using, possessing, delivering, selling or being under the influence of alcoholic beverages on school property, on a school bus or school-approved transportation, or at any school-related function or activity. Violation of this rule is a Level IV offense.

#### **Tobacco/Electronic Cigarettes**

Smoking and tobacco possession is prohibited in school buildings, on school property, or at any school sponsored activity by persons of any age. All Flagler facilities and sites are tobacco-free 24 hours a day, 7 days a week. If a student is found to have violated this provision, the parents or guardian and law enforcement will be notified and civil penalties may be imposed.

#### **Drugs**

"Drugs" shall include any unlawful drug, narcotic or controlled substance (including prescription medications), and any substance represented to be such a drug, narcotic or controlled substance. Students are prohibited from using, possessing, delivering, selling, intending to sell, or being under the influence of drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity. They are likewise prohibited from possession of drug paraphernalia, which includes devices, products and things used or intended to be used for the ingestion of drugs.

Students are also prohibited from possessing, using, delivering, selling, or intending to sell any counterfeit drug, which is a substance that (i) is represented to be, (ii) is represented to contain, or (iii) appears to be (looks like) a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant or controlled substance of any kind, on school property, on a school bus or school approved transportation, or at any school-related function or activity.

A violation of these rules is a Level IV offense, and may subject a student to arrest and prosecution.

### **Use of Alcohol and Drugs**

A student who is under the influence of alcohol or drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity shall be deemed to have used and possessed alcohol or drugs. Evidence of such use includes, but is not limited to a student's admission of use of alcohol or drugs on or off campus; witness statements; a positive Portable Breath Test result indicating use of alcohol red and/or glassy eyes; drooping eyelids; odor of alcohol or drugs; difficulty communicating, walking or standing; difficulty with other motor skills; or other impaired faculties.

Students who violate the District's alcohol and drug policies are subject to the penalties provided for Level IV offenses. In addition, the principal may revoke the student's privilege of participating in non-academic school activities including, but not limited to, extracurricular activities, athletics, school trips, prom, and graduation exercise, and/or the revocation of school privileges, including, but not limited to, driving privileges.

Delivery or sale of alcohol or drugs, or intent to deliver or sell alcohol or drugs, is a more serious offense than use and possession of drugs or alcohol and shall result in a more serious penalty.

### **Bullying and Harassment**

Students and employees should be provided a safe and secure learning and work environment, free from bullying and harassment of any kind. The complete text of the School Board's bullying and harassment policy is set forth in School Board Policy 511.2 which may be viewed at <http://www.boarddocs.com/fla/flcsd/Board.nsf/goto?open&id=8SLJ4C4B5765#>; hard copies may be requested from the Office of Student Services. Bullying or harassment will not be tolerated and disciplinary action will be taken. In addition to school consequences, criminal charges may be filed. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying or harassment is prohibited in all educational environments as outlined in School Board Policy 217, Prohibiting Discrimination, Including Sexual and Other Forms of Harassment. The Discrimination and Harassment Policy may be viewed at <http://www.boarddocs.com/fla/flcsd/Board.nsf/Public#>.

The Equity Coordinator for the Flagler School District is Shawn Schmidli at 386-437-7526. Concerns regarding bullying should be shared with school administration and may be referred to the Director of Student Services.

Unsubstantiated bullying must be coded to the accused student's data to track incidents. This means the staff has investigated a bullying report and determined the claim to either be false or to fail to meet criteria to classify as bullying. Unsubstantiated bullying coding is not a discipline event; in some cases, the behavior is a violation of the Code of Conduct and results in disciplinary measures.

### **Wireless Communication Devices**

Students may possess cellular telephones, iPods, tablets, and other wireless communication devices at school, on buses, and at school functions. The device shall not be used during the school day without staff approval or on school buses to and from school. Failure to comply may result in the device being confiscated. Repeated failure to comply will be considered defiance of school rules.

