

Agenda Item Number 7.02(3)

**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 07/12/2019 Board Meeting Date 07/23/2019

Date agenda item is due in the Superintendent's Office 07/12/2019

Person submitting the item: Sharon Hathcock-DOI

Name of document placed on agenda: Student Code of Conduct 2019-2020

Summary description regarding this action item:

Please review and approve the Student Code of Conduct for

the 2019-2020 school year.

APPROVED

JUL 23 2019

By Taylor County  
School Board

Signatures Required

Yes ☐ No ☒

Reviewed by:

Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction Sharon Hathcock

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_

TCSB # 0607-3



# **2019-2020**

## **Code of Student Conduct & Discipline Matrix**

### **MISSION STATEMENT**

**"The Taylor County School District is committed to providing a safe, supportive, unified environment that empowers students and educators to work collaboratively as successful life-long learners positively impacting our community."**

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Taylor County Elementary School	(850) 838-2530
Steinhatchee School	(352) 498-3303
Taylor Accelerated School	(850) 223-5356
Big Bend Technical College	(850) 838-2545
Taylor County Primary School	(850) 838-2506

# NOTICE OF RECEIPT

## PARENTS AND STUDENTS PLEASE SIGN AND RETURN THIS FORM

Failure to return this form will not relieve you or your parent/guardian from responsibility to know the contents of the Code of Student Conduct and will not excuse your non-compliance with the Code of Student Conduct.

\_\_\_\_\_  
*Student Name (please print)*

\_\_\_\_\_  
*Grade*

\_\_\_\_\_  
*School*

I have received a copy and am aware of the contents of the Taylor County Code of Student Conduct. I am aware that supervision is provided 30 minutes before school begins and 30 minutes after school ends.

\_\_\_\_\_  
*Parent/Guardian (print name)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Mobile/Cell*

\_\_\_\_\_  
*Alternate/Emergency*

### STUDENT SIGNATURE

I have received a copy of and instruction on the contents of the Taylor County Code of Student Conduct.

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_



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## Code of Student Conduct

### **NOTICE OF APPLICABILITY**

**All students, regardless of school enrolled within the Taylor County School District not limited to: Taylor County Primary School, Taylor County Elementary School, Taylor County Middle School, Taylor Accelerated School, Taylor County High School, Big Bend Technical College, and Steinhatchee Elementary School, and Taylor County Pre-K, are subject to the rules, guidelines and policies established within the approved Taylor County School District Code of Student Conduct.**

**Students enrolled in Florida Virtual School, Home School, Private Schools and Charter Schools are subject to the rules, guidelines and policies established within the approved Taylor County School District Code of Student Conduct when participating in any TCSD sponsored events, transportation or when present on a TCSD campus.**

### **NON-DISCRIMINATION**

The District School Board of Taylor County, Florida prohibits any policy or procedure that results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion, or sexual orientation. If any\*\*student feels that he or she has been discriminated against or harassed, there are specific procedures to report such offenses.

*\*\*Whenever the word "student" appears, parents may become involved.*

### **JURISDICTION OF THE SCHOOL BOARD**

Taylor County Public Schools students are subject to the rules and regulations of the District School Board of Taylor County. This jurisdiction of the Board is in effect during the school day, during the time any student is on the premises of any publicly supported school in this district and at regular school-sponsored activities, while being transported on school buses to and from school or other educational activities, at all times and places, including the time during which any student is proceeding from one school center to another during the school day, including, but not limited to: school-sponsored events, field trips, athletic functions, and other activities where appropriate school personnel have jurisdiction over students.

All students will 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 the bus driver to whom such responsibility may be assigned by the principal; and each such student shall, during the time any student is otherwise en route to or from school at public expense, or is presumed by law to be attending school, be under the control and direction of the principal or teacher in charge of the school where any student is enrolled.

All school regulations and prohibitions pertain to automobiles driven or parked on school property. In addition to the foregoing, jurisdictional control over the student may be extended to the immediate

vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the student.

### **STUDENTS SUBJECT TO AUTHORITY BY SCHOOL PERSONNEL**

*Florida Statute 1003.31* establishes that all students enrolled in the Taylor County Public Schools are subject to the law, rules, regulations, and policies of the State of Florida and the District School Board of Taylor County, Florida, anytime:

- a student is on School Board owned property;
- a student is attending school;
- a student is on a school bus;
- a student is being transported to or from school or school-sponsored events; or
- a student is in attendance at or participating in a school-sponsored activity.

During such times, all students are subject to the immediate control and direction of district and school level administrators, deans, supervising teachers, staff members, and district transportation drivers.

Instruction should occur in a climate that is conducive to learning. Good order and discipline are essential to effective instruction and to the ability of students and school personnel to work cooperatively toward mutually recognized and accepted goals. The rules outlined in the Code are designed to ensure that this primary reason for the existence of school is achieved. Any behavior that prevents learning from taking place is unacceptable and will result in the appropriate consequence.

To assist students, parents, administrators, and school personnel in maintaining such a climate, the Code of Student Conduct will:

- Identify classifications of violations and describe procedures for disciplinary actions
- Identify formal disciplinary actions
- Standardize procedures for administering formal disciplinary actions
- Describe roles of the home, student, school and school personnel
- Describe rights and responsibilities of all students and parents
- Outline general code of appearance
- Describe rights of students with disabilities relating to discipline

It is the responsibility of both student and parents to know the rules of the Code of Student Conduct and to support the fair and impartial administering of the rules. With age and maturity students will be expected to assume greater responsibility for their actions. Students are responsible for accepting the consequences for actions that may violate the Code of Student Conduct.

It is the responsibility of school personnel to be aware of the specifics of the Code of Student Conduct and to apply them appropriately. It is the responsibility of the school to convey information regarding individual school policies and procedures to students and parents via a school planner or through other appropriate means.

The School Board and personnel appointed at the district level are responsible for ensuring that the Code of Student Conduct and the consequences for the identified violations are legal and fair. The Board is also responsible for conveying to the community and parents/guardians, that once these conditions are met, the actions taken by the local school will be supported for the good of the school system and the community as a whole.

### **INTRODUCTION**

Maintaining a safe and secure environment is the number one priority of the District School Board of Taylor County, Florida. It is the belief of the School Board that all students have the right to attend



school and school functions free of fear, harm or harassment. The policies and procedures outlined in the Code of Student Conduct have been adopted in support of this fundamental premise. Please note that the School Board cooperates with federal, state, and local law enforcement agencies to report, prevent and respond to unlawful activities occurring on the campuses of the Taylor County Public Schools.

In order for the School Board to fully implement its responsibilities it is important that enrollment and emergency card information be kept up to date at each student's school. It is the responsibility of each student and his or her parent to report changes in enrollment or emergency card information to the school. This Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents, and the school District regarding student behavior. The School Board also has other policies governing students and those policies are available on the District's website at [[www.taylor.k12.fl.us](http://www.taylor.k12.fl.us)]. This Code applies to every student who is under the authority of the Taylor County Public Schools. The Code is in effect on school property, at school-sponsored events, and on school buses. Students may also be subject to discipline for violation of the Code if their misconduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or if the misconduct is directed at a Board official or employee or the property of such official or employee. The principal or designee may take administrative action if the misconduct on the way to or from school has a harmful effect on the health, safety, or welfare of other students.

## **EXPECTED BEHAVIORS**

**STUDENTS** are expected to:

- Treat others with respect and honesty
- Assume responsibility for his/her own behavior;
- Act responsibly on campus, on field trips, and all other school sponsored events, regardless of location.
- Be in school and on time every day, if well, and to be ready to learn;
- Prepare for class by bringing paper, pencil, pen, books, and other needed supplies.
- Complete all class work and homework;
- Respect individuals and property;
- Take care of and return all textbooks, library books, or other school-owned materials and property.
- Use appropriate, responsible behavior at all times;
- Help maintain a safe, alcohol, drug, and weapon free environment; and,
- Follow rules and regulations, including those for field trips.

**PARENTS/GUARDIANS** are expected to participate in their child's career in school by:

- Supporting the school in requiring their child to follow all school rules and regulations and to accept responsibility for their willful in- school behavior;
- Sending their child to school clean, appropriately dressed and in good health;
- Having an active interest in their child's school work and making it possible for the child to complete assigned homework by providing a quiet place and suitable conditions for study;
- Reading all communications from the school, signing, and returning documents promptly when requested; and,
- Cooperating with the school in attending school meetings, conferences and sharing information with school personnel.

The **SCHOOL SYSTEM** is expected to:

- Provide and maintain a safe atmosphere which will encourage positive behavior and high achievement;
- Provide courses of study, programs, and activities to meet the needs of all students;
- Show respect for all individuals by treating them fairly and impartially;
- Encourage open communication among students, parents/guardians, community agencies, and school personnel;
- Discipline any student under its supervision, subject to limitations of the law and district policies; and
- Treat parents and other members of the public with courtesy and respect.

