

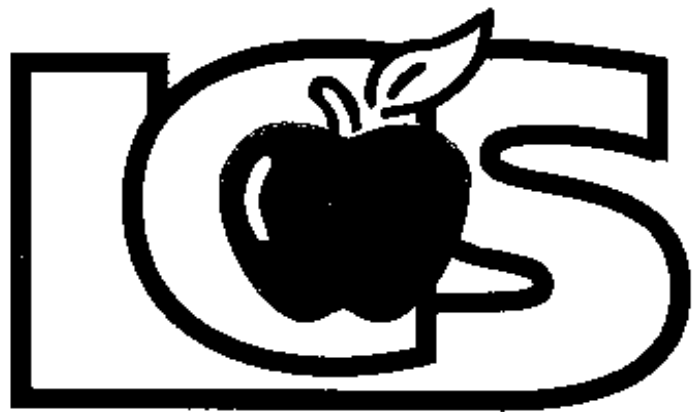
Lake County Schools Code of Student Conduct & Policy Guide

Student's Full Name (Print)

School

Grade Level

2015-2016



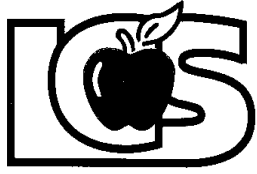
Parents/Legal Guardian:

Please read and review this document with your student.
Please sign and return the perforated pages in the front of
this document to your student's school.

www.lake.k12.fl.us



Scan with
Smartphone to
retrieve a PDF
version of the
Code of Student
Conduct.



**LAKE
COUNTY
SCHOOLS**

Leading our Students to Success

201 West Burleigh Boulevard
Tavares, FL 32778-2496
352-253-6500
352-253-6503 (fax)
www.lake.k12.fl.us

Superintendent

Susan Moxley, Ed.D.

School Board Members

District 1: Bill Mathias

District 2: Rosanne Brandeburg

District 3: Marc Dodd

District 4: Debbie Stivender

District 5: Stephanie Luke

Mission

The mission of Lake County Schools is to provide every student with individual opportunities to excel.

Vision

A dynamic, progressive, and collaborative learning community embracing change and diversity where every student will graduate with the skills needed to succeed in post-secondary education and the work place.

District Goals

Focus Area 1.0: Increase Student Achievement
Focus Area 2.0: Efficient and Effective Operations and Performance Budgeting
Focus Area 3.0: Safe Learning Environment
Focus Area 4.0: Highly Developed and High Performing Staff
Focus Area 5.0: Technological Innovation
Focus Area 6.0: Family and Community Involvement

District Accredited through the Southern Association of Colleges and Schools under the parent organization of AdvancED Council on Accreditation and School Improvement.

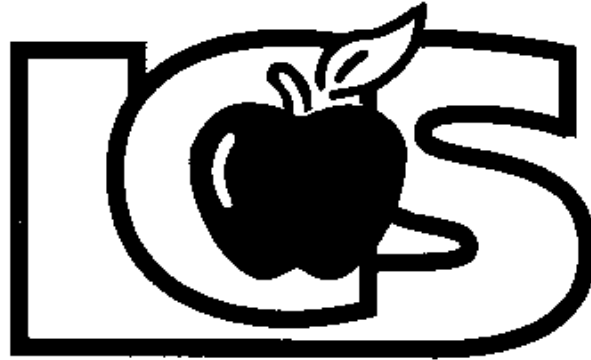
Student's Full Name (Please Print)

School

Grade Level

2015-2016

Lake County Schools



STUDENT ACKNOWLEDGEMENT

I RECEIVED the information by having it read and/or viewed via projection on screen. The 2015-2016 Code of Student Conduct & Policy Guide includes the following:

- Family Educational Rights & Privacy Act
- Americans with Disabilities Act Title II
- Civil Rights Act of 1964 Title VII
- Florida Civil Rights Act of 1992
- Florida Educational Equity Act
- Individuals with Disabilities Education Act, Child Find
- McKinney-Vento Homeless Assistance Act of Title VII-B
- Title IX of Education Amendments of 1972
- Notification of Risk
- Section 504 of the Rehabilitation Act of 1973
- Public Safety Information Act of 1997
- Student Acceptable Telecommunications/Electronic Communications Use Policy and Agreement
- Protection of Pupil Rights Amendment

**Responsibility Makes a
Difference**

**Becoming a responsible
adult begins with
becoming a responsible
student!**

I understand that the 2015-2016 Code of Student Conduct & Policy Guide is online; therefore, not relieving me of the responsibility for compliance with the Code of Student Conduct & Policy Guide. I have also reviewed the "Bus Safety" presentation and am aware of the consequences for bus violations.

Student Signature

Date of Signature

www.lake.k12.fl.us

2015-2016 PARENT OPT-OUT NOTIFICATIONS

Please mark your decisions in the three (3) permission areas below and return a copy of this form to your child's school.

Permission 1: Internet Usage

As the parent/guardian of this student, I have read and understand *the Lake County Schools Student Acceptable Telecommunications/Electronic Communications Use Policy and Agreement* in Section VI. I have also discussed it with my son/daughter. I understand that my son/daughter may have access to the Internet through the school network and the school system may not be able to restrict access to all inappropriate and controversial materials on the Internet. I will not hold the School Board of Lake County, Florida, responsible for materials my son/daughter acquires as a result of the use of the Internet from school facilities. I hereby release the district and its personnel from any and all claims and damages arising out of my son/daughter's use of the Internet through the district's network. For more information, I may call the school's Technology Contact or Media Specialist, or the Lake County Schools IT (Information Technology) Department. I understand that I may opt-out of this provision to prevent my son/daughter from accessing the Internet through the school network. However, in order to opt-out I must check and initial below. By statute, criminal penalties may also be imposed. §815.06 [SBP: 8.601 & 8.60]

_____ (Initial) **I ELECT TO OPT-OUT OF THE ABOVE PROVISION AND DO NOT GRANT PERMISSION FOR MY SON/DAUGHTER TO ACCESS THE INTERNET THROUGH THE SCHOOL NETWORK.**

Permission 2: Parent Release

Unless I opt-out by checking and initialing below, I, as parent or legal guardian of a student enrolled in a School Board of Lake County, Florida, school, hereby give the School Board of Lake County, Florida, my consent and permission to; (i) record said student's participation and appearance on video tape, audio tape, film, photograph or any other medium; (ii) use said student's name, likeness, voice and biographical material in connection with these recordings; and (iii) to exhibit or distribute such recording in whole or in part without restrictions or limitation for any educational or promotional purpose which the School Board of Lake County, Florida, and those acting pursuant to its authority, deem appropriate. It is specifically understood that the recording may be submitted for use by a school or district newsletter, the local press, the school or district cable television programming, and the school or district web site. I expressly agree and give permission to allow the use of said media in all forms without any royalties, commissions or other remuneration due to me or any other party, or parties associated with this production.

I expressly release and discharge the School Board of Lake County, Florida, from any and all liability that may arise from the use of said media in this manner. Furthermore, I expressly waive any and all privacy rights that would otherwise have been accorded to these recordings or other media in accordance with §1002.20 and §1002.22, Florida Statutes.

_____ (Initial) **I ELECT TO OPT-OUT OF THE ABOVE PROVISION AND DO NOT GRANT PERMISSION FOR ANY OF THE PARENT RELEASE INFORMATION NOTED ABOVE.**

Permission 3: Directory Information

Under the guidelines stipulated in 34 CFR §99.3, the School Board of Lake County, Florida, reserves the right to release "Directory Information" to the general public without obtaining prior permission from students or parents/guardians/eligible students. Directory information includes the student's name, parent/guardian names, residential address, telephone number (if listed), date and place of birth, name of most recent previous school or program attended, participation in school sponsored activities and sports, height and weight of athletic team members, dates of school attendance, anticipated graduation date, honors and awards received, and diploma conferred.

_____ (Initial) **I ELECT TO OPT-OUT OF THE ABOVE PROVISION AND DO NOT GRANT PERMISSION FOR ANY OF THE DIRECTORY INFORMATION NOTED ABOVE.**

Signatures below indicate permission for areas checked above.

Student

Date

Parent/Guardian

Date

Witness

Date

Witness OR School Personnel

Date

Note: Witnesses are required and must be at least 18 years of age and cannot be a current Lake County School student.

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Core Values/Expectations of Model Student Behavior

Lake County Schools is committed to providing high quality instruction and support to all students academically and behaviorally by developing values/expectations necessary for students to develop skills to become caring and responsible citizens. The following core values/expectations are an essential part of the learning for all students in grades Pre-K-12, including Lake County Virtual. The first ten of the twelve terms listed below are also pointed out in Florida Statute 1003.42 as part of required instruction.

Respect for authority, life, liberty, and personal property	Showing regard for the worth and dignity of someone or something, being courteous and polite, and judging all people on their merits. Respect takes three major forms: respect for oneself, respect for other people, and respect for all forms of life and the environment, e.g., <i>practicing acceptable manners in the school cafeteria.</i>
Responsibility	Thinking before you act and being accountable for your actions, paying attention to others, and responding to their needs. Responsibility emphasizes our positive obligations to care for each other, e.g., <i>performing a community service project.</i>
Self-Control	Restraint exercised over one's own impulses, emotions, or desires. Self-control is having power or control over your own actions and knowing right from wrong, e.g., <i>practicing being a good friend by responding calmly when getting upset.</i>
Citizenship	Helping to create a society based upon democratic values including rules of law, equality of opportunity, due process, reasoned argument, representative government, checks and balances, rights and responsibilities and democratic decision-making, e.g., <i>obeying classroom and school rules.</i>
Kindness	Being sympathetic, helpful, compassionate, benevolent, agreeable and gentle toward people and other living things, e.g., <i>helping a fellow student who has been injured.</i>
Honesty	Dealing truthfully with people, being sincere, not deceiving them or stealing from them, not cheating or lying, e.g., <i>doing one's own work when taking a test or working on an individual assignment.</i>
Patriotism	Showing love for or devotion to one's country. Patriotism is showing allegiance to our flag, helping veterans and those less fortunate, and working to better our environment and community, e.g., <i>standing and reciting the Pledge of Allegiance.</i> [SBP: 3.60]
Racial, ethnic, and religious tolerance	Having a willingness to accept feelings, habits, or beliefs that are different from your own. Tolerance is having an attitude of openness and respect for differences that exist among other people, e.g., <i>treating others the way they would like to be treated.</i>
Cooperation	Working together toward goals as basic as human survival in an increasingly interdependent world. Cooperation is people working together to do something, e.g., <i>being a leader of the group sometimes and a follower at other times.</i>
Charity	Giving money, food, or other kinds of help to people who are poor, sick, etc. Charity is having the traits of compassion, generosity, and humanity for others, e.g., <i>supporting school initiatives like participating in a food drive.</i>
Courage	Having the ability to do something that you know is difficult or dangerous. Courage is the willingness to face obstacles and danger with determination, e.g., <i>saying NO when someone offers you alcohol, tobacco, or other drugs.</i>
Perseverance	Portraying the quality that allows someone to continue trying to do something even though it is difficult. Perseverance means to keep going and never give up, even when things are hard, e.g., <i>studying and working hard to improve your grades.</i>



Code of Student Conduct and Policy Guide

2015 - 2016

Grades Pre-K-12

lake.k12.fl.us

Welcome to Lake County Schools! We are proud of the positive learning environment and general tone of good discipline that exists in Lake County Schools. This has been achieved largely through the cooperative effort among students, school personnel, and parents to establish an orderly and purposeful educational atmosphere.

Scope of Authority

Florida Statute 1006.07 requires that a Code of Student Conduct is distributed to all teachers, school personnel, students, and parents. This Code is used to govern conduct and discipline in the Lake County Schools. Each student must obey district rules while on school grounds; while being transported to or from school at public expense; and during school-sponsored events, field trips, athletic functions, and similar activities. [SBP: 5.30 & 1003.31, Florida Statute] During such times, all students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned by the principal. Student disciplinary infractions and the interventions are divided into four levels. [1003.31, Florida Statute] Each level represents progressively more serious infractions, and interventions become progressively more severe.

The Code also applies to students who commit felonies or delinquent acts which would be felonies if committed by an adult, off School Board owned property or whose off-campus conduct may have a detrimental effect on the orderly operation of a school, or jeopardize the health, safety, or welfare of students and staff members of a school. Furthermore, students may be subject to school disciplinary sanctions when they commit acts away and apart from school that can be shown to pose a threat or danger to the safety of other students, staff, School Board members, or school property, or will prevent the orderly delivery of the instructional program, or present danger to the student who committed the infraction.

The Lake County School Board approved the Code of Student Conduct and Policy Guide to help students, parents and school personnel understand the guidelines for maintaining a safe and orderly learning environment. The Code of Student Conduct and Policy Guide was developed by district staff, school-based administrators, teachers and parents and is reviewed on a yearly basis. This Code applies to all Lake County Public School students in pre-kindergarten through grade 12, including Lake County Virtual, high school students attending either the Lake Technical Center or a college dual-enrollment program. The Code has been developed for the purpose of informing students and parents of policies and procedures for students enrolled in Lake County Schools. We feel confident that it will assist in making school days pleasant and productive. It is the responsibility of each student and parent to read, understand, and abide by this Code of Student Conduct & Policy Guide. All policies listed in this Code are subject to change because of Lake County School Board action. Students will be notified when such changes occur. The changes will be posted on the district web site at lake.k12.fl.us. Policies referenced in this Code can be further researched at lake.k12.fl.us. Some schools may have additional school-based rules to ensure a safe learning environment.

Students should be advised that violations of the Code of Student Conduct and Policy Guide may also be violations of Florida law. Thus, students may be subject to school facilitated discipline as well as discipline imposed by local law enforcement authorities. School Resource Deputies/Officers and other law enforcement authorities have the power to conduct investigations independent of those conducted by school personnel for the same incident. Furthermore, the sanctions imposed by the school district for misconduct are separate and distinct from the consequences that may be imposed following the arrest and prosecution of a student for a violation of law originating from the same incident. Please keep in mind that failure of one entity to act does not prevent the other from taking appropriate actions consistent with this Code of Student Conduct or with Florida law.

NOTE: It is beyond the scope of this handbook to identify all potentially relevant state laws, rules, or regulations and School Board policies that may apply to a specific disciplinary case. Therefore, this publication of the Code of Student Conduct & Policy Guide is not an exhaustive representation of every possible example of inappropriate behavior for which a student may receive a disciplinary consequence.

Code of Student Conduct Department Directory

Academic Services – Teaching & Learning

- MTSS (Multi-Tiered System of Support)

Athletic Director

- Academic Eligibility Requirements for Participation in Extracurricular Activities
- Notification of Risk
- Zone Waivers

Code of Student Conduct Committee

- Reviewed and made recommendations on entire Code of Student Conduct

Communications

- Staying Informed about Lake County Schools

Employee Relations

- Equal Opportunity Disclaimer

Exceptional Student Education

- ESE: Suspensions & Expulsions

Human Resources & Office of Administration

- Notification of Compliance
- Student Grievance Procedures

Information Technology

- Student Acceptable Use Policy
- Bring Your Own Device (BYOD) Program

Lake County Virtual

- Attendance for Lake County Virtual

Office of Administration

- Civility Policy

Risk Management

- Subpoenas for Student Records
- Insurance
- Notification of Risk

Safe Schools

- Daily Conduct Code
- Student Rights
- Student Responsibilities
- SpeakOut Hotline
- Family Responsibilities
- Student and Parent Rights
- Know the Law
- Introduction to Emergency Response and Crisis Management

- National Incident Management System
- Parent-Child Reunification
- Family Preparedness Plan
- Volunteers on Patrol
- School Resource Officers
- Supervision of Students
- Parking
- Bullying or Harassment
- Dating Violence and Abuse
- Dress Code Policy
- Gang-Related Activity
- Harassment
- Cell Phones and/or any Electronic Communications Device
- Behaviors, Corrective Strategies, and Disciplinary Interventions
- Behaviors that May Result in Criminal Penalties
- Threats of Violence
- Levels I, II, III, IV, and Zero Tolerance
- Due Process for Suspensions
- Due Process for Felony Placement (Due to Felony Off-Campus Charges)
- Due Process for Expulsions
- Glossary with Infractions and Definitions
- Character – The Heart of Our Soul

Student Services

- Attendance
- FERPA (Family Educational Rights and Privacy Act)
- Access to Student Records by Parents
- Access to Students
- PPRA (Protection of Pupil Rights Amendment)
- Medication
- Counseling
- Threat Risk Process
- Section 504: Suspensions and Expulsions
- School Counseling Programs
- Administration of Prescription Medication Consent Form
- Administration of Non-Prescription Medication Consent Form

Transportation

- Bus Conduct Rules

Code of Student Conduct & Policy Guide Revision Committee

Pam Beeler, Safe Schools Department
David Bordenkircher, Principal, The Villages Elementary
Rhonda Boykin, Assistant Principal, Lake Minneola High
Dillon-Banks, Sebrina, Administrative Coordinator, Safe Schools
Marilyn Doyle, Chief of Administration
Leah Fischer, Principal, Seminole Springs Elementary
Christine France, Program Specialist, ESE
Monica Gordon, Assistant Principal, Beverly Shores Elementary
Kristine Hawkins, Administrative Coordinator, Student Services
Keith Hunt, Assistant Principal, Windy Hill Middle
Kimberly Jarvis, Principal, Groveland Elementary
Pat Lawson, Administrative Coordinator, ESE
Barbara Longo, Principal, Oak Park Middle

Joseph Mabry, Assistant Principal, Groveland Elementary
Debi MacIntyre, Community, Be Free Lake
Nichole Moses, Instructional Coach, Professional Development
Sherri Owens, Communications Officer
Edward Pfender, Supervisor, Transportation
Laurel Ronald, Parent
Kelly Sanders, Principal, Umatilla Middle
Tiffany Scott, Teacher, Mt. Dora Middle
Ryan Strem, Assistant Principal, Umatilla High
Jeanette Tietjen, Response Intervention, Teaching & Learning
Charles Williams, Assistant Principal, Clermont Middle
Charlotte Williams, Assistant Principal, Tavares High
Reginald Young, Manager, Security Services

Lake County Schools Important Information

School Board Meetings



Student Calendar



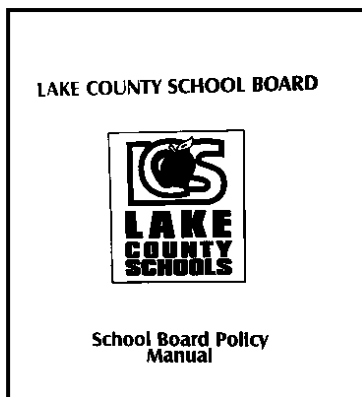
Grading Calendar



Testing Calendar



School Board Policy



Florida Statutes



SECTION I: STUDENT RIGHTS AND RESPONSIBILITIES

DAILY CONDUCT CODE - [§1003.31(4) (a-g), Florida Statutes]

By enrolling in a School Board of Lake County, Florida, school, each student agrees to conduct himself/herself according to the Statute's Daily Conduct Code which requires that students:

1. be respectful and obedient at all times;
2. not hurt another person with my words or my acts, because it is wrong to hurt others;
3. tell the truth, because it is wrong to tell a lie;
4. not steal, because it is wrong to take someone else's property;
5. respect my body, and not take drugs;
6. show strength and courage, and not do something wrong, just because others are doing it; and
7. pledge to be nonviolent and to respect my teachers and fellow classmates.

STUDENT RIGHTS

Students attending the Lake County Public Schools have the right to a free and appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, sex, disability, or marital status. Students are also vested with other fundamental rights. Among these is the right to:

1. be informed of the rules of the Code of Conduct;
2. a positive, safe and orderly environment in which to learn;
3. know about and use school guidance services;
4. be treated with dignity and respect;
5. reasonable and fair treatment;
6. be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without the consent of parents/guardians, or students 18 years of age or older
7. free transportation as allowable by law; and
8. be notified of failure or the potential for failure as outlined in the progress-reporting schedule.

RESPONSIBILITY MAKES A DIFFERENCE

Becoming a responsible adult begins with becoming a responsible student!

STUDENT RESPONSIBILITIES

Students have the responsibility to:

1. adhere to the guidelines set forth in the school handbook and this code;
2. attend all classes daily and be punctual;
3. come to class with all necessary materials and be prepared to learn;
4. take advantage of learning opportunities;
5. use guidance services for educational and personal improvement;
6. treat other people and property with respect;
7. report hazardous or dangerous situations to an adult in authority;
8. immediately report threats to do harm to an adult in authority;
9. immediately report illegal activities to appropriate authorities;
10. refrain from bringing inappropriate or contraband items to school;
11. abide by all bus safety rules and procedures;
12. follow the classroom rules and to complete all classroom assignments, homework, and projects/reports as outlined by their current classroom teacher;
13. refrain from profane or inflammatory statements;
14. conduct themselves in a safe and responsible manner;
15. present a clean and neat appearance;
16. take responsibility for his/her own work and actions; and
17. share with their parents/guardians grades and progress reports received relative to their progress in each class.

SPEAKOUT HOTLINE

The "SpeakOut" program provides a monitored 24-hour hotline that allows students, parents, or community members to call anonymously and report concerns regarding drugs, weapons, violence, abuse, suicide, bullying/harassment, or other problems. It has contributed to the district's ability to be proactive in responding to various situations before they escalate to the crisis level. **Speak-Out Hotline 1-800-423-8477.**

Students who report any of the above listed activities/information to the appropriate authorities may have their names held in confidence and the School District agrees not to release the student's name to any other student.