Any disruptive, harassing or other inappropriate use of a cell phone or wireless communications device in violation of this policy or school rules, shall be cause for disciplinary action, including confiscation of the device as contraband and, in the event of repeated or serious misuse, loss of the privilege to possess such a device on school property or while attending a school function. Inappropriate use includes, but is not limited to: (1) texting, phoning or web browsing during prohibited times; (2) taping conversations, music or other audio at any time; (3) photography or videography of any kind at any time; (4) “sexting;” and (5) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers and other staff members.

When there is reasonable suspicion that a student has used a cell phone or wireless communication device in violation of the Code of Conduct or other school rules, or for an unlawful purpose, the school administration may review the phone’s call log, voice messages, text messages, photographs and any other applications in furtherance of its investigation of the suspected violation.

Staff are not required to investigate theft of any electronic devices; students are encouraged not to carry electronic items not issued by the school district.

### **Cheating/Plagiarism:**

Cheating/Plagiarism: Willful or deliberate unauthorized use of the work of another person for academic assignment or test. The discipline action for cheating/plagiarism will be as follows:

1<sup>st</sup> Offense: Warning and parent conference- Zero on the assignment

2<sup>nd</sup> Offense: Parent Contact and OSS- Zero in the assignment

3<sup>rd</sup> Offense: Parent Contact and loss of course credit (High School Only)

### **Chemical and Biological Attack or Threats**

If you are involved in the making of a chemical or biological attack or threat against the school, a school function, or anybody at school or a school function, you will be suspended for 10 days, recommended for expulsion or possible alternate placement, and must obtain counseling services. You will also be reported to law enforcement for prosecution to the fullest extent of the law. This applies whether or not the attack or threat is real or fake.

### **Dating Violence and Abuse**

It is the policy that the Flagler County School District that all of its students have an educational setting that is safe, secure, and free from dating violence and abuse. The complete text of the District’s dating violence and abuse policy is may be viewed at <http://www.boarddocs.com/fla/flcsd/Board.nsf/goto?open&id=8SLJ4C4B5765#>.

### **Flag Display and Pledge**

The United States flag and the official flag of Florida shall be displayed daily on a suitable flag staff on the grounds of each school when weather permits. Each classroom, auditorium, and other such rooms and School Board facility appropriately designated by the Superintendent, shall display the United States flag.

The pledge of allegiance to the flag shall be recited at the beginning of each school day in elementary, middle, and secondary schools. A notice shall be conspicuously posted on each school campus informing students that they have a right not to participate in reciting the pledge.

Students who do not participate in the salute and pledge of allegiance to the flag will stand or sit in silence.

- A. Parents of elementary and middle school students who choose not to participate must provide a written request to excuse the student from reciting the pledge.
- B. Students who do not participate in the pledge and salute, who stand or sit quietly, shall not be disciplined if their parent note is on file.
- C. Students not participating in the pledge and salute to the flag who interfere with others doing so will be considered disruptive. In those instances where interference or disruption occurs, the school staff will take appropriate disciplinary action.

### **Felony Charges and Convictions for Off-Campus Conduct**

#### Notice of Felony Charges and Hearing

Upon probable cause that a felony crime or certain misdemeanors that involve moral turpitude or violence has been committed, and deemed to have an impact on campus a student may be suspended for up to 7 days and/or assigned to an alternative education placement by the principal/designee. Arrest by a sworn law enforcement officer will serve as probable cause for suspension or alternative placement. Upon conviction, the student may be recommended for expulsion.

Before suspending a student or assigning them to an alternative education placement, the principal/designee will contact the parent to discuss the charges against the student. Notification may occur via letter, telephone, or in person prior to the meeting. That notification will tell the parent of the specific charges and advise that the student has a right to the “hearing.”

Adjudication of innocence or occurrence in court may not have bearing on the school board’s decision. The principal/designee will determine if the student’s presence at school will have an adverse impact on the school environment or other persons. If it is determined that the student’s presence may have an adverse effect, the student will be referred for alternative placement or expulsion.