## **SECTION ONE: RIGHTS AND RESPONSIBILITIES**

It is the intent of the Students' Rights and Responsibilities section, as expressed in the Code of Student Conduct that students understand that their rights must be accompanied by corresponding responsibilities. Florida's School Improvement and Accountability System states that all school communities will provide an environment that is alcohol and drug-free and protects students' health, safety, and civil rights.

### **PARENT/GUARDIAN DEFINED**

The term “**parent**” wherever used in this document shall include a student’s parent or parents, legal guardian, legal custodian, or adult recognized by the student’s school as acting “in loco parentis.”

**STUDENTS:** All students have the right to be involved in your education. Age, grade, and maturity are factors which determine the level of your involvement. Participation in school activities is part of learning. To be safe in public and private are important safeguards. Students, parent(s) and the school’s staff should work together to see that these rights are preserved. You are expected to respect other persons and their property.

#### **Students have a RIGHT to:**

- Attend school in an environment where all students and adults are treated equally, without regard to race, color, religion, sex, national origin, age, disability, marital status or sexual orientation.
- Attend school in an environment free from discrimination, bullying and/or sexual harassment.

#### **Students have a RESPONSIBILITY to:**

- Treat others fairly and with respect.
- Conduct themselves and their activities in such a manner that they treat others equally with regard to race, color, religion, sex, national origin, age, disability, marital status or sexual orientation.
- Report occurrences of discrimination, as described above, to appropriate school personnel.

### **PARENTS, GUARDIANS & STUDENTS:**

**This section summarizes the rights of parents, guardians and students. With each right comes a responsibility.**

Effective learning takes place in an atmosphere where students, parents/guardians, teachers, support staff and school administrators know the rules for all students and the consequences for students who violate the Code of Student Conduct. The rights and responsibilities defined are basic and reflect the most recent court decisions on students' rights.

#### **Conduct**

1. Students have a right to:
  - a. a copy of clearly defined rules of student conduct.
  - b. expect the rules to be enforced without discrimination.
2. Students have a responsibility to know and observe school rules and regulations which govern their conduct.

#### **Education**

1. Students have a right to:
  - a. thirteen (13) years of education appropriate to their needs.
  - b. a positive learning climate free of disruption.
  - c. information on how grades are determined.
2. Students with Disabilities:
  - a. Exceptional Student Education (ESE) students with disabilities who have not yet reached their twenty-second (22) birthday and who have not earned a

standard diploma and who wish to continue their education may continue to receive Free Appropriate Public Education (FAPE) consistent with a properly developed IEP.

3. Students have a responsibility to:
  - a. utilize the educational experiences made available to them.
  - b. provide assistance to improve the educational experiences.

### **School Participation**

1. Students have a right to participate in school.
2. Students have a responsibility to abide by school rules and regulations.

### **Persons and Property (Respect)**

1. Students have a right to:
  - a. receive respect for their persons and property from other students and school personnel in the school setting.
  - b. expect school property to be clean and well maintained.
2. Students have a responsibility to:
  - a. respect the persons and property of other students and school personnel.
  - b. take care of the property of the school system.

### **Attendance**

1. Students have a right to:
  - a. be informed of school rules and policies regarding absenteeism and tardiness.
  - b. make-up class work within a reasonable length of time, as defined in the Taylor County Student Progression Plan.
2. Students have a responsibility to:
  - a. attend classes daily and on time.
  - b. provide appropriate explanation of absences as requested.
  - c. request make-up assignments immediately upon returning to school.
  - d. abide by school rules and regulations.

### **Free Speech and Publications**

Citizens are guaranteed self-expression under the First and Fourteenth amendments of the United States Constitution. One of the basic purposes of education is to prepare students for responsible self-expression and the free exchange of ideas.

1. Students have a right to:
  - a. express viewpoints responsibly without jeopardizing relations with teachers or school
  - b. print and distribute publications only under the supervision of the principal/designee.
2. Students have a responsibility to:
  - a. recognize the rights of others by expressing themselves in a manner which does not disrupt the process of education, violate school rules, or interfere with the rights, safety, and/or welfare of others
  - b. observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons

### **Assembly**

1. Students have a right to meet in accordance with school rules and scheduled use of facilities.
2. Students have a responsibility to:
  - a. conduct themselves and their activities consistently with the educational objectives of the

- school.
- b. refrain from disrupting the educational process.
- c. not endanger the health, safety, or welfare of other students.

### **Privacy**

1. Students have a right to:
  - a. privacy in their personal possession unless there is reasonable suspicion to believe the material is prohibited by law, disruptive to the educational process, or a violation of Taylor County School Board (TCSB) Policy.
2. Students have a responsibility to:
  - a. not carry or conceal any such material prohibited by law or a violation of TCSB Policy or that would detract from the educational process.
  - b. accept the consequences for the contents stored within their lockers or personal property.

### **Attendance/Truancy**

Parents are responsible for student attendance as defined by the state's Compulsory School Attendance laws, (*F.S.1003.24*). Students are required to attend school from age 6 through age 16. Students may withdraw from school at age 16 only if the parent gives written permission to the school, *F.S. 1003.21*. The Superintendent may file a truancy petition or child-in-need-of-services petition for students who have fifteen (15) or more unexcused absences in a period of ninety (90) calendar days. (*F.S. 1003.27*).

1. Students have the right to:
    - a. be informed of School Board policies and individual school rules about absences and tardies.
    - b. appeal a decision pertaining to an absence.
    - c. make up work and tests missed due to excused absences within the time required by the school.
  2. Students have the responsibility to:
    - a. attend and be on time to school and classes daily.
    - b. provide the school with an adequate explanation of absences.
    - c. request and complete makeup assignments as required by the school.
    - d. complete make up work with honesty and integrity.
- 
1. A student who is absent without the school's approval shall have his/her parent(s) or legal guardian report such absences to the school center in the manner prescribed by the Code of Student Conduct.
    - a. The Code of Student Conduct shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.
    - b. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes, and State Board of Education Rule.
    - c. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
  2. Student absences must be tracked on a daily basis and parents contacted as required by law.
  3. A person designated by the Superintendent or designee shall investigate truancy problems.

## **Student Eligibility – Interscholastic Activities**

**Each District School Board establish and publish eligibility standards for extracurricular activities in its Code of Student Conduct.** Per F.S. 1006.195(1)(a), the following apply to all students participating in an interscholastic program sponsored by Taylor County School District. The district has established, through its Code of Student Conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities.

In compliance with HB 7029 the District School Board of Taylor County has established the following:

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss.1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15(3)(h).
3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to F.S. 1006.20(2)(b).

The following includes a list of examples, such as, but not limited to, which may be considered for inclusion as eligibility standards to participate in extracurricular interscholastic or intrascholastic activities:

- School attendance policy that may prevent a student from participating
- Alcohol/drug related behavior
- 2.0 GPA Required for Academic Eligibility. A middle/junior high student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (s. 1006.15(3)(a)1, Florida Statutes). Final grades previously earned by the student from another school shall not be converted using the scale in Bylaw 9.4.2.

### **TCSB Minimum requirements for eligibility in extra-curricular activities are:**

- Minimum GPA: 2.0 based on 4.0 scale at the end of each semester
- Athlete CANNOT turn 19 before September 1<sup>st</sup> of the current year
- Students who are suspended from school may not participate until the suspension period is completed
- Students who have committed offenses resulting in out of school suspension or expulsion

Taylor County School District may require more stringent academic requirements (i.e. no F's)

- School/classroom discipline issues
- Social Media issues
- Bullying
- Sportsmanship
- Dress Code Policy
- Four Year Limit of Eligibility
- Age Limit - 19 years on or after September 1 (all others)
- Physical Evaluation (EL2) and Consent and Release from Liability Certificate (EL3)
- Any other district policy which would remove or prevent a student from participating in extracurricular activities

One of the exceptions for a student who transfers schools and wishes to continue participating in the same sport at the new school is "authorized for good cause" published in district or charter school policy. The following includes a list of examples, such as, but not limited to, which may be considered for "good cause authority":

- Move to a new residence – the student moves to a new home address due to a move by the student and a person or person(s) with whom any student has been previously living that makes it necessary for the student to attend a different school.
- Move to a new residence following the marriage of the student. The student immediately establishes a new residence that makes it necessary to attend a different school.
- Reassignment by District School Board

- Transfer of school within the first twenty days – i.e. acceptance into a previously applied for a magnet program.

