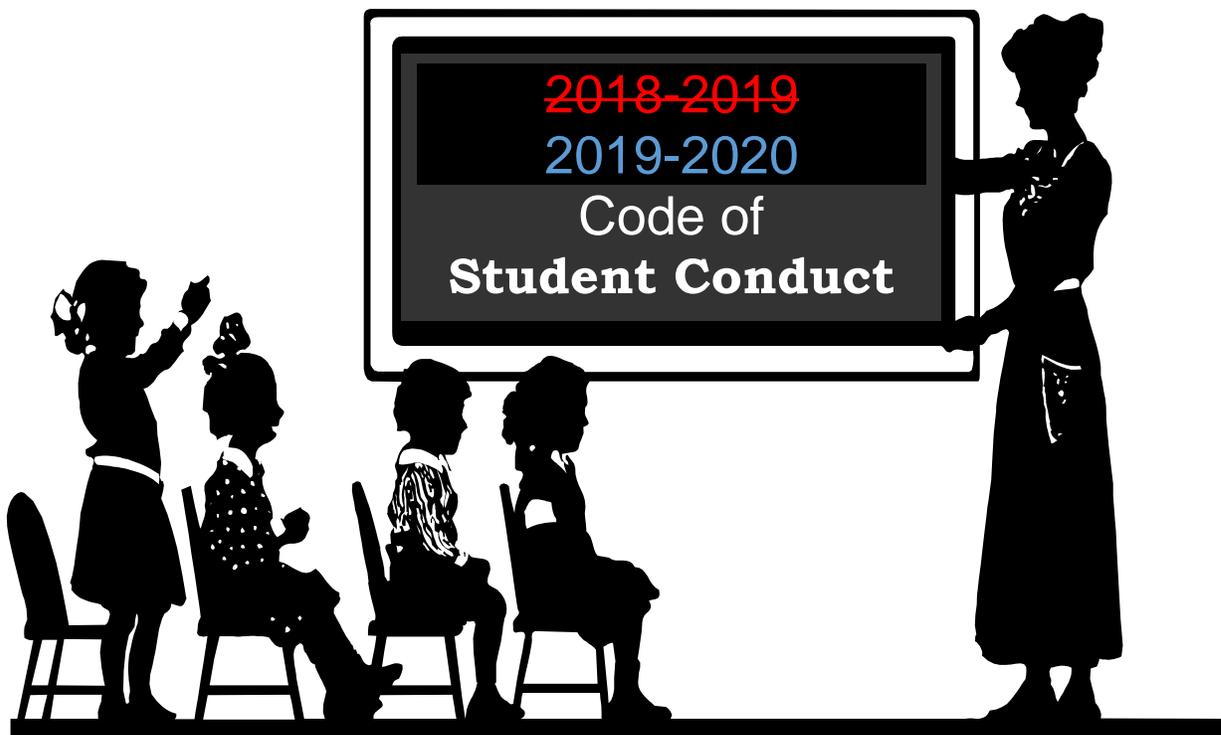


# BAKER COUNTY SCHOOL DISTRICT



It is the policy of the Baker County School District that admissions or access to or treatment or employment in its programs and activities are done so without discrimination on the basis of race, color, sex, national origin, marital status, disability, age or religion.

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## **INTRODUCTION**

The purpose of this Code of Student Conduct is to make available to students and the public a handbook containing information relative to policies, rules, rights, responsibilities, and disciplinary actions that may affect students as they experience the educational process in the Baker County Public Schools. It is not intended for this booklet to be totally comprehensive, but that it will reflect the basic policies and procedures that are in effect.

These statements will be broadly established and the individual schools of the district may find it advisable to further refine them in order to take into account each school's particular situations and conditions.

It is the desire of the school board and all educational personnel to provide a safe, quality education for all students. In order to accomplish this task, definition must be made as to student conduct. It is, therefore, the purpose of this handbook to make those definitions.

## **THE HOME, THE SCHOOL, AND THE STUDENT**

The respective roles of the home, the school, and the student are meshed together. Neither can be totally successful without the others. A cooperative, mutually-appreciative effort must be made if our community and society are to be best served. The Baker County School District recognizes the need for a team effort in the educational process. Positive efforts are required of all parties involved in the educational process if maximum success is to be attained.

The guidelines of this code are an effort to identify certain needs, concerns, and responsibilities of students. An organized effort is required in order to maintain a proper educational atmosphere. There must be rules and regulations in order to be as efficient and effective as possible in the deployment of the public trust endowed in the public schools of Baker County.

## **APPLICATION OF THE CODE**

This Code of Student Conduct and a school's particular rules are in force:

1. During regular school hours on school premises.
2. While students are being transported on the school bus and at their designated bus stops.
3. At such times and places, including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other activities where appropriate school administrators have jurisdiction over students.

Additionally, school officials are authorized to take administrative action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

Positive Behavior Interventions and Supports (PBIS) is a district-wide commitment to address problem behavior. PBS is a collaborative, assessment-based approach to developing effective interventions for problem behavior. It emphasizes the use of proactive, educative, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle changes for all students. The aim is to build effective environments in which positive behavior is more effective than problem behavior so that academic success can be achieved.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Foreword**

This statement sets forth the rights of all students in the public schools of Baker County, Florida and the responsibilities, which are inseparable from these rights. This statement should not be interpreted as being all-inclusive, for the student has rights guaranteed by the Constitution and the law.

The rights of an individual are preserved only by the protection and preservation of the rights of others. Students are responsible for the way they exercise their rights, and they must accept the consequences of their actions and recognize the boundaries of their rights. Each exercise of an individual's rights must demonstrate respect for the rights of others. To achieve the goal of a democratic society, the staff, students, and parents must work cooperatively to avoid the extremes of regimentation on the one hand and anarchy on the other.

A primary task of the school is to create a stimulating learning climate for all students. Such a climate includes a broad exposure to the rights and responsibilities of citizens in a democratic society. That the school community is educating the young for citizenship is reason enough for scrupulous protection of the constitutional freedoms of the

individuals involved. This statement presents opportunities for students to exercise their rights and assume their responsibilities for citizenship. Equity and balance should always be present in our school, and this can be accomplished only when the rights of students are equitable and balanced by the responsibilities on which the rights are based.

### **Education**

Each student has a right to an education, and they also have the responsibility not to interfere with or threaten the education of others by their action.

Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school.

Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing those channels provided for this purpose.

Though a student has a right to an education, the amount, quality and type of education they receive is commensurate with their ability and their efforts expended. No person can guarantee a student an education if they do not apply themselves to the task.

### **Expression**

The primary liberties in a student's life have to do with the processes of inquiry and learning, acquiring and imparting knowledge, and exchanging ideas. These processes require that students have the right to express opinions, to take stands, and to support causes either publicly or privately which do not conflict with the policies of the school nor the rules as set down by the principal.

### **Speech**

Every student has the right to express their opinion, either verbally or symbolically, as long as they do not infringe upon the rights of others.

As an intellectual being, every student has a right to search vigorously for truth by examining opposing ideas and to espouse and express in any orderly manner whatever views command the assent of their mind. Where soundness of their position can neither be proved nor disproved with documentation, they shall in no way be penalized academically for holding those views.

A student's responsibility must include personal concerns for the effect of the spoken word or symbolic expression on the personal reputation of others, and a student has the right to have their own personal reputation protected accordingly. Consequently, personal attacks and obscenities are prohibited.

### **Petition**

Students have the right to present petitions. However, the collecting of signatures on petitions shall not disrupt classroom procedures nor interfere with the educational process.

Students shall not be subjected to disciplinary measure for initiating or signing a petition provided that the petition is free from obscenities, libelous statements, and personal attacks.

### **Press**

Journalism provides many learning experiences. In a school community, students involved in student publications shall convey information with accuracy and insight in such a manner that truth shall remain predominant. Such publications shall operate under the concept of the First Amendment, which guarantees freedom of the press. In order to achieve the full learning experience, only materials alleged to contain the following should be withheld from the press.

- a. Libelous materials by current legal definition.
- b. Obscenity by current legal definition or local obscenity standards.
- c. Materials, which incite others to damage property, physically harm others, or seriously disrupt school activities or the educational process.

The responsibility and authority for decisions, based on the standards mentioned above, are vested with the principals or to whomever they delegate this authority.

The distribution of non-school sponsored publications will be prohibited on school property. Exceptions will be limited to simple announcements of community concern at the discretion of the principal or their appointed delegate.

### **Assembly**

Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participating in demonstrations, which interfere with the operation of the school or classroom, is inappropriate and prohibited.

### **Religion**

Students have the right to practice their own religious beliefs, as long as they violate neither the constitutional rights of others nor the Supreme Court's prohibition on a school's extending the mantle of public sanction or support to any particular religion. Students have the right to study, examine, discuss, and analyze religious ideas and institutions just as they may explore any other subject. Students have the right to participate in school-sponsored activities regardless of race, religion, ethnic origin, or economic status.

### **Satisfactory Conduct**

In order for a student to be eligible to participate in interscholastic extracurricular student activities, they must maintain satisfactory conduct and, if the student is convicted of, or is found to have committed a felony, or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities are terminated until final disposition of charges.

### **Definition of Interscholastic Extracurricular Student Activities**

Interscholastic extracurricular student activities are those organized student activities between or among schools, which are carried on outside the curriculum or regular course of study in school. These activities may involve displays of talent, which include, but are not limited to, sports, music festivals, and speech, debate, art, and drama competitions.

### **Government**

Students have a right to air grievances, problems, and concerns through legitimate channels provided by the school.

## **DRESS CODE**

The dress code of the Baker County School District is an attempt to work in concert with the goals and philosophy of our schools and to create a wholesome environment for the educating of our youth. Each student is expected to come to school in a neat and clean fashion and to wear shoes at all times. Individual schools may have additional dress code requirements published in their student planners. In addition to those requirements students are not allowed to wear the following to school:

1. Unacceptable Dress
  - a. Slacks, jeans, shorts, or dresses that reveal body imprints due to excessive tightness, including spandex-type clothing;
  - b. Shorts or dresses that are deemed too short by individual school administration, shorts or dresses having splits, or shorts worn for physical education;
  - c. Bare midriff, see-through clothing without appropriate under garments, sun dresses without straps, halters, backless dresses, tube tops, half shirts, open-sided shirts, T-Back tops, and tank tops/camis (unless covered by an appropriate outer garment);
  - d. Clothing with words, phrases, symbols, pictures, patches, or insignias, which are obscene, profane, offensive, or drug, alcohol, or gang related; \*
  - e. Hats, caps, visors, bandannas, hoodies, or headbands in school buildings (except for special occasions as approved by the administration);
  - f. Hair rollers and/or curlers in hair during school hours;
  - g. Any clothing improperly fastened;
  - h. Pants, jeans, or shorts worn below beltline.

2. Clothing and styles considered hazardous to health and/or safety and which are **not allowed**:
  - a. Bare feet; bedroom slippers; shoes with wheels (heelies);
  - b. Sunglasses inside the buildings, unless a medical permit is on file;
  - c. Choke collars, chains, jewelry, clothing or adornment that may be considered dangerous or disruptive to the learning environment.

Regarding F.S. 1002.23(7), students are expected to dress appropriately, exhibit respect for themselves and others, and maintain orderly conduct which is conducive to an orderly environment. No student can wear clothing that exposes underwear or body parts in an indecent or vulgar manner or which disrupts the orderly learning environment. Any student who violates the dress policy is subject to disciplinary action.

\*Chapter 2014-219, Laws of Florida amends section 1006.07, Florida Statutes (F.S.) related to the code of student conduct. This section states that students should not be disciplined or referred to law enforcement for simulating a firearm or weapon while playing, or wearing clothing or accessories which depict a firearm or weapon or an opinion regarding Second Amendment rights. Disciplinary action resulting from inappropriate student clothing or accessories will be consistent with state statutes. If the wearing of the clothing or accessory causes a substantial disruption to student learning the infraction may be addressed in a manner that is consistent with school board policies for similar infractions.

Baker County School District maintains school board authority to discipline students for simulating a firearm or weapon when it substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. Consequences for such offenses will be comparable to the severity of the offense and consistent with school board policies for similar infractions.

### **STUDENT RECORD PRIVACY**

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, is a federal law that affords students and the parents and legal guardians of minor students certain rights, primarily access and confidentiality, with respect to the students' educational records (20 U.S. Code {U.S.C.} 1232g). FERPA defines education records as all records that schools or education agencies maintain about students.

This and other United States "privacy" laws ensure that information about citizens collected by schools and government agencies can be released by consent or only for specific and legally defined purposes which may include:

- School officials with a legitimate educational interest can access students' educational records without their knowledge or consent
- Officials of schools to which student intends to apply or enroll
- Federal, state, or local educational authorities under certain conditions
- School readiness coalitions
- Parties to an interagency agreement between DJJ, school and law enforcement authorities for purpose of reducing juvenile crime. S 1002.22(3) (d) (13), F.S.

No Child Left Behind (NCLB) Act now requires schools to transfer disciplinary records to any private or public elementary or secondary school to which a student transfers.

Florida has a very broad Public Records Law. Virtually all written communications to or from School District Personnel are public records available to the public and media upon request. E-mail sent or received on the School District System will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.

## SCHOOL PROPERTY SEARCHES

The following rules shall apply to the search of school property assigned to a specific student and the seizure of items in his/her possession:

1. Reasonable suspicion for school authorities to believe that the student possesses an item or items, which constitute a crime or rule violation.
2. Specific items, which constitute unlawful possession, or other items, which would be used to interfere with the orderly operation of the school, may be the objectives of searches.
3. General housekeeping inspections may be made during each school term.

## SEARCHING OF STUDENTS

Students may be searched in the school, if authorities believe that they may carry destructive weapons, obscene materials, items of theft, or any other items, which would constitute a school rule violation. School officials will make reasonable efforts to avoid unnecessary embarrassment of the student involved in a search. Such searches will be conducted only by school administrators or under the directions of a school administrator/designee.

## EXAMPLES OF IMPROPER STUDENT BEHAVIOR

The school is a community and the rules, regulations, and code of conduct of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. In all the schools of Baker County, the following modes of action will be considered offenses against the schools' societies and will be punishable as prescribed in this document:

1. Alcohol
2. Arson
3. Battery
4. Breaking & Entering/Burglary
5. Disorderly Conduct
6. Drugs/THC Oil
7. Fighting/Bullying
8. Homicide
9. Kidnapping
10. Larceny/Theft
11. Malicious Harassment/Hate Crime/Bullying
12. Motor Vehicle Theft
13. Robbery
14. Sexual Battery
15. Sexual Harassment
16. Leaving Class Without Permission
17. Missing Detention
18. Not in Assigned Area
19. Sex Offenses
20. Threat
21. Intimidation
22. Tobacco Possession
23. ~~E-cigarette Possession~~  
Vape Device/Oil; Use/Possession; Distribution
24. Trespassing
25. Vandalism
26. Weapon(s) Possession
27. Bomb Threat
28. Tardiness Excess
29. Skipping
30. Abuse of Property
31. Copying/Cheating/Lying
32. Improper Dress
33. Disruptive Behavior/Bullying
34. Abusive Behavior to Other Student(s)/Bullying
35. Disrespect Toward Staff/Insubordination
36. School Rules Violation
37. Any conduct resulting in unsafe condition for others
38. Sexting\*

39. Inappropriate Use of Computer/Internet including social media
40. Other Major Crime/Violence Includes: forgery, extortion, gambling, gang-related activities, secret societies, spreading rumors to cause harm or disrupt schools/district setting, Etc.
41. Any unfavorable conduct which brings reflection on the school while on school-sponsored trips
42. Any other unfavorable act, which is considered offensive to the school community by the administration
43. Violations of established rules of conduct for school bus students
44. Unauthorized buying or selling of personal property or other items
45. Deliberate tampering of computers, software, technology equipment or materials
46. Capturing still or video images of another student or staff member (Including Physical Attack, Sexual Assault, Hazing)
47. Use of a cell phone, in any manner, during school hours without permission from proper authority is prohibited. Cell phones must be turned off and kept out of sight until after the school day has ended. **Cell phones and other electronic devices may be taken and parents may be required to come to school for retrieval if policy is not followed.** Students are responsible for safeguarding their personal belongings, including cell phones. The school, nor district **will be** responsible for restricted items if they are brought to school. Additional discipline procedures may occur from misuse of cell phones during school hours.
48. Knowingly uses or copies the academic work of another and presents it as his own without proper attributions.
49. Hazing\*\*
50. Incident, Hazing Related\*\*\*

\*Sexting is defined as knowingly using a computer, or similar device, to transmit or distribute to another minor any photograph or video of any person which depicts nudity and is harmful to minors, or possesses a photograph or video of any person that was transmitted or distrusted by another minor which depicts nudity and is harmful to minors.

#### \*\*Hazing

Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

#### \*\*\*Incident, Hazing-Related

The incident is hazing-related when the incident includes any action or situation that endangers the mental or physical health or safety of a student for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

### FORMS OF STUDENT PUNISHMENT

Punishment will be administered by teachers and/or administrators and/or parents after the student is determined guilty of one or more of the aforesaid offenses. School administration reserves the right to assign appropriate student punishment. Punishments and/or penalties may involve one or more of the following forms:

1. Conferences with student
2. Warnings and probations
3. Behavior Contract
4. Suspension from school and from buses (length of time based on number of offenses and state and local regulations). Suspension from buses and from school will be done only by the principals or their designee in their absence and/or by the Superintendent or his/her designee.
5. Failure (in cases where students refuse to do assigned work by teachers).
6. Expulsion from school and from buses (This will be done only by the school board after the principal's recommendation.)
7. Written assignments

8. School yard work/cafeteria cleanup
9. Counseling by teachers, counselors, principals, parents, or psychologist
10. Monetary payment in case of destruction of property
11. Parental discipline
12. Being judged ineligible to participate in school-sponsored activities
13. After-school detention
14. In-school detention or in-school suspension
15. Counseling by school personnel
16. Others as deemed appropriate by the administration.

**TEACHERS' AUTHORITY TO REMOVE STUDENTS FROM THE CLASSROOM PURSUANT TO 1003.32 (4), F.S.**

The Baker County School Board adopts procedures contained in each school's discipline plan that pertains to the teacher's authority to remove students from the classroom. A teacher may remove from class a student whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. Each district school board, each district school superintendent, and each school principal shall support the authority of teachers to remove disobedient, violent, abusive, uncontrollable, or disruptive students from the classroom.

Manual physical restraint may be used on any student to protect the student or others from serious injury. When possible, this will be administered by a Crisis Prevention Intervention (CPI) trained and certified employee.

**SCHOOL BUS STUDENTS**

The Baker County School District is committed to providing the students of Baker County with the safest and most courteous transportation to and from school. The primary job of the bus driver is to drive/transport the district's children to and from school in the safest manner possible. There are no minor discipline problems on a school bus. Students must be prepared to: 1) take responsibility for their actions and conduct; and 2) to accept the consequences of their actions and conduct.

**RULES OF CONDUCT FOR SCHOOL BUS STUDENTS**

1. The driver is in full charge of the bus and students. Students will obey the driver.
2. Outside of ordinary conversation, the same basic rules of behavior observed in a classroom will be observed while riding a school bus.
3. Students will stand off the roadway while awaiting the bus.
4. Students will be on time.
5. Students will board and leave the bus at their regular stop locations. Any changes will require written permission of the parent and the principal. Drivers will notify the principal, if the changes in regular stop locations result in overcrowding of the buses.
6. Students will walk 10 feet in front of the bus, when loading and unloading.
7. The driver has the right to assign seats. Students will sit three to a seat from window to aisle.
8. Students will keep their seats at all times, when the bus is moving.
9. Students will keep their arms and head inside windows.
10. When seated, students will face the front of the bus and will keep their feet out of the aisle.
11. Students will refrain from throwing objects.
12. Students will refrain from fighting, pushing, or tripping others while boarding, riding, or leaving the bus.
13. Absolute silence is required at all railroad crossings.
14. No eating, drinking, or use of tobacco will be allowed on the bus.
15. The sale of any fund-raising items will not be allowed on the bus.
16. No animals (dead or alive), glass containers, sharp objects, ball bats, cutting instruments, batons, or drumsticks will be allowed on the bus without prior permission of the bus driver.
17. Prior permission of the driver will be obtained, when large objects, including band instruments, need to be carried on the bus. Their objects will not interfere with seating and safety of students.
18. Serious or repeated misconduct will result in disciplinary action.
19. All school and bus rules and discipline procedures apply to all designated bus stops.

## DISCIPLINE CATEGORIES FOR BUS STUDENTS

### Category I

1. Loud talking and yelling on bus or out windows, including at railroad tracks
2. Not staying in seat or not sitting in seat properly.
3. Profanity directed at another student
4. Getting off bus at wrong stop without proper permission
5. Aggravating or disrespect to fellow students and/or remarks about students that cause a disturbance
6. Other infractions (including horseplay, hitting games, pushing)

### Category II

- |  |  |
|--|--|
| 1. Disrespect to driver                      | 5. Insubordination                                 |
| 2. Dipping, smoking, lighting matches on bus | 6. Throwing objects out of windows of moving bus   |
| 3. Spitting on bus                           | 7. Cutting bus seats or defacing bus in any manner |
| 4. Abuse to other students                   | 8. Repeated Category I infractions                 |

### Category III

- |                                 |   |
|---------------------------------|---|
| 1. Fighting on bus/Bullying     | 5. Drugs and/or alcohol                       |
| 2. Any acts of violence         | 6. Physical abuse or threats to driver        |
| 3. Weapons of any kind          | 7. Repeated category II Infractions           |
| 4. Profanity directed at driver | 8. Sexual harassment and/or sexual misconduct |

## DISCIPLINE GUIDELINES FOR BUS STUDENTS

CATEGORY I OFFENSES		
1st Offense	Letter from driver to parents	Copy to parent, school, and driver's file
2nd Offense	Referral to school	Conference or school discipline*
3rd Offense	Referral to school	School discipline* or bus suspension for up to 10 days
4th Offense & up	Referral to school	Bus suspension for up to 10 days or school discipline* or expulsion from bus with School Board approval
CATEGORY II OFFENSES		
1st Offense	Referral to school	School discipline* or bus suspension for up to 10 days
2nd Offense	Referral to school	School discipline* or bus suspension for up to 10 days or expulsion from the bus with School Board approval
CATEGORY III OFFENSES – WITH THE EXCEPTION OF FIGHTING		
Any offense	Referral to school	Bus suspension for up to 10 days or school discipline* or expulsion from bus with School Board approval
FIGHTING		
1st Offense	Referral to school	Bus suspension for up to 10 days or school discipline* or a combination of the above
2nd Offense	Referral to school	Bus suspension from 11 to 25 days with School Board approval or school discipline or a combination of the above
3rd Offense	Referral to school	Expulsion from the bus with School Board approval or bus suspension until possible place in the Alternative Education School or school discipline as deemed necessary
* In-school detention, suspension from school, specialized counseling, alternative bus, expulsion from school		

## **GENERAL GUIDELINES FOR DISCIPLINE OF STUDENTS WITH DISABILITIES**

Except as otherwise provided in this document, procedures for the discipline of a student with disabilities shall be the same as those provided in the case of a non-disabled student when the District's Student Code of Conduct is violated.

The guidelines below are written to facilitate IDEA 2004 regulations and court orders by providing consistent guidelines for discipline of students with disabilities.

### **Suspension of Students with Disabilities**

A good faith effort shall be made by the principal to employ parental assistance or other alternative measures prior to suspension of a student with disabilities, except in the case of emergency or disruptive conditions, which require immediate suspension. An emergency situation is one in which the student:

1. Poses a continuing danger to himself/herself, other persons or property;
2. Bringing a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school sponsored transportation or possessing a firearm at school;
3. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school or a school function.
4. Engages in act(s) that result in serious bodily harm.
5. Making a threat or false report, as defined by SS. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation or a school-sponsored activity

After a student with disabilities has been suspended out of school for more than five school days, the office of the Director of Exceptional Student Education will be notified and a conference will be scheduled with the IEP committee for a review of the IEP/placement and related services.

At this meeting, if a Functional Behavior Assessment (FBA) has not already been conducted, then permission to conduct an assessment will be obtained and appropriate goals and objectives dealing with acceptable behavior will be reviewed. Using the data received from this assessment, a Behavior Intervention Plan (BIP) will be written or revised for the student if needed.

After a student with disabilities has been suspended out of school for ten school days, the office of the Director of Exceptional Student Education must be notified so that the IEP Committee can meet to determine whether the behavior of the student is or is not a manifestation of the student's disability. During that meeting, the IEP Committee will discuss the following issues:

1. Was the behavior event a direct result of a failure to implement the IEP?
2. Was the behavior event caused by, or had a direct and substantial relationship to the student's disability?

Based on the IEP Committee's determination, appropriate revisions to the student's program will be implemented.

### **Expulsions of Students with Disabilities**

For behavior that warrants consideration for expulsion, the office of the Director of Exceptional Student Education must be immediately notified. The IEP Committee must meet to determine whether the behavior is or is not a manifestation of the student's disability.

If the IEP Committee determines that the behavior is not a manifestation of the student's disability, expulsion procedures for non-disabled students are applicable.

For any long-term removal of students with disabilities, the IEP committee will determine services requirements. Services provided must enable the student to appropriately progress in the general curriculum and advance toward achieving his/her IEP goals.

## **DEFINITIONS OF A SERIOUS BREACH OF CONDUCT**

In addition and according to the State Board of Education (9/13/94) Emergency Rule on **Zero Tolerance for School-Related Violent Crime**, the following list of serious offenses will not be tolerated in the Baker County Schools, on school property, bus stops, on school-sponsored transportation, or during a school-sponsored activity:

1. Intentionally causes, or attempts to cause, substantial damage to school property, or steals, or attempts to steal school property of substantial value;
2. Intentionally causes or attempts to cause substantial damage to private property or steals, or attempts to steal valuable private property;
3. Intentionally causes, or attempts to cause, physical injury to another person except in self-defense;
4. Knowingly uses or transmits a cell phone or personal electronic device with the intent to cause harm to another person or disrupt school/district setting
5. The use of a cell phone or other electronic devices to capture the still or video images of another student or staff member
6. Using a wireless communications device to commit a criminal act may result in the imposition of disciplinary action or criminal penalties
7. Knowingly possesses, sells or attempts to sell, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or alcoholic beverage, or intoxicant of any kind, or any controlled substance as defined in Chapter 893, Florida Statutes while on school property or at any school-sponsored activity
8. Formally is charged with a felony for an incident which allegedly occurred on property other than public 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
9. Repeatedly and intentionally defies the valid authority of supervisors, teachers, or administrators;
10. Bomb threats or any threats to do harm;
11. Homicide (murder, manslaughter);
12. Sexual battery and/or sexual act;
13. A verbal and/or written threat to take or jeopardize the life/safety of a student, teacher, and/or other personnel;
14. Armed robbery;
15. Assault, battery, or aggravated battery on a teacher, student, or other school personnel;
16. Kidnapping or abduction;
17. Arson;
18. Possession, use or sale of any explosive device;
19. A student, who knowingly transmits, transports or possesses (on student or in student's automobile or otherwise) on campus any firearm, razor blade, box cutter, knife, or other dangerous object or weapon, shall be considered for expulsion.
20. Bullying, Threats, Intimidation
21. Hazing or Hazing Related Incident
22. Spreading rumors to cause harm or disrupt school/district setting

A student shall be considered to have committed a serious breach of conduct, which would warrant suspension or expulsion, if he/she does any of the above.

Violent or disruptive students, as determined by school and/or district administration, may be referred to an alternative educational program. Such students may also be referred to mental health services identified by the school district.

## **BULLYING, THREATS, ABUSE, INTIMIDATION, AND HAZING**

It is the policy of the Baker County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying. This behavior may be considered a serious breach of conduct. The district will not tolerate bullying, acts of intimidation, or harassment of any type.

It is the policy of the Baker County School District that all of its students have an educational setting that is safe, secure, and free from dating violence or abuse of any kind. The district will not tolerate any form of teen dating

violence or abuse. This behavior may be considered a serious breach of conduct. Teen dating violence or abuse is defined as:

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

Consistent with the intent and requirements of Section 1006.148, Florida Statutes, the school district upholds that dating violence by any student is prohibited:

- On school property;
- During any school-related or school-sponsored program or activity; or
- During school-sponsored transportation.

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Hazing includes any forced activity that could adversely affect the mental health or dignity of the student. (FS 1006.135(1)) Club members or any other students cannot be hazed. (Also, see page 6)

### **A VERBAL AND/OR WRITTEN THREAT**

A student, who commits a verbal and/or written threat to jeopardize the life and/or safety of another student, teacher, or school personnel will establish a behavioral contract during a meeting with the school's principal/designee and student's parent/guardian and may be subject to the following actions:

- Alternative placement;
- Community/volunteer services;
- Counseling by appropriate school personnel;
- Expulsion;
- In/out of school suspension;
- Law enforcement intervention;
- Mental/health intervention;
- Other action deemed appropriate by the school administration.

### **NETWORK/INTERNET ACCEPTABLE USE PROCEDURE**

Baker County School District provides a telecommunications network accessible to all of its staff and eligible students as part of its overall goal of improving education. Responsible use of the network will enhance both educational and leadership activities.

#### **NETWORK WARNING**

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications, which are not suitable for school-aged children. The Baker County School District views information retrieval from the network in the same capacity as information retrieval from reference material identified by schools. Specifically, the district supports those activities, which will enhance the research and inquiry of the learner with directed guidance from faculty and staff.

The Baker County School District has established Internet filtering software designed to block access to inappropriate sites. Even with this filter, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. At school, each student's access to and use of the network/internet will be monitored as a regular instructional activity. The district performs frequent spot checks of computers accessing the

Internet to ensure only appropriate web sites are accessed. The district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the Baker County School District. **Anyone found accessing inappropriate web sites may lose privileges to the network and possibly disciplinary action.**

## **GENERAL POLICY AND GUIDELINES**

It is a general policy that the network/internet will be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Baker County School District. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving access. Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

### **Guideline 1**

Acceptable uses of the network are activities, which support learning and teaching. Network users are encouraged to develop uses which meet their needs and which take advantage of the network's functions: electronic mail, conferences; access to databases, bulletin boards, and access to the internet.

### **Guideline 2**

Unacceptable uses of the network include:

1. Violating the conditions of the Education Code dealing with student's rights to privacy;
2. Using profanity, obscenity, or other language, which may be offensive to another user;
3. Reposting personal communications without the author's prior consent;
4. Copying commercial software in violation of copyright law;
5. Using the network for financial gain or for any commercial or illegal activity;
6. Use of the network to access materials that are considered pornographic or inappropriate for educational purposes;
7. Use of the network for advertising, soliciting, or harassment of any kind;
8. Use of the network to try to access data that is protected and not intended for use;
9. Using someone else's account or password at any time;
10. Violating any federal or state laws regarding network access and;
11. Trying in any way to interfere with the computer systems in the Baker County School District or anywhere, in an effort to obtain private information, having the computer malfunction, or destroying data.

### **Guideline 3**

Users should practice E-mail etiquette by:

1. Making subject heading as descriptive as possible;
2. Beginning messages with a salutation;
3. Choosing words carefully to avoid misunderstandings, keeping in mind that electronic text is devoid of any context clues which convey shades of irony, sarcasm, or harmless humor, and;
4. Ending messages with a signature.

### **Guideline 4**

Classroom teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network and for assuring that students understand that if they misuse the network, they will lose their privilege to use the network. Particular concerns include issues of privacy, copyright infringement, e-mail etiquette, and approved and intended use of the network resources.

### **Guideline 5**

The person, in whose name a logon identification is issued, is responsible at all times for its proper use. Users should be extremely careful with their passwords. Each employee will receive a unique user ID and password for each system to which the user is to be granted access. The employee's supervisor will be responsible for requesting the

appropriate access based on the employee's job responsibilities. Employees are not to share their user ID and password with anyone. **Employees must take every precaution to secure access IDs and passwords from unauthorized use.**

### **Guideline 6**

Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

### **Guideline 7**

The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network managers take every possible precaution to safeguard the privacy of e-mail, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur. In addition, credit card numbers or any other confidential data cannot be considered secure on the network.

### **Guideline 8**

Signed teacher, parent, student, and employee contracts are required for network/internet access through the Baker County School District.

## **PERSONAL ELECTRONIC MOBILE DEVICE AGREEMENT**

Any device that can connect in any way to the Baker County School District wireless network is considered an electronic mobile device under this policy. All privately owned electronic mobile devices attached and/or connected to the District network are treated as District computers and are to be used to enhance the educational process with proper teacher supervision.

A student or staff person who brings their privately owned electronic mobile device to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the owner. Any damage to the equipment is the responsibility of the individual. No privately owned computers or other electronic mobile device may be attached to the wireless network except by the process described herein.

Software residing on privately owned electronic mobile devices must be personally owned and will not be supported or maintained by the District. The student/staff person is solely responsible for the security of their equipment. The Baker County School District does not guarantee the privacy or security of any item stored on or transmitted by any electronic mobile device. The privately owned electronic mobile device should have up to date antivirus software installed to protect the operating system, programs, and applications on that device.

The District technology team will not service or repair any device not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment; whether as enhancements, upgrades or replacements. Software that is deemed by the technology department to be for personal use will not be supported under any circumstances.

A privately owned electronic mobile device can be connected to the District's wireless network, including access to the internet, under the following conditions:

1. Use of the electronic mobile device must adhere to the Baker County School District Acceptable Use Policy.
2. File storage on the network from privately owned electronic mobile devices is limited to school work only. Anything not directly related to school work can be removed by the technology coordinator, administrator, or teacher.

3. Mobile computing device users must login to the wireless network using their user ID and password provided by the District.
4. A Student/Staff Use of Personal Electronic Mobile Device Agreement has been signed and submitted.

As it relates to privately owned electronic mobile devices being used in District facilities or on the Baker County wireless network, the Baker County School District reserves the right to:

1. Monitor all activity, either internet access through the school District's internet filtering software or intranet access on the District's file servers.
2. Make determinations on whether specific uses of the electronic mobile device are consistent with the District's Acceptable Use Policy.
3. Log and monitor network and storage disk space used by electronic mobile devices on the District's network.
4. Deem what is appropriate for use of electronic mobile devices on District property or on the District's wireless network.
5. Remove the user's access to the network and suspend the right to use the privately owned electronic mobile device in the District facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy. Violation of Acceptable Use Policy on an electronic mobile device may result in disciplinary action in coordination with policies set forth by the Baker County School Board

**Baker County School District**  
Staff Use of Personal Electronic Mobile Device Agreement

I have read and consent to the Staff Use of Personal Electronic Mobile Device Agreement. I am requesting that my privately owned electronic mobile device be attached to the Baker County School District Wireless Network for educational purposes. This contract will be reviewed by the school administration and the technology coordinator. Network access rights may be removed by school principals, the school technology coordinator, or the District technology team.

By signing below I agree that I am personally responsible for my equipment and its security. Responsibility for the maintenance, damage, and repair of my equipment is solely my own. I am also aware that software residing on my device must be personally owned and will not be supported or maintained by the Baker County School District and that the Baker County School District does not guarantee the privacy or security of any item stored on or transmitted by my electronic mobile device.

Please sign below and return this form to the school's technology coordinator in order for the electronic mobile device to be added to the District's wireless network. After returning this form and after it is reviewed by the technology coordinator, you will be contacted with instructions on having your personal device added to the network.

**Computing Device Information:**

To be completed by the staff member

Device #1 Type \_\_\_\_\_ Manufacturer/Brand: \_\_\_\_\_ Model: \_\_\_\_\_  
Serial Number: \_\_\_\_\_ MAC Address: \_\_\_\_\_

Device #2 Type \_\_\_\_\_ Manufacturer/Brand: \_\_\_\_\_ Model: \_\_\_\_\_  
Serial Number: \_\_\_\_\_ MAC Address: \_\_\_\_\_

Device #3 Type \_\_\_\_\_ Manufacturer/Brand: \_\_\_\_\_ Model: \_\_\_\_\_  
Serial Number: \_\_\_\_\_ MAC Address: \_\_\_\_\_

\_\_\_\_\_  
Staff Name (printed)

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Network Login (printed)

### **STUDENT ARREST FOR A FELONY ACT/CRIME OF VIOLENCE**

When a child of any age is taken into custody by a law enforcement officer for an offense that would have been a felony, if committed by an adult, or a crime of violence, the law enforcement agency must notify the Superintendent of Schools that the child is alleged to have committed the delinquent act. As per adopted Interagency Agreement for Sharing Information about Juvenile Offenders, upon notification, the principal is authorized to begin disciplinary actions pursuant to F.S. 1006.09 and School Board policy 5.350. The information obtained by the Superintendent of Schools, pursuant to this section, must be released within 24 hours (actual working days) after receipt to appropriate school personnel, including the principal of the child's school. The principal must immediately notify the child's immediate classroom teachers.

Any student who is determined to have brought a firearm, as defined in 18 U.S.C. s. 921 and F.S. 790.115(2) (a), 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. The Dropout Prevention Coordinator is responsible for overseeing the notification procedure to its conclusion and that all rules of confidentiality are observed.

### **DUE PROCESS PROCEDURES**

Prior to imposing a suspension for a serious breach of conduct, the principal or his/her designee, in an informal conference with the student must:

1. Provide the student with oral or written notice of the charge;
2. Give an explanation of the evidence the authorities have to support the charges, if the student denies them; and
3. Allow the student to tell his/her version of the events leading up to the conference.

If the student is suspended, a report with the reasons therefore, shall be made to the parents/guardians of the student and to the Superintendent within 24 hours.

### **Use and Possession of Tobacco**

A student that possesses, smokes, or otherwise uses tobacco products during school hours, on school property, or school sponsored activities will be subject to disciplinary action by the school which may include notification of law enforcement.

It is unlawful for any person under 18 years of age to knowingly possess any tobacco products. Any person under 18 years of age who violated the provisions of this subsection commits a noncriminal violation as provided in F.S. 569.11(1).

Law enforcement officers are authorized to issue citations to anyone violating the provisions of this act. Violations will constitute a civil infraction, punishable by a fine, and/or community services and student must successfully complete an anti-tobacco program, where available.

### **DRUG-FREE SCHOOLS**

All students are to be aware that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students, who violate the standards of conduct listed in this document, as well as, those in the Code of Student Conduct of each school.

An interagency guide, which provides information regarding drug and alcohol counseling and rehabilitative and re-entry programs, is available to all students in the principal's and guidance offices of each school, as well as in the Student Services Director's office;

A copy of the District's Code of Student Conduct and the Student Progression Plan is available for download at <https://www.bakerk12.org/Page/1549>. Individuals interested in obtaining a hard-copy of these documents should contact the front desk receptionist at any of the district's schools.

**PARENTS AND STUDENTS:** Please be advised that compliance with these standards of conduct is mandatory.

#### **CHAPTER 893, FLORIDA STATUTES, AND CONTROLLED SUBSTANCES**

When a student is formally charged with a felony for the unlawful possession or sale of any substance, controlled under Chapter 893, Florida Statutes, the principal shall conduct an administrative hearing to determine whether suspension of the student is warranted. The procedures for this hearing shall be in accordance with those outlined in 6A-1.956 of the Administrative Rules of the Florida Board of Education.

#### **SCHOOL SAFETY ZONE**

Florida Statute, 790.115(2)(a) creates a "school safety zone," defining it as being in, on, or within 500 feet of any real property owned by or leased to any public school or school board and used for elementary, middle, or high school education. Each principal or designee is to notify the appropriate law enforcement agency to prohibit any person, who does not have legitimate business, from loitering in the school safety zone. Additionally, during the period beginning one hour prior to the start of a school session until one hour after the conclusion of a school session, it is unlawful for any person, who does not have legitimate business in the school safety zone, to enter or trespass within a school safety zone. Violators of these provisions commit a misdemeanor of the second degree.

#### **DRUG LAW – PURSUANT TO F.S. 1006.09 (8)**

Principals are required to report to law enforcement and notify parents or legal guardians of any verified incident of use, possession, or distribution of controlled substance.

#### **REVIEW COMMITTEE PROCEDURES FOR EXPELLED STUDENTS THAT HAVE BEEN GRANTED THE POSSIBILITY OF EARLY RE-ENTRY BY THE SCHOOL BOARD**

The Review Committee, appointed by the Superintendent, after the dismissal of a student by the School Board, may consist of the following:

1. The principal of the student's school; or designee;
2. A guidance counselor

The purpose of this committee is to meet at the request of the student and/or their parents/guardians. At this meeting, items of information may be presented by the student and/or their parents/guardians in regards to activities that demonstrate the student's behaviors, attitudes, initiatives, etc. relative to their own self-improvement endeavors.

The committee may feel, after considering the presentations, conditions exist that may influence the opinions of the School Board regarding the eligibility of the student to re-enter the public education system. On such occasions, the committee will request that the student's status be reviewed by the School Board.

Since all dismissals are unique, no specific criteria are established for re-entry. However, several areas of behaviors and activities would logically impact in a positive manner the student's situation. These include, but are not limited to:

1. Length of time since the dismissal;
2. Participation in community activities;
3. Participation in personal counseling;
4. Pursuit of educational opportunities other than public schools, i.e. tutoring, correspondence courses, etc.;
5. Participation in community service projects;
6. Personal deportment;
7. Recognition of family and civil authority;
8. Personal remorse;
9. Restitution for anything damaged or destroyed related to the dismissal;
10. Specific goals that demonstrate a greater sense of personal values;
11. Letters that document positive behaviors; and

12. Any other points that demonstrate a commitment to proper behaviors that foster feelings of trust and forgiveness.

In the event that the School Board should decide to allow a student to re-enter the public school system of Baker County prior to the conclusion of the initial expulsion period, a contract will be prepared by the principal of the particular school and will be signed by the student, as well as his/her parent/guardian. This contract will contain provisions regarding student performance and behaviors. At least the following three conditions must be included in this contract:

1. The student will be required to re-enter the school system through the alternative school for an agreed upon number of days not to exceed 45 school days.
2. Successful academic performance, i.e., passing all subjects for at least one grading period; and
3. Not becoming involved in any disciplinary action that normally would result in an out-of-school or in-school suspension.

The violation of any of the conditions of the contract will result in the student being returned to “expelled” status for the original duration, plus an additional semester.

## **ATTENDANCE POLICY FOR BAKER COUNTY SCHOOLS**

### **Philosophy**

The Baker County School District is dedicated to providing the best educational environment for all students in our county. Regular attendance is essential for students to be successful in school. The school system realizes the primary responsibility for school attendance rests with parents, but is dedicated to assisting parents in their efforts by providing them with timely attendance information.

It is mandated by Florida Statutes 1003.23 and 1003.26, that the school system continually monitor student attendance and take the necessary actions to ensure that all students are given the opportunity to receive the best education possible. The policies outlined in this document are designed to maximize student attendance both at the elementary and secondary school levels. Baker County School District follows State Statutes concerning school attendance.

### **Procedures to be Followed for Students Within the Age of Compulsory Attendance (Ages 5-16) and Their Parents**

#### **Notification to Parents of Unexcused or Unexplained Absences**

Parents or guardians will be notified by letter when a student has accumulated five unexcused absences during a 90-calendar day period. This letter will inform the parents/guardians that if the student accumulates eight unexcused or unexplained absences within a 90-calendar day period, and/or school semester the student will be referred to a Multi-Tiered System of Student Supports (MTSS) Study Team according to Florida Law. This letter will also inform the parent/guardian that if their child continues to miss school, they will be referred to the School Attendance Review Board (SARB). The SARB’s purpose is to assist in the enforcement of the compulsory educational laws and to provide important information concerning available community resources.

If a student is absent from school three additional unexcused days, totaling eight days, the school Guidance Department will send the parent/guardian notification requesting a meeting or telephone conference to discuss the MTSS process, provide a list of services available, and also explain the School Attendance Review Board (SARB) process.

An additional letter will be sent from the Superintendent when a student accumulates 10 unexcused or unexplained absences, repeating the above information and notifying the parents/guardians that the student is exhibiting a pattern of non-attendance and that the student’s attendance will be monitored daily for the remainder of the year. The student will also be referred to the School Attendance Review Board. The student and parent will be required to appear before the board at a scheduled date and time.

Should the child accumulate a total of 15 unexcused days within a 90-calendar day period, the Superintendent or his/her designee, will notify the parents/guardians in person or by certified letter that a Truancy Petition regarding school non-attendance is being filed through the court system pursuant to Florida Law. A parent meeting/conference will be scheduled at the court house with school/district representatives as well as a court appearance. Failure to attend meeting/conference and/or court session will result in truancy matter being turned over to the court system.

**Fifteen Unexcused Absences Within Ninety (90) Calendar Days Constitutes Habitual Truancy, Pursuant to F.S.1003.01 (8)**

**ATTENDANCE POLICY FOR EXCESSIVE ABSENCES**

Parents/guardians of students, whose academic progress is in jeopardy, due to excused and/or unexcused absences, shall be required to attend a parent conference. A parent conference will be held during each of the affected grading periods. Parent attendance will be documented. These activities are pursuant to Florida Statute 1003.26.

The Superintendent or designee will determine if the parent/guardian and/or child has violated the compulsory attendance statutes. Official dropouts over the age of 16 are not subject to compulsory school attendance. If it is determined that the child's parent/guardian has violated the law, then procedures under Florida Statutes 1003.27 and 414.1251, and cooperative agreements shall be followed. If the child has been truant without the parent's knowledge or consent, Florida Statutes 1003.27 shall be followed. Parents/guardians shall be notified, if applicable, that court proceedings may carry penalties regarding either parent or child, or both.

**Attendance Conference**

An Attendance Committee (MTSS/~~Child Study~~ Team) will be established at the high school, middle school, and elementary schools to review reason(s) for excessive absence(s). The Attendance Committee will include an Educational Leader or designee, Guidance Counselor, and the student's teacher. If the Attendance Committee finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent and student must be scheduled to identify potential remedies for the student's truancy. Written documentation from a doctor or recognized agency may be accepted in lieu of an attendance conference provided all absences are included [and it's within 10 days of the absence](#). Blanket doctor's notes to cover multiple days of an illness will not be accepted unless the parent/guardian signs a Release of Medical Records, so that the school nurse can communicate with the doctor concerning the student's illness and days absent. If the initial meeting does not resolve the problem, the Attendance Committee shall implement interventions that best address the problem. The interventions may include, but need not be limited to:

**Interventions**

1. Frequent communication between the teacher and the family
2. Changes in the learning environment
3. Mentoring
4. Student counseling
5. Tutoring, including peer tutoring
6. Placement into different classes
7. Evaluation for alternative education programs
8. Attendance contracts
9. Referral to other agencies for family services
10. Recommendation for filing a truancy petition pursuant to s.984.151
11. Other interventions.

**Notification**

In cases in which a student is not residing with his/her parents, the parent of the pupil shall designate in writing the adult person with whom the pupil resides. This designated adult will stand in loco parentis for the student in order for him/her to be admitted or continue in school. The statement must be notarized and presented to the principal for acceptance.

## STUDENT ABSENCE FOR RELIGIOUS HOLIDAYS

The school principal is authorized to grant an excused absence for a student, who presents information documenting a religious holiday that occurs during the time that school is in session or religious beliefs that preclude secular activity on a school day. The request for an excused absence must be presented to the principal at least five school days prior to the expected absence. All school work missed, because of such an absence, may be made up as provided in this section.

## RESPONSIBILITIES OF PARENTS/GUARDIAN

### Attendance

Parents are legally responsible for compliance with the law requiring school attendance. They have an obligation, not only to keep their children in school, but also to promptly report and explain any absence to school officials. Failure to do so carries a penalty that is assessed by the court regarding either parent, child, or both.

### OUT OF DISTRICT STUDENT ATTENDANCE

It is the responsibility of the parent/guardian to initiate an out-of-county school attendance waiver if a student resides in another county. The superintendent or her designee has the authority to grant or deny the attendance waiver request.

### PRE-KINDERGARTEN STUDENTS

It is the parent/guardian's responsibility to ensure that a responsible individual waits with their child at the assigned bus stop for the morning bus and has a responsible individual meeting the bus in the afternoon. This individual must be within speaking distance of the bus driver.

## ATTENDANCE POLICY FOR EXCUSED ABSENCES – PURSUANT TO F.S. 1003.-24(4)

In order to receive a satisfactory grade for their course work, the State of Florida requires students must be present for a given number of hours per course. The following requirements are placed on students' attendance by grade level:

Kindergarten	135 hours per semester
Grade 1-3	180 hours per semester
Grades 4-5	225 hours per semester
Grades 6-8	67.5 hours per class, per semester
Grades 9-12	67.5 hours per class, per semester

## ATTENDANCE POLICY FOR STUDENTS IN GRADES K-5

Each parent/guardian shall be responsible for the attendance of a child within the age of compulsory attendance (~~5~~ [FS 1003.21](#), requires that children 6 years of age by February 1 of any school year through 16 years of age) as required by Florida Law and Baker County School Board Policy. An absence from school may be considered as excused or unexcused, based on legal and policy guidelines.

The student will be given five days in which to provide all written documentation concerning their absence(s). Without appropriate documentation, absences will be considered unexcused. Students will be held accountable for their absences.

1. A written statement signed by a physician, mental health professional, or health department employee attesting to the illness, infection with a communicable disease, or injury of a child;
2. A copy of a funeral notice or obituary, accompanied by a note from the parent/guardian indicating a death in the family resulting in the absence of the child from school;

3. A written statement from a lawyer or representative of the court system indicating the child was absent due to a legal or judicial proceeding;
4. A child, sent home for having head lice, will be granted one day of excused absence for corrective measures to be taken;
  - a. A student, who is found to have head lice, shall be excluded from school until cleared by the School Health Nurse or any approved school board personnel. A determination will be made that the student is no longer contagious.
  - b. When contact with a parent cannot be made before the close of the school day for a bus student, the student will be transported home by bus that day. Parents will be required to accompany the student to school for clearance. Once cleared, bus transportation will be resumed.
5. The principal/designee has the discretion to excuse any absences not covered by the above (1-4).

Any absence for which the above information **has not been provided** will be considered **unexcused**. All written documentation concerning absences should be presented to the school on the day following the absence or at least by five work days.

### **Students Being Tardy to School**

Students who arrive at school after the official school beginning time, shall be considered tardy. The parents of students, accumulating eight tardies per nine weeks, will be referred for follow-up. A record of days tardy will be included should a court case develop over truancy.

### **Half-Day Absences**

Students in Grades K-5 will be counted absent one-half day if they arrive at school later than 10:00 a.m. or leave before 2:00 p.m. A record of half-day absences will be included should a court case develop over truancy.

### **Perfect Attendance**

In order to earn a Perfect Attendance Award for a school year, the student must not only be in attendance every school day (excused absences are counted as an absence from school for purposes of perfect attendance), but must also meet three other criteria: **(See Procedures to be Followed for Students Within the Age of Compulsory Attendance (Ages 5-6 years of age by February 1 of any school year through 16) and Their Parents.)**

1. He/she must have no more than two excused tardies in arriving at school. Student must have proper documentation for tardy to be excused.
2. Have no half-day absences on his/her attendance record for the school year. (Arrive later than 10 AM or leave before 2:00 PM)
3. He/she can have no more than two excused checkouts before 3 PM or before 12:00 on early out days. Student must have proper documentation for checkout to be excused.

**On Early Out days parents are encouraged not to check out students before 12:00 P.M.**

**Any unexcused tardies or check-outs will negate the perfect attendance award.**

## **ATTENDANCE POLICY FOR STUDENTS IN GRADES 6-8**

This policy is designed to meet all state attendance requirements and effectively monitor student absences. Students, within the age of compulsory attendance (ages 5-6 years of age by February 1 of any school year through 16), see Procedures to be followed for Students within the Age of Compulsory Attendance (Ages 5-6 years of age by February 1 of any school year through 16) and Their Parents located on page 19 of this document.

Attendance is monitored each class period daily. Parents will receive an attendance letter when a student has five unexcused absences in any one class period. Parents will be contacted for a meeting or telephone conference when a student has accumulated eight unexcused absences **in any one class period**. Parents will be referred to the School Attendance Review Board (SARB) when a student has ten unexcused absences **in any one class period**. Each parent/guardian shall be responsible for the attendance of a child within the age of compulsory attendance (~~5-6~~ years of age by February 1 of any school year through 16 years of age) as required by Florida Law and the Baker County School Board Policy. An absence from school may be considered as excused or unexcused, based on legal and policy guidelines. Based on current legislature and new accountability laws tied to attendance, ~~All Baker County Middle-School~~ schools will **strictly** adhere to attendance policies.

Parents will receive an automated call from the Principal each day the student is absent

The student will be given ~~five~~ ten days in which to provide all written documentation concerning their absence(s). Without appropriate documentation, absences will be considered unexcused. (Parent notes are not considered acceptable documentation.) Excused absences are those for which the following documentation has been provided:

1. A written statement, signed by a physician, mental health professional, or health department employee, attesting to the illness, infection with a communicable disease, or injury of the child;
2. A copy of a funeral notice or obituary accompanied by a note from the parent/guardian indicating a death in the family resulting in the absence of the child from school;
3. A written statement from a lawyer or representative of the court system indicating the child was absent due to a legal or judicial proceeding;
4. A child sent home for having head lice will be granted one day of excused absence for corrective measures to be taken;
  - a. A student, who is found to have head lice, shall be excluded from school until cleared by the School Health Nurse or any approved school board personnel. A determination will be made that the student is no longer contagious.
  - b. When contact with a parent cannot be made before the close of the school day for a bus student, the student will be transported home by bus that day. Parents will be required to accompany the student to school for clearance. Once cleared, bus transportation will be resumed.
5. The principal has the discretion to excuse any absences not covered by the above (1-4).

### **Students Being Tardy to School**

Students in Grades 6-8 who arrive to school after the tardy bell will be considered tardy. Upon the sixth unexcused tardy in a single nine week grading period, students will receive a disciplinary referral resulting in one day of in-school detention (ISD) **or three days of lunch detention**. Each additional unexcused tardy within the same nine week grading period may result in **one day of in-school detention (ISD)**, three days of lunch detention or other disciplinary actions. The parents of students accumulating eight tardies per nine weeks may be referred for follow up. A student's tardy record will be included should a court case develop over truancy. (Please see school planner for additional information pertaining to the tardy policy at BCMS).

### **Perfect Attendance Awards**

In order to earn a Perfect Attendance Award for a school year, a student must be in attendance every school day (Excused absences are counted as an absence from school for purposes of perfect attendance.) A student must have no more than two excused tardies. (Student must arrive before 8:00 am and have proper documentation for tardy to be excused.) Student must not have more than two excused check-outs from school. These check-outs can be no earlier than 1:30 p.m. Proper documentation must be submitted the following day. Any unexcused tardies or check-outs will negate the perfect attendance award.

This policy is designed to meet all state attendance requirements and effectively monitor student absences. Students, within the age of compulsory attendance (ages ~~5~~- 6 years of age by February 1 of any school year through 16), see **Procedures to be Followed for Students within the Age of Compulsory Attendance (Ages ~~5~~- 6 years of age by February 1 of any school year through 16) and Their Parents.**

Attendance is monitored each class period daily. Parents will receive an attendance letter whenever a student is absent five times in any class period. Parents will receive a second letter when a student is absent eight unexcused times in any class period. Absences are assessed and letters are distributed each grading period.

### **Student Absence from School**

1. For each grading period, a student will be allowed to make up any class work missed due to absences and receive the earned grade at the end of the grading period.
2. A student, involved in school-related and school-sponsored activities, will be counted present in class and will be expected to make up all work missed.
3. The student will be given one day per day(s) absence in which to turn in all class assignments missed. The first day upon returning to school will not count as one of these days.
4. The student will be allowed to make up any class work missed due to out-of-school suspension. The same time frame as in #3 (one day/each day absent) for make-up work will apply to suspension days. Days absent from school due to out-of-school suspension will be considered excused.
5. The exceptions to this will be when a student refuses other forms of punishment or disrupts in-school suspension, which will result in an out-of-school suspension. These days will be recorded as unexcused absences and the student has forfeited their opportunity to make up work during this time.
6. Students, whose unexcused absences exceed (9 days) in a 50-minute class per semester will not receive credit for that class.
7. Students over the compulsory age of 16 who have accumulated 15 consecutive unexcused absences within a semester, may be withdrawn from enrollment if the school has made documentation good faith efforts to satisfy state attendance requirements. The students may not be readmitted until the following semester.
7. A child, sent home for having head lice, will be granted one day of excused absence for corrective measures to be taken:
  - a. A student, who is found to have head lice, shall be excluded from school until cleared by the School Health Nurse or any approved school board personnel. A determination will be made that the student is no longer contagious.
  - b. When contact with a parent cannot be made before the close of the school day for a bus student, the student will be transported home by bus that day. Parents will be required to accompany the student to school for clearance. Once cleared, bus transportation will be resumed.
8. Excused absences are those for which the following documentation has been provided:
  - a. Written statements from a doctor, lawyer, judge, etc., that attendance was inadvisable;
  - b. Funeral notices; or
  - c. School-related activities.
9. Students who have exceeded the attendance limit and their credit will be withheld, may request a review by the Attendance Committee at the end of each semester. The committee will review the information presented by the parent and student, and make a final decision regarding the student's credit for the course(s) in jeopardy.

### **Procedures and Guidelines for Granting an Appeal**

1. If the days missed were due to reasons, which were unavoidable to the student, the student or parents may appeal the grade "F" before the principal and/or an attendance committee.
2. It is the sole responsibility of the student/parent to apply for a waiver before the attendance committee and to obtain all written documentation.
3. Parent/student will have the opportunity to bring additional supporting documentation to the waiver committee.
4. Appeals will be heard no later than one month following the end of the grading period.
5. A waiver from the attendance policy will be considered with the following documentation:
  - a. Other third parties of competence outside the family (example: doctor, lawyer, judge, etc.);
  - b. Special situations that parent/guardian can validate that meet the attendance laws of the State of Florida and the policies of the Baker County School Board;
  - c. Prior approval for an extended absence from school, which was approved by the principal.

### **DRIVER'S LICENSE LAW**

The Driver's license law, F.S. 1003.27(2) (b), requires that:

1. Principals are required to notify the School Board of each minor who accumulates 15 unexcused absences in a 90-day calendar period.
2. The District is to notify the Department of Highway Safety and Motor Vehicles (DHSMV) with appropriate demographic data for each minor.

NOTE: The court may penalize both parent and child for attendance problems including: fines, community service, and parenting classes.

### **PROCEDURES AND GUIDELINES FOR A HARDSHIP WAIVER HEARING AND APPEAL**

1. A student, who already has a license, but has been notified by the DHSMV that his/her driver license will be suspended, will have 15 days to request a hardship waiver hearing from the date they receive a Notice of Intent to Suspend from the DHSMV.
2. A student, who has been denied his/her driving privilege and/or driver license, because of failure to meet attendance requirements, must then be monitored by the school until that student has attended school for thirty consecutive school days. If the minor fails to meet this requirement, he/she has 15 days to request a hardship waiver hearing.
3. The School District notifies DHSMV within 24 hours of request for hardship waiver hearing.
4. The School District notifies the School Board of the request for hardship waiver hearing.
5. The principal or designee will conduct a hardship waiver hearing thirty days from the student's request.
6. The hardship waiver committee will consist of the principal and two designees, who will make the decision as to whether the student may be granted a hardship waiver.
7. The principal or designee will notify DHSMV within 24 hours of hearing results.
8. If the waiver is denied, the student may appeal the decision to the School Board, who will make the final decision on the waiver request.

### **Destruction of and Damage to School Property**

Florida Law makes parents responsible for any damages to school property as a result of the student's actions. State statutes also authorize recovery of civil damages from the parent of any student, who willfully destroys any property, real or personal, belonging to the school district or any other school or school district. These laws specifically make the parent responsible for the loss, destruction, or unnecessary damage to textbooks issued to his/her child.

### **School Debt**

Parents are legally responsible for all school debts incurred by their child, including but not limited to: cafeteria debts, lost or damaged books, Extended Day Enrichment Program fees, School Readiness fees, and extracurricular activities. Any student who has a debt will not be allowed to participate in field trips and possibly other activities until the debt is paid in full. Any debt remaining at the end of a school year will be carried into the next school year.

### **DISTRICT GRADING SYSTEM**

The following district-wide grading system has been adopted by the Baker County District School Board. Its numerical equivalents are:

<b>Letter Grade</b>	<b>Score</b>	<b>Grade Point Value</b>	<b>Description</b>
A	90-100	4.0	"Outstanding Progress"
B	80-89	3.0	"Above Average Progress"
C	70-79	2.0	"Average Progress"
D	60-69	1.0	"Lowest Acceptable Progress"
F	0-59	0.0	"Failure"
I	0	0.0	"Incomplete"

All averaging will be done by numerical value and not by letter value. For some classes and programs, the following letter grade will be used:

- E = "Excellent" (90-100%)
- S = "Satisfactory" (70-89%)
- N= "Needs Improvement" (60-69%)
- U = "Unsatisfactory" (0-59%)

Affixing plus or minus to the letter grade is optional in the elementary schools. Kindergarten will be evaluated by its own grading scale

In grades 6-8, End of Course (EOC) exams that are required by the Florida Department of Education (FLDOE), such as, Algebra I and Civics, will be worth 30% of his/her final grade unless otherwise mandated by Florida Statutes.

In the high school, end of course (EOC) exams will be worth 30% and semester exams will be worth 20%.

### **THE RIGHT TO INSPECT AND REVIEW STUDENT RECORDS**

Florida Statute 1002.22 provides the right of the parent, guardian of any pupil, or student (if eighteen or older) to review, challenge, or keep private any records or reports created, maintained, and used by any public school system. The rights of access include:

1. A list of the types of records and reports maintained on the individual student;
  2. The right to be shown any record or report relating to the individual student;
  3. A copy of the records and reports relating to the individual student at a cost determined by the individual school.
- The parent, guardian, or student (if eighteen or older) has the right to challenge the content of any record or report.

The school system may not release individual records without the written consent of the parent, guardian, or student (if eighteen or older).

Parents or guardians may exercise these rights by first contacting the school principal or the guidance counselor of the respective school.

### **STUDENT GRIEVANCE PROCEDURES**

A student may feel that they have been treated unfairly under the code and other rules and regulations. The following steps provide a fair resolution of a student grievance:

1. Student/teacher conference
2. Student/administrative assistance conference
3. Student/principal conference

The first step taken by the student is with the member of the staff involved in the unfair action. If the grievance is not resolved after the initial contact, the student may involve the parent(s).

If the grievance goes beyond an informal basis, the student must submit a written statement signed by the parent(s) to the next level of the grievance procedure. The statement must be filed with the district equity coordinator and must contain the following:

1. Name(s) of any person(s) involved;
2. Date(s) on which the student feels there was unfair treatment;
3. A brief statement as to why the student feels there was unfair treatment;
4. What corrective action the student would like to see taken.

### **SCHOOLS' CODE OF CONDUCT**

Each school has specific guidelines for student conduct. They are available at each learning center.

### **STATEMENT OF NONDISCRIMINATION**

The provisions of the Code of Conduct of the Baker County School District shall be applied to all students in a sense of equity without regard to race, color, sex, national origin, marital status, disability, age, or religion, unless modified through an Individual Education Plan for that specific student.

No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate.

**Equity Coordinator** - The Associate Superintendent, Robin Mobley, is designated as Baker County School District's Equity Coordinator. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-0428, or via e-mail [robin.mobley@bakerk12.org](mailto:robin.mobley@bakerk12.org).

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

For Section 504 purposes, parents, adults, students, and guardians have certain procedural safeguards. This Code also serves to comply with Section 504 of the Rehabilitation Act of 1973. For purposes of Section 504, the district's grievance coordinator (compliance officer) is Mr. Michael Green, Director of Student Services, 290 Johnathan Street East, Macclenny, Florida, 32063, and telephone (904) 259-7825.

### **ENGLISH LANGUAGE LEARNER**

No national origin minority or limited English proficient student shall be subjected to any disciplinary action because of their use of a language other than English.

### **SCHOOL HEALTH SERVICES**

The Baker County School District has a School Health Program, which provides for a Registered Nurse to be staffed at each school on a daily basis. The following areas of health services are provided:

1. First aid, evaluation and referral of injuries and illnesses;
2. State and locally mandated health screenings;
3. Classroom instruction on current health issues;
4. Identification of student health problems, follow-up, referral and home visits, when necessary;
5. Administration of medication(s) with written parental permission;
6. Provision of medical procedures as ordered by a physician (catheterizations, breathing treatments, etc.);
7. Health counseling.

Please contact the nurse regarding any questions or health concerns about your child. If you have any objections, comments, questions, or do not wish your child to participate in any of the above services, notify the principal in writing.

Florida Statute 1002.23 (2) (a5) (h) (7) (e) information will be provided to parents on the importance of student health and available immunizations and vaccinations.

### **Medication Administration**

All medication, prescription and non-prescription, must be given to and administered only by the school nurse or designee.

Parents are encouraged to talk with their doctor about arranging medication schedules outside school hours. However, medication may be given at school if it is ordered by a doctor and with written permission from the parent (this includes over-the-counter medication). First dosage of any new medication shall not be administered during school hours because of the possibility of an adverse reaction.

Parents will be responsible for delivery and retrieval of medications to and from the school nurse/health designee.

All medications to be administered by school personnel shall be received and stored in the original containers and must have the current Rx date on the bottle along with the name of the student, current dosage, frequency of administration, physician's name and expiration date.

No student will be allowed to carry prescription or non-prescription medications on their person with the exception of Epi-pens, asthma inhalants, insulin and pancreatic enzymes.

Parental authorization for administration of medication with doctor's orders and/or medical management plans for self-administration must be completed and returned to school before the student is allowed to carry their medications.

Any child caught with unidentified medication or caught sharing medication with other students will be subject to school board policy regarding discipline for having drugs on his or her person.

## School Entry Immunizations

Students entering school for the first time will be required to have a **fully completed** Florida Certificate of Immunization (Form DH 680) on file with the Baker County School District prior to admittance or attendance in public school. The following are the minimum requirements by grade:

### ~~2018-2019~~ 2019-2020 School Entry Requirements

Before attending school in Florida (kindergarten through 12<sup>th</sup> grade), each child must provide a Florida Certification of Immunization (DH 680 form), documenting the following vaccinations:

#### Public/Non-Public Schools Kindergarten through 12<sup>th</sup> Grade:

- Four or Five doses of diphtheria-tetanus-pertussis (DTaP) vaccine±
- Three doses of hepatitis B (Hep B) vaccine
- ~~Three~~ Four or five doses of polio vaccine\*
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella vaccine† for kindergarten and grades one through ~~eight~~ eleven
- One dose of varicella vaccine† for grades ~~nine through~~ twelve

#### Seventh Grade Requirements:

In addition to kindergarten through 12<sup>th</sup> grade ~~vaccines, requirements~~, students ~~entering or attending~~ 7<sup>th</sup> grade need the following vaccinations:

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through twelve
- An updated DH 680 form to include Tdap, must be obtained for submission to the school

#### ~~Tenth Grade Requirements:~~

~~All students entering 10<sup>th</sup> grade and below will be required to have two varicella or documentation of disease by a medical provider.~~

~~\*If the fourth dose of vaccine is administered prior to the fourth birthday, a fifth dose of polio vaccine is required for kindergarten entry only.~~

~~†Varicella vaccine is not required if varicella disease is documented by the health care provider.~~

± The fifth dose of DTaP vaccine is not necessary if the fourth dose was administered at age 4 years or older.

\*If four or more doses are administered before age 4 years, an additional dose should be administered at age 4 through 6 years and at least six months after the previous dose. A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least six months after the previous dose.

† Varicella vaccine is not required if varicella disease is documented by the health care provider.

Need health insurance for your child? Apply online at [www.floridakidcare.org](http://www.floridakidcare.org) or call 1-888-540-5437 for an application.

FOR MORE INFORMATION, CALL 1-877-888-7468 OR VISIT [WWW.IMMUNIZEFLORIDA.ORG](http://WWW.IMMUNIZEFLORIDA.ORG).

### **School Physical**

All students entering school for the first time will be required to have a current (in the last calendar year) physical form (DH3040 or similar) completed by a healthcare provider licensed in the state of Florida to provide physical examinations, on file with the Baker County School District prior to admittance or attendance in school.

In addition, all students transferring from another state or country must provide a current physical examination and current Florida Certificate of Immunization (DH680) prior to admittance or attendance in school. Students transferring from within the state of Florida will be given 30 days to provide documentation of a physical exam and current immunization status.

### **NO SHOTS, NO PHYSICAL = NO SCHOOL**

### **CONCLUDING STATEMENT**

Should any item in this Code of Student Conduct be deemed contrary to Baker County School Board Policies, State Department of Education rules and regulations, state statutes, or federal laws, the particular item shall be null and void, and the aforesaid regulation shall prevail.

### **ANNUAL NOTICE: CONFIDENTIALITY OF RECORDS**

The intent of the Family Rights and Privacy Act (a Federal Law) is to protect the accuracy and privacy of student educational records. These records include files, documents, and other materials containing information directly related to your child. Without your prior consent, only you and authorized individuals having legitimate educational interests, will have access to your child's educational records.

You may have an appointment to inspect and review your child's records. The appointment may be made in person or by telephoning the school center. Upon review of the records, if you have reason to believe that any information contained therein is inaccurate, misleading, or inappropriate, you have the right to request that the records be amended. If there is agreement, the necessary steps to expunge or correct the information contained in the record will be taken. If agreement is not reached, an informal hearing will be scheduled. The hearing will provide you with the opportunity to present your views and reasons for the challenge. Following the hearing, should there be a failure to reach an agreement, you have the right to appeal the decision to the District Superintendent.

The parents' rights described herein are transferred to the child/student upon their eighteenth birthday.

Copies of educational records are available to parent or eligible student and are reproduced at a cost of 15 cents per page, or 20 cents per two-sided copy. Three copies of transcripts sent to a post-secondary institution or scholarship granting agencies shall be provided for the student without charge.

Certain information, that is individually identifiable, may become public information, such as athletic team membership, height, and weight, club membership, names and addresses of graduating seniors, etc. You have the right to restrict this information from the public records, but this right must be a formal written request made within 10 days of your examination of records. This information will be released only in accordance with the guidelines established by the Baker County School District.

The District School Board of Baker County has adopted full and complete policies covering the above areas. These policies are open to the public and are on file at the District School Board Office and in each of the district schools. For information on the complete policies, please contact the principal.