### **Gangs and Gang Activity**

The Florida Legislature addresses the criminal street gang issue:

1. To maintain public order and safety,

2. To respond to the ever-increasing crime caused by street gangs that threatens and terrorizes peaceful citizens,
3. To stop this mounting criminal activity, and
4. To provide for increased penalties for those found guilty of criminal gang involvement and eliminate the patterns, profits, and property helping criminal street gang activity, including street gang recruitment.

A criminal gang is a formal or informal ongoing organization, association, or group that has as one of its primary activities the committing of criminal or delinquent acts. A criminal gang member is a person who meets two or more of these criteria:

1. Admits to criminal street gang membership;
2. Is identified as a gang member by a parent/guardian;
3. Is identified as a gang member by a documented reliable informant;
4. Reside in/frequents a gang's area, adopts their style of dress, hand signs, or tattoos, and associates with known gang members;
5. Is identified as a gang member by an informant of previously untested reliability and such identification is corroborated by independent information;
6. Was arrested more than once in the company of identified gang member for offenses which are consistent with usual criminal street gang activity; or
7. Is identified as a criminal street gang member by physical gang members four or more times.

Flagler County Schools will not tolerate any gang-related activity, to include dress, graffiti, hand signals, or verbal slang. Violation that disrupts the educational process will lead to disciplinary action. Any student identified as a gang member may be photographed and entered into the Florida Department of Law Enforcement's Gang Net.

### **Instructional Technology**

The District recognizes the value of instructional technology as a tool that assists student achievement within the classroom. Students may possess an instructional technology device and utilize it as an instructional tool in the classroom with the consent and under the direction of the school administration/staff, as it pertains to the current curricular unit, lesson, etc., and only within the scope and sequence of the District's Acceptable Use Policy. This policy may be viewed at <http://flaglerschools.com/policies>; hard copies may be requested from the Office of Student Services. However, this device must be turned off and put away when not being used. Failure to comply may result in the item being confiscated and disciplinary consequences.

When there is reasonable suspicion that a student has used an instructional technology device in violation of the Code of Conduct or other school rules, or if used for an unlawful purpose, the school administration may review the device's applications in its investigation of the suspected violation.

### **Judicial Orders of Protection**

The Department of Juvenile Justice will report to the school district all court orders in which a Flagler County School student is mandated to have "no contact" with his/her victim or victim's

siblings. A “no contact” order may be issued by a circuit judge and upon notification of such order, the school administration may remove the student named in the order, require him/her to attend another school, or implement other measures to ensure the “no contact” order is enforced. Students will not be required to move schools or removed from school without having a signed order from the courts, with the exception of recommendations from the district’s discipline review committee. Students will be given an opportunity to remain on campus following the provisions of “school based no contact” agreements on campus as deemed appropriate by the school based discipline team. If the school based no contact order is violated, the student will be brought before the District’s Discipline review Committee.

### **Prescription and Non-Prescription Medicine**

Administration of medications during school hours is discouraged. All prescriptions administered by school staff must be prescribed by a physician who has determined that a student’s health and well-being requires medication during school hours. The prescription must be documented by a note from the physician on file with the school nurse prior to use. The parent/guardian must deliver the medication to the nurse.

Students are prohibited from possessing prescription and non-prescription (over-the-counter) medication on school property, on a school bus or school-approved transportation, or at any school-related function or activity. Violation of this policy will result in discipline.

### **Weapon Possession on School Property or at Any School Function**

No student shall carry or possess or have under his or her control while at a school building, school function, on school property (including any personal vehicle), or on a bus or other transportation furnished by the school any weapon or explosive compound. “Weapons” means and includes any gun, knife, or other instrument that may cause bodily harm to another individual. No replicas are allowed on school property.