## Absences/Tardies

1. *Florida Statutes 1003.26* requires the parent/guardian of a compulsory school attendance age child to contact the school to report and explain any absence. This should be done by noon of the first day of the absence and no later than the day the child returns to school or the third day of the absence, whichever is later.
2. An absence is defined as non-attendance, that is, not being physically present at the school or a school sponsored function or activity.
3. A tardy is defined as any unexcused arrival to school or to a class up to ten minutes after the school or a class starting time.
4. Parents/guardians shall sign in students who are tardy/late or shall contact the school to explain the tardiness/lateness by noon of the day it occurs.
5. Parents/guardians shall sign out students who leave school early and shall provide an explanation
6. Each school should document attempts to notify parents/guardians of unexplained absences through a phone call or other method. However, failure to successfully notify parents/guardians shall not negate the attendance policy.
7. Absences/tardiness shall be excused only for the following documented reasons:
  - a. Illness and/or medical care.
  - b. Death in the family.
  - c. Legal reasons: Court appearances (a copy of the subpoena is required).
  - d. Approved religious holidays.
  - e. Financial and/or other insurmountable circumstances.
  - f. Pre-arranged educational absences/tardies approved by the administration.

The following criteria must be met for f.

1. The absence must be **pre-arranged** at least one week in advance.
  2. The pre-arranged absence request will be reviewed by the attendance administrator/clerk and/or the attendance committee.
  3. Upon return from the trip the student and parent will present proper documentation.
8. Any student classified as a Level 3 Truancy will not be allowed to attend any extracurricular activities as participant and/ or spectator

## Unexcused Absences/Tardies

1. The principal/designee may notify the parent/guardian of the school's concerns and penalties to be imposed upon accumulation of three unexcused absences/tardies in a grading period.
2. The principal/designee shall notify the parent/guardian of five unexcused absences/tardies in a calendar month and ten (10) in a ninety (90) calendar day period.

**For High School Only:** Students who drop out of school or who have 15 unexcused absences within 90 calendar days and have a driver's license or driver's permit will have their driving privileges suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license or permit if they apply for one. Additional information about procedures and waivers is available from school administration or guidance offices.

## Excessive Unexcused Absences/Tardies/Leaving Early

Following the tenth unexcused absence/tardy or leaving early the principal or his/her designee shall take the following steps in attempting to bring about compliance with compulsory attendance laws and policies:

1. Written notice shall be sent to parent/guardian informing them of required compliance (registered mail suggested).
2. Written notice is sent to parent/guardian informing them of a required meeting with school officials to discuss compliance. Parent/guardian refusal to attend meeting must be documented.
3. Continued non-compliance may be referred to as Truancy.

## **Student Records and Privacy**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents must submit a written request to the principal that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that you believe is inaccurate or misleading. Parents must write the principal; clearly identify the part of the record the parent wants changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify the parent of the decision and advise the parent of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff; the person elected to the school board; or, a person or company with whom the district has contracted to perform a specific task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Personal identifiable information will be released without consent to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.

## DRESS CODE

### Taylor County School District Grades K-5 DRESS CODE

#### **DRESS CODE AND GROOMING**

A student's apparel and grooming shall be the responsibility of the individual student and his or her parents/guardians. Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Items that when worn together are usually indicative of gang memberships or apparel that contains a message that is obscene or promotes illegal activities, drugs, discrimination, alcohol, or tobacco products shall not be permitted on school grounds or at school sponsored functions.

Taylor County schools is designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school. Encouraging students to dress appropriately for school will prepare them to be productive members of society.

**This is not an all-inclusive list. Administrative discretion will apply in some cases.**

Dress Code:

#### **ALL:**

**Shoes:** Shoes must be worn at all times and conform to the safety requirements of any activity in which the student will take part. Open-toed and backless slides are acceptable if they are sturdy and fit securely. Bedroom shoes or slippers are not permitted.

**Accessories and Jewelry:** Accessories and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings which would be offensive or insensitive. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm.

**Hats and Sunglasses:** Both male and female head coverings and sunglasses are not permitted. This includes but is not limited to hats, beanies, hoods, bandanas, do-rags and caps worn during the school day. (During outside PE classes hats and sunglasses are permitted for sun protection).

**\*Hats and Sunglasses will be confiscated if worn on campus with the exception of an outside PE class.**

**\*Uniforms or team purchased clothing for sports, organizations, and special activities sponsored by the school and district are permitted.**



### **Females:**

1. **Shorts, Skirts, Skorts and Dresses:** Clothing should be an appropriate length, this also includes slits and holes. Dresses and skirts should be loose fitting.
2. **Shirts:** Shirts, tops, jackets, dresses or blouses should cover all aspects of the bosom, chest, back, shoulder, and sides.
  - a. Cleavage should not be visible.
  - b. Tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top.
  - c. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.
  - d. Undergarments should not be visible at any time.
3. **Pants:** Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, and shorts). Any pants with holes or slits that are higher than 2 inches from the knee (when standing) will be allowed as long as no skin is visible through the hole or slit.. No yoga pants/tights/form fitting pants are allowed unless the top (shirt) is 2 inches of the knee when standing. Yoga pants/ tights/form fitting pants should not be see-through or sheer.

### **MALE:**

1. **Pants**
  - a. Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, or shorts).
  - b. Any pants with holes or slits that are higher than 2 inches from the knee (when standing) will be allowed as long as no skin is visible through the hole or slit.
2. **Shorts:** shorts should be an appropriate (when standing) this also includes holes.
3. **Shirts:** Shirts, tops, jackets, should cover all aspects of the chest, back and sides.
  - a. Tank tops are not permitted as a primary top.
  - b. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.

**\*See special disciplinary actions below.** Exceptions may be made by administration for special school activities or if the student is a member of a legally recognized religious organization requiring head covering or if there is a legitimate medical necessity.

**\*Any administrator or designee shall make the determination concerning questions regarding the appropriateness of dress for school and for school sponsored functions.**

**Any student wearing inappropriate clothing will be asked to change clothes. If no other clothing is available, parents will be contacted to bring a change of clothing and the discipline matrix will be followed. If a parent cannot bring appropriate clothing the student will sit in ISS for the remainder of the day and the discipline matrix will be followed.**

**NOTE: The principal or the principal's designee has the final authority for interpreting whether a student's apparel/ appearance conforms to the dress code and hinders the education/safety of all students.**

**Taylor County School District  
Grades 6-12  
DRESS CODE**

**DRESS CODE AND GROOMING**

A student's apparel and grooming shall be the responsibility of the individual student and his or her Parents/guardians. Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Items that when worn together are usually indicative of gang memberships or apparel that contains a message that is obscene or promotes illegal activities, drugs, discrimination, alcohol, or tobacco products shall not be permitted on school grounds or at school sponsored functions.

Taylor County schools is designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school. Encouraging students to dress appropriately for school will prepare them to be productive members of society.

**This is not an all-inclusive list. Administrative discretion will apply in some cases.**

Dress Code:

**ALL:**

**Shoes:** Shoes must be worn at all times and conform to the safety requirements of any activity in which the student will take part. Open-toed and backless slides are acceptable if they are sturdy and fit securely. Bedroom shoes or slippers are not permitted.

**Accessories and Jewelry:** Accessories and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings which would be offensive or insensitive. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm (nose; lip; eyebrow; tongue rings are not permitted).

**Hats and Sunglasses:** Both male and female head coverings and sunglasses are not permitted. This includes but is not limited to hats, beanies, hoods, bandanas, do-rags and caps worn during the school day. (During outside PE classes hats and sunglasses are permitted for sun protection).

**\*Hats and Sunglasses will be confiscated if worn on campus with the exception of an outside PE class.**

**\*Uniforms or team purchased clothing for sports, organizations, and special activities sponsored by the school and district are permitted.**

**\*Any item worn or displayed that causes a disruption will not be permit**

### **Female:**

1. **Shorts, Skirts, Skorts:** Clothing should be at least as long as the middle finger with arms extended by the side, this also includes slits and holes.
2. **Dresses:** Dresses and skirts should be loose fitting.
  - a. No BodyCon, formfitting or body-hugging dresses are allowed.
  - b. Dresses/tops can be worn with leggings, but the top **MUST** come to the middle finger with arms extended by the side.
  - c. Dresses without leggings must be no more than 2 inches above the knee
3. **Shirts:** Shirts, tops, jackets, dresses or blouses should cover all aspects of the bosom, chest, back, shoulder, and sides.
  - a. Cleavage should not be visible.
  - b. Crop tops, tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top.
  - c. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.
  - d. Undergarments should not be visible at any time.
4. Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, and shorts). Any pants with holes or slits should come no higher than the middle finger with arms extended by the side. No yogapants/tights/form fitting pants are allowed unless the top (shirt) is at least as long as the middle finger with arms extended by the side. Yoga pants/ tights/form fitting pants should not be see-through or sheer.

### **MALE:**

1. **Pants**
  - a. Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, or shorts).
  - b. Any pants with holes or slits should come no higher than the middle finger with arms extended by the side
2. **Shorts:** shorts should be at least as long as the middle finger with arms extended by the side, this also includes holes.
3. **Shirts:** Shirts, tops, jackets, should cover all aspects of the chest, back and sides.
  - a. Tank tops are not permitted as a primary top.
  - b. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.

**\*See special disciplinary actions below.** Exceptions may be made by administration for special school activities or if the student is a member of a legally recognized religious organization requiring head covering or if there is a legitimate medical necessity.

**\*Any administrator or designee shall make the determination concerning questions regarding the appropriateness of dress for school and for school sponsored functions.**

**Any student wearing inappropriate clothing will be asked to change clothes. If no other clothing is available, parents will be contacted to bring a change of clothing and the discipline matrix will be followed. If a parent cannot bring appropriate clothing the student will sit in ISS for the remainder of the day and the discipline matrix will be followed.**

Discipline for Failure to Follow the Dress Code Policy SB 228- Code of Student Conduct amends F.S. 1006.07 to include disciplinary action to any student who violates the dress code policy.

## **SAFETY BELT/ RESTRAINT SYSTEM USE - SCHOOL BUS (F.S. 316.6145)**

1.
  - a. F.S. 316.6145 states that any school bus purchased after December 31, 2000 used to transport students in grades Pre-K thru 12 must be equipped with safety belts or with any other restraint system approved by the Federal Government in a number to allow each student who is being transported to use a separate safety belt or restraint system.
  - b. The term "School Bus" refers to any transportation that is owned, leased, operated or contracted by a school district.
2. **In compliance with F.S.316.6145 each passenger on a TCSB school bus that is equipped with safety belts or restraint system MUST WEAR a properly adjusted and fastened safety belt at all times while the school bus is in operation.** The state, county, school district, school bus operator under contract with a school district, any agents or employees of a TCSB employee including teachers or volunteers serving as chaperones, are not liable in an action of personal injury by a school bus passenger solely because the injured party was not wearing a safety belt or restraint system.
3. The state, county, school district, school bus operator under contract with TCSB, any agents or employees of TCSB including teachers or volunteers serving as chaperones, are not liable in an action of personal injury by a school bus passenger for an injury caused solely by another passengers use/misuse or nonuse of a safety belt or restraint system in a dangerous or unsafe manner.

In order to maintain safety, **no person shall board a school bus except students assigned to that school bus.** The school bus is an extension of school; therefore, students must conduct themselves on the school bus in a manner consistent with the established Code of Student Conduct. **Riding a school bus is a privilege.** Students may receive a **bus referral** for unsafe behavior that distracts the driver, disrupts order on the bus, or endangers the health and safety of others. Cameras may be used to record behavior on the school bus.

### **Bus Safety Rules**

1. Obey the bus driver at all times.
2. Students will sit in their assigned seat at all times.
3. Students will remain seated at all times and wear seatbelts at all times.
4. No portions of the body are permitted outside of bus window.
5. Students will not throw any items in or out of the bus.
6. No: large items, boxes, cages, glass bottles, animals, offensive materials, skateboards, etc, on the bus. Band instruments too large to fit in student lap or under the seat will not be permitted.
7. No eating, drinking, chewing gum.
8. No electronics or cell phones usage while on the bus.
9. Students must be absolutely silent when approaching **Railroad Crossings**. Excessive noise is unsafe and prohibited at all times.
10. Students will be responsible for VANDALISM and RESTITUTION will be required and billed to the parents.

11. Students who create an unsafe environment on the bus will be immediately removed from the bus by school system employees or law enforcement officers.
12. Students must ride their assigned bus and each must board and depart at a designated bus stop. Students must present a written request from the parent/guardian to the principal or designee for approval of requested change. Parent must provide address and phone number of where student will be dropped off, if other than designated bus stop.
13. Students are requested to be at the bus stop **five (5) minutes** before scheduled pick-up as **the bus will not wait beyond the scheduled pickup time.**
14. Students will stand off the roadway and exhibit safe behavior while waiting for the bus. **(Parents are responsible for their children prior to boarding and departing from the bus.)**
15. Students will board, depart and cross the road as per instruction from the bus driver.

## STUDENT RULES FOR COMPUTER USE

Students are responsible for appropriate behavior on computers at school. Computer files, including e-mail, are not private. The use of the school's computers and computer networks, computer software, data files, Internet access, and intellectual property is intended for educational purposes only and is a privilege. The privilege may be revoked and/or other disciplinary action taken for violation of any of the following rules.

### **Students may not:**

1. Share computer account IDs and passwords, except when authorized.
2. Create, copy, receive, or use data, language or graphics which are obscene, abusive, harassing, or otherwise inappropriate at school.
3. Access, change or delete computer programs, data files or electronic mail belonging to others, without express permission.
4. Steal or destroy the school's computer hardware or peripherals (printer, mouse, monitor, modem, cable, connector, etc.).
5. Steal or destroy computer software or data files owned by the school or other persons.
6. Violate or attempt to violate the security of the computer/network systems; student may not attach or install any personal communication device to the District's computer/network systems.
7. Take unauthorized actions which deny access to, disrupt, or destroy the service of the computer/network systems.
8. Make unauthorized or unlawful installation of personal computer software on the school's computers or the computer networks, including, but not limited to, games, virus programs, and applications software. Student provided software must be used only in accordance with the license agreement.
9. Use computers, computer networks, or computer peripherals (printers, mouse, monitors, modems, etc.) to commit a forgery or to create a forged instrument.
10. Reveal personal address, phone numbers, or other personal information of self or classmates without approval of teacher or parent.

11. Use the District's network resources or the internet for product advertisement, commercial activities, political campaigning, or solicitation.
12. Use computers, computer networks, computer software, data files or intellectual property in any unauthorized way. Messages relating to, or in support of, activities that are prohibited by law or Board policy will be reported to the authorities and may result in the loss of user privileges and/or other discipline.

## **STUDENT RULES FOR DRIVING/PARKING ON CAMPUS**

**Parking on school board property is a privilege and may be granted or revoked by the principal or principal's designee.** Students are responsible for the care of your vehicle. Students must observe all safety rules, and remain courteous and considerate of others. Weapons are prohibited in vehicles at school and at all school events at all times. The Board is not responsible for motor vehicles which are lost, stolen, or damaged.

Students parking vehicles on campus without authorization or who repeatedly violate campus-parking rules may have their parking decal revoked. The presence of a vehicle on school board property or at a school sponsored event implies consent by the student to a search of the vehicle upon reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Vehicles parked on School Board property or at a school sponsored event by a student are subject to search if school personnel have *reasonable suspicion* that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Each student who parks a vehicle on a school campus is presumed to know what is contained in his/her vehicle and will be held accountable for any contraband, weapons, drugs, etc., which may be found in the vehicle.

## SECTION TWO: DISCIPLINE BY LEVELS

To establish reasonable consistency in the schools, a uniform Discipline Code has been developed. Definitions of terms used can be found in the Glossary. Consistent with the Code of Student Conduct, **the principal or designee is responsible for discipline** and determines the level of the behavior and its appropriate consequence. Schools and teachers may develop individual rules and disciplinary practices which supplement the Code but do not conflict with it. It is the intent of the DSBTC that the principal or designee of each school has a reasonable degree of choice in determining the level of a student's behavior and the resulting consequences. The factors to consider include, but are not limited to:

- \* **Seriousness of offense**
- \* **Premeditation, impulse, or self-defense**
- \* **Age and/or disability**
- \* **Strength of evidence**
- \* **Cooperation/remorse**
- \* **Disciplinary history**

Behaviors and their consequences are divided into four levels. Each level represents progressively more serious misbehavior and consequence. School support staff and/or community resource agencies may be involved.

Under the Individuals with Disabilities Education Act (IDEA), students who have been identified as educationally disabled and are receiving ESE services are subject to additional disciplinary guidelines that are different than those for non-disabled students.

### **Level I Discipline – Schoolwide Behavior Management**

Level I offenses are minor acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. These offenses may be handled first by the teacher or other staff member involved. If additional action is necessary because of continued violation or other concerns, the student will be referred to the principal or designee for appropriate disciplinary action. The teacher or school administrator/designee, after review of the student's explanation, consultation with other persons involved and further investigation (when needed), will determine appropriate disciplinary action consistent with this Code and attempt to contact parents.