FAMILY RESPONSIBILITIES

By enrolling a child in a School Board of Lake County, Florida, school, each parent/guardian agrees to comply with the essential parental responsibilities including but not limited to:

1. reviewing the contents of the Code of Student Conduct and Policy Guide with their child;
2. insuring their child lives in the assigned school zone;
3. insuring the daily attendance of their child and promptly report and explain any absences or tardiness from school;
4. providing their child with the resources needed to complete class work;
5. assisting their child in being healthy, neat, and clean;
6. bringing to the attention of the school authorities any problem or condition which affects their child or other children of the school;
7. insuring their child does not bring inappropriate (Section IV) or contraband (Sections VIII and X, Level II) items to school;
8. discussing report card and work assignments with their child;
9. insuring that the school has up-to-date home, work, and emergency telephone numbers;
10. insuring that current emergency health care information regarding their child is on file with the school; and
11. communicating with the school (e.g.: talk to child's teacher, return requested forms, etc.).

STUDENT AND PARENT RIGHTS

In accordance with the provisions of s. 1006.13(6), students who have been victims of certain felony offenses by other students, as well as the siblings of the student victims, have the right to be kept separated from the student offender both at school and during school transportation, 1002.20(5), Florida Statute. Felony violations noted in s. 1006.13(6) relate to homicide; assault, battery, and culpable negligence; kidnapping, false imprisonment, luring or enticing a child, and custody offenses; sexual battery; lewdness and indecent exposure; abuse of children; robbery; robbery by sudden snatching; carjacking; or home-invasion robbery.

KNOW THE LAW

The *Know the Law* is a guide for youth and parents. The booklet was developed by a committee of community members to give students and parents/guardians an avenue for understanding the laws and consequences in order for good decisions to be made. References to the *Know the Law* booklet are noted throughout the Code of Student Conduct. To view the booklet in its entirety in English or Spanish, please visit the Safe Schools Department Web page on the Lake County Schools' Website (lake.k12.fl.us).

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

For eligibility purposes, a grading period is defined as one semester. A semester is defined as one half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of scheduling format (e.g. block, traditional, etc.) utilized. A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by Florida Statute, at the conclusion of each semester to be eligible during the following semester for extracurricular activities.

1. A student shall be eligible during the first semester of his/her ninth-grade year provided that it is the student's first entry into the ninth grade and he/she was regularly promoted from the eighth grade the immediate preceding year.
2. A student who is ineligible during the second semester of his/her ninth-grade year or during the first semester of his/her 10th grade year because the student's cumulative high school grade point average was below a 2.0 at the conclusion of the previous semester and continues to be below a 2.0 at the conclusion of the semester of ineligibility may regain his/her eligibility for the following semester provided:
 - a. the student signs an academic performance contract with his/her school at the beginning of the semester in which he/she is ineligible that states, at a minimum, that the student will attend summer school, or its graded equivalent, – AND
 - b. earns a grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken during the semester of ineligibility.
3. Once a student enters the 11th grade, and thereafter, he/she must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by Florida Statute, at the conclusion of each semester to be eligible during the following semester.
4. All courses taken for high school credit by a student, including those taken prior to his/her ninth-grade year, shall be included in the computation of the student's cumulative high school grade point average.

All high schools shall be members of the Florida High School Activities Association and shall be governed by the bylaws of that organization. These schools shall also follow the requirements for all extracurricular activities as prescribed by Florida law. For further details, refer to the FHSAA Handbook and the Florida Statute. [§1003.43(2) and 1006.15, Florida Statutes]

ATTENDANCE RULES [SBP: 5.40]

The expectation of the School Board of Lake County, Florida, is that all students will be in attendance each day of the school year.

1. Parents/guardians are responsible for the attendance of their children within the compulsory school age (6 through 18 years of age) (Florida Statutes, §1003.21) unless the child files a formal declaration of intent to terminate school enrollment with the district School Board at age 16. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent/guardian. Parents/guardians who refuse or fail to have a child in school commit a misdemeanor, punishable as provided by law. [§1003.21(1)(c), Florida Statutes]
2. A habitual truant is defined by law as a student who has 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the parent or legal guardian. §1003.01(8), Florida Statutes. Accumulated tardies and early departures shall be considered unexcused absences. Three unexcused tardies or early releases will equal one unexcused absence for the purpose of defining a habitual truant. The superintendent must provide the Department of Highway and Motor Vehicles with the name of each habitual truant, age 15 and above. The Department of Highway and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued license of any such student. (Chapter 322, Florida Statutes). Families receiving public assistance for a student through the State of Florida WAGES program may have that assistance withdrawn if the student is classified as truant.
3. Students and families violating the state truancy law may face court action. [§§1003.27 and 1003.29, Florida Statutes]
4. Students with excused absences are responsible for making arrangements with the teacher to make up work and assignments missed while absent. Please understand all missed work is due within five days after their return to school with the following exceptions:
 - tests or exams assigned prior to absence will be taken on the day student returns to school unless there are extenuating circumstances;
 - work assigned prior to absence and due while absent, will be due on the day student returns to school;

- long-term assignments must be turned in on the day the student returns to school, e.g. book reports, research papers, etc.;
- long-term assignments submitted after first day student returns to school will result in a grade reduction of no more than 10% per day;
- students checking in and out on the day a long-term assignment is due must turn the assignment in by the end of that school day for it to be accepted as on time.

Elementary and Middle School

1. Whenever a student of compulsory school age is absent or tardy without the permission of the person in charge of the school, the parent/guardian of the student will, within the grading period after the absence or tardy, report and explain in writing the cause of such absence or tardy to appropriate school personnel.
2. Excused absences or tardies include:
 - illness or injury of the student
 - illness or injury of the student's immediate family necessitating the student's absence – immediate family includes, but is not limited to parent, brother, sister, grandparent, aunt, uncle, legal guardian or person in loco parentis, or member of the household.
 - death of a member of the student's immediate family
 - doctor or dental appointments which cannot be scheduled outside of school hours
 - pre-arranged absences of educational value and with the principal's prior approval (must be at least five days in advance to be excused unless there are extenuating circumstances)
 - recognized religious holidays
 - judicial actions – subpoena/summons: Juvenile Detention Center

All other absences or tardies are considered unexcused.

3. Students may participate in academic field trips without being counted absent, if all required work is made up.
4. More than 10 excused/unexcused absences in an 18 calendar week semester is considered to be excessive. A written statement of a licensed practicing physician verifying an illness or injury must be provided after that point for the absence to be considered excused. In cases where a student is experiencing a long-term illness or injury, only one written statement of a licensed practicing physician is required.
5. Students and families violating the state truancy law may face court action. [§§1003.27 and 1003.29, Florida Statutes]
6. Unexcused absences: Students with unexcused absences are responsible for making arrangements with the teacher to make up all work and assignments within five days after their return to school. Arrangements to make up work are to be made with the teacher and are the responsibility of the student.
7. Parent/Guardian notification/unexcused absence appeals:
 - On the fourth unexcused absence within 90 calendar days, a letter will be sent to parent/guardian informing them of the compulsory school attendance law and their legal obligation to follow the law. Legal actions including possible criminal charges will be pursued when parent/guardian ignores school attendance requirements.
 - Following the receipt of a report card, the parent/guardian has five (5) days in which to request a conference with an Appeals Committee, to be established in each school to review failures due to unexcused absences and violations of the attendance rule per grading period.

High School

1. Definition of Excused and Unexcused Absence – Excused absences include: medical, court, academic field trips, death in family, or exceptional circumstances. Absences shall be documented with parent notes, doctor's notes, court notices, or other authorized documentation to verify the absences.
 - Two (2) parent notes per 9 week period will be excused. All other undocumented absences will be counted as unexcused.

Once a student has **5 or more unexcused absences**, it will result in an evaluation by the principal, or designee, of a potential pattern of non-attendance and referral to the appropriate school official. Schools may require adherence to an attendance contract if the student has violated the high school attendance policy.
2. Procedure for Student Returning from Absence – Upon returning to school a student must present a note or other appropriate documentation explaining an absence within 48 hours of the student's return to school. Otherwise the absence may be considered as unexcused.
3. Incentive for Good Attendance – The principal or designee has the final authority for determining whether or not a school offers incentives for good attendance.
4. Prearranged Absence Form – The student must obtain a pre-arranged absence form from the attendance office in advance of the absence. The parent/guardian must sign the form, and then the student must secure the signature of every teacher for every class in which he/she is currently enrolled. The form must then be returned to the attendance clerk who will submit it to the principal for approval. The student will be notified if the form is disapproved. **The Prearranged Absence form must be returned to the attendance clerk at least two (2) days before the first day of the absence.**

FIVE PREARRANGED ABSENCE DAYS ARE ALLOWED PER SCHOOL YEAR.

5. Academic Field Trips (Aft)
 - An AFT is defined as an event in which a student is participating in a school sponsored event under the auspices of a teacher.
 - 4 AFTs per 18 week period
 - Students may participate in AFTs without being counted absent if all required work is made up.
6. Suspension Days
 - The first suspension does not apply toward the 4 unexcused absences affecting the semester grade. Any subsequent suspensions will count toward the 4 days. To be addressed with 59 issue
 - Make-up work is allowed for credit for 1st suspension only. No make-up work will be accepted for credit for subsequent suspensions, but we strongly urge all students to make up work missed.
7. Tardy Policy Per 9 Weeks
 - A student is considered tardy to class after the bell rings unless excused by a note from school personnel.
 - 3 tardies per 9 week period = 1 unexcused absence

- Missing 15 minutes or more of a class constitutes an absence
8. **Extracurricular Activities and Attendance** – To participate in or to attend an extracurricular activity, a student must be present in school for at least half of their school day.
 9. **Administration of Attendance Policy** – The Attendance Office, under the supervision of the principal or designee, is allowed the flexibility to design the paperwork, procedures, and the coordination with the Guidance Office in the implementation of the Attendance Policy.
 10. **General** – Students, 18 years of age and older, shall have all rights accorded to their records, unless they are dependent on their parents as defined in the Internal Revenue Code. Students, 18 years of age and older, in K-12 educational programs are required to be in compliance with attendance and discipline policies of the School Board of Lake County, Florida.

ATTENDANCE RULES (Lake Virtual School)

Full-time students enrolled in Lake County Virtual Instruction Programs are enrolled in a public school and therefore must meet the attendance requirements pursuant to State statute and applicable School Board Policy. State statute specifies that students meet compulsory attendance requirements. This means attendance must be taken for students in this program and these students have the same guidelines related to truancy as students in a traditional school setting.

Students will be expected to maintain adequate pace in all courses. The expected pace will be provided to all students at the beginning of each course. The pace of all students will be monitored by the classroom teacher, virtual school administrator and program specialist. Students, who are not maintaining adequate pace, will be referred to Student Services for appropriate interventions. Failure to abide by the policies and expectations may result in probationary status, removal from the program or denial of reenrollment.

All Lake County Virtual students and parent(s) must participate in a minimum of one monthly two-way contact with each virtual teacher. Teachers may require more contact if deemed necessary.

SECTION II: SAFETY AND SECURITY

INTRODUCTION TO EMERGENCY RESPONSE AND CRISIS MANAGEMENT

Providing a safe and secure environment for our students to learn is a top priority of the School Board of Lake County, Florida. Measures have been taken to ensure our staff and students are prepared in the event a crisis situation occurs in one of our schools. A comprehensive Emergency Response and Crisis Management Plan has been created to guide our staff and students through a wide variety of situations. Drills are practiced at each site to ensure that routines and safety procedures are well established and familiar to all. [SBP: 8.10]

The likelihood of effectively managing an emergency is increased with an established district level plan and individual school plans that are tailored to the conditions and resources of an individual school or facility.

The Emergency Response and Crisis Management Plan is written with the explicit intent to protect and sustain life, reduce emotional trauma, assist in emotional recovery from trauma, and minimize personal injury and/or damage to property. This plan template incorporates activities for preparing, responding, and recovering from a variety of emergency situations. School plans help to maximize the health, safety, and welfare of students, staff, and authorized visitors when schools are confronted by an emergency situation.

Lake County Schools takes school safety very seriously. Our priority is to provide a productive learning environment. The dedication of parents, schools, district administration, and many other community partners is needed to help protect our schools and to keep our children safe from harm.

We encourage parents/guardians to talk openly with your child and encourage them to talk to the adults at their school regarding activities concerning a crisis.

NATIONAL INCIDENT MANAGEMENT SYSTEM

Schools manage emergencies and crisis through the Incident Command System (ICS). It is a standardized, on-scene, all-hazard incident management concept. ICS is based on a flexible, scalable response organization providing a common framework within which people can work together effectively.

PARENT-CHILD REUNIFICATION

In an effort to address all hazard incidents, the School Board of Lake County, FL has developed short- and long-term parent-child reunification procedures. Short-term procedures outline the appropriate steps to be taken at individual school sites. When reunification procedures exceed the scope of school site operations, Lake County Schools' District Incident Management Team (DIMIT) will implement long-term procedures to consolidate resources and increase efficiency.

Contact and Release Information

All students are required to have Contact and Release Information on file at their school site. Contact and Release Information must be updated every school year, and the school should be notified of any changes of information on the student emergency/medical information. Contact and Release Information will be distributed to students on the first day of school and must be returned promptly. Student emergency information requires the following:

- Parent/guardian/caregiver current address and phone number
- The student's doctor/health care provider and insurance information
- Any medication(s) or chronic illness(es) related to the student

What Should Parents/Guardians Do

In case of a school emergency or a natural disaster, you need to be aware of the District's process for releasing your child. First and foremost, remain calm. Remember, it is our primary concern that students remain safe at all times, and there is a plan for an orderly dismissal and release of our students.

Parents can assist the school and district authorities during a crisis by adhering to the following:

- Please cooperate with school and/or district directives.
- Please consult district and local media resources for regular updates about the incident. You may be directed to an off-campus parent staging area for the latest information regarding a campus crisis.
- Please refrain from calling the school because phone lines will be needed for emergency communication; however, please consult the local media, our district web page at www.lake.k12.fl.us, and our Facebook page at www.facebook.com/LakeSchools for the latest updates.
- Please refrain from calling your child's cell phone because cell towers need to be clear for emergency use; however, please consult the local media, our district web page at www.lake.k12.fl.us, and our Facebook page at www.facebook.com/LakeSchools for the latest updates.
- Please refrain from going to the school if a lockdown situation should occur; however, please consult district and local media resources. Please be advised that roads may be closed, doors are locked, and campuses are off-limits to anyone other than authorized personnel.

If there is a need to release students for the day, the Parent-Child Reunification Procedures will be put into place. If the situation warrants the release of students, direct notification to your listed emergency contact numbers as well as the use of local news media will provide instructions on when and where the release will take place. Some situations may require students to be bussed to an off-site location for their release to parents. For the safety of every child, we must document to whom each child is released. Students will only be released to a parent, legal guardian, or childcare personnel as designated on your child's *Lake County School Student Registration Form – Emergency & Medical Information* form.

The following procedures provide a general guideline for parent-child reunification throughout Lake County Schools. Each reunification site is responsible for adhering to the following three principles when implementing its reunification process: (1) a safe and secure check-in area for parents, (2) a separate area designated for the reunification of parents and children, and (3) a safe and secure exit for parents and children.

In the event that an emergency occurs on or near a school site, parents/guardians must report to the reunification site and adhere to the following procedures required for releasing a student. School sites must work in conjunction with the Lake County Schools District Incident Management Team (DMIT) throughout the parent-child reunification process. When you arrive at the facility where students will be released, proceed to the reunification location designated by the school and plan to do the following:

1. Present picture identification
2. Move to the release area designated by the school and wait for your child
3. A runner will go to the student assembly area, get your child, and bring him/her to the release area
4. Be prepared to show your ID again at the exit gate
5. Sign for the student on *Student Disposition Form* and depart

These procedures should be shared with everyone you list on the *Lake County School Registration Form – Emergency & Medical Information* form so they are familiar with our plan and these concerns.

Pursuant to Florida Statute 120.54, in the event of an emergency, the Superintendent or the School Board can enact additional rules governing student conduct which shall be enforced as included in this Code of Student Conduct.

Family Preparedness Plan

- **Find Out What Can Happen To You.** Ask local public safety officials what types of disasters are most likely to happen and ask for information on how to prepare for each.
- **Create a Disaster Plan.** Meet with your family and discuss why you need to prepare for a disaster. Discuss the types of disasters that are most likely to happen. Explain what to do in each case. Plan to share responsibilities and work together as a team.
- **Complete a Checklist.** Make a checklist that your family can use to gather key documents, turn off utilities, etc.
- **Practice and Maintain Your Plan.** Conduct drills, check to see if supplies need to be replaced, test equipment, and quiz your family often.

STAYING INFORMED ABOUT LAKE COUNTY SCHOOLS

At Lake County Schools, we want parents, students, and all of our stakeholders to be well-informed about what's happening in our schools. We will provide information to you in a variety of ways, and since communication is a two-way process we urge you to share information with us as well. Feel free to send us your questions, concerns, suggestions, or any other information. We will do our best to respond promptly and accurately.

Here are a few ways to connect with us.

- **Web**
The District's website, www.lake.k12.fl.us, is updated frequently to provide parents, students and the community the latest news about our schools.
- **Weekly Newsletter**
Get Lake County School news delivered to your e-mail by subscribing at www.lakecountyschools.wordpress.com.
- **Social Media**
Visit us at www.facebook.com/LakeSchools to like, share, and comment on the good news about the great things happening in our schools.
- **Telephone**
We occasionally send recorded phone messages to your home with important information. Make sure your school has your correct phone number on file.

In addition, we actively partner with local media outlets to help ensure information is delivered to the community quickly, especially during an emergency.

Radio

- WLBE 790 AM
- WVLG 640 AM and WKIQ 1240 AM
- Z88.3 FM
- WDBO 580 AM

Television

- Government access stations: Bright House channel 199; Florida Cable channel 4. Lake-Sumter State College Television (Comcast cable channel 13) and LakeFront TV (Comcast cable channel 22).
- Regular updates are also typically available on local television stations: NBC affiliate WESH-TV channel 2; CBS affiliate WKMG-TV channel 6; ABC affiliate WFTV-TV channel 9; FOX35 channel 35; Central Florida News 13 (Bright House Network cable only).

Newspaper

Daily newspapers that provide information about Lake County Schools include:

- Lake Sentinel
- Daily Commercial
- The Villages Daily Sun

CAMPUS SECURITY MEASURES

Providing a safe and secure environment for our students to learn is a top priority of the School Board of Lake County, Florida. Measures have been taken to enhance the safety of our staff and students.

Volunteers on Patrol – Lake County Schools’ Volunteers on Patrol Program (VOPP) was proposed in April 2013, by the Safe Schools Department as a long term solution initiative to make schools safer. This program is modeled after the “Citizens on Patrol” program, which is a generic name used by many to describe a special group of Law Enforcement Volunteers that patrol their communities acting as “Eyes and Ears” for law enforcement. VOPP was proposed as an observation and reporting program to assist the school based administrators with daily campus supervision.

School Resource Officers – Law enforcement officers from the Lake County Sheriff’s Office and the Mt. Dora Police Department are permanently assigned to middle and high schools. These officers perform general law enforcement duties, present law-related education programs, attempt to identify students displaying early signs of delinquency, and serve as a referral resource for students, faculty, and parents.

SECTION III: PUBLIC NOTICE

CIVILITY POLICY

Employees of the Lake County Schools will treat parents and other members of the public with respect and expect the same in return. The district must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. Accordingly, this policy promotes civility, mutual respect, and orderly conduct among district employees, parents, and the public. See School Board Policy 3.43 for the complete policy. [SBP: 3.43]

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the students' educational records. Florida statute requires that an education record be maintained for each student enrolled in school. [SBP: 5.70, 5.71] The school principal is responsible for the control and supervision of educational records housed at the school.

1. Under FERPA, “education records” are defined as records that are directly related to a student and maintained by an educational agency.
2. Students and their parents/guardians shall have rights of access, rights of challenge, rights of privacy with respect to student records and reports, rights of waiver, and rights to annual notice.
 - Every student shall have a right to privacy with respect to the educational records kept on him or her. Personally identifiable information contained in such records and reports is confidential. These records and reports cannot be released without the written consent of the student’s parent/guardian, or of the student himself or herself if he or she is 18 years of age or older, unless the purposes for the release of such information is consistent with FERPA and §1002.22(3)(d), Florida Statutes. Such a release of information without consent can be for any reason consistent with that in §1002.22(3)(d), Florida Statutes, including, but not limited to, purposes consistent with inter-local agreements with other agencies.
 - Parents/guardians/eligible students have the right to inspect and review the student's education records within 30 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If copies of these records are requested, the first five pages will be provided by the District at no cost. For requests in addition to five pages, an amount of 15 cents per page will be charged.
 - Parents/guardians/eligible students have the right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate misleading, or otherwise in violation of the privacy rights of the student. When making such a request, a written statement to the school principal should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the privacy rights of the student. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision

and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- Under certain circumstances, parents/guardians/eligible students have the right to waive their access to the educational record.
 - FERPA requires that all parents/guardians/eligible students are provided annual notification of their rights under FERPA. Information included here in the Code of Student Conduct serves as this annual notice.
3. Parents/guardians/eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records.
 4. In some instances, FERPA authorizes disclosure of personally identifiable information from the student's educational record without consent. These may include:
 - to officials of other schools or school systems in which the student seeks to enroll;
 - to appropriate parties in connection with an emergency, if necessary to protect the health or safety of the student or other individuals;
 - to an agency caseworker or representative of a state or local child welfare agency, or tribal organization, when the agency is legally responsible for the care and protection of the student (i.e., the student is in foster care);
 - to certain governmental agencies; and
 - In response to a court order or subpoena, the parent/guardian/eligible student will be notified of the disclosure, except where the law prohibits said notification.
 - to a school official with a legitimate educational interest;
 5. Upon request, the District discloses educational records, including record of disciplinary actions, without consent to officials of another school district in which the student intends to enroll.
 6. When requesting basic information from students and parents/guardians, a request will be made for students' social security numbers under section §1008.386, Florida Statutes. In any case, disclosure of the social security numbers is voluntary and will be used only as a student identification number in the Information Technology (IT) system maintained by the district.
 7. Directory Information – Under the guidelines stipulated in 34 CFR § 99.3, the School Board of Lake County, Florida, reserves the right to release "Directory Information" to the general public without obtaining prior permission from students or parents/guardians/eligible students. Directory information includes the student's name, parent/guardian names, residential address, telephone number (if listed), date and place of birth, name of most recent previous school or program attended, participation in school sponsored activities and sports, height and weight of athletic team members, dates of school attendance, anticipated graduation date, honors and awards received, and diploma conferred.

However, an eligible student or his/her parents may notify the principal of the desire **NOT** to have directory information released by opting-out and signing the form on page iii of this Code of Student Conduct & Policy Guide. In that case, this information will not be disclosed except with the consent of a parent/guardian or eligible student, or as otherwise allowed by the Family Educational Rights and Privacy Act. In the absence of written notification to restrict the release of directory information, the school and the School Board will assume that neither a parent/guardian of a student, nor an eligible student objects to the release of the designated directory information. The School Board of Lake County, Florida, will routinely publish directory information in conjunction with press releases regarding school activities, honor roll announcements, athletic events, and other such activities. However, directory information shall not be released for commercial use, including mailing lists for solicitation purposes. [SBP: 5.71]

Under provisions of the National Defense Authorization Act and The Elementary and Secondary Education Act (No Child Left Behind), directory information may also be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of Armed Forces, etc.) and to post-secondary programs to inform students of educational programs available to them. Under these provisions, the School Board of Lake County may also release student name, address, and telephone number of 11th and 12th grade students including Lake County Virtual to the armed services and military recruiters. Parents/guardians of students or eligible students in 11th and 12th grade including Lake County Virtual may choose for this information **NOT** to be provided to the armed services or military recruiters. This notification must be submitted in writing to the principal within thirty (30) days of distribution of the Code of Student Conduct or thirty (30) days after initial enrollment.

8. Parents/guardians/eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue S.W.
 - Washington D.C. 20202-4605

Access to Student Records by Parents – FERPA defines “Parent” as natural parents of a student, any guardian of a student, or any individual acting as a parent in the absence of a parent or guardian (20 USC 1232g, §99.3). The US Department of Education has determined that a parent is absent if he or she is not present in the day-to-day home environment of the child. Therefore, a step-parent who is not present on a day-to-day basis in the child's home does not have rights under FERPA. However, a step-parent will have rights under FERPA if the step-parent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. Those step-parents who meet this standard are considered a “parent” under FERPA.

Parents have rights regarding the student records of their children, including right of access, right of waiver of access, right to challenge and hearing, and right of privacy, in accordance with §1002.22, Florida Statutes. Access to student records and information pertaining to a student may not be denied to either parent unless a court order specifically revokes these rights. It is the parent's responsibility to supply the school with any documents

that delineate custody and/or limitations regarding student records. The school will not resolve parental disputes regarding a student and/or student record access. [§61.13, 1002.21, 1002.20, and 1002.22, Florida Statutes]

Access to Students –When parents are divorced or separated, both parents have full rights to participate in the child's school activities and know what is happening at school unless there is a court order limiting that access. If such an order exists then the principal must have a certified copy. Absent prior permission from the parent, no student shall be permitted to leave school during the school day at the request of or in the company of anyone other than an authorized school employee; a law enforcement officer; child protective investigator, or other official acting in the exercise of his/her lawful authority; or the parents of the student.

In the event that the school receives conflicting direction from divorced or separated parents concerning a student, school personnel may rely on the direction of the parent identified by the following criteria, which are listed in order of priority:

1. First, the parent who is designated in a Parenting Plan or other Florida court order as having either educational decision-making authority or sole parental responsibility over the student; or
2. Second, if both parents are designated as educational decision-makers with shared parental responsibility, the parent who resides at the address specified in the Parenting Plan or other Florida court order as the address to be used for school assignment purposes; or
3. Third, if no such Parenting Plan or order exists or no such address is specified, and the parents of the child were never married, the mother is considered the primary guardian and retains full decision-making authority regarding the child, until such Parenting Plan is presented to the school.

Subpoenas for Student Records – School officials must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner. If a student (18 years old or older) or the parents/guardians of a minor student object to the release of subpoenaed records, an objection to a subpoena for non-party production must be filed or a protective order must be obtained from a court of competent jurisdiction. After school receipt of proper notification, the subpoenaed records will be produced as demanded on the 10th working day following the service of the subpoena if an injunction is not granted.

INSURANCE (Student Accident)

The School Board of Lake County, Florida, recommends that parents/guardians consider purchasing affordable student accident insurance for their children. This insurance provides valuable coverage in the event your child is injured in an accident. The coverage is available for school day only, which provides coverage during the regular school year, or you can purchase a more comprehensive policy covering your child 24/7. This can be especially valuable if you do not currently have health insurance for your child. If you do have health insurance, this can help cover deductibles and co-pays to limit out of pocket expenses in the event of an accident. Please contact your child's school for more information on how to purchase this type of coverage or contact School Insurance of Florida directly at 800-432-6915 or online at <http://www.floridaschoolinsurance.com/coverage.htm>.

NOTIFICATION OF COMPLIANCE

The School Board of Lake County, Florida, adheres to a policy [SBP: 2.70] of non-discrimination in educational programs/activities and employment and strives to provide equal opportunities for all as required by:

Americans with Disabilities Act Title II – prohibits discrimination on the basis of disability in state and local government programs/services

Civil Rights Act of 1964 TITLE VII – prohibits discrimination on the basis of race, color, religion, or national origin

Florida Civil Rights Act of 1992 – secures for all individuals within the state, freedom from discrimination because of sex, national origin, age, disability, or marital status

Florida Educational Equity Act –prohibits discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee in the state system of public K-20 education. No person in this state shall, on the basis of race, ethnicity, national origin, gender, disability, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any public K-20 education program or activity, or in any employment conditions or practices, conducted by a public educational institution that receives or benefits from federal or state financial assistance. – The supervisor responsible for compliance may be contacted at (352) 253-6500.

Individuals with Disabilities Education Act (IDEA) – the district has an obligation to identify, locate, evaluate, and provide a free and appropriate public education for all children with disabilities. Students and parents/guardians have a right to due process under IDEA. A copy of parent/guardian rights afforded by IDEA is available at all district schools and on the website. The Director of Exceptional Student Education may be contacted at (352) 253-6600.

McKinney-Vento Homeless Assistance Act of Title VII-B – (as amended by the No Child Left Behind Act of 2001) designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. The School Board of Lake County, Florida, shall ensure that homeless children and youth, including preschool-aged children, are afforded the same free, appropriate education as provided to other students, have an opportunity to meet the same challenging State of Florida academic standards to which all students are held, are not stigmatized, or isolated, segregated, or separated in another educational program on the basis of their status as homeless and shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. See School Board Policy 5.15 for the complete policy.

Section 504 of the Rehabilitation Act of 1973 – prohibits discrimination against the disabled. It is the intent of the district to identify, evaluate, and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA) – Students and parents/guardians have a right to due process under Section 504. A copy of parent/guardian rights afforded by Section 504 of the Rehabilitation Act of 1973 is available at all district schools. The Director of Student Services is the coordinator of Section 504 activities and may be contacted at (352) 742-6920.

Title IX of Education Amendments of 1972 – states: “No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance” – The School Board of Lake County, Florida, affirmed in regular session on October 14, 1975, that it is in compliance with the requirements of Title IX and does not discriminate on the basis of sex in the educational program or activities which it operates. This statement of non-discrimination extends to School Board employment practices and to admission to school programs. A “Title IX Complaint” is a claim by a person that he or she has been discriminated against on the basis of sex in the programs or activities operated by the School Board of Lake County, Florida. A person having Title IX complaint should direct his/her concern to the Supervisor of Compensation of Benefits and Employee Relations who will either investigate the complaint or refer it to appropriate personnel. If the complaint is not resolved, the complaint and a complete copy of the findings of the investigation will be sent to the Chief of Administration. The complaint will then be addressed by a committee comprised of three (3) members: Chief of Operations; Chief of Administration; and the Executive Director of Human Resources and Employee Relations.

Address any Title IX Complaint to: Supervisor of Compensation of Benefits and Employee Relations,
School Board of Lake County, Florida, 201 W. Burleigh Blvd., Tavares, FL 32778.

NOTIFICATION OF RISK

Be aware that playing or practicing to play/participate in any sport can be dangerous in nature and involve MANY RISKS OF INJURY. It is understood that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result in complete or partial paralysis; brain damage; serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular/skeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body, and general health and well-being. Understand that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result not only in serious injury, but in a serious impairment of future ability to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life. Because of the dangers of participating in interscholastic sports, it is important to follow and obey coaches’ instructions regarding playing techniques, training and team rules. The best investment that any parent can make for a child is to invest in purchasing 24-hour school accident insurance.

In consideration of the School Board of Lake County, Florida, permitting try outs for high/middle school team sports and engaging in all activities related to the team including, but not limited to, trying out, practicing or playing/participating in that sport; all employees, agents, representatives, coaches, and volunteers will be held harmless from any and all liability, actions, causes of actions, debts, claims, or demands of any kind and nature whatsoever which may arise out of or in connection with participation in any activities related to the high/middle school interscholastic sports team. The terms hereof shall serve as a release and assumption of risk for heirs, estates, executors, administrators, assignees, and all family members.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTICE

Pursuant to the Protection of Pupil Rights Amendment (PPRA) (20 USC §1232h; 34 CFR Part 98), parents, guardians, or eligible students (over the age of 18 or emancipated) have certain rights pertaining to surveys, the collection and use of information for marketing purposes, and certain physical exams. These rights are as follows:

- The right to give prior written consent before students are required to submit to surveys concerning protected information (regarding political affiliation or beliefs; mental or psychological problems of the student or student’s family, sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom survey respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility) if the survey is funded in whole or in part by a program of the U.S. Department of Education,
- The right to opt a student out of participation in any other protected information survey, regardless of funding.
- The right to opt a student out of any non-emergency invasive physical exam or screening required as a condition of school attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student.
- The right to opt a student out of non-invasive health screenings, including hearing, vision, or body mass index screenings, for any reason (Florida Statute 381.0056).
- The right to opt out does not apply to scoliosis screenings, except on grounds of religious beliefs or physician certifications pursuant to Florida Statute 1003.22(5).
- The right to opt a student out of activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others, and
- The right to inspect, upon request and prior to administration or use (a) protected information surveys of students, (b) instruments used to collect personal information from students for any marketing, sales, or distribution purposes, and (c) instructional material used as part of the educational curriculum used in connection with activities noted above. The District will ensure that student privacy is protected in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- The District will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys and to review any pertinent surveys.
- Those who believe their rights have been violated may file a complaint with **the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.**

PUBLIC SAFETY INFORMATION ACT 1997 – SEX OFFENDER/ SEXUAL PREDATOR LAWS

Information is available at each school. Contact your local principal.

STUDENT GRIEVANCE PROCEDURES

The School Board of Lake County, Florida, will promptly investigate alleged incidents of harassment or discrimination and appropriate, corrective action will be taken. Any student who alleges harassment or discrimination by another student or School Board employee shall report the harassment to the building principal, assistant principal(s), certified school counselors or teachers. Filing of a complaint or otherwise reporting harassment in good faith, will not affect the student's status, extracurricular activities, grade or any other assignments. However, willfully reporting a false claim of harassment or discrimination in bad faith is illegal and will subject the reporter of the false claim to disciplinary action.

The harassment or discrimination complaint shall be in writing, state the act or acts, state the date(s), state the names of witnesses, and shall be signed by the complainant. The right to confidentiality, both of the complainant and of the alleged harasser, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred. Retaliation against any student for alleging harassment or discrimination is strictly forbidden. [SBP: 2.71]

SUPERVISION OF STUDENTS

Subject to law and rules of the State Board of Education and of the district school board, each student enrolled in a school shall: (a) during the time she or he is being transported to or from school at public expense; (b) during the time she or he is attending school; (c) during the time she or he is on the school premises participating with authorization in a school-sponsored activity; or (d) during a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises, be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or of the bus driver to whom such responsibility may be assigned by the principal. The School Board of Lake County, Florida, is not responsible for the supervision of students on school grounds thirty (30) minutes before or after the activity is scheduled or actually begins or ends, whichever period is longer. A school or district school board may, by policy or other formal action, assume a longer period of supervision. Casual or incidental contact between school district personnel and students on school property shall not result in a legal duty to supervise outside of the reasonable times set forth in this section, provided that parents shall be **advised in writing twice per year** or by posted signs of the school's formal supervisory responsibility and that parents should not rely on additional supervision. The duty of supervision shall not extend to anyone other than students attending school and students authorized to participate in school-sponsored activities. Please refer to your school's beginning and ending hours and arrange for supervision of your child accordingly. Parents should not rely on school supervision outside the time limits of such policy (please note that proper authorities may be called). [SBP: 5.30; §1003.31, Florida Statutes]

SECTION IV: TRANSPORTATION

BUS CONDUCT RULES

The bus is an extension of the school campus. Therefore, students will adhere to all conduct rules, including those addressing medication, while riding a School Board of Lake County, Florida, school bus. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's enrollment card for that bus, shall be permitted to ride such a bus while it is being operated on a regular school bus route except upon the written request of the parent(s) or legal guardian of a student and with the written approval of the principal/designee. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds 5 days, the Superintendent's designee's approval shall be required. Approval shall not be allowed for: a) student visitation, unless duly authorized; b) a student to obtain transportation to his/her regular place of employment. Students attending a school on a zone waiver must provide his/her own transportation. Students living less than the state approved mileage are not eligible for transportation unless their walking path fits the state approved criteria for "hazardous walking" or has been approved by the School Board.

Section 1006.10 (1-7), Florida Statutes gives school bus drivers the authority to monitor and control the behavior of students any time they are being transported to and from school or school functions at public expense.

Students being transported on a school bus must comply with the following rules. [SBP: 8.31]

Prohibited on the Bus

1. Possession of sharp/dangerous instruments or any type of weapons on the bus is prohibited.
2. Bring no animals, glass containers, skateboards, food, or drinks on the bus.
3. Use or have no tobacco products (smoking, chewing, dipping) or other mood altering substances while on the bus.
4. Bring no bulky or inappropriate objects on school transportation. This includes but is not limited to musical instruments, athletic equipment, etc., that cannot be held in the student's lap. No objects may block the aisles or emergency exits.

Before Entering the Bus

1. Be at the bus stop at least five minutes before bus arrival but not more than fifteen minutes before arrival. Observe proper rules of conduct while waiting for the bus. Students shall stay at least five feet off the road and off private property.
2. If it is necessary for a student to cross a road to board a bus, the student should wait until the bus arrives and the driver deploys the stop arm and flashing red lights. The student should make visual contact with the driver, watching for the Department of Education's (DOE) adopted crossing signal. The student should then make a right and left check for traffic and cross twelve (12) feet in front of the bus.

Before and Exiting the Bus

1. Get on/off at their regularly appointed bus stop unless written parent/guardian permission is provided to the school administrator early in the day to allow time for verification. [SBP: 8.35]
2. Wait until the bus has come to a complete stop before entering or exiting the front door of the bus. Students shall form a line in order to ensure safety in getting on or off the bus.
3. Use the handrail when entering and leaving the bus. Be careful that loose straps or drawstrings on articles of clothing or backpacks do not get caught on the handrail.

During the Bus Ride

1. Occupy the seat assigned by the driver and refrain from moving around while the bus is in motion. Seat belts must be correctly fastened upon taking assigned seat and worn at all times if the bus is designed with seat belts.

2. Obey the driver, monitor, and volunteers at all times and follow the standards of conduct while riding the school bus. Report promptly to the principal when instructed to do so by the driver. Bus infractions may result in an out of school suspension.
3. Keep all body parts and belongings inside the bus windows.
4. Keep from littering, throwing, or propelling objects inside the bus.
5. Keep from throwing or propelling items outside the bus windows. (Behavior that violates this rule/expectation may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.) [*Know the Law* pp. 15-16]
6. Keep from defacing or vandalizing a school bus. Restitution will be required for any damages sustained to the bus.
7. Follow emergency evacuation procedures when appropriate. [SBP: 8.34]
8. Observe classroom conduct rules at all times (except for ordinary conversation). Silence on the bus shall prevail while the bus is stopped for railroad crossings or for discharging students. When the bus is in motion, only talk to the driver if it is necessary and be quiet when the driver turns the dome lights on, raises a hand, etc. One of these signals will be used at railroad crossings.
9. Use of profane or objectionable language or engaging in any other objectionable conduct is prohibited. There shall be no pushing, fighting or any other type of misconduct at any time.
10. Wear no bathing suits on the bus or hang them outside the windows. Wet bathing suits shall be placed in waterproof bags before being brought on the bus.

Exiting the Bus

1. If it is necessary for a student to cross a road after unloading from a bus, the student should stand at the side of the bus in sight and hearing of the driver. The student should make visual contact with the driver, watching for the DOE’s adopted crossing signal. The student should then make a right and left check for traffic and cross twelve (12) feet in front of the bus.

Bus Suspension: Violation of transportation policies or bus conduct rules committed while on the school bus may be grounds for the suspension of bus riding privileges by the school administrator for a period of time not to exceed ten (10) school days per occurrence. However, the consequences for such violations are **not limited** to revocation of bus riding privileges. Other sanctions, up to and including out-of-school suspension and expulsion from school may be imposed when warranted. Procedures for students with disabilities are described in the subsection ESE: SUSPENSIONS AND EXPULSIONS.

Bus Expulsion: Repeated violation, or a single serious violation, of transportation policies or bus conduct rules committed while on the school bus may be grounds for the revocation of a student’s bus riding privileges by the principal for a period of time up to the remainder of a school year, the intervening summer school, and the following school year. However, the consequences for such violations are **not limited** to revocation of bus riding privileges. Other sanctions, up to and including out-of-school suspensions and expulsion from school may be imposed when warranted. Procedures for students with disabilities are described in the subsection ESE: SUSPENSIONS AND EXPULSIONS.

Note: Lake County busses are equipped with video/audio cameras for security purposes. Students are being taped during their ride. These tapes may be used to determine violations of the Code of Student Conduct. Violations of these bus conduct rules and any action or behavior by a student(s) to substantially distract the driver and causes or has the potential to cause a safety hazard on a moving bus, or while stationary, may be the basis for suspension from bus/school and/or expulsion of bus riding privileges. Only authorized school personnel can view a bus video/audio recording, when the need arises, due to the protection of other students’ privacy.

While on the school bus, students may use their personal devices for non-disruptive activities such as completing school work, reading, privately listening to music with earphones (other students should not hear the music), or playing games. However, use of personal devices is under the sole discretion of the bus driver.

While cell phones and other electronic devices are normally not allowed to be visible on the bus, in a situation when there is a substantial delay, the bus driver may give permission for students to use their cell phone.

*When a student is suspended or expelled from the bus, they are not permitted to use **any** School Board of Lake County, Florida, school bus for extracurricular activities or field trips during the suspension or expulsion timeframe. At the principal’s discretion, a student may be allowed to ride the bus for extracurricular activities only or field trips that are academic in nature.*

Parents are responsible for their children at the bus stop. Bus drivers may issue bus referrals based on behavior they observe at bus stops and administrators may investigate and discipline accordingly. School officials may address any incident occurring at the bus stop that may have an adverse impact on the school. §§1006.07(2)(i), 1006.09(1)(b), and 1006.10(3), Florida Statutes.

Without specific permission of the bus driver or supervisor, a parent may not board a school bus that is being operated by a Lake County Schools bus driver. Violation of this provision may result in the loss of bus riding privileges for the student of the parent and possible prosecution under Florida law.

PARKING/VEHICLE RULES

All parking areas are the property of Lake County Schools. The parking of a student's vehicle on campus is a privilege that is granted by the School Board of Lake County, Florida, upon the purchase of a parking decal at the school of attendance. Students who repeatedly violate campus-parking rules may have their parking decal revoked and/or are subject to disciplinary interventions. [SBP: 5:36] Students must follow the school policies on driving and parking. Violation of the Code of Student Conduct policies or the school parking/driving policies may result in loss of privileges, suspension, or expulsion from school. [§1001.43(1)(f), Florida Statute]

Note: Privileges & Responsibilities: Parents are encouraged to review Florida law pertaining to the operation of motor vehicles by their children. High school students with operator’s licenses may not be legally allowed to drive their vehicle home after a late ball game. It is the student and parent’s responsibility to know the law.

1. A student will not be permitted to drive any vehicle to school until filing with the principal the written consent of the student’s parent/guardian and a written agreement to comply with all rules of the School Board of Lake County, Florida, and local school officials. Students parking vehicles on campus without authorization are subject to disciplinary interventions. [SBP: 5.36]

2. A student leaving home for school shall proceed directly to the school campus. After arriving at school a student shall remain on the school grounds unless given permission to leave the grounds as provided in these rules. At the close of the school day, the student shall leave the school grounds promptly unless under the supervision of a faculty member.
3. The student shall park a car driven to school in the area designated for student parking.
4. Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, contraband, etc. which may be found in the vehicle. School authorities have the right to inspect any student parked vehicle in order to protect the health, safety, and welfare of students. This includes the use of drug and gunpowder sniffing K-9 dogs.
5. No student shall loiter in or around the parking area or areas.
6. Students shall not occupy cars during class hours, between classes, or before or after school except as they arrive and leave for the school day and travel to and from approved programs at other locations.
7. The principal shall cooperate with law enforcement officers. A student who receives a citation for a traffic violation while traveling to or from school, or who is known to be operating a vehicle in such a manner as to endanger the student's own safety or that of others, may at the principal's discretion lose the privilege of driving a vehicle to school. Any student violating such directive shall be subject to suspension or expulsion from school.
8. Students must follow all Florida Department of Motor Vehicle (DMV) traffic laws and regulations while on school property or be subject to citations including the DMV's regulation on out-of-state vehicle registration. Students who park on school property are required to have the following: 1) copy of student's Valid Driver's License, 2) copy of Insurance on Vehicle, and 3) copy of Current Florida Vehicle Registration (No decal will be issued to vehicles with Out-of-State Tags.)
9. Habitual truants will have their driver's licenses withheld/suspended by the Department of Highway Safety & Motor Vehicles.
10. Student parking is not provided at Lake County middle school facilities, therefore no middle school students are permitted to drive themselves to school.

SECTION V: POLICIES GOVERNING STUDENT BEHAVIOR

BULLYING OR HARASSMENT

The School Board of Lake County, Florida, is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and employees. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying or harassment toward a student or employee, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes but is not limited to physical (hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact), verbal (oral or written) (taunting, malicious teasing, insulting, name calling, sexual, religious, disability, or racial harassment, making threats), electronically transmitted (cyber or high-tech) (posting slurs or rumors or other disparaging remarks about a student on a web site or on a web blog, sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web sites), and/or psychological abuse (spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, dehumanizing gestures or public humiliation). The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

The following factors will determine if bullying or harassment for students and employees falls within the scope of the Lake County School District:

- A. During any education program or activity conducted by a public K-12 educational institution including Lake County Virtual. or
- B. During any school-related or school-sponsored program or activity or on a school bus or at a school bus stop of a public K-12 educational institute including Lake County Virtual. Notwithstanding the duty to investigate complaints of bullying or harassment while a student is at a school bus stop, the School Board is not liable for such incidents but is only responsible to investigate and refer to the appropriate agency. or
- C. Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of a public K-12 educational institution including Lake County Virtual. or
- D. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

Bullying including cyberbullying is defined as willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, disability, or racial harassment; public or private humiliation; or destruction of property.

Cyberstalking as defined in 784.048(1)(d), Florida Statutes, means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to the person and serving no legitimate purpose. **Cyberbullying** means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying

also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying reporting forms are available on the Lake County Schools Website in the Safe Schools Department under the Bullying and Violence section. Forms are also available at each school. All reports of bullying or harassment are taken very seriously; however, if a student withdraws from the current school prior to or during the investigation, the District cannot ensure that the complaint is thoroughly investigated and may be deemed an abandoned complaint. [SBP: 5.33; *Know the Law*; §1006.147, Florida Statute]

DATING VIOLENCE AND ABUSE

It is the policy of the Lake County School District that all of its students have an educational setting that is safe, secure, and free from dating violence and dating abuse. The District shall not tolerate dating violence or dating abuse of any kind. Dating violence and dating abuse by any student is prohibited on school property, during any school related or school sponsored program or activity, or during school sponsored transportation. **Dating violence** is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past intimate relationship to exert power and control over another when one or both of the partners is a student. **Dating abuse** is mistreatment which may include insults, coercion, social sabotage, sexual harassment, threats, and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. See School Board Policy 5.325 for the complete policy. [SBP: 5.325; §1006.148, Florida Statute]

DRESS CODE POLICY

Students have a responsibility to be dressed and groomed in a manner that is consistent with the Code of Student Conduct. **The principal may determine when a student's appearance, or dress is such that it disrupts or interferes with the educational process or endangers the health and safety of the student or others.** Students who are enrolled in career and technical classes shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. [SBP: 5.37] [§§1001.43(1)(b) and 1006.07((2)(d), Florida Statutes]

A. Head

1. Caps, hats, headgear, visors, sunglasses, or bandanas shall not be worn while on campus during the school day.
2. Hairstyles, unnatural hair colors, or make-up that is **extreme and disruptive** or does not allow direct eye contact is prohibited with the exception of special events approved by the principal.

B. Upper Garments

1. All garments must not be less than sleeveless clothing (defined as the point of the shoulder).
2. Students are not allowed to wear sleepwear, revealing clothing, or clothing that exposes the torso. Examples include, but are not limited to, see-through garments, backless attire, bare midriff clothing that allows any area of the midriff (front or back) to be exposed when sitting, standing, or raising the arm.

C. Lower Garments

1. Clothing must be worn appropriately and properly fastened with no tears that reveal skin two (2) inches above the knee.
2. Clothes shall be worn as they are designed while on the grounds of a public school during the regular school day. Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. No oversized or baggy pants are permitted. Hemlines for dresses, skorts, skirts, and/or shorts must be no shorter than mid-thigh (a second violation of this policy will result in appropriate disciplinary action). Mid-thigh is defined as while a student is in the seated position, measure halfway from the top of the leg (the crease your hip makes when seated) to the outside of the bent knee. In a standing position, whatever students are wearing should be longer than the mid-thigh mark, when standing, as defined above.
3. Skin-tight recreation clothing (e.g., bike pants, tights, leotards, leggings—unless worn under shorts or skirts that conform to appropriate dress code policy) shall not be worn.

D. Footwear

1. Safe footwear must be worn at all times.
2. At the elementary and middle school level—thong sandals, cleated shoes, backless shoes, bedroom slippers, and shoes with wheels are not acceptable.
3. At the high school level—bedroom slippers, cleated shoes and shoes with wheels are not acceptable.

E. Accessories

1. Facial/Visible piercings that are **extreme and disruptive** are prohibited.
2. Chains, other than necklaces considered to be jewelry, shall not be worn. Examples include, but are not limited to, heavy chains generally used for utility purposes, animal choke collars, and so-called “hip-hop” chains.
3. Jewelry that contains any type of sharp object or mood bracelets shall not be worn.

F. General

1. All middle and high school students shall be required to wear appropriate dress for physical education as prescribed by the school. A student may be permitted to wear other appropriate physical education attire when the parent/guardian files an objection based on religious or medical reasons.
2. Clothing, jewelry, and accessories with decorations, symbols, mottos, or designs which are offensive to good taste or the maintenance of good decorum are prohibited. Examples include, but are not limited to, wearing advertisements of commodities, such as alcoholic beverages, drugs, tobacco, and symbols or writings (e.g. swastikas, rebel flags, etc.) that have sexual or racial connotation, gang references, weaponry, accessories that connect one body part to another, or profane language.

Any student who violates the dress policy is subject to the following disciplinary actions:

- a. First offense: Verbal warning and parent/guardian contact.
- b. Second offense: Ineligible to participate in or attend any extracurricular activity for a period not to exceed 5 days. Administrator must meet with the parent/guardian.
(Level I Discipline Intervention)

- c. Third or subsequent offense: Ineligible to participate in or attend any extracurricular activity for a period not to exceed 30 days. The administrator must contact the parent/guardian and send the parent/guardian a written letter regarding the student's ineligibility to participate in or attend extracurricular activities. (Level II Discipline Intervention)

Note: The principal or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. The principal or designee may prohibit the use of clothing or items that cause disruption during school, on school transportation, or during school sponsored events. When it is determined that the apparel is inappropriate, parents/guardians will be asked to bring clothing to the school which will conform to this Code. Schools may adopt more stringent dress code or **uniform policies that include "opt-out" clauses** with Board approval. Students who opt-out of school uniform policies must follow the district dress code outlined in the Code of Student Conduct.

GANG-RELATED ACTIVITY

The School Board of Lake County, Florida, will not tolerate any gang related activity on school grounds, school-sponsored events, and/or school transportation, to include dress, tattoos, bandanas (to be used as gang identifiers), graffiti, hand signals, or verbal slang. Gang related activity may include, but is not limited to, engaging in any verbal, written, or physical act, which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors on a school campus or at a school sponsored program or activity. Violations that disrupt the educational process will lead to disciplinary action. If a student is identified or qualifies as a gang member, the student may be subject to expulsion. If a student qualifies as a gang member, subsequent violations of the Code of Student Conduct may be raised to the next level (i.e., Level I to Level II; Level II to Level III; Level III to Level IV). [*Know the Law* p. 21]

It is therefore the policy of the School Board of Lake County, Florida, that gangs and gang activities are prohibited in the School Board of Lake County, Florida, according to the following:

- A. "Gang" is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal/violent acts, and having a common name or common identifying sign, colors or symbols, or the purposeful violation of any School Board of Lake County, Florida, policy;
- B. No student on or about school property or at any school activity shall:
1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in or affiliation with any gang;
 2. Communicate either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership affiliation in any gang or that promotes gang affiliation;
 3. Engage in any act that encourages or promotes interests in any gang or gang activity, including, but not limited to:
 - i. Soliciting membership in, or affiliation with, any gang;
 - ii. Soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - iii. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school or personal property;
 - iv. Engaging in violence, extortion, or any other illegal act or other violation of school policy;
 - v. Soliciting any person to engage in physical violence against any other person.
 - vi. Engaging in the use of technology that encourages or promotes interests in any gang or gang activity.

The School Board of Lake County, Florida, is working in conjunction with the Lake County Sheriff's Office, Department of Juvenile Justice, local police departments, and PAL (Police Athletic League) to deter gang activity on school campuses. Any student exhibiting gang activity/characteristics as described in this section will be photographed and information will be shared with local law enforcement. A student identified as a gang member by the School Resource Deputy/Officer will be photographed and entered into the Florida Department of Law Enforcement's Gang Net. [*Know the Law* p. 21] [SBP: 5.38; §§874.03 and 874.05, Florida Statutes]

HARASSMENT –The purpose of this policy is to inform and educate students of their responsibilities, rights, and complaint/grievance procedures with regards to harassment. Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that (1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or (3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. The term "harassment" includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. "Harassment" includes, but is not limited to: racial slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts; denigrating or hostile written or graphic material posted or circulated in the workplace or schools; or any other graphic or physical conduct relating to an individual's race, color, religion, sex, gender, age, national or ethnic origin, marital/family status, qualified handicap or disability, or social and family background. The term also includes sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance. [SBP: 2.71 and 5.33; §1006.147, Florida Statute; *Know the Law*]

SECTION VI: TECHNOLOGY

CELL PHONES AND/OR ANY ELECTRONIC COMMUNICATIONS DEVICES

Cell phones that are in view, are heard, or are in use on school grounds during school hours, or on school transportation will be confiscated – The School Board of Lake County, Florida, recognizes the need for students to have cell phones after school or during extracurricular activities; however, during school hours or on school buses, cell phones, and/or any other electronic communications device are to be turned off and kept out of sight. Only electronic communications approved by school officials for a school assignment will be permitted. Any other electronic communications will be considered a violation and will be prohibited. Electronic communications include but are not limited to video/audio recordings, photographs, and/or text messages. **It is strictly prohibited to record, possess, display, distribute, and/or transmit pictures, text messages, video, and/or**

audio recordings while on school grounds. The school will not be held responsible for lost or stolen cell phones and/or any electronic devices. No student may have in his or her possession any wireless communication device or any other item that records, stores, or transmits data during any standardized testing (FCAT 2.0,FSA, State EOC, etc.). This policy applies to grades PreK-12 including Lake County Virtual as does everything in the Code of Student Conduct. Violation of this provision may result in the loss of the student's privilege to possess a cell phone on campus in addition to any other prescribed disciplinary intervention. If a cell phone/electronic device is, being handled, or otherwise used in any manner during a test or exam, it may be considered cheating and the student will receive a zero for that test or exam. (Some schools may have a cell phone policy waiver.)

Note: Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. [SBP: 5.33; §1006.07(2)(f), Florida Statutes]

STUDENT ACCEPTABLE TELECOMMUNICATIONS/ELECTRONIC COMMUNICATIONS USE POLICY AND AGREEMENT

The School Board of Lake County, Florida, provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. Students may be granted access to the district's electronic communication system that may include access to the Internet. A student's activities while using this system must be in support of education and research and be consistent with the educational objectives of the School Board of Lake County, Florida.

This access is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege by IT (Information Technology) and/or disciplinary action by school officials. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. The district may suspend or revoke a student's access to the district system upon violation of district policy and/or procedures, including the School Board of Lake County, Florida, Code of Student Conduct. The School Board of Lake County, Florida provides filtering software in an attempt to restrict access to inappropriate materials on the Internet. However, users must recognize that filtering cannot block access to everything that might not be of educational value. **REMINDER:** network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all information stored on the network.

Using the network to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of the School Board of Lake County, Florida, or another entity's computer software or hardware, electronic communications system, or telecommunications/electronic communications system, whether or not the intrusion results in the corruption or loss of data, is prohibited.

Using the services for any activity which adversely affects the ability of other people or systems to use LCSB's network or the Internet is prohibited. This includes denial of service attacks against another network host or individual user. Interference with or disruption of other network users, network services or network equipment is prohibited.

Using any unauthorized computer or network device on the school district's wired or wireless network is prohibited. Using or attempting to use another's (teacher, administrator, staff or another student) login credentials, network resources or the Internet is prohibited. Other uses that the Superintendent/designee may find unacceptable are prohibited.

Using electronic resources, including, but not limited to, network access, Internet access, digital cameras, personal digital assistants (Windows mobile devices, iPod touch's, Palm's, etc.), personal communication devices (cell phones, pagers, messaging devices, telephones, digital recorders), Mp3 players, iPods, USB flash drives, e-mail, computers and laptops, are prohibited, unless student has permission from the classroom teacher or administrator where the electronic resource will be used.

The following are examples of unacceptable use of telecommunications/electronic communications are prohibited. **Students must not or must not attempt to:**

- use or share another individual's username and password
- leave computer unattended while logged on
- read, create, send and/or receive personal email
- access, download, store, send, or display text, images, movies, or sounds that contain pornography, obscenity, or language that offends or degrades others
- use personal social network sites including, but not limited to, myspace.com, facebook.com, chat rooms, etc.
- video stream not related to educational purposes or curriculum set by the school or district
- download music or videos not authorized by the school or district
- install services or electronic file sharing mechanisms
- access, modify, harm, or destroy another user's data
- attempt to send or send anonymous messages of any kind or pretend to be someone else while sending a message
- **cyber bully on or off campus e.g.: threatening, harassing, embarrassing, terrifying, insulting, stalking, or attacking others which includes but is not limited to online threats and insults intended to embarrass, harass, or terrify others via electronic resources**
- post personal information about self or others, sharing confidential information about students or employees
- agree to meet with anyone met online
- intentionally waste limited resources
- bypass LCSB filtering by use of anonymous proxies or unauthorized proxies and services
- download and/or install games, software, tools or other unauthorized downloadable material
- connect to any unauthorized wireless access point or Internet service provider
- create or distribute offensive, false, or derogatory material about any person including other students, teachers, or staff
- interfere with security cameras in any way
- interfere with 2-way radios in any way

BRING YOUR OWN DEVICE (BYOD) PROGRAM (For Participating Schools Only)

NOTE: If the school your child attends is not participating in the Bring Your Own Device (BYOD) program, the following information does not apply. If, however, your child brings his/her own device to school and his/her school does not participate in the BYOD program, your child could face disciplinary action according to the Code of Student Conduct.

Lake County Schools is committed to developing a technologically relevant and engaging learning environment for students by providing them with the opportunity to develop the resource sharing, innovation, communication skills, and tools that are essential to both life and work in the 21st Century. Schools have the option to offer a Bring Your Own Device (BYOD) program that allows students to wirelessly access the Internet for limited educational purposes as directed by a teacher or administrator; therefore, these protocols are designed for students in the schools that are participating in the BYOD program. Participating students with granted access to the district's network/Internet services from any device will be governed by Board Policy 8.601 and 8.60, related administrative guidelines, and the Code of Student Conduct and Policy Guide. For BYOD purposes, a device is any district-owned or personally-owned computer or electronic device including, but not limited to, phones, tablets, notebooks/laptops, wearable (e.g. Google Glass, smartwatches), iPods touches (or similar), and e-readers.

With school or district staff approval, students may use their own devices at school to participate in instructional activities, access and save information from the Internet, collaborate with other learners, and utilize productivity tools and instructionally appropriate apps loaded on their devices. Because personal devices may not be able to access internal district resources such as file and print servers, teachers may utilize web based platforms to submit and showcase student work.

Students, from the schools participating in the program, who choose to bring their personal devices must use Lake County Schools' filtered wireless BYOD network ONLY while on campus unless directed otherwise by a school official. When logging onto Lake County Schools' wireless network, students will be required to adhere to a District User Agreement in addition to the Code of Student Conduct and Policy Guide. Schools may require adherence to additional user agreements. Lake County Schools' networks are filtered for the safety of users, in compliance with Children Internet Protection Act (CIPA) guidelines. Any attempt to circumvent safety filters or "hack" district technology in any way is expressly prohibited. Parents/Guardians are advised that a determined user may be able to gain access to services on the Internet that they and/or their parent/guardian may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume this risk by allowing their child to participate in the BYOD program.

Non-wireless access to the district's network, such as through Ethernet cable, by personal devices is prohibited. Use of broadband networks, provided by cellular carriers via device or hotspot is also prohibited while on Lake County Schools' property unless otherwise directed by a school official. While connected to the LCS wireless network there should be no expectation of privacy in the content of personal files and records of online activity while on the district network. Access to Lake County Schools' network is a privilege and administrators and faculty may review files and messages at any time to maintain system integrity and ensure that the students are acting responsibly. If reasonable belief exists that a student has violated the terms of this agreement, or other district policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges and/or further action as determined by Lake County Schools including reporting to law enforcement.

Students, from the schools participating in the program, bring personal devices to school at their own risk. The district will not be held responsible if a device is lost, stolen, damaged, or misplaced. Moreover, the district will not be responsible for technical support of personal devices, beyond providing necessary district specific connectivity and login information. Please make sure devices are fully charged when bringing them to school.

Use of personal devices is never a requirement and will not impact student grades. For additional information about the BYOD program, please visit the Innovative Learning Web page in Departments & Programs on the Lake County School website at www.lake.k12.fl.us.

The following provides additional information about the BYOD program:

- Student owned laptops should be kept up-to-date with the latest antivirus software.
- Student owned devices should be free of offensive material.
- Updates, downloads, and app installations should be done at home unless instructed by school personnel.

SECTION VII: MEDICATION/HEALTH PROCEDURES

[SBP: 5.62] (Referenced forms can be found at the end of this document)

Prescription Medication

1. All prescription medications with current date must be presented in the original container to the principal/designee. Parent/guardian shall bring medication to school and sign a Prescription Medication Consent Form (MIS 61D001).
2. Directions/instructions on using the prescription shall be provided by the physician or pharmacist.
3. The prescription medication shall be delivered to the office with the following information provided:
 - A. Name and purpose of medication.
 - B. Time medication to be administered must coincide with doctor's order on the prescription.
 - C. Approximate duration of medication.
 - D. Reactions that might occur from the medication.
 - E. Administration of Prescription Medication Consent Form (MIS 61D001) must be completed and signed by parent/guardian.
 - F. Medication must be counted by the parents/guardians and person receiving the medication and documented on the Medication Administration Form.
 - G. All medication must be in the original container with a current date not to exceed 90 days and the label shall not be modified in any manner.

- H. The first dose of medication shall not be administered at school due to the possibility of allergic reaction.
 - I. No more than a four (4) week supply should be delivered to the school at one time.
 - J. All medication must be secured with lock and key.
 - K. A student that needs to carry an inhaler must have a doctor's statement and parent/guardian written consent on the Prescription Consent Form. Inhalers that are carried by the student must have a prescription label with the student's name on the inhaler itself.
4. Parents must notify the School Health Coordinator at the student's school about special health concerns or medication needs before field trips and other off-campus events including athletics. This notification should be at least one week in advance for most medication or health concerns; however, the notification should be at least three weeks in advance for injectable medications or blood sugar monitoring.

Non-Prescription Medication

- 1. All non-prescription medication shall be delivered by parent/guardian.
Non-prescription medication may be administered for 72 hours (three consecutive days) only with parental written consent on the Lake County Schools Non-Prescription Form (MIS 61D003). After the 72 hour (three consecutive days) time frame, a standing order must be secured from the child's physician. The non-prescription medication shall be delivered to the office with the following information provided:
 - A. Name and purpose of medication.
 - B. Time and condition under which the medication is to be given.
 - C. Specific instructions on the administration of the medication.
 - D. Non-prescription medications are to be received in a new unopened container with 30 or less pills or no more than one month supply.
 - E. The consent form (MIS 61D003) must be completed and signed by parent/guardian.
 - F. The first dose of any medication shall not be administered during school hours due to the possibility of allergic reaction.
 - G. All medication must be in original container and stored under lock and key.
- 2. The School Board of Lake County, Florida, may not administer the following non-prescription medications: cold remedies; aspirin; throat sprays; herbs; vitamins; cough drops; cough syrup; ear, eye and nose medication.
- 3. Parents must notify the School Health Coordinator at the student's school about special health concerns or medication needs before field trips and other off-campus events including athletics. This notification should be at least one week in advance for most medication or health concerns; however, the notification should be at least three weeks in advance for blood sugar monitoring.

Note: Violation of the Medication/Medical Procedures Policy will result in a Level II infraction.

Required Health Care Plans

Health Care Plans are developed under order of a licensed physician. If your child has a medical condition (diabetes, allergies, seizures, asthma, etc.) diagnosed by a licensed physician that may require a formal Health Care Plan, please contact Student Services at (352) 742-6954. Parent(s) must provide current medical documentation annually. Parents must notify the School Health Coordinator at the student's school about special health concerns or medication needs before field trips and other off-campus events including athletics. This notification should be at least one week in advance for most medication or health concerns; however, the notification should be at least three weeks in advance for injectable medications or blood sugar monitoring.

Pediculosis (Head Lice)

- 1. Pediculosis (head lice) has become common in school. It is highly transmittable, and all age groups are susceptible. Parents/guardians are responsible for checking their son/daughter's head for lice and their eggs (nits), even if the most common symptom of itching is not present. If lice or nits are found, it is important to treat the student and carefully monitor other family members.
- 2. Students cannot be sent to school if any nits or lice are present in the student's hair. Upon a student's return to school, he/she shall be checked by a member of the school staff in the presence of a parent or guardian.
- 3. The School Board of Lake County, Florida, has a "no-nit" policy which means students may not attend school if nits remain in the hair after treatment. Any student that is identified as having head lice will be sent home with instructions for treating the child and the home. The student should be treated; nits removed and return to school the following day. When a student has been sent home due to head lice, the parent/guardian must bring the student to school for recheck before returning to class. If the student is free of lice and nits, the student will be given a pass to return to class. Parents/guardians need to instruct their students not to share brushes, combs, hats or other personal items with others to avoid infestation. Instructions for treatment for head lice can be obtained from the Lake County Health Department and your son/daughter's school.

SECTION VIII: CODE OF STUDENT CONDUCT BEHAVIORS, RANGE OF CORRECTIVE STRATEGIES, AND DISCIPLINARY INTERVENTIONS

INTRODUCTION TO BEHAVIORS, CORRECTIVE STRATEGIES, AND DISCIPLINARY INTERVENTIONS

Lake County Schools seeks to provide a safe and equal learning opportunity for each of its students, regardless of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, gender identity, or social and family background. Each school must be free from disruption that would interfere with the teachers' right to teach and the students' right to learn. Lake County Schools recognizes that students have certain constitutional rights to which they are entitled, which shall not be limited, except by law. Therefore, Lake County Schools has established the following Code of Student Conduct that students must follow, and schools must enforce uniformly. In addition, all schools in the district shall develop comprehensive discipline policies in accordance with the individual plans of School Advisory Councils. Lake County Schools will not tolerate behavior that disrupts or interferes with the education of other students. We offer assistance to parents and guardians in the form of guidance services, peer mediation/conflict resolutions, and other school and community resources in order to ensure a safe and hospitable environment.

Students are responsible for understanding and adhering to this Code of Student Conduct and the individual discipline plans of each school.

Parents are responsible for helping students understand and abide by these policies and for recognizing that unacceptable behavior shall be subject to disciplinary action.

School personnel are responsible for being aware of the specifics of the Code and applying them appropriately. Schools are responsible for conveying information regarding individual school policies and procedures to students and parents.

Key: *Some disciplinary interventions require restitution for damages or the payment of a fee. Any fees from counseling on anger management, substance abuse, tobacco education, prevention or treatment programs that are stipulated in a student’s alternative placement or alternative to suspension plan, as part of a disciplinary action, are the responsibility of the student and parent/guardian.

CORRECTIVE STRATEGIES AND DISCIPLINARY INTERVENTION EXPLANATIONS AND DEFINITIONS

Alternative Disciplinary Placement (in Lieu of Expulsion) – Alternative disciplinary programs are those programs that are longer than ten (10) days in duration and are designed to serve students who are disruptive in the traditional school environment. Any student who is recommended for expulsion may be considered for placement, if available, by the school board or hearing officer, in an alternative educational setting in lieu of expulsion. Placement in an alternative disciplinary setting will involve a strict behavioral and attendance contract. In the event that either contract is violated, the expulsion goes into effect without further request for leniency from the board. [SBP: 5.34 - State Board Rule 6A-6.0527]

Anger Management Program* – A program which is designed to aid students in developing skills to deal with anger in an acceptable and appropriate manner.

Behavioral Contract (School Imposed)* – A behavior contract is an agreement in which the student must follow specific administrative directions in order to regain privileges. A student may be placed on a behavior contract for serious misconduct or for repeated misconduct at the principal’s discretion provided the student’s parent/guardian is notified promptly in writing. [SBP: 5.30] A student placed on a behavior contract may be required to attend anger management, mediation, or a life skills program as directed by the principal. The student’s parent/guardian is to be notified of this requirement in writing.

Bus Suspension/Expulsion – A student who uses School Board provided transportation must abide by the rules of safety and behavior necessary for the operation of the system. Bus riders must follow rules in the Code of Student Conduct. Serious or repeated infractions of these rules may cause the student to lose the privilege of riding the bus. It is the responsibility of the parents/guardians to see that the student follows the rules or to provide for the student’s own transportation. Suspension from a school bus does not affect the requirements of attendance laws and regulations. On the third referral, the parent/guardian will be notified that a fourth referral may result in expulsion from the bus. Level II or III Offenses may result in an out-of-school suspension and a Level IV or Zero Tolerance offense may result in expulsion from school. [SBP: 5.40] By statute, criminal penalties may be imposed. See Mandatory Consequences for Bus Violations. For students with disabilities, bus suspensions count for the ten-day total if students with disabilities are not able to attend school because of bus suspensions. [§§1001.42, 1003.26, 1006.10, and 1006.21, Florida Statutes]

Community Control/Electronic Monitor – A student under court sanction who is ordered to wear an electronic monitor is required to cover the monitor with appropriate clothing that totally conceals the device, while at school and/or school sponsored events, so that other students are not aware of the student’s use of the monitor.

Confiscation of Unauthorized Materials/Objects/Contraband – A student in possession of unauthorized materials, objects, or contraband may have items confiscated and not returned. School will not be held responsible for items that are confiscated. See Sections VII and X: Level II Contraband Materials for descriptions.

Counseling – Administrators may refer a student with behavior problems to certified school counselors as an intervention action. Information about alcohol/other drugs counseling and rehabilitation/re-entry programs is available, upon request, from school-based certified school counselors and by referencing the Lake County Community Resource Guide at www.lakecountycommunityresourceguide.com, the school, or the School Board of Lake County, Florida, Student Services Department.

Detention/School Plus – A student may be detained for disciplinary reasons for an extended length of time after school or on Saturday upon notification of the student’s parent(s) or legal guardian at least 24 hours in advance. Reasonable detention of a transported student during non-instructional time shall be permitted for a maximum of twenty-five minutes during any school day. Students are required to bring and perform school work. Failure to attend an assigned detention/School Plus will result in an appropriate consequence. Failure to attend an assigned School Plus may result in an out of school suspension. [SBP: 5.30; §§1001.10, 1001.42, 1006.07, Florida Statutes]

Drug Testing* – School administrators may require a student drug test for reasonable suspicion with permission of the Chief of Administration/designee. The testing service provider requires that a parent/guardian be present at the testing facility. Parents are required to take their child to the designated lab for testing, on the day the reasonable suspicion is established, with all required paperwork from the school. However, the parent/guardian may not be present during the drug testing procedure. Parent/Student must abide by the testing service provider’s guidelines. In the event the parent/guardian cannot take their child for the required drug test, then such failure shall constitute a refusal to test and shall have the same consequences as those of being under the influence. Any student who refuses to submit to drug screening or tampers with the drug test causing adulterated results will be considered “under the influence.” In the event the student’s parent chooses not to consent to the drug test then the student will have the same consequences as those under the influence. Student will remain in attendance at school until results have been disclosed. [§1006.09, Florida Statutes]

Expulsion – Expulsion is the removal of the right and obligation of a student to attend a public school and participate in other school activities. Any student who was previously recommended for expulsion may be brought to the Board for expulsion for any Level III, IV, or Zero Tolerance offense. [SBP: 5.34; §§1006.07 and 1006.09, Florida Statutes]

Felony Placement (Due to Felony Off Campus Charges) – Any student charged with a felony off campus or a delinquent act which allegedly occurred on property other than public school property which would be a felony if committed by an adult may be subject to suspension and administrative placement by the Superintendent/designee into an alternative setting if that incident is shown, in an administrative hearing, to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. Any felony that occurs on campus will be addressed by the school through the Code of Student Conduct regardless of whether the felony is pursued criminally through the state attorney. See Section IX: Due Process for Felony Placement. [SBP: 5.34; §1006.09(2), Florida Statutes] An Adverse Impact administrative hearing for an ESE student with a disability must be part of the Manifestation Determination procedures described in the subsection ESE: Suspensions and Expulsions of Section IX: Due Process. Procedures for Administrative Placement for students with a 504 are described in subsection Section 504: Suspensions and Expulsions of Section IX: Due Process.

Felony Suspension (Off-Campus) – To minimize off-campus acts that might have an adverse impact on the school environment, the District office will send notifications to schools of students who have been taken into custody for and/or are formally charged with an off-campus felony or delinquent act that would be a felony if committed by an adult. The principal may take administrative action against those students who are formally charged if, after an informal hearing with notice provided to the parent/guardian of the student, it is shown that the incident has an adverse impact on the educational program, discipline, or welfare of the school. An Adverse Impact administrative hearing for an ESE student with a disability must be part of the Manifestation Determination procedures described in the subsection ESE: Suspensions and Expulsions of Section IX: Due Process. Procedures for Administrative Placement for students with a 504 are described in subsection Section 504: Suspensions and Expulsions of Section IX: Due Process. [§§1006.09(2) and 985.04(4)(b), Florida Statutes] see Section VIII: Felony Placement (Due to Off Campus Felony)

Students and parents/guardians should be aware that felony offenses can have a serious impact on an individual’s future, including the following:

- criminal penalties;
- loss of scholarship eligibility;
- loss of voting privileges;
- loss of employment opportunities; and/or
- loss of driving privileges.

In-School Suspension (ISS) – A student is temporarily removed from the student’s regular school program and placed in an on-site alternative program for a period not to exceed ten (10) consecutive days. [§§1003.01 and 1006.07, Florida Statutes]

Law Enforcement Intervention – Law enforcement officials are assigned or may be called to campuses in order to assist school personnel in maintaining a safe environment.

Loss of Privileges – A student receiving two (2) out-of-school suspensions shall lose privileges accorded students in good standing with the School Board of Lake County, Florida. The loss of privileges may include:

- driving or parking on any Lake County School Board property;
- attendance and participation in extracurricular activities;
- attendance and participation in co-curricular activities; and
- out-of-zone waiver (see Section VIII).

The length of loss of privileges will be thirty (30) school days after the second suspension and sixty (60) school days after the third suspension. Any subsequent suspension that does not result in expulsion will include an additional loss of privileges for ninety (90) school days.

Mandatory Parent Conference – Administrators may require a parent conference in order to prevent a student’s behavior from rising to a level that may result in serious consequences.

Multi-Tiered System of Support (MTSS)* –MTSS, which is frequently referred to as Response to Intervention (RtI), is a model that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. The integrated instruction and intervention vary in intensities based on student need. A school-based Problem Solving Team uses the problem-solving model to determine the students’ need. The Problem Solving Teams are small groups of educational professionals who work together along with the parent to provide and/or coordinate specific targeted evidenced-based interventions for a student regarding academic, attendance or behavioral concerns. Certified school counselors usually facilitate and coordinate these meetings. Academic and behavioral supports are first provided at a core or universal level to effectively address the needs of all students in a school (referred to as Tier I). However, not all students respond to the same curricula and behavioral strategies. Some students with identified needs will receive supplemental or targeted intervention at Tier II. At Tier III, a few students with the most severe needs will receive the most intensive and individualized behavioral and/or academic support. School personnel or parents/legal guardians may initiate the RtI process to discuss a problem and possible interventions that would assist the student in becoming more successful in the school environment.

No-Contact Orders* – When a student has been adjudicated guilty, delinquent, or has adjudication withheld for felony violations of certain crimes as outlined in Florida Statutes, the juvenile court may issue a “no contact order” requiring that the student refrain from attending the same school or riding the same school bus as the victim or victim’s siblings at the expense of the adjudicated student. [§1006.13(6) Florida Statutes]

Other Appropriate Interventions – Other interventions may be imposed at the discretion of the school principal.

Out-of-District Expelled Students – Any student, who has been expelled from another school district, shall not be permitted to transfer, enroll, or be admitted to a School Board of Lake County, Florida, school.. This prohibition shall be in effect for the period of time which the student was expelled from the out-of-county school district. [§1006.07(1)(b), Florida Statutes]

Parental Contact – Parents/Guardians will be notified by written or verbal communication of disciplinary procedures when taken as a result of a referral based on a student’s actions.

Prevention or Treatment Program* – see Section VIII; Anger Management Program; Substance Abuse Program; Tobacco Education Program

Restitution* – Students will be required to pay for any and all damages resulting from his/her actions while on school grounds, school transportation, or at a school sponsored activity.

School Plus – see Section VIII: Detention/School Plus

Search, Seizure, and Detainment – Students may be detained, searched, and property seized as permitted by School Board Policy 5.31. [SBP: 5.31; §§1006.09(9) and 1001.43(1)(f), Florida Statute]

Because the below guidelines are safety precautions to provide a safe and healthy school in which to learn, please note the following involving search, seizure, and detainment:

- Administrative or instructional staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board rules.
- A school principal or principal's designee, if she or he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within a student's locker or other storage area, may search the locker or storage area. Other student storage areas include, but are not limited to, lockers, vehicle, purse, backpack and other personal possessions.

If, at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his/her person, or within his/her locker or other student storage space, an administrative staff member may search the personal property of the temporarily detained student or his/her locker or other storage space for the purpose of disclosing the presence of suspected stolen or illegal property.

- If the student refuses to comply, the principal/designee may detain the student until law enforcement and/or the student's parents/guardians are called.
- **Strip searches of students by school staff are not allowed.**
- Each principal shall place a sign which is clearly visible to students and in a prominent location(s) within the school. The sign shall contain the following text: [§1006.09(9), Florida Statute]

Notice to Students

School authorities may search student lockers or other storage areas when reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statutes.

- Use of metal detectors or specially trained animals in the course of a search for illegally possessed substances or objects shall be permitted to protect the health, safety, and/or welfare of students, staff, and/or the community.

Search in School Buildings or on School Property

- **By School Administrators** – The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of vehicles on school grounds. Principals, therefore, have the right to inspect and search students' lockers, desks, students' or non-students' vehicles if the principal reasonably suspects, upon information received from law enforcement or otherwise, that drugs, weapons, dangerous, illegal, or prohibited matter, or such stolen goods are likely to be found in the student's possession. The results of such search may be turned over to law enforcement for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings.
- **By Law Enforcement at Request of School Authorities** – If public health or safety is involved, upon request of a principal who shall be present, law enforcement officers may make a general search for drugs, weapons or items of an illegal or prohibited nature, of students' lockers and desks or students' or non-students' vehicles.

Interviews in Schools for Investigative Purposes

- **By School Administrators** – School officials have the right to interview students when investigating school-related incidents, committed during school hours or on school property without prior notification or presence of parents.
- **By Law Enforcement Officer at Request of School Authorities** – A principal may exercise his or her discretion in determining whether to request assistance of law enforcement in investigating school-related incidents, committed in the school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the law enforcement agency of the municipality in which the school building is located. If a principal requests assistance, a law enforcement officer may conduct a general investigation within the school building and interview students as possible witnesses in school during the school day. The principal or his or her designee shall be present during the interview. If the investigation focuses on a particular student as a prime suspect of crime, the principal and the law enforcement officer shall follow the general guidelines set forth herein with respect to interview, search, and arrest.
- **By Law Enforcement without Request of School Authorities** – It should ordinarily not be necessary for law enforcement officers to interview students at school during school hours for unrelated crimes committed outside of school or crimes committed in school during school hours for which assistance has not been requested. If the law enforcement deems circumstances make it necessary to interview student at school, the law enforcement agency shall first contact the principal regarding the planned visit and inform him/her of the probable cause to investigate within the school and obtain his/her approval. The law enforcement agency may appeal to the Superintendent's Office if it is deemed that approval was unreasonably withheld. Attempts shall be made to contact the parent.

Simulating a Weapon or Firearm – Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. Simulating a firearm or weapon while playing includes, but is not limited to:

- 1) Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
- 2) Possessing a toy firearm or weapon that is 2 inches or less in overall length.
- 3) Possessing a toy firearm or weapon made of plastic snap-together building blocks.
- 4) Using a finger or hand to simulate a firearm or weapon.

- 5) Vocalizing an imaginary firearm or weapon.
- 6) Drawing a picture, or possessing an image, of a firearm or weapon.
- 7) Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.

However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with district school board policies for similar infractions. If a student is disciplined for such conduct, the school principal or his or her designee must call the student's parent. Disciplinary action resulting from a student's clothing or accessories shall be determined pursuant to paragraph (d) (of 1006.07, Florida Statute) unless the wearing of the clothing or accessory causes a substantial disruption to student learning, in which case the infraction may be addressed in a manner that is consistent with district school board policies for similar infractions. [§1006.07 (2)(g), Florida Statute]

Substance Abuse Program, Mandatory State-Licensed, Board-Approved* – Any student disciplined for Drug Possession/Use, Alcohol, or Drug Sale/Distribution will be required to attend a state-licensed and/or board-approved substance abuse program. The student may not participate in extracurricular activities until the mandatory program is completed. Failure to successfully complete the mandatory program may result in expulsion from school for the remainder of the school year not to exceed one (1) full calendar year. Should a student not enroll in the substance abuse program within 30 days, a notice of expulsion proceedings shall be issued. Elementary school principals shall try to determine intent in cases involving student possession prior to enforcing a suspension. [SBP: 3.42; §1001.43(1)(a), Florida Statute]

Suspension – The temporary removal of a student from the regular school program shall be for a period not to exceed ten school days per suspension. The Superintendent may impose additional days in order to schedule an expulsion hearing. [§§1006.07 and 1006.09, Florida Statutes] School Board Policy 5.30 (5)(b) will allow the principal to waive one suspension per year if the infraction is not severe and parents/guardians complete a board approved parenting course. The option can only be used if no other suspension has been waived during the current year due to parenting classes. Parent class offerings can be located on the Safe Schools Department website.

Elementary and Middle School: A student who receives a suspension for the first, second, or third time shall not have the suspension count as an unexcused absence. The student, on the first, second, or third suspension, will be allowed to make up the work for credit.

High School: A student who receives a suspension for the first time shall not have the suspension count as an unexcused absence. The student, on the first suspension only, will be allowed to make up the work for credit.

All School Levels: In the event of a long-term assignment (e.g. book reports, research papers) assigned before the suspension with a due date occurring during the days of suspension, the work must be turned in on the day the student returns to school. If the assignment is not turned in on the first day the student returns, it will not be counted for credit. A student with a school imposed unexcused absence during a nine weeks, semester, or final exam must make up that examination at a time designated by the principal/designee. **A student receiving a suspension may not participate in any School Board of Lake County, Florida, activity or extra-curricular activity or be on any LCS property during the suspension. Any Lake County student who is currently suspended or who has been expelled and who enters or remains upon any School Board facility commits a trespass and is guilty of a misdemeanor of the second degree.** [§810.097(1)(b), Florida Statute] **Violation of suspension guidelines may result in the issuance of a trespass warrant, referral to law enforcement, and/or additional suspension days. Further restrictions may apply based on Loss of Privileges guidelines** (see Section VIII, Loss of Privileges.) A student who receives a suspension, which results in expulsion, shall lose any rights afforded under the suspension/attendance rules. Any student who commits an act on school grounds or on a school bus which results in suspension during the last week of school shall be suspended for the remaining number of days of the suspension period when school opens the following year. Any student who is suspended for the fourth (4th) time in a school year may be referred to the Superintendent for possible expulsion when the fourth suspension is a Level II, III, or IV infraction. All suspensions received from within or outside the district during the current school year will count toward the four (4) suspension rule. After a student receives the third (3rd) suspension, the principal shall notify the parent(s) or legal guardian by telephone or conference. A certified letter will follow explaining that the next suspension may result in a recommendation for expulsion.

Threat Risk Process – For support and guidance in the consideration of the risk of a student threat, please consult the Lake County Schools' Threat Risk Assessment Guidelines. Procedures for students with disabilities must conform to Procedural Safeguards for ESE. A threat risk process for an ESE student with a disability must be part of the Manifestation Determination meeting prescribed in the ESE: Suspensions and Expulsions section.

Tobacco Education Program*– Possession of tobacco by minors is illegal. Possession, use, distribution, or sale of tobacco/nicotine products on school grounds, school-sponsored events, and/or on school transportation by any student under the age of 18 will result in a referral to a mandatory Tobacco Education Program (TEP) **in lieu of the first suspension.** Subsequent offenses may result in a suspension. This program will be completed within 30 calendar days of the incident. Failure to complete the program within the designated timeframe will result in an out of school suspension. The School Resource Deputy or other law enforcement officer may write a civil citation for possession of tobacco by a minor. If under 18 years of age, a law enforcement official may issue a written citation to any person found in possession of any tobacco product or smoking/vaping on, in, or within 1,000 feet of school grounds. In addition to possible fines, if a student is caught using or possessing any form of tobacco/nicotine, including electronic cigarettes at school, at any school-sponsored event, at a school bus stop, or on the school bus, the student will receive a disciplinary consequence. Tobacco/nicotine products include but is not limited to dip, snuff, and dissolvable tobacco products (for example: gum, mints, dissolvable strips, orbs, sticks, and electronic cigars, cigarettes, or other tobacco smoking simulators including but not limited to any item or materials fashioned and/or actioned to simulate smoking.) [§§569.11 and 386.212, Florida Statutes]

Use of Reasonable Force – The law allows school personnel to use reasonable force for self-protection or to protect other students from disruptive students, and to prevent disruption of the orderly conduct of the school. [§§1006.09, 1003.32, 1006.11, Florida Statutes]

Warning/Verbal Reprimand – A student will meet with an administrator, discuss the infraction, be advised as to an acceptable action that could have been taken, and warned of future consequences if unacceptable actions continue.

Work Assignment/Work Detail – A student may be assigned some form of physical activity, often involving cleaning or beautification of school property.

Zone Waiver/Revocation – Issuance of an out-of-zone waiver is considered a privilege; therefore, failure to uphold satisfactory conduct, attendance, and academic progress may result in revocation. Students attending a school on a zone waiver must provide his/her own transportation. Receipt of a zone waiver does not assure athletic eligibility at the receiving school. Athletic eligibility is subject to FHSAA rules and School Board Policy.

BEHAVIORS THAT MAY RESULT IN CRIMINAL PENALTIES

The following behaviors are grounds for corrective strategies by the school and may also result in criminal penalties:

- Illegal use, possession, or sale of controlled substances while on school grounds or attending a school function;
- Use of a wireless communication device in the commission of a crime;
- Possession of a firearm or weapon while on school grounds, school bus or at a school function;
- Violence against any district School Board personnel;
- Disruptive behavior on a school bus, or at a bus stop, or other violation of the School Board’s transportation policy;
- Violation of the School Board’s sexual harassment policy;
- Making a threat or false report involving destructive devices or explosives directed against a school, school personnel property, school transportation, or school-sponsored activity; and
- Sexting

Notice of the potential for criminal charges for these offenses is required by Florida Statute 1006.07; however, students and parents/guardians should be aware that any criminal offense could result in criminal prosecution and penalties.

THREATS OF VIOLENCE

Students are prohibited from making direct or indirect threats of violence against individuals or groups. Any threat of such violence must be reported immediately to a teacher or school administrator. All threats of violence (oral, written, electronic, or symbolic) will be reported to law enforcement and investigated by school officials. A student found to have made a threat of violence is subject to appropriate disciplinary consequences, up to and including: suspension, expulsion, arrest, and prosecution. Prevalent in student culture is the use of social media outlets. When students use social media to threaten other students or school employees which has a direct effect on school property, law enforcement may be requested to conduct a “home visit” and/or law enforcement may be involved which could result in criminal prosecution.

Level I

Behaviors, Range of Corrective Strategies, & Discipline Interventions

BEHAVIORS	CORRECTIVE STRATEGIES & DISCIPLINARY INTERVENTIONS
<p>Level I Behaviors are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation.</p> <ul style="list-style-type: none">• Attendance Rules Violation• Bus Misconduct• Bus Misconduct – Serious Suspended from School• Cheating• Defacing or Failure to Account for Materials• Disrespect of Minor Nature• Dress Code Violation• Energy Products• Inappropriate Conduct or Behavior• Missed Detention• Missed School Plus• Plagiarism• Prohibited Sales• Tardiness• Vehicle Violation	<p>The school district employee involved should intervene in the misconduct. If further action is necessary, the school district employee should refer the student to the school administrator for disciplinary action. After hearing the student’s explanation, consulting with staff members, and doing any other investigation necessary, the administrator will decide on disciplinary action.</p> <ul style="list-style-type: none">• Warning/verbal reprimand• Conference with student• Parent contact• Detention• School plus• Loss of privileges• Confiscation of unauthorized materials, objects, or contraband• Work assignment/work detail• Mandatory parent conference• Grade reduction (cheating/plagiarism only)• Restitution• In-School suspension• Out-of-school suspension (0-5 days)• Zone waiver revocation (see Section VIII)• Problem Solving Team (MTSS)• Threat Risk Process• Other appropriate interventions (as determined by local administration)
<p><i>Refer to the Glossary for a complete explanation of behaviors.</i></p>	

Level II

Behaviors, Range of Corrective Strategies, & Discipline Interventions

BEHAVIORS	CORRECTIVE STRATEGIES & DISCIPLINARY INTERVENTIONS
<p>Level II Behaviors are intermediate acts of misconduct that are more serious or disruptive examples of the offenses in Level I. Level II also includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others.</p> <ul style="list-style-type: none">• Abusive, Profane, Language/Materials• Careless or Malicious Action• Cell Phones and/or any Electronic Communications Device• Combustibles/Minor• Contraband Materials• Defiance of Authority Willful Disrespect, or Interference with School Authority• Disrespect• Forgery• Medication Policy Violation• Physical Altercations• Sexting• Technology Violation, Minor• Theft of a Minor Nature• Unauthorized Assembly, Publications, Petitions, Electronic Messages• Vandalism of a Minor Nature – Less than \$1,000	<p>The misconduct must be reported to the appropriate school administrator for disciplinary action. The administrator will follow the procedures designated for minor violations (Level I) in investigating the situation and deciding on disciplinary action.</p> <ul style="list-style-type: none">• Conference with student• Parent contact• Detention• School plus• Loss of privileges• Confiscation of unauthorized materials, objects, or contraband• Work assignment/work detail• Mandatory parent conference• Behavior contract• Law enforcement consultation• Restitution• In-School suspension• Out-of-school suspension• Bus suspension• Bus expulsion• Zone waiver revocation (see Section VIII)• Problem Solving Team (MTSS)• Threat Risk Process• Other appropriate interventions (as determined by local administration)

Refer to the Glossary for a complete explanation of behaviors.

Level III

Behaviors, Range of Corrective Strategies, & Discipline Interventions

BEHAVIORS	CORRECTIVE STRATEGIES & DISCIPLINARY INTERVENTIONS
<p>Level III infractions are major acts of misconduct. They include repeated misconduct acts from Level II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct.</p> <ul style="list-style-type: none"> • Battery without Injury on Specified Official or Employee • Battery without Injury (Student) • Breaking & Entering/Burglary • Bullying • Dangerous Instrument • Dating Violence and Abuse • Disruption on Campus – Major • Drug Use/Possession – Excluding Alcohol • Drugs/Over-the-Counter • Extortion • False Fire Alarm/911 Calls • Felony Suspension (Off Campus) • Fighting • Fireworks • Four Suspensions • Gang-Related Activity • Harassment • Hazing • Obscene Language/Materials • Other Major • Retaliation • Sexual Offenses • Technology Violations, Major • Theft/Larceny (more than \$300) • Threat/Intimidation • Tobacco Violation (under 18 years of age) • Tobacco Violation (18 years of age or older) • Trespassing (SESIR) • Vandalism (\$1,000 or more) 	<p>The misconduct must be reported immediately to the appropriate school administrator, who may remove the student from the school or activity immediately.</p> <ul style="list-style-type: none"> • Conference with student • Confiscation of unauthorized materials, objects, or contraband • Mandatory parent conference • Behavior contract • Law enforcement consultation • Restitution • Prevention or treatment program • Out-of-school suspension • Bus suspension • Bus expulsion • Alternative disciplinary placement • Felony placement (due to off campus felony) • Expulsion (from school) • Suspension extended, pending hearing • ESE – Change in placement – minimum 45 day – Interim alternative educational setting • Zone waiver revocation (see Section VIII) • Problem Solving Team (MTSS) • Threat Risk Process • Other appropriate interventions (as determined by local administration) <p>Students found to have committed Level III infractions may be subject to either alternative placement in a disciplinary program or expulsion from school for not more than one (1) full calendar year.</p> <p>The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one (1) full calendar year expulsion for Level III infractions for Level III infractions on a case-by-case basis and request for modification is in writing and determined to be in the best interest of the student and the school system. [See Section IX: Due Process] At the Elementary Level, a Probationary Plan may be implemented in lieu of expulsion.</p> <p>Actions of a student made while seeking to correct any Level III infraction by voluntarily disclosing the infraction as defined above to an administrator may be considered as a mitigating factor in determining the appropriate intervention.</p>
<p><i>Refer to the Glossary for a complete explanation of behaviors.</i></p>	

Level IV

Behaviors, Range of Corrective Strategies, & Discipline Interventions

BEHAVIORS

Level IV acts of misconduct are very serious.

- Alcohol
- Assault (Threat/Intimidation) toward Employees/Volunteers
- Battery with Less Serious Injury on Specified Official or Employee
- Battery with Less Serious Injury (Student)
- Battery with More Serious Injury (Student)
- Boycotts/Riots/Sit-ins/Walkouts/School Disruption
- Drug Sale/Distribution – Excluding Alcohol
- False Accusations
- Physical Attack
- Sexual Assault
- Sexual Harassment

CORRECTIVE STRATEGIES & DISCIPLINARY INTERVENTIONS

Major acts of misconduct must be reported immediately to the appropriate school administrator and may result in immediate removal of the student from school.

- Any student found to have committed a Level IV infraction on school property, school-sponsored transportation, or during a school-sponsored activity shall receive a 10-day suspension.
- Students found to have committed Level IV infractions **may be** subject to either alternative placement in a disciplinary program **or** expulsion from school for not more than one (1) full calendar year.

NOTE: The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one (1) full calendar year expulsion for Level IV infractions on a case-by-case basis and request that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and determined to be in the best interest of the student and the school system. [See Section IX: Due Process] At the Elementary Level, a Probationary Plan may be implemented in lieu of expulsion.

Actions of a student made while seeking to correct any Level IV infraction by voluntarily disclosing the infraction as defined above to an administrator may be considered as a mitigating factor in determining the appropriate intervention.

Refer to the Glossary for a complete explanation of behaviors.

Zero Tolerance

Behaviors, Range of Corrective Strategies, & Discipline Interventions

BEHAVIORS

These acts of misconduct are the most serious.

- Arson
- Battery with More Serious Injury on Specified Official or Employee
- Biological/Chemical Attack or Threats
- Bomb Threats/Explosives
- False Reports
- Firearms
- Fireworks, Major
- Homicide: Murder
- Kidnapping/Abduction
- Robbery
- Sexual Battery
- Threats Relating to Discharge of Destructive Device
- Threatening Use of Dangerous Instruments
- Weapon, Electric Weapon or Device, Dart-Firing Gun

CORRECTIVE STRATEGIES & DISCIPLINARY INTERVENTIONS

These most serious acts of misconduct must be reported immediately to the appropriate school administrator and may result in immediate removal of the student from school.

- Any student found to have committed a zero-tolerance infraction on school property, school-sponsored transportation, or during a school-sponsored activity shall result in a 10-day suspension and must require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of **not less than** one (1) full calendar year, and to be referred to the criminal justice or juvenile justice system.
- These infractions implement the School Board of Lake County, Florida, Policy and Florida Statute's zero tolerance policy on school violence, crime, and the use of weapons as part of a comprehensive approach to interventions consistent with the School Board of Lake County, Florida, Policy and Florida Statutes. [SBP: 5.32 and §1006.13, Florida Statute]

Refer to the Glossary for a complete explanation of behaviors.

SECTION IX: DUE PROCESS

In order to protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation.

DUE PROCESS FOR SUSPENSIONS

A student accused of a Level II, III, IV, or Zero Tolerance offense which, in the opinion of the principal/designee, would require suspension from school or bus, shall be afforded the following due process procedures. Additional procedures for students with disabilities are described in the subsection ESE: Suspensions and Expulsions. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for due process. [SBP: 5.30]

- Step 1: The student must be told by the principal/designee of the reason(s) for consideration of suspension.
- Step 2: The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
- Step 3: The principal/designee shall make a determination as to whether or not the student is guilty of the misconduct and, if so, the terms of the disciplinary response. The student shall be informed of the determination. If the determination is to impose suspension, the notice of suspension shall be in writing. The following information shall be included in the written notice of suspension to the parent/guardian, of the minor student or the adult student and the Superintendent:
 - a) nature of the offense;
 - b) the date of the offense, the beginning date of the suspension, and the date on which the student may return;
 - c) any condition involving the suspension, such as a possible reduction of the suspension.
- Step 4: The principal or the principal's designee shall make a good faith effort to immediately inform a student's parent by telephone of a student's suspension and the reasons for the suspension. The principal/designee shall also report each suspension in writing to the student's parent/guardian and to the Superintendent/designee within 24 hours to the student's parent by United States mail. Any suspension notice to an adult student or the parent/guardian, or custodian of a minor student shall be hand-delivered by the principal or an administrative staff member, or shall be sent by first-class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent/guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian then the notice may be sent by certified mail. This report shall be mailed and delivery initiated within 24 hours of the start of the suspension or on the next regular workday. Reasonable efforts shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.
- Step 5: The student and parent/guardian have a right to a conference with the principal/designee upon request of the parent/guardian to appeal the discipline imposed. The principal shall have the discretion to reduce or cancel the suspension if it is felt that it would be in the best interest of the student and school to do so.
- Step 6: A student who is transported to and from school at public expense may be suspended from riding a school bus by a principal for a period not to exceed ten (10) school days. Written notice shall be given immediately to the student's parent/guardian and to the Superintendent within 24 hours. A student who is eighteen (18) years of age shall be given written notice directly and a copy thereof sent to the Superintendent.
- Step 7: The principal shall conduct an administrative hearing when a student is formally charged with a felony by a proper prosecuting attorney to determine if the incident has an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled. The information shall be provided to the Superintendent who shall determine the length of the suspension by administrative placement in an alternative setting. A recommendation to expel a student shall be determined by the Superintendent and submitted to the School Board if the student is adjudicated guilty of a felony.
- Step 8: If the parents/guardians feel that due process was not provided, they may appeal by contacting the office of the Chief of Administration to further discuss the matter. This shall not be interpreted as permitting the district administrator to substitute their judgment for the judgment of the principal.

DUE PROCESS FOR FELONY PLACEMENT (Due to Felony Off-Campus Charges)

In compliance with State Board of Education 6A-1.0956 – Suspension on the Basis of Felony Charges and Section 1006.09(2) and (3), Florida Statutes. Please incorporate the following steps in order to request administrative placement due to felony charges occurring off campus or in the community:

- Step 1: Receive notification that a felony arrest off school property has been made.

Please Note: Determine if student is identified as a student with disability (ESE). If so, proceed immediately to ESE: Suspensions and Expulsions procedures. Students with disabilities and their parent must be afforded the procedural safeguards of the Individuals with Disabilities Act (IDEA). The federal requirements of IDEA supersede state and district rules/procedures.
- Step 2: Immediately notify the parent/guardian in writing of the specific charges against the student and that the Adverse Impact Committee will be meeting for the purpose of determining if the incident has an adverse impact on the educational program, discipline, or welfare in the school. The principal may temporarily suspend the student.
- Step 3: If not significant adverse impact - document Adverse Impact Committee meeting. If determined to be an adverse impact, schools will proceed to the following steps.
- Step 4: Call Safe Schools Department (253-6675) to seek administrative placement information.
- Step 5: Impose additional suspension to allow time to get expulsion packet completed and student placed in alternative program.
- Step 6: Prepare the expulsion packet and submit to Safe Schools Department.
- Step 7: In the event that the student is adjudicated (found to be guilty), the student may be formally expelled and/or continue placement in the Alternative Disciplinary Program.
- Step 8: In events where adjudication is withheld or should charges be dropped or reduced to a misdemeanor, the student will return to school.

NOTE: If fourth suspension is due to a Felony Off-Campus and the student is allowed to return to school, the student no longer has a fourth suspension.

DUE PROCESS PROCEDURES FOR EXPULSION

A student accused of a Level III, IV, or Zero Tolerance offense which, in the opinion of the principal/designee, may require expulsion from school or bus, shall be afforded the due process described below. Additional procedures for students with disabilities are described in the subsection ESE: Suspensions and Expulsions. In emergency situations, these procedures may be modified, as long as reasonable efforts are made to provide substantially similar opportunities. [SBP: 5.34]

- Step 1: The student must be told by the principal/designee of the reason(s) for consideration of expulsion.
- Step 2: The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
- Step 3: The principal/designee shall make a determination in writing as to whether or not the student is guilty of the misconduct and, if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the principal/designee determines that there are sufficient grounds for expulsion, then the principal/designee shall inform the student of the suspension from school for ten (10) days and that a recommendation for expulsion is being considered.
- Step 4: The principal/designee shall report in writing to the student's parent/guardian and the Superintendent that the student has been suspended for ten (10) days and that a recommendation for expulsion is being considered. Any suspension notice to an adult student or the parent/guardian, or custodian of a minor student shall be hand-delivered by the principal or an administrative staff member, or shall be sent by first-class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent or guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian then the notice may be sent by certified mail. This shall be mailed within 24 hours of the start of the initial 10-day suspension or on the next regular workday. Reasonable effort shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.
- Step 5: The Superintendent/designee shall review the principal's recommendation for expulsion within five (5) school days of receipt and shall recommend whatever action is deemed appropriate. The Superintendent shall notify the parent/guardian and the principal/designee of the decision within 24 hours.
- Step 6: The parent/guardian shall have the right to a hearing with the Superintendent/designee to challenge the extension or imposition of an expulsion. The hearing shall be granted upon written request. Parent/Guardian must contact the Safe Schools Department in order to obtain information regarding the process to request a hearing.
- Step 7: The student's parent/guardian or the adult student shall be informed of any alternatives, if appropriate, and changes shall be made in the student's assignment or program.
- Step 8: If the Superintendent decides to recommend expulsion, the parent/guardian shall be notified by certified mail of the hearing at which the hearing officer/committee/School Board will consider the recommendation. Failure to request a hearing in writing in a timely manner shall be considered a waiver of the student's right to a hearing to contest the charges.
- Step 9: The parent/guardian shall have the right to appear before the hearing officer/committee/School Board, as designated depending on circumstances leading to expulsion, which will act on the Superintendent's recommendation for expulsion.
- Step 10: A student who is expelled from the district by School Board action shall not be afforded a rehearing before the School Board unless prior evidence is proven to be false or new evidence is substantiated that was omitted from the original hearing. A request for rehearing shall be made by the parent/guardian to the Superintendent/designee. The Superintendent's Office shall determine whether the expulsion shall be reheard by the School Board.

Note: The Superintendent/designee may recommend to the School Board expulsion of a student who is found guilty of a felony. However, any student subject to discipline or expulsion for the unlawful possession or use of any substance under Chapter 893, Florida Statutes may be entitled to a waiver of the discipline or expulsion if the student divulges information leading to the arrest and conviction of the person who supplied such controlled substance or if the student voluntarily discloses the unlawful possession of such controlled substance prior to arrest. For the purpose of this section, "voluntarily discloses" means that the individual comes forward on their own volition, without coercion from outside influences. [§1006.09, Florida Statutes]

ESE: SUSPENSIONS AND EXPULSIONS

Students with disabilities identified as exceptional education students may be suspended in accordance with School Board of Lake County, Florida, policy for a total of ten (10) days in a calendar school year. **NOTE:** Pre-kindergarten students with disabilities are subject to the Code of Student Conduct suspension procedures; however, prior approval from a **Manifestation Determination** committee must be sought. In case of serious breach of conduct involving the health, safety, and welfare of students and School Board of Lake County, Florida, employees, appropriate alternatives for allowing the student to continue receiving educational programs and services during the suspension may include, but are not limited to: a reduced day program, transfer to a more restrictive placement for a designated period of time, attendance for special class(es) only, modified school day (i.e., student may come to the school campus at the end of the school day for the instructional program), home instruction, special school placement, other options.

Procedures for the **suspension** of exceptional education students shall be as follows: [SBP: 5.30]

- Step 1: A **Manifestation Determination** meeting must be held each time any exceptional education student (excludes Gifted) has been suspended from school or transportation for the second time or for subsequent suspensions. A **Manifestation Determination** meeting is also required for a first suspension if the first suspension is for ten (10) days. The **Manifestation Determination** shall include, but not be limited to, the director of exceptional students/designee, the school psychologist (optional unless incident is significantly serious), the certified school counselor, ESE school specialist, the involved ESE teacher, and the principal/administrative designee. Proper invitation/notification of parents/guardian(s) is required.

- Step 1: A **Manifestation Determination** meeting must be held each time any exceptional education student (excludes Gifted) has been suspended from school or transportation for the second time or for subsequent suspensions. A **Manifestation Determination** meeting is also required for a first suspension if the first suspension is for ten (10) days. The **Manifestation Determination** shall include, but not be limited to, the director of exceptional students/designee, the school psychologist (optional unless incident is significantly serious), the certified school counselor, ESE school specialist, the involved ESE teacher, and the principal/administrative designee. Proper invitation/notification of parents/guardian(s) is required.
- Step 2: Functional behavioral assessments and implementation of behavior intervention plans must be initiated by the administrator for any student with: a history of suspensions, three (3) suspensions in the previous year, five (5) days out of school suspension within a school semester, or the student is returning from a Juvenile Justice facility or other alternative placements. A functional behavior assessment and a behavior intervention plan must also be developed within ten days after removing a student with a disability for a ten (10) day suspension. If the student already has a behavior intervention plan, the IEP team must meet to review the plan and its implementation as necessary to address the behavior.
- Step 3: The **Manifestation Determination** committee shall review the student's individual education plan (IEP) and shall determine whether the student's behavior bears a relationship to his/her disability. This decision will be taken into consideration when reviewing all evidence and making recommendations. If the committee determines there is a relationship between the student's behavior and the student's disability, the student will be allowed to make up work missed during the suspension, and the absences due to the suspension will be excused.
- Step 4: The decision of the **Manifestation Determination** committee shall be documented. The student's IEP may be revised to reflect a modification of the current special program or an alternative placement, or an indication that the disability is not a precipitating factor and the student is expected to behave in accordance with the rules established in this Code of Student Conduct.

Procedures for the **Manifestation Determination** of an exceptional education student that has been **formally charged with a felony** by prosecuting attorney shall be as follows:

1. In addition to following steps 1, 2, and 3 above, at the **Manifestation Determination** meeting, the principal shall be responsible for conducting a review of the felony charge and determining the adverse impact on the student's current placement and program.
2. It is further recommended that a professional from the Juvenile Justice Commission, with knowledge of the student's case, be invited to participate in the **Manifestation Determination** meeting.
3. When and if the charges are dealt with in the court setting, the principal shall be responsible for convening a follow-up **Manifestation Determination** meeting to discuss the disposition of the case.

Any recommendation for the expulsion of any exceptional education student with a disability shall be made in accordance with the rules promulgated by the State Board of Education and Federal Regulations outlined in the Individuals with Disabilities Education Act (IDEA). The **expulsion** of an exceptional education student shall not result in a complete cessation of educational services; the district is responsible for providing the student's education during the expulsion in accordance with a revised individual education plan (IEP). The principal/designee is responsible for taking appropriate action consistent with School Board Policy and the Procedural Safeguards for Parents of Students with Disabilities. The following procedures shall be followed for the **expulsion** of exceptional education students: [SBP: 5.34]

- Step 1: The Principal shall be responsible for convening a **Manifestation Determination** committee. The committee shall include, but not be limited to, the director of exceptional student/designee, the school psychologist, the certified school counselor, ESE school specialists, the involved ESE teacher, and the principal/administrative designee. Proper parent/guardian notification/invitation procedures must be followed.
- Step 2: If a functional behavior assessment or behavior intervention plan has not been completed for the student, the administrator/IEP team must complete a functional behavior assessment and develop and implement a behavior intervention plan. If the student already has a behavior intervention plan, the IEP team must meet to review the plan and its implementation as necessary to address the behavior.
- Step 3: The **Manifestation Determination** committee shall review the student's IEP and shall determine whether the student's behavior bears a relationship to the student's disability. This decision will be taken into consideration when reviewing all evidence and making recommendations. A **Manifestation Determination** committee that determines the student's behavior is in relation to the disability may modify the student's IEP in accordance with current needs and expulsion will not be applied. (Cessation of educational services is not an option for a student with a disability.) Procedures in State Board of Education Rules shall apply when a student's conduct does not bear a relationship to the disability.
- Step 4: The decision of the **Manifestation Determination** committee shall be documented. The student's IEP may be revised to reflect a modification of the current special program or an alternative placement, or an indication that the exceptionality is not a precipitating factor and the student is expected to behave in accordance with the rules established in this Code of Student Conduct.
- Step 5: Any change from the student's school placement to an alternative education setting must be reviewed within 45 days. The principal/designee of student's home school must attend an IEP meeting to review the interim alternative education placement prior to extending the alternative setting or returning the student to their home school.
- Step 6: The principal/designee is responsible for taking appropriate action consistent with School Board Policy and the Procedural Safeguards for Parents of Students with Disabilities.

SECTION 504: SUSPENSIONS AND EXPULSIONS

Students Identified as disabled under Section 504 may be suspended in accordance with School Board of Lake County, Florida, policy for a total of ten (10) days in a calendar school year. In case of serious breach of conduct involving the health, safety, and welfare of students and School Board of Lake County, Florida, employees, appropriate alternatives for allowing the student to continue receiving educational programs and services during the suspension may include a transfer to a more restrictive placement for a designated period of time

The procedures for the **suspension** of students eligible for Section 504 shall be as follows:

- Step 1: A disciplinary review meeting must be held each time any Section 504 student has been suspended from school or transportation for the second time or for subsequent suspensions. A disciplinary review meeting is also required for a first suspension if the first suspension is for ten (10) days. The disciplinary team shall include, but not be limited to, the school psychologist (optional unless incident is significantly

serious), the Section 504 Case Manager, parent, certified school counselor, the regular education teacher, and the principal/administrative designee. Proper invitation/notification of parents/guardian(s) is required.

- Step 2: The disciplinary review team shall review the student's Section 504 Plan and shall determine whether the student's behavior bears a relationship to his/her disability. This decision will be taken into consideration when reviewing all evidence and making recommendations. If the team determines there is a relationship between the student's behavior and the student's disability, the student will be allowed to make up work missed during the suspension, and the absences due to the suspension will be excused.
- Step 3: The decision of the disciplinary review team shall be documented. The student's Section 504 plan should be revised by adding or changing accommodations that would help the student behave in accordance with the rules established in this Code of Student Conduct. A Section 504 Behavior Plan should be implemented if the Section 504 team determines that the student is exhibiting a pattern of behavior and needs behavioral accommodations that are greater than a non-disabled student.

Procedures for the disciplinary review of a Section 504 student that has been **formally charged with a felony** by prosecuting attorney shall be as follows:

1. In addition to following steps 1, 2, and 3 above, at the disciplinary review meeting, the principal shall be responsible for conducting a review of the felony charge and determining the adverse impact on the student's current placement and program.
2. When and if the charges are dealt with in the court setting, the principal shall be responsible for convening a follow-up discipline review meeting to discuss the disposition of the case.

Any recommendation for the expulsion of any Section 504 student with a disability shall be made in accordance with the rules promulgated by the State Board of Education and Federal Regulations. The **expulsion** of a Section 504 student shall not result in a complete cessation of educational services when the infraction is determined by the Section 504 team as a manifestation of the student's disability. The district is responsible for providing the student's education during the expulsion in accordance with a revised Section 504 plan. If the infraction is not a manifestation of the student's disability, the student must be an offered alternative placement if non-disabled students are offered alternative placement for similar infractions. The principal/designee is responsible for taking appropriate action consistent with School Board Policy and the Section 504 procedural safeguards.

The following procedures shall be followed for the **expulsion** of students eligible for Section 504:

- Step 1: The Principal shall be responsible for convening a Section 504 disciplinary review team. The disciplinary team shall include, but not be limited to, the Section 504 Case Manager, the parent, the school psychologist, the certified school counselor, the regular education teacher(s), and the principal/administrative designee. Section 504 team members should have a knowledge of the child, knowledge of the meaning of the evaluation data and knowledge of the placement options. Proper parent/guardian notification/invitation procedures must be followed.
- Step 2: The disciplinary review team shall review the student's Section 504 plan and shall determine whether the student's behavior bears a relationship to the student's disability. This decision will be taken into consideration when reviewing all evidence and making recommendations. If the student's behavior is determined to be a manifestation of the student's disability, expulsion will not be applied. If the infraction is not a manifestation of the student's disability, the student must be an offered alternative placement if non-disabled students are offered alternative placement for similar infractions.
- Step 3: The decision of the disciplinary review team shall be documented. The student's Section 504 plan should be revised by adding or changing accommodations that would help the student behave in accordance with the rules established in this Code of Student Conduct. A Section 504 Behavior Plan should be implemented if the Section 504 team determines that the student is exhibiting a pattern of behavior and needs behavioral accommodations that are greater than a non-disabled student.
- Step 5: Any change from the student's school placement to an alternative education setting must be reviewed within 45 days. The principal/designee of student's home school must attend a discipline meeting to review the interim alternative education placement prior to extending the alternative setting or returning the student to their home school.
- Step 6: The principal/designee is responsible for taking appropriate action consistent with School Board Policy and the Section 504 Procedural Safeguards.

SCHOOL COUNSELING PROGRAMS

All School Board of Lake County, Florida, schools have certified school counselors that provide a variety of services to students. These services are presented to students in classrooms, small groups, and in individual counseling sessions. If you do not wish your child to have access to these programs and activities, please notify the school principal in writing. These programs may include:

- Social Development and Life Skills
- Education Goal-Setting and Planning
- Emotional Development Needs
- Conflict Resolution Skills
- Career Education and School to Work Activities
- Student Assistance
- Study Skills
- Crisis Intervention
- Transition Activities
- Anger Management

EQUAL OPPORTUNITY DISCLAIMER

Lake County Schools, FL does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, disability, or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Employee Relations
Lake County Schools
Phone: 352-253-6519

SECTION X: GLOSSARY

Definitions of terms and/or student conduct which are considered to be violations of the Code of Student Conduct and Policy Guide are described in this section of the Code. The use of words, such as battery and arson, are not meant to be considered equivalent to or to carry the same standards and consequences as the same words, which are defined in the criminal context in the Florida Statutes. The School Board retains the flexibility and right to attach definitions found in Board Rule to such words without attaching any criminal standards set by the courts or legislature. When a student has committed an infraction, the misbehavior is to be classified according to the definition which best describes it. All students and parents/guardians must understand that, in addition to taking corrective strategies at the school level, certain criminal and/or disruptive behavior must, by Board Rule, be reported to law enforcement.

The notation * next to the infraction name listed below in the Glossary represents SESIR (School Environmental Safety Incident Report) definitions and guidelines required by the Department of Education.

Key: The “I” references after Levels I-Zero Tolerance Infractions refer to Incident Type Number (I) located on the Student Referral. SESIR incidents are tracked by Florida Department of Education in every county.

Note: It is important to understand that all infractions can be raised from the level they are listed to a higher level if the infraction is repeated during a school year or is serious enough to warrant a more intense disciplinary intervention.

Abusive, Profane, Language/Materials – Level II – use of either oral or written language, electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity [I: 36]

Alcohol* – **Level IV** – Possession, sale, purchase, distribution, or use of alcoholic beverages. Use means when the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation. This incident is expected to include consultation with law enforcement. Students in violation are subject to the substance abuse program (see Section VIII, Substance Abuse Program). The student or substance may be subject to testing. [I: 1 (SESIR); SBP: 3.42; *Know the Law* pp. 10, 11, 23, 24, 26-27]

Arson* – **Zero Tolerance** – (intentionally setting a fire on school property) to damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. This incident is expected to include consultation with law enforcement. [I: 2 (SESIR); *Know the Law* pp. 22, 23, 26-27]

Assault (Threat/Intimidation) toward Employees/Volunteers* – **Level IV** – an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent. A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent – an intention that the threat is heard or seen by the person who is the object of the threat; (2) fear – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. This incident is expected to include consultation with law enforcement. By statute, criminal penalties may also be imposed. [I: 56 (SESIR); SBP: 5.32 (2)(c); §§784.011, 784.081, Florida Statutes; *Know the Law* pp. 17-18, 20, 21, 23, 26-27]

Attendance Rules Violation – Level I – willful disobedience of district and/or school attendance rules – The law requires mandatory school attendance until the age of 18 (see Section I: Attendance Rules regarding compulsory school age). If a student arrives at school and then leaves campus without school permission, the student is unexcused and truant and the school must take disciplinary action. [I: 25; SBP: 5.35; §1003.21, Florida Statute]

Battery with Less Serious Injury on Specified Official or Employee – Level IV – committing a battery or aggravated battery upon an employee of the School Board of Lake County, Florida, when the person committing the offense knows or has reason to know the identity or position or employment of the victim. Physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back. The attack must be serious enough to warrant consulting law enforcement **and** result in less serious bodily injury. Less serious bodily injury is defined as bodily injury which requires immediate first aid or subsequent medical attention. This incident is expected to include consultation with law enforcement. [I: 97; §784.081, Florida Statute]

Battery with Less Serious Injury (Student) – Level IV – physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back. The attack must be serious enough to warrant consulting law enforcement **and** result in less serious bodily injury. Less serious bodily injury is defined as bodily injury which requires immediate first aid or subsequent medical attention. This incident is expected to include consultation with law enforcement. [I: 92]

Battery with More Serious Injury (Student)* – Level IV – physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back. The attack must be serious enough to warrant consulting law enforcement **and** result in more serious bodily injury. More serious bodily injury is defined as death or bodily injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. This incident is expected to include consultation with law enforcement. [I: 3 (SESIR); *Know the Law* pp. 17-17, 22, 23, 26-27]

Battery with More Serious Injury on Specified Official or Employee* – Zero Tolerance – committing a battery or aggravated battery upon an employee of the School Board of Lake County, Florida, when the person committing the offense knows or has reason to know the identity or position or employment of the victim. Physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back. The attack must be serious enough to warrant consulting law enforcement **and** result in more serious bodily injury. More serious bodily injury is defined as death or bodily injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. This incident is expected to include consultation with law enforcement. [I: 59 (SESIR); SBP: 5.32; §784.081, Florida Statute; *Know the Law* pp. 17-18, 22, 23, 26-27]

Battery without Injury on Specified Official or Employee – Level III – physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back. The incident did not involve more or less serious bodily injury. [I: 94]

Battery without Injury (Student) – Level III – physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back. The incident did not involve more or less serious bodily injury. [I: 95]

Biological/Chemical Attack or Threats* – Zero Tolerance – making, or involved in making, a chemical or biological attack or threat against a school, a school function, or any person at a school or a school function whether real, implied, or fabricated. In addition to the mandatory intervention, student(s) will be required to participate in counseling services and will be reported to law enforcement for prosecution to the fullest extent of the law. This incident is expected to include consultation with law enforcement. [I: 60 (SESIR)]

Bomb Threats/Explosives* – Zero Tolerance – any communication which has the effect of threatening an explosion to do malicious, destructive, or physical harm to school property or bodily harm to the person(s) in or on that property or attending a school function or extracurricular activity – This includes but is not limited to threat by telephone, telecommunications/electronic communications, spoken word, or written word. Also prohibited are preparing, possessing, using, or igniting destructive or explosive devices on school property or at a school function or extracurricular activity. Destructive device means any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode such filler and is capable of causing bodily harm or property damage. An explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, detonators, and fireworks. This incident is expected to include consultation with law enforcement. [I: 4 (SESIR); §§790.163, 1006.13(3)(b), Florida Statutes; *Know the Law* pp. 17, 23, 26-27]

Boycotts/Riots/Sit-ins/Walkouts/School Disruption* – Level IV – the willful act of inciting, leading, or participating in any disruptive act (including gang related activities, organized skip day, strike) that interferes with the educational process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others – By statute, criminal penalties may also be imposed. This incident is expected to include consultation with law enforcement. [I: 9 (SESIR); SBP: 5.30]

Breaking & Entering/Burglary* – Level III – unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s). This incident is expected to include consultation with law enforcement. [I: 5 (SESIR); §§810.02, 810.08, 810.09, and 810.097, Florida Statutes; *Know the Law* pp. 19, 23, 26-27]

Bullying* – Level III – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. Failure to adhere to the district and school bullying policy (See Section V: Bullying and Other Forms of Aggression) [I: 55 (SESIR); SBP: 5.33; §1006.147, Florida Statute]

Bus Misconduct – Level I – willful disobedience of one or more of the bus rules or school rules [I: 6]. [SBP: 8.31] (see Section IV: Bus Conduct)

Bus Misconduct – Serious Suspended from School – Level I – willful disobedience of one or more of the bus rules or school rules. – If the bus infraction is deemed to be serious, it may result in suspension from school. [I: 33; SBP: 8.31] (see Section IV: Bus Conduct)

Careless or Malicious Action – Level II – action that results in the injury of person(s) or damage to property [I: 65]

Cell Phones and/or any Electronic Communications Devices – Level II – failure to adhere to the district and school cell phone guidelines – (see Section VI: Cell Phones) [I: 37]

Cheating – Level I – willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test. A student who is found to have cheated on a school assignment will not receive credit for that assignment and will be disciplined in accordance with this Code of Student Conduct. When grade reduction is determined to be the appropriate disciplinary measure, the student's parent(s) or legal guardian shall be notified. [I: 8]

Combustibles/Minor – Level II – bringing or possessing, lighters or matches on school grounds, transportation, or at a school related activity [I: 48]

Contraband Materials – Level II – include, but are not limited to ammunition, laser instruments, electronics (not including calculators), and beverage mixers intended to be consumed with alcohol –The possession, use, sale and/or distribution of contraband materials on school grounds, school-sponsored events, and/or on school transportation is prohibited. The school will not be held responsible for lost or stolen contraband materials. [I: 38; §1006.07, Florida Statute]

Dangerous Instruments – Level III – possession, distribution of materials, paraphernalia, or items that are dangerous. Possession of a dangerous instrument may be considered under this heading if there has been no threatening or intimidating display of the dangerous instrument. Dangerous instruments shall include, but not be limited to, clubs, blow guns, chains, pipes (any length, metal or otherwise), ice picks or other pointed

instruments, nunchakas, Chinese stars, pepper spray, mace, laser instruments, common pocketknives, BB guns, pellet guns, paintball guns, air soft guns, slingshots, imitation weapons or firearms made of plastic, metal, wood or any other material which may be used in a harmful manner. Students shall be prohibited from carrying or concealing items considered to be dangerous instruments while on school grounds, buses, in school buildings, at school sponsored events, and vehicles parked on school grounds or adjacent thereto for school related activities. A pocketknife shall be defined as a folding knife with a blade less than four (4”) inches. If a student unintentionally brings a pocketknife to school or to a bus stop, the student should immediately turn it over to school officials upon boarding the bus or arrival on school grounds. The principal will decide what action is to be taken. A student may be suspended for 10 days and be recommended for expulsion from school for possession of a dangerous instrument. [I: 52; §1001.43, Florida Statute]

Note: Dangerous Instruments used in a threatening or intimidating manner may be considered a Zero Tolerance infraction. A threat to use a dangerous instrument on school grounds, on school sponsored transportation, or at any school sponsored activity is prohibited. [I: 27 (or 78) (SESIR)]

Dating Violence and Abuse – Level III - failure to adhere to the district and school dating violence and abuse policy – (See Section V: Dating Violence and Abuse) [I: 88; SBP: 5.325; §1006.148, Florida Statute]

Defacing or Failure to Account for Materials – Level I – willful destruction or loss of textbooks, media, or other school owned materials – Failure to pay for lost or damaged books/materials may result in loss of privileges. [I: 62; SBP: 8.22; §1006.42(1), Florida Statute]

Defiance of Authority, Willful Disrespect, or Interference with School Authority – Level II – non-verbal refusal to comply with school rules or directions from school authority, refusal to identify one’s self, giving false information or disrespect of school authority on or off campus. [I: 40; §§1006.08(1), 1006.09(1)(c), Florida Statutes]

Disrespect – Level II – conduct or behavior which demeans, degrades, antagonizes, humiliates, or embarrasses a person or group of persons. This includes, but is not limited to, hurtful acts, words or other behavior committed by one or more students against another. [I: 66]

Disrespect of Minor Nature – Level I – conduct or behavior that lacks regard, civility, politeness and/or courteous consideration for a person or group of persons – This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another person. [I: 63]

Disruption on Campus* – Major – Level III – (major disruption of all or a significant portion of campus activities, school-sponsored events, or school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. This incident is expected to include consultation with law enforcement. [I: 69 (SESIR); §§1006.09 and 1006.145, Florida Statutes]

Dress Code Violation – Level I – failure to adhere to the district and school dress code guidelines – (see Section V: Dress Code). [I: 41; SBP: 5.37]

Drug Sale/Distribution* – Excluding Alcohol – Level IV – distribution, cultivation, manufacture, or sale, of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance. This incident is expected to include consultation with law enforcement. – Students in violation are required to attend the substance abuse program (see Section VIII: Substance Abuse Program). The student or substance may be required to be tested (see Section VIII: Drug Testing). [I: 51 (SESIR); SBP: 3.42; *Know the Law* pp. 12-13, 23, 24, 26-27]

Drug Use/Possession* – Excluding Alcohol – Level III – using, possessing or being under the influence of any controlled drug, illegal, or narcotic substance or any substances represented to contain, mimic or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, intoxicant, or controlled substance of any kind, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation. Substance includes, but is not limited to, any substance that contains or is represented to contain chemicals, any substance that produces the same effect as or is represented to produce the same effect as a controlled substance, or any analogue of a controlled substance including, but not limited to, K-2, also known as “spice” or “legal weed.” This infraction may also result in criminal penalties being imposed. Students in violation are required to take the substance abuse program (see Section VIII, Substance Abuse Program). The student or substance may be subject to testing. Elementary school principals shall try to determine intent in cases involving student possession prior to enforcing a suspension. This incident is expected to include consultation with law enforcement. See Other Major. [I: 50 (SESIR); SBP: 3.42; §§1001.43, 1006.07, and 1006.09, Florida Statutes; *Know the Law* pp. 12-13, 23, 24, 26-27]

Drugs/Over-the-Counter – Level III – use, possession, or distribution of over-the-counter or mood-altering substances, or any substances represented as drugs or drug paraphernalia – Repeated incidents will be handled as a Level IV Infraction. Students on medication must abide by established district procedures (see Section VII, Medication/Health Procedures). [I: 39; SBP: 3.42; *Know the Law* pp. 12-13, 23, 24, 26-27]

Energy Products – Level I – the use of energy products with a high content of caffeine and/or energy blends on school grounds, transportation, or at a school related activity. Energy blend is defined as products containing, but not limited to, L. Carnitine, Glucose, Caffeine, Guarana, Inositol, Glucuronolactone, and Maltodextrin. A product shall be considered to be high in content of caffeine and/or energy blend if the product contains over 70 mg of caffeine or energy blend for 8 ounces [I: 86]

Extortion – Level III - to obtain from a person by force, intimidation, or undue or illegal power. [I: 89]

False Accusations – Level IV – any student intentionally making false accusations against a member of the school staff that could jeopardize that employee’s employment, professional reputation, or certification may be subject to expulsion [I: 76]

False Fire Alarm/911 Calls* – Level III – activation of a fire alarm or other emergency services without reasonable cause, which in the discretion of the principal, was the result of a reckless or malicious act. This incident is expected to include consultation with law enforcement. [I: 70 (SESIR); §806.101, Florida Statute]

False Reports* – Zero Tolerance – making a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or weapon of mass destruction as defined in the Florida Statute s. 790.166. This incident is expected to include consultation with law enforcement. [I: 58 (SESIR); §§790.163 and 1006.07(2)(m), Florida Statutes]

Felony Suspension (Off Campus) – Level III – (see Section VIII, Felony Suspension (Off Campus)) [I: 35; §1006.09(2), Florida Statute; SBP: 5.34]

Fighting* – Level III – two or more persons mutually participating in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention is considered fighting – Mutual participation is considered without regard to the original aggressor. [I: 11 (SESIR)]

Firearms* – Zero Tolerance – the possession, use, or control of any firearm (operable or inoperable, loaded or unloaded), is prohibited – Firearm means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term “firearm” does not include an antique firearm unless the antique firearm is used in the commission of a crime. [§790.001(6), Florida Statutes] By statute, criminal prosecution may also result. The School Board of Lake County, Florida, will not tolerate firearms of any nature being taken on school property, transportation, or at any school function, whether on or off the school campus, in any manner at any time, and considers this notice as fair warning to all concerned of the serious consequences for violations of this policy. This incident is expected to include consultation with law enforcement. See Section VIII: Simulating a Weapon or Firearm [I: 77 (SESIR); SBP: 5.32; §§1006.07(2)(l), 790.162, and 790.163, 790.115, and 1006.07(2)(g), Florida Statutes; *Know the Law* pp. 15-16, 23, 24, 26-27]

Fireworks – Level III – bringing, possessing, or using fireworks on school grounds, transportation, or a school related activity – [I: 54; §791.01, Florida Statute]

Fireworks, Major* – Zero Tolerance – any combustible or explosive composition or substance or combination of substances. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel them, firecrackers, torpedoes, skyrockets, roman candles, dago bombs, and any fireworks containing any explosives or flammable compound or any tablets or other device containing any explosive substance. This incident is expected to include consultation with law enforcement. [I: 71 (SESIR); 791.01 (4)(a), Florida Statute]

Forgery – Level II – The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member. Signing or allowing others to sign your parent’s name to a school paper. [I: 87]

Four Suspensions – Level III – Any student who is suspended for the fourth (4th) time in a school year may be referred to the Superintendent for possible expulsion when the fourth suspension is a Level II, III, or IV infraction. All suspensions received from within or outside the district during the current school year will count toward the four (4) suspension rule. If fourth suspension is due to a Felony Off-Campus and the student is allowed to return to school, you no longer have a Fourth Suspension. [I: # (for last suspension incident) **and** I: 61 (for fourth or more suspension); SBP: 5.34]

Gang-Related Activity – Level III – failure to adhere to the district and school vehicle guidelines – (see Section V: Gang-Related Activity). [I: 67 – Gang Related Activity; SBP: 5.38; *Know the Law* pp. 21, 23, 26-27]

Harassment* – Level III – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that (1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, (2) has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or (3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. (See Section V: Harassment) [I: 42 (SESIR); SBP: 2.70 and 2.71; §1006.147, Florida Statute; *Know the Law* pp. 21, 23, 26-27]

Hazing* – Level III – 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. By statute, criminal penalties may also be imposed. [I: 73 (SESIR); §1006.135, Florida Statute]

Homicide: Murder* – Zero Tolerance – The unjustified killing of one human being by another. This incident is expected to include consultation with law enforcement. [I: 12 (SESIR)]

Inappropriate Conduct or Behavior – Level I – conduct or behavior that interferes with or disrupts the orderly process of the school environment, a school function, transportation, or extracurricular/co-curricular activity – This includes, but is not limited to a public display of affection (inappropriate displays of affection, such as kissing, or embracing, which implies more than simple friendship, are not permitted in school, at school dances, or at any school event), minor classroom disruption, bringing unauthorized electronic equipment, animals, or other materials to school. [I: 13]

Kidnapping/Abduction* – Zero Tolerance – forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority. This incident is expected to include consultation with law enforcement. [I: 14 (SESIR)]

Medication Policy Violation – Level II – failure to adhere to the district and school medication policy guidelines – (see Section VII: Medication/Health Procedures) [I: 44; SBP: 5.62; §1006.062, Florida Statute]

Missed Detention – Level I – Non-attendance at an assigned detention [I: 32]

Missed School Plus – Level I – Non-attendance at an assigned School Plus [I: 31]

Obscene Language/Materials – Level III – obscenities such as phone calls or other communication, the unlawful manufacturing, publishing, selling, buying, or possessing materials including, but not limited to, devices, literature, photographs, pornography, or media from electronic devices. [I: 96]

Other Major* – Level III – any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Other major includes, but is not limited to, producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia. This incident is expected to include consultation with law enforcement. [I: 28 (SESIR)]

Physical Altercations – Level II – physical conflicts between two or more persons that do not require physical restraint or cause injury, at principal’s discretion, without regard to who was the original aggressor [I: 34]

Physical Attack* – Level IV – refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. This incident is expected to include consultation with law enforcement. [I: 98 (SESIR)]

Plagiarism – Level I – the use of ideas or words of another as one’s own; work presented as new and original, an idea or product derived from an existing source. A student who is found to have plagiarized on a school assignment will not receive credit for that assignment and will be disciplined in accordance with the Code of Student Conduct. When grade reduction is determined to be the appropriate disciplinary measure, the student’s parent/guardian shall be notified. [I: 64]

Prohibited Sales – Level I – items brought to school for the purpose of a sale unrelated to an approved school activity. [I: 82]

Retaliation – Level III - Retaliation is a person knowingly engaging in any conduct that causes bodily injury to another person or damages the tangible property of another person, or threatens to do so, with intent to retaliate against any person. [I: 90; §914.23, Florida Statute]

Robbery* – Zero Tolerance – taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. This incident is expected to include consultation with law enforcement. [I: 17 (SESIR); *Know the Law* pp. 22, 23, 26-27]

Sexting – Level II – When on school board property, a minor commits the offense of sexting if he or she knowingly: (a) uses a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to any individual any photograph or video of any person which depicts nudity, as defined in s. 847.001(9), and is harmful to minors, as defined in s. 847.001(6) and (b) possesses a photograph or video of any person that was transmitted or distributed by another minor which depicts nudity, as defined in s. 847.001(9), and is harmful to minors, as defined in s. 847.001(6). Sexting could lead to law enforcement intervention. By statute, criminal penalties may also be imposed. [I: 91; §847.0141, Florida Statute]

Sexual Assault* – Level IV – incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability. This incident is expected to include consultation with law enforcement. [I: 99 (SESIR)]

Sexual Battery* – Zero Tolerance – (attempted or actual) forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object. This incident is expected to include consultation with law enforcement. [I: 18 (SESIR); *Know the Law* pp. 18, 22, 23, 26-27]

Sexual Harassment* – Level IV – unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation (6A-19.008(1) SBE Rule). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence. By statute, criminal penalties may also be imposed. [I: 19 (SESIR); §1006.07(2)(j), Florida Statute; 6A-19.008 Educational and Work Environment; *Know the Law* pp. 18, 22, 23, 26-27]

Sexual Offenses* – Level III – (lewdness, indecent exposure) other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.) [I: 20 (SESIR); *Know the Law* pp. 18, 22, 23, 26-27]

Tardiness – Level I – late arrival to school or class without valid documentation from parent/guardian or authorized school personnel –Repeated tardiness may be considered habitual truancy (see Section I: Attendance Rules). [I: 21]

Technology Violation, Minor – Level II – using technology in a manner that is inappropriate, but is not harmful or destructive (see Section VI, Technology). [I: 45]

Technology Violations, Major* – Level III – inappropriate use, distribution of illegal or improper material, modification, or intentional destruction of hardware, software, or data. By statute, criminal penalties may also be imposed. This incident is expected to include consultation with law enforcement. – (see Section VI: Technology – Student Acceptable Telecommunications/Electronic Communications Use Policy and Agreement). [I: 75 (SESIR); §815.06, Florida Statute; *Know the Law* pp. 20, 23, 26-27]

Theft of a Minor Nature – Level II – unauthorized taking, carrying, riding away, or concealing the property of another person without threat, violence, or bodily harm. – *Items under this heading would have a replacement value of less than \$300.00.* [I: 46; §812.014, Florida Statute]

Theft/Larceny* – Level III –The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. This incident is expected to include consultation with law enforcement. *The item(s) value must be \$300.00 or more.* [I: 15 (SESIR); [§812.014, Florida Statute; *Know the Law* pp. 19, 23, 26-27]

Threat/Intimidation (Student)* – Level III – a threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent – an intention that the threat is heard or seen by the person who is the object of the threat; (2) fear – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. Threatening any school board employee shall be considered a Level IV infraction. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat. This incident is expected to include consultation with law enforcement. [I: 22 (SESIR); *Know the Law* pp. 17-18, 20, 21, 23, 26-27]

Threatening Use of Dangerous Instruments* – Zero Tolerance – the threat and use of, or the control of any dangerous instrument (as defined in Level III), paraphernalia, or object (other than a firearm or weapon) which could be used to inflict harm on another person or used to intimidate any person and is not being used for the purpose for which it was normally intended. This incident is expected to include consultation with law enforcement. [I: 78 (SESIR)]

Threats Relating to Discharge of Destructive Device* – Zero Tolerance – threatening to throw, project, place, or discharge any destructive device with intent to do damage to any property of any person. This incident is expected to include consultation with law enforcement. [I: 57 (SESIR); §1006.13, Florida Statute; *Know the Law* pp. 17, 23, 26-27]

Tobacco Violation (under 18 years of age)* – Level III – failure to adhere to the district and school tobacco guidelines – (see Section VIII, Tobacco Education Program [I: 23 (SESIR under 18 years of age only); SBP: 2.90; §§386.212, and 386.204, Florida Statutes; *Know the Law* pp. 14, 23, 26-27])

Tobacco Violation (18 years of age or older) – Level III – failure to adhere to the district and school tobacco guidelines - (see Section VIII, Tobacco Education Program) [I: 79 if 18 years of age or older); SBP: 2.90; §§386.212, and 386.204, Florida Statutes; *Know the Law* pp. 14, 23, 26-27]

Trespassing* – Level III – to enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry. This incident is expected to include consultation with law enforcement. [I: 24 (SESIR); SBP: 3.40; §§810.097, 810.0975, and 810.09, Florida Statute]

Unauthorized Assembly, Publications, Petitions, Electronic Messages – Level II – demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages which interfere with the orderly process of the school environment, a school function, or extracurricular activity [I: 47]

Vandalism (\$1,000 or more)* – Level III – intentional destruction, damage, or defacement of public or private/personal property, without consent of the owner or the person having custody or control of it. This incident is expected to include consultation with law enforcement. – *Damage must be valued at \$1,000 or more* including time and labor to be considered under this heading. [I: 26 (SESIR); SBP: 8.22; §806.13, Florida Statute; *Know the Law* pp. 19, 23, 26-27]

Vandalism of a Minor Nature – Less than \$1,000 – Level II – intentional destruction, damage, or defacement of public or private property, real or personal, without consent of the owner or the person having custody or control of it – *Damage must be valued at less than \$1,000*, including time and labor to be considered under this heading. [I: 29; SBP: 8.22; §806.13, Florida Statute; *Know the Law* pp. 19, 23, 26-27]

Vehicle Violation – Level I – failure to adhere to the district and school vehicle guidelines – (see Section IV: Parking/Vehicle Rules). [I: 49; SBP: 5.36]

Weapon, Electric Weapon or Device, Dart-firing gun* – Zero Tolerance – the possession, use, or control of any sword, sword cane, weapon, electric weapon or device, or dart-firing gun, whether- operable, inoperable, loaded or unloaded), razor blade, box cutter is prohibited – Weapon means any dirk, metallic knuckles, slungshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a common pocketknife, plastic knife, or blunt-bladed table knife. Electric Weapon or device means any device which, through the application or use of electrical current, is designed, redesigned, used, or intended to be used for offensive or defensive purposes, the destruction of life, or the infliction of injury. Dart-firing stun gun means any device having one or more darts that are capable of delivering an electrical current. Bringing a weapon, electric weapon or device, or dart-firing gun to school, any school functions or onto any school sponsored transportation is prohibited. The School Board of Lake County, Florida, will not tolerate weapons of any nature being taken on school property or at any school sponsored activity, whether on or off the school campus, in any manner at any time, and considers this notice as fair warning to all concerned of the serious consequences for violations of this policy. By statute, criminal prosecution may also result. This incident is expected to include consultation with law enforcement. See Section VIII: Simulating a Weapon or Firearm [I: 27 (SESIR); SBP: 5.32; §§790.001, 790.115, and 1006.07(2)(g), Florida Statutes; *Know the Law* pp. 15-16, 23, 24, 26-27]

Note: *It is the expressed policy of the School Board of Lake County, Florida, that no firearm or weapon of any nature, including a firearm used for recreational activities such as hunting or target practice, shall be brought upon a school campus, other property owned or maintained by the School Board, or property designated for school activities. Violation of this policy may result in expulsion from school for the minimum of one calendar year.*

LAKE COUNTY SCHOOLS

ADMINISTRATION OF PRESCRIPTION MEDICATION CONSENT FORM

Medications must be brought to school by the parent; NEVER by the student. The medication must be presented to school personnel in the original container with a current date. **Metered inhalers should have the label affixed to the inhaler for easy identification or must be in the original box with prescription label.** The parent must give the first dose of prescription medication at home. Under no circumstances will the school accept more than a four-week (30 days) supply of prescription medication. Parents may request that the pharmacist dispense two labeled bottles for medication, one for home and the other for school.

Student _____ DOB _____

Parent _____ School _____

Address _____

Home Phone _____ Work _____

Name of medication _____

Dosage to be given _____ Time to be given _____

Diagnosis _____ Allergies _____

Date to start _____ Last date to be given _____

Please circle one: **may** **may not** carry and use the inhaler himself/herself.

Special instructions on administration of medication (i.e. to be given after lunch, do not chew, to be given with food, etc.)

Reaction(s) that may occur _____

I request Lake County Public School personnel to administer medication as directed by this authorization. If there are questions regarding this medication I authorize the School Nurse/District Nurse to contact ordering physician as needed throughout the school year.

It is the parent's responsibility to pick up medications that are no longer needed at school. Medications that have expired and/or are discontinued during the school year will be disposed of within a week of the expiration or discontinuation date. At the end of the school year left over or unused medications will be disposed of immediately after the last day of school.

Parent Signature

Date

Doctor Signature

Date

Doctor's Official Stamp



LAKE COUNTY SCHOOLS
ADMINISTRATION OF NON-PRESCRIPTION MEDICATION
CONSENT FORM

Non-prescription medication may be administered at school by school personnel when such medication is necessary for school attendance and cannot otherwise be accomplished. The non-prescription medication may be administered for 72 consecutive hours, once in the school year. Medication must be brought to school by parent/guardian in a sealed, unopened container. A form must be completed for each medication administered.

Student Name _____ DOB _____

Parent/Guardian _____ Phone _____

Address _____ Emergency Phone _____

Name of non-prescription medication _____

Dose to be given _____ Time(s) to be given _____

Diagnosis _____ Allergies _____

Purpose/reason for this medication _____

Discontinue date _____

Instruction(s) (i.e. take with water, milk, food) _____

What reaction(s) may occur, if known? _____

I request Lake County Public School personnel administer medication as directed by this authorization.

A doctor's signature is required if:

- A medication is necessary beyond the 72 consecutive hours
- or**
- When medication needs to be taken on Field Trips

If there are questions regarding this medication I authorize the School Nurse/District Nurse to contact ordering physician as needed throughout the school year.

It is the parent's responsibility to pick up medications that are no longer needed at school. Medications that have expired and/or are discontinued during the school year will be disposed of within a week of the expiration or discontinuation date. At the end of the school year left over or unused medications will be disposed of immediately after the last day of school.

Signature of Parent/Guardian **(REQUIRED)** _____ Date _____

Doctor signature **(REQUIRED)** _____ Date _____

Doctor's Official Stamp

Character ~ The Heart of Our Soul

August	September	October
<p style="text-align: center;">Respect</p> <p style="text-align: center;"><i>Treating yourself and others with courtesy and consideration.</i></p> <p>“Every action in the company of others ought to be done with some sign of respect to those present.” ~ George Washington</p>	<p style="text-align: center;">Responsibility</p> <p style="text-align: center;"><i>Doing your best and taking ownership for your words and actions.</i></p> <p>“There are three responsibilities – responsibility for self and social responsibility toward others and the community.” ~ Amatai Etzioni</p>	<p style="text-align: center;">Self-Control</p> <p style="text-align: center;"><i>Managing your emotions and choosing acceptable behavior.</i></p> <p>“You cannot control what happens to you, but you can control your attitude toward what happens to you, and in that, you will be mastering change rather than allowing it to master you.” ~ Brian Tracy</p>
November	December	January
<p style="text-align: center;">Citizenship</p> <p style="text-align: center;"><i>Being law abiding and involved in service to school, community, and country.</i></p> <p>“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.” ~ Margaret Mead</p>	<p style="text-align: center;">Kindness</p> <p style="text-align: center;"><i>Being nice and considerate toward others.</i></p> <p>“When you carry out acts of kindness, you get a wonderful feeling inside. It is as though something inside your body responds and says, yes, this is how I ought to feel.” ~ Harold Kushner</p>	<p style="text-align: center;">Honesty</p> <p style="text-align: center;"><i>Using truthful speech and behavior.</i></p> <p>“Honesty is the cornerstone of all success, without which confidence and ability to perform shall cease to exist.” ~ Mary Kay Ash</p>
February	March	April
<p style="text-align: center;">Patriotism</p> <p style="text-align: center;"><i>Demonstrating allegiance to one’s country.</i></p> <p>“Ask not what your country can do for you, but what you can do for your country.” ~ John F. Kennedy</p>	<p style="text-align: center;">Tolerance</p> <p style="text-align: center;"><i>Respecting the individual differences, views, and beliefs of other people.</i></p> <p>”How do we create a harmonious society out of so many kinds of people? The key is tolerance, the one value that is indispensable in creating community.” ~ Barbara Jordan</p>	<p style="text-align: center;">Cooperation</p> <p style="text-align: center;"><i>Getting along with others and working together.</i></p> <p>“Alone we can do so little; together we can do so much.” ~ Helen Adams Keller</p>
May	June	July
<p style="text-align: center;">Caring</p> <p style="text-align: center;"><i>Being kind, friendly, considerate, and willing to listen, give, and share.</i></p> <p>“Too often we underestimate the power of touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.” ~ Leo F. Buscaglia</p>	<p style="text-align: center;">Courage</p> <p style="text-align: center;"><i>Being brave in difficult situations; challenging yourself.</i></p> <p>“One isn’t necessarily born with courage, but one is born with potential. Without courage, we cannot practice any other virtue with consistency. We can’t be kind, true, merciful, generous, or honest.” ~ Maya Angelou</p>	<p style="text-align: center;">Perseverance</p> <p style="text-align: center;"><i>Seeing the big picture and thinking long-term by setting goals and staying focused.</i></p> <p>“I think a hero is an ordinary individual who finds strength to persevere and endure in spite of overwhelming obstacles.” ~ Christopher Reeve</p>

No IP
Tracking

No Caller
ID

Call
800-423-TIPS
(8477)

No Call
Recording

Speakout

What They Need to Know When You Call:

- Who?** Who is involved in the incident? Age? Grade? What school do they attend?
- What?** What are you reporting? What type of criminal activity?
- When?** When did the incident occur? Is the activity on-going?
- Where?** Where did the incident occur? On campus?

Why Contact SpeakOut?

Your information can stop bad things from happening. Silence is acceptance!
Your call is completely anonymous!

For more information about SpeakOut and what types of acts of violence you can report, please go to the Safe School Department Web page at www.lake.k12.fl.us or go directly to the SpeakOut Hotline Website.

Online

www.speakouthotline.org

Text to

“Speakout” plus
your
tip info to
CRIMES
(274637)