### Zero Tolerance Relating to Firearms/Weapons in Vehicles on School Property

It is the policy of the School District of Flagler County Florida, that any student SHALL NOT bring any firearm or weapon, including replicas, onto school property.

### Weapons-Guns

Any student who brings guns or explosives onto a school campus, bus, or school function shall be considered for expulsion for no less than one calendar year. Other students who handle, use, or possess guns or explosives shall be recommended for expulsion by the principal for not less than one calendar year. The Superintendent, his/her designee, and/or the School Board may consider extenuating circumstances in determining the length and type of expulsion. Criminal prosecution will be pursued in these instances. (FS 1006.13(2), as defined in 18 U.S.C.s. 921).

The student is to be suspended for ten (10) days, immediately removed from school, and is recommended for expulsion or alternative placement. This violation shall be reported to the proper law enforcement agency.

### Amnesty Clause

When a student discovers they have inadvertently brought a weapon on campus, on the bus, or in their vehicle, they must immediately notify an administrator/designee, teacher, or bus driver. The



weapon will be turned over to school personnel and or the school resource deputy. The student may not be disciplined if he/she follows this procedure.

## **School Transportation Expectations**

### **General**

Students must wait for the bus to come to a stop and then walk in front of the bus to get on the bus. *Riding the bus is a privilege. Do not abuse it.*

1. Busses should be considered “mobile school sites” where students are expected to be on their best behavior. Bus drivers should be treated and respected just as teachers and administrators are.

2. Students are audio/video recorded at all times while on a school bus. School bus surveillance videos are considered “student records.” Student records are confidential and are not subject to disclosure and release under the Sunshine Law. The rights of a student and his or her parent protect both the student’s access to those records and the student’s privacy interests in the content of those records. School video recordings which include multiple students cannot be released to an individual parent as the tape contains “records” of all recorded students.

3. A student must ride the assigned bus. Switching buses is not permitted. Transportation is provided only to the documented address on file. Any change in address should be updated immediately. Only students who live one mile or more from an elementary school and two miles or more from middle and high schools are authorized to ride the school bus. Distance from home to school is calculated by transportation routing software and is based on walking distance, not road mileage. Students must attend their zoned school and use the assigned bus stop based on their home address to receive transportation, or qualify under Exceptional Student Education (ESE).

4. Students are to be on time 10 minutes prior to bus arrival and stand off the roadway. Parents are responsible for their child's behavior at the bus stop and should be present to ensure appropriate behavior prior to the arrival of the bus in the morning and after the departure of the bus at the end of the day. School officials have jurisdiction at bus stops. Bus drivers may issue bus referrals based on behavior observed at bus stops, and administrators may investigate and discipline accordingly. In addition, behavior not directly observed at bus stops, but reported and confirmed by witnesses, may be acted upon.

5. If a student causes any damage (vandalism) to the bus or another vehicle, the parent shall be responsible to pay for the damage. Restitution or arrangements must be made with transportation within 30 days of notification. Failure to make full restitution for vandalism cost can result in loss of bus riding privileges for the remainder of the current school year. Students can be disciplined for doing anything at the bus stop which violates the Code of Student Conduct.

### **Florida Statute 1006.10 Authority of school bus drivers; school district duties.**

The school bus driver shall have the authority to control students during the time students are on the school bus, but shall not have such authority when students are waiting at the school bus stop

or when students are en route to or from the school bus stop, except when the bus is present at the bus stop.

### **Items Students Cannot Bring on a Bus**

Students may not possess glass containers of any kind, sharp objects, balls, bats, roller skates or blades, toys (examples: game boys, video games, silly string, cards of any type), cutting instruments of any kind, any large or bulky item that interferes with proper seating of students (examples: large musical instruments *defined as those that the student is not able to hold on his/her lap and/or impedes the driver, walkway, or adjacent seat*), scooters, skateboards or athletic equipment, any animal, batons, drum sticks, tennis rackets (unless in proper carrying case), electronic equipment (examples: CD players, DVD players, MP3 players, laser pens, voice recorders, or cameras with flash), fire arms, stink bombs, tobacco products, lighters, matches, lighters fireworks, or illegal drugs, cologne, nail polish, hair spray, spray paint, or chemicals, food, candy, gum or drinks other items prohibited elsewhere in the *Code of Student Conduct*.

All wireless communication devices **MUST** be turned off and kept out of sight (i.e. inside a pocket, a book bag, a purse, or similar container) while on the school bus. Violators will be subject to disciplinary measures. If a student uses a cell phone while on the school bus (including text messages) or the device is on and emits any ring tone or other noise (i.e. vibration) it may be confiscated. Violators will be subject to disciplinary measures.

### **Rules While on the Bus**

The bus driver is in charge. Students must obey the driver at all times. Students must tell the bus driver his/her correct name when asked. The bus driver and school will keep a seating chart. Students will be disciplined if they do not follow all district and school rules and the following special rules:

- \* sit in the assigned seat and use the seat belt if available
- \* stay seated at all times while the bus is in motion
- \* do not put any part of the body outside the bus windows
- \* do not distract the driver with loud conversation or noises
- \* do not eat or drink on the bus
- \* maintain absolute silence at all times when the overhead dome lights are on for railroad crossings
- \* do not throw any items on the bus or out of the bus windows
- \* do not mark, cut, or damage bus seats or the bus itself
- \* do not display signs from the bus
- \* do not use obscene language or gestures

The following infractions will result in a bus suspension and/or suspension from school up to 10 days, and/or removal of bus riding privileges: possession of weapons, illegal drugs, tobacco products, laser pens, fighting, vandalism, profanity towards driver, use of matches, lighters or fireworks, sexual harassment, throwing of objects in or out of bus, and use of any object or situation causing a safety problem.



## **Discipline**

Violation of District School Board transportation policies, including disruptive behavior on a school bus or that is a witnessed act at the school bus stop with the bus present (FS 1006.10) by a student, is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.

The School Board believes that all students, as well as the bus driver, should be able to ride safely on school buses. Therefore, if students misbehave, they will be removed from the bus. If a student commits minor infractions, the school bus driver has the authority to address the behavior appropriately. If a student causes repeated problems on the bus by doing something the bus driver considers a more serious rule violation, the bus driver will report it to your school Principal/designee. The bus driver will give the school a written referral about what the student did. School administrator/designees can take any of the following disciplinary steps against a student for misbehaving at a bus stop or on a bus, and will notify the parent/guardian, on an approved form when they take any of these steps:

1. Warn the student that the behavior is not allowed and if repeated, will result in further discipline as well as suspension of bus riding privilege.
2. Discipline the student the same as if she/he had misbehaved at school (detention, ACE/ICE room, Saturday school, suspension, expulsion, etc.).
3. Suspend the student from riding the bus if prior warning and other discipline have not improved the behavior. The student can be suspended for up to ten (10) days at a time.
4. Expel the student from riding a school bus if previous discipline has not worked or if a student commits a serious offense. The process by which a student is expelled from riding the bus is the same as the process for being expelled from school. The principal/designee makes a recommendation to the Superintendent, who then recommends it to the School Board. Even if a student transfers to a new school, he/she will be held responsible for any previous incidents of bus misconduct from the previous school.

## **Flagler County School District Bus Incident Procedures**

### Step 1 – Verbal Warning Parent/ Guardian Contacted

1. Students who misbehave or who demonstrate potentially unsafe behavior shall receive a verbal warning on a bus incident report form.
2. The driver shall telephone the student's parent/guardian to seek help in correcting the student's behavior. The student's behavior will be described in the comments section, and the driver shall write the date, time, student's name, name of the person spoken to, and a brief description of the conversation.
3. After two attempts, if a driver is unable to make contact with the parent/guardian by telephone, the driver must document the attempt and result on the referral and request assistance from the appropriate school administrator/designee for his/her assistance.
4. After any step, a student's behavior must become acceptable immediately and remain acceptable for the remainder of the school year.
5. If an additional incident occurs, the next step will be taken.

### Step 2 – Written Notice to Parent/Guardian

1. Written notice shall be sent home if a student's behavior has not become acceptable immediately.
2. Student will go to Step 3 if the written notice is not signed and returned to the driver or school within 48 hours after contact is made.

### Step 3 – Administrative Referral

1. Students who continue to violate bus rules, possess contraband, and jeopardize the safety of others will receive an immediate referral to the school administrator/designee.
2. After presentation of documentation by the driver to the administrator/designee, it is the authority of the school administrator/designee to determine if there is cause for suspension or recommendation of expulsion. Based on the infraction, suspension time is determined by the administration.

NOTE: Riding the bus or attempting to ride the bus while on suspension could result in another referral, loss of bus riding privileges, and referral to the School Resource Deputy for a trespass warrant. No Trespass signs are clearly posted in every school bus vehicle and will be strictly enforced.

Due to safety concerns, penalties for not wearing a seat belt, when it is part of the available equipment or unbuckling a seat belt prior to the arrival at school will result in:

Step #1 – Verbal warning and phone contact to the parent

Step #2 (next offense) – Suspension. Suspension for first offenses after a warning will be three (3) days, five (5) days suspension for a subsequent violation, and ten (10) days suspension for repeated misconduct.

### **Appeal of Bus Suspension**

A parent may appeal a bus suspension by calling the school principal/designee. The parent must come to the school and have a conference with a school administrator/designee and a representative from the transportation department/district office as part of the appeal. The student may be permitted to ride a bus pending the outcome of a bus suspension appeal as long as there are no additional incidents of misconduct.

If expulsion has been recommended, the student cannot ride a bus until the School Board rules on the expulsion. If a student engages in violent or very unsafe behavior while riding the bus, the school administration shall additionally suspend the bus riding privileges until they can hold a conference with the parent. The school will then determine whether to take additional disciplinary steps, including bus expulsion, and whether to impose further rules for the student's return to bus riding.

A helpful brochure for bus expectations and general information may be accessed at [http://www.fapflorida.org/ManualandPub/AWTYBrochure\\_2010.pdf](http://www.fapflorida.org/ManualandPub/AWTYBrochure_2010.pdf).

### **SECTION THREE: STUDENT ATTENDANCE**

All students, regardless of age, will attend school on a regular basis. All enrolled students are subject to the requirements of the Flagler attendance policy. Parents should notify the school of a student's absence and the reason for the absence as soon as possible. Some schools have a phone line, but all absences should be documented in writing for the absence to be excused.

Parents may write up to 5 parent notes per term with a total of 10 per year, until 15 days of total absence is attained. Parents will be advised if their child is considered truant. A referral will be made for services if a student is chronically truant. In the case of chronic truants, students and their parents could be referred for specific actions that involve the Department of Children and Families (DCF), the Sheriff's Office, the State Attorney's Office, and the school district.

School Attendance Procedures as follows:

1. Student is absent: contact with parent is attempted.
2. Student is absent 5 days unexcused in a calendar month, or 10 days in a 90 day period: a "warning letter" is sent to each parent.
3. If a student continues to be absent, intervention by school staff is initiated.
4. The school will conduct a Student Success Team (SST) meeting, and invite the parent and student, where a contract or other intervention is established.
5. If no improvement is made, or if the student is absent for 15 days unexcused within 90 calendar days, a referral for services is completed and/or documentation is forwarded to the State Attorney's office.
6. Students not required by law to attend school may be withdrawn due to failure to abide by attendance procedures.
7. Important note: for attendance monitoring purposes, three tardies or early sign outs equals an absence. If parents have not exceeded the amount of notes they may write each term, they can use one of these notes to excuse tardies or sign outs.
8. Out-of-school suspension (OSS) does not count as an absence for attendance monitoring purposes. Students are allowed to request and make up work within the timeline approved by the school and teacher.
9. Students must be in attendance at least half of the school day to participate in interscholastic or extra-curricular activities.

The following are acceptable reasons for student absences:

1. Personal illness of the student
2. Death in the family.
3. Religious holiday of the student's faith (including: Yom Kippur, Rosh Hashanah, and Epiphany, and others), with documentation, approved in advance by the school designee.
4. Special events, including, but not limited to, important public functions, student conferences, state/national competitions, administrative approved post-secondary educational institution visitation, as well as exceptional cases of family need, as judged appropriate for the student by the principal, provided that the requests are approved in advance and do not go beyond a total of 15 absences per year for the student. Note: Vacation trips during the school year are not considered excused absences.

5. Subpoena or forced absence by any law enforcement agency, provided that the students are not under immediate suspension from school. A copy of the subpoena or court summons must be presented to the principal/designee.
6. Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of three (3) days excused absence for an infestation of head lice.

**Note: All absences above 15 per year will be excused by doctor and/or court note only.**

For purposes of attendance, approved school-related activities are not counted as absences from class. The principal and/or his/her designee may address extenuating circumstances brought forth by a parent/guardian. The principal's decision is final.

Schools shall require written explanations or personal communication from parents when students are absent. This should occur upon the student's return to school. All notes submitted to excuse absences must be received at the school within 5 school days after the absence. After 5 days, absences will not be excused. All other absences from school shall be considered unexcused and shall be dealt with according to the district's attendance policy. Failure to provide requested documentation will result in unexcused absences. In the case of excessive absences, upon request of the principal, a parent will provide documentation (doctor's statement) of a student's illness.

### **How to Report an Absence**

1. It shall be the responsibility of each student's parent or guardian to explain his/her child's absence to the school office by telephone call, written notice, or by personal visitation by the first day of the student's return to school. Most schools require a written note.
2. The school will make an effort to contact the parent or guardian whenever a student's absence has not been explained.
3. Documentation of the absentee notes and related information will be maintained by the school.

### **Make-up Work**

Excused absences guarantee students the right to make up work for full credit if completed within the timeline established by the teacher. Students will not have the opportunity to earn credit for any tests, homework, or assignments for the day of unexcused absence. Students should request and complete work assigned during an unexcused absence in order to learn material covered; however, the student will not receive credit for the work. Students should consult the student handbook for their school to see what the policy is.

### **Loss of Driver's License Due to Non-Attendance**

The school is required to submit to the Department of Highway Safety and Motor Vehicles (DHSMV) the name of the student along with date of birth, sex, and social security number, for any student who accumulates excessive unexcused absences in a period of 90 calendar days. For

the purposes of maintaining the right to drive, days of suspension from school will not be forwarded to DHSMV as unexcused.

If a student's name is sent to the DHSMV for lack of attendance, the student is in danger of having the current privilege to drive suspended, or for students who are under age 16, having their application for licensure denied. The driving privilege may be reinstated if the student submits written verification to DHSMV that the student has completed 30 days of attendance in school without an unexcused absence or unexcused tardy. A hardship waiver hearing may be available with the school principal/designee in cases where the driver has been notified by DHSMV of loss of driving privilege.

### **Monitoring of Attendance and Tardies**

Each school is required to record a student's daily attendance. Students reporting to school/class after the official start time or ringing of the late bell, will be marked tardy. Students who are excessively absent, tardy, or leave school early may be referred to the Student Success Team for intervention assistance. Students who continue to be excessively absent will be monitored by the District Office and may be referred for additional services or to the State Attorney's Office.

### **Declaration of Intent to Terminate School Enrollment**

Children who are between the ages of 6 (as of February 1 during the school year) and 16 must attend school. A student, who is over 16 years of age and choosing not to attend school, must sign a "Declaration of Intent to Terminate School Enrollment" form. Students may obtain the form by speaking with their school counselor or a member of the school administration staff.

### **Home Education and Attendance**

Further details may be obtained from the Director of Student Services at 386-437-7526. Students who enter the home education program after entering the attendance monitoring process will be reviewed after 30 days to determine if the requirements for home education are being met.

**OPT OUT NOTIFICATION for Information Release**  
**Complete only to make changes in your OPT OUT status.**

School Name \_\_\_\_\_ Date \_\_\_\_\_  
Student Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_

Federal public law 107-110, section 9528 of the ESEA, “No Child Left Behind Act” requires school districts to release student names, addresses, and phone numbers to certain agencies and entities upon request. The law also requires the school district to notify you of your right to Opt-Out from this by requesting that the district not release your information. The completion and return of this form serves as your request to withhold your private information.

Yes \_\_\_ No \_\_\_ Student information may be released to armed forces and military recruiters, or military schools. (Military)

Yes \_\_\_ No \_\_\_ Student information may be released to colleges and/or other institutions of higher education. (Higher Ed)

Yes \_\_\_ No \_\_\_ Student information may be released to newspapers and other media. (Public)

Yes \_\_\_ No \_\_\_ Student information may be used for district use for yearbook, photographs, sports information (such as programs or articles). (Local)

I understand that this will remain in effect until I revoke this option by notifying Flagler County Public Schools in writing of my decision. Submit notice to the school registrar.

Signature of Student \_\_\_\_\_

Signature of Parent or Guardian if student is under 18 years of age

\_\_\_\_\_

**HAVE YOUR CHILD RETURN THIS PAGE TO  
SCHOOL AFTER SIGNING THE ACKNOWLEDGEMENT**

**PARENT AND STUDENT ACKNOWLEDGEMENT**  
***Flagler Schools Code of Student Conduct 2015-16***

The *Code of Student Conduct* has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Flagler County Public Schools *Code of Student Conduct*.

In an effort to conserve resources, Flagler schools are providing printed copies of the *Code* by request only. The full document is available online. Please check the statement below which applies to you.

\_\_\_\_\_ I will access the *Code of Student Conduct* online at [www.flaglerschools.com](http://www.flaglerschools.com), and I do not wish to have a printed copy.

\_\_\_\_\_ I wish to have a printed copy of the *Code of Student Conduct*.

\_\_\_\_\_ I have received and reviewed the *Code of Student Conduct*.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Student Name (Print) Grade

Parent/student: Please retain a copy of this document for your files. The original will be on file at the student's school. Note: All corrections/updates to the *Code* during the school year will be made online only. The *Code* is located on the Student Services webpage at [www.flaglerschools.com](http://www.flaglerschools.com).

**For School Use Only (if book is requested)**  
Code of Conduct book provided to student: (date) \_\_\_\_\_  
(by) \_\_\_\_\_  
**Attach new acknowledgement sheet from back of book signed by parent before filing.**

Revised 7/30/15

**The following committee members participated in the revision of this document for 2015- 2016:**

<b>Ryan Andrews</b>	<b>School Dean, FPCHS</b>
<b>Barbara Beach</b>	<b>Asst. Principal, BTMS</b>
<b>David Bossardet</b>	<b>School Dean, BTMS</b>
<b>Robert Bossardet</b>	<b>Assistant Principal, FPCHS</b>
<b>Lora Lee Craton</b>	<b>School Dean, WES</b>
<b>Ester Jackson</b>	<b>Asst. Principal, BES</b>
<b>Timothy King</b>	<b>Student Behavior and Discipline Coordinator</b>
<b>Toussaint Roberson</b>	<b>School Dean, FPCHS</b>
<b>Robert Sawyer</b>	<b>School Dean, MHS</b>
<b>Katrina Townsend</b>	<b>Assistant Principal, BTES</b>