### **Level II Discipline**

Level II offenses are intermediate acts of misconduct which require administrative intervention, including, but not limited to, repeated minor misconduct and acts directed against persons or property but which do not seriously endanger the health or safety of others. After review of the student's explanation, consultation with other persons involved, and further investigation (when needed) the school administrator/designee will determine appropriate disciplinary action consistent with this Code and attempt to contact parents. Includes both Levels II A and B.



### **Level III Discipline**

Level III offenses are serious acts of misconduct, including, but not limited to, repeated similar misbehavior, serious disruptions of the orderly conduct of school, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal/designee and may result in immediate removal of the student from the school or extracurricular activities. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and contact parents.

### **Level IV Discipline**

The most serious acts of misconduct are included in this level; they must be reported immediately to the principal/designee. These violations are so serious that they may require district administrators, outside agencies and/or law enforcement. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and contact parents. **Such acts may also result in criminal penalties being imposed.** The principal/designee may recommend the expulsion of any student who has committed a **serious breach of conduct.**

**Students are expected to behave appropriately at school. Misbehavior that violates the rights of others, disrupts the school, or interferes with learning is not acceptable.**

## SECTION THREE: PROHIBITIONS AND NOTICES

### VIOLENCE AGAINST SCHOOL DISTRICT PERSONNEL

Battery or assault against any school personnel by a student is a Level 4 violation of this Code. If you, as a student, use force or violence, accidental or intentional, against school personnel you will be suspended from school and the principal will recommend that you be expelled. Subject to federal and state law, if you are formally charged with a violation of *F.S. 784.081* (assault, aggravated assault, battery, or aggravated battery upon a school employee) you will be removed from the classroom immediately and placed in an alternative school setting pending disposition. If you are found by the court to have committed a violation of *F.S. 784.081* you will be expelled for a minimum period of one year [*F.S.1006.13(5)*].

### ZERO TOLERANCE OF SCHOOL RELATED CRIMES

The School Board has zero tolerance for crimes, violence, weapons and drugs. Procedures include the reporting of acts that pose a serious threat to school safety at times when you are under the authority of the School Board. Such acts include, but are not limited to: [*F.S. 1006.13*].

- Homicide
- Sexual battery
- Armed Robbery
- Aggravated Battery
- Battery or aggravated battery on teacher or other school personnel
- Kidnapping or abduction
- Arson
- Possession, use or sale of controlled substances.
- Possession, use or sale of any firearm
- Possession, use or sale of any explosive device
- Making a threat or false report about placing or discharging any destructive device, bomb, or explosive

**Anyone who is a victim of a crime at school has the right to press charges against the offender.**

### WEAPONS

Weapons and use of weapons are prohibited on school property, including buses, at school-sponsored activities and in any vehicle brought onto school property or to a school-sponsored activity. **Students may not possess common pocket knives, plastic knives or blunt-bladed table knives.** Violation of this prohibition is a serious breach of conduct.

#### 1. Firearms/Explosives

No persons may have in their possession, sell, distribute, display, transfer or use any firearm or explosive, whether operable or inoperable. Any student who is found in violation will be suspended from school for ten (10) days, and the principal will recommend expulsion from school.

If you bring or are in possession of a firearm at school you will be expelled from the regular school for not less than one year and referred for criminal prosecution. [F.S. 1006.07]

**2. Other Weapons**

If you possess, sell, distribute, display or transfer a weapon of any type, other than a firearm or explosive, you will be suspended from school for five (5) to ten (10) days and the principal may recommend that you be expelled. Firecrackers, fireworks and M80s are included in this category. If you bring a weapon, as defined in Chapter F.S. 790, to school, you will be expelled from the regular school for not less than one year and referred for criminal prosecution. [F.S. 1006.07] If you use a weapon of any type, including pointed or sharp instruments such as ice picks, penknives or razor blades, you will be suspended from school for ten (10) days and the principal will recommend that you be expelled for not less than one year.

**3. Non-Weapons Used as Weapons**

If you use as a weapon any article or substance not normally considered a weapon (like rocks, pens, pencils), you will be suspended for ten (10) days, and the principal will recommend that you be expelled. For students with disabilities, the mandatory penalties in this policy are subject to the procedures for discipline of students with disabilities.

## **SAFE HARBOR**

A student who inadvertently possesses or finds a prohibited object shall immediately notify school staff and surrender the object. Thus, a student may approach a school official and voluntarily surrender an object prohibited by the Code of Student Conduct without being subjected to discipline so long as the object (excluding a firearm) is one that the student could lawfully possess off school grounds. If a student discovers an illegal item (i.e., drugs or weapons) or other contraband on school property or at a school function, the student may approach a school official and report the discovery. A student shall not be in violation of the Code of Student Conduct solely for making such a report. School officials shall make a determination after an investigation of the report. The Safe Harbor Provision may not apply if a search is ongoing in any location at the school, if the object is surrendered during a search, or if the object is not turned in prior to discovery by school staff. With respect to objects that have been turned over to school staff, the parent/guardian must make arrangements to pick up the object from the school, unless it is an object that must be turned over to law enforcement.

## **ALCOHOL AND DRUGS**

The use of illegal drugs and the unlawful possession and use of alcohol are wrong and harmful and are violations of this Code. **(Prescription as well as over-the-counter medication shall be turned into the school nurse upon arrival to school).**

Students may not *possess, sell, transfer, distribute or use:*

- any alcoholic beverage,
- any controlled drugs,
- hallucinogens or
- similar substances

on school property, including buses, and at school-sponsored activities, except those specifically prescribed by a licensed physician.

1. Violation of this prohibition is a serious breach of conduct. The school will notify law enforcement officials and your parent(s) or guardian(s).
2. If a student possesses, uses or is under the influence of any item listed above, except under the direction of a licensed physician, students will be suspended from school for a period of five (5) to ten (10) days for the first offense and the principal may recommend the student be expelled. For a second offense, students will be suspended for ten (10) days and the principal will consider expulsion. The principal may consider the student's disciplinary record in other schools and school districts.
3. If a student sells any item listed above or that you represent to be any item listed above, you will be suspended from school for ten (10) days for the first offense and the principal will recommend that you be expelled. If you solicit a sale, transfer, or distribution other than selling, you will be suspended from school for five (5) to ten (10) days and the principal may recommend that you be expelled. For a second transfer or distribution offense, you will be suspended for ten (10) days and the principal will recommend that you be expelled.
4. Students may not use any legal substance to attain a mood-altering effect and you may not possess any equipment or device for preparing or taking drugs.
5. If you are found to be guilty of a felony the student may be recommended for expulsion.
6. Students may be entitled to a waiver of discipline or expulsion if you divulge information leading to the arrest and conviction of the person who supplied such controlled substance to you or if you voluntarily disclose your unlawful possession of such controlled substance prior to your arrest. A waiver also may be granted if you successfully complete a state-licensed drug abuse treatment program. [F.S. 1006.09]

If a student has a doctor's orders to take prescription medicine at school, it is important to first notify the school principal or designee so that you know the proper procedures to follow. For students with disabilities, the mandatory penalties provided by this policy shall be subject to the procedures for discipline of students with disabilities.

## TOBACCO PRODUCTS

Students may not *use, possess, distribute or sell* tobacco products (including papers used to roll cigarettes) or electronic smoking device or products on school property, at school-sponsored events, at school bus stops or on school buses. In addition, it is unlawful for any person under 18 years of age to *knowingly possess* any tobacco product. [F.S. 386.212; 569.11]

## BULLYING AND SEXUAL HARASSMENT

Bullying means 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, or racial harassment, public humiliation, or destruction of property. F.S. 1006.147

TCSD treats bullying as a serious breach of the Code of Student Conduct. Students who engage in such conduct shall be subject to a range of consequences, including verbal or written reprimand, in-school suspension, out-of-school suspension, change of placement, and/or recommendation for expulsion.

1. It is the policy of the TCSD that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
2. The School Board will not tolerate bullying or harassment, including sexual harassment of any student or school employee:
  - a. During any education program or activity conducted by a public K-12 educational institution;
  - b. During any school-related or school-sponsored program or activity;
  - c. On a school bus of a public K-12 educational institution: or
  - d. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution.

If a student is found to have committed an act of bullying or harassment, including sexual harassment, or found to have falsely accused another as a means of bullying or harassment, the student may receive positive behavioral interventions or be disciplined up to and including suspension or expulsion. If you or your parent/guardian believes you have been the victim of bullying or harassment, immediately report the situation to a teacher, school counselor, school principal or designee, or other school staff.

**Cyber stalking/bullying** as defined in *F.S. 784.048 (1)(d)*, means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Taylor County has online reporting system located on the district website, [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us). If a student sees someone being bullied or does not feel safe at school any student may use the link to report the problem. False reports will be considered bullying. Reports may be given anonymously.

## HAZING

TCSB prohibits hazing activities at any time on school property or at school sponsored events. Even if a student is only a by-stander, you may be deemed to be a participant if you stay present during a hazing incident. Student by-standers are expected to leave the area immediately and are encouraged to report the incident. [F.S. 1006.135].

## **FALSE ACCUSATIONS**

It is a Level 3 violation to intentionally make false accusations that jeopardize the professional reputation, employment or professional certification of a teacher or other member of the school staff.

## **PERMANENT REMOVAL OF STUDENT FROM CLASS**

A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline-management techniques consistent with the Code of Student Conduct under *S. 1006.07*. A teacher may remove from class a student:

- Who interferes with the teacher's ability to communicate effectively with the students in the class or; with the ability of the student's classmates to learn; or
- Whose behavior the teacher determines is so unruly, violent, disruptive, abusive, or disrespectful that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

If a teacher removes a student from class under this provision, the principal may place the student in another appropriate classroom, in in-school suspension, or in an alternative education program as provided by *S. 1003.53*; or the principal may recommend the student for out-of-school suspension or expulsion, as appropriate. The student may be prohibited from attending or participating in school-sponsored or school-related activities. The principal may not return the student to that teacher's class without the teacher's consent unless the committee established under *S. 1003.32* determines that such placement is the best or only available alternative. The teacher and the placement review committee must render decisions within five days of the removal of the student from the classroom. Any teacher who removes 25 percent of his or her total class enrollment shall be required to complete professional development to improve classroom management skills.

## **WIRELESS COMMUNICATIONS/ELECTRONIC DEVICES**

1. TCHS Grades 9-12-cell phones/electronics /electronic devices may be used appropriately during all transitions and during lunch. (Use of any electronic device, including cell phones will be at discretion of the teacher during any given class time.
2. Students may possess wireless communication or electronic devices at school. The devices cannot be used upon the student's arrival on school campus and can only be used after the final dismissal bell. Students are responsible to ensure that their device is turned off and out of sight until the final dismissal bell.
3. To avoid classroom disruptions, you may not display, use, or activate wireless communication or electronic devices prior to the final dismissal bell. The prohibited time may include study halls, lunch breaks, class changes and any other structured or non-structured activity.
4. After the final dismissal bell, student may use wireless communication or electronic devices except on school buses.
5. At school-sponsored activities, including extended day and other afterschool programs, you may use a wireless communication or electronic device provided the use does not interfere with the activity and follows the directives of the school administration. Students may be disciplined for disruptive or inappropriate behavior related to possession or use of wireless

- communication or electronic devices.
6. Electronic devices may not be used for inappropriate recordings to post on social media (Facebook, You Tube, etc).
  7. Under no circumstances should a wireless communication or electronic device be used inappropriately. Such inappropriate use includes, but is not limited to: texting, phoning, or web surfing until the final dismissal bell; taping conversations, music or other audio; photographic or videoing self or others; and any other activity that could in any way infringe on the rights of others including, but not limited to, teachers, students and staff.
  8. **The School Board is not responsible under any circumstances for the loss, destruction, damage and/or theft of wireless communication or electronic devices or any communication bill associated with the authorized or unauthorized use of the wireless communication devices. You are responsible for locating any lost or stolen items.**

The misuse of a wireless communication or electronic device may result in the imposition of disciplinary action by the school and/or criminal penalties if the device is used in a criminal act. Misuse may also result in the **CONFISCATION** of the device.

## **THREATS OR FALSE REPORTS**

If a student is found to have made a threat or false report as defined by F.S. 790.162 and F.S. 790.163 involving school or school personnel's property, school transportation, or a school-sponsored activity, the student will be expelled from the regular school for not less than one year and referred for criminal prosecution. [F.S.1006.07]

## **EXTRA-CURRICULAR ACTIVITIES**

Extracurricular activities are offered in order to extend learning beyond the normal school day. These activities are supplemental to the school's core curriculum and are privileges, not rights. This includes participation in and/or spectator attendance at any extracurricular activity or event. Students are expected to behave appropriately at all times while participating in or attending these activities. All school and district rules and regulations are in effect during any extracurricular activity, whether held on or away from campus. In addition to any other disciplinary consequence as a result of misbehavior, the principal or his designee may revoke student participation in or attendance at extracurricular activities. [F.S. 1002.20(18)].

Participation in a school sponsored extra-curricular activity or sport is a privilege. These activities are important components of our total educational program. Successful participation in school sponsored extra-curricular activities requires a higher level of commitment, energy, and maturity.

It is the goal of Taylor County Public Schools to expect a higher standard of excellence from students involved in these activities. Participating students are representing our schools in our neighborhoods, our communities, our state and our nation. The standard of behavior should be one that exhibits pride, politeness, and responsibility. Parents and students should seriously discuss the impact of the extra time, energy, and maturity required to participate in these activities, and the strict eligibility rules a student must follow to remain qualified for such activities.

## **STANDARDS FOR USE OF REASONABLE FORCE**

Administrators, teachers, and support staff may use and apply reasonable force and restraint for self-protection or for the protection of other students from physically disruptive students. [F.S.1006.11]. The use of reasonable force is permitted to protect the student from:

- conditions harmful to learning;
- conditions harmful to student's mental health;
- conditions harmful to student's physical health;
- conditions harmful to safety; and,
- harm and/or injury to self, school personnel, and others.

While use of physical force may be needed, alternatives should be attempted, time permitting. Reasonable force cannot be excessive or cruel or unusual in nature. Physical force being used should cease upon the restoration of a safe and orderly environment.

## **SECTION FOUR: PROCEDURES**

Administrative judgment, particularly at the elementary level, is needed in classifying offenses or behaviors into incident types. In making these classifications, age and developmentally appropriate behavior **MUST** be taken into consideration. In all instances of disciplinary action,

- the incident shall be investigated by the principal or designee,
- a conference shall be held with the student,
- due process procedures shall be followed,
- and the parent will be notified.

When a student is suspended or recommended for expulsion or alternative placement, procedures for the recommended action as described in this Code of Student Conduct shall be followed. A complete written report of the incident and the action taken shall be maintained.

A student with an IEP/504 Plan cannot be suspended for greater than ten (10) cumulative school days within one school year and must have a Manifestation Determination Hearing.

Some infractions may result in arrest and charges being filed due to being a violation of the law as well as a violation of school rules.

Some specific infractions and consequences are detailed in this section of the Code of Student Conduct. It is realized that there will be instances of misconduct that may arise that will not be detailed in this document or in the school's handbook.

Decisions regarding the consequences in such cases will be made based on the details of the information gathered in the investigation of the incident and the severity and seriousness of the misconduct.

## **STUDENT DETENTION, SEARCH AND SEIZURE**

Students may be temporarily detained and questioned about possible violations of School Board rules. The principal or designee may search lockers, vehicles or other storage areas upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. [F.S. 1006.09(9)]. In addition, metal detectors and trained dogs may be used to screen for prohibited weapons and substances.



## **STUDENT HEALTH AND MEDICATION [F.S.1006.062].**

Prescription, non-prescription, and over-the-counter medication must be administered in accordance with school district policy and procedures for Student Illness and Administration of Medication during school hours.

No prescription medication may be self-administered or administered by school personnel without a dated authorization signed by the parent or guardian on file with the school. Non-prescription medication or prescription medication, except asthma inhaler or Epi-pen (epinephrine), may not be kept on a student's person without a physician's written order on file with the school. No student shall distribute or share any prescription or non-prescription medication with any other student.

## **IN SCHOOL SUSPENSION (ISS)**

1. **Definition:** In-School Suspension is an alternative to out-of-school suspension that prevents a student from attending all or some classes for up to ten (10) school days at any one time. During the period of an In-School Suspension, the student is assigned to a self-contained alternative classroom on a Taylor County School Board Site. [F.S. 1003.01(5)(b)].
2. **Conditions:**
  - a. Any school that has an in-school suspension program established in accordance with the TCSD guidelines may place students in in-school suspension.
  - b. The parent/guardian must be notified of the placement of a student in in-school suspension.
  - c. All criteria for student eligibility and the instructional program are subject to the requirements of the District's guidelines.
  - d. Schools shall not use continuous or multiple in-school suspensions to exclude a student with a disability from educational services. Services must be adhered to as outlined in the student's Individual Education Plan or 504 Accommodation Plan.
3. **Procedures:**
  - a. The principal or designee may assign a student to an in-school suspension program on the basis of a discipline referral after hearing the student's defense and/or explanation of his/her conduct and giving the student an explanation of the reasons for and conditions of the in-school suspension.
  - b. A student who fails to appear for in-school suspension may be assigned an additional amount of in-school suspension or be assigned a higher level of discipline which may include out-of-school suspension.

## **OUT OF SCHOOL SUSPENSION (OSS)**

The principal or administrative designee has the right to suspend you from school for a serious act of misconduct. Students suspended out of school are fully excluded and prohibited from attending any Taylor County public school, any school or School Board sponsored activity, or coming upon the grounds of any school until the term of the expulsion is completed. The procedure below shall be followed for suspension from school:

1. Students will receive oral and written notice of the charges and an explanation of the evidence against them. In a conference, students will have an opportunity to respond to the charges and to explain their behavior.

2. If the principal or designee determines that there are sufficient grounds for suspension, then the student will be informed of the suspension from school and the length of time. Students will normally be suspended effective at the end of the school day and shall remain in ISS for the remainder of the day or until a parent can pick them up.
3. The principal or designee will make a good faith effort immediately to contact the parent or guardian by telephone and will also send written notice to the parent or guardian. The notice will state the length of the suspension and the reasons for it.
4. If suspended, students will be released to their parents/guardians with a plan for specific homework assignments to be picked up.
5. In an emergency the principal may temporarily suspend a student prior to a conference when the safety or health of students, staff or other persons in the school may be threatened by your continued presence. When temporary suspension is necessary, the principal will inform the parent or guardian by the most rapid means (including telephone). As soon as feasible under the circumstances, the principal will hold a conference with student and parent. Following the conference, the principal may formally suspend you; however, in no case shall the principal's temporary and formal suspensions exceed ten (10) days for the same offense.

The principal will follow the discipline procedures for students with disabilities.

## **BUS SUSPENSION**

The principal or designee has the right to suspend a student from bus-riding privileges for a period of time up to 10 (ten) days. Long-term suspension of bus privileges will be based on persistent misconduct which disrupts order on the bus and endangers the health, safety or welfare of other students riding the bus, or on a single incident of conduct which shows reckless or willful disregard of the safety of the driver or others.

1. If students receive four (4) or more bus misconduct referrals within a school year, the principal may permanently suspend bus riding privileges. The parent or guardian will receive written notice of the principal's recommendation.
2. If bus privileges are being suspended for longer periods of time, the parent or guardian may appeal to the Superintendent requesting a board review. At such point, the parent will be provided written notice of the schedule review.

The principal will follow the discipline procedures for students with disabilities.

## **EXPULSION**

Expulsion is the severest penalty the School Board may impose for a violation of the Code of Student Conduct. Expulsion is the removal of the right and obligation of a student to attend public school for a specified period of time, not to exceed the remainder of the current school year, the following school year and any intervening summer school. Expelled students are fully excluded and prohibited from attending any Taylor County public school, any school or School Board sponsored activity, or coming upon the grounds of any school until the term of the expulsion is completed.

A principal may recommend expulsion for a student who has previously attended the district alternative program, has returned to his/her regularly assigned school and commits another infraction that would

otherwise result in an assignment to the district alternative program. Recommendations for expulsion shall be processed in accordance with the procedures adopted by the School Board and prescribed by law and administrative regulations of the State of Florida, for student expulsions.

**Expulsion Recommendations for Exceptional Education Students:** The required due process of a student with a disability or otherwise entitled to be treated as a student with a disability under 20 U.S.C. § 1415, § F.S.1003.57, Fla. Stat., or Fla. Admin. Code Rule 6A-6.03311 (IDEA), are set forth in the *Exceptional Student Education Policies and Procedures (SP&P)*.

### **Procedures for Expulsion**

A student accused of a violation of the Code of Student Conduct which, in the opinion of the principal or a designated representative, may require expulsion from school or transportation, shall be afforded the procedural safeguards described below. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for these procedural safeguards.

- Step 1: The principal or a designee must inform the student of the reason(s) for consideration of expulsion.
- Step 2: The student shall be given the opportunity to present his/her side of the matter either verbally or in writing and must have the opportunity to offer witnesses to the incident.
- Step 3: The principal or a 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 or designee determines that there are sufficient grounds for expulsion, then the principal or his designee shall inform the student that he or she is being suspended from school for 10 days and a recommendation that the student be expelled is being considered.
- Step 4: The principal or a designee shall report in writing to the student's parent or guardian and the superintendent that the student has been suspended for 10 days and a recommendation that the student be expelled from school is being considered. The report shall be mailed, or delivery initiated 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 or guardian prior to the start of the suspension. If the parent or guardian cannot be reached prior to the start of the suspension, the principal or a designee may determine that the suspension will start without the prior contact with the parent or guardian.
- Step 5: When necessary, the principal shall convene a discipline team meeting as soon as possible but not later than the last day of the 10-day suspension period. The discipline team shall consist of the principal or designee, a counselor and/or school psychologist, an area administrator, and other appropriate personnel. Teacher input will also be sought. The school will also request that the parent and student attend the discipline team meeting. The purpose of the discipline team meeting is to determine (1) if there is documentation or evidence that the student has a disability requiring exceptional education services; (2) if the offense committed by the student meets the criteria for a Level IV infraction in the Code of Student Conduct; and (3) whether or not a referral will be made to an alternative site.

- Step 6: If required, the members of the discipline team determine that the infraction committed by the student meets the criteria for a Level IV offense in the Code of Student Conduct, the committee may refer the student to an alternative site. Whether or not a student is referred to an alternative site, the area administrator shall forward to the superintendent or his designee a detailed report by the principal or designee and a summary of the discipline team's findings.
- Step 7: After the required discipline team meeting, if the parent or guardian believes the student is entitled to further procedural safeguards, the parent or guardian may request an administrative hearing to determine the sufficiency of the procedures. Failure of the parent or guardian to request an administrative hearing within 3 days shall be deemed a waiver of further procedural safeguards. Administrative hearings shall be conducted within 10 school days from the time they are requested unless an extension is agreed upon in writing. The School Board shall determine, based on all information provided by the discipline team, whether procedural safeguards were afforded the student. The School Board shall list any objections of the parent or guardian and make a ruling on each one. The School Board will either uphold the discipline team referral to an alternative site, the principal's recommendation for expulsion or recommend whatever action deemed appropriate based on the specific facts and charges upon which proposed expulsion is based. The parent or guardian will be notified of the decision in writing within 48 hours.
- Step 8: If the student's 10-day suspension expires prior to the next school board meeting, the superintendent shall have the authority to extend the suspension of the student until that meeting occurs. The suspension may also be extended for the purpose of an administrative hearing requested by the parent. The superintendent may assign any student so suspended to an individually designated program or other special placement.
- Step 9: The superintendent shall notify the parent or guardian and the principal or designee of his/her decision within 24 hours. If the superintendent finds a sufficient basis for an expulsion, recommendation will be made to the Board, a notice of charges will be sent to the parent or guardian. The superintendent shall notify the parent or guardian and the principal or designee prior to the school board meeting at which the school board will consider his/her recommendation.
- Step 10: The parent or guardian shall have the right to appear before the school board.

## **(RE)ASSIGNMENT TO TAYLOR COUNTY'S ACCELERATED SCHOOL**

Taylor County's Accelerated School is an alternative education/disciplinary program for middle and high school students.

1. Students are eligible for the program under any of the following criteria:
  - a. Students have a history of disruptive behavior in school: Students have been referred to the office for major disciplinary reasons for which students have received at least two out-of-school suspensions. Students' discipline records for the most recent three (3) semesters will be considered for purposes of eligibility. Students' records in other school districts may be considered.
  - b. Students have committed an offense which would warrant expulsion from school according to the Code of Student Conduct.
  - c. Students who are returning from detention or a court-adjudicated commitment program and students have been evaluated by District personnel; Students will not be automatically assigned to Taylor County's Accelerated School.
2. Upon the principal's recommendation for reassignment to Taylor County's Accelerated School, district personnel will review all of students' pertinent records. If students are determined eligible, students will be reassigned effective on a specified date, and students' parent or guardian will be notified in writing of the reassignment.
3. Students' parent or legal guardian may request a hearing before the Board designated hearing agent on the reassignment. A request for hearing must be received in writing at the office of the Superintendent within ten (10) calendar days from students' parent's receipt of the notice of reassignment. Student assignment to Taylor County's alternative center shall be effective on the date specified, which may be before the date of the hearing.
4. **The principal will follow the discipline procedures for student with disabilities in accordance with this Code of Student Conduct and as afforded by law. In lieu of suspension and/or expulsion the IEP team may recommend an Interim Alternative Educational Setting (IAES.) Parents will be given written notification of the IEP team's recommendation for a change in the student's Free and Appropriate Public Education (FAPE). District personnel will be notified of the IEP team's recommendation. For additional information refer to "Section Five: Discipline for Students with Disabilities.**
5. Assignment to Taylor County's Accelerated School will be determined on an individual and may extend up to one full year. Transfers from Taylor County's Accelerated School will normally only occur at the end of a nine-week's grading period or the end of the extended school year.
6. Per TCSB Alternative Placement procedures, when you have demonstrated acceptable behavior, attendance, and academic progress while at the Center, the principal of the Center will notify the receiving school. As a condition of returning to the receiving school, you may be required to enter into a performance contract on such terms as established by the Center and the receiving school.
7. A student may be assigned to the alternative school if charged with a felony.
8. Upon the assignment/placement in an alternative educational setting, the student will not be permitted to participate or attend any activities (all athletic events, school programs, etc.) on any district school campus.

## **SECTION FIVE: DISCIPLINE FOR STUDENTS WITH DISABILITIES**

### **Procedures for Disciplining Students with Disabilities**

Taylor County School District does not discriminate on the basis of disability. The district has the obligation to provide a free appropriate public education to students with disabilities. An individual education plan (IEP) shall be developed for students attending exceptional education programs. During the development of the IEP, a copy of the **Notice of Procedural Safeguards for Parents of Students with Disabilities** shall be provided to the parent or guardian.

Disciplinary procedures must be consistent with Rule 6A-6.03312, Florida Statutes and State Board of Education Rules. School personnel **may consider any unique circumstances on a case-by-case basis** when determining whether a change in placement, consistent with the requirements and procedures in this rule, is appropriate for a student with a disability (SWD) who violates a Code of Student Conduct. In addition, each school shall ensure that the IEP of a student in an exceptional education program is reviewed prior to disciplinary action. In lieu of suspension and/or expulsion the IEP team may recommend an Interim Alternative Educational Setting (IAES).

School personnel can remove a student with a disability from his/her current educational placement for no more than (10) school days in a school year without providing educational services. The student must receive a free appropriate education during any period of removal over (10) school days in a school year. If a student violates the Code of Student Conduct and is removed from their current placement for (10) consecutive school days, the IEP team must convene and hold a **manifestation determination** meeting. A manifestation determination is a process by which the relationship between the student's disability and a specific behavior that may result in disciplinary action is examined. It shall not be an appropriate form of discipline to suspend a student for behavior which bears a relationship to the disability or exceptionality, nor shall continuous/serial suspensions be considered an appropriate form of disciplinary action.

Students with disabilities who are removed from school or placed in an Interim Alternative Educational Setting (IAES) must continue to receive educational services so as to enable the student to continue to participate in the general curriculum although in another setting, and to progress toward meeting the goals in the student's IEP and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

### **RESTRAINT OR SECLUSION F.S. 1003.573**

#### **Use of seclusion and restraint on students with disabilities.**

Restraint practices may only be used when a student's welfare or welfare of others is at risk. Only appropriately trained personnel may use District School Board of Taylor County approved restraint techniques. The term "manual physical restraint" is used to describe the use of physical restraint techniques that involve physical force applied by a teacher or other staff member to restrict the movement of all or part of a student's body.

- A school will notify the child's parent/guardian in writing before the end of the school day in which the physical restraint occurs.
- A school shall prepare an incident report within 24 hours after a student is released from

restraint.

- A school shall also provide the parent or guardian with the completed incident report in writing by mail within three school days after a student was manually physically restrained.
- Parent/guardian signatures are required to acknowledge receipt of notification.
- A school will notify the Superintendent or his/her designee when a restraint occurs.
- Taylor County School District does not practice seclusion.

The term “seclusion” is used to describe the involuntary confinement of a student alone in a room or area from the student is physically prevented from leaving. It is the policy of the District School Board of Taylor County that students are not to be placed in an area of seclusion and must be in full view of a staff person at all times.

## **DANGEROUS WEAPONS OR DRUGS**

The Individuals with Disabilities Education Act (IDEA) amendments and regulations incorporate the definition of dangerous weapon from the U.S. code: “The term dangerous weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that the term does not include a pocket knife with a blade of less than 2 ½ inches in length.” School personnel may remove a student to an Interim Alternative Educational Setting (IAES) for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student’s disability, if the student:

1. Carries a weapon to or possesses a weapon at school, on school premises, or to a school function under the jurisdiction of a state education agency or a school district;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district;
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district.

## GLOSSARY OF TERMS

### DEFINITIONS OF INFRACTIONS AND MISCONDUCT

Student conduct, which is considered to be a violation of the Code of Student Conduct, is defined and described in this section of the handbook. When a student has committed an infraction, the misbehavior is to be classified according to the definition that best describes it. The sanctions to be imposed are then to be determined by referring to the Matrix of Infractions and Consequences.

**Aggression** - engaging in any behavior (by word or act) as an individual or as a member of a group or crowd that encourages, incites, or instigates threatening, aggressive, or unsafe acts, or participating as a member of a group or crowd in aggressive or unsafe acts.

**Alcohol Violation** – possession or being under the influence or use of alcoholic beverages while on a school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities.

**Alcohol sale/distribution** – sale or distribution of alcoholic beverages while on school campus, a school bus, at a school or School Board sponsored event, or while at other School Board facilities.

**Arson** – (intentionally setting a fire on/with school property) to damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or any contents therein.

**Assault on school employee volunteer, student, or other person lawfully on School Board property or at a School Board sponsored activity** - making an intentional, unlawful threat, by word or act to do violence to a school employee, volunteer, student or other person lawfully on school property at a school sponsored activity coupled with an apparent ability to do so, and then doing some act that creates a well-founded fear in the person that violence is imminent.

**Battery** – (physical attack/harm) the physical use of force or violence by an individual against another. (To distinguish from fighting, report an incident as battery only when the force or violence is carried out against a person who is outnumbered or not engaged in mutual combat.)

**Battery of school employee or volunteer** - the uninvited hostile touching or striking of a school employee or volunteer against their will.

**Bomb/Biochemical Threat** - intentionally making a false, verbal or written, report to any person, including school personnel concerning the placement or use of any bomb, dynamite, explosive, chemical compounds or arson causing devices.

**Breaking and Entering/Burglary** – (illegal entry into a school or other district building) the unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, or the intent to damage or remove property or harm a person(s).



**Bullying** – (intimidating or hostile behaviors) unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation (refer to bullying/harassment policy).

**Cheating** - the possession of inappropriate or deliberate distribution or use of information, including, but not limited to: computer files or folders, electronic devices or oral or written notes, materials, or work of another person in the completion of an academic exam, test, or assignment.

**Classroom Disruption** – engaging in conduct that interferes with the process of teaching or learning.

**Confrontation** - engaging in behavior that provokes, promotes, or encourages hostility or disruption.

**Contraband** - the possession or storage of items which are prohibited at school, including, but not limited to: ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, matches, lighters, firecrackers, bottle rockets, smoke bombs, or other similar devices, and laser pointers or light pens.

**Disrespect** – the use of words or acts that demean, degrade, antagonize, or humiliate a person or group of persons.

**Disruption on Campus** – disruption of all or significant portion of campus activities, school-sponsored events, a classroom, other portions of a school or school board facility, and school bus transportation that poses a serious threat to the learning environment, health, safety, or welfare of others.

**Dress Code Violation**- failure to comply with the established dress code policy.

**Drug Sale/Distribution Excluding Alcohol** – (illegal sale or distribution of drugs) the manufacture, cultivation, sale, purchase or distribution of any drug, narcotic, controlled substance or substance represented to be a drug (look-a-like), narcotic, or controlled substance.

**Drug Violation Excluding Alcohol** – (illegal drug possession or use) possession or being under the influence or use of any drug, narcotic or controlled substance or substance represented to be a drug, narcotic, or controlled substance while on a school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities. This includes possession of drug paraphernalia. Drug paraphernalia is defined as all equipment, products, and materials of any kind which are used, intended for use, or designed for use to introduce a controlled substance into the human body.

**Drug Violation Other** – Students are prohibited from possessing, using, or distributing by sale or otherwise, any substance that is represented to be, represented to contain, mimics, or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant, or controlled substance of any kind under the law of Florida or federal law. 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, K2, also known as “Spice” or “legal weed.”

**Electronic Device Misuse** – disruptive and inappropriate exposure/use of cell phones, text messaging, web access, mp3 players, digital cameras and like communication devices during the instructional day. Principals in cooperation with the School Advisory Council at each school have the option of permitting wireless/electronic devices for instructional purposes and/or in common areas during the school day.

The use of a computer/calculator to do the following is unauthorized and prohibited including, but not limited to: violating the Acceptable Use Policy for Network Access (File: EHAA), hacking into or accessing or breaking into restricted accounts or networks; modifying, or destroying files without permission; illegally copying software; and entering, accessing, viewing, distributing, or printing inappropriate/unauthorized files, programs, pornographic sites, or sites advocating hate or violence.

**Explosives** - possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance, or a destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device that is designed to explