

FLORIDA STATE UNIVERSITY SCHOOLS
Budget FY 2022-23
August 2022

Revenue and Expense Summary

REVENUE BASED ON FINAL CONFERENCE REPORT FOR 2022-2023

| | K-5 | Secondary | K-12 | | Total | FY21-22 Budget | Difference |
|--|------------------|------------------|------------------|------------------|-------------------|----------------|----------------|
| Florida Education Funding Program | 4,267,638 | 6,737,733 | | | 11,005,371 | 10,322,059 | 683,312 |
| ESE Guaranteed | | | 352,107 | | 352,107 | 353,520 | -1,413 |
| Supplemental Instruction Allocation | | | 302,671 | | 302,671 | 303,748 | -1,077 |
| Reading Instruction | | | 205,880 | | 205,880 | 185,075 | 20,805 |
| Class Size Reduction | | | 1,673,782 | | 1,673,782 | 1,683,591 | -9,809 |
| Safe Schools | | | 329,760 | | 329,760 | 317,758 | 12,002 |
| Mental Health | | | 179,547 | | 179,547 | 169,186 | 10,361 |
| Instructional Materials | | | 141,100 | | 141,100 | 133,393 | 7,707 |
| Media | | | 8,124 | | 8,124 | 7,679 | 445 |
| Science Lab | | | 2,220 | | 2,220 | 2,099 | 121 |
| Teacher Classroom Supply Assistance | | | 33,614 | | 33,614 | 36,599 | -2,985 |
| Digital Classroom Allocation | | | | | | 100,438 | -100,438 |
| Digital Classroom Allocation Carry-Forward | | | | | | 81,134 | -81,134 |
| Teacher Salary Increase | | | 450,207 | | 450,207 | 339,660 | 110,547 |
| Entitlement Projects | | | | 774,996 | 774,996 | 774,996 | 0 |
| Other Projects | | | | 1,886,574 | 1,886,574 | 1,727,041 | 159,533 |
| Food Services | | | | 470,000 | 470,000 | 470,000 | 0 |
| Activity Fees | | | | 525,000 | 525,000 | 525,000 | 0 |
| Extended Day | | | | 670,000 | 670,000 | 670,000 | 0 |
| Charter School Capital Outlay | | | | 953,999 | 953,999 | 953,999 | 0 |
| Local Tax Millage Equivalent Appropriation | | | | 1,582,323 | 1,582,323 | 1,582,323 | 0 |
| Transfer from Cash Reserves | | | | | 0 | | |
| | | | | | | | |
| Total | 4,267,638 | 6,737,733 | 3,679,012 | 6,862,892 | 21,547,275 | | 807,977 |

698 1102 1800

| Expenses | Function 5000 | Function 6000 | Function 7000 | Total | | |
|-------------------------------------|--------------------------|--------------------------|--------------------------|------------------|-------------------|-------------------|
| K-5 | 2,583,128 | | | 2,583,128 | | |
| 6-12 | 4,275,748 | | | 4,275,748 | | |
| K-12 | 185,500 | \$1,019,160 | \$3,714,186 | 4,918,845 | | |
| ESE Guaranteed | 153,397 | | | 153,397 | | |
| Supplemental Instruction Allocation | 296,064 | | | 296,064 | | |
| Reading Instruction | 154,581 | | | 154,581 | | |
| Class Size Reduction | 1,113,641 | | | 1,113,641 | | |
| Safe Schools | | | 358,836 | 358,836 | | |
| Mental Health | | 179,547 | | 138,554 | | |
| Instructional Materials | 141,100 | | | 141,100 | | |
| Media | | 8,124 | | 8,124 | | |
| Science Lab | 2,220 | | | 2,220 | | |
| Teacher Classroom Supply Assistance | 33,614 | | | 33,614 | | |
| Teacher Salary Increase | 450,207 | | | 450,207 | | |
| Entitlement Projects | | | 774,996 | 774,996 | | |
| Other Projects | | | 1,886,574 | 1,886,574 | | |
| Food Services | | | 470,000 | 470,000 | | |
| Activity Fees | | | 525,000 | 525,000 | | |
| Extended Day | | | 670,000 | 670,000 | | |
| US Bank Bond Payments | | | 1,136,939 | 1,136,939 | | |
| Liability ins/capital outlay | | | 1,399,383 | 1,399,383 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Contingency | | | | | | 15,331 |
| Total | 9,389,200 | 1,206,831 | 4,073,021 | 6,862,892 | 21,531,944 | 21,547,275 |

Base funding includes Base Student Allocation, Mills Compression, Sparsity Supplemen and State-Funded Discretionary Tax Equilization.

- Change to Tobacco and E-cigarette consequences – Page -45
- Change to elementary tardy consequences – Page-14
- Administrative Contract - FSUS reserves the right to place any student (enrolled or participating in extracurricular activities) on contract - Page 64
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Deleted: <#>Attendance Credit Hours page 13

Florida State University Schools

2022-2023

Code of Student Conduct



MISSION:

In collaboration with the College of Education at Florida State University,
The mission of Florida State University Schools is to
Advance Florida's K-12 education through
Exemplary teaching, research and service.

VISION:

Instruction that MOVES,
Leaders who INSPIRE,
Research that MAKES A DIFFERENCE in the 21 Century.

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Dear FSUS Families:

Florida State University Schools, in partnership with parents and our community, provides a safe and orderly environment where our students have the opportunity to develop their intellectual, social, emotional, and physical potential to become confident, capable, well-rounded students. It is the expectation of FSUS Board and Administration that all students at all grade levels experience an environment free of disruptions that interfere with teaching and learning activities.

The Code of Student Conduct, required by Section 1006.07(2), Florida Statutes, is designed to assist students, parents, teachers and school administrators to communicate school rules and policies regarding student conduct and discipline. The FSUS Code of Student Conduct is based upon the goal of promoting a positive and safe atmosphere for teaching and learning and is adopted by the FSUS School Board prior to publication.

Parental and community member support is integral to achieving the goals of the Code of Student Conduct. Parents and students are urged to read this document carefully and are held responsible for being aware of all the policies and procedures contained. Teachers, counselors and administrators are available if further information is needed.

As you read the Code of Student Conduct, please keep in mind that:

- All rules outlined in this document apply to all students unless otherwise noted;
- All rules apply at all school-sponsored functions or events, whether on the physical FSUS campus or another location;
- The FSUS Administration reserves the right to make the authoritative interpretation of any rule or policy outlined in the Code of Student Conduct;
- For the purposes of this document, the term “administrative consequences” refers to any disciplinary consequence imposed by a school administrator or his/her designee.
- A student’s invitation may also be withdrawn based on violations of school policies as set forth in this Code of Student Conduct.

Florida State University School is also a Developmental Research School serving students in grades Kindergarten through 12. In order to fulfill our research mission, each student that attends FSUS by invitation agrees to participate in research projects approved or sanctioned by the FSUS Administration.

Our FSUS Administrative team looks forward to a successful school year and appreciate your support.

The FSUS Administrative Team

Student Expectations/Responsibilities

The Board and FSUS community hold the highest expectations for student conduct at Florida State University Schools in order to create a caring and safe learning environment. FSUS recognizes the following student rights:

- Students have the right to a safe environment free from intimidation, sexual harassment, and assault.
- Students have the right to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways and lunchroom.
- Students have the right to safe passage to and from school and while on campus.
- Students have the right to expect staff to assist in solving their problems.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the learning environment.
- Students have the right to exercise freedom of expression as part of the instructional process. However, this freedom is subject to reasonable regulation and may not be used to disrupt the learning environment or interfere with the rights of others.

Student rights also entail student responsibilities. These responsibilities include the freedom to exercise his/her rights in a manner that is not offensive to the recipient. It is the responsibility of each student to respect the rights of all who are involved in the educational process. No student has the right to interfere with the education of his/her fellow students. We trust students will respectfully accept and adhere to the following expectations:

1. Be in school on time and learning every day, unless sick or with an approved absence.
2. Be present at those classes or other activities, which are planned, for their educational betterment.
3. Know and observe school rules.
4. Bring only items to school that add to the learning environment of the classroom.
5. Demonstrate appropriate and responsible behavior at all times.
6. Respect school property.
7. Refrain from any conduct which interferes with another student's opportunity to learn.
8. Contribute to a safe and orderly learning environment by respecting themselves and others, their property and school rules and regulations.
9. Help maintain a safe, alcohol free, drug free, and weapon free environment.
10. Conscientiously complete classroom assignments and meet all requirements of their programs for learning.
11. Demonstrate quality and pride in their academic work and co-curricular activities.
12. Cooperate with other students to further common educational goals and to assist school personnel in creating a climate of mutual trust and respect conducive to learning.
13. Assume responsibility for their own behavior.

Violence in the school shall not be tolerated and students who engage in violent criminal acts on school property, at athletic events, on school-sponsored transportation, or during school-sponsored activities may receive the most severe consequences provided for by this policy.

Section I: AUTHORITY OF THE TEACHER

Section 1003.32, Florida Statutes, grants teachers and other school staff members the authority to control and discipline students assigned to them, both on campus, and in other places where they may be assigned for supervision. Students are expected and required to follow the requests and directives of all teachers, school staff members, school volunteers, and chaperones when on FSUS-owned property or at other places where they are under the supervision of FSUS personnel.

Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident composed on a referral form provided by the Administration.

Note: Sections 1006.11 and 1003.32 Florida Statutes, grant school personnel the power to use reasonable force to protect himself or herself, the student, or others from injury. In addition, teachers may have violent, abusive, uncontrollable, disruptive, disobedient, or disrespectful students removed from the classroom for behavior management intervention and/or directed for information or assistance from appropriate school or district personnel.

Note: Section 1003.32 (4), Florida Statutes, authorizes a teacher to remove a student whose behavior is determined by the teacher to interfere with the teacher's ability to communicate with the class or the ability of the student's classmates to learn.

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

Note: Section 1003.32 (1) (i), Florida Statutes, empowers teachers and other instructional personnel to press charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school sponsored transportation, or during school sponsored activities.

Section II: DIRECTORY INFORMATION and STUDENT PRIVACY

Students' parent(s) or legal guardian shall be notified annually via the Code of Student Conduct that the Board may release "directory information" to the general public.

A. Directory information includes:

- (1) Name
- (2) Address
- (3) Telephone number, if listed
- (4) Participation in officially recognized activities and sports
- (5) Weight and height (if an athletic team member)
- (6) Name of the most recent previous school or program attended
- (7) Dates of attendance at schools in the District and degrees and honors received
- (8) Date and place of birth

B. Publishing of information described in section II (A)

Information described in section II (A) herein may be published routinely by the Board in conjunction with press releases about school activities, honor roll announcements, athletic events and other school-related activities.

C. Agency requests of directory information

Directory information requested in writing by agencies identified in Florida Statutes may be released subsequent to written notification to the student's parent(s) or legal guardian or a student who is eighteen (18) years or older. The written notification to the student or the student's parent(s) or legal guardian shall be by certified mail receipt and shall be addressed to the most current address on file with FSUS.

D. Requests not to publish directory information

Directory information shall not be published when the student's parent(s) or legal guardian submits written notification to the Administration within thirty days of distribution of the Code of Student Conduct. Failure to advise the student's administrator shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

E. Family Educational Rights and Privacy Act (FERPA)

The primary rights of parents and eligible students under FERPA are:

- The right to inspect and review education records
- The right to seek to amend education records
- The right to have some control over the disclosure of information from education records.

- The right to file a complaint with the Department.

F. Armed Forces Access to Student Information

Two federal laws require FSUS to provide military recruiters with three directory information categories (names, addresses and telephone listings) when requested, unless parents have advised FSUS that they do not want their student's information disclosed without their prior written consent.

Parents must notify FSUS in writing within 30 days of the first day of school if they do not want FSUS to disclose directory information from their child's education records to military recruiters without their prior written consent.

Section III: ATTENDANCE

Attendance Clerk: 245-3883

To fully benefit from FSUS' educational programs, students are expected to attend school regularly, be on time for classes and satisfy all course requirements. Poor attendance or excessive tardiness may result in failing grades. Determination of whether an absence or tardy is excused or unexcused is up to the school administrator or designee (F.S. 1003.24). Without proper documentation, the Administration can determine an absence or tardy to be unexcused. Documentation must be provided for absences to be considered excused. All absences shall be recorded on the student's report card.

A. Excused and Unexcused Absences

The following absences may be excused with the proper documentation:

- i. Illness and/or medical care
- ii. Death in the family or family emergency
- iii. School counseling
- iv. Legal reasons or court appearances
- v. Financial conditions
- vi. Religious Holidays (Religious Holiday(s)/Observance(s) exemption forms shall be available)
- vii. Prearranged absences for educational purposes approved by an administrator
- viii. School sponsored activity
- ix. Pediculosis (lice) – the first three days a child is sent home are excused. A child may be excused for lice no more than nine days in any school year.

Please report all absences and medical appointments to the Attendance Clerk or through the myFSUS app by 9:00 a.m. on the day of the absence or appointment. All absences not justified by the end of the 9-week period in which the absence occurs will remain unexcused. It is the responsibility of the parent/guardian and the student to be aware of all absences. Parents may use FOCUS to view their child's attendance; access is via the home page of our website at www.fsus.school.

Students must attend at least 4 periods of school to participate in an after-school activity or athletic event, unless a medical or legal appointment necessitated a longer absence. A secondary student who misses more than ten minutes of any period will be considered absent from that class.

After 4 periods, a student is considered absent for the day.

Excessive Excused Absences

After three consecutive absences in any class period or after (5) or more excused absences within a calendar month or ten (10) excused absences in one semester, third party documentation (such as legal or medical documentation) will be required for any additional absences. Administration may withdraw a student's invitation if the student does not provide appropriate third party documentation.

Excessive Unexcused Absences (FS 1003.26 (b))

If any student accumulates five (5) or more unexcused absences within a calendar month or ten (10) unexcused absences within a 90-calendar-day period in any class period, the student is referred to a Child Study Team for attendance and may be placed on an Attendance Improvement Plan. If the student accumulates five (5) unexcused absences within a calendar month or ten (10) unexcused absences within a 90-calendar-day period after being placed on an Attendance Improvement Plan, the student will be placed on an Attendance Contract.

Unexcused Absences for Individual Classes (Grades 6-12)

Attendance will be recorded within the first 10 minutes of each class period in FOCUS. Each teacher will take the following progressive measures after each unexcused absence within a single class in a month:

- First Occurrence: Document and notify student and families through FOCUS
- Second Occurrence: Document and notify student and families through FOCUS. Teacher writes a referral in FOCUS and Administration may assign 2 days of after-school detention with selected personnel.
- Third Occurrence: Document and notify student and families through FOCUS. Teacher writes a referral and Administration may assign 1 day of in-school suspension.
- Fourth Occurrence: Document and notify student and families through FOCUS. Teacher writes a referral and Administration may assign 2 days of in-school suspension.
- Fifth Occurrence: Document and notify student and families through FOCUS. Teacher writes a referral and Administration may place student on an Attendance Contract.

B. Arrival/Dismissal

In order to ensure the safety of our students, students should only report to school and stay on campus during hours in which the school can provide supervision.

No FSUS student should arrive on campus before 7:15 A.M or remain on campus after 3:30 P.M. unless enrolled in a supervised activity. Elementary students (grades K-5) must report to the cafeteria if they arrive between 7:15 A.M. and 7:50 A.M.

To ensure the safety of all students, parents shall pick up and drop off students in the two loops located on the south side of the FSUS campus. Students who walk from Southwood or the surrounding area should use the crosswalk and gate located on the north side of the FSUS campus near the outside basketball courts. Students who are on athletic teams are to be picked up in the student parking lot located by the tennis courts, not in the pickup loops.

Secondary students found unsupervised after 3:30 p.m. shall be placed in the Extended Day Program and the parents will be billed the program's standard drop-in fee. Students who fail to report to the

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Deleted: Required Hours for High School Credit¶

¶ State Statute (F.S. 1003.436), requires that a student be in attendance for a minimum of 135 hours of instruction to be awarded high school credit. A student with four (4) or more unexcused absences and a passing grade in any class during any nine week grading period will receive a grade of 59 for that class until a successful appeal is made as outlined below. Official documentation from a third party is required for five (5) or more absences in a nine week grading period.¶

Appeals Process Students with four (4) or more unexcused absences and a passing grade will receive a grade of 59 (F) on his/her report card for that class. ¶

1. Students and parents will be notified of the need to appeal a student's unexcused absences. ¶

2. Students/parents will have five (5) school days to set an appointment on the designated appeals day with the attendance review committee. ¶

3. If an appeal is denied or the student/parent does not set an appointment within the five (5) day deadline, a failing grade of 59 for the class will remain in effect. ¶

4. If an appeal is granted, a student may be allowed to restore his/her original grade one time in each class per year by attending a pre-arranged make-up day. 29 ¶

5. If a student has no more than four unexcused absences in a class, he/she may attend one class period for each unexcused absence in a class on a pre-arranged make-up day. A student with more than four unexcused absences in a class during a nine week grading period will not have this option. Attendance on the make-up day does not remove the unexcused absence or change it to an excused absence. ¶

6. Students who miss ten or more minutes of any class will be considered absent from that class. ¶

7. Any student who has perfect attendance and no unexcused tardies during a nine week grading period will have one additional point added to his/her grade average for each class in which this criterion was met. However, grades cannot exceed 100.¶

¶

Extended Day Program may face disciplinary action. Secondary students who are not in a supervised activity must be at the pickup loops by 3:10 P.M. and must remain at the pickup loop unless under supervision. All students must be picked up within 15 minutes of the conclusion of the supervised activity.

Elementary students found unsupervised after 3:15 p.m. shall be placed in the Extended Day Program and the parents will be billed the program's standard drop-in fee. Students who fail to report to the Extended Day Program may face disciplinary action.

If any FSUS student is repeatedly found unsupervised before 7:15 A.M. and/or after 3:30 P.M. (3:15 for K-5 students), the student may face disciplinary action, including possible withdrawal of FSUS invitation. Students are not permitted to be inside of any campus building without adult supervision. Consequences for the violation of this rule will be determined by Administration.

C. Sign In Procedures

Secondary students, **after 8:10 a.m.**, must sign in with the receptionist in the front office building before proceeding to class.

After 8:30 a.m., elementary students must sign in with the receptionist in the front office before proceeding to class. A student will only receive an excused tardy if the reason meets the criteria for approved absence or late attendance.

D. Late Attendance or Tardies

A student who is not in the classroom and/or designated area at the time specified by the classroom teacher(s) is considered Tardy.

Elementary (Grades K-5)

Attendance, including tardies, will be recorded by the student's homeroom teacher in FOCUS daily. Excessive tardies will be addressed by Administration.

10 tardies in a semester will result in a Child Study Meeting

15 tardies in a semester year will result in a Tardy Plan

20 tardies in a semester year will result in a Tardy Contract.

25 tardies will result in a recommendation of withdrawal of invitation from FSUS.

Secondary (Grades 6-12)

Attendance, including tardies, will be recorded within the first 10 minutes of each class period in FOCUS. **After 10 minutes from the beginning of each class period, a student is considered late and it will be recorded as absent from that class.** Each teacher will take the following progressive measures after each tardy occurrence:

1st Tardy: Document and notify student and families through FOCUS

2nd Tardy: Document and notify student and families through FOCUS

3rd Tardy: Document and notify student and families through FOCUS. Teacher writes a referral (high school)/Nole Note (middle school) and Administration may assign an after-school detention.

4th Tardy: Document and notify student and families through FOCUS. Teacher writes a referral and Administration may assign 2 days of after-school detention. Being marked tardy four times in one class for a nine-week grading period will result in an unexcused absence.

5th Tardy: Teacher writes referral and Administration may assign administrative consequences. Additional tardies may result in an attendance child study team and/or administrative meeting to determine appropriate action, including revocation of school privileges such as off-campus passes and event participation and possible withdrawal of FSUS invitation. Please see section on excessive absences and tardies.

In addition to the consequences listed above, excessive tardies to 1st period will result in the following:

- 10 tardies in a semester will result in a Child Study Meeting
- 15 tardies in a semester will result in a Tardy Plan
- 20 tardies in a semester will result in a Tardy Contract.
- 25 will result in a recommendation of withdrawal of invitation from FSUS.

E. Sign Out Procedures

If leaving before regular dismissal time, students must sign out in the front office (for non-illness related reasons) or the clinic (for illness). Any elementary student who leaves prior to the end of the school day without proper medical or legal documentation may be marked left early. If the student is leaving for non-illness related reasons, a parent must notify the school in advance or report to the front office receptionist to sign for the student. Parents of driving students, who have uploaded the off-campus waiver, may call the school to notify that their child is signing out.

Students who become ill or injured during the school day are sent to the clinic. In the event of an illness, the parent(s)/guardian(s) will be contacted by the clinic and will need to check out his/her child at the clinic or front office.

F. Pre-arranged Absence

A pre-arranged absence request must be completed and submitted to the Administration at least **five (5) days in advance**. A pre-arranged absence may be requested through the myFSUS app. Administrative approval is required for a pre-arranged absence to be excused. Submitting a request does not guarantee administrative approval. Administrative denial does not prevent your student's participation in the stated event; it means that the resulting absence will not be excused.

G. Make-up Work

It is the policy of FSUS that all students with excused or unexcused absences be provided the opportunity to demonstrate mastery or competency in their academic course work. It is the student's responsibility to make all arrangements to make-up any assignments.

1. **Classwork/Homework** - Students will have two (2) school days, not including the day of return, for each excused class day absent in which an assignment has been given. Previously assigned work is due the day of return.
2. **Tests/Quizzes (announced and unannounced)** - If a student knows he/she will be absent on a test day, then the student should arrange to take the test early. *Middle and Elementary school* students with unexcused absences may be allowed to make arrangements with his/her teacher to makeup tests or quizzes (announced or unannounced). *Students participating in a high school credit class* with an **excused absence** on the day of the test or quiz may work with the teacher to make arrangements to retake the test or quiz. Students have two (2) school days,

not including the day of return, to make up the test or quiz. For excused absences longer than 3 days, students may work with teachers to determine the makeup period. This will be done on a case by case basis with administrative approval. *Students participating in a high school credit class* with an **unexcused absence** on the day of a previously announced test or quiz may receive a zero on the test or quiz according to the department guidelines. Students may substitute their mid-term or final exam grade for (1) zero received on a test or quiz as a result of an unexcused absence. If the test or quiz was unannounced, the student must take the test or quiz on the day the student returns.

- 3. **Final Exams and Midterms-** All students should plan to be in attendance during their final exam or midterm unless the student qualifies for the attendance incentive program. Any student with an excused absence on the day of the midterm or final will receive an “incomplete” until the student has taken the exam. Students are responsible for working with the appropriate teacher to schedule a time to make up the exam.
- 4. **Long-Term Projects and Papers-** If a student knows he/she will be absent on the date the project or paper is due, then the student should arrange to submit their project or paper early. Extensions will not be given should a student be absent during the completion period. Completion period is defined as “paper or project is assigned and prior to the paper or project due date). *Elementary and middle school students* may submit the paper or project on the date of his/her return. *For students participating in a high school credit course*, all projects and papers will be due on the date assigned unless a student has an excused absence on the date. All effort will be made to submit the project or paper on the date due, but if the absence is excused, the student may submit the project or paper on the day that the student returns.
- 5. **Suspensions/Administrative Leave-** Students that have received In-School Suspension, Out-of-School Suspension, or placed on Administrative Leave will be expected to complete assignments during the time of his/her absence. The student and family will work with FSUS Administration and faculty on a case-by-case basis to make sure that the student is receiving all classwork and assignments. Deadlines for completion will be given on a case by case basis.
- 6. **Religious Observations and Holidays-** Students shall be excused from an assessment, study, or work assignments for religious observation, holidays, or because the tenets of his/her religion forbid secular activity at such time. Administration shall implement this provision on an individual basis pursuant to Florida Statutes and Board rules.

H. **FSUS Attendance Child Study Team and Attendance Improvement Plans**

The goal of the FSUS Child Study Team is to work with the student and his/her guardians to identify strategies to improve attendance. The team will implement an Attendance Improvement Plan. If a student does not cooperate with the recommended strategies or the student’s attendance does not improve, the student will be placed on an attendance contract. Violation of this contract could result in truancy court, withdrawal of FSUS invitation and/or exclusion from any extracurricular activities, including athletics.

Truancy Petition; Prosecution Disposition F.S. 1003.27(2) (b)

If the school determines that a student, subject to compulsory school attendance, has had at least:

- Five unexcused absences, or absences for which the reasons are unknown, within a calendar month or
- Ten unexcused absences, or absences for which the reasons are unknown, within a ninety-day calendar or more than fifteen unexcused absences in a ninety-day calendar period, Administration may file a truancy petition. The FSUS School Board must be notified of any action pursuant to this provision.

Driver License Attendance Requirements

In accordance with Florida Statute 322.091, 1003.27, and 414.125, students ages 14 -17 who have 15 or more unexcused absences within a 90-day calendar period, or drop out, will be subject to the following consequences:

- A learner's permit or driver's license will be suspended
- If the student does not have a license or permit, a block will be placed on the student's record and a license or permit cannot be issued.

The block or suspension will not be lifted until the student can prove that they are in compliance with attendance laws. Compliance means that the student must:

- Be back in school 30 days without an unexcused absence **in any class period**, graduate, receive a GED or receive a certificate of high school completion;
- Have the District office complete and notarize a compliance form and submit it to the Department of Highway Safety and Motor Vehicles; and
- Pay any applicable fines or fees to the Department of Highway Safety and Motor Vehicles if a license is suspended. Penalties may also be added to the insurance bill.

Section IV: Campus Visitors

Notification of Procedures

Parents and FSUS families are always welcome to our campus to visit or volunteer. A visitor is any person that is not a current FSUS student or employee. To maintain a safe campus, all visitors are required to sign-in to the front office and wear a visitor's badge while on campus.

A. Visitor Sign-In Procedures

In order to maintain the safety of our students and staff, all visitors to the FSUS campus shall sign in at the front office and present a driver's license or valid picture identification. The visitor will be given a badge, which must be worn for the duration of the visit. Persons without a badge are subject to trespass violation and possible arrest. Visitors must sign out and return badge before leaving campus.

Visitors requesting classroom observations should contact Administration. Frequency and duration of any classroom visitations will be reasonable so as not to disrupt the classroom instruction. The observation is not to be used as an opportunity to conference with the teacher. A conference appointment may be pre-arranged directly with the teacher or through the student's school counselor. A student's rights of confidentiality must be observed. If the observation or observer becomes a disruption to the classroom instruction, the visitor will be asked to leave. Observations by students from pre-service teacher preparation programs will be coordinated through the Director of Research and Teacher Education at FSUS.

B. Parent Conferences

Consistent and clear communication with parents and families regarding a student's progress is essential to student success. For this reason, FSUS teachers, Administration, and families may request parent conferences. However, in order to protect valuable instructional time, parent conferences should be scheduled before or after school, or during teacher planning times. Teachers shall not stop classroom activities to hold a parent conference or phone conference.

C. Visiting Students or Visiting Student Alumni

FSUS students shall not have visitors on campus without prior Administrative approval. Any individual considered a non-student shall obtain front office clearance prior to entering the building. For safety reasons, any individual found on campus without clearance from a member of the Administrative staff may be arrested for trespassing.

Students will not be called out of class to speak with parents, friends, or any other personnel. Messages, or items other than money, will be left in the front office (245-3700) and will be delivered to students at the appropriate times.

FSUS asks that flower/balloon arrangements and other similar gift items not be delivered to students or brought to the FSUS campus without prior approval by an Administrator.

Section V: GENERAL PROVISIONS FOR BEHAVIOR

FSUS Administration or a designee shall ensure that students are properly supervised while at school and during any school-sponsored activity. This duty includes the maintenance of a safe, orderly, and positive environment.

All students enrolled in school shall be subject to the laws and regulations of the Florida Board of Education and the rules and policies of FSUS. Students are under the control and direction of the Code of Student Conduct during the time students are transported to or from school, are attending school or a school-sponsored activity and/or are on school premises for school attendance and authorized activities.

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved – students, FSUS faculty and staff, parents, guardians and all other members of the community. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to. The school board does not condone a lack of civility by anyone. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor.

A. Breakfast/Lunch/Cafeteria

Florida State University Schools believes that every student should have the opportunity to receive a nutritious meal for breakfast and/or lunch. In order to provide this opportunity, the following policies and procedures are necessary to create a safe, organized and efficient breakfast and lunch experience:

1. *Food Line:* Students are not allowed to re-enter the cafeteria food line area with food that has already been purchased. Any food brought into the food line area will be considered not paid for or purchased.
2. *Designated Areas:* Students are not permitted to be in classrooms or hallways during their lunch period unless they are attending a meeting or study session specified by the teacher. Students may eat outside of the cafeteria only in areas designated for that purpose by the Administration. When eating in the cafeteria, students shall be courteous, sit properly, return their trays, and clean up their areas before they leave. Students who fail to follow cafeteria rules may be subject to administrative consequences.
3. *Outside Food:* Students and parents are not permitted to order food to be delivered to school. Parents delivering outside food during lunch are reminded they must check in at the front office and remain with their student to eat lunch. Students ordering any food delivery service will not receive the food ordered nor reimbursement for any food not delivered. Students who break this policy may be subject to administrative consequences
4. *Off-Campus Lunch:* Only students classified as juniors or seniors will be allowed to go off campus for lunch, providing a parent permission slip is on file at FSUS. Students leaving for lunch will leave through the student parking lot gate only and must show his or her badge to an appropriate school official before leaving campus. Failure to do so may result in administrative consequences which may include loss of driving privileges. K-10 students are not permitted to leave campus during

lunch unless signed out and transported by a parent. K-10 students found off campus during lunch may receive an administrative consequence. Administration may revoke off-campus privileges at any time. Reasons for the revocation may include, but is not limited to, reports of reckless driving and to improve attendance.

B. Dances

As mandated by FSU Police, the non-FSUS student guest of an FSUS student (one guest per student) at school dances must be pre-registered. The guest must provide picture identification upon request or leave FSUS and FSU property immediately. Any guest may be asked to leave at the discretion of the Administration.

C. Dress Code Policy

Appropriate student attire is fundamental to maintaining a positive educational climate and school culture. Student attire acceptable for some social settings may not be acceptable for the educational environment of school. Students are encouraged to dress in a way that demonstrates pride in themselves and FSUS. The FSUS dress code was created to promote student safety and provide a learning environment where distractions are minimized.

Special clothing may be required for health and safety reasons in certain programs such as sports programs, physical education classes, home economics, technical education, science, and vocational education programs.

Specific Dress Code Guidelines

In general, students are not to wear or carry items of apparel to school (for example, clothing, accessories, cosmetics, jewelry) that may interfere with the instructional process or present a safety hazard to the student wearing or carrying them, or to others. The dress code will apply uniformly across all K-12 grade levels. The FSUS Dress Code as set forth below applies from 7:30 a.m. to 3:30 p.m. on Florida State University Schools Campus ~~or~~ and at school-sponsored off-campus events.

Florida Statute 1006.07(2)(d)(1), prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. Any see-through clothing/material must be worn with an undershirt or pants, as applicable.

Clothing must be free of obscene or inappropriate graphics, words, pictures, etc. as determined by the Administration.

Top Attire: All top attire must fully cover all undergarments. Necklines should provide full coverage and not have a low-cut neckline. Shirts and dresses must cover the entire back and midriff **when both arms are raised**. Sleeves must be at least three fingers wide and cover any undergarments and should stay on shoulder. Unless authorized by Administration, sleepwear and pajamas are prohibited. **Outerwear may not be worn to cover inappropriate attire.**

Bottom Attire: All pants, shorts, and skirts are to be secured and worn at the waist. All bottom attire must have an intact waistband that has not been cut-off. Hemlines for shorts, skirts, and

dresses must be no shorter than 5 inches above the knee or no shorter than the student's fingertips when the hands are held naturally at the side. Any short, dress, shirt or skirt that is shorter than 5 inches above the knee or no shorter than the student's fingertips must be worn over tights, yoga pants, leggings, stretch pants, or any pant without a zipper. **Yoga pants, tights, leggings, spandex or stretch pants may not be worn unless under shorts, dress, shirt or skirt as described.** Any and all parts of any cuts, tears, partial tears, slits, rough or jagged edges or patches must be below 5 inches above the knee or beyond the student's fingertips when the hands are held naturally at the side.

Outerwear and Accessories: Students may wear sunglasses or hats/head coverings outside. Once inside, hats/head coverings and sunglasses must be removed. Blankets may not be used as jackets. Armbands, wristbands, belts, or other items with heavy metal projections and chains, including wallet chains are prohibited.

Shoes: Students are often participating in athletic events or outside activities. As a safety precaution, bare feet, flip flops (for grades K-5), bedroom slippers, spike heels, shoes with wheels, shoes with cleats of any kind, or heels higher than 2 inches are prohibited. Students in grades K-5 must wear sneakers (tennis shoes) every day to facilitate safe participation in daily PE classes.

Financial Considerations

No student shall be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the dress code policy, if such failure is due to financial hardship. The Administration and FSUS PTSA in collaboration with the Florida State University Schools staff shall develop procedures and criteria to offer assistance to students who are having difficulty complying with the School's dress code policy due to financial hardship.

Dress Code Policy Exceptions and Student Rights

- A student may wear a button, armband, or other accoutrement to exercise the right of free speech guaranteed by the United States and Florida Constitutions, unless the button, armband or other accoutrement signifies or is related to gangs, gang membership, gang activity, discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation or would otherwise violate the dress code policy. The Administration of Florida State University Schools will make the determination if granting an exception may cause a disruption to class or the learning environment in general.
- A student may wear a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the Administration.
- A student may wear clothing in the intended manner of a nationally-recognized youth organization (e.g., Boy Scouts or Girl Scouts on a regular meeting day).
- The wearing of clothing in compliance with the dress code policy violates a student's sincerely held religious belief.

Administration may grant additional exceptions to the requirements of the Dress Code Policy, which must be documented and reported to the Director.

Face Mask Policy

Commented [MB1]: Insert reopening plan language-Dr. Chamebers

When FSUS administration deems appropriate and as recommended by Florida State University, the World Health Organization, and the CDC, students will be required to wear a paper or disposable mask, a cloth mask, a face shield, a neck gaiter, a scarf, or a religious face covering when indoors, during class change, and where social distancing measures are difficult to maintain. Cloth face coverings should fit snugly against the face, cover the nose and mouth, allow for breathing without restriction, and should not be shared with others. Students who have trouble breathing, cannot remove the mask on their own, or have any medical conditions that need accommodations, the school nurse and principal will meet with parents to create individual accommodations upon the notification by parents.

For the safety of others and to help prevent the spread of viruses, students not wearing a cloth face covering will be subject to discipline.

Grades 6-12

- a. First offense: Warning
- b. Second offense: Sent Home
- c. Third offense: Out of School Suspension, Contract

Elementary

- a. First offense: Warning
- b. Second offense: Warning
- c. Third offense: Sent Home
- d. Out of School Suspension, Contract

*Kindergarten will be addressed on an individual basis with administrative discretion

Consequences for Dress Code Violations

Any student who violates the dress code policy for "Saggy Pants" described in F.S. 1006.07(2)(d)(1) is subject to the following disciplinary actions (F.S. 1006.07(2)(d)(2)):

- a. First offense: The student shall be given a verbal warning and the School Administration shall call the student's parent or guardian. FSUS may contact the parent to request that they bring a change of clothes.
- b. Second offense: The student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the School's Administration shall meet with the student's parent or guardian.
- c. Third or subsequent offense: The student shall receive an in-school suspension pursuant to s. 1003.01(5) for a period not to exceed 3 days; the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days; and the school Administration shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

All other dress code violations may be subject to administrative consequences.

D. Class Preparedness

The FSUS community is proud to have high standards for our students' behavior. Students and families are critical partners in our effort to provide a high quality education. This means that we expect students to not only have outstanding behavior but to be disciplined in and committed to their

learning. Students are expected to work on classroom assignments, take notes during class time and be fully engaged in classroom activities and discourse.

Students also need to be familiar with teacher’s expectations for preparedness and bring the proper supplies to class. Dependent upon course needs, this may include paper, pen, pencil, texts, calculator, instruments and reeds, dress out clothes, computer/digital device, etc.

5th grade through 8th grade Consequences for Failure to Work on Class Assignments or Engage in Classroom Activities during Class Time:

- **First offense in a single class in a 9-week period:** The student shall be given a verbal warning which will be recorded in the communication log.
- **Second Offense in a single class in a 9-week period:** Teacher writes “Second Offense” in Communication Log. Then teacher will assign a detention.
- **Third offense in a single class in a 9-week period:** Teacher writes a referral in FOCUS and Administration may assign 1 day of after-school detention with selected personnel.
- **Fourth offense in a single class in a 9-week period:** Teacher writes a referral in FOCUS and Administration may assign 2 days of after-school detention with selected personnel.
- **Fifth offense in a single class in a 9-week period:** Teacher writes a referral in FOCUS and Administration may assign 1 day of ISS.
- **Sixth offense in a single class in a 9-week period:** Teacher writes a referral in FOCUS and Administration meets with parents and counselors to discuss ways to motivate the student to work on class assignments during class time. The Administration may remove the student’s eligibility to participate in extracurricular activities and sports.

Additional instances of failure to work on class assignments or engage in class activities may result in an administrative meeting to determine appropriate action, including possible placement on a behavior contract and/or possible withdrawal of invitation.

High School Consequences for Failure to Work on Class Assignments or Engage in Class Activities during Class Time:

In high school, students are becoming more like adults and are expected to manage their behavior and their commitment to their learning accordingly. Students refusing to work during class time, engage in class activities or refuse to participate in class discussion may be given a detention by the teacher. On the second incident, teachers are instructed to submit a referral for insubordination to Administration and the student will receive 1 day of In-School Suspension for each referral given. Additional instances of failure to work on class assignments or take notes in class may result in an administrative meeting to determine appropriate action, including possible placement on a behavior contract and/or possible withdrawal of invitation.

E. Graduation

Participation at graduation is a privilege, not a right. In order to participate in the graduation ceremony, a student must have completed all graduation and course requirements as specified in the Student Progression Plan by the date set by Administration. -All financial obligations must be met by

senior “check out day” in order to participate in graduation ceremonies. The Administration may, at any time, prevent a student from participating in graduation for inappropriate behavior, inappropriate dress, and any inappropriate items that may offend others or disrupt the graduation process or ceremony.

F. Hall Pass

A student may not be out of class without a hall pass signed by a teacher. Passes will include the student’s name, that day’s date and the student’s destination. Any student without a hall pass, or with an unauthorized or forged pass, will be considered "skipping" and may be referred to the Administration. Teachers may also issue consequences.

G. Honesty and Plagiarism

We expect students to demonstrate honesty with peers, teachers and in schoolwork. Acts of dishonesty include, but are not limited to: lying, stealing, cheating and/or illegal use of photocopies or other technology. Lying is the willful intent to mislead. Stealing is the taking of any item without permission of the owner.

Acts that violate our Academic Honesty Policy Include:

- **Plagiarism** (Typical Examples Include: claiming another’s work as one’s own, copying another's homework, class work, or other assignment, using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source; utilizing ghostwriting or pay-for-paper services; submitting another’s work through online software. Over quoting) Students are required to sign a Plagiarism Policy Statement.
- Talking, using electronic devices during a test (unless explicitly permitted) or giving information to another student during a test.
- **Complicity in academic dishonesty.** Allowing someone to copy one's work. (Typical Examples Include: Knowingly allowing another to copy from one’s paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.)
- **Unauthorized collaborating with others.** (Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor. This includes unauthorized actions taken on any social media platform.)
- **Submitting on behalf of someone else.** Submitting work through the use of another person's password/login is considered dishonest behavior. Any assignments, work, or projects posted while using another student's login will be considered plagiarism.
- **Cheating** (intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work). Cheating includes when a student copies another student’s work and then submits it as his or her own work. Performing work or taking an examination for another student OR having another person perform work or take an examination. Using an app or other source to complete math equations when not allowable.
- **Falsification and/or misrepresentation** of data by submitting false data or sources. (Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.)

- **Submitting the same academic work** (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporating existing academic work into new assignments clear to the student in writing. Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.
- **Abuse of Academic Materials.** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material. Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.) Computer crimes include damaging computer programs, hacking, constructing viruses, introducing viruses into a system, or copying programs.
- **Online Misconduct.** Inappropriate use of email, discussion forums, or synchronous chat rooms
- **Copyright Violations.** Using or teaching someone to use technology in order to use a program or image without consent of the person who holds the copyright.

Parent(s) of students found being dishonest will be notified immediately. The student's teacher shall meet with the Administration to determine disciplinary action. Counseling and a parent conference may be warranted. In addition, any student found cheating shall receive no credit for that assignment.

Students who have knowledge of or are aware of any dishonest, dangerous or illegal act and who do not inform proper authorities shall be considered accomplices and shall be treated as such. The option to anonymously report illegal activity on our campus can be found in the Parent/Student section of the school web page at <http://www.fsus.school>.

Any student who searches a purse, backpack, locker or any other property belonging to another without permission may receive administrative consequences.

H. Inappropriate Items at School

In order to keep the learning environment safe and free of distractions, students are restricted from bringing the following items:

- Laser pens and lighters. They may be confiscated and the student may be suspended for a minimum of one day.
- Any object (i.e. water shooter, cup, can) used to project liquid, an object or substances of any kind (i.e. water, silly string, soda). Violators may receive administrative consequences.
- **Inappropriate toys/personal items, including but not limited to:** yo-yos, skate boards, roller blades, hover boards, Segway's, skates, shaving cream, whipped cream, sling shots, hard balls, bean shooters, comic books, trading cards, or any other items which can cause disruption or distraction in a classroom.
- Cosmetic items such as perfume, deodorant, nail polish, lotion, and other cosmetic items may not be used in the classroom. Personal grooming (including, but not limited to, combing or brushing hair, applying cosmetics, perfume, deodorant or hair spray) is allowed only in the restrooms. Personal grooming in public or classroom areas presents a safety hazard for students and teachers who have breathing and asthma problems.

No sporting or other equipment may be stored in the front office or hallways, nor be brought into classrooms without teacher consent. Students must be responsible for the items.

Students are not permitted to sell any items on campus without administrative approval. Consequences will be given on a case by case basis.

I. Insubordination

Insubordination occurs when a student willfully refuses to submit to or comply with authority (including but not limited to faculty, staff, interns and guest presenters) and/or exhibits an open contempt or open resistance to a direct order. Examples of insubordination include, but are not limited to the following: Failure to move to a different seat when a teacher tells you, failure to go to a class, the office, or after school program when any FSUS employee or intern instructs, or failure to give the teacher an item the teacher has requested.

J. Language and Respectful Behavior

We expect our students to exhibit respectful behavior and use respectful language. Language that is foul or degrading, or constitutes harassment (verbal, digital, physical, or written) directed toward faculty, staff or students based on, but not limited to gender, race, age, religion, or dating preference, shall not be tolerated.

Students will not discuss or argue with teachers regarding grades, discipline, or a consequence during class time. Teachers shall continue with instruction and students shall wait until after class to discuss the situation with the teacher or make an appointment.

Students shall show respect for other people and their property. Disrespectful behavior includes yelling, arguing, or cursing anywhere at any time on school property or at school-sponsored activities off-property.

Disrespectful behavior directed toward any person on campus will result in administrative consequences.

No person or group may post or distribute a flyer or other type of publication on the school campus without administrative approval. Production or distribution of any flier or other type of publication that degrades any person or group shall result in an administrative consequence that may include loss of participation in graduation ceremonies and/or withdrawal of FSUS invitation.

K. Clean Campus and Littering

In order to maintain a safe and clean environment for our students, staff, and community, FSUS students will help keep our campus and classrooms free from litter. Students found littering on campus may be assigned clean-up duties, community service or after-school detentions. Repeat offenders shall receive additional consequences.

L. Off-Campus Activities

No student is permitted to leave school grounds during the school day for school business/activities without the prior approval of the School Administrator and written consent from the student's

parent(s) or legal guardian provided a reason acceptable to the Administration is established. Any student who leaves campus without permission may receive administrative consequences.

- A school official shall definitely establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent or guardian having custody of the child, the school official concerned shall not release the child without the verified authorization of the custodial parent or guardian.
- The provisions of this subsection shall not apply to a law enforcement officer, court official, Children and Family Services employee, or proper school employee, provided the person's identity and authority are clearly established.

Dual enrollment, O.J.T., or D.C.T. students may not be on the FSUS campus except during their assigned FSUS class times. Dual enrollment students may not arrive earlier than 5 minutes before the start of their FSUS class unless already present for another FSUS class, or stay on campus when dual enrollment classes are not in session. Failure to follow this policy may result in removal from the dual enrollment, O.J.T., or D.C.T. program, assignment to a full schedule of courses at FSUS, and/or administrative consequences.

M. Use of Motor Vehicles and Parking Policy

FSUS regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students – a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration towards others. It is the responsibility of all students who drive to school to be fully aware of the responsibilities in the operation of vehicles on the school grounds. Student drivers must abide by the rules and regulations established for the safety of other drivers and pedestrians. The school may revoke parking privileges to any student who has been reported as driving dangerously on school property or the surrounding community.

Required Parking Registration: For the operation and parking of motor vehicles, students shall be licensed drivers and have adequate liability insurance. A student shall be permitted to receive a parking decal in order to park his/her automobile, motor scooter or motorcycle at school provided the student submits the following to student services:

- (1) A registration form that provides written consent of his/her parent(s) or legal guardian and a written agreement to comply with all the Board rules relating to student vehicles is filed with the Administration. Students shall provide the make, model, and color of vehicle.
- (2) Copy of driver's license
- (3) Proof of insurance

Decals must be purchased from student services the decals must be displayed according to instructions issued by the school. When the student parking lots are filled to capacity, students with proper decals will be permitted to park in the back row of the faculty parking lot.

Illegally parked vehicles, or student vehicles that are not registered with FSUS, may be subject to being towed at the owner's expense or receive additional administrative consequences.

Student Parking Areas: All students who drive to school must park in the areas designated for students. All student vehicles parked on school grounds must have a parking decal with registration number displayed. Failure of a student driver of any vehicle to obtain a parking decal may result in administrative consequences.

Students are not permitted to park behind sports fields, on the street (including in Southwood), or in any visitor or other specifically designated parking spaces. The faculty lot is located at the front (south side) of the school and the student lot is located on the east side of the school. Students may only [park](#) in the back row of the faculty lot (not on the grass) if the student lot is full.

Parking Area Regulations:

1. Students must turn off their music devices when entering the school parking lot.
2. Students are not to use their vehicle as a locker to store items to retrieve during the school day. Students cannot return to their vehicle unless they are leaving campus. Students who are leaving must go directly to their vehicle and leave immediately.
3. Students must park in the student parking spots or specified areas not by curbs or on grass.
4. Loitering and use of tobacco products, nicotine devices, or e-cigarettes are not permitted in the student parking lot at any time.
5. All students using the parking lot are required to keep it clean.
6. Extreme caution must be exercised in entering and leaving the parking areas. The maximum speed limit on the school grounds is five (5) miles per hour.
7. The school is not responsible for damages or theft to automobiles, trucks, bicycles, or motorcycles.
8. Student vehicles are subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects.
9. Any student who uses their vehicle to leave campus without permission or transports other students who do not have specific or legal permission to leave campus or violates any of the rules listed in the Parking Lot section is subject to administrative consequences.
10. On game days, no vehicles are allowed to park on the curb or grass in any parking lot.

Failure to adhere to any of the above parking regulations may result in administrative consequences, which may also result in loss of parking privileges.

Lost Stolen or Damaged Vehicles or Property: FSUS shall not be responsible for motor vehicles that are lost, stolen, or damaged. Neither is the school responsible for damages to or theft of the contents of these vehicles. Students should report any lost, stolen, or damaged property to the School Resource Officer.

N. Public Displays of Affection

Unacceptable public displays of affection include: kissing; sitting on another student’s lap, body-pressing hugs, and other intimate physical contact. Conduct in violation of this rule may be subject to administrative consequences. No person is permitted to participate in any sexual activity of any kind on campus.

O. Restricted Areas

Students found in any of the areas listed below without supervision may receive administrative consequences and/or be referred to appropriate authority:

- Empty classroom
- Gym
- Hallways (indoor or outdoor)
- Stadium and track areas (including press box and rest rooms);
- Cafeteria or stage;
- Baseball and softball fields and dug-outs;
- Outside basketball courts
- Physical education fields during the school day without permission or supervision
- Garnet and Gold building restrooms after school hours
- Portables or storage units
- Any areas under construction
- The entire gymnasium is off-limits except for students participating in a supervised sport or physical education class, and the student must be appropriately dressed in a physical education uniform. Any student found in the gymnasium without specific permission may receive administrative consequences.

Unless authorized by a teacher or Administrator, students who prop open, tape, or disable any door or window by any means will receive Administrative consequences.

P. Running and Climbing

Students shall practice safe behavior at all times. Students shall not run in the hallways or on school grounds except in designated areas, and may not sit, climb, or jump off the balcony rails, fences, walls, stairs, gates, the roof of any school building, or trees.

Q. School Phones

School phones will be made available to students in emergency situations. Only emergency messages will be taken for students.

R. School Trips

FSUS encourages and supports students attending field trips and field experiences. If a student shows poor behavior at school that may cast doubt on whether the student may behave responsibly on the trip, Administration may request the student’s parent/guardian to chaperone at the parent/guardian’s expense, or may remove the student from the trip subject to Administrative review of the circumstances. Due to the prepaid nature of most trips, the student will not receive a refund if he/she is removed from the trip after final reservations have been made.

S. Wireless Communications Devices

Florida State University Schools recognizes the right of all students to possess a wireless communications device while on a school campus or while riding district student transportation. However, in order to prevent the disruption of school and instructional activities, FSUS teachers and Administrators may restrict the use and/or exposure of wireless communications devices by students. Please refer to FSUS Board Policy (8.63) on Bring Your Own Device. For the purposes of these procedures, wireless communications devices include, electronic telephone pagers, cellular

telephones, electronic tablets, e-readers, smart watches, or other Bluetooth enabled or similar wireless communications devices. The school is not responsible for any lost or stolen electronic devices brought on campus by students.

Grades K-5

Wireless communications devices, unless otherwise permitted by a teacher or Administrator, are to be turned off and not visible during class time. Wireless communications devices may be confiscated if a teacher or Administrator has not authorized their use and has seen or heard the device at any other time during school hours. The device will be turned in to the office. A parent may be required to retrieve the item.

Continual disregard of the wireless communications device policy must result in an administrative meeting to determine appropriate action, including possible withdrawal of invitation. FSUS will not be responsible for any confiscated items that are not retrieved in a reasonable amount of time.

Grades 6-12

Students in grades 6-12 may possess wireless communications device while on school campus, but shall only be permitted to use the device before the start of the school day, during passing time between classes, during lunch, after the end of the school day or as part of regular classroom instruction (students must follow teacher/instructor directions regarding this type of usage). While students are permitted to use their wireless communications devices during passing time, such use is strongly discouraged. If a student is tardy to class and was using a wireless communications device, the action taken due to the tardy may include, but would not be limited to, confiscation of the wireless communications device under the terms of this procedure.

Students are strictly prohibited from using a wireless communications device at any time in a locker room (or any area where a person may change clothes), restroom, during instructional/class time, or during special activities if disruptive to event and/or as directed by staff.

During instructional/class time or special activities at the school, students are required to keep all wireless communications devices powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight (i.e., in the backpack, purse, pocket, etc.) and are strictly prohibited from using the wireless communications device in any manner (e.g. no spoken or text communication, photographing, recording, transmission of photographs and/or recordings, etc.) unless allowed by the teacher for an instructional activity. The same rule shall apply while a student is participating in a School-sponsored activity off-campus. The requirement that wireless communication devices must be powered completely off and out of sight will not apply when the student is using the wireless communications device for an educational or instructional purpose with the teacher's or an administrator's permission and supervision. 6-8 grade students are required to turn off their wireless communication device when entering the classroom and place them in the storage area provided by the instructor. They may retrieve device as they leave the classroom.

- If a parent has a need to communicate with his or her child during the school day, the parent should contact the FSUS main office. This should be used for emergency purposes only. FSUS staff will then ensure that the message from the parent is communicated to the

student. Parents should not try to contact a child on the child's wireless communications device while that child is in class. Parents who wish to send students a wireless communication during class must be aware that rules prohibit students from viewing the message until the start of the school day, during passing time between classes, during lunch, after the end of the school day so responses will be delayed.

- The Code of Student Conduct applies whenever a student is on campus, or participating in/attending an off-campus school event. Any use of a wireless communications device that involves conduct prohibited by the Code of Student Conduct and/or School Board Policy 8.61 and/or 8.62, and/or 8.63 including but not limited to: capturing and/or transmitting test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty, possession or distribution of pornographic material; sexting, the use of profane obscene or vulgar language; cyberstalking; bullying; extortion; threats; harassment; and/or drug distribution) shall constitute a violation of the Code of Student Conduct to the same degree as if the conduct had occurred face-to-face.

- "Sexting" is prohibited at any time on or off school property or at school-sponsored events or functions. As set forth in state law (F.S. 847.0141) sexting is the knowing transmission or distribution to another minor by a computer or wireless communications devices any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possessing a photo of any person that was transmitted or distributed by another minor that depicts nudity. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography.

- Using a wireless communications device to take or transmit audio and/or pictures/video of an individual on school campus or at any school related event without his/her consent is considered an invasion of privacy and is not permitted and must be removed or deleted from the device or social media site immediately while the parent/guardian is present.
- Students are prohibited from using wireless communications devices in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

During state-wide, standardized testing, or classroom assessments students may be required, for the purpose of test security, to hand their wireless communications devices over to the teacher or other school representative in the room. The devices will be returned after completion of the test. All parents are strongly encouraged to have their children leave their wireless communications device at home on the days when these tests occur.

Should a student use a wireless communications device in violation of this procedure, or fail to keep the wireless communications device hidden from view, and turned off when required under this procedure, the student may be subject to disciplinary action including, but not limited to, disciplinary referral, confiscation of the device, a parent conference, in-school suspension or out-of-school suspension, loss of privileges (e.g. participation in extracurricular activities) and/or withdrawal of invitation. If the school confiscates a student's wireless communications device, the

student will generally be given the opportunity to pick up the wireless device from student services (grades 6-12) or the front office (K-5) by the end of the school day. If the school finds it necessary to confiscate a student's wireless communications device on more than one occasion, the school may require the student's parent/guardian to pick the item up. If the violation involves potentially illegal activity or criminal act the confiscated wireless communication device may be given to law enforcement and may result in criminal penalties.

Parents and students are hereby informed that bringing any electronic devices onto the school campus or to any school function is at the risk of the parent and the student. The School has no responsibility for the safe-keeping of these electronic devices, and will not be responsible if an electronic device is stolen, lost, or damaged, including when the electronic device has been confiscated due to the student's failure to abide by the terms of this procedure.

T. Unacceptable use of Technology On/Off Campus

Student will not use any form of technology in a manner that 1) has the effect of interfering with a student's educational performance, opportunities, or benefits, or 2) has the effect of disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes emotional distress in such a person. This includes sending, sharing or showing inappropriate pictures or threatening/inappropriate comments. Any student who intentionally uses a computer or other device to view or listen to inappropriate content, play games, or visit any site not specifically assigned by the instructor may be subject to administrative consequences.

In the event that any inappropriate information is posted on a school account, the account will be suspended temporarily pending review of the information by the FSUS Technology Department and administration.

Section VI. MATRIX OF DISCIPLINARY ACTIONS

The Disciplinary Action Chart outlines infractions and consequences for various student behaviors which may occur at school or any related school function.

A. General Provisions

Students shall follow all of the policies in "The Code of Student Conduct" and shall be under the control and direction of the Administration during the time students are transported to or from school, are attending school or a school-sponsored activity District premises for school attendance and authorized activities. All students shall abide by all federal, state and local laws as well as these policies and school rules.

- 1. The Administration shall ensure that students are properly supervised while at school and/or during any school-sponsored activity.
- 2. The teacher, other members of the instructional staff or bus driver shall assume authority for the control and supervision of students as assigned by the Administration and shall maintain good order in the classroom or other places where in charge of students.
 - a. No student may be suspended from school, from transportation or from class except as provided by law and the policies of the Board.

- b. No student shall be suspended for unexcused absence, tardiness, or truancy except as provided in the Code of Student Conduct.
- 3. This policy shall not apply to students while they are being transported by private vehicles (exception: school sponsored field trips) under the provisions of Florida Statutes.

B. Detention and Search

1. Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or Board policy or school rules. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where it was first affected or the immediate vicinity thereof.
2. If, at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his/her person, or within his/her locker or other student storage space, an administrative staff member may search the personal property of the temporarily detained student or his/her locker or other storage space for the purpose of disclosing the presence of suspected stolen or illegal property.
3. Stolen or illegal property which is seized during a search of the personal property of the student or his/her locker or other student storage area shall be given to law enforcement authorities when appropriate.
4. FSUS Administration may place signs that are clearly visible to students and in a prominent location(s) within the school. The signs shall contain the following text:

Notice to Students
School authorities may search lockers or other storage areas when there is reasonable suspicion that prohibited or illegally possessed substances or objects are contained within the area, pursuant to Florida law.

Students are prohibited from changing locker assignments without the permission of an Administrator or Resource Officer. It is strongly encouraged that students do not share lockers.

5. The following provisions shall apply to canine searches for screening for illegal substances:
 - a. Canine sniffers shall be used primarily for school purposes to bring disciplinary action against students who are found in possession of illegal substances.
 - b. Parents, students, FSUS employees and the public shall be informed that public school campuses, including but not limited to buildings, parking areas, athletic and recreational areas and lockers are district property and no one using said property, whether as a student or in any other capacity, has the expectation of privacy in or around said property.
 - c. Students shall be informed that operating vehicles or other means of transportation on district property is a privilege granted by the district. Students whose vehicles are so operated shall not have any expectation of privacy in or around said vehicles.
 - d. The Director or designee shall determine at what times canine sniffers shall be utilized. The school Administration shall be notified when the canine sniffers are to be brought on campus.

- i. The canine sniffers shall be controlled and directed at all times by qualified handlers from the Sheriff's Department or local police departments.
 - ii. Searches shall be conducted at the qualified handler's direction in cooperation with the District's administrative personnel.
 - iii. District administrative personnel shall be responsible for necessary parental notification, student disciplinary action, student due process and public relations related to such searches.
 - iv. Custody, analysis and disposal of the illegal substance shall be the responsibility of law enforcement.
- e. The primary purpose of the canine sniffer program shall be to refer students to police authorities for criminal prosecution. Circumstances in some cases may require that the case be referred to police authorities due to the nature of the offense, dangerous nature or sizable amount of the contraband seized, past school disciplinary or criminal record of the suspect, or disruption of school that has or is likely to occur. The decision to refer a case to police authorities shall be made by the school Administration, after consultation with the qualified handler and Director or designee.

VII: FSUS Zero Tolerance Provisions

(Authority: Section 1006.13, Florida Statutes)

In order to provide environments that foster learning and high academic achievement, it is essential that schools be safe and orderly. This section implements the - Zero Tolerance Policy as outlined Florida Statute. The Board has determined that certain offenses cannot be tolerated and will result in a recommendation to the Director for expulsion from FSUS. Students found to have committed any of the following offenses (but not limited to) on school property, school-sponsored transportation or during a school-sponsored activity shall be expelled. The Zero Tolerance Policy shall require students found to have committed one of the following offenses to be expelled, with or without continuing educational services from the student's regular school for a period of not less than one full year, and to be referred to the criminal justice or juvenile justice system.

1. homicide (murder or manslaughter) The unjustified killing of one human being by another.
2. sexual battery- 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 foreign object. Both males and females can be victims of sexual battery.
3. armed robbery - weapon related
4. aggravated battery - A battery where the attacker intentionally or knowingly causes more serious injury, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.
5. battery or aggravated battery on a teacher or other school personnel
6. kidnapping or abduction - Forcibly, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority.
7. arson To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.
8. threat or intimidation using any pointed or sharp object or the use of any substance or object as a weapon with the threat or intent to inflict bodily harm
9. making a threat or deliberate false report of any explosive or destructive device
10. drug sale/distribution - - The manufacture, cultivation, sale or distribution of any drug, narcotic, synthetic narcotic (edible) controlled substance or substance represented to be a drug, narcotic, or controlled substance.
11. possession or use of a synthetic narcotic (edible) is a felony;
12. possession, use or sale of any explosive device;
13. possession, use or sale of any firearm or weapon;
14. 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. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements,
15. weapons possession: Possession of a firearm or any instrument or object as defined by Section 790.001, F.S., 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.

Zero-tolerance policies are not intended to be applied to petty acts of misconduct and misdemeanors, which are not required to be reported to a law enforcement agency. These include, but are not limited to:

1. Cellular telephone violation;
 2. Defiance of authority;
 3. Disruption, minor;
 4. Dress code violation;
 5. Eating or drinking on the bus;
 6. Forgery;
 7. Horseplay;
 8. Leaving campus without permission
 9. Lying or misrepresentation;
 10. Profanity;
 11. Vehicle parking violation
- (FS 1006.13) FSUS shall establish agreements with FSU Police, county sheriff's office and local police department(s) that provide for reporting conduct that threatens school safety and obtaining assistance from the appropriate law enforcement agency. Law enforcement consultation is not required for petty acts of misconduct which are not a threat to school safety.
 - FSUS shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other persons on school property or at school events or is a serious violation of law. The following acts when committed on FSUS property or at a FSUS activity shall be reported to the appropriate law enforcement agency:
 - A. Alcohol violation;
 - B. Alcohol, sale or distribution;
 - C. Arson;
 - D. Battery;
 - E. Bomb or biochemical threat;
 - F. Breaking and entering or burglary;
 - G. Disruption of school, major;
 - H. Drug use, sale or distribution;
 - I. Explosives, possession or use;
 - J. Extortion;
 - K. False alarm;
 - L. Firearms violation;
 - M. Gang-related activity;
 - N. Hate crime;
 - O. Homicide;
 - P. Illegal organization, membership;
 - Q. Robbery;
 - R. Sexual battery;
 - S. Sexual harassment;
 - T. Sexual misconduct;
 - U. Sexual offense;
 - V. Stalking;
 - W. Trespassing;

- X. Weapons violation;
- Y. Any felony as defined by Florida Statutes.

Consultation with law enforcement is required when a student an act that may be considered a crime.

Students found to have committed one of the following offenses on school property, within the “school safety zone” (500 feet of any real property owned or leased by FSUS), school sponsored transportation or during a school sponsored activity shall be expelled;

- A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
- B. Making a threat or false report as defined in Florida Statutes, Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.
- C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.
- D. Hazing as defined in 1006.135, Florida Statutes.

When a student is formally charged with a felony or a delinquent act that would be a felony if committed by an adult, the Director shall notify appropriate personnel including the principal, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.

If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.

Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees, shall be expelled. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

Except for possession of a firearm or a weapon or a threat or false report of an explosive device on Board property as specified in F.S. 1006.13 (12) (a) and (b), the principal may recommend to the Director, and s/he may approve, a suspension or a stipulated agreement in lieu of expulsion for any offense, the documentation of the mitigating factors. The expulsion shall be held in abeyance pending the completion of all required conditions in the agreement. Any disciplinary or prosecutorial action taken against a student who violates a zero-tolerance policy must be based on the particular circumstance surrounding the student's misconduct.

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 A. nature and circumstances of the offense; ¶
 B. the age, grade level and the ability of the student to comprehend the policy's intent; ¶
 C. the student's past disciplinary and attendance history;

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 D. the effect upon other students and/or the welfare, safety or discipline of the school. ¶

Students with Disabilities

If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.

Short-Term Removals. To the extent that children without disabilities would be disciplined, school personnel may remove a child with disabilities for up to ten consecutive or cumulative days in a school year when that child has violated the school district's code of conduct. The school is not required to but may provide educational services during these short-term removals.

Long-Term Removals. The school district may also remove a child for more than ten cumulative days in a school year when the removal is not considered a pattern of exclusion. When determining whether or not there has been a pattern of exclusion, the following factors must be considered: the length of each removal; the total amount of time the child has been removed; and the proximity of the removals to one another. Whenever a child is removed for more than ten school days in a school year, the school Administration will meet to determine whether the conduct in question was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the district's failure to implement the IEP.

FLORIDA STATE UNIVERSITY SCHOOL DISCIPLINARY MATRIX/ACTION CHART

Please note the following:

- The Administration shall exercise professional judgment in determining what consequence(s) to impose for a violation of the Code of Student Conduct. In making this determination, the definitions provided in the DEFINITION OF TERMS section are to be used as a guide for appropriately classifying student misconduct.
- Disciplinary referrals will be handled by the Administration or designee only.
- Disciplinary Referrals are submitted only by instructional and authorized staff of FSUS.
- Repeat offenses are accompanied by a more serious disciplinary response with each additional violation.
- Every attempt will be made to maintain responses consistent with Chart below. However, the Administration reserves the right to determine the punishment based on the seriousness of a particular infraction and the previous disciplinary record of the student that commits the offense.
- Suspension includes both in-school and/or out-of-school suspension depending on the severity of the offense.

| Violation | First Offense | Second Offense | Third Offense |
|--|--|--|--|
| Alcohol: Possession or use Must be reported to law enforcement. | 10 days out of school suspension (may be reduced with counseling); notification of law enforcement; possible arrest; no participation in extracurricular | Permanent withdrawal of FSUS; expulsion; School Board review | Expulsion; School Board review If student is still in attendance at FSUS. |

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| | activity until innocence is determined or until end of next grading period, period may be extended by Administration | | |
| Breaking and Entering/Burglary: | Up to ten days out of school suspension (suspension may be extended during time of investigation); notification of appropriate law enforcement; Any student who is formally charged with a felony act may be suspended from school continue until the determination of guilt or innocence if, in the opinion of the school administrator, the student's attendance would adversely impact the school; possible arrest, possible expulsion | Up to ten day out of school suspension; notification of appropriate law enforcement; Any student who is formally charged with a felony act may be suspended from school continue until the determination of guilt or innocence if, in the opinion of the school administrator, the student's attendance would adversely impact the school; possible arrest; possible expulsion | Up to ten day out-of-school suspension; notification of appropriate law enforcement; Any student who is formally charged with a felony act may be placed on administrative leave until the determination of guilt or innocence if, in the opinion of the school administrator, the student's attendance would adversely impact the school; possible arrest; possible expulsion |
| Bus Infraction | Warning; detention; suspension of bus privileges | Suspension of privileges; 3-5 days suspension | Permanent suspension of privileges; 5-10 days suspension |
| Cheating | Referral to office; parent contact; zero on assignment; up to 3 days afterschool detention | Referral to office; parent contact; zero on assignment; up to 1-3 days in-school suspension | Referral to office; parent contact; zero on assignment; up to 3-5 days in-school suspension |
| Campus Disruption/Bomb Threat/Inciting/False Fire Alarm/Sulfur Cap | Up to 10 days suspension notification of law enforcement; possible withdrawal of invitation; expulsion | Up to 10 days suspension notification of law enforcement; possible withdrawal of invitation; expulsion | Up to 10 days suspension notification of law enforcement; possible withdrawal of invitation; expulsion |

| | | | |
|--|---|--|---|
| Destruction/Defacing of School Property | Work Detail; detention; 1-10 days out of school suspension; financial reimbursement; possible expulsion | Work Detail; detention; 1-10 days out of school suspension; financial reimbursement; possible expulsion | Work Detail; Detention; 1-10 days out of school suspension; financial reimbursement; possible expulsion |
| Detention: Failure to Attend | Additional detentions | Up to 3 days of in-school suspension | Up to 5 days in-school suspension |
| Disobedience | Detention; 1-3 days in-school suspension | 3-5 days in-school suspension | 5-10 days out of school suspension; possible withdrawal of invitation |
| Disrespectful Behavior | Detention; Up to 3 days of in-school suspension | Up to 3 days of in-school suspension | Up to 5 days of in-school suspension |
| Disruptive Behavior or Causing Disruption on Campus | Warning; Detention; 1-3 days in-school suspension | Detention; 3-5 days in-school suspension | 5-10 days out of school suspension |
| Dress Code Violation | Written referral, warning; parent contact | Written referral up to 2 days after school detention, parent contact | Up to 3 days of in-school suspension |
| Dress Code: Sagging Pants (per Florida Statute) | <i>The student shall be given a verbal warning and the School Administration shall call the student's parent or guardian. FSUS may contact the parent to request that they bring a change of clothes.</i> | The student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the School's Administration shall meet with the student's parent or guardian. | The student shall receive an in-school suspension pursuant to s. 1003.01(5) for a period not to exceed 3 days; the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days; and the school Administration shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities. |

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| Drug: Possession or Use Must be reported to law enforcement. | 10 days out-of-school suspension (may be reduced with successful completion of a state-licensed drug/chemical education program); notification of law enforcement; possible arrest; no participation in extracurricular activity until innocence is determined or until end of next grading period, period may be extended by Administration ; Student will be placed on Behavior Contract | Permanent withdrawal of FSUS; expulsion; School Board review | Expulsion; School Board Review if student is still in attendance at FSUS. |
| Distribution of Illegal Drugs, Alcohol or Unauthorized Medication: Trafficking, selling or distributing alcohol, controlled substances, prescription or non-prescription medications, or drug paraphernalia Must be reported to law enforcement. | Withdrawal of invitation; possible expulsion; possible arrest | Withdrawal of invitation; possible expulsion; possible arrest | Withdrawal of invitation; possible expulsion; possible arrest |
| Explosives | 10 days out-of-school suspension; possible expulsion; possible arrest | Possible expulsion; possible arrest | Possible expulsion; possible arrest |
| Extortion | 1-10 days out-of-school suspension; possible expulsion; possible arrest | 5-10 days out-of-school suspension; possible expulsion; possible arrest | 10 days out-of-school suspension; possible expulsion; possible arrest |
| Failure to Follow Directive of an Administrator | 3-5 days of in-school suspension | 5-10 days out of school suspension and possible withdrawal of invitation | Withdrawal of invitation |

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| Fighting/Battery/Physical Attack | 1-10 days out of school suspension; (10 day suspension may be reduced with successful completion of a state-licensed anger management education program) notification of law enforcement; Any student who is formally charged with a felony act may be placed on administrative leave until the determination of guilt or innocence if, in the opinion of the school administrator, the student's attendance would adversely impact the school; possible arrest; possible withdrawal; possible expulsion | 1-10 days out of school suspension; (10 day suspension may be reduced with successful completion of a state-licensed anger management education program) notification of law enforcement; Any student who is formally charged with a felony act may be placed on administrative leave until the determination of guilt or innocence if, in the opinion of the school administrator, the student's attendance would adversely impact the school; possible arrest; possible withdrawal; possible expulsion | 1-10 out of school days suspension; (10 day suspension may be reduced with successful completion of a state-licensed anger management education program) notification of law enforcement; Any student who is formally charged with a felony act may be placed on administrative leave until the determination of guilt or innocence if, in the opinion of the school administrator, the student's attendance would adversely impact the school; possible arrest; possible withdrawal; possible expulsion |
| Forgery | Detention; Up to 3 days of in-school suspension; 1-3 days out-of-school suspension | 3-5 days in-school suspension; 1-3 days out-of-school suspension | 5-10 days out-of-school suspension and possible withdrawal of invitation |
| Harassment/Bullying | Warning; Detention, 2-5 days in-school suspension; 1-10 days out of school suspension; administrative leave, possible withdrawal or expulsion; counseling may be recommended or required | 3-5 days in school suspension; 1-10 days out of school suspension; administrative leave, possible withdrawal or expulsion; counseling may be recommended or required | 1-10 days out of school suspension; administrative leave, possible withdrawal or expulsion; counseling may be recommended or required |
| Harassment/Racial Slur | 3-5 days in-school suspension; 1-10 days out of school | 5 days in school suspension; 5-10 days out of school | Behavior contract; 10 days out of school suspension; |

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| | suspension; administrative leave, possible withdrawal or expulsion; counseling may be recommended or required | suspension; administrative leave, possible withdrawal or expulsion; counseling may be recommended or required; possible behavior contract | administrative leave, possible withdrawal or expulsion; counseling may be recommended or required |
| Inappropriate Behavior | Up to 3 days of in-school suspension | 3-5 days in-school suspension | 5-10 days out-of-school suspension |
| Insubordination | 1- 3 days Detention, 1-2 days of in school suspension | Up to 3 days in-school suspension | 5-10 days in-school suspension |
| Leaving Campus Without Permission | Warning; Detention; 1-3 days in-school suspension | Up to 3-5 days in-school suspension | 5-10 days in-school suspension |
| Misdemeanor | Up to 2 days out of school suspension; notification of law enforcement agency; possible arrest | Notification of law enforcement agency; possible arrest; permanent withdrawal of invitation | |
| Off Limits Violation | Warning; Detention | Up to 3 days in-school suspension | 5-10 days out-of-school suspension |
| Profanity: Use nondirective | Warning; Detention Up to 3 days of in-school suspension | 3-5 days in school suspension, up to 3 days out of school suspension | 5-10 days out of school suspension |
| Profanity: Directed toward Staff | Up to 5 days of in-school suspension | 3-5 days out of school suspension; possible withdrawal | 5-10 days out of school suspension; possible withdrawal |
| Skipping (on or off Campus) | Up to 3 days of in-school suspension | 3-5 days In-School Suspension | Up to 5 days of out of school suspension; Referral to Child Study Team; Possible withdrawal of invitation |
| Spit/Throw item off second floor of building | Up to 2 days in-school suspension; Up to 2 days out of school suspension | Up to 5 days in-school suspension; Up to 5 days out of school suspension | Up to 5 days of out of school suspension |
| Retaliation: Any creation of a hostile environment or | Up to 10 days out of school suspension; | Up to 10 days out of school suspension; | Up to 10 days out of school suspension; |

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| adverse action threatened or taken against an individual because they: make a Report pursuant to the code of conduct; assist another person in making a Report; participate in the investigation of such a Report; or in good faith and in a reasonable manner opposes conduct that they believe constitutes a violation of the Code of Conduct and may result in a disciplinary action. | possible withdrawal of invitation; possible expulsion; (Depending on type, intent, severity) | possible withdrawal of invitation; possible expulsion; (Depending on type, intent, severity) | possible withdrawal of invitation; possible expulsion; (Depending on type, intent, severity) |
| Theft(Minor) | Detention; 1-3 days in-school suspension | 3-5 days in-school suspension; 1-3 days of out of school suspension | 5-10 days out of school suspension; possible withdrawal |
| Theft | Restitution; up to 3 days of in-school suspension; Up to 10 days out of school suspension; possible arrest; \$750 or more , permanent withdrawal of invitation; possible expulsion | Restitution;3-5 days in-school suspension; Up to 5 days out of school suspension, Up to 1-10 days suspension; possible arrest; \$750 or more , permanent withdrawal of invitation; possible expulsion | Restitution;1-10 days out of school suspension; possible arrest; \$750 or more , permanent withdrawal of invitation; possible expulsion |
| Motor Vehicle Theft | 1-10 days out of school suspension; possible arrest; \$300 or more , permanent withdrawal of invitation; possible expulsion | 1-10 days out of school suspension; possible arrest; \$300 or more , permanent withdrawal of invitation; possible expulsion | 1-10 days out of school suspension; possible arrest; \$300 or more , permanent withdrawal of invitation; possible expulsion |
| Threat (Minor) | Detention; Up to 3 days of in-school suspension | Up to 3 days of in-school suspension | Up to 5 days of in-school suspension |
| Threat/Intimidation/Hazing | Up to 10 days out of school suspension; | Up to 10 days out of school suspension; | Up to 10 days out of school suspension; |

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| | possible withdrawal of invitation; possible expulsion; possible arrest (Depending on type, intent, severity) | possible withdrawal of invitation; possible expulsion; possible arrest (Depending on type, intent, severity) | possible withdrawal of invitation; possible expulsion; possible arrest (Depending on type, intent, severity) |
| Trespassing | Notification of law enforcement agency and an administrative consequence | Notification of law enforcement agency and an administrative consequence | Notification of law enforcement agency and an administrative consequence |
| Tobacco/Nicotine (E-cigarettes-no citation) Must be reported to law enforcement. | Warning; Confiscation; Detention; 1-3 Days in school Suspension; 3-5 days of in school suspension; Possible Citation Behavior Improvement Plan | 3-5 days out of school suspension; Citation Behavior Contract. | Administrative Leave pending administrative meeting to determine possible withdrawal of invitation to attend FSUS.10 days out-of-school suspension; Citation |
| Distribution or sale of Tobacco/Nicotine (E-cigarettes) Must be reported to law enforcement. | Administrative Leave pending administrative meeting to determine possible contract or withdrawal of invitation to attend FSUS.3-5 days in school suspension; Up to 3 days out of school suspension. | 3-5 days out of school suspension Administrative Leave pending administrative meeting to determine possible withdrawal of invitation to attend FSUS | 10 days out-of-school suspension; behavior contract Withdrawal of Invitation |
| Unacceptable use of Technology On/Off Campus | Detention, up to 10 days of in-school suspension, up to 10 days out of school suspension; possible withdrawal of invitation; possible expulsion; possible arrest (Depending on type, intent, severity) | Detention, up to 10 days of in-school suspension, up to 10 days out of school suspension; possible withdrawal of invitation; possible expulsion; possible arrest (Depending on type, intent, severity) | Detention, up to 10 days of in-school suspension, up to 10 days out of school suspension; possible withdrawal of invitation; possible expulsion; possible arrest (Depending on type, intent, severity) |
| Unlawful Sale of Illegal Substance (K2, SPICE, bath salts, etc.) | Up to 10 days out of school suspension; Possible expulsion; arrest | Up to 10 days out of school suspension; Possible expulsion; arrest | Up to 10 days out of school suspension; Possible expulsion; arrest |
| Vehicle/Parking Lot Violation | Warning; Detention; Suspension of parking privileges, up to 3 | Up to 3 days ISS in-school suspension; s Suspension of parking privileges | 3-10 days out of school suspension; permanent revocation of parking driving privileges |

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| | days ISS in-school suspension | | |
| Weapons Must be reported to law enforcement | Up to 10 days out of school suspension; possible withdrawal of invitation; possible expulsion; arrest (Depending on type, intent, severity of use) | Up to 10 days out of school suspension; possible withdrawal of invitation; possible expulsion; arrest (Depending on type, intent, severity of use) | |
| Wireless Device/Technology Violation | Phone may be confiscated. Written referral Confiscation; Parent Pick-up, up to 10 days out of school suspension for criminal activity, possible expulsion; arrest | Phone may be confiscated. Written referral, Confiscation; Detention; Parent Pick-up, up to 10 days of out of school suspension for criminal activity; possible expulsion; arrest | Phone may be confiscated. Written referral, Confiscation; Parent Pick-up, 3-10 days in-school of suspension; up to 10 days of out of school suspension for criminal activity; possible expulsion; arrest |
| The following activities will result in notification of law enforcement agency and may result permanent withdrawal of FSUS invitation or expulsion: arson, robbery, sexual assault, sexual battery, sexual harassment, and sexual offense (other) as outlined in the School Environmental Safety Incident Reporting (SESIR) definitions. | | | |

Section VIII.

DEFINITION OF TERMS, DISCIPLINE NARRATIVES, AND OTHER ILLEGAL OR DANGEROUS ACTIVITIES

The following guidelines and definitions of terms are taken from the required SESIR reporting tool by the Florida Department of Education. If not already listed within the Matrix of Disciplinary Actions, the following are also considered to be violations of the Code of Student Conduct. The use of words, such as battery and arson, are not meant to be considered equivalent to or to carry the same standards and consequences as the same words, which are defined in the criminal context in the Florida Statutes.

Any criminal incidents perpetrated by school personnel on school property or a school-sponsored event will be recorded in SESIR.

(1) Weapon Possession and Use (Felony)

Definition: possession, display, transmission, use or sale of any firearm or weapon, or such object which is utilized as, or is intended to function as a weapon while the student is on school property, in attendance at a school function, or in school-sponsored transportation. For use in this policy, weapons shall include but not be limited to those defined in F.S. Chapter 790, and the following: air rifle, BB or pellet gun, rifle, shotgun, zip gun, stun gun, pistol, ammunition or explosive device (no matter how limited), incendiary device, ice pick, knife (except a common pocketknife), box cutter, machete, hypodermic needles(s), brass knuckles, club, nunchakus, razor blade, sling shot, spear, sword, or any other object that can reasonably be considered a weapon. This may also include defensive weapons such as electric weapons, stun guns, pepper spray and/or mace.

Exceptions may be made only in an authorized and supervised school sponsored activity or program with the prior approval of the Director. In certain classes (ex. art, technology education, family consumer education) students may be using, with teacher permission and supervision, school supplied tools (instruments which can cause harm) and sharp instruments that are an integral part of the curriculum. Use of these tools (instruments which can cause harm) without teacher permission, or in an inappropriate manner, or outside of the classroom or teacher specified learning environment, shall constitute a dangerous weapons violation. Possession of these tools (instruments which can cause harm) without teacher permission, or outside of the classroom or teacher specified learning environment, shall constitute a dangerous weapons violation.

Simulating a firearm or weapon while playing, or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution, is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system under Sections 1006.13 or 1006.07(2)(g), Florida Statutes. Simulating a firearm or weapon while playing includes, but is not limited to:

1. Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon
2. Possessing a toy firearm or weapon that is 2 inches or less in overall length.

3. Possessing a toy firearm or weapon made of plastic snap-together building blocks.
4. Using a finger or hand to simulate a firearm or weapon.
5. Vocalizing an imaginary firearm or weapon.
6. Drawing a picture, or possessing an image, of a firearm or weapon.
7. Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.

A student may be subject to disciplinary action if simulating a firearm or weapon while playing if the play substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm.

The school reserves the right to handle the described acts on an individual basis depending upon the severity of the incident. Consequences will be determined by the Administration, and may include possible referral to law enforcement.

(2) Tobacco/Nicotine (TBC) – Level IV (cigarettes or other forms of tobacco or nicotine)

The possession, use, distribution, or sale of tobacco/nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related.

Information about Tobacco Civil Citations issued by Law Enforcement Officers

It is unlawful for any person under 21 years of age to knowingly possess any tobacco product. Any person under 18 years of age who violates the provisions of this subsection commits a noncriminal violation as provided in s. 775.08(3), punishable by:

- (a) *For a first violation, 16 hours of community service or, instead of community service, a \$25 fine and, in addition, the person must attend a school-approved anti-tobacco program, if available;*
- (b) *For a second violation within 12 weeks of the first violation, a \$25 fine; or*
- (c) *For a third or subsequent violation within 12 weeks of the first violation, the court must direct the Department of Highway Safety and Motor Vehicles to withhold issuance of or suspend or revoke the person's driver's license or driving privilege, as provided in s. 322.056.*

Vaping-related/Electronic Cigarettes - The possession, use, distribution, or sale of electronic cigarettes including E-cigarette paraphernalia (chargers, DIY chargers, batteries, mouthpiece, heating element and cartridges). This includes smokeless cigarettes, e-cigarettes or any other nicotine delivery device or any substance for consumption containing nicotine per FSUS Board Policy 2.90.

All SESIR incidents that involve the use of non-combustible vaping products, including electronic cigarettes, vapes and vape pens, or any electronic nicotine delivery system (ENDS) are required to be reported as Vaping-related, if the liquid used contains nicotine or a controlled substance.

Schools are not required to test for nicotine or drugs in vaping devices.

(3) Illegal Drugs, Alcohol or Unauthorized Medication

Alcohol (ACL) –Level IV (possession, use, or sale)

Definition: 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. Alcohol incidents cannot be Drug-related.

Drug Use/Possession Excluding Alcohol - (DRU)-Level III (illegal drug possession or use)

Definition: The use or possession of any drug, THC, 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 or possessed alcohol, illegal drugs, or drug paraphernalia in the course of an investigation. Consequences may also be given should a student misrepresent substances as illegal drugs or alcohol. The use of any drug/medication when such use is unlawful and/or use of any drug/medication when such use is detrimental to the user or to others but is not unlawful (ex. Over-the-counter cold medication, K2, SPICE, bath salts, etc.).

Any student, faculty, staff, or family member can anonymously report drug activity on our campus in the student section of our school web page at <http://www.fsus.school>. If a student wishes to receive assistance to quit using drugs or alcohol, he/she can notify any school official or counselor without fear of punitive consequences. The school will assist the student in getting the support they need.

Distribution of Illegal Drugs, Alcohol or Unauthorized Medication

The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance prescription or non-prescription medications or drug paraphernalia.

Medication Policy:

Students are not allowed to carry any non-prescription medicines on their person. All medicines (prescription and non-prescription) with the exception of Epi pens, inhalers, and diabetic medications are required to be stored in the school clinic. Epi pens, inhalers and diabetic medications may be carried with the student as long as written preauthorization from the physician is provided and on file in the school clinic. Prescription and non-prescription medication shall come in the original container and shall be labeled. Written authorization from a physician is required for any over the counter (OTC) medications. All prescription and OTC medications must be provided with the Parent Permission Form completed and signed; this permission form is valid for the current school year only. For medical marijuana, please refer to the Medical Marijuana FSUS Board Policy.

(4) Burglary (BRK) Level II

Definition: Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

(5) Battery (BAT)-Level I (physical attack/harm)

Definition: 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.)

(6) Physical Attack (PHA)-Level II

Definition: An actual and intentional striking of another person against his or her will, or the intentional causing of bodily harm to an individual.

(7) Fighting (FIT) -Level III

Definition: (mutual combat, mutual altercation) - When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention.

(8) Aggressive or Harmful Behavior

Definition: Students involved in rough horseplay, verbal confrontation, slapping, pushing, shoving, bullying or other acts that could lead to an altercation. Students who are involved in aggressive behavior may be subject to administrative consequences, which shall be determined on a case-by-case basis. Spitting or throwing items from the second floor is prohibited and may result in disciplinary action.

(9) Disruption on Campus/Disorderly Conduct (DOC)-Level III

Definition: Behavior that significantly disrupts all or part of FSUS campus operations, activities, school-sponsored events or school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others.

Behavior subject to this section includes, but is not limited to, the following:

1. Making a bomb threat or other threat
2. FSUS Computer System Modification or Destruction:
 - (a) Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property, a third-degree felony pursuant to Florida Statutes.
 - (b) Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property, a third-degree felony pursuant to Florida Statutes.
3. Intentional Pulling of Fire Alarm Without Cause
4. Intention Deployment of a Stink Bomb or Sulfur Cap
5. Engaging in cyberstalking, cyberbullying, or distributing or showing inappropriate images, texts, or videos.
6. Inciting a riot

(10) Harassment (HAR)-Level IV

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

Pursuant to Board Policy 2.70, The FSUS School Board prohibits all forms of unlawful discrimination against students, employees and other persons in all aspects of the school's programs, activities and operations. The term "unlawful discrimination" encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges that is based on any legally protected status or classification under applicable federal, state, or local law including but not limited to- race (including anti-semitism), color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information. Various state and federal laws establish the actions that do (and do not) constitute unlawful discrimination with respect to each protected status or classification. Where applicable, unlawful harassment that is based on a legally-protected status is one form of unlawful discrimination.

An act, or attempted act, to cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force or the threat of force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or mental/physical disability. Creates an intimidating, hostile or offensive educational environment. The motivation (intent) behind the act is the key element in determining whether an incident is hate-related.

The school reserves the right to handle acts of harassment on an individual basis depending upon the severity of the incident. Consequences will be determined by Administration.

A parent conference and/or counseling may be required for any student who repeatedly threatens, harasses or engages in aggressive behavior toward others. Lack of parental assistance or lack of progress in changing behavior which endangers the safety and well-being of others may result in the permanent withdrawal of FSUS invitation.

(11) Bullying (BUL) –Level IV

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. Bullying includes instances of cyberbullying.

A form of aggression and occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever he or she may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site or school board-sponsored activity,

event or if through use of technology at a school or non-school-related event. The incident is bullying if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; unreasonably interferes with the individual's school performance or participation; has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or has the effect of substantially disrupting the orderly operation of a school. **Bullying** may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team.

The school reserves the right to handle acts of bullying on an individual basis depending upon the severity of the incident. Consequences will be determined by Administration.

Examples or types of **bullying** include, but are not limited to, systematically and chronically:

- **verbal bullying** - such acts as hurtful name-calling, **teasing** and gossip;
- **emotional (psychological) bullying – social exclusion** rejecting, terrorizing, extorting, defaming, **public or private humiliation**, blackmailing, rating / ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, **threat or intimidation, stalking and cyber stalking;**
- **physical violence** - punching, slapping, shoving, poking, strangling, hair-pulling, beating, biting and excessive tickling;
- **theft** -the act of stealing or wrongfully taking and carrying away the personal goods or property of another without permission;
- **sexual bullying** - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, **sexual harassment** and abuse involving actual physical contact and sexual assault. In many cases, gender and cross-gender sexual harassment may also qualify as **bullying;**
- **racial, ethnic , or cultural bullying** - ill-treatment or hostile behavior directed toward a person based on their race, culture, or ethnicity;
- **religious or anti-Semitic bullying** - ill-treatment or hostile behavior directed toward a person based on their religious beliefs;
- **destruction of property** - injury to real or personal property through another's negligence or willful destruction;
- **cyberbullying** means bullying through the use of a technology or any electronic communication (device that is accessed at a school related or non-school-related location regardless of ownership), which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

- **cyberstalking** as defined in s. 784.048(1) (d), F.S., means to engage in course of conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, whether or not physically located on school property, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Bullying may be limited to a single incident. However, in most cases, the **bullying** is characterized by repeated harmful actions on the part of the perpetrator(s).

Personnel at all levels are responsible for taking corrective action to prevent **bullying** at any of the school board sites or activities. Information relative to the prevention and correction of **bullying** shall be provided to, students, parents and district personnel on under the Parent/Student tab and the Faculty/Staff tab on the school website.

An individual has the legal right to report an incident(s) of **bullying** without fear of reprisal or retaliation at any time. Retaliation is defined in the dictionary as meaning "to pay back (an injury) in kind." When a person is accused of having acted in an inappropriate fashion, especially **bullying**, the common reaction of that person is to be angry and want to pay the "victim" back (retaliate). Retaliation will not be tolerated.

"Retaliation" includes but is not limited to:

- attempting to discuss a pending incident with the accuser reporting party in any way;
- spreading rumors about the reporting party ;
- following the reporting party;
- becoming physical in any way toward the reporting party ;
- destroying property of the reporting party ;
- using a phone or any other electronic or written form of communication to attack or defame the reporting party ;
- ostracizing the reporting party .
- Peers of the accused engaging in communication with reporting party about the incident

- Therefore, allegations of **bullying** shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and / or any individual(s) who report an incident(s) of **bullying**. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, and/or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.

If you are the victim of bullying:

- Clearly tell the perpetrator(s) to stop;
- Don't ignore or conceal the incident. Immediately report the incident to school personnel or seek peer mediation at school, and tell your parent(s) guardian(s);

- If the **bullying** continues after you have clearly told the perpetrators to stop, make a written record of each incident including date, time, witness(es) and parties involved in the incident. Report each additional incident immediately to an adult who has authority over the perpetrator(s); for example: teacher, guidance counselor, or administrator;
- Avoid being alone with the person(s) who have bullied or attempted to bully you in the past;
- If you are the victim of **bullying** and you feel uncomfortable reporting it directly to adult personnel at FSUS, report it anonymously on the "Student and Parent Resources" section of our school web page at <http://www.fsus.school>.

To minimize the risk of being accused of bullying, follow these tips:

- Keep your hands to yourself.
- Remember that NO one has a right to physically or verbally harm another person in any way.
- Think before you speak - do not make remarks that may cause another person to feel stressed, scared or intimidated.
- Immediately apologize if you accidentally say or do something that has made another person feel scared or intimidated.
- Report all incidents of **bullying** behavior you have witnessed to appropriate school personnel.
- Do not touch anyone without his or her permission, especially in an inappropriate manner.
- Do not keep interacting with a person after he or she has perceived your behavior as being "inappropriate" and has clearly told you to "stop."

(12) Teen Dating Violence (F.S. 1006.148)

A. Definitions:

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

The school reserves the right to handle acts of Teen Dating Violence on an individual basis depending upon the severity of the incident, including consultation with or reporting to law enforcement. Consequences will be determined by Administration.

(13) Sexual Misconduct and Harassment

FSU Title IX Statement- "No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any

education program or activity receiving Federal financial assistance.” Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX). FSU does not discriminate on the basis of sex/gender in education programs and activities, and, as a recipient of Federal financial assistance for education activities, is required by Title IX to ensure that all of its education programs and activities do not discriminate in such a manner. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Additionally, the Florida Educational Equity Act prohibits discrimination in schools based on race, ethnicity, national origin, gender, disability, or marital status. FLA. STAT. § 1000.05 (2012). Furthermore, this commitment is reaffirmed in FSU’s Sex Discrimination and Sexual Misconduct Policy, which is applicable to all faculty, staff, students, visitors, applicants, and contractors. The University’s Title IX Director is responsible for overseeing the development of sexual misconduct policies, ensuring compliance with Title IX and relevant federal and state regulations, and investigating Title IX complaints alleging student sexual misconduct. The Human Resources Deputy Coordinator will oversee investigations of sexual misconduct by employees and third parties. The Athletics Deputy Coordinator will accept Title IX incident reports to forward to the Title IX Director, and will ensure athletics equity compliance. The FSUS Deputy Coordinator will oversee investigations of sexual misconduct by K-12 students. Questions regarding Title IX, as well as concerns about and complaints of non-compliance (including complaints of sexual harassment, sexual assault, sexual violence, or other sexual misconduct), should be directed to the Title IX Director, Title IX Deputy Coordinator Ms. Megan Brink (mbrink@fsu.edu) and Ms. Amber Helms (awhelms@fsu.edu). Students may also report to any FSUS Staff/Faculty who serve as mandatory reporters. Students may also report anonymously through the FSUS website or on myFSUS app.

Investigations related to sexual misconduct and/or harassment

Sexual Misconduct includes all forms of non-consensual sexual activity and unwelcome sexual conduct including: sex discrimination; sexual violence (rape/sexual battery/sexual assault); sexual harassment; relationship violence (domestic violence and dating violence); stalking; and other forms of sexually exploitative behavior. Sexual Violence: Includes any sexual act performed without the consent of the Affected/Reporting Party (or when the Affected/Reporting Party is unable to give consent). Rape, sexual battery, and sexual assault are sexual violence prohibited by this policy and Florida criminal law.

The FSUS School Board will not tolerate sexual misconduct or harassment. FSUS will follow investigative procedures as outlined in Appendix C of the Florida State University’s Sex Discrimination and Sexual Misconduct Policy. The policy can be found on the FSUS or FSU website.

Sexual Assault

Definition: An incident that includes a threatened rape, fondling, indecent liberties or child molestation. Both male and female students can be victims of sexual assault.

Sex Discrimination

Definition: Treating individuals unequally because of their sex, gender, sexual orientation, gender identity, or gender expression. Examples of sex discrimination include:

- i. Gender Based Hostility: Negative treatment or use of derogatory or offensive language towards a person because of their gender, whether or not the language itself is sexual.

- ii. Sex and/or Gender Stereotyping: Taking a negative employment/academic action, creating a hostile environment, or denying a benefit because the individual does not conform to stereotypical notions of masculinity and femininity.

Sexual Exploitation: Any act of taking non-consensual, unjust or abusive sexual advantage of another person for one's own advantage or benefit or to benefit or advantage anyone other than the person being exploited. Sexual Exploitation examples can be found in the Title IX FSU Policy.

Sexual Harassment (undesired sexual behavior)

Unwanted verbal, nonverbal, 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, as defined in Rule 6A-19.008, F.A.C.

Sexual harassment may be found in a single severe incident, as well as a pattern of behavior. Examples of behavior that could be sexually harassing include, but are not limited to:

- i. Verbal Conduct: sexual teasing, sexual jokes, sexual innuendoes, sexual remarks about a person's body or sexual attractiveness, unwelcome demands for sexual favors, continuing unwelcome sexual advances or flirting, and sexual whistling (cat-calling).
- ii. Non-Verbal Conduct: staring at someone's sexual body parts (breasts, buttocks, groin), sexual gestures, and inappropriate display of sexual graffiti, posters, pictures, cartoons, drawings, emails, texts, body parts, or objects.
- iii. Physical Conduct: unwelcome sexual touching of another's body, such as kissing, pinching, groping, fondling, or blocking normal movement.

Sexual Offenses (Other): Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

Stalking

Definition: Stalking involves an intentional course of conduct repeated over a period of time. Under Florida law, stalking is willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person. Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Stalking can involve: FSU Policy 2-2 Sex Discrimination and Sexual Misconduct 39 i. Following a person ii. Appearing at a person's home, class, or work iii. Frequently calling, texting, emailing, or electronically chatting iv. Leaving written messages or objects v. Vandalizing a person's property.

Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, comments, sexual activity, or exposing private body parts in a lewd manner.

(14) Larceny/Theft (STL) – Level II (\$750 threshold)

Definition: The 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. The value of the item(s) must be \$750 or more to report in SESIR)

Students should not leave their possessions unattended. Students shall use school lockers located in the gym, middle school and high school buildings to secure personal items. All thefts shall be reported immediately to the School Resource Officer for investigation.

Theft Minor - The taking of property from a person, building, or a vehicle with a value below \$300. The school reserves the right to handle acts of minor theft on an individual basis depending upon the severity of the incident, including consultation with or reporting to law enforcement. Consequences will be determined by Administration.

(15) Motor Vehicle Theft

Definition: Unauthorized use, taking, or attempted taking, of a motor vehicle.

(16) Robbery (ROB) –Level II Robbery by sudden snatching

Definition: 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.

(17) Trespassing (TRS) – Level II

Definition: To enter or remain on school grounds, school transportation, or at a school-sponsored event without authorization or invitation and with no lawful purpose for entry.

(18) Vandalism (VAN)-Level III

Definition: 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. Incidents that fall below the \$1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.

Students who engage in vandalism or **pranks** shall be required to make restitution. The school reserves the right to handle acts of vandalism on an individual basis depending upon the severity of the incident. Consequences will be determined by Administration and may include not “participating” at graduation and/or withdrawal.

Any student who violently kicks or hits a door or a window or tries to pull or force open a door or window may receive an administrative consequence and will pay for any damages.

Graffiti of any type will not be tolerated.

In addition to any other penalty provided by law, if a minor is found to have committed a delinquent act under this section for placing graffiti on any public property or private property, and:

- (a) *The minor is eligible by reason of age for a driver's license or driving privilege, the court shall direct the Department of Highway Safety and Motor Vehicles to revoke or withhold issuance of the minor's driver's license or driving privilege for not more than 1 year.*

- (b) *The minor's driver's license or driving privilege is under suspension or revocation for any reason, the court shall direct the Department of Highway Safety and Motor Vehicles to extend the period of suspension or revocation by an additional period of not more than 1 year.*
- (c) *The minor is ineligible by reason of age for a driver's license or driving privilege, the court shall direct the Department of Highway Safety and Motor Vehicles to withhold issuance of the minor's driver's license or driving privilege for not more than 1 year after the date on which he or she would otherwise have become eligible.*

(19) Other Major Incidents (OMC) – Level III

Definition: (major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate related element (such as Drug-related or Weapon-related) and incident involvement must be reported as unknown.

The school reserves the right to handle these acts on an individual basis depending upon the severity of the incident. Consequences will be determined by Administration.

(20) Threat/Intimidation (TRE) – Level III

Definition: An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.

Any student who threatens to use a weapon of any kind to harm anyone associated with FSUS will be immediately reported to law enforcement and may be placed on administrative leave pending the completion of the investigation.

FSUS reserves the right to handle threatening acts on an individual basis depending upon the severity of the incident. Consequences will be determined by Administration.

Any student who verbally or physically threatens or assaults an FSUS employee, intern or Administrator may result in expulsion or permanent withdrawal of FSUS invitation.

(21) Hazing (HAZ) – Level III

Definition: 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. "Hazing" includes, but is not limited to:

- (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or
- (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

FSUS reserves the right to handle acts of hazing on an individual basis depending upon the severity of the incident. Consequences will be determined by Administration.

(22) Gang-related:

An incident is gang-related if gang affiliation/association caused the incident or was a contributing factor to action that happened during the incident. Must be reported to law enforcement. FSUS reserves the right to handle acts of gang related activities on an individual basis depending upon the severity of the incident up to and including withdrawal of invitation. Consequences will be determined by Administration

A. Consequences of Unlawful Behavior

Families are asked to notify the FSUS SRO if their FSUS student is arrested. Failure to notify will result in an administrative meeting that may result in consequences up to and including withdrawal of invitation.

Law enforcement can determine that a student, that commits a criminal offense be allowed to participate in a civil citation or similar pre-arrest diversion program as an alternative to expulsion or arrest. This student can be considered eligible by school law enforcement officials.

When a student who commits a petty act of misconduct is assigned to a school-based intervention program, the student's participation in the school-based intervention program may not be entered into the Department of Juvenile Justice Information System Prevention Web.

Consequences of unlawful behavior by students in violation of any federal, state, county or local statute, law or ordinance shall be:

(1) Misdemeanor

If a student commits a misdemeanor act on FSUS property or property other than FSUS; consequences will be determined by Administration.

(2) Felony or Felony Act (on or off campus)

If a student commits a felony act on FSUS property or property other than FSUS and if, in the opinion of the FSUS Administration, the student's attendance at school will have an adverse impact on the educational program, discipline, or welfare of the school, the student's invitation to attend FSUS may be temporarily or permanently withdrawn or the student expelled.

Any student who has been **arrested, charged, or convicted of a felony, adjudicated delinquent or had adjudication withheld** will not be eligible nor permitted to publicly represent the school or the school district in any extra-curricular activity until innocence has been determined or until the end of the next complete grading period during the regular school term. The period of ineligibility shall be the minimum allowed and may be extended as determined by the authority that is invested in the school Administration.

- a. **Arrested:** Any student who is arrested for a felony act may be suspended from school for a period to exceed ten (10) days if, in the opinion of the school administrator, the student's attendance would adversely impact the learning environment. Such suspension shall not affect the delivery of educational services to the student.

- b. **Charged:** Any student who is formally charged with a felony act may be suspended from school indefinitely or have his or her suspension to continue until the determination of guilt or innocence or until the charges are dismissed if, in the opinion of the school administrator, the student's attendance would adversely impact the learning environment. Such suspension shall not affect the delivery of educational services to the student.
- c. **Conviction of a Felony:** Any student who has been charged and found guilty of a felony will be afforded a hearing with parents present to determine whether the student's continued attendance will adversely impact the learning environment. The hearing may result in continuance or expulsion.
- d. **Adjudicated Delinquent:** Any student who has been adjudicated delinquent for committing a felony act will be afforded a hearing with parents present to determine whether the student's continued attendance will adversely impact the learning environment. The hearing may result in continuance or expulsion.
- e. **Adjudication Withheld:** Any student who has had adjudication withheld for committing a felony act will be afforded a hearing with parents present to determine whether the student's continued attendance will adversely impact the learning environment. The hearing may result in continuance or expulsion. A hearing must be held prior to a recommendation for expulsion.

B. Due process procedures prior to disciplinary action

Prior to taking the above action against any student, the Board shall ensure that appropriate due process procedures are followed. If a student committing one of the offenses outlined in subsection (2) of this rule is identified as disabled and participating in a program for exceptional students, then school personnel shall follow procedures in Board rules. This provision shall not be construed to remove the Board's discretion in cases where mitigating circumstances may affect decisions on disciplinary action.

C. Severity of punishment

The Board, Director, Administration may assign more severe consequences than normally authorized for violations of the Code of Student Conduct when the offender appears motivated by hostility toward the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or disability.

D. Notification of law enforcement

Local law enforcement authorities or the School Resource Office representing the Local Law Enforcement Authority shall be notified immediately when one of the offenses listed above is committed on school property, on school-sponsored transportation or during a school-sponsored activity. Additionally, if the offense involves a victim, school officials shall notify the victim and the victim's parent(s) or legal guardian if the victim is a minor of the offense and of the victim's rights

to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.

E. Administration of discipline

The FSUS Administration will monitor the management of discipline of students to ensure that discipline is administered equitably without regard to real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or disability. Annually, the Administration will review school discipline data with the School Board in developing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students.

F. Disruptive behavior

Disruptive behavior includes, but is not limited to: assault on staff or students, threat(s) or violence, disrespectful, willful disregard of a FSUS employee's direction, malicious vandalism, possession of weapons of any type, continuing use of profane language or obscene gestures and instigation of violence or mass disobedience to legitimate directions.

- (1) When a teacher sends a disruptive student to the office with a signed referral, the Administration will provide oral and/or written feedback to the teacher with regard to present and/or future action concerning the student's behavior. The teacher may request a conference with the Administration and the student's parent(s)/guardian(s) prior to the student being returned to his/her classroom. A disruptive student will not normally be returned to the classroom where he/she exhibited disruptive behavior until the teacher has received the feedback.
- (2) A teacher may request permanent removal of a student from his/her class whose behavior the teacher determines interferes with the teacher's ability to effectively communicate with other students in the class or with the ability of the student's classmates to learn.
- (3) Each school shall establish a Placement Review Committee(s) to determine if a student is to be returned to a teacher's class after that student has been removed by the teacher and the teacher has withheld consent for that student to be returned to the teacher's class.
 - a. Committee membership shall include the following:
 - 1. Two (2) teachers selected by the instructional staff of the school
 - 2. One (1) member of the school staff selected by the Administration
 - 3. One (1) teacher selected by the instructional staff of the school to serve as an alternative member of the committee
 - b. A teacher who removed a student from his/her class and who has withheld consent for the return of that student to his/her class shall not serve on the committee when the committee makes its decision regarding the return of the student.
 - c. The Placement Review Committee(s) will be selected during pre-planning. Each school's faculty shall also determine the following during pre-school planning:

1. If a current school committee(s) meets the criteria contained herein for the Placement Review Committee(s) and if the faculty wishes that committee to perform the duties of the Placement Review Committee(s)
2. The number of Placement Review Committees needed at each school
3. The terms of office of the members of the Placement Review Committee(s)
4. The method the instructional staff will use in the selection of the Placement Review Committee(s) members
5. The appropriate form a teacher is to use to document the behavior, which resulted in the teacher having the student removed from his/her classroom

(4) The Administration may not return a student who has been removed by a teacher from the teacher's class without the teacher's consent unless the Placement Review Committee established herein determines that such placement is the best or only available alternative. The teacher and Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.

G. Expulsion for Serious Breach of Conduct

The school Administration may recommend to the Director the expulsion of any student who has committed a serious breach of conduct.

The Administration shall recommend to the Director the expulsion of any student who has violated School Board rules that require mandatory expulsion.

Proper procedures shall be followed in all student expulsion proceedings as required by Florida Statutes, and Board rules.

IX. EXPLANATION OF DISCIPLINE PROGRAMS

IT IS THE RESPONSIBILITY OF THE STUDENT to inform his/her parent that he/she has been assigned a detention or other disciplinary consequence. Work, team practice, non-school related sports or activities, non-medical appointments, recreational or leisure trips and transportation problems are not justifiable reasons to miss a detention or disciplinary consequence. Students who refuse to work during any detention shall receive additional administrative consequences.

Students who fail to attend assigned detentions or other assigned consequences shall be subject to an administrative meeting to determine appropriate action, including possible withdrawal of FSUS invitation.

- A. Time Out** – A student who is constantly disruptive within the classroom may be excluded from an individual class for a short period of time by the classroom teacher or Administration.
- B. After School Detention (ASD)** –Florida State University School will provide detention for certain conduct. ASD will last up to an hour each day. A maximum of ten (10) days of detention may be assigned for any one conduct problem. Transportation will be the responsibility of the student/parent.

- C. **Elementary/Middle School “Nole Note” Program** - The Nole Note program is designed to encourage middle school and elementary students to modify their own behavior before receiving a discipline referral. The program seeks to increase positive behaviors, while reducing the number of negative classroom behaviors. The program includes opportunities for students to receive praise and rewards for positive behavior. By doing so, behaviors that are beneficial to classroom success are promoted. This program is used for minor discipline infractions and does not replace the consequences in the Code of Student Conduct for more serious incidents.

To get to Nole Note information. Log in to your Parent Portal in FOCUS. Click on the name of your child. Click “Child Info”. Scroll down on the left hand side to and click on “Nole Notes”.

- D. **Saturday Detention** – Florida State University School may elect to provide detention on Saturday for certain conduct infractions. Saturday detention will be held for up to a three (3) hour period. Transportation will be the responsibility of the student/parent.
- E. **Lunch Detention** - A student may be assigned lunch detention for certain conduct. Lunch detention will consist of up to 15 minutes of trash pick-up or associated duties at the end of the lunch period.
- F. **Withdrawing Privileges** – The school may elect to suspend privileges to participate in extracurricular activities, including ceremonies, for a definitive period of time. A student’s driving privileges and off campus lunch privileges may be withdrawn as well. Parents will be notified of this action.
- G. **Administrative Contract** - FSUS reserves the right to place any student ([enrolled or participating in extracurricular activities](#)) on contract for any behavior that is unfavorable to any person attending or working at the school or that disrupts the learning environment. Students may also be placed on contract for tardy or attendance issues. The contract will specify the unacceptable behavior. Breaking any contract will result in withdrawal of FSUS invitation.
- H. **In-School Suspension (ISS)** – A student may be excluded from class for a set period of time. This method of discipline may be used in place of out-of-school suspension. The student reports to school each day and goes to a specified classroom. Students will receive full credit for all work during time in ISS. If a student does not complete ISS, the entire suspension will be converted to an out-of-school suspension.
The student may not attend any school functions or participate in any extracurricular activities on the days of their ISS.
Failure to comply with all directives of the ISS instructor may result in administrative consequences.
- I. **Out-of-School Suspension (OSS)** – The Administration of Florida State University School may elect to suspend a student from school attendance for a period of time not to exceed ten days per offense. While a student is serving an out-of-school suspension, he/she may not come onto

school property or attend any school functions. Students will receive full credit for all work during time in OSS.

J. Alternative daytime educational program

If FSUS cannot provide services that meet the educational needs of the student or if the student (due to poor behavior) hinders the education of other students, FSUS and appropriate agencies will assist the family to find an educational environment that better meets the needs of the student. The Administration of FSUS shall decide if the alternative educational placement is permanent or if there are conditions the student/family must meet before the student is allowed to return to FSUS. The Administration reserves the right to determine the best recourse or action to benefit the education, safety and well-being of all students in the school.

K. Administrative Leave

In cases that are under investigation, a student will be placed on administrative leave if Administration determines that the student’s presence would adversely affect the course of the investigation or the learning environment. Administrative leave shall not affect the delivery of educational services to the student.

L. Withdrawal of invitation

When a student's behavior is repeatedly inappropriate to others or continues to exhibit absolute disregard for the conditions of behavior set by the school, including tardy or attendance issues or violation of a contract, a meeting will be held and the Administration may recommend to the Director permanent withdrawal of FSUS invitation.

The Administration may recommend to the Director withdrawal of FSUS invitation of any enrolled student when his or her presence has or tends to disrupt or interfere with the orderly educational process, destroys school property, endangers the health or safety of the student or others or infringes on the rights of others.

FSUS is a school of choice. Students’ invitations to attend are reviewed at the end of each school year, during which the Administration will decide the viability of a particular student’s invitation to attend FSUS. Attendance and disciplinary issues will be considered when making these determinations. If it is decided that a particular student’s invitation should be withdrawn, the Administration will make a written recommendation to the Director. Parents will be formally notified by the Administration during the summer of a withdrawal of invitation for the next school year. Every attempt will be made to notify parents of the withdrawal of an invitation as early as possible so that arrangements for enrolling the student in their home school can be made.

The Director may withdraw an invitation as prescribed in this Code or a parent or guardian may voluntarily withdraw the student. Documentation for withdrawal of invitation is a confidential record between the parent/guardian(s) and the school. Such documentation shall not be included in the student’s permanent record.

M. Expulsion

Expulsion is a permanent denial of access to the Florida State University School, Inc. Violent crimes on school grounds, school transportation or at school functions and serious and/or repeated misconduct may be cause for expulsion. Conviction of a felony or a delinquent act which would be a felony if committed by an adult, which occurred on property other than School Board property that was determined to have an adverse impact upon the educational program, discipline or welfare of a student where a student was enrolled may also be grounds for expulsion. Expulsion may be affected and rescinded only by the FSUS Board. A student cannot avoid expulsion by withdrawing from school.

If, in the judgment of the Administration, a violation is sufficient to warrant a student's expulsion from school, the Administration will follow the requirements of administrative procedures described below:

- The Administration will notify parent(s)/guardian(s) of the infraction and expulsion proceedings within five (5) business days of the precipitating incident.
- The student is placed on administrative leave until the Board of Directors rules on the expulsion.
- The Administration writes a letter to the Director outlining the precipitating incident and recommending expulsion; the letter will also state the student's ESE status, if applicable.
- The Director reviews the Administration's letter and accepts or rejects the Administration's recommendation.
- Parent/Student may request an expulsion hearing with the FSUS Board of Directors.
- An FSUS, Inc. Board member conducts the hearing and submits a recommendation to the Board of Directors.
- The Board of Directors reviews and accepts or rejects the hearing officer's recommendation.
- Certified notice of the Board's Decision is sent to the parent/guardian.

Expulsions from Other Schools, School Districts or States

The School Board shall honor all expulsions from other Florida public schools and may honor the final order of expulsion of a student by another in-state private or charter school or out-of-state public or private school.

N. Formal Appeals of a Withdrawal of invitation

Parent(s)/Guardian(s) may appeal a withdrawal decision made by the Administration to the Director. All appeals must be made to the Director in writing. An appeal shall be conducted as a formal hearing that may involve the student, parent(s)/guardian(s), affected faculty or staff and the Administration. The decision of the Director on a formal appeal is final.

O. Appeals of a Disciplinary Action

A student or his/her parent may request a review by the Director of any disciplinary action taken by FSUS. Such requests must be submitted in writing to the Director within ten (10) days of the imposition of disciplinary action.

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

RESPECT AND CIVILITY IN SCHOOLS AND DISTRICT OFFICES 2.18

- I. The School Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds. Staff will take the necessary actions to protect students' and other employees' personal safety and positive work environment.

The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions. This policy promotes mutual respect, civility and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for staff members.

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on School District property, will be directed to leave school or School District property promptly by the site administrator or designee, or shall be escorted from the property with the assistance of other staff or a law enforcement officer.

Pursuant to this policy, when an individual is directed to leave, the site administrator or designee shall inform the person that he/she may be subject to prosecution under Florida law. If an individual refuses to leave upon request or returns before the applicable period of time, the site administrator or designee may notify law enforcement officials. An incident report should be completed for the situations and submitted to the Executive Director/Superintendent.

When violence is directed against an employee, or theft against property, employees shall promptly report the incident to their principal or supervisor and complete an incident report. Employees and supervisors should complete an incident report and report to law enforcement, any attack, assault, or threat made against them on school/District premises or at school/District sponsored activities.

II. **Expected Level of Behavior**

- A. Board employees will treat parents and other members of the public with courtesy and respect.

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

B. Parents and other visitors to schools and District facilities will treat teachers, school administrators, other school staff, and Board employees with courtesy and respect.

C. Board employees will treat each other with courtesy and respect.

III. **Unacceptable/Disruptive behavior includes, but is not necessarily limited to:**

A. Exhibiting behavior which interferes with or threatens to interfere with the operation of a classroom or school related on-campus or off-campus activity, an employee's office or office area, and all areas of a school or facility.

B. Using loud and/or offensive or demeaning language, swearing, cursing, profanity, or disruptive display of temper.

C. Threatening to do bodily or physical harm to a parent/guardian, or members of the general public, or to a teacher, school administrator, school employee, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.

D. Damaging or destroying school or Board property.

E. Any other behavior which disrupts the orderly operation of school, school classroom, or any other Board facility.

F. Abusive, threatening, demeaning, or obscene mail, e-mail, or voice mail messages.

IV. **Parent Recourse**

Any parent who believes s/he was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of their immediate supervisor.

V. **Authority of School Personnel**

A. School personnel have the authority to direct persons to leave school or Board premises if the individual:

1. disrupts or threatens to disrupt school or District operations;

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

2. threatens to or attempts to do or does physical harm to Board personnel, students, or others lawfully on a school or Board premises;
3. threatens the health or safety of students, Board personnel, or others lawfully on a school or Board premises;
4. intentionally causes damage to school, Board property, or property of others lawfully on a school campus or Board premises;
5. uses loud or offensive language; and/or
6. is without authorization to come on a school or other Board facility may be directed to leave the school or Board premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school; any District level administrator including the Superintendent/Executive Director, a director; the District's Safety Specialist, a facility security officer, or the District staff person in charge of a meeting or function where uncivil behavior occurs.

If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action deemed necessary. If the offender threatens personal harm the employee may contact law enforcement.

B. Authority to Deal with Persons who are Verbally Abusive

1. If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely request the speaker to communicate civilly.
2. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is in a school or on School Board premises, any employee may request an administrator or other authorized personnel to direct the speaker to promptly leave the premises.

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

3. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

C. Abusive, Threatening, or Obscene Mail, E-Mail, or Voice Mail Messages

1. If any District employee receives mail, e-mail, or a voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the mail, e-mail, or return the telephone call. The employee may save the message and contact their supervisor or the District Safety Specialist.
2. If the message threatens the employee with personal harm, the employee may contact law enforcement.

STATUTORY AUTHORITY:

1001.41, 1001.43 F.S.

LAW(S) IMPLEMENTED:

Fla. Const. Art. IX, Section 4; 1006.145 F.S.
20 U.S.C. 1681 et seq., 29 U.S.C. 621 et seq.,
29 U.S.C. 749 et seq., 42 U.S.C. 12101 et seq.,
42 U.S.C. 2000e et seq. Civil Rights Act, 41 U.S.C. 1983

HISTORY: ADOPTED: _____ REVISION DATE(S): _____

FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
BOARD GOVERNANCE AND ORGANIZATION
CHAPTER 2.0

2.90

TOBACCO AND NICOTINE USE ON SCHOOL CAMPUS

I. Purpose

The Florida State University Schools recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, employees, parents, visitors, and school facilities. The School Board is committed to providing students, staff and visitors with a smoking and tobacco-free environment. The use of tobacco products on school grounds, in school buildings, in School District vehicles and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, employees, and visitors.

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II. Applicability of Policy

This policy applies to students, employees, volunteers, parents, spectators, vendors, contractors, delivery persons, visitors and the public.

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III. Definitions

For the purposes of this policy, the following definitions shall apply.

A. "At any time" means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.

B. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes but is not limited to devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, similar devices, or under any other product name or descriptor. "Electronic smoking device" also includes any component

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part of a product, whether or not marketed or sold separately, including but not limited to, e-liquids, e-juice, cartridges, or pods.

- C. “School property” means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.
- D. “Tobacco product” means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.

IV. General Policy Statement

- A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, chargers and other e-cigarette paraphernalia (including but not limited to batteries, mouthpieces, heating elements and cartridges) or lighters at any time on school property or at any school related or school-sponsored event.
- B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, chargers and other e-cigarette paraphernalia (including but not limited to batteries, mouthpieces, heating elements and cartridges) or lighters at any time on school property or at any school related or school-sponsored events. This includes products or paraphernalia displaying industry brands.

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V. Exception to this Policy

- A. A school principal may permit tobacco products to be included in counseling, educational, instructional or research activities in the school building; provided that, the activity is conducted or supervised by a District employee overseeing the instruction or research and the activity

does not involve smoking, chewing, vaping, or otherwise ingesting the product.

- B. A person may use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

VI. Notification of Policy and Implementation

It is the responsibility of District and School administrators to provide:

- A. Appropriate signage will be posted in a manner and location on all District property that adequately notifies employees, students, parents, visitors, and the public of this policy.
- B. Written notice to students and parents/guardians in student handbooks and orientations.
- C. Written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment.
- D. Reminder announcements of this policy at school and District events, as appropriate.
- E. Written notice of the prohibition as provided in this policy in contracts with outside groups who use the school buildings and other facilities.

VII. Tobacco Promotion Prohibited

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications, on District vehicles and buses, and at all school-sponsored events. It is a violation of this policy for any person to promote tobacco products on the school property or at any school related or school sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

VIII. Educational and Cessation Programs for Students and Employees

- A. Prevention Education for Students. The administration will consult with the Safe Schools Department and other appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean, and inviting school environment. The administration will ensure that students in

grades K-12 receive tobacco prevention education using sequential, age appropriate, current, accurate, evidenced based curricula and a skills-based approach (involving students in active "hands on" learning experiences).

- B. Cessation Support Programs for Students. The administration will consult with the Safe Schools Department, the Leon County Health Department, Employee Wellness in Risk & Benefits Management, the American Lung Association and other appropriate health organizations as needed to provide students and employees with information and access to support systems, tobacco use cessation programs, and services to encourage them to abstain from the use of tobacco products.
- C. Prevention and Cessation for Employees. Employees shall be advised as to the availability of related services available to them in the District's various Wellness programs in which they may choose to participate and as they may change from time to time.

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IX. Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

- A. Students. Consequences for engaging in prohibited behavior shall be as provided in the Student Code of Conduct.
- B. Employees. Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies or any relevant collective bargaining agreement.
- C. Family members, volunteers, or visitors. Family members, volunteers or visitors who violate the policy must immediately discontinue using the tobacco product or electronic cigarette, or leave the premises. Law enforcement officers may be contacted to escort the person off the premises if the person refuses to leave the school property when requested to do so by District personnel.

~~prohibits the use of any form of tobacco or nicotine products in any area utilized by students or designated for student activities. "Use of tobacco and~~

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~~nicotine products" shall mean all uses of tobacco, including cigars, cigarettes, e-cigarettes, pipe tobacco, chewing tobacco, snuff, or any other substance or product that contains tobacco or nicotine." Additionally, and in accord with law and other governing regulations, prohibits the use of tobacco products or nicotine in any form in facilities, vehicles, and areas designated for the various student programs and activities.~~

ADDITIONAL REFERENCE: FSU OPERATING PROCEDURE B-7 UNIVERSITY
SMOKING POLICY

STATUTORY AUTHORITY: [120.81,1001.32](#), 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, 386.201 – 386.209, F.S.

HISTORY:

ADOPTED:

REVISION DATE(S): 1/14/14

FORMERLY: 2.04

FLORIDA STATE UNIVERSITY SCHOOLS

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SUICIDE PREVENTION

3.14+

- I. This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles or at bus stops, and at school-sponsored out-of-school events where school staff are present. This policy applies to the entire school community.

The School Board is committed to protecting the health, safety and welfare of its students and school community. The Board recognizes that suicide is one of the leading causes of death for Florida's youth. It is critical for families and community members to communicate with and provide information to school staff to identify students at risk of suicide.

- II. The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-harm or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.
- III. The Executive Director/Superintendent shall develop procedures to ensure that this policy is carried out in the school. The Executive Director/Superintendent will prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide. The Executive Director/Superintendent will develop an intervention plan for in-school suicide attempts, out of school suicide attempts and an appropriate re-entry process, including a re-entry meeting to discuss the development of a safety plan and additional interventions or supports.
- IV. Professional development training in youth suicide prevention opportunities shall be provided to student personnel services staff, administration and instructional staff. A two (2) hour continuing education program of youth suicide awareness and prevention training, utilizing training materials from the list approved by the Florida Department of Education (FLDOE) is also available for all district staff in all job categories as well as other adults on campus who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide. Instruction about how to identify appropriate mental health services and how to refer youth and their families to those services should be included in the program. If all instructional personnel at a District school participate in the two (2) hour training the school will be considered a "Suicide Prevention Certified School".
- V. Florida Statute 1003.42 required instruction of 5 hours of mental health instruction for grades 6-12 will be implemented annually through developmentally appropriate instruction and skill building and will address, at a minimum, the following topics:

CHAPTER 3.00 - SCHOOL ADMINISTRATION

(1) Recognition of signs and symptoms of mental health disorders; (b) Prevention of mental health disorders; (c) Mental health awareness and assistance; (d) How to reduce the stigma around mental health disorders; (e) Awareness of resources, including local school and community resources; (f) The process for accessing treatment; (g) Strategies to develop health coping techniques; (h) Strategies to support a peer, friend, or family member with a mental health disorder; (i) Prevention of suicide; and (j) Prevention of the abuse of and addiction to alcohol, nicotine, and drugs.

- VI. The Principal, or designee, shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to a school-based mental health services provider to perform either the C-SSRS or SAFE-T suicide risk assessment prior to determining whether the student requires an involuntary examination (Baker Act).

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1003.42, 1012.583, F.S.

STATE BOARD OF EDUCATION RULE(S):

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW

CHAPTER 3.00 – SCHOOL ADMINISTRATION

RECORDING OF PARENT-STAFF MEETINGS

3.17

- I. For purposes of this policy, a recording is defined as the capture of a person's individual voice or images (i.e. pictures/video) through audio tape, digital, personal communication devices (i.e. smart phones) or other electronic means.
- II. The requirements of this policy shall not be interpreted to be in conflict with the requirements of the District's Code of Conduct or Acceptable Use Policy. Nor shall the requirements of this policy be interpreted to extend to school-sponsored public events, where there can be no expectation of privacy. A school-sponsored public event is any school-related activity, whether free or at which an admission fee is charged, that members of the public may attend. These include but are not limited to athletic competition, plays, musical performances, awards ceremonies, and graduation.
- III. In general, the recording of parent-staff meetings is prohibited. Video recording of parent-staff meetings is strictly prohibited. Audio recording of parent-staff meetings is prohibited except as provided below.
- IV. The principal or a District administrator may permit an exception to this general prohibition for audio recording of parent-staff meetings related to Exceptional Student Education services (including child find, evaluation, eligibility determination, or provision of ESE services) where a parent has documented that such audio recording is necessary for that parent to meaningfully participate in the meeting; to understand the IEP process and/or his/her child's IEP; or is otherwise necessary to implement other parental rights under the IDEA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended. Authorized exceptions to the general prohibition against the audio recording of a parent-staff meeting will typically involve situations when a parent has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process or the relevant planning of the student's education.
 - A. If a parent believes that recording a parent-staff meeting related to Exceptional Student Education services is necessary, s/he should notify the District Exceptional Student Education Director in writing, preferably at least two (2) school days before the meeting, of his/her desire to record the meeting and the reason the recording is required. The principal, Director of Exceptional Student Support Services or designee may ask for documentation of the existence of any such disability or language barrier.

CHAPTER 3.00 – SCHOOL ADMINISTRATION

The principal, Director of Exceptional Student Support Services or designee will notify the parent at least one (1) school day before the meeting if s/he intends to grant or deny the parent's request to record the meeting.

- B. If the principal, Director of Exceptional Student Support Services or designee denies the request, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the recording of IEP Team meetings involve situations when a parent, or authorized representative of a parent, or other IEP Team member, is unable to understand or meaningfully participate in the IEP process or the planning of the relevant student's education due to a disability, language barrier, or some other impairment. If a parent is permitted to record the meeting, s/he must use his/her own audio recording device and the District will similarly record the meeting.
- C. For purposes of the recording of IEP Team meetings, a recording is defined as the capture of voices, and other ambient sound electronically, digitally, or by any other means for the purpose of retrieval and review. Recording, moving visual images at an IEP meeting is strictly prohibited.
- D. If the District records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

STATUTORY AUTHORITY:

1001.32, 1003.02, 1002.20 F.S.

LAW(S) IMPLEMENTED:

**34 C.F.R. 300.322 and 300.501;
316.305, 847.0141, 1003.57 F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-6.03311

HISTORY: ADOPTED: _____

REVISION DATE(S): _____

CHAPTER 3.00 - SCHOOL ADMINISTRATION

AUTOMATIC EXTERNAL DEFIBRILLATORS

3.25+

- I. The School Board authorizes the use of an automatic external defibrillator (AED) in a perceived medical emergency.
- II. All persons who are reasonably expected to use an AED shall be trained to use the device. Employees or volunteers expected to use an AED must complete a course in cardiopulmonary resuscitation (CPR) or a basic first aid course which includes CPR and demonstrated proficiency in the use of a defibrillator.
- III. Each school that is a member of the Florida High School Athletic Association shall have an operational AED on school grounds. The device shall be available in a clearly marked and publicized location for all athletic activities, including those held outside of the school year. The location of the device shall be registered with the local emergency medical services director. All persons reasonably expected to use the device shall be notified annually in writing of the location of each AED on school grounds.
- IV. The Executive Director/Superintendent or designee shall develop procedures to implement this policy. The procedures shall be reviewed and approved by the school's nurse.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

401.2915, 768.1325, 1001.42,
1001.43, 1006.165, F.S.

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW

**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0**

3.48

SERVICE ANIMALS

- I. The purpose of this policy is to implement standards related to service animals as set forth in federal and state law including
 - A. Individuals with Disabilities Education Act (IDEA);
 - B. Rehabilitation Act of 1973, as amended;
 - C. Americans with Disabilities Act (ADA);
 - D. Section 413.08, F.S.
- II. A *service animal* is any dog that is trained to do work or perform tasks for the benefit of an individual with a disability. The animal must be trained to perform tasks directly related to the person's disability.
 - A. Other species of animals are not considered service animals.
 - B. Miniature horses may be used as an alternative to dogs, with certain limitations. However, they are not included in the definition of service animal.
 - C. An animal whose sole function is to provide comfort, therapy, or companionship is not considered a service animal.
 - D. A service animal is not a pet.
- III. A *task* is a minor job or piece of work that the animal performs. Tasks include
 - A. Guiding a person who is visually impaired or blind;
 - B. Alerting a person who is deaf or hard of hearing;
 - C. Retrieving objects;

- D. Assisting with mobility or balance;
- E. Pulling a wheelchair;
- F. Alerting an individual to the presence of allergens;
- G. Helping an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors;
- H. Reminding an individual with mental illness to take prescribed medications;
- I. Calming an individual with posttraumatic stress disorder (PTSD) during an anxiety attack;
- J. Alerting and protecting a person having a seizure; and
- K. Performing other specific tasks.

IV. A service animal is personal property and may not be brought on campus without the knowledge and permission of the school administration. A student's need for and use of a service animal must be documented in the student's Individual Education Plan (IEP) or Section 504 Plan. To determine if an animal qualifies as a service animal the District may not ask about the nature or extent of the individual's disability but may ask the following:

- A. If the animal is required because of a disability and
- B. What work or task the animal is trained to perform.

V. A service animal may not interfere with the educational process of any student or pose a health or safety threat to any student, school personnel or other persons. The service animal must meet health requirements and established standards of behavior.

VI. The service animal must be under the control of its handler.

VII. The Executive Director/Superintendent shall develop guidelines for service animals on campus. Guidelines shall include but not be limited to

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- A. The process for requesting approval for the use of a service animal in the school or District setting;
 - B. Standards of behavior for the service animal;
 - C. Required accommodation documentation;
 - D. Required health certification for the animal;
 - E. Transportation of the service animal;
 - F. Emergency procedures; and
 - G. Orientation for school personnel and students.
- IV. The School shall not assume responsibility for training, health care or daily care of any service animal.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**413.08, 1001.32, 1001.43, 1006.07, 1006.08, F.S.
28 CFR 35.104, 28 CFR 35.136,
28 CFR 36.104, 34 CFR 104**

HISTORY:

ADOPTED: 1/10/12

REVISION DATE(S): 6/21/16

FORMERLY: NEW

FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0

3.61

A MOMENT OF SILENCE

~~A moment of silence, not to exceed two (2) minutes, may be provided for students in Florida State University Schools at the beginning of each school day.~~

Each school day, first period teachers, in all grades, shall set aside up to two (2) minutes for a moment of silence, during which students may not interfere with other students' participation.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, 1003.45, F.S.

HISTORY:
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FORMERLY: 2.13

FLORIDA STATE UNIVERSITY SCHOOLS
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CHAPTER 3.0

3.68+

CRIMINAL BACKGROUND SCREENING

Any person desiring employment shall file a completed application with Florida State University as outlined on the FSU Human Resources web page <https://jobs.fsu.edu/index.cfm> or by calling 850-644-6876.

I. Initial Employment and Current Employees

For policies related to employment or current employees, please refer to Florida State University policies at www.fsu.edu.

II. Contractors and Other Vendors

- a. Contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level two (2) screening requirements as described in Florida Statutes. Contractual personnel shall include any vendor, individual or entity under contract with a school or the School Board. Each vendor, individual contractor or employee of a contractor as described in this section must provide verification that he/she has met the level two (2) screening requirements prior to accessing a school campus and provide evidence of compliance with Florida Statute Section 448.095 (evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number).
- b. An employee or contractor of an employer who offers a high school student internship(s) must meet level 2 background screening requirements if he/she has direct, unsupervised access to the student intern(s).

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If it is discovered during the period of employment that an employee has a prior criminal record and that the employee was asked to provide this information at the time of hire but did not do so, the employee may be subject to disciplinary action, including dismissal. ¶ Every five (5) years following employment or entry into a contract in a capacity described in subsection (1) of Florida Statute 1012.465, each person who is so employed or under contract with Florida State University Schools, Inc. must at their expense meet the Level 2 screening requirements as described in s.1012.32. The results of such (... [2])

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- c. Leon County or other districts issue a state identification badge that is valid for five (5) years to a contractor who meets level 2 screening requirements. The recipient of the badge shall be responsible for paying a fee established by the Department of Education. The badge shall bear the picture of the contractor and must be visible at all times the contractor is on school grounds.
- d. The District shall recognize the uniform statewide identification badge that has been issued by another school district.
- e. A non-instructional contractor who has been convicted of any disqualifying offense, as defined in Florida Statutes, shall not have access to school grounds when students are present.
- f. Contractual personnel must also meet the level two (2) screening requirements every five (5) years following entry into a contract. If the fingerprints of an individual under contract with the School Board have not been retained by the Florida Department of Law Enforcement, the individual must submit a complete set of fingerprints to the district of which their prints were originally submitted.
- g. Each person under contract as described in sections III(a) and III(b), must agree to inform the party with whom he/she is under contract within forty-eight (48) hours if convicted of any disqualifying offense while under contract. The individual shall also be responsible for returning the badge within forty-eight (48) hours to the district that issued the badge. If it is found that a person under contract does not meet the level two (2) requirements, the individual shall be immediately suspended from working in a contractual position and shall remain suspended until final resolution of any appeals. A person who is working with an intern will not be allowed to continue in an unsupervised situation.
- h. The following non-instructional contractors shall be exempt from level 2 screening:
- i. A contractor who is under direct, line of sight supervision of a District employee or contractor who has met level 2 screening requirements;

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- ii. A contractor who is required by law to undergo level 2 screening for licensure, certification, employment, or other purpose and provides appropriate documentation;
 - iii. A law enforcement officer who is assigned or dispatched to school grounds;
 - iv. An employee or medical director of a licensed ambulance provider who is providing services;
 - v. A contractor at a site where students are not permitted and a six (6) foot chain link fence separates the work site from the remainder of the school grounds; or
 - vi. A contractor who provides pickup or delivery services that involve brief visits to school grounds when students are present.
- i. A non-instructional contractor, as described in section ~~VI, III(i)~~, who is exempt from level 2 screening shall be subject to a search of the registry of sexual offenders and sexual predators maintained by the Florida Department of Law Enforcement and the National Sex Offender Public Registry maintained by the U.S. Department of Justice. The District shall conduct the registry search without charge to the contractor. If a contractor is identified as a sexual predator or offender and not allowed on school grounds, the District shall notify the vendor, individual or entity under contract within three (3) business days.
- j. The Director shall develop procedures to implement this policy.

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IV. Work Site with No Students Present.

- A. The contractor or vendor shall provide to Florida State University Schools, Inc. a list of personnel assigned or potentially assigned to FSUS, Inc. sites so that the appropriate FSUS official can conduct the required background screening. Any charges incurred for this screening will be the responsibility of the contractor or vendor. Any person identified as a sexual predator or offender will not be allowed on any FSUS, Inc. site. Each person assigned

to work at an FSUS, Inc. site is required to sign in and out upon entering and/or exiting the site at the designated location. An identification badge indicating level of clearance must be visibly worn at all times. No personnel shall work at the site who has been convicted of the serious offenses in the following list, subject to the Director’s mitigation consideration process.

- a. Inappropriate sexual conduct including, but not limited to prostitution, solicitation of prostitution, sexual battery, sexual relations with a minor, possession or sale of pornography involving minors, computer pornography or obscene literature.
- b. Sale of controlled substances.
- c. Any crime or offense enumerated in 435.04, Florida Statutes.
- d. Possession of a gun or weapon on FSUS property or use of weapon in the commission of a violent crime.
- e. Knowingly falsifying or altering employment application, paperwork, district forms or other documents or certificates.
- f. Conviction of any felony as noted in 435.04, Florida Statutes.

STATUTORY AUTHORITY: 1001.41, 435.04, 1012.797 F.S.
LAWS IMPLEMENTED:

288.061, 448.095, 1001.43, 1003.496, 1012.32, 1012.465, 1012.467, 1012.468, F.S.

HISTORY: NEW 07/08 not addressed
ADOPTED:
REVISION DATE(S): 5/15/12; 11/12/13
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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
CURRICULUM AND INSTRUCTION
CHAPTER 4.0

4.60+

SCHOOL AND STATE-WIDE ASSESSMENT PROGRAM

- I. No student shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any District testing program on the basis of race, color, religion, gender sex, age, national or ethnic origin, political or religious beliefs, marital status, sexual orientation, pregnancy, handicapping condition disability if otherwise qualified, genetic information, or social and family background.
- III. Measurement of student performance shall be the responsibility of FSUS for subjects and grade levels that are not measured under the statewide standardized assessment program.
- IV. The statewide standardized end of course assessment shall be used as the final cumulative examination for the relevant course. A local assessment may be required as the final cumulative examination for a course that is not assessed under the statewide assessment program. A student enrolled in an Advanced Placement (AP), International Baccalaureate (IB), or Advanced International Certificate of Education (AICE) course who takes the respective AP, IB, or AICE assessment and earns the minimum score necessary to earn college credit, does not have to take the EOC assessment for the corresponding course.
- V. The uniform calendar of assessment and reporting schedules, provided by the Department of Education, shall be published on the FSUS website. The FSUS District assessment schedule and required information shall be incorporated into the uniform calendar.

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- VI. Test modifications shall be made for students with disabilities and Individual Education Plans (IEP) to ensure aptitude and achievement are measured and not their disability.
- VII. The parent, as defined by Florida Statutes, of each student must be notified regarding the progress of the student towards achieving state and FSUS expectations for proficiency in reading, science, writing and mathematics. A student's state assessment results and the results of district required local assessments must be reported to the parent.
- VIII. FSUS shall provide student performance results on statewide standardized assessments and district-required local assessments to instructional personnel for the purpose of improving instruction.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.11(5), 1001.43, 1008.22,
1008.34, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S): 10/13/09; 3/10/15;
6/21/16
FORMERLY: 3.11

**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
STUDENTS
CHAPTER 5.0**

5.10

ADMISSIONS POLICY

I. Florida State University Schools is a K-12 public, Charter Developmental Research Laboratory school affiliated with the College of Education at Florida State University. The charter was issued pursuant to Section 1002.33(5)(a), Florida Statutes.

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II. FSUS Admissions Policy Committee and Committee Membership

The FSUS Admissions Committee is comprised of the Director, one Principal appointed by the Director, and the Admissions Coordinator.

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III. Admissions Criteria and Student Selection Process

The Florida State University Schools' Admissions Policy is established as a method to maintain a student body consistent with the demographic representation of the public school student population as permitted by Section 1002.32(4), Florida Statutes.

Students are randomly selected by the FSUS admissions computer system to most closely represent the public school student population of the State of Florida within the following counties: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Nassau, Okaloosa, Santa Rosa, Suwannee, Taylor, Wakulla, Walton, and Washington.

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An application for admissions to FSUS will be accepted year-round. Applications must be electronically submitted through the designated FSUS admissions system. FSUS typically begins the selection process in February for the following school year until all vacancies are filled. All students must reapply each year to continue to be eligible for enrollment. Parents and students who provide false and/or misleading information or omitting material information in an application may result in a withdrawal of an offer of enrollment or subsequent withdrawal of the applicant from FSUS.

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A student may only be enrolled in FSUS by the student's parent or legal guardian.

FSUS does not request or access a student's Individual Education Plan (IEP) or other information regarding a student's special needs prior to the enrollment lottery.

Selection should be made using the following criteria (Section 1002.32(4)).

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1. Gender

50% Female; 50% Male

2. Race

For purposes of selection, the racial categories that shall be considered are: African American, American Indian/Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, White, Hispanic/Latino, and Multi-Racial..

3. Socio-economic Status

The desired percent of students to be admitted in each of three income categories, based on the distribution of family income in the State of Florida, is developed from the most recent census information and may be adjusted annually. Family income is the adjusted gross income amount reported on the family's most recent Internal Revenue Service form 1040.

FSUS may establish admissions criteria under Section 1002.32 that supports the research mission(s) of the school. Once students have been identified through the selection process outlined above, FSUS administration will review and determine if a student is eligible for enrollment based on academic readiness, prior grades, discipline history, standardized test scores, and attendance history.

IV. Program Placement

FSUS may assess prospective students for academic and developmental readiness. Such results may be used to determine appropriate program or course placement.

With respect to exceptional education students, upon enrollment, or notice of acceptance sent to the student, FSUS will request information related to the student's program and needs, including the student's most recent IEP. Parents and students who provide false and/or misleading information or who fail to provide requested information may be withdrawn from FSUS.

Although placement decisions are based on the unique needs of each student, by virtue of being a charter lab school, FSUS is limited in the programs and services it is able to provide as part of the continuum of placements available to students under the IDEA. In particular, FSUS is able to provide special education and related services in regular classes and in the hospital-homebound setting. If FSUS believes, upon review of the IEP, that the student's needs cannot be met at FSUS or that FSUS is unable to provide the program/services required in the IEP, an IEP meeting shall be convened within 30 school days. The IEP team shall determine whether FSUS is an appropriate placement for the student.

Those students, whose needs cannot be adequately addressed at FSUS, as determined by the IEP team, will be referred the student's resident school district to meet the student's educational needs. Parents of students with disabilities will be afforded procedural safeguards in their native language, consistent with the manner that those safeguards are provided under Florida law.

Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge and juvenile justice actions the student has had and any prior referrals to mental health services. If the student is admitted, the student may be placed in an appropriate educational program and referred to mental health services identified by the school district, when appropriate, at the direction of the School Board.

V. Vacancy Priority

Those students applying for admission shall constitute the general applicant pool.

Priority for applicants shall be done in the following order of priorities:

Priority 1 - According to a contracted agreement between FSU and the St. Joe Company, commonly known as the **Southwood Seat Agreement**.

Priority 2 - Eligible students of FSUS employees. (Employee: Faculty, USPS, A&P or OPS working .50 FTE or higher. OPS must have 2 consecutive years of FSUS service). A student is eligible for an FSUS employee seat if the FSUS employee is also the legal guardian or custodian.

Priority 3 - Students with siblings currently enrolled in FSUS.

Priority 4 - Children of Florida State University School's alumni. **Priority**

5 - Active Duty, Reserve Duty, or Guard Service

Note: Twins applying for admission will be aggregated for the purposes of the lottery selection and considered as one entry;

VI. Ties

Ties involving two or more students are broken by random selection.

VII. Readmissions

Students involved with drugs, weapons, who have been involuntarily withdrawn by FSUS, or who have been expelled from FSUS, will not be considered for readmission. (See the current FSUS Student Code of Conduct.) Readmission to FSUS is determined by the Admissions Policy Committee, whose decision shall be final and non-appealable.

VIII. Leave of Absence

A leave of absence may only be granted by the Director.

IX. Unusual Circumstances

Enrolled Students of Employees. When a staff, administrative or faculty member vacates their position at FSUS, for any reason, their child /children, if selected under an employee seat designation, may remain enrolled in FSUS until the end of the school year, when the child/children must then withdraw. This applies to all employees hired

after July 1, 2009. The Admissions Policy Committee may waive this provision for students of employees vacating FSUS due to extenuating medical or other reasons, military duty, or for graduating seniors in good status.

X. Enrolled Southwood Seat Students. If the parent of a Southwood student verifies with the Southwood office that they will no longer be eligible to remain in the Southwood seat(s) for the upcoming school year, the parent will be allowed to submit an FSUS online application for a general seat.

FSUS must receive written verification from the Southwood office that the parent will be vacating the Southwood seat(s) at the end of the current school year. **This in no way guarantees a general population seat for the coming school year, but** allows for the opportunity to be in the selection pool.

XI. Admission Pool. The Director may determine if an adequate number of applications have been submitted for each grade level to meet the targeted enrollment goal and maintain demographic balance. Should the computer selection process not produce an admitted class consistent with the statutory admissions guidelines set forth in section 1002.32(4), the Admissions Coordinator is authorized, with the approval of the FSUS Admissions Policy Committee, to select applicants from the following year's pool in order to satisfy the statutory criteria for admissions.

XII. Exchange Students. Up to eight (8) exchange students may be accepted from a Department of Education (DOE) approved program, on a first come first serve basis.

XIII. Research

FSUS through the College of Education at Florida State University is a professional development and research school. Parents accepting an invitation for admission to FSUS are agreeing that their child/ children will be available to participate in FSU research projects and internships.

XIV. School Year Transfers,

The Board recognizes the value of interscholastic athletics and the positive impact sports have on students. The Board shall comply with the rules and regulations promulgated by the Florida High School

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Athletic Association, Inc. (FHSAA), Florida law, and this policy when determining the eligibility of a student who is admitted to FSUS during the school year, transfers, and seeks to participate in interscholastic athletic program.

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A student who transfers to a school during the school year may seek to immediately join an existing team if the roster for the specific interscholastic or intrascholastic extra-curricular activity has not reached the identified maximum size for the particular activity and if the coach for the activity determines that the student has the requisite skill and ability to participate. The FHSAA and District may not declare such a student ineligible because the student did not have the opportunity to comply with qualifying requirements. However, a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one (1) of the following criteria:

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- A. Dependent children of active duty military personnel whose move resulted from military orders.
- B. Children who have been relocated due to a foster care placement in a different school zone.
- C. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
- D. Authorized for good cause.

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STATUTORY AUTHORITY:

1002.32, 1002.33, F.S.

HISTORY:

ADOPTED: 7/14/09

REVISION DATES: Spring 2009; 1/8/2013, 2/12/13, 1/14/14, 9/8/15, 3/9/12

FORMERLY: 4.03, 4.04

FLORIDA STATE UNIVERSITY SCHOOLS

FLORIDA STATE UNIVERSITY SCHOOLS

POLICY MANUAL

STUDENTS

CHAPTER 5.0

5.14*

HOMELESS STUDENTS

I. Definitions

A. Homeless Child: One who lacks a fixed, regular, and adequate nighttime residence and includes children and youth who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

2. Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;

3. Are living in emergency or transitional shelters, or FEMA trailer;

4. Are abandoned in hospitals or not in the physical custody of a parent or legal guardian;

5. Have a primary nighttime residence that is:

a. A supervised shelter designed to provide temporary living accommodations;

b. An institution providing temporary residence for persons who are to be institutionalized; or

c. A public or private place not designed or normally used as a regular sleeping accommodation for human beings;

d. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or

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To expedite the school registration process to ensure continuity of the education for homeless children and homeless youth, FSUS will follow the mandates of the McKinney-Vento Homeless Assistance Act (42U.S.C.11431 et seq.), hereafter referred to as the McKinney-Vento Act. The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by Every Student Succeeds Act (ESSA). ¶

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homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies; ¶ ... [1]

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e. Are migratory children who qualify as homeless because the children are living in circumstances described in II.A.1. through II.A.56.

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B. Unaccompanied Homeless Youth: A student who is not in the physical custody of a parent or guardian.

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Deleted: <#>a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;[¶] children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and[¶] migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.[¶]

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C. Certified Homeless Youth – A minor, homeless child or youth, including an unaccompanied youth, who has been certified as homeless or unaccompanied by a school district homeless liaison, the director of an emergency shelter program funded by the U. S. Department of Housing and Urban Development or designee, the director of a runaway or homeless youth basic center or transitional living program funded by the U. S. Department of Health and Human Services or designee, a licensed clinical social worker, or a circuit court.

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D. School of Origin: The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool.

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E. Enroll and Enrollment: Attending classes and fully participating in school activities.

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F. Immediate – Without delay.

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G. Parent – Parent or guardian of a student.

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H. Liaison – The staff person designated by the District as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Homeless Assistance Act.

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Enrollment

FSUS enrolls students after being selected from the admissions process established in FSUS Board Policy 5.10. Once admitted, FSUS shall remove any barriers that affect identification and retention of homeless children and youth, including attending classes

and full participation in school activities, including before and after school activities. FSUS shall immediately enroll the *admitted* homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, birth certificates, proof of residency, proof of guardianship, or other required documentation. *FSUS may waive any application or enrollment deadline for a homeless child or youth.* Students' immediate enrollment and attendance cannot be delayed due to lack of school uniforms or dress code requirements, outstanding fees/fines or absences. All student records (immunization, health records, academic records, guardianship records and evaluation for special services) shall be held confidential, maintained in the students' records, and made available in a timely fashion when a child or youth enters a new school. All students' records shall not be deemed to be directory information as stated under section 444 of the General Education Provision Act (20 U.S.C. 1232g)[s.722(g)(3)(G)].

The enrolling school shall immediately contact the last school attended by the student to obtain relevant academic and other records. The child or youth should be provided appropriate credit for full or partial coursework satisfactorily completed by homeless child or youth while attending a prior school. The school shall also contact the District's homeless liaison.

Homeless children or youth may continue their education in the school of origin for the duration of homelessness, in any case in which a family becomes homeless between academic years or during an academic year. Keeping a child or youth in the school of origin is presumed to be in the child's or youth's best interest except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth. When considering placement in a school other than the child's or youth's school of origin, the District's homeless liaison will consider student-centered factors to determine a placement that is in the student's best interest.

Homeless students who become permanently housed during the academic year, may remain at their school of origin for the remainder of the academic year and continue to receive all McKinney-Vento Act benefits.

The following can be used as admissible evidence for date of birth for homeless children in the school registration process:

- A. a duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births; or
- B. a duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent; or
- C. an insurance policy on the child's life which has been in force for at least two (2) years; or
- D. a bona fide contemporary bible record of the child's birth accompanied by an affidavit sworn to by the parent; or
- E. a passport or certificate of arrival in the United States showing the age of the child; or
- F. if none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or if neither of these shall be available in the county, by a licensed practicing physician designated by the School Board, which certificate shall state that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

Comparable Services

Children and youth experiencing homelessness and who meet the relevant eligibility criteria will have access to all available academic and extracurricular activities. Homeless children and youth shall have equal access to the same free, appropriate public education as provided to non-homeless children and youth, including receiving comparable services such as transportation services; educational services, including special education and related service; programs for English learners; career and technical education programs; gifted programs; school nutrition programs (free meals); Title I Part A programs; and before- and after-school programs; offered to other students in the school.

Homeless children and youth shall have access to the education and other services that such students need to ensure that such students have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. Homeless and unaccompanied homeless high school youth will receive counseling to prepare and improve their readiness for postsecondary education or a career.

Homeless children and youth shall not be stigmatized or segregated or isolated on the basis of their status as homeless.

Students considered to be homeless, if expelled, will be permitted to attend an alternative school at their local school district, unless the student is expelled from all schools.

Homeless preschool-aged children and their families will be provided access to educational services for which they are eligible, including preschool programs administered by the School District.

Transportation

FSUS shall ensure transportation will be arranged or provided for a homeless student or unaccompanied youth to and from the school of origin, at the written request of the parent/guardian or unaccompanied student. Students who move out of their attendance zone are eligible to continue enrollment in the school of origin. The homeless liaison or designee shall ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to and from the school of origin, and is assisted in accessing transportation to and from the school of origin. The school will request transportation. The homeless liaison will work with the parent, guardian, or unaccompanied youth, to determine if transportation to and from the school of origin is in “the best interest” of the child or youth, given the impact of mobility on achievement, education, health, and safety of the student.

When the child or youth's living arrangements in the area served by the local education agency of origin terminate and the child or youth though continuing his or her education in the school of origin, begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the child or youth is living shall agree upon a method to apportion the responsibility and cost for providing the child or youth with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method the responsibility and cost shall be shared equally.

Dispute Resolution

FSUS shall ensure that homeless students and their families are aware of the student's right to remain in the school of origin and their right to dispute.

The parent, guardian, or unaccompanied youth shall be referred to the district's designated homeless liaison to carry out the dispute resolution process as expeditiously as possible. When considering placement other than the child's or youth's school of

origin, the school district will consider student-centered factors related to the impact of mobility on achievement, education, health, and safety of the homeless student, to determine a placement that is in the student's best interest and will provide the parent, guardian, or unaccompanied youth with a written explanation on their right to appeal the placement determination in a manner and form understandable to the parent, guardian or unaccompanied youth.

During a school selection dispute, the child or youth will either remain enrolled in the student's school of origin or shall be immediately enrolled in the school in which enrollment is sought, either the school zoned for the address where the student is residing or another school which students residing in that attendance zone for the address are eligible to attend pending final resolution of the dispute including all available appeals.

The parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth shall be provided with a written explanation, in a manner understandable to the parent, guardian or unaccompanied youth of any decision related to school selection or enrollment made by the school or the school district, including the rights of the parent, guardian or unaccompanied youth to appeal the decision.

Age Limit for Student Entry

A student desiring to enroll is not eligible to register in a regular high school program unless the student can graduate by completing a normal course load prior to the student's 20th birthday. A principal may grant an extension of this time if circumstances warrant such a decision.

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED: TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT (42 U.S.C. 11431 ET SEQ.) (MCKINNEY-VENTO ACT)

HISTORY: The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).

**HISTORY:
ADOPTED: 4/14/09
REVISION DATES: 10/9/12; 12/11/18
FORMERLY: NEW**

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STATE UNIVERSITY SCHOOLS

FLORIDA STATE UNIVERSITY SCHOOLS POLICY MANUAL STUDENTS CHAPTER 5.0

5.32*

ZERO TOLERANCE FOR SCHOOL RELATED CRIMES

- I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The District shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the zero tolerance policy as outlined in Florida Statutes.
- II. Acts that pose a serious threat to school safety are those acts that endanger the life or safety of a student, staff member or other person on campus or at a school or District sponsored activity. Such acts include but are not limited to
- A. Aggravated battery;
 - B. Armed robbery;
 - C. Arson;
 - D. Battery or aggravated battery on a teacher or other school personnel;
 - E. Kidnapping or abduction;
 - F. Murder;
 - G. Manslaughter;

Deleted: Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board. It is the intent to regard that zero tolerance policies are not intended to be rigorously applied to petty acts of misconduct and misdemeanors. Any disciplinary or prosecutorial action taken against a student who violates a zero-tolerance policy must be based on the particular circumstances of the student's misconduct.

H. Possession, use or sale of a controlled substance;

I. Possession, use or sale of any explosive device;

J. Possession, use or sale of any firearm or weapon;

K. Sexual battery.

III. Acts that are considered petty misconduct may disrupt the educational process but do not endanger the life or safety of an individual. Such acts include but are not limited to

A. Cellular telephone violation;

B. Defiance of authority;

C. Disruption, minor;

D. Dress code violation;

E. Eating or drinking on the bus;

F. Forgery;

G. Horseplay;

H. Leaving campus without permission;

I. Lying or misrepresentation;

J. Profanity;

K. Vehicle parking violation.

IV. The District shall establish agreements with the county sheriff's office and local police department(s) that provide for reporting conduct that threatens school safety

and obtaining assistance from the appropriate law enforcement agency. Law enforcement consultation is not required for petty acts of misconduct which are not a threat to school safety.

V. The District shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other persons on school property or at school events or is a serious violation of law. The following acts when committed on School District property or at a District activity shall be reported to the appropriate law enforcement agency:

A. Alcohol violation;

B. Alcohol, sale or distribution;

C. Arson;

D. Battery;

E. Bomb or biochemical threat;

F. Breaking and entering or burglary;

G. Disruption of school, major;

H. Drug use, sale or distribution;

I. Explosives, possession or use;

J. Extortion;

K. False alarm;

L. Firearms violation;

M. Gang-related activity;

N. Hate crime;

O. Illegal organization, membership;

P. Robbery;

Q. Sexual battery;

R. Sexual harassment;

S. Sexual misconduct;

T. Sexual offense;

U. Stalking;

V. Trespassing;

W. Weapons violation;

X. Any felony as defined by Florida Statutes.

VI. Consultation with law enforcement is required when a student commits more than one misdemeanor, to determine if the act should be reported.

VII. The school principal shall notify all school personnel of their responsibility to report to the principal or his/her designee crimes or incidents posing a threat to school safety and ensure the incident is properly documented.

VIII. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled.

A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.

B. Making a threat or false report as defined in Florida Statutes, Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.

C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.

D. Hazing as defined in 1006.135, Florida Statutes.

IX. When a student is formally charged with a felony or a delinquent act that would be a felony if committed by an adult, the Executive Director/Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.

X. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.

XI. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees, shall be expelled. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

XII. A student or his/her parent may request a review by the Executive Director/Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Executive Director/Superintendent within ten (10) days of the imposition of disciplinary action.

ADDITIONAL REFERENCE:

The Board Approved Student Code of Conduct

**HISTORY:
ADOPTED: 4/14/09**

REVISION DATE(S): 3/5/09, 12/8/09
FORMERLY: 4.10

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 120.57(1), 775.08, 784.081, 790.162, 790.163, 985.04,
1001.42, 1001.43, 1001.54, 1003.31, 1006.07, 1006.08,
1006.09, 1006.13, 1006.135, 1006.14, 1012.28, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.03311

CHAPTER 5.00 – STUDENTS

SCHOOL HEALTH SERVICES

5.53*+

- I. Florida State University Schools shall collaborate with the County Health Department and the District school health advisory committee to develop and implement a health services plan. This plan shall be contained in the *Health Services Manual*.
- II. The plan shall include, but not be limited to, provisions for all aspects required by law.
- III. At the beginning of each school year, the principal, or designee, shall inform the parent(s) as defined by Florida Statutes, in writing, that students will receive specified health services as provided in the health services plan. A student shall be exempt from any of these services when his/her parent(s) requests an exemption in writing. A health care practitioner may not solicit or arrange to provide health care services or prescribe medicinal drugs to a minor child without first obtaining written parental consent. When invasive screening is one (1) of the specified services, written consent of the student's parent(s) shall be obtained prior to any such screening.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

381.0056, 394.463, 1001.21, 1002.20,
1006.062, 1014.06 F.S.

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW

FLORIDA STATE UNIVERSITY SCHOOLS
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5.55*+

NOTIFICATION OF INVOLUNTARY EXAMINATION

- I. When there is a student crisis situation, school or law enforcement personnel must make a reasonable attempt to contact, either in person or using telehealth, a mental health professional who may initiate an involuntary examination pursuant to section 394.463, unless the child poses an imminent danger to themselves or others.
- II. The principal or designee shall exercise reasonable diligence and care to make contact with the parent, as defined by law, before the student who is removed from school, school transportation, or a school-sponsored activity is to be taken to a receiving facility for an involuntary examination.
 - A. Methods of communication to contact the student's parent or other known emergency contact include but are not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student.
 - B. The method and number of attempts made to contact the student's parent or other known emergency contact and the outcome of each attempt must be documented.
 - C. If an emergency contact is notified, the principal/designee may only share the information necessary to alert such contact that the parent must be contacted.
- III. The principal or designee may delay the notification to the parent for up to twenty-four (24) hours if:
 - A. the delay is considered in the student's best interest and a report has been submitted to the central abuse hotline, pursuant to s. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect; or
 - B. it is reasonably believed to be necessary to avoid jeopardizing the health and safety of the student.

Deleted: <#>The principal or designee shall immediately notify the parent, as defined by law, of a student who is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination.†

Deleted: if the delay is considered in the student's best interest and if a report has been submitted to the central abuse hotline due to knowledge or suspicion of abuse, abandonment, or neglect.

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IV. Before contacting a law enforcement officer, a principal or designee must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal or designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.

V. The Director shall develop procedures for the notification of parents and for reporting, if appropriate, alleged child abuse, abandonment, or neglect to the central abuse hotline when a student is taken to a facility for an involuntary examination. The procedures shall be contained in the *Health Services Manual*. The Superintendent shall annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., initiated at a school, on school transportation, or at a school-sponsored activity.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.

HISTORY:

ADOPTED: _____

REVISION DATE(S): 6/21/16

FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

STUDENT ILLNESS

5.61*

- I. The teacher, principal or nurse shall isolate a student who becomes ill while at school until the student can be removed to his/her home. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.
- II. A student who has had a serious communicable disease shall present a statement from a physician licensed by the state of Florida before being readmitted to classes. A student not attended by a physician may be readmitted if the principal, or designee, in his/her judgment, finds the student has met the criteria for readmission as established by the County Health Unit.
- III. No internal medicine of any kind may be given to a student without the written permission of the parent(s), as defined by Florida Statutes.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1000.21, 1001.43, 1006.07, 1014.06, F.S.

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW

**FLORIDA STATE UNIVERSITY SCHOOLS
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5.62*+

MEDICATION ADMINISTRATION

Medication Policy for Students, K through 12

The purpose of this policy is to regulate assistance with the administration of medication (prescription and non-prescription) to Florida State University School students in grades K-12.

Assistance with administration of medication shall be provided during school hours, including any occasion when the student is away from school property on official school business, when deemed absolutely necessary by the prescribing physician.

A written parental order is required.

Additional requirements may include Individual Education Plan (IEP), or Section 504 Plan.

For those times when medication must be taken during school hours, that medication will be administered by the school nurse in the clinic or other designated staff member under the supervision of the school nurse.

1) Administration of Prescription Medication

- a) Each school principal shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by a registered nurse, a licensed practical nurse, or a licensed physician.

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- b) Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. The Florida School Health Administration Guidelines shall set forth provisions for administering prescription medications.
- c) Instructions on using a prescription shall be provided by a physician or described on the medication container provided by the physician or pharmacist.
- d) All prescription medications shall be delivered to the office/clinic with a Medication Permission form signed by the student's parent's, as defined by the Florida Statutes, which includes the following information:
1. Diagnosis/reason for giving
 2. Name and purpose of medication;
 3. Time the medication is to be given;
 4. Specific instructions on the administration of the medication (dose and route)
 5. Beginning date - Ending date;
 6. Allergies;
 7. Side effects;
 8. A note signed by the student's parent(s), as defined by Florida Statutes, to grant permission for administering the prescription medication;
 9. Medication to be counted with two (2) persons signing.
- e) First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
- f) Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized staff who administers said medication shall have access to it.

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g) A student with a special health condition(s) such as asthma, life threatening allergies, diabetes, pancreatic insufficiency, cystic fibrosis or hypersensitivity may carry prescription medication for emergency situations on self if approved by his/her physician and his/her parent. The approval of the physician and the parent and information regarding the medication required in 1(d) must be on file in the office/clinic. A student who has permission to self-administer emergency medication may carry the medication on the school bus or at any school related activity. The principal, or designee, shall notify the bus driver regarding such students.

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h) A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered. These records shall be made available daily to the principal and the county health nurse.

2) Administration of Nonprescription Medication - All nonprescription medication shall be treated like prescription medication.

a) Each school principal shall designate a staff member(s) to administer non-prescribed medications pursuant to instructions in the Florida School Health Administration Guidelines. The staff member(s) shall be trained annually by the registered nurse at each school.

b) Administration of nonprescription medications during school hours is discouraged unless necessary for student's illness.

c) Instructions on using nonprescription medication shall be provided by the student's physician or a physician's note.

d) All nonprescription medications shall be delivered to the office/clinic with a Medication Permission form signed by the student's parent's, as defined by the Florida Statutes, which includes the following information:

- i) Diagnosis;/reason for giving
- ii) Name and purpose of a nonprescription medication;
- iii) Time or condition under which the nonprescription medication is to be given;
- iv) Specific instructions on administration of the medication (dose and route)

v) Beginning date - Ending date;

vi) Allergies;

vii) Side effects;

viii) A note signed by the student's parent(s), as defined by Florida Statutes, to grant permission for administering the prescription medication;

ix) Medication to be counted by two (2) persons signing.

e) First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

f) Nonprescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized staff who administer said medication shall have access to it.

g) A record shall be maintained on each student who receives medication during school hours, including the time each dose of nonprescription medication was administered. These records shall be made available daily to the principal and the county health nurse.

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3) Field Trips - The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property. All medications including nonprescription medications that are taken on field trips or other official school business must be in the original container. Only trained personnel will administer medication away from the school site except for students who have permission to self-administer emergency medications.

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4) Administration of Emergency Medication

- a) Schools may purchase and maintain a supply of epinephrine auto-injectors to use when a student is having an anaphylactic reaction. The medication shall be kept in a locked, secure location accessible only to trained personnel.
- b) The School Board shall adopt a protocol, developed by a licensed physician, for the administration of epinephrine in emergency situations.
- c) Only school personnel who are trained to recognize an anaphylactic reaction and certified to administer an epinephrine auto-injector or a person who is authorized by an authorized health care practitioner shall be permitted to administer this medication; however, the auto-injector may be given to a student who is authorized to self-administer an epinephrine auto-injector.
- d) Under the provisions of Florida Statutes, the District and trained and certified personnel, or an uncertified person who administers an epinephrine auto-injector under the authorization of an authorized health care provider shall not be liable for any injury resulting from the administration of an auto-injector provided that school personnel were trained or authorized as provided by law, followed the established protocol and believed that the student was having an anaphylactic reaction.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

381.88, 381.885, 768.13, 1000.21, 1001.43, 1002.20,

1002.22, 1006.062, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.0251, 6A-6.0252, 6A-6.0253

STATE DEPARTMENT OF HEALTH RULE(S): 64F-6.004

HISTORY:

ADOPTED:

REVISION DATE(S): 7/9/09; 11/12/13; 3/10/15

FORMERLY: 4.14

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5.70*+

STUDENT RECORDS

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, including the "Parents' Bill of Rights", State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act and Privacy Rights of Parents and Students. The Director shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

- 1) Procedures on student records shall be approved by the School Board and contained in the *Student Educational Records Manual*. Included shall be provisions of the Family Educational Rights and Privacy Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.
- 2) Parents as defined by law, and students shall be notified annually of their rights regarding education records.
- 3) FSUS shall not collect or retain information including biometric information restricted by §100.2.222, F. S.
- 4) The District acknowledges important information relating to a minor child should not be withheld inadvertently or purposefully, from the parent, including information

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relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district.

5) Parents have the right to access and review all school records related to the minor child including but not limited to, the right to access school safety and discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.

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6) The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.

7) A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.

8) Student information that is confidential and exempt shall not be released except when authorized by §100.2.222, F. S

9) District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within three (3) school days the records of the student.

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a) The records to be transferred shall include:

i) Category A and B (including disciplinary records with respect to suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.

ii) Verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services; and

iii) Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.

10) Reporting of student database information shall comply with these safeguards.

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a) Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;

- b) Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and
- c) Data shall be protected from unauthorized use at all times.

11) Social security numbers may be collected from students

- a) To be used as student identification numbers as allowed by §1008.386, F.S. until the Department of Education has issued a student identification number;
- b) To facilitate the processing of student scholarships, college admission and other applications; and
- c) For other purposes when consent of the parent or adult student is granted.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 119.07(1), 119.071, 1001.43, 1001.52, 1002.22, 1002.221, 1002.222, 1002.72, 1003.25, 1008.386, F.S., 20 USC §1232g (34 CFR PART 98) P.L. 103-382 (34 CFR PART 99)

STATE BOARD OF EDUCATION RULE(S): 6A-1.0955

HISTORY: ADOPTED: _____
REVISION DATE(S): 12/9/14

FORMERLY: NEW

FLORIDA STATE UNIVERSITY SCHOOLS
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5.341*+

**USE OF TIME-OUT AND PHYSICAL RESTRAINT FOR STUDENTS WITH
DISABILITIES**

II. The School shall implement behavioral management interventions for disruptive students to prevent and reduce significant disruptive behavior and to provide for the physical safety and security of students and staff when students pose a threat to themselves and/or others. The focus shall be on the use of the least restrictive but effective intervention(s) for each student.

III. Time Out

Time out is a procedure in which access to reinforcement is removed or reduced for a designated time.

A. *Nonexclusion time out* is the least restrictive form of time out. The student is allowed to observe the classroom activity but not participate.

B. *Exclusion time out* excludes the student from participation in and observation of classroom activities. The student remains in the classroom but cannot observe or participate in ongoing activities.

IV. *Seclusion or isolation* removes the student from the classroom for a predetermined period of time. The student is placed in a non-stimulating room away from the classroom. The student must be observed continuously by trained personnel.

V.

VI. Physical Restraint

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- A. *Manual physical restraint* is the use of physical restraint techniques that involve physical force to restrict free movement of all or part of a student's body. It is a method to prevent a student from harming himself/herself or others.
- B. Physical restraint should only be used in an emergency situation when an immediate and significant threat to the student or others exists.
- C. Physical restraint may only be implemented by trained, qualified school personnel.
- D. Techniques or devices such as straightjackets, zip ties, handcuffs, or tie downs may not be used in ways that may obstruct or restrict breathing or blood flow or that place a student in a facedown position with the student's hands restrained behind the student's back. Restraint techniques may not be used to inflict pain to induce compliance.

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VII. Documentation and Reporting

All instances of time out and restraint shall be documented and reported as required.

VIII. Monitoring and Analysis

- A. At the beginning of each school year, the district shall post its policies and procedures on positive behavior interventions and supports as adopted by the school district.
- B. The use of manual physical restraint shall be monitored at the classroom and school levels.
- C. The use of the behavior interventions, the appropriateness of use and the effectiveness of the interventions shall be analyzed.

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IX. Prohibitions

School personnel shall not

- A. Use a mechanical restraint or a manual physical restraint that restricts a student's breathing or

- B. Close, lock or physically block a student in a room that is unlit or that does not meet the rules of the State Fire Marshall for a seclusion time out room.

X. Training

- A. The School shall provide initial training for designated personnel in the use of time out and physical restraint.
- B. Refresher training shall be conducted annually.
- C. Personnel who have been trained in manual restraint techniques in positions outside of the School shall receive training in School methods.

XI. Procedures

The Director shall develop procedures to implement this policy and related statutes. Procedures shall include but not be limited to the following:

- A. Incident reporting;
- B. Data collection;
- C. Monitoring and analysis;
- D. Plan for reducing the use of restraint;
- E. Identification of staff to be trained; and
- F. Training components.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**1001.43, 1003.32, 1003.573,
1006.07, 1006.11, 1012.75, F.S.**

STATE BOARD OF EDUCATION RULE(S)

6A-6.03312

HISTORY: Approved for 2nd Reading on 1/10/12

ADOPTED: _____

REVISION DATE(S): _____

FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

RECORDS AND REPORTS

6.31*

All School Board employees shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education rules, and School Board rules, or as the Director may deem necessary for the effective administration of the District school system. Such records and reports shall include:

- A. any determination to withhold from a parent information regarding the provision of any services to support mental, physical, or emotional well-being of the parent's minor child. Any such determination must be based solely on child-specific information personally known to the school personnel and documented and approved by the school principal or designee. The determination must be annually reviewed and re-determined.
- B. student attendance, property inventory, personnel, school funds and other types of information.

Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time. The Superintendent may withhold any salary warrants until the required report is submitted in acceptable form. School Board employees who resign shall receive the final salary warrant when all reports are current and officially checked.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.22, 1012.53, F.S.

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY:

SAFETY

- (1) The Administrative Staff shall cooperate with the University Police Department, the Fire Marshal, the Highway Patrol, and the County Sheriff's Department in providing safe conditions for students. School safety patrol units are encouraged.
- (2) The Administrative Staff, bus drivers, teachers, school food service personnel, and custodians shall strive to protect the physical welfare of each student.
- (3) The Administrative Staff shall remove hazards where possible and shall report in writing to the Director or designee all other known hazards. Barbed wire shall not be used on school grounds except by the School Board's authorization.
- (4) Students shall be given information that encourages compliance with the safety belt usage law by means of appropriate curricula.
- (5) A child under the age of sixteen (16) shall wear appropriate headgear as required by law for any equine activity on a public school site. Students shall wear appropriate headgear when participating in an off campus, school sponsored equine activity as required by law.
- (6) The School shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Director or designee shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions, as it deems necessary and appropriate to address safety and security in the School.-

STATUTORY AUTHORITY:

1001.41, 1001.42(6), F.S.

LAWS IMPLEMENTED:

316.614; 77306, 1001.43, 985.401, 1006.062(3), 1006.07, F.S.

CHAPTER 8.00 - AUXILIARY SERVICES

EMERGENCY EVACUATION DRILLS

8.16*

- I. The Principal shall hold at least two (2) emergency evacuation drills during each semester with the first drill being held within the first thirty (30) days of the school term.
- II. The Principal and instructional and non-instructional school staff members shall develop a base emergency exit and cover plan for such emergencies as fire, bomb threats, foul weather and national emergencies, designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating fire exits and alternate evacuation routes.
- III. The Principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation of school buildings.
- IV. The Principal shall identify and report to the Director hazardous areas requiring corrective measures. The Director shall be responsible for informing the School Board of the Principal's report.
- V. The Director shall make available to each principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency evacuation drills.

STATUTORY AUTHORITY:

1001.42, F.S.

LAW(S) IMPLEMENTED:

404.056, 1001.43, 1013.12, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-2.0010

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY:

PLC Updates for 2022-2023

- Updated all year numbers
- Removed year designations from Schools of Excellence component
- Made all components separate documents with links to a master spreadsheet with tabs for section, alphabetical, and numerical look-up.
- Added FCRR Reading endorsement pathway to Reading Endorsement by adding the names of the components in the table, including the combined Competency 1 and 2 course as follows:
 - Competency 1: Foundations of Reading Instruction
 - Competency 2: Application of Evidence-based Instructional Practices
 - Competencies 1 and 2: Reading Foundations and Evidence-Based Instructional Practices
 - Competency 3: Foundations of Assessment
 - Competency 4: Foundations & Applications of Differentiated Instruction
 - Competency 4: Differentiating Instruction in Reading
 - Competency 5: Demonstration of Accomplishment
- Updated NOELs Contacts
- Changed Headings in By Section tab of components to match DOE numbering system

Components Added/Revised:

| Name | Section | Number | Points | Update? |
|--|---------|-----------|--------|---------|
| Building Inclusive Schools | 4 | 7-100-001 | 10 | N |
| Secondary Transition: Developing and Implementing an Effective Program | 4 | 8-103-108 | 20 | Y |
| Child Outcome Summary Process | 4 | 4-102-008 | 10 | N |

The following highlighted component numbers were added for banking points.

| | Reading | Reading Bankable | SWD | SWD Bankable | Points |
|--|-----------|------------------|-----------|--------------|--------|
| EXPLORING STRUCTURED LITERACY (PDA) | 2-013-006 | 2-013-010 | 2-100-027 | 2-100-031 | 40 |
| READING DIFFICULTIES, DISABILITIES, AND DYSLEXIA (PDA) * | 2-013-005 | 2-013-009 | 2-100-018 | 2-100-029 | 20 |
| READING DIFFICULTIES, DYSLEXIA, AND OTHER DISABILITIES * | 2-013-002 | 2-013-008 | 2-100-019 | 2-100-030 | 120 |
| STRUCTURED LITERACY THROUGH A MULTI-SENSORY APPROACH | 2-013-007 | 2-013-011 | | | 20 |

