Student Code of Conduct

2025-2026

**APPROVED BY THE
FRANKLIN COUNTY
SCHOOL BOARD
ON 07/31/2025**

Table of Contents

INTRODUCTION 5
SECTION 1-STUDENT RIGHTS AND RESPONSIBILITIES 5
OVERVIEW: 5
Safe, Positive and Receptive Learning Environment 6
Attendance 6
Counseling 6
Curriculum 6
Free Speech/Expression 7
Grades 7
Privacy and Property Rights 7
Student Records 8
Scheduling Procedures 8
Schedule Change Procedures 8
Participation in Extracurricular Activities 9
Student Dress Code 9
Dress Code 9
Enforcement and Waiver 10
Standards of Conduct for Students Transported by School Bus 10
School Trips 11
Driving Privileges/Parking Lot Regulations 12
SECTION 2-STUDENT ATTENDANCE 12
OVERVIEW 12
Make-Up for Absences 13
Excused Absences 13
Discipline 14
Habitual Truancy 14
Tardiness 14
Driver's License 14
Releasing Students from School 15
Granting Permission to Leave School Grounds 15
Exemption from Regular School Attendance 15
Illness in School 15
School-entry health examinations and immunizations 15
SECTION 3-STUDENT DISCIPLINE 16

Overview 16
Field Trips 16
Student Athletes 16
Possession of Alcohol, Tobacco and Drugs 16
Tobacco/Vaping 16
Alcohol 17
Drugs 17
Use of Alcohol and Drugs 17
Prescription and Non-Prescription Medicine 17
Search and Seizure 18
Portable Breath Test 18
Cell Phones and Wireless Communication Devices 18
Grades Pre-k through 12 18
Instructional Technology (IT) 19
Bullying, Harassment and Cyber-Bullying 19
Hazing 19
Dating Violence and Abuse 19
Zero Tolerance 19
Weapons Prohibited 20
Legal Notices - Florida Statute 1006.07 21
SECTION 4- DISCIPLINE 21
Overview 21
Progressive Discipline 21
Procedures Relating to Suspension 23
Procedures for Placement in an Alternative School 23
Procedures for Appeal of Alternative School Placement 24
Expulsion 24
Discipline Procedures for Students with Disabilities 24
Procedures for Felony Suspension 25
Corporal Punishment 25
SECTION 5-MISCELLANEOUS 26
Administrative Assignment to an Alternative School 26
Directory Information 26
Notice of Rights 26
Divorced or Unmarried Parents 27

Name Change 27
Discrimination Prohibited 27
Students Alleging Unlawful Discrimination or Sexual Harassment 28
Grievance/Complaint Procedures - SB Policy 2260 28
Parent and Student Complaints-F.S. 1001.42(8)(c) 29
Investigations 29
Disciplinary Consequences 29
Remedies and Support 29
Confidentiality and Protection 29
Homeless Students 29
Notification of Social Security Number Collection and Use 30
Pledge of Allegiance/Moment of Silence 30
Acceptable Use Procedures (AUP) for Students and Visitors/Digital Network & Technology Resources 30
Enforcement 31
No Expectation of Privacy 31
AUP Agreement 31
The Use & Operation of Personally Owned Technology Devices or Electronic Property 31
Additional Requirements for Students & Visitors Requesting a Waiver for Personal Electronic Property 31
Additional Guidelines for Students 31
Additional Rules Governing the Use of Video, Photo &/or Audio Recording Devices at School: 32
General Rule 32
Open House & Public Events Exception 32
Web Content Developed by Students 32
SECTION 6-FORMS 32
Student Acceptable Use Procedures Agreement Form and Student Waiver for Personal Electronic Property Form 33
Release of Student Directory Information Options 34
Parent/Student Acknowledgment 35
Corporal Punishment Contact Form 356

INTRODUCTION

The Student Code of Conduct was developed to assist students and parents. Faculty and staff understand the guidelines for maintaining a safe and orderly learning environment. In addition, all students and staff are charged with modeling the characteristics of citizenship, character education and literacy.

This code applies to all Franklin County District Schools' students in pre-kindergarten through grade 12, including high school age students attending either a technical center in a dual-enrollment program or a community school program for high school credit. It applies to students:

- While on school grounds
- While being transported by school district transportation
- During school-sponsored events, such as field trips, athletic functions, and similar activities

While students may be disciplined for infractions as provided in this student code of conduct, there also may be law enforcement consequences for acts of misconduct that violate the law.

This student code of conduct is based upon the school board's rules governing student conduct and discipline. It includes:

- Rules of conduct
- Specific grounds for disciplinary action
- Procedures to be followed in disciplinary actions, including corporal punishment
- An explanation of the rights and responsibility of students regarding attendance, respect for person and property, knowledge and observation of rules of conduct, the right to learn, free speech and student publications, assembly, privacy, and participation in school programs and activities

Required revisions made to the school board approved 2025-2026 student code of conduct will be made available on the school district's website at franklincountyschools.org.

IMPORTANT NOTE: INFORMATION REGARDING FORMS WHICH MUST BE RETURNED BEGINS ON PAGE 41. FORMS ***MUST*** BE SIGNED BY STUDENT, PARENT OR GUARDIAN AND RETURNED TO STUDENT'S SCHOOL.

SECTION 1-STUDENT RIGHTS AND RESPONSIBILITIES

OVERVIEW:

It is the intent of the Student Rights and Responsibilities section of this code that students understand individual rights involve associated responsibilities and must be viewed in relationship to the health, safety, and welfare of most students within each school. In each school, the principal is responsible for the orderly school administration, operation, and instructional leadership under the supervision of the superintendent, in accordance with rules and regulations of the school board. The faculty and staff shall assist in the orderly operation of the school and assure the rights of students.

Safe, Positive and Receptive Learning Environment

Student Rights

- To attend school in a positive learning environment.
- To have school staff who are receptive to student needs and concerns.
- To be safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination in the school.

Student Responsibilities

- To maintain decorum that enhances a positive learning environment.
- To express needs and concerns in an appropriate manner.
- To know and obey district and school behavioral expectations and to report unsafe situations to school or law enforcement personnel.

Attendance

Student Rights

- To be informed of school board policies and school rules about absenteeism and tardiness.
- To appeal a decision about an absence.
- To make up class work in accordance with the student progression plan for absences. (Chronically truant students in grades 9-12 with 9 or more days of unexcused absences per 9 weeks, will result in a grade lock of 59 or lower based on a student's grades).

Student Responsibilities

- To attend classes daily and be on time.
- To explain or document the reason for an absence.
- To request make-up work after an absence and to complete within the 2-day extension granted for each day missed.

Counseling

Student Rights

- To be informed about school guidance services.
- To have access to individual and group counseling.
- To request counseling.
- If a student states that they have a social, emotional, or mental health related issues, the student will be referred to school administration immediately, to assess the steps necessary to be evaluated by school district mental health professionals/providers. The staff member that the issue was reported to will provide a written statement, explaining the referral for evaluation to school administration. Upon further evaluation and meeting with the student, the mental health professional and/or school administration will contact parents/guardians regarding the next steps

Student Responsibilities

- To use guidance services for educational and personal improvement.
- To schedule guidance appointments ahead of time, except in emergencies.
- To work cooperatively with all school staff.

Curriculum

Student Rights

- To have equal educational opportunity in academic and extracurricular programs, within reasonable limits
- To receive course descriptions
- To learn from competent teachers in an atmosphere free from bias and prejudice
- To take part in basic skills programs

Student Responsibilities

- To request academic and extracurricular programs consistent with their ability
- To ask for help from school staff in choosing courses
- To cooperate with teachers and contribute to an atmosphere free from bias and prejudice
- To make every effort to master academic standards

Free Speech/Expression

Student Rights

- To express views through speaking and writing without being obscene, disruptive, slanderous, or libelous
- To participate in patriotic observances
- To have the free exercise of religious beliefs as guaranteed by law
- To assemble peaceably on school grounds while following federal, state, and local law and school rules
- To help develop and distribute publications as part of the educational process
- To be protected from sexual harassment and all other forms of bullying and harassment

Student Responsibilities

- To respect the rights of others to express their views
- To behave respectfully during patriotic observances
- To respect the religious beliefs of others
- To plan, get approval for and conduct activities that are consistent with the school's goals
- To follow the rules of responsible journalism under the guidance of an advisor, including seeking complete information about topics and refraining from publishing libelous, obscene, or disruptive material
- To refrain from sexual harassment and all other forms of bullying and harassment

Grades

Student Rights

- To receive a teacher's grading standards at the beginning of the year or semester
- To be notified of failure/potential failure when work is unsatisfactory

Student Responsibilities

- To learn about grading standards. (Chronically truant student attendance will result in grade lock in grades 9-12.)
- To meet academic standards in line with ability and to make every effort to improve unsatisfactory work

Privacy and Property Rights

Student Rights

- To have privacy of personal possessions within the limitations prescribed by school board rules and policies
- To have personal property rights respected

Student Responsibilities

- To obey laws and school board rules against bringing prohibited substances of any kind to or possessing them at school or school activities
- To acknowledge that the school is not responsible for students' personal property
- To respect others' personal property

Student Records

Student and Parental Rights

- To inspect a student's records and challenge inaccurate entries
- To be protected from unlawful disclosure of student records and information

Student and Parental Responsibilities

- To provide the school with accurate information that could help in making educational decisions

Student Privacy and Parental Access to Information under school board Policy 2416

- To inspect instructional materials
- To consent to their student submitting a survey, analysis, or evaluation, if pertaining to a matter listed in school board Policy 2416: Parental Access to Information

Scheduling Procedures

We will try to schedule all the courses selected by a student; however, the following may affect a student's final schedule:

- If a course is not requested by enough students, that course will not be offered. In this case every attempt will be made to select a course from the student's course requests.
- If two selected courses are only offered at the same time, the student can only be scheduled into one of them. Every attempt will be made to use one of the students' alternate selections to replace the unscheduled course.
- If a student chooses a course that has a prerequisite and the student's final grade in the prerequisite course is not adequate, the student's schedule will be adjusted accordingly.
- The scheduling procedure is to fill openings in courses in a descending order with 12th graders scheduled first, 11th graders next, etc. This is done to ensure that students closest to graduation meet their graduation requirements. Students should discuss and plan their schedule with their parents. Parents should be sure their student's planned schedule reflects the scheduling procedures and courses needed for graduation. If a student fails a course, they will automatically be placed in the same course the next school year. The failed course must be completed with a passing grade before being placed in the next sequential course. If a student chooses to retake the failed course at another school (for example Virtual School) they must be 75% finished with the course by August 1st before they will be scheduled for the next sequential course.

Schedule Change Procedures

Please be aware of the schedule change procedure when course selections and their alternates are made. A student's schedule may only be changed under the following conditions:

- A student is incorrectly scheduled because of inadequate or erroneous information
- Administrative action becomes necessary because of imbalance of class loads, loss of a teaching unit, unique or unforeseen constraints
- An additional course is needed to meet graduation requirements
- A schedule adjustment is required because a student already has received credit in a scheduled class
- The student must list a **valid educational reason** for requesting a schedule change.
- Receiving teacher and current teacher will be informed of a student's schedule change via FOCUS
- Parent and administrator signatures required for schedule change form
- Process must be completed, and the form returned during the first 5 days of the applicable semester or at school administration's discretion, or changes will not be made.

The Franklin County School District employs teachers certified by the Florida Department of Education. The school administration will decide the instructor for each course section. Students and parents will abide by the choice of instructor. Course content is consistent in all sections with the same course number and description. It is very important that you choose your courses carefully. The master schedule is built, and

teachers are hired based on your course requests. Changes, once the school year has started, may not be possible.

Participation in Extracurricular Activities

To participate in extracurricular activities (including athletic programs), students must adhere to school board rules, school rules and applicable law. It is important for students to understand that the behavioral expectations placed upon them by the school can extend beyond the classroom and school campus. Participation in extracurricular activities is a privilege.

The school administration may restrict a student's extracurricular activity privileges under the following conditions:

- Students must attend class for a minimum of 4 periods per day in order to participate in any activity including athletic practice or games.
- If students acquire 1-2 days of ISS, their coach or sponsor will be notified.
- Students who are currently serving OSS are not permitted to be on campus or travel with their team.

If students acquire 3 or more days of OSS, they are subject to review or determination of their case by the athletic advisory committee (administration, athletic director, and coach).

Student Dress Code

The dress and grooming of Franklin County School District students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. Because inappropriate clothing worn by a student is detrimental to the school program, the wearing of garments suitable for school shall be enforced. All faculty and administrative staff shall be on the alert to give positive guidance in these matters, without embarrassment to the student. These rules on personal appearance of students are intended to enable the students at Franklin County Schools to dress casually but reasonably. However, the school principal is the final authority regarding the appropriateness of student dress. **Nothing in these rules shall be construed to pre-empt the principal's or administrative authority** to act in specific cases when, in the principal's judgment and discretion, a student's dress threatens to disrupt the educational process or the good order and discipline of the school or is otherwise inappropriate.

A student's apparel and grooming shall be the responsibility of the individual student and his or her parents or guardians. Each student is expected to dress appropriately and in such a manner that it is respectful to self and others. Dress and grooming shall be clean, healthy, and safe and shall not be permitted to disrupt the teaching and learning environment. Items that when worn together are usually indicative of gang memberships (bandanas/insignia) or apparel that contains a message that is obscene, racist, or promotes illegal activities (drugs, alcohol, or tobacco products) shall not be permitted on school grounds or at school functions. Students shall not wear sunglasses or hoods in the classroom, hallway, or other indoor instructional spaces. This dress code is designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school.

Dress Code

1. Skirts, dresses, skorts, rompers or shorts: clothing should not be shorter than 4" above the knee for boys or girls. This also includes slits.

2. Shirts, tops, jackets, dresses, or blouses should cover the entity of the torso.
   a. Cleavage should not be visible.
   b. Mid-section/abdomen/stomach should not be visible.
   c. Tank tops, tube tops, halters, razorbacks, cutouts, sheer materials, or spaghetti straps are not permitted as a primary top.

d. Beachwear, blankets, and sleepwear are not permitted (unless pre-approved by the principal).
e. Undergarments should not be visible at any time.

3. Pants must not have any holes above the knee and should fit appropriately, without sagging, and hide all undergarments. (Underwear, boxers, shorts, etc.) Pants should fit and sit on the student's natural waistline.
4. Shoes must be always worn and conform to the safety requirements of any activity in which the student will take part. Open-toed and backless slides are acceptable if they are sturdy and fit securely. Bedroom shoes or slippers are not allowed.
5. Accessories and Jewelry: Accessories and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings which would be offensive or insensitive to anyone on campus. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm (i.e. fishhooks on caps, hair picks, and hair curlers). Also, suggestive or offensive accessories are not permitted.
6. Hoods may not be worn in the classroom(s) for any reason. Hoodies are permitted; however, they must not cover the head while indoors. Hats worn in the classroom will be at the discretion of the teacher.

Clothing for special programs (i.e. physical education) is not to be worn in the regular classroom. Uniforms for sports and special activities sponsored by the school and district may be exempt from the Student Dress Code if approved by the administration.

Enforcement and Waiver

The principal or designees will determine the appropriateness of attire. For special events and occasions, principals may grant requests to modify this policy for their school.

Standards of Conduct for Students Transported by School Bus

Riding a school bus is a privilege. Students must follow the driver's directions and obey the rules of conduct. Discipline on the school bus will follow the progressive discipline strategies outlined below.
Bus drivers will report any student action that requires discipline to school administration. The school administration is responsible for disciplining bus students who do not obey the rules. The following rules apply to regular bus trips as well as extracurricular/field trips. Students should watch for traffic as they walk to and from the bus, to and from the bus stop, and while at the bus stop. Parents are prohibited from boarding the school bus without the direct consent of the driver.

Bus Driver Responsibilities

- Maintain order on the bus
- Assign specific seats to students
- Pre-Kindergarten through 2nd grade will not be released off the school bus unless the parent/designee is present. If the parent/designee is not at the stop, the bus operator will take other students' home and will make a second attempt to deliver the child if the route allows. If it does not or if the parent/designee is not at the stop the second time, the child will be returned to the school. Designee may be a sibling (age 14 or older), grandparent, etc. The parents must communicate this information in writing to the Transportation Department ahead of time. The request will be reviewed and approved by transportation.
- All Exceptional Student Education (ESE) students must be received at the afternoon bus stop by a parent/designee unless prior arrangements are made.
- All 3rd through 12th grade students will be released at the afternoon bus stop.
- Bus Drivers have authority to direct students to refrain from using cell phones or other musical/audio devices on their bus.

Student Responsibilities

- Board and leave the bus at the assigned stop location (unless bus transfer is presented to the driver).

- Arrive at the bus stop at least five minutes prior to the bus stop time. The bus will not wait for those who are tardy.
- Stand at least 12 feet off the roadway while waiting for the bus.
- If you cross the road to board/disembark the bus, wait for the driver's crossing signal to cross the road. If you cross the road, walk 12 feet in front of the bus.
- Always remain seated when the bus is moving.
- Keep your arms and head inside windows.
- Do not throw objects from windows.
- Refrain from unnecessary conversation with the driver.
- Observe while on the bus.
- Ordinary conversations are acceptable.
- No fighting, bullying, pushing, and tripping while boarding, riding, and leaving the bus.
- Refrain from any abusive or profane language to other students or drivers.
- Maintain silence at railroad crossings.
- No food, drink, chewing gum, tobacco, vapes, alcohol or drugs on the bus.
- Refrain from using cell phones or other musical/audio devices, if directed by the driver.
- No animals (dead or alive), glass or glass containers, sharp objects, balls, bats, cutting instruments, batons, drumsticks, skateboards, and large objects (including band instruments) unless you have prior permission of the school administration and driver.
- Refrain from bringing, applying, or spraying perfume, cologne or aerosol items that could cause allergic reactions and breathing problems.
- Vandalism of a school bus will not be tolerated and will result in disciplinary action, including compensation from the parent for repair(s).
- If the bus is equipped with lap belts, students must wear the lap belt while riding the bus.

Discipline for Students Violating Bus Rules:

- Disruptive behavior and violation of the Code of Conduct on a school bus are grounds for suspension of the student's privilege of riding on a school bus, may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.
- The principal or the principal's designee may suspend a student from the school bus for up to ten (10) days per occurrence for violating the standards of conduct for students riding the bus or other misconduct.
- In addition to the suspension of bus privileges, students who violate the Code of Conduct while on a bus are subject to other disciplinary action as authorized by this Code.

School Trips

- Students are to travel to events on school transportation.
- Students are to return via transportation provided by the school unless changes to transportation are made prior to travel and in writing by a parent, guardian or emergency contact as listed on the registration form on file at the school (FOCUS). All changes must be signed by the administration/head coach. Classroom teacher/coach/sponsor must see the student leave with parent/guardian.
- Students are not counted absent when on a school sponsored trip.
- Students must make up the work missed, as with any other absence.
- All regular school rules and regulations apply.
- Parents are responsible for any costs incurred by students who have to be suspended from a trip and returned home.

- School sponsored trips are a privilege with administration reserving the right to withdraw privilege for reasons relevant to school safety or reputation.

Driving Privileges/Parking Lot Regulations

Motor vehicles must be registered with the Dean of Students and display a proper permit at all times. Requirements for vehicle registration are:

- Valid state vehicle registration and insurance
- Valid driver's license and completed parent permission form.

The speed limit is 10 miles per hour on school grounds and 15 miles per hour in all school zones. Speeding for reckless driving on school grounds may result in suspension of driving privileges. Students are to park in designated student parking areas. After parking vehicles, students should proceed to campus. Loitering in the parking areas is not permitted at any time. Students should not return to vehicles until the end of the school day or as they are leaving campus with permission.

STUDENTS SHOULD KEEP THEIR CARS LOCKED. THE FRANKLIN COUNTY SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ANY LOSSES. SCHOOL ADMINISTRATION RESERVES THE RIGHT TO SUSPEND DRIVING PRIVILEGES AT ANY TIME. ADMINISTRATION HAS THE RIGHT TO SEARCH ANY VEHICLE ON FRANKLIN COUNTY SCHOOL PROPERTY.

SECTION 2-STUDENT ATTENDANCE

OVERVIEW

SB Policy 5200- The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. School attendance is the responsibility of parents and students. Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable.

In accordance with statute, the superintendent or principal shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The school board reserves the right to verify such statements and to investigate the cause of each single absence.

In addition, educators are responsible for encouraging regular student attendance, maintaining accurate attendance records, and meeting with the parent must be scheduled to identify potential remedies. If the problem is not resolved, the child study team will implement interventions set forth in, and act in accordance with, the requirements in F.S. 1003.26.

Schools will record absent and tardy students in the automated student attendance recordkeeping system. Provision shall be made for promoting school attendance through education of parents, enforcement of the compulsory attendance laws and related child-welfare legislation. Accordingly:

- Teachers shall record absences each period of the school day and report absences, excused and unexcused, as required by the school.
- Parents will be notified each time their child has an unexcused absence or an absence for which the reason is unknown, to prevent the development of patterns of nonattendance.
- After 3 unexcused absences or absences for which the reason is unknown, the principal or designee shall contact the student's parent to determine the reason for the absence; a formal attendance note will be sent home when a student is absent for more than 3, 5, and 9 days per 9-weeks by mail.
- Absences must be reported to the school by the parent or adult student as soon as practicable; Failure to report and explain the absence(s) shall result in unexcused absence(s). After the 5th absence, a doctor's note is required for the absence to be considered excused. Students with suspected illness (Covid, etc.) may be seen by the School Nurse/Pancare. The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal

- When a student has at least five (5) unexcused absences within 30 days, or fifteen (15) unexcused absences within a 90-day period, the student will be reported to the principal and/or the Truancy Officer/Attendance Clerk
- Attendance reports will be generated bi-weekly by the Truancy Officer/Attendance Officer to monitor if a child may be exhibiting a pattern of nonattendance/tardiness. Concerns will be reported to the Child Study Team
- Students must bring in parent or doctor's notes for absences within 5 days of the absence(s). Students are able to receive 3 days as excused absences per nine weeks for parent notes. All other parent notes will be unexcused after 3 days per 9-week period
- Students in grades 9-12 who miss 9 or more unexcused absences, in each class, per 9-week period, will be grade locked to a 59% or lower (depending on grade based on completed work) and a follow-up letter will be sent home to parents

If a parent refuses to participate in the remedial strategies determined by the child study team because they believe that the strategies are unnecessary or inappropriate, the parent may appeal to the Board. If the Board's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance. For more information, see Board Policy 5200.

Make-Up for Absences

For excused absences, the student shall have 2 days for each day missed to complete make-up work. The principal may grant extensions to the make-up time limit for extenuating circumstances.

For unexcused absences, the principal shall establish site-specific policies that encourage both regular attendance and high academic achievement and shall review and modify these policies from time-to-time as required to maintain and improve their effectiveness.

Excused Absences

The Board considers the following factors to be reasonable excuses for time missed at school:

A. Personal illness of the student (medical evidence will be required by the principal or designee for absences exceeding five (5) consecutive days).
B. Court appearance of the student.
C. Medical appointment of the student. (medical evidence will be required)
D. Pregnancy related issues (see also Policy 5751).
E. Approved school activity.
F. Insurmountable problems. Prior permission by principal or designee is required except in the case of an emergency.
G. Other absences with prior approval of the principal or designee.
H. Attendance at a center under Children and Families Services supervision.
I. Significant community events with prior permission of the principal.
J. Religious instruction or religious holiday.
K. Death in the immediate family (parent(s), sibling(s), grandparent(s)) up to 5 days. Documentation must be provided.
L. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy. (medical note must be provided)
M. Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (FS 1003.22). Examples of communicable diseases and infestations include, but are not limited to: fleas, head lice, ringworm, impetigo, and scabies. In alignment with the Florida Department

of Health, children with head lice should not return to school/daycare until they are clear of both lice and nits. Students are allowed a maximum of three (3) days excused absence for an infestation of head lice.

N. Absences not included in excused absences listed above shall be unexcused.

Students may not be given excused absences to remain out of school for the purpose of working, unless the job is an integral part of the student's instructional program.

Discipline

Students with excessive unexcused tardiness, lateness, absence, or truancy may be assigned discipline or placed in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians.

A student's grade in any course is based on his/her performance in the instructional setting and shall not be reduced for reasons of conduct. If a student violates the rules of the school, s/he should be disciplined appropriately for misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall develop administrative procedures that:

A. Provide the student and his/her parents the opportunity to challenge the attendance record prior to notification and that such notification complies with applicable board rules.
B. Require a school session that is in conformity with the rules of the State Board.
C. Govern the keeping of attendance records in accordance with the rules of the State Board.
D. Identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests.
E. Require that students whose absence has been excused have an opportunity to make up work they missed and receive credit for the work, if completed.
F. Require that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the district's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 or other appropriate accommodation.

Habitual Truancy

According to school board policy 5600, whenever any student has a total of fifteen (15) unexcused absences from school within ninety (90) calendar days, with or without the knowledge or consent of the parent, s/he will be considered habitually truant. The board authorizes the superintendent to inform the student and his/her parents of the record of excessive absences as well as the district's intent to notify the Department of Highway Safety and Motor Vehicles, if appropriate. The superintendent is authorized to file a truancy petition under F.S. 984.151 if a student has accrued at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or has had more than fifteen (15) unexcused absences in a ninety (90) calendar day period.

Tardiness

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness (more than 5 times per 9 weeks) will be addressed on a case-by-case basis. Disciplinary action for unexcused tardiness shall be progressive. Secondary students (grades 6-12), who arrive to class within the first 15 minutes, are considered tardy. If a student arrives later than 15 minutes into class, the student will be marked as an unexcused absence for that class period.

Driver's License

Florida law requires that minors who fail to satisfy attendance requirements will be ineligible for driving privileges. The school district is required to notify the Department of Highway Safety and Motor Vehicles of the following:

- Students aged 14-18 who accumulate fifteen (15) unexcused absences, not including out-of-school suspensions, in a ninety (90) calendar-day period.
- Students between the ages of 16-18 who have signed a declaration of intent to terminate school enrollment.
- Students aged 14-18 who are expelled.
- Students aged 14-18 who did not enter school and for whom the school has received no indication of transfer to another educational setting.

These students may not be issued a driver's license or a learner driver's license. Also, the Department of Motor Vehicles shall suspend any previously issued driver's license or learner driver's license of any such minor pursuant to Florida Statute 322.091. In order to have a driver's license reinstated, the student must attend school regularly for thirty (30) days with no unexcused absences and pay the appropriate reinstatement fee.

Releasing Students from School

Any student to be released from school, prior to the regular dismissal time, must be checked out by an identified emergency contact **who is present, on campus, for identification** (secondary students who drive must have a parent present or have a faxed or emailed parent/guardian note). School staff shall definitively establish the identity and authority of any person who requests the release of a student from school prior to regularly scheduled dismissal. If the person requesting the release of the student is a person other than a parent or guardian listed on the emergency contact form, the principal or teacher concerned shall not release the student without the consent of the parent or guardian who is listed on the emergency contact form. The enrolling parent or guardian at the time of registration is responsible for ensuring the emergency contact information is accurate and complete. If a non-enrolling parent contends that he or she has been improperly omitted from the contact list, it is that parent's responsibility to resolve the issue with the enrolling parent or seek a court order if the parties cannot resolve the issue. The principal shall reserve the right to release students with parental consent on a case-by-case basis.

Granting Permission to Leave School Grounds

No student shall leave the school grounds except with the principal's approval, provided that approval shall be granted only for urgent and necessary school business and with the student's parent or guardian's consent. Students will not be given permission to leave for lunch and return to campus. Students who are currently on campus and check out may only return to class the same day with a physician's note.

Exemption from Regular School Attendance

A student of compulsory attendance age must attend school as provided by the law unless issued an exemption certificate by the Superintendent FS 1003.21 (3). Students who have reached age 16 must file a "Declaration of Intent to Terminate School Enrollment" if they wish to discontinue their education. Upon filing the intent, the student must allow the school to conduct an "Exit Interview" to determine the reasons for the decision to terminate school enrollment and the actions that could be taken to prevent termination.

Illness in School

A student with a temperature above normal or who is exhibiting other signs of illness shall be evaluated by the school nurse and sent home. The specific guidelines and recommendations for exclusion from school due to illness are referenced in each of the Franklin County School District's Health Manuals, on file at each school.

School-entry health examinations and immunizations

Florida Statute 1003.22 states that each child who is entitled to admittance to kindergarten, or entitled to any other initial entrance into a Florida public school, must present certification of a school-entry health examination performed within one year before enrollment in school and a completed DH Form 680 Certification of Immunization record for the prevention of those communicable diseases for which immunization is required by the Department of Health. A child may only be exempted from the requirement for immunizations under the same statute.

SECTION 3-STUDENT DISCIPLINE

Overview

Every student is subject to state and federal law, State Board of Education rules and school board rules and policies while:

- Being transported to or from school, or is presumed by law to be attending school
- Attending school or a school-sponsored activity
- Present on school premises

Infractions and responses are outlined in section four. The Franklin County School District may require students who have multiple disciplinary referrals, felony charges pending against them (whether school-related or not), are habitually truant, or other habitual disciplinary issues to attend the district alternative placement school, the Franklin County Learning Center. **Franklin County Learning Center (Alternative School) students are not permitted on any Franklin County School Campus for any school or other functions until their placement is completed.**

Field Trips

For any student to participate in school-sponsored trips, they must be a student in good standing. To be classified as a student in good standing the following must be met:

- No more than 10 days of absences (unexcused) within the current semester, unless documented by medical staff
- No more than 5 referrals within a semester with no serious infractions (SESIR).

Student Athletes

It is recognized that some of the expectations for athletes may exceed the expectations for the general student body. Student athletes must remain aware that being a part of interscholastic athletics is a privilege and not a right. As a condition of participation in interscholastic athletics, students and their parents must agree to the requirements of the Athletic Handbook by signing the handbook and returning the signature page to their coach.

A student not currently suspended from interscholastic or extracurricular activities, or suspended or expelled from school, pursuant to a district school board's powers provided in law, including Florida Statutes 1006.07, 1006.08, and 1006.09, is immediately eligible to participate in interscholastic and extracurricular activities. 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 the criteria in Florida Statute 1006.15(3) (h). A student's eligibility to participate in any interscholastic or extracurricular activity may not be affected by any alleged recruiting violation until the final disposition of the allegation pursuant to Florida Statute 1006.20(2) (g).

Students who participate in interscholastic and extracurricular activities for, but are not enrolled in, a public school pursuant to Florida Statute 1006.15(3) (c) - (e) and (8), are subject to this code of conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school. 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 extracurricular activity has not reached the activities identified maximum size and if the coach for the activity determines that the student has the requisite skill and ability to participate.

For more information, please see the Student Athletic Handbook.

Possession of Alcohol, Tobacco and Drugs

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

Tobacco/Vaping

School policy prohibits the use of tobacco or vapes in, on or within 1,000 feet of a public or private elementary, middle or secondary school. If a student is found to have possession or use, the parent or guardian and law enforcement will be notified. Civil penalties may be imposed per Florida Statute 569.11.

All use and possession of tobacco products and e-cigarettes and or vapes in any form are prohibited in school buildings, on school property, or at any school sponsored activity by persons of any age. A student who commits non-criminal tobacco violations (possessing or using tobacco in any form) and fails to comply with corresponding sanctions is subject to mandatory revocation or suspension of, or delay of eligibility for driver's license. Tobacco-like nicotine or other smoking devices are addressed under search and seizure in Section 3, and contraband in Section Four.

Alcohol

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

Drugs

Drugs shall include any unlawful drug, narcotic or controlled substance (including prescription medications), and any substance (including household products) represented to be such a drug, narcotic or controlled substance. Students are prohibited from using, possessing, delivering, receiving, selling, intending to sell, or being under the influence of drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity. They are likewise prohibited from possession of drug paraphernalia, which includes devices, products and things used or intended to be used for the ingestion of drugs. Students are also prohibited from possessing, using, delivering, receiving, selling, or intending to sell any counterfeit drug which is a substance that (i) is represented to be, (ii) is represented to contain, or (iii) appears to be (looks like) a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant or controlled substance of any kind, on school property, on a school bus or school approved transportation, or at any school-related function or activity. A violation of these rules may subject a student to arrest and prosecution. While on school property, school bus, or school approved transportation, or at any school-related function or activity, students are prohibited from planning, intending or committing any act in furtherance of the possession, use, delivery, receiving, purchase, or sale of drugs, counterfeit drugs or drug paraphernalia.

Use of Alcohol and Drugs

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

The principal may revoke the student's privilege of participating in non-academic school activities including, but not limited to, extracurricular activities, athletics, school trips, prom, and graduation exercise, and/or the revocation of school privileges, including, but not limited to, driving privileges. Delivery, receipt, or sale of alcohol or drugs, or intent to deliver, receive or sell alcohol or drugs, is a more serious offense than use and possession of drugs or alcohol and shall result in a more serious penalty.

Prescription and Non-Prescription Medicine

All prescription and non-prescription (over the-counter) medication administered by the school must be prescribed by a physician who has determined that a student's health and well-being require medication during school hours. The prescription must be documented by a medication form on file with the school. Students are prohibited from possessing prescription medication on school property, on a school bus or school approved transportation, or at any school-related function or activity. Prescription medication must be turned into the clinic, and the prescription is documented in a medication form filed with the school before the student brings the medication on campus. An exception to this is a short-term bronchial dilator/inhaler (HB 883). Unauthorized possession of prescription medication without a valid, current prescription constitutes possession of a drug

Students are prohibited from possessing any non-prescription medication at school, on a school bus or school approved transportation, or at any school-related function or activity without the written permission from the parent or guardian, documented with the appropriate form on file with the school, prior to the medication being brought on campus. Students are allowed to carry ibuprofen, aspirin or acetaminophen; however, it must be carried in its original container and not shared with another student.

Search and Seizure

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

For the purpose of this code, "contraband" is any item or substance that is prohibited by federal and/or state law, school board rule or this code from being used or possessed on school board property, a school bus or school approved transportation, or at any school-related function or activity. Contraband includes, but is not limited to, drugs, drug paraphernalia, alcohol, unauthorized non-prescription medications, tobacco, weapons, ammunition, matches, lighters, laser beam devices, firecrackers and fireworks, pornography, and gang- related signs or symbols, e-cigarettes, hookahs, and any other nicotine-dispensing device. School administration may search students suspected of having contraband or other prohibited items. They may search students' possessions when reasonable suspicion exists that such possessions may conceal or contain contraband or other prohibited items. Students' possessions subject to search include, but are not limited to, book bags, backpacks, athletic bags, notebooks, purses, coats, jackets, telecommunication devices, computers, devices capable of storing or communicating information, lockers, and vehicles. Students do not have any expectation of privacy in or around vehicles on school property.

Students are responsible for the contents of any vehicle they possess on school grounds and shall be deemed to be in possession of any contraband contained within their vehicle. School personnel are encouraged to seek consent from a student before the search but may proceed without consent if reasonable suspicion is present. To help maintain drug and alcohol-free schools, school officials may enlist the assistance of law enforcement, including canine units. Canine inspections will be conducted in compliance with applicable law. Reasonable suspicion is not required for random canine inspections conducted in school classrooms, hallways, parking lots, and elsewhere on school premises. Schools may utilize metal detectors in the interest of security and student safety.

Portable Breath Test

When there is a reasonable suspicion that a student may be under the influence of alcohol or drugs, the school's administration may request law enforcement to administer a portable breathalyzer test (PBT) or a Field-Sobriety test at school and school related activities.

Cell Phones and Wireless Communication Devices

House Bill 1105, which passed the 2025 Florida Legislature, prohibits elementary and middle school students from using wireless communications devices during the entire school day, not just during instructional time as previously required.

Grades Pre-k through 12 –

Students in grades Pre-k through 12 are encouraged to leave their "Wireless Communication Devices" (WCD) at home. Furthermore, the use of cell phones is prohibited by students Pre-K through 12th grade while on campus. Students who bring WCD to school must ensure they remain off or on airplane mode and completely out of view for the entire school day and must be put away and will be placed in a secure location. If a cell phone or electronic device is seen out during the school day, it will be taken by a staff member and placed in a secure location. The school has purchased Yondr bags which students who do not abide by the rules of keeping cell phones or wireless communication devices out of sight and unused may be issued a bag. These bags safely secure the cell phones and prevent students from using cell phones during the

school day if they have previously violated the cell phone policy. If a child's phone is placed in the Yondr bag and they break or destroy the bag, the student will be responsible for replacing the bag. Should a student become a repeat offender of using cell phone or wireless devices, they may not be allowed to bring them to school, and progressive discipline will occur.

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

Instructional Technology (IT)

The Franklin County School District recognizes the value of instructional technology as a tool that assists student achievement within the classroom. Students may possess an instructional technology device and utilize it as an instructional tool in the classroom with the consent and under the direction of the school administration and teacher, as it pertains to the current curricular unit, lesson, etc., and only within the scope and sequence of the district's Acceptable Use Policy. However, this device must be turned off and stored when not being used. Failure to comply may result in the item being confiscated. Repeated failure to comply will be considered a defiance of school rules and may result in consequences as provided in the district's student code of conduct.

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

Students in grades 6-12 will be provided with a school-issued Chromebook/laptop (1:1). Students and parents are required to sign consent for students to use the Chromebook/laptop. The Chromebooks/laptops will be checked by the IT department before they are issued to students. Students and parents will be responsible for damaged, lost, or broken Chromebooks/laptops.

Bullying, Harassment and Cyber-Bullying

Students and employees should be provided with a safe and secure learning and work environment, free from bullying, harassment, and cyber-bullying of any kind. The complete text of the school board's bullying and harassment policy. Bullying or harassment will not be tolerated, and disciplinary action will be taken. In addition to school consequences, criminal charges may be filed. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying or harassment, as defined herein, is prohibited in all educational environments. Bullying and harassment may be reported on the school website, under the Franklin Tip Line link.

Hazing

Hazing will not be tolerated, and disciplinary action will be taken when hazing occurs in connection with athletics, clubs, extracurricular activities or any other educational environment. The complete text of the school board's hazing policy is set forth in school board Policy 5516. This policy shall be interpreted and applied consistently with all applicable state and federal laws.

Dating Violence and Abuse

It is Franklin County School District policy that all of its students have an educational setting that is safe, secure, and free from dating violence and abuse. The complete text of the district's dating violence and abuse policy is contained in school board Policy 5517.03.

Zero Tolerance

Schools will conduct investigations of suspected criminal offenses independent of law enforcement and arrive at their own determination. Students who commit a criminal offense will be subject to possible arrest and

prosecution by law enforcement authorities. All school personnel will be held accountable for the required reporting of suspected battery, abuse, or neglect.

A student found to have committed the following offenses on school property, school-sponsored transportation or during a school-sponsored activity shall receive the most severe consequences provided by this Code of Conduct. In addition, the offense shall be reported to law enforcement for appropriate action:

- Homicide (murder, manslaughter)
- Sexual battery
- Robbery
- Aggravated battery
- Battery or aggravated battery on a teacher or other school personnel
- Kidnapping or abduction
- Arson
- Possession, use or sale of any firearm
- Possession, use or sale of any explosive device
- Possession, use, or control of any other dangerous weapon

If a student is found to have committed any of the following offenses, they will be subject to SESIR offenses and serious disciplinary sanctions. In addition, such offenses will be reported to law enforcement:

- Disturbances which substantially disrupt school or a school function
- Making a false report, with the intent to deceive, mislead, or otherwise misinform a person concerning the placing or planting of any bomb, dynamite or other deadly explosive
- Possession, use or distribution of drugs or alcohol
- Property damage of a substantial nature
- Robbery and/or theft of property of a substantial nature
- Vandalism other than of a minor nature

Weapons Prohibited

Any student who is determined to have brought a firearm (as defined in Chapter 790, Florida Statutes), to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. It is a third-degree felony for a person to exhibit, in a rude and threatening manner, any firearm or destructive device, or other weapon within 1000 feet of school during school hours or during the time of a sanctioned school activity.

Toy pistols, water guns, or facsimile guns are prohibited from school property, transportation and activities. However, pursuant to Florida Statute 1006.07(2)(g), 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 US Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system under Florida Statutes. Simulating a firearm or weapon while playing includes, but is not limited to:

- Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
- Using a finger or hand to simulate a firearm or weapon.
- Possessing a toy firearm or weapon made of plastic snap-together building block
- Vocalizing an imaginary firearm or weapon.
- Drawing a picture, or possessing an image, of a firearm or weapon.
- 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 substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with district

policies for similar infractions. If a student is disciplined for such conduct, the school principal or his or her designee must call the student's parents.

Legal Notices - Florida Statute 1006.07

- Illegal use, possession, or sale of controlled substances, as defined in Chapter 893, by any student while the student is on school property or in attendance at a school function is grounds for disciplinary action by the school and may result in criminal penalties being imposed.
- Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function. The student's use of such a device is subject to school board rules and the provisions of this code of conduct.
- Violence against any school board personnel, including acts committed off-campus, by a student is grounds for out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.
- Violation of the district's bullying, harassment and sexual harassment policies by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.
- Any student who is determined to have brought a firearm or weapon, as defined in Chapter 790, Florida Statutes, to school, shall be recommended for expulsion, with or without continual educational services, from the student's regular school for a period of not less than one full year and referred to the criminal justice of juvenile justice system.
- Any student who is determined to have made a threat or false report, as defined by Florida Statutes 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be recommended for expulsion, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution.

The school board may assign the student to a disciplinary program for the purpose of continuing educational services during a period of expulsion. The superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the school board to modify the requirement by assigning the student to an alternative school or program or a second-chance school. The procedures for assignment of disruptive or violent students to an alternative school are set forth in Section 6 of the Code of Conduct. Any student who is involved in any violent act or disruptive behavior on or off of property will be referred for safety evaluation and mental health services.

SECTION 4- DISCIPLINE

Overview

School District staff should intervene in an effort to prevent or curtail misconduct. If further action is necessary, staff should refer the student to the school administration for disciplinary action. After hearing the student's explanation, consulting with staff members, and doing any other investigation necessary, the administration will decide on disciplinary action.

Progressive Discipline

When deciding what disciplinary action should be taken, the principal or designee shall consider the student's age, exceptionality, and previous conduct, probability of a recurring violation, intent, attitude, and severity of the offense and, whenever possible, shall impose disciplinary action in a progressive manner. For all levels, any incident that is hate-related, gang-related, or SESIR (School Environmental Safety Incident Reporting) reportable should be coded in the appropriate "related" category AND should be grounds to increase disciplinary actions. **Progressive discipline is addressed in the discipline matrices below**.

The FCS Discipline Matrix is used when classroom interventions have been unsuccessful by the classroom teacher, unless the discipline is severe enough that the classroom interventions do not apply to the incident code.

DISCIPLINE CODE	DEFINITION	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	MIDDLE DISCIPLINARY STEPS	HIGH DISCIPLINARY STEPS	**Discipline options**
	SESIR DISCIPLINE CODES						**Other Administrative Disciplinary Actions:** ***Parent/ Guardian contacted (Mandatory)** ***Referral to Mental Health Services** ***Conference with student** ***Parent Conference** ***Guidance Referral** ***After-school or lunch Detention. After school detention= 1 day of ISS** ***Behavior Contract** ***Peer Mediation** ***Restorative Practices** ***Mentoring** ***Corporal punishment (local codes only)** *** Work detail (local codes only)**
AGGRAVATED BATTERY	A battery where the attacker intentionally or knowingly causes 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. (Violence carried out by a person who is NOT fighting back, must be "injury-related").	SESIR	**Zero Tolerance- Report to SRD and/or school safety, 3 days OSS and administrative placement/expulsion**	**Zero Tolerance- Report to SRD and/or school safety, 5 days OSS and administrative placement/expulsion**	**Zero Tolerance- Report to SRD and/or school safety, 10 days OSS and alternative placement/expulsion**	**Zero Tolerance- Report to SRD and/or school safety, 10 days OSS and alternative placement/expulsion**	
ALCOHOL	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. (Any confiscation is subject to field test)	SESIR	**Zero Tolerance- Report to SRD and/or school safety, 3 days OSS and administrative placement/expulsion**	**Zero Tolerance- Report to SRD and/or school safety, 5 days OSS and administrative placement/expulsion**	**Zero Tolerance- Report to SRD and/or school safety, 10 days OSS and alternative placement/expulsion**	**Zero Tolerance- Report to SRD and/or school safety, 10 days OSS and alternative placement/expulsion**	
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.	SESIR	**Zero Tolerance- Report to SRD and/or school safety, 3 days OSS and administrative placement/expulsion**	**Zero Tolerance- Report to SRD and/or school safety, 5 days OSS and administrative placement/expulsion**	**Zero Tolerance- Report to SRD, OSS, Expulsion**	**Zero Tolerance- Report to SRD, OSS, Expulsion**	
BURGLARY	(Illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.	SESIR	**Report to SRD and/or school safety** 1. 1-3 days ISS 2. 3-5 days ISS 3. 1-3 days OSS 4. 3-5 days OSS 5. Expulsion	**Report to SRD and/or school safety** 1. 3-5 days OSS 2. 5-10 days OSS 3. Administrative placement/Expulsion	**Report to SRD and/or school safety** 1. 10 days OSS 2. 10 days OSS/Alternative Placement/Expulsion	**Report to SRD and/or school safety** 1. 10 days OSS 2. 10 days OSS/Alternative Placement/Expulsion	
CRIMINAL MISCHIEF	(Destruction, damage, or defacement of school or personal property) ($1,000 threshold) Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto. 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.	SESIR	1. 1-3 days ISS and restitution 2. 3-5 days ISS and restitution 3. 3-5 days OSS and restitution 3. Administrative Placement/Expulsion, restitution	4. 3-5 days ISS and restitution 5. 3-5 days OSS and restitution 3. Administrative Placement/Expulsion, restitution	1. 5-10 days ISS and restitution 2. 1-3 days OSS and restitution 3. 3-10 days OSS with option of Administrative Placement/Alternative Placement/Expulsion	1. 5-10 days ISS and restitution 2. 1-3 days OSS and restitution 3. 3-10 days OSS with option of Administrative Placement/Alternative Placement/Expulsion	
DISRUPTION ON CAMPUS (MAJOR)	(Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.	SESIR	**Zero Tolerance- Report to SRD and/or school safety, 5 days OSS, expulsion**	**Zero Tolerance-Consult w/ SRD, 5 days OSS, Expulsion**	**Zero Tolerance- Report to SRD or School Safety, 10 days OSS, Alternative Placement/Expulsion**	**Zero Tolerance- Report to SRD or School Safety, 10 days OSS, Alternative Placement/Expulsion**	
DRUG SALE/ DISTRIBUTION (EXCLUDING ALCOHOL)	(illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance. (Any confiscation is subject to field test)	SESIR	**Zero Tolerance- Report to SRD and/or school safety 5 days OSS, expulsion**	**Zero Tolerance-Consult w/ SRD, 5 days OSS, Expulsion**	**Zero Tolerance- Report to SRD or School Safety, 10 days OSS, Alternative Placement/Expulsion**	**Zero Tolerance- Report to SRD or School Safety, 10 days OSS, Alternative Placement/Expulsion**	

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DRUG USE/ POSSESSION (EXCLUDING ALCOHOL)	The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. (Including student possessing or observed Swallowing prescription drugs that are not prescribed to him/her.) (Any confiscation is subject to field test)	SESIR	**Zero Tolerance- Report to SRD and/or school safety 5 days OSS, expulsion**	**Zero Tolerance- Report to SRD and/or school safety 5 days OSS, expulsion**	**Substance Diversion Program** 1. 10 days OSS, 45 days admin place 2.10 days OSS, 90 days admin placement, expulsion	**Substance Diversion Program** 1. 10 days OSS, 45 days admin place 2.10 days OSS, 90 days admin placement, expulsion	

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DISCIPLINE CODE	DEFINITION/EXPLANATION	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	MIDDLE DISCIPLINARY STEPS	HIGH DISCIPLINARY STEPS
GRAND THEFT	The unauthorized taking of the property of another person or organization, including motor vehicles, valued at $750 or more, without threat, violence, or bodily harm. Incidents that fall below the $750 threshold are not reportable in SESIR but instead should be reported as locally defined incidents according to district policies. Thefts of property of any value that involve the use of force, violence, assault, or putting the victim in fear must be reported as Robbery.	SESIR	**Report to SRD and/or school safety** 1. 1-3 days OSS and restitution 2. 3-5 days OSS and restitution 3. 5-10 days OSS and restitution 4. Administrative Placement/Expulsion, restitution	**Report to SRD and/or school safety** 1.1-3 days OSS and restitution 2.3-5 days OSS and restitution 3.Administrative Placement/Expulsion, restitution	**Report to SRD** 1. 3-5 days OSS and restitution 2. 5-10 days OSS and restitution 3. Alternative Placement/ Expulsion, restitution	**Report to SRD** 1. 3-5 days OSS and restitution 2. 5-10 days OSS and restitution 3. Alternative Placement/ Expulsion, restitution
HAZING	Any action or situation that endangers the mental or physical health or safety of a student at a school with any grades of 6-12 for the purposes of initiation or admission into or affiliation with any school-sanctioned organization.	SESIR			1. 3-5 days OSS 2. 5-10 days OSS 3. Alternative Placement/Expulsion	1. 3-5 days OSS 2. 5-10 days OSS 3. Alternative Placement/Expulsion
HOMICIDE	The unjustified killing of one human being by another. (murder/manslaughter)	SESIR	**Zero Tolerance-Consult w/ SRD, OSS, Expulsion**	**Zero Tolerance-Consult w/ SRD, OSS, Expulsion**	**Zero Tolerance-Report to SRD, OSS, Expulsion**	**Zero Tolerance-Report to SRD, OSS, Expulsion**
KIDNAPPING	(abduction of an individual forcibly), or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.	SESIR	**Zero Tolerance-Consult w/ SRD, OSS, Expulsion**	**Zero Tolerance-Consult w/ SRD, OSS, Expulsion**	**Zero Tolerance-Report to SRD, OSS, Expulsion**	**Zero Tolerance-Report to SRD, OSS, Expulsion**
OTHER MAJOR	(major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for LE consultation not previously classified. Examples: Counterfeit money, gambling, possessing child pornography, or possessing drug paraphernalia	SESIR	Consult w/ SRD 1. 1-3 days ISS and restitution 2. 3-5 days ISS and restitution 3. 3-5 days OSS and restitution 4. Admin Placement/Expulsion, restitution	Consult w/ SRD 1. 3-5 days ISS and restitution 2. 3-5 days OSS and restitution 3. 5-10 days OSS and restitution 4. Admin Placement/Expulsion, restitution	Consult w/ SRD 1. 3-5 days OSS and restitution 2. 5-10 days OSS and restitution 3. Admin Placement/Alt Placement/Expulsion, restitution	Consult w/ SRD 1. 3-5 days OSS and restitution 2. 5-10 days OSS and restitution 3. Admin Placement/Alt Placement/Expulsion, restitution
ROBBERY	The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.	SESIR	**Zero Tolerance-Consult w/ SRD, OSS, Expulsion**	**Zero Tolerance-Consult w/ SRD, OSS, Expulsion**	**Zero Tolerance- Report to SRD or School Safety, OSS, Alternative Placement / Expulsion**	**Zero Tolerance- Report to SRD or School Safety, OSS, Alternative Placement/Expulsion**
SEXUAL ASSAULT	An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.	SESIR	**Zero Tolerance-Report to SRD, OSS, Expulsion**	**Zero Tolerance-Report to SRD, OSS, Expulsion**	**Zero Tolerance-Report to SRD, OSS, Expulsion**	**Zero Tolerance-Report to SRD, OSS, Expulsion**
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.	SESIR	**Zero Tolerance-Report to SRD, OSS, Expulsion**	**Zero Tolerance-Report to SRD, OSS, Expulsion**	**Zero Tolerance-Report to SRD, 10 Days OSS/Expulsion**	**Zero Tolerance-Report to SRD, 10 Days OSS/Expulsion**
SEXUAL OFFENSES (OTHER)	Lewdness, indecent exposure, or other sexual contact. Subjecting an individual to lewd sexual gestures or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.) **APPROVED BY THE FRANKLIN COUNTY SCHOOL BOARD ON 07/31/2025**	SESIR	1. 1-3 days OSS 2. 3-5 days OSS 3. 5-10 days OSS 4. Admin Placement/Alt Placement/Expulsion	1. 3-5 days OSS 2. 5-10 days OSS 3. Admin Placement/Alt Placement/Expulsion	1. 5 days OSS 2. 10 days OSS 3. Admin Placement/Alt Placement/Expulsion	1. 5 days OSS 2. 10 days OSS 3. Admin Placement/Alt Placement/Expulsion

Discipline options

Other Administrative Disciplinary Actions:
***Parent/ Guardian contacted (Mandatory)**
***Referral to Mental Health Services**
***Conference with student**
***Parent Conference**
***Guidance Referral**
***After-school or lunch Detention. After school detention= 1 day of ISS**
***Behavior Contract**
***Peer Mediation**
***Restorative Practices**
***Mentoring**
***Corporal punishment (local codes only)**
*** Work detail (local codes only)**

SEXUAL INTERCOURSE	Sexual contact, including intercourse, without force or threat of force. (Law enforcement must be notified to investigate.)	SESIR	**Zero Tolerance-Report to SRD, OSS, Expulsion**	**Zero Tolerance-Report to SRD, OSS, Expulsion**	**Zero Tolerance-Report to SRD, 10 Days OSS/Expulsion**	**Zero Tolerance-Report to SRD, 10 Days OSS/Expulsion**	
SIMPLE BATTERY	An actual and intentional touching or striking of another person against his or her will, or the intentional causing bodily harm to an individual.	SESIR	1. 3 days ISS 2. 5 days ISS 3. 3 days OSS 4. 5 days OSS 5. 10 days OSS, Admin Placement/Expulsion	1. 3-5 days ISS 2. 1-3 days OSS 3. 3-5 days OSS 4. 5-10 days OSS, Admin Placement/Expulsion	1. 10 days OSS 2. 10 days OSS, parent re-entry meeting mandatory 3. 10 days OSS, Alt. Placement/expulsion	1. 10 days OSS 2. 10 days OSS, parent re-entry meeting mandatory 3. 10 days OSS, Alt. Placement/expulsion	

DISCIPLINE CODE	DEFINITION	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	MIDDLE DISCIPLINARY STEPS	HIGH DISCIPLINARY STEPS	**Discipline options**
THREAT/ INTIMIDATION *Requires TAT Paperwork & SSMP*	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 (e.g. brandishing a weapon) and verbal threats of physical harm which are made in person, electronically, or through any other means. **(Medium Level)**	SESIR	1. Student conference, parent notification, loss of privilege 2. Parent conference, loss of privilege, and detention 3. 1-3 days ISS, reentry meeting 4. 3-5 days ISS, reentry meeting	1. Student conference/Parent contact and/or 1-3 days ISS 2. 3-5 Days ISS 3. 3-5 days OSS, reentry meeting 4. 5-10 days OSS; can be reduced with counseling, reentry meeting	1. Student conference/Parent contact and/or 1-3 days OSS 2. 3-5 days OSS, reentry meeting 3. 5-7 days OSS. reentry meeting 4. 5-10 days OSS; can be reduced with counseling, reentry meeting	1. Student conference/Parent contact and/or 1-3 days OSS 2. 3-5 days OSS, reentry meeting 3. 5-7 days OSS, reentry meeting 4. 10 days OSS; can be reduced with counseling, reentry meeting	**Other Administrative Disciplinary Actions:** ***Parent/ Guardian contacted (Mandatory)** ***Referral to Mental Health Services** ***Conference with student** ***Parent Conference** ***Guidance Referral** ***After-school or lunch Detention.**
THREAT/ INTIMIDATION *Requires TAT Paperwork & SSMP*	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 (e.g. brandishing a weapon) and verbal threats of physical harm which are made in person, electronically, or through any other means. **(High Level)**	SESIR	1. Student conference, parent notification, loss of privilege 2. 1-3 days OSS 3. 3-5 days OSS 4. 5-10 days OSS w/option of Admin Placement/Expulsion	1. Student conference/Parent contact and/or 1-3 days ISS 2. 3-5 Days ISS 3. 3-5 days OSS 4. 5-10 days OSS; can be reduced with counseling	Threat assessment evaluation. If deemed a threat, send to threat assessment team for evaluation, OSS prior to the meeting. OSS prior to the meeting. Alt/placement/expulsion	Threat assessment evaluation. If deemed a threat, send to threat assessment team for evaluation, OSS prior to the meeting. OSS prior to the meeting. Alt/placement/expulsion	
VANDALISM/ PROPERTY DAMAGE	(DAMAGE MUST BE $1000 OR MORE) 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.	SESIR	1. 1-3 days ISS and restitution 2. 3-5 days ISS and restitution 3. 1-3 days OSS 4. 3-5 days OSS w/option of Admin Placement/Expulsion, restitution	1. 3-5 days ISS and restitution 2. 1-3 days OSS and restitution 3. 3-5 days OSS w/option of Admin Placement/Expulsion, restitution	1. 5 days ISS and restitution 2. 3 days OSS and restitution 3. 10 days OSS w/option of Admin Placement/Alt.Placement/Expulsion, restitution	1. 5 days ISS and restitution 2. 3 days OSS and restitution 3. 10 days OSS w/option of Admin Placement/Alt.Placement/Expulsion, restitution	

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WEAPONS POSSESSION	Possession of a firearm or any instrument or object (as defined by Section 790.001(13), Florida Statutes, or district code of conduct) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.	SESIR	Zero Tolerance-Report to SRD, Expulsion (minimum of 1 calendar year) *Mere possession of BB-gun, common pocketknife, or chemical propellants may be reported as a local code with appropriate discipline action. *If a student threatens with the aforementioned items, or instills fear or harm with it, or uses it, a SESIR code is used. *Contact the Student Placement Coordinator if you have questions: 8 5 0 - 6 7 0 - 2 8 0 0 10 days OSS Expulsion no less than one full calendar year Referral for criminal prosecution Referral for mental health services	Zero Tolerance-Report to SRD, Expulsion (minimum of 1 calendar year) *Mere possession of BB-gun, common pocketknife, or chemical propellants may be reported as a local code with appropriate discipline action. *If a student threatens with the aforementioned items, or instills fear or harm with it, or uses it, a SESIR code is used. *Contact the Student Placement Coordinator if you have questions: 8 5 0 - 6 7 0 - 2 8 0 0 10 days OSS Expulsion no less than one full calendar year Referral for criminal prosecution Referral for mental health services	Zero Tolerance-Report to SRD, Expulsion (minimum of 1 calendar year) *Mere possession of BB-gun, common pocketknife, or chemical propellants may be reported as a local code with appropriate discipline action. *If a student threatens with the aforementioned items, or instills fear or harm with it, or uses it, a SESIR code is used. *Contact the Student Placement Coordinator if you have questions: 850-670-2800 10 days OSS Expulsion no less than one full calendar year Referral for criminal prosecution Referral for mental health services	Zero Tolerance-Report to SRD or School Safety, Expulsion (minimum of 1 calendar year) *Mere possession of BB-gun, common pocketknife, or chemical propellants may be reported as a local code with appropriate discipline action. *If a student threatens with the aforementioned items, or instills fear or harm with it, or uses it, a SESIR code is used. *Contact the Student Placement Coordinator if you have questions: 850-670-2800 10 days OSS Expulsion no less than one full calendar year Referral for criminal prosecution Referral for mental health services	**After school detention= 1 day of ISS** ***Behavior Contract** ***Peer Mediation** ***Restorative Practices** ***Mentoring** ***Corporal punishment (local codes only)** *** Work detail (local codes only)**

APPROVED BY THE
FRANKLIN COUNTY SCHOOL BOARD
ON 07/31/2025

DISCIPLINE CODE	DEFINITION	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	MIDDLE DISCIPLINARY STEPS	HIGH DISCIPLINARY STEPS	Discipline options
BULLYING ***Requires investigative paperwork***	Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for harassment.	SESIR	1. Parent conference, loss of privilege 2. 1-3 Days ISS, counseling 3. 1-3 days OSS, re-entry meeting 4. 3-5 Days OSS 5. 5-10 days OSS w/option of Admin Placement/Expulsion	1. 1-3 Days ISS, counseling 2. 1-3 days OSS, re-entry meeting 3. 3-10 Days OSS w/option of Admin Placement/Expulsion	If necessary, report to SRD or School Safety 1. 5-10 days ISS (bullying packet) 2. 3-5 days OSS, re-entry meeting 3. 5-10 days OSS w/option of Alt Placement/Expulsion	1. If necessary, report to SRD or School Safety 2. 5-10 days ISS (bullying packet) 3. 3-5 days OSS, re-entry meeting 4. 5-10 days OSS w/option of Alt Placement/Expulsion	**Other Administrative Disciplinary Actions:** ***Parent/ Guardian contacted (Mandatory)** ***Referral to Mental Health Services** ***Conference with student** ***Parent Conference** ***Guidance Referral** ***After-school or lunch Detention. After school detention= 1 day of ISS** ***Behavior Contract** ***Peer Mediation** ***Restorative Practices** ***Mentoring** ***Corporal punishment (local codes only)** *** Work detail (local codes only)**
FIGHTING	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. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR. *Self-defense - A valid claim of self-defense will be determined by the investigator/administrative designee. Retaliation is not self-defense.	SESIR	1. 1-3 Days OSS (can be reduced with counseling) 2. 3-5 Days OSS (no reduction, parent re-entry meeting mandatory) 3. 5-10 Days OSS w/option of Admin Placement/Expulsion	1. 1-3 Days OSS (can be reduced with counseling) 2. 3-5 Days OSS (no reduction, parent re-entry meeting mandatory) 3. 5-10 Days OSS w/option of Admin Placement/Expulsion	If necessary, report to SRD or School Safety 1. 5 days OSS 2. 10 days OSS (no reduction), parent re-entry meeting mandatory 3. 10 days OSS w/option of Alt Placement/Expulsion	If necessary, report to SRD or School Safety 4. 5 days OSS 5. 10 days OSS (no reduction), parent re-entry meeting mandatory 6. 10 days OSS w/option of Alt Placement/Expulsion	
HARASSMENT ***Requires investigative paperwork***	Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear or 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 a substantial emotional distress in such a person and swerves no legitimate purpose.	SESIR	1. 1-3 days ISS 2. 3-5 days ISS 3. 1-3 days OSS 4. 3-5 days OSS w/option of Admin Placement/Expulsion	1. 1-3 days ISS 2. 1-3 days OSS 3. 3-10 days OSS w/option of Admin Placement/Expulsion	If necessary, report to SRD or School Safety 1. 5-10 days ISS 2. 3-5 days OSS 3. 5-10 days OSS w/option of Alt Placement/Expulsion	If necessary, report to SRD or School Safety 1. 5-10 days ISS 2. 3-5 days OSS 3. 5-10 days OSS w/option of Alt Placement/Expulsion	
SEXUAL HARASSMENT ***Requires investigative paperwork***	Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.	SESIR	1. 1-3 days ISS 2. 3-5 days ISS 3. 1-3 days OSS 4. 3-10 days OSS w/option of Admin Placement/Expulsion	1. 1-3 days ISS 2. 1-3 days OSS 3. 3-10 days OSS w/option of Admin Placement/Expulsion	If necessary, report to SRD or School Safety 1. 5-10 days ISS 2. 1-3 days OSS 3. 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion	If necessary, report to SRD or School Safety 1. 5-10 days ISS 2. 1-3 days OSS 3. 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion	
TOBACCO/VAPE (under 21 years of age)	The possession, sale, purchase, distribution, or use of tobacco or 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. (Any confiscation is subject to field test)	SESIR	1. Confiscation, parent conference 2. Confiscation, parent conference and loss of privilege 3. Confiscation, 1-3 days ISS 4. Confiscation, 1-3 days OSS	1. Confiscation 2. Confiscation, 1-3 days ISS 3. Confiscation, 1-3 days OSS	1. Confiscation/Cessation Course/ticket, 3-5 days ISS 2. Confiscation/ticket, 5-10 days OSS 3. Confiscation/ticket/10 days OSS/Alt. Education/Expulsion	1. Confiscation/Cessation Course/ticket, 3-5 days ISS 2. Confiscation/ticket, 5-10 days OSS 3. Confiscation/ticket, 10 days OSS/Alt. Placement/Expulsion	
	LOCAL DISCIPLINE CODES					**APPROVED BY THE FRANKLIN COUNTY SCHOOL BOARD ON 07/31/2025**	
*****	**Five cumulative referrals in a school year, (SESIR**						

	or NOT) will result in a recommendation of Alternative School. Level 1 offenses (marked below) will not count towards the total.						
Bathroom Misconduct	Inappropriate use of bathroom facilities (I.E. - 2 or more people in the same stall, placing foreign objects in facilities, intentionally urinating on the floor, flushing vapes and inappropriate objects in the toilet, etc.)	LOCAL	1. Student conference, parent notification and loss of privilege 2. Parent conference, loss of privilege, and detention 3. 1-3 days ISS 4. 3-5 days ISS 5. 1-3 days OSS	1. Student conference, parent notification and loss of privilege 2. Parent conference, loss of privilege, and detention 3. 1-3 days ISS 4. 3-5 days ISS 5. 1-3 days OSS	1. 1 day ISS 2. 3 days ISS 3. 5 days ISS 4. 2-4 days OSS 5. 5 days OSS and Alt.Placement recommendation	1. 1 day ISS 2. 3 days ISS 3. 5 days ISS 4. 2-4 days OSS 5. 5 days OSS and Alt.Placement recommendation	

DISCIPLINE CODE	DEFINITION	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	MIDDLE DISCIPLINARY STEPS	HIGH DISCIPLINARY STEPS	**Discipline options**
Cellphone and Electronics Violations	The use of personal cellphones and/or electronic devices (including, but not limited to, earbuds, headphones, electronic game devices, smart watches, etc...) are prohibited during the school day. Cell phones and electronics must be put away and out of sight at all times. They must also be turned off or kept on silent, airplane mode and will be placed in a secure location. Use is STRICTLY prohibited for all students during the school day due to safety and instructional issues.	LOCAL	1. Confiscation of the item (only return to parent/guardian) 2. Confiscation with 1-3 days ISS- Return to parent 3. Confiscation with 3-5 days ISS- Return to parent 4. Confiscation with 1-3 days OSS- Return to parent, re-entry meeting with admin	1. Confiscation of the item (only return to parent/guardian) 2. Confiscation with 1-3 days ISS- Return to parent 3. Confiscation with 3-5 days ISS - Return to parent 4. Confiscation with 1-3 days OSS- Return to parent, re-entry meeting with admin	1. Confiscation with – parent notification 2. Confiscation with 1 day ISS – parent notification 3. Confiscation with 3 days ISS – parent notification 4. Confiscation with 1-2 days OSS – parent notification, re-entry meeting with admin 5. Confiscation, 3-5 days OSS, parent notification 6. Confiscation, 5 days OSS, Alt. School recommendation	1. Confiscation with – parent notification 2. Confiscation with 1 day ISS – parent notification 3. Confiscation with 3 days ISS – parent notification 4. Confiscation with 1-2 days OSS – parent notification, re-entry meeting with admin 5. Confiscation, 3-5 days OSS, parent notification 6. Confiscation, 5 days OSS, Alt. School recommendation	**Other Administrative Disciplinary Actions:** ***Parent/ Guardian contacted (Mandatory)** ***Referral to Mental Health Services** ***Conference with student** ***Parent Conference** ***Guidance Referral** ***After-school or lunch Detention. After school detention= 1 day of ISS** ***Behavior Contract** ***Peer Mediation** ***Restorative Practices** ***Mentoring** ***Corporal punishment (local codes only)** *** Work detail (local codes only)**
Cheating (Cheat/Lying) (Level 1)	Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test.	LOCAL	In accordance with FCSD SPP: 1. Incomplete on the assignment/test w/an opportunity to re-assess, student conference, loss of privilege 2. Incomplete on the assignment/test w/an opportunity to re-assess, student conference, detention 3. Incomplete on the assignment/test w/an opportunity to re-assess, student conference, 1-3 days ISS 4. Incomplete on assignment/test w/an opportunity to re-assess, 1-3 days OSS	In accordance with the FCSD SPP: 1. Incomplete on the assignment/test w/an opportunity to re-assess, student conference, detention 2. Incomplete on the assignment/test w/an opportunity to re-assess, student conference, 1-3 days ISS 3. Incomplete on assignment/test w/an opportunity to re-assess, 1-3 days OSS	In accordance with the FCSD SPP: 1. Incomplete on assignment/test w/an opportunity to re-assess and 1 day ISS 2. Incomplete on assignment/test w/an opportunity to re-assess and 3 days ISS 3. Incomplete on assignment/test ws/an opportunity to re-assess and 2 days OSS	In accordance with the FCSD SPP: 1. Incomplete on assignment/test w/an opportunity to re-assess and 1 day ISS 2. Incomplete on assignment/test w/an opportunity to re-assess and 3 days ISS 3. Incomplete on assignment/test w/an opportunity to re-assess and 2 days OSS	
Dangerous Object	When a student is found in possession of a pocketknife (Less than 4 inches) or another acquired object that could be utilized as a weapon, but there was no wielding, threat, or harm instilled.	LOCAL	1. Confiscation of the item, parent pick-up and conference are required, 3 days ISS 2. Confiscation of the item, parent pick-up and conference are required, 3-5 days OSS 3. Confiscation of the item, parent pick-up and conference are required, 10 days OSS w/option of Admin Placement	1. Confiscation of the item, parent pick-up and conference are required, 3 days ISS 2. Confiscation of the item, parent pick-up and conference are required, 3-5 days OSS 3. Confiscation of the item, parent pick-up and conference are required, 10 days OSS w/option of Admin Placement	1. Confiscation of the item, parent pick-up and conference are required, 3 days ISS 2. Confiscation of the item, parent pick-up and conference are required, 3-5 days OSS 3. Confiscation of the item, parent pick-up and conference are required, 5 days OSS w/option of Admin Placement/Alt Placement/Expulsion	1. Confiscation of the item, parent pick-up and conference are required, 3 days ISS 2. Confiscation of the item, parent pick-up and conference are required, 3-5 days OSS 3. Confiscation of the item, parent pick-up and conference are required, 5 days OSS w/option of Admin Placement/Alt Placement/Expulsion	

APPROVED BY THE FRANKLIN COUNTY SCHOOL BOARD ON 07/31/2025

Defiance/ Insubordination/ Non-compliance	The act of flagrantly or willfully challenging the authority of a school staff member, bus driver, or any other adult in authority.	LOCAL	1. Student conference, parent notification, loss of privilege, and/or detention 2. Parent conference, loss of privileges and detention 3. 1-3 days ISS or bus removal 4. 3-5 days ISS or bus removal 5. 1-3 days OSS 6. 3-5 days OSS	1. Student conference, parent notification, loss of privilege, and/or detention 2. Parent conference, loss of privileges, and 1-3 days ISS or bus removal 3. 3-5 days ISS or bus removal 4. 1-3 days OSS 5. 3-5 days OSS	1. Student conference, parent notification, and 1 day ISS or bus removal 2. 3 days ISS or bus removal 3. 5 days ISS or bus removal 4. 3 days OSS 5. 5 days OSS/Alt Placement recommendation	1. Student conference, parent notification, and 1 day ISS or bus removal 2. 3 days ISS or bus removal 3. 5 days ISS or bus removal 4. 3 days OSS 5. 5 days OSS/Alt Placement recommendation	

DISCIPLINE CODE	DEFINITION	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	MIDDLE DISCIPLINARY STEPS	HIGH DISCIPLINARY STEPS	**Discipline options**
Disrespect	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration.	LOCAL	1. Student conference, parent notification, loss of privilege, and/or detention 2. Parent conference, loss of privileges and 1-3 days ISS 3-5 ISS 4. 1-3 days OSS 5. 3-5 days OSS	1. Student conference, parent 1. Student conference, parent notification, and 1 day ISS 2. 3 days ISS 3. 5 days ISS 4. 3-5 days OSS 5. 10 days OSS/Admin Placement	1. Student conference, parent notification, and 1 day ISS 2. 3 days ISS 3. 5 days ISS 4. 3 days OSS 5. 5 days OSS/Admin Placement/Alt Placement recommendation	1. Student conference, parent notification, and 1 day ISS 2. 3 days ISS 3. 5 days ISS 4. 3 days OSS 5. 5 days OSS/Alt Placement recommendation	**Other Administrative Disciplinary Actions:** ***Parent/ Guardian contacted (Mandatory)** ***Referral to Mental Health Services** ***Conference with student** ***Parent Conference** ***Guidance Referral** ***After-school or lunch Detention. After school detention= 1 day of ISS** ***Behavior Contract** ***Peer Mediation** ***Restorative Practices** ***Mentoring** ***Corporal punishment (local codes only)** *** Work detail (local codes only)**
Disruption Classroom	The act of behaving inappropriately, which disrupts the learning environment, which inhibits the instructor's ability to teach, or interferes with other students' ability to learn.	LOCAL	1. Student conference, parent notification, loss of privilege, and/or detention 2. Parent conference, loss of privileges and 1-2 days ISS 3. 3 days ISS 4. 1-2 days OSS	1. Student conference, parent notification, loss of privilege 2 . 1 - 2 days ISS 3. Parent conference and 3-4 days OSS 4. 1-2 days ISS 5. 3-4 days OSS	1. Student conference, parent notification, and 1 day ISS and loss of privilege 2. 3 days ISS 3. 5 days ISS 4. 3 days OSS 5. 5 days OSS Alt Placement recommendation	1. Student conference, parent notification, and 1 day ISS and loss of privilege 2. 3 days ISS 3. 5 days ISS 4. 3 days OSS 5. 5 days OSS/Alt Placement recommendation	
Dress Code Violation (Level 1)	Dress in a manner that violates the established dress code policy and/or in a manner that would constitute a safety hazard.	LOCAL	1. Notification of parent/guardian; change of inappropriate attire 2.Notification of parent/guardian; change of inappropriate attire; loss of privilege, 2. Notification of parent/guardian; change of inappropriate attire, loss of privilege, 1 day of ISS	1. Notification of parent/guardian; change of inappropriate attire 2.Notification of parent/guardian; change of inappropriate attire; loss of privilege, 3. Notification of parent/guardian; change of inappropriate attire, loss of privilege, 1-2 days of ISS	1. Notification of parent/guardian; change of inappropriate attire 2.Notification of parent/guardian; change of inappropriate attire; loss of privilege, 1 day of ISS 3. Notification of parent/guardian; change of inappropriate attire, loss of privilege, 2-3 days of ISS	1. Notification of parent/guardian; change of inappropriate attire 2.Notification of parent/guardian; change of inappropriate attire; loss of privilege, 1 day of ISS 3. Notification of parent/guardian; change of inappropriate attire, loss of privilege, 2-3 days of ISS	
Hoodies (Level 1)	Hoodies and hats that cover the ears are strictly prohibited indoors at all times. Refusal to take the hoodie off or temporarily removing the hoodie and putting it back on is considered defiance.		1. Student conference about school policy. Also make the parent aware of the policy. 2. Student conference again, call the parent to reinforce the hoodie not being worn inside of the building. 3. Parent will be called to the school for a meeting about the policy.	1. Warning 2. Lunch detention- 1 day 3. Lunch detention- 3 days 4. After school detention 5. 1 day ISS 6. 3 days ISS	1. Warning 2. Lunch detention- 1 day 3. Lunch detention- 3 days 4. After school detention 5. 1 day ISS 6. 3 days ISS	1. Warning 2. Lunch detention- 1 day 3. Lunch detention- 3 days 4. After school detention 5. 1 day ISS 6. 3 days ISS **APPROVED BY THE FRANKLIN COUNTY SCHOOL BOARD ON 07/31/2025**	
Drug/OTC/ Legal (Level 1)	The act of using, possessing, selling or distributing over-the-counter medication. A student using or possessing medication prescribed to him/her without going through the district medication procedure. Policy 7.302 Student must have signed permission on file to carry and self-administer headache medication. Medication must be in original container - no more than one day dosage. (Any confiscation is subject to field test)	LOCAL	1. Parent conference, loss of privileges 2. 1 day ISS 3. 2-3 days ISS 4. 4-5 days ISS 5. 1-3 days OSS	1. Confiscation and Student conference/Parent contact and/or Lunch detention 2. Confiscation and 1 day ISS 3. Confiscation and 3 days ISS 4. 5 days ISS 5. 3 days OSS	1. Confiscation and Student conference/Parent contact and/or Lunch detention 2.Confiscation and 1 day ISS 3.Confiscation and 3 days ISS 4. 3 days OSS	1. Confiscation and Student conference/Parent contact and/or Lunch detention 2. Confiscation and 1 day ISS 3. Confiscation and 3 days ISS 4. 3 days OSS	

Excessive Tardies (Level 1)	A consistent failure to be in a place of instruction at the assigned time (5 per 9 weeks).	LOCAL	Parent Notification required (Note: If tardies occur due to student not attending class after arriving at school, refer to skipping for disciplinary action)	Parent Notification required (Note: If tardies occur due to student not attending class after arriving at school, refer to skipping for disciplinary action)	1. 4 tardies - Conference with student/parent, 2 days lunch detention 2. 5 tardies - 1 day ISS, parent/student conference 3. 6 tardies - 2 days ISS, parent/student conference 4. 7 tardies – 3 days of ISS and parent/student conference	1. 4 tardies - Conference with student/parent, 2 days lunch detention 2. 5 tardies - 1 day ISS, parent/student conference 3. 6 tardies - 2 days ISS, parent/student conference 4. 7 tardies – 3 days of ISS and parent/student conference	

DISCIPLINE CODE	DEFINITION	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	MIDDLE DISCIPLINARY STEPS	HIGH DISCIPLINARY STEPS	**Discipline options**
False Accusation Against Others	*An allegation that is false in that the events that were alleged did not occur. An allegation that describes events that did occur but were perpetrated by an individual who is not accused, and in which the accused person is innocent. *An allegation that is false, in that it mixes descriptions of events that happened with other events that did not occur. *Serious false allegations could result in more serious consequences	LOCAL	1. Student conference, student counseling, parent notification, loss of privilege 2. Parent conference, loss of privilege, and detention 3. 1-3 days ISS 4. 1-3 days OSS	1. Student conference, student counseling, parent notification, loss of privilege and detention 2. Parent conference, loss of privilege, 1-3 days ISS 3. 1-3 days OSS 4. 3-5 days OSS	1. 1 day ISS, student counseling 2. 3 days ISS 3. 5 days ISS 4. 3 days OSS 5. 5 days OSS w/recommendation of Alt/Placement	1. 1 day ISS, student counseling 2. 3 days ISS 3. 5 days ISS 4. 3 days OSS 5. days OSS w/recommendation of Alt/ Placement	**Other Administrative Disciplinary Actions:** ***Parent/ Guardian contacted (Mandatory)** ***Referral to Mental Health Services** ***Conference with student** ***Parent Conference** ***Guidance Referral** ***After-school or lunch Detention. After school detention= 1 day of ISS** ***Behavior Contract** ***Peer Mediation** ***Restorative Practices** ***Mentoring** ***Corporal punishment (local codes only)** *** Work detail (local codes only)**
Felony Charges Off School Property	The formal charge by state attorney officials of a student for the alleged commission of a felony or delinquent act which would be classified as a felony if committed by an adult.	LOCAL	See F.S. 1003.31, Rule 6A-1.0956, F.A.C for procedures	See F.S. 1003.31, Rule 6A-1.0956, F.A.C for procedures	See F.S. 1003.31, Rule 6A-1.0956, F.A.C for procedures	See F.S. 1003.31, Rule 6A-1.0956, F.A.C for procedures	
Horseplay/ Disruptive / Unruly Play (Level 1)	"Play fighting", any actions that give the impression of fighting, slapping, pushing/shoving on purpose	LOCAL	1. Student conference, parent notification, loss of privilege 2. Parent conference, loss of privilege, and detention 3. 1 day ISS 4. 3 days ISS 5. 5 days ISS 6. 1 day OSS	1. Student conference, parent notification, loss of privilege and detention 2. Parent conference, loss of privilege, 1 day ISS 3. 3 days ISS 4. 5 days ISS 5. 1 day OSS 6. 6. 3 days OSS	1. Student conference, parent notification and 3 days lunch detention 2. 1 day ISS 3. 3 days ISS 4. 5 days ISS 5. 3 days OSS	1. Student conference, parent notification, and 3 days Lunch detention 2. 1 day ISS 3. 3 days ISS 4. 5 days ISS 5. 3 days OSS	
Inappropriate Behavior/ Language (Level 1)	Written, verbal remarks, gestures, or physical aggression that shows a lack of respect, rudeness, and is inappropriate.	LOCAL	1. Student conference, parent notification and 1 day lunch detention 2. Student conference, parent notification and 3 days lunch detention 3. 1 day ISS 4. 3 days ISS	1. Student conference, parent notification and 3 days lunch detention 2. 1 day ISS 3. 3 days ISS 4. 5 days ISS	1. Student conference, parent notification and 3 days lunch detention 2. 1 day ISS 3. 3 days ISS 4. 5 days ISS 5. 5 days OSS	1. Student conference/Parent contact and 3 days lunch detention 2. 1 day ISS 3. 3 days ISS 4. 5 days ISS 5. 5 days OSS	
Physical Attack	The act of an actual and intentional striking of another person against his/her will, with no significant injury.	LOCAL	1. Student conference, parent notification, 1-2 days ISS, (could be reduced w/ counseling) 2. 3-4 days ISS w/ School Based Intervention, (could be reduced w/ counseling) 3. 1-3 days OSS cont. School Based Intervention 4. 5-7 days OSS MTSS plan or change strategy	1. Student conference, parent notification, and 1-2 days ISS, (could be reduced w/ counseling) 2. 3-5 days ISS w/ School Based Intervention 3. 3-5 days OSS cont. School Based Intervention 4. 7-10 days OSS MTSS plan or change strategy	1. 5 days ISS w/ School Based Intervention 2. 5 days OSS continue w/ School Based Intervention/MTSS 3. 7-10 days OSS with option of Admin Placement, continue School Based Intervention/MTSS	1. 5 days ISS w/ School Based Intervention 2. 5 days OSS continue w/ School Based Intervention 3. 7-10 days OSS with option of Admin Placement, continue School Based Intervention/MTSS	

APPROVED BY THE FRANKLIN COUNTY SCHOOL BOARD ON 07/31/2025

DISCIPLINE CODE	DEFINITION	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	MIDDLE DISCIPLINARY STEPS	HIGH DISCIPLINARY STEPS	**Discipline options**
Profanity Directed Towards Staff	Abusive, profane, obscene, or vulgar language (verbal, written, or gestures) directed toward staff.	LOCAL	1. Student conference, parent notification, loss of privilege, and/or detention 2. Parent conference, loss of privileges and 1-3 days ISS 3. 3-5 days ISS 4. 1-3 days OSS	1. Student conference, parent notification, and 1-3 days ISS 2. Parent conference and 3-5 days ISS 3. 1-3 days OSS 4. 3-5 days OSS 5. 7 days OSS administrative placement/Expulsion	1. 3 days ISS 2. 5 days ISS 3. 5 days OSS 4. 10 days OSS with recommendation of Alternative Placement/Expulsion	1. 3 days ISS 2. 5 days ISS 3. 5 days OSS 4. 10 days OSS with recommendation of Alternative Placement/Expulsion	**Other Administrative Disciplinary Actions:** ***Parent/ Guardian contacted (Mandatory)** ***Referral to Mental Health Services** ***Conference with student** ***Parent Conference** ***Guidance Referral** ***After-school or lunch Detention. After school detention= 1 day of ISS** ***Behavior Contract** ***Peer Mediation** ***Restorative Practices** ***Mentoring** ***Corporal punishment (local codes only)** *** Work detail (local codes only)**
Sexting	Sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photos, images or messages by or on a cell phone, computer or other electronic means during school hours or any school sponsored activities on or off campus, while on school district property, or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school or that disrupts the educational process.	LOCAL	Parent conference if this should occur and consult with SRD.	Consult w/SRD 1. 1-3 days ISS 2. 3-5 days ISS 3. 1-3 days OSS 4. 3-5 days OSS	Report to SRD 1. 3-5 days ISS 2. 1-3 days OSS 3. 3-5 days OSS 4. 5-10 days OSS w/ recommendation of Alternative Placement	Report to SRD 1. 3-5 days ISS 2. 1-3 days OSS 3. 3-5 days OSS 4. 5-10 days OSS w/recommendation of Alternative Placement	
Skipping – Off/On Campus (Level 1)	Failure to report to class or school without receiving proper prior approval and/or following the established procedures for checking out of school.	LOCAL	1. Parent notification required 2. Loss of privilege, detention 3. 1 day ISS 4. 2 days ISS	1. Parent notification required, Loss of privilege, detention 2. 1 day ISS 3. 2 days ISS 4. 3 days ISS 5. 4 days ISS	1. 1 days ISS or detention 2. 2 days ISS 3. 3 days ISS 4. 4 days ISS 5. 5 days ISS	1. 1 day ISS 2. 2 days ISS 3. 3 days ISS 4. 4 days ISS 5. 5 days ISS	
Theft	(Less than $750) The unauthorized taking, carrying riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.	LOCAL	1. Student conference, parent notification, loss of privilege and/or detention, and restitution 2. Parent conference, loss of privilege, 1-3 days ISS and restitution. 3. 1-3 days OSS and restitution 4. 3-5 days OSS and restitution	1. Student conference, parent notification, loss of privilege and/or detention, and restitution 2. Parent conference, loss of privilege, 1-3 days ISS and restitution. 3. 1-3 days OSS and restitution 4. 3-5 days OSS and restitution	1. 3 days ISS; restitution 2. 5 days ISS; restitution 3. 5 days OSS; restitution/Alternative Placement/Expulsion	1. 3 days ISS; restitution 2. 5 days ISS; restitution 3. 5 days OSS; restitution/Alternative Placement/Expulsion	
Threat/ Intimidation *Requires TAT Paperwork*	The act of making another person fearful of being harmed by a declaration of intent through words (oral, written, electronic, or symbolic) or acts to do **violence** to another person. **(Low Level).** May result in threat assessment and/or consultation with SRD.	LOCAL	1. Student conference, parent notification, loss of privilege 2. Parent conference, loss of privilege, and detention 3. 1-3 days ISS 4. 1-3 days OSS; can be reduced with counseling	1. Student conference/Parent contact and/or 1 day ISS 2. 3 Days ISS 3. 5 days ISS 4. 5-7 days OSS; can be reduced with counseling	1. Student conference, parent notification, and 1 day ISS 2. 3 days ISS 3. 5 days ISS 4. 5-7 days OSS 5. 10 days OSS/Admin Placement/Alt Placement	1. Student conference, parent notification, and 1 day ISS 2. 3 days ISS 3. 5 days ISS 4. 5-7 days OSS 5. 10 days OSS/Admin Placement/Alt Placement	

APPROVED BY THE FRANKLIN COUNTY SCHOOL BOARD ON 07/31/2025

DISCIPLINE CODE	DEFINITION	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	MIDDLE DISCIPLINARY STEPS	HIGH DISCIPLINARY STEPS	**Discipline options**
Use/ Possession of Combustibles	Possession, use or sale of fireworks, matches, cigarette lighters or other destructive device. THIS IS NOT FOR VAPE.	LOCAL	1. Parent conference, loss of privilege and 1-3 days ISS 2. 1-3 days OSS 3. 3-5 days OSS	1. Parent conference and 1-3 days OSS 2. 3-5 days OSS 3. 5-10 days OSS	1. Student conference/Parent contact and 3 days ISS, confiscation 2. 5 days OSS 3. 10 days OSS, confiscation and Alternative Placement/Expulsion	1. Student conference/Parent contact and 3 days ISS, confiscation 2. 5 days OSS 3. 10 days OSS, confiscation and Alternative Placement/Expulsion	**Other Administrative Disciplinary Actions:** ***Parent/ Guardian contacted (Mandatory)** ***Referral to Mental Health Services** ***Conference with student** ***Parent Conference** ***Guidance Referral** ***After-school or lunch Detention. After school detention= 1 day of ISS** ***Behavior Contract** ***Peer Mediation** ***Restorative Practices** ***Mentoring** ***Corporal punishment (local codes only)** *** Work detail (local codes only)**
Vandalism/ Property Damage	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. Less than $1,000.	LOCAL	1. Student conference, parent notification, loss of privilege and/or detention, and restitution 2. Parent conference, loss of privilege, 1-3 days ISS, and restitution 3. 1-3 days OSS and restitution 4. 3-10 days OSS and restitution	1. Student conference, parent notification, loss of privilege 1-3 days ISS, and restitution 2. Parent conference, loss of privilege, 1-3 days OSS, and restitution 3. 3-5 days OSS and restitution 4. 5-10 days OSS and restitution	1. 2 days ISS; restitution 2. 4 days ISS; restitution 3. 3-days OSS; restitution 4. 3-10 days OSS; restitution; Alternative Placement	1. 2 days ISS; restitution 2. 4 days ISS; restitution 3. 3 days OSS; restitution 4. 3-10 days OSS; restitution; Alternative Placement	
Vehicle Violation	Hazardous or destructive driving; parking or driving in an unauthorized area, driving without school issued permit, or revoked driver's license	LOCAL				1. 2 days ISS 2. 4 days ISS 3. Revoke driving privilege	
Other Minor/Major Infractions	Only use this code if behavior will NOT fit in a discipline code described above which substantially disrupts the orderly conduct in the school environment.	LOCAL	Administrative Review	Administrative Review	Administrative Review	Administrative Review	
	BUS DISCIPLINE CODES						
	School bus drivers will provide an initial warning to all students. Upon recurrence, the bus driver will contact individual parents to inform them of the problem behavior(s) and seek support. Subsequent bus infractions will result in a referral. Referrals will be coded based on the behavior. Be sure to note the location as Bus and include the Bus #.						
			Please contact Teresa Segree for all bus infractions that require a referral at TSegree@fcsdfl.org				
	The Franklin District Schools Discipline Matrix is a tool for administrators to respond appropriately when students have committed behavioral infractions, per the Code of Student Conduct. This tool is designed to offer consistency at all levels across the district so that students are disciplined appropriately from school to school when their behavior requires punishment beyond the classroom. The Matrix provides progressive disciplinary actions to address multiple behaviors. Other disciplinary strategies will be used in the classroom first before it results in a referral, unless the action is serious enough that a warning is not necessary.						

APPROVED BY THE FRANKLIN COUNTY SCHOOL BOARD ON 07/31/2025

Procedures Relating to Suspension

Suspension, also referred to as out-of-school suspension, is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal, for a prescribed period of time not to exceed ten (10) regular school days at any one time. A regular school day is any day when school is in session, and students are required to be there. A school day does not include weekends, holidays, or weather-related days off. Suspensions will be served on days that school is actively in session. Referral for placement at an alternative school is not a suspension, but rather a school assignment.

When a student is accused of misconduct that would warrant suspension under the code of conduct, the following procedures shall apply. Before suspension is imposed, students shall be given notice of the provisions of the code of conduct they are accused of violating and the factual basis for the charges. Students shall have an opportunity to present their version of the incident before suspension is imposed.

The principal is authorized to immediately suspend a student if the student has physically assaulted another individual, engaged in behavior posing an immediate danger to students or staff, substantially disrupted the orderly operation of the school, or otherwise committed any offense which the school board has determined constitutes a serious breach of conduct. However, in these cases, the student shall still be given verbal notice of the allegations and an opportunity to explain or defend the conduct. In these cases where immediate suspension is not authorized in accordance with this paragraph, the principal or designee should make a good faith effort to seek parental assistance before suspension.

In a timely manner following the imposition of suspension, the principal or designee shall make a good faith effort to inform the student's parent or guardian by telephone of the suspension and the reason such action was taken in a timely manner. The suspension and the reason for the suspension shall be communicated to the parent or guardian within twenty-four (24) hours. In case of high school students, 18 years or older, notice of suspension will be given to the student. will be given.

The school administrative staff shall notify the superintendent within twenty-four (24) hours of the suspension and the reasons. The school shall use the district-approved Notice of Suspension Form, which is located in FOCUS. The superintendent's designee shall review such suspension for compliance with the requirements of the code.

The rules of evidence and judicial procedure do not apply to suspension procedures. The decision to impose suspension is not subject to further review beyond the superintendent's designee.

Any student who brings a firearm or weapon to school or who has made a threat or false report will be referred to mental health services for evaluation and treatment.

Procedures for Placement in an Alternative School

A discipline committee will review all recommendations for placement in an alternative school and/or expulsion. Students may be referred for counseling with mental health services, substance abuse programs, and subject to random drug screening. If the school principal or designee recommends alternative placement, the principal or designee shall appear before the committee and explain the facts and the rationale for the recommendation. After due deliberation, this committee shall act upon the recommendation and so advise the student and principal. The discipline committee may accept, reject, or modify the principal's recommendation.

Students will be registered at the Franklin County Learning Center (Alternative School) following placement by the discipline committee. Students who do not attend Franklin County Learning Center may not attend any Franklin County School District school until they have attended the Learning Center for the prescribed period. Students may be assigned to the program.

Long-term Alternative School is a program in which the student progresses through four levels. Students begin in a Level 1 environment and must progress through all four levels before exiting the program. See the Alternative School Handbook for more information about this program.

APPROVED BY THE
FRANKLIN COUNTY SCHOOL BOARD
ON 07/31/2025

Procedures for Appeal of Alternative School Placement

The student, parent or guardian may request an appeal of the discipline committee's decision to place the student in an alternative school to the district school board. However, the student must enroll at the alternative school while the appeal is pending. The school board may request, receive, and will consider such additional information from the parties as necessary to properly review the initial decision. After due deliberation, the board shall make a recommendation to the superintendent, who may affirm, reject or modify the original decision.

For all meetings under this section, except for the initial meeting of the discipline committee, the student shall attend with the student's parent(s) or guardian or other responsible adult. The student may also invite others to attend on the student's behalf including legal counsel or other representation. The student shall have a chance to explain their actions and provide any additional information, as they may believe necessary. These are not legal proceedings, and the rules of evidence and judicial procedure do not apply. No transcript of testimony will be required or provided.

The superintendent may request, receive, and review such additional information from the parties as necessary to properly review the board's decision. After due deliberation, the superintendent shall act upon the committee's recommendation and so advise the student and principal. The decision of the superintendent is final, conclusive and binding.

Expulsion

The school principal may recommend the expulsion of any student who has committed a serious breach of conduct that is subject to expulsion under this Code or Florida law. The principal recommendation of expulsion shall include a detailed report explaining the basis for the recommendation and alternative measures to expulsion considered by the principal before making the recommendation. The superintendent shall consider the recommendation and may adopt, modify, or reject it. If the superintendent recommends expulsion, the recommendation shall be forwarded to the school board for final action.

The student or parent or guardian shall have the right to an expulsion hearing before the school board. The hearing shall be conducted in accordance with the requirements and safeguards of school board Policy 5610. The district school board shall review the recommendation for expulsion and either accept, reject or modify the principal's recommendation. The board's decision shall be communicated in writing to the superintendent and the student's parents or guardian.

Discipline Procedures for Students with Disabilities

The district complies with all federal and state laws pertaining to students with disabilities. A student identified as disabled under Section 504 of the Rehabilitation Act of 1973 (Section 504) shall be subject to the same disciplinary procedures prescribed by Department of Education Rule 6A-6.03312 and the District's Exceptional Student Program Policies and Procedures.

Students with disabilities may be subjected to short-term or long-term removals depending on the disciplinary infraction of the Code of Conduct. A short-term removal is one in which a student with a disability is removed from a school up to ten (10) school days within a school year. Short-term removals do not require the school to provide services identified in the student's Individualized Education Plan (IEP) or Section 504 plan, or to conduct a manifestation determination meeting.

A long-term removal is one in which a student with a disability:

- is suspended for a period of more than ten (10) consecutive days, or
- has been suspended for more than ten (10) cumulative days in the school year, or
- is subject to expulsion.

A long-term removal of a student with a disability requires the following:

- The school will schedule a manifestation determination meeting with the relevant members of the IEP or Section 504 team including the parent and student. At this meeting, the team reviews the student's IEP or Section 504 plan, the student's file, teacher observations, and relevant information

APPROVED BY THE
FRANKLIN COUNTY SCHOOL BOARD
ON 07/31/2025

provided by the student's parents. Following this review, the IEP or Section 504 team shall determine whether the student's behavior was a manifestation of his/her disability.

- If the behavior is not a manifestation of the student's disability, then the student may be disciplined in the same manner as non-disabled students. Additionally, the student may be removed to an alternative education setting if recommended by the discipline committee. The discipline committee will also serve as an IEP team to consider any educational placement issues relating to the student's disability. Students with disabilities may also be recommended for expulsion by the discipline committee when appropriate.
- If the behavior is a manifestation of the student's disability, the district shall conduct a functional behavioral assessment (FBA) and implement a behavior intervention plan (BIP) for the student to address the behavior. The student may not be disciplined and shall be returned to his/her original placement unless the parent and District agree otherwise as part of the student's IEP. However, if recommended by the discipline committee, a student may be removed to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the student's behavior is determined to be a manifestation of his/her disability if the student: (a) carries a weapon to or possesses a weapon at school, (b) knowingly possesses or uses illegal drugs at school, or (c) has inflicted serious bodily injury upon another person while at school.

Additional requirements for the suspension and expulsion of students with disabilities are detailed in the District's Exceptional Student Program Policies and Procedures, and Florida Department of Education Rule 6A-6.03312. Any time a significant change in placement (such as an exclusion of more than ten (10) consecutive days is being considered, the parent(s) or guardian of a student with a disability shall be provided a copy of the notice of procedural safeguards for parents of students with disabilities and written notice, or the procedural safeguards and parent rights for Section 504.

Restraints for Students with Disabilities- School personnel are prohibited from using mechanical restraints and are allowed to use physical restraint only when all positive behavior interventions and supports are exhausted, and when there is imminent risk of serious injury. Ensuring physical restraint may be used only to protect the safety of students, school personnel, or others. School resource officers, school safety officers, school guardians or school security guards, as defined in F.S.1006.12 (s), to use mechanical restraint in the exercise of their powers and duties to restrict students in grades 6-12.

Procedures for Felony Suspension

A student may be suspended from all regular classes when formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on other than school property, but which is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. The procedures and requirements for felony suspensions are prescribed by Florida Statute 1006.09(2) and Department of Education rules.

Corporal Punishment

The principal shall prepare guidelines for the use of corporal punishment. The guidelines will identify the types of punishable offenses, conditions under which the punishment shall be administered, and the specific personnel of the school staff authorized to administer the punishment.

- Corporal punishment is defined as "the moderate use of physical force or physical contact by principal, assistant principal or dean as may be necessary to maintain discipline or to enforce school rules."
- It is required that corporal punishment be administered only in the presence of another adult who is informed beforehand, and in the student's presence, of the reason for the punishment. It is recommended that female staff members administer corporal punishment to female students (middle and high school). The school officials will honor a written request by a parent or guardian for no corporal punishment. An alternative disciplinary measure will be used in its place, such as suspension/alternative school.

APPROVED BY THE
FRANKLIN COUNTY SCHOOL BOARD
ON 07/31/2025

- Principal, assistant principal or dean who has administered corporal punishment is also required, upon request of a student's parent or guardian, to provide a written explanation of the need for the punishment and the name of the adult witness who was present.
- In no case should corporal punishment be unduly severe or degrading in its nature.
- Corporal punishment shall never be administered to a student known to be under medical treatment for an emotional disability or to a student suffering from a physical condition which would cause his/her life to be endangered by the use of such punishment.

SECTION 5-MISCELLANEOUS

Administrative Assignment to an Alternative School

The superintendent has the authority to administratively assign students to Franklin County Learning Center to facilitate their transition into a mainstream district school. This transition may be due to previous assignments to a juvenile justice facility, an alternative school outside the district, or from another school district where serious disciplinary charges were pending at the time of the student's withdrawal or transfer. In addition, the Superintendent may use their judgment and discretion to determine if such alternative placement would be in the district's best interest in terms of protecting student safety and welfare.

Directory Information

In accordance with school board Policy 8330, the school board reserves the right to release selected personal information about students (Directory Information) without the consent of the students or their parents or guardian. A student's parent(s)/guardian(s) or an adult student, however, may notify the school board that directory information concerning the student shall not be released. Such opt-out notice shall be in writing and filed annually with the principal of the student's school and with the district's office. Please refer to the Release of the Student Directory Information Options Form at the end of this booklet. However, directory information will be released as required by law and in cases of photographs, video or other directory information presented at a public forum, public event or open house.

Directory Information consists of the following data:

- Name
- Address
- Telephone number, if listed
- Date and place of birth
- Internally generated pupil number
- Participation in officially recognized activities and sports
- Weight and height if an athletic team member
- Dates of attendance at schools in the district
- Degrees, awards and honors received;
- Major field of study; and
- Photographs and video
- Most recent previous school or program attended

Directory Information will be released to:

- Yearbook publishers, school ring vendors, school photograph vendors, as selected by each school.
- Law enforcement and other governmental agencies, both state and federal (official request only).
- U.S. Armed Forces recruiting officials (as required by federal law)
- College and university recruiters

Notice of Rights

Federal and State law affords parents, guardians, and students over 18 years of age (eligible student) certain rights with respect to the student's educational records. These rights are:

A. The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or

APPROVED BY THE
FRANKLIN COUNTY SCHOOL BOARD
ON 07/31/2025

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

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under federal law. Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

C. The right to privacy of personally identifiable information in the student's education records, except to the extent that federal law authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) a person serving on the a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); and a volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if they need to review an education record to fulfill their professional responsibility. Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

D. The Franklin County School Board has designated student Directory Information and the conditions for its release. Please refer to paragraph 2 above and Board Policy 8330 listed on the district's website for further information.

E. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-8520

Divorced or Unmarried Parents

Regardless of who may have legal custody or parental responsibility for a student, both parents have the right of access to the student's educational records unless there is a judicial order limiting or prohibiting a parent's access.

Name Change

When a parent, guardian or any other person seeks to enroll a student under a name other than the legal name, or seeks to change the name of a student already enrolled, the parent or other person shall be informed that the name of the child as shown on the birth certificate or other supporting evidence as provided in Florida Statute 1003.21(4) of these regulations will be used until such time as a final court order verifies a legal change.

Discrimination Prohibited

The school board does not discriminate on the basis of race, ethnicity, color, national origin, sex, disability, pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law in its programs and activities, including employment opportunities. In accordance with the Boy Scouts of America Equal Access Act 20 U.S.C. 7905, the school board shall not deny equal access to District facilities or discriminate against Boy Scouts of America or any youth group listed in Title 36A patriotic society. School board policy 2260/7510 as summarized below,

contains the grievance procedure related to harassment and discrimination for employees, students and applicants.

Students Alleging Unlawful Discrimination or Sexual Harassment

The Board and the Superintendent recognize that unlawful discrimination and sexual harassment are inappropriate in District schools and prevent students from achieving at their highest level. Whenever a student makes a complaint of unlawful discrimination or sexual harassment, every effort will be made to arrive at a satisfactory resolution of the problem on an informal basis. When this is not successful, a student can resort to the more formal procedures as provided herein.

Definitions:

- **Unlawful Discrimination**- occurs when a student is excluded from participation in, is denied the benefits of, or is subjected to discrimination under any education program or activity conducted by this School District, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, social and family background or a language other than English by Limited English Proficiency (LEP) students when allowed by law.
- **Sexual Harassment** - is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
  a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education
  b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual
  c. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance, or creating an intimidating, hostile or offensive school environment.
  d. Such conduct places a student in reasonable fear to his or her person.
- **Equity Committee** - is a group of District administrators who are involved in resolving issues of unlawful discrimination and sexual harassment. The members of the Equity Committee and their telephone number(s)/e mail(s) are:

Human Resources Director (850) 670.2810 ext. 4101
Special Programs Director (850) 670.2810 ext. 4109
FCS Principal (850) 670.2800 ext. 3116
ABC School Principal (850) 653.1222 ext. 16
Members may also be contacted by mail at 85 School Road Eastpoint FL 32328

Examples:
Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse of a sexual nature
- Subtle pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes or sexual activity, etc.)
- Unwelcome or inappropriate physical contact (e.g., patting, pinching, or unnecessary touching)
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats.
- Display of sexually suggestive objects, pictures, or written materials.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Grievance/Complaint Procedures - SB Policy 2260

- **Informal complaint**- A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the superintendent or other district-level employee; and/or (3) directly to one of the Human Resource Officer.

- **Formal Complaint-** A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "complainant") may file a formal complaint, either orally or in writing, with a teacher, principal, or other district employee at the student's school, the human resource officer, superintendent, or another district employee who works at another school or at the District level.

Parent and Student Complaints-F.S. 1001.42(8)(c)

- In accordance with the rights of parents enumerated in ss. 1002.20 and 1014.04, adopt procedures for notifying a student's parent if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. The procedures must reinforce the fundamental right of parents to make decisions regarding the upbringing and control of their children by requiring school district personnel to encourage a student to discuss issues relating to his or her well-being with his or her parent or to facilitate discussion of the issue with the parent. The procedures may not prohibit parents from accessing any of their student's education and health records created, maintained, or used by the school district, as required by s. 1002.22(2).

Investigations

Reports of sexual harassment and discrimination will be promptly and impartially investigated by appropriate District staff. During the investigation, both the alleged perpetrator and victim will have the opportunity to present witnesses and other evidence.

Disciplinary Consequences

Sexual harassment is a Level IV offense, subject to discipline that may include expulsion, mandatory suspension and placement in an alternative school.

Remedies and Support

The district will take steps to prevent recurrence of incidents of sexual harassment and to remedy the discriminatory effects of such harassment. In addition to taking disciplinary action against the perpetrator, the district, when appropriate, will work with the victim to develop a safety plan designed to protect the victim from recurrence and to remedy the discriminatory effects of the harassment.

Confidentiality and Protection

Confidentiality and protection from retaliation will be provided to the extent possible to any student who alleges unlawful discrimination or harassment. A student who appropriately reports unlawful discrimination or sexual harassment will not be subjected to adverse educational action or retaliation in any form.

Homeless Students

Under Section 725 of the **McKinney-Vento Act** established in 1987 by the U.S. Department of Education and the **No Child Left Behind** legislation, school districts have an obligation to provide guidance for homeless students and their families. Incorporated in these guidance services, homeless students/families are eligible for the following services:

- Homeless children/youth are identified by school personnel and through coordination activities with other entities and agencies
- Homeless students/youth have access to a district liaison who will assist in the school enrollment process
- Homeless children/youth have access to immediate enrollment in school districts
- Parents or guardians of homeless children/youth are informed of educational opportunities for their children
- Parents or guardians and unattached youth are informed of their rights to comparable services, including transportation, special education, pre-school programs, etc.
- Enrollment disputes are mediated in accordance with McKinney-Vento Act
- Public notice of the educational rights of homeless students is widely disseminated to various appropriate locations

- For further information please see the Franklin County website or contact the homeless liaison at (850) 670-2800 ext. 4129

Notification of Social Security Number Collection and Use

In compliance with Florida Statute 119.071(5), the district gives this notice regarding the purpose of the collection and use of a student's Social Security number. The district collects students' Social Security numbers for use in the performance of the district's duties and responsibilities. To protect students' identity, the district will secure the Social Security number from unauthorized access. The district will never release a student's Social Security number to unauthorized parties; in addition, each student in the district will be issued a unique student identification number. A student's identification number is used for all educational purposes while enrolled in the district schools, including registration, access to your online record, etc. In addition to the federal reporting requirements, the public school system in Florida uses the Social Security number as a student identifier. This use is authorized in Florida Statutes 229.559 and 1008.386. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next. All Social Security numbers are protected by federal regulations and are never released to unauthorized parties.

Pledge of Allegiance/Moment of Silence

As provided by Florida Statute 1003.44(i) and school board Policy 8800, the Pledge of Allegiance shall be recited at the beginning of each day in Franklin County public schools. A student has the right to be excused from reciting the pledge, including standing and placing the right hand over his or her heart, upon written request of the student's parent. All schools are required to set time aside at least 1-2 min every day for a moment of silence.

Acceptable Use Procedures (AUP) for Students and Visitors/Digital Network & Technology Resources

Acceptable Use of the Digital Network of the Franklin County School District-
Students' use of the district's digital network, internet service and other electronic resources is a privilege. As a condition of that privilege, students must comply with this Acceptable Use Policy ("AUP"). The following general rules govern students' use of the district's digital network and technology resources:

- The use must be in support with the district's educational goals and policies
- The use must comply with this Acceptable Use Policy ("AUP")
- The use must comply with the instructions of teachers and staff
- Require that students who access our network with district or personally owned electronic equipment ANNUALLY sign this Acceptable Use Agreement which is to be kept on file at each school or district department
- The use must comply with applicable laws and regulations, including (a) bullying and harassment and (b) copyright laws.

Prohibited use of school technology includes:

- Any use that violates the code of conduct
- Use of another individual's account or providing individual account information to another person
- Use of the network for financial gain or for political or commercial activity
- Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message
- Attempting to access, modify, harm, or destroy another user's data on the network
- Harassing, insulting, ridiculing, attacking or defaming others via network communications
- Attempting to subvert, defeat or disable installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school district's technology resources
- Users of unauthorized methods of access to Franklin County School District technology resources such as modems and virtual private networks (VPN's)

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ON 07/31/2025

- Use of remote access software or services to access remote computer networks, workstations or servers from the district system
- Attempting to transmit damaging agents or otherwise willfully damaging or disrupting any computer facility, software, or data
- Attempting to interfere with the normal operation of computers, terminals, peripherals, or networks
- Usage invades the privacy of others
- Use or experimentation with software or hardware
- Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, prurient, sexually suggestive, or otherwise inappropriate
- Changing, deleting, or modifying Internet browser settings including hiding or deleting internet history or records of Internet use
- Use of the system for an unauthorized purpose

Enforcement

Students who violate these procedures may be denied access to Franklin County School District computing or technology resources and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to the Franklin County School District disciplinary procedures.

No Expectation of Privacy

Students and visitors have no expectation of privacy in their use of the district system.

AUP Agreement

As a condition of the privilege of using the district system and technology resources, students are required to annually execute the District AUP Agreement found in the forms section of this code of conduct.

The Use & Operation of Personally Owned Technology Devices or Electronic Property

Students and visitors who are authorized to use or operate personally owned devices must adhere to the following:

- District employees are not authorized to install software, perform any repair, configuration or maintenance on student-owned technology resources that are brought to school property or present during school sponsored activities including both software and hardware resources
- Students shall not perform any kind of maintenance, repair, configuration or installation services on technology devices owned by the district, and while at school, students shall not perform services on technology devices owned by others
- Students authorized to bring and/or use a personally owned technology device are responsible for safekeeping and proper use of their property. The district is in no way liable for any loss or damage for student owned devices

Additional Requirements for Students & Visitors Requesting a Waiver for Personal Electronic Property

Students and visitors requesting to operate their personal electronic property within the district must obtain written approval and abide by the following additional requirements:

- Any computer connected to the District Digital Network via wired or wireless control must have approved anti-virus software running with up-to-date virus definitions. A Waiver for Personal Electronic Property form must be signed (denoting approval) by the school or district department administrator prior to operating any personal electronic property in Franklin County School District schools or offices
- Any student or visitor that operates any personal electronic property must also sign and acknowledge this AUP.

Additional Guidelines for Students

Student users must adhere to the following additional guidelines:

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- Students will follow teacher instructions regarding the use of the Franklin County digital network
- Students must observe and adhere to all regulations when using any digital device on school campus or during sponsored events including cell phone use as outlined in the Student Conduct Code.

Additional Rules Governing the Use of Video, Photo &/or Audio Recording Devices at School:

This section addresses the use of devices that can record audio, photo or video content in the school environment, particularly the classroom. Such recording devices include:

- Smart Pen (i.e., Livescribe Echo), Personal audio recorder
- Mobile/Smart Phone
- Mobile Tablet or Device (i.e., iPad), eReader Mobile Computer System capable of recording video, photo, audio
- Digital or film-based Camera or video recorder

General Rule

All recording devices must be turned off at school to foster an appropriate educational environment, prevent unwarranted disclosure of student images and information, and to comply with the requirements of the negotiated agreement with the Franklin County Teacher Association.

Open House & Public Events Exception

Open house and public events are events where school premises are opened to the public or a segment of the public at the direction of the principal. They include open houses, sporting events, plays, musicals, contests, fairs, fundraisers, awards/recognitions, and theater performances. They also include off campus events such as graduations, contests, fundraisers, and other school sponsored public events.
In the exercise of judgment and discretion, a principal may also allow videotaping or photographing under other circumstances, provided that appropriate steps are taken to prevent unwarranted disclosure of student images contrary to their directory information opt-out election and to avoid disruption of the educational environment.

Web Content Developed by Students

As part of class/course projects, students may be developing and publishing content on web page(s) for the internet. Student photographs, drawings, and written work published on a class or school page may NOT contain any personal information linked to the student. Teachers may use first names or other codes, such as the teacher's name and a number for each student within the web page and with all file names.

The following procedures apply:

- Student web pages which profile a student are prohibited. No web page shall contain a student's phone number, address, e-mail address, opinions, or other personal information.

Students are not authorized to share or post personal photos and other profile information to public or school district websites when using district or personally owned electronic devices on school property or during any school-sponsored activities.

SECTION 6-FORMS

The following forms must be signed by parent/guardian and student and returned to school 5 days upon receiving the Student Code of Conduct.

1. Acceptable Use Procedures Agreement Form & Waiver for Personal Electronic Property
2. Release of Student Directory Information Options
3. Parent/Student Acknowledgment Student's Rules and Regulations of Operation
4. Authorization for Corporal Punishment Form

Student Acceptable Use Procedures Agreement Form and Student Waiver for Personal Electronic Property Form

(Applies to students or visitors who wish to use the district's digital network or students or visitors who wish to use their own personal electronic devices in schools/offices)

Student or Visitor User

_____I have read and agree to follow the Franklin County School District's Acceptable Use Procedures for Students and Visitors.

Student/Visitor Name: (Please print)_____

School or Visitor Affiliation: (School Name) _____

Student/Visitor Signature:_____

Date: _____

Parent/Guardian
Permission is required for Students to operate or access the district's digital network.

_____As the parent or guardian of this student, I have read, understand, and agree to the School District Acceptable Use Procedures for Students and Visitors for use of the District's Digital Network and the Internet. I give permission for my child to use the District's Digital Network in accordance with the Acceptable Use Procedures.

Parent/Guardian's name: (Please print)_____

Parent/Guardian's signature:_____

Date:_____

School Administrator's Approval (School Designee)

_____The administrator verifies the user and approves their access to the Franklin County School District Digital Network. Approval is also granted to use a personal electronic device, noted below (if applicable).

School Administrator's name/position: (please print)_____

Administrator's signature: _____

Date:_____

FRANKLIN COUNTY SCHOOL DISTRICT

Release of Student Directory Information Options

In conjunction with Section 6, Paragraph 3: Educational Records – Directory Information and school board policy 8330, this section provides the parent or adult student the opportunity to opt-out of the release of Student Directory Information. Parents should check the space (es) below that apply to opt-out of the release or publication of Student Directory Information:

_____ 1. I request that Student Directory Information not be released to Armed Forces, Military Recruiters or Military Schools. Federal public law 107-110, Section 9528 or the ESSA, Every Student Succeeds Act, requires school districts to release student names, addresses, and phone numbers to military recruiters upon request. The law also requires school districts to notify you of your right to Opt-Out from this by requesting that the district not release your information to military recruiters.

And/or

_____2. I request that Student Directory Information not be released to the school's PTO like organization (If applicable). Many schools have a PTO support organization. PTOs typically create and distribute a PTO directory that includes the student's/parent's name, address and phone number. Once released, this PTO directory is generally considered public.

And/or

_____3. I request that NO Student Directory Information, including photographs and video (as outlined in Section 6 of the student code of conduct) be released. This option would prevent Student Directory Information from being published (in yearbooks, school newspapers, school websites, etc.) or released to 3rd parties (i.e. PTO's, Armed Forces, Military Recruiters, Military Schools, approved school ring or yearbook vendors, etc.) by schools or District departments except where required by law, and except for photographs or video taken or other directory information presented at a public forum, public event, or open house. If any parent/guardian or adult student exercises any opt-out option(s) above (by checking any box), this form must be signed by the parent or adult student and returned to the school.

Printed Parent or Adult Student's Name:_____

Parent or Adult Student Signature:_____

Print Student's Name:_____

School Name/Grade:_____

Date:_____

Franklin County School District
2025-2026
STUDENT CONDUCT CODE
Parent/Student Acknowledgment
Student's Rules and Regulations of Operation

Students, parents/guardians, teachers, counselors, administrators, and office staff all have important roles to play in our schools. With so many people working together, problems may occur sometimes. Rules have been made to address these problems. Like laws, rules apply to everyone, and they work only when everyone knows what they are.

This booklet lists the district rules for students in Franklin County. The rules apply to all activities occurring on school grounds, on other sites being used for school activities and for any vehicles authorized for the transporting of students. Please read them. Since parents/guardians can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken. Parents, students, school faculty and staff need to know the rules.

Parents need to become involved in the education of their children and have the responsibility to provide the school with the current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities. As a parent, you also authorize designated Franklin County School District personnel and Franklin County Health Department School Health personnel to provide emergency care for your child and to exchange medical information as necessary to support the continuity of care of your child. Parents should also take special notice of the Attendance section of this Booklet as well as the Suspension and Expulsion provisions, which are in accordance with school board rule.

Your signature means that you have received this code of student conduct booklet and you know what the rules are. Signed forms must be part of every student's record. Parent signature means that parents have read this booklet and understand the rules. (It does not mean that you agree or disagree with them.)

All forms must be signed by the parent/guardian and the student and returned to school.

_____ _____

Student Name (please print) Date of Birth

Teacher_____Grade:_____

Parent/Guardian Signature:_____Date:_____

Student Signature:_____Date: _____

FRANKLIN COUNTY SCHOOL
CORPORAL PUNISHMENT CONTACT FORM

1250 Highway 98 East
Eastpoint, Florida 32328
Telephone: (850) 670-2800 Fax: (850) 670-2801

To Whom It May Concern,

As the parent/guardian of _____, I give permission to use corporal punishment as a consequence to his/her behavior in accordance with school board policy 5630. I understand that the principal (or his designee) will contact me prior to administering corporal punishment.

_____	_____	_____
Parent/Guardian Name (Printed)	Parent/Guardian Signature	Date

_____	_____	_____
Parent/Guardian Name (Printed)	Parent/Guardian Signature	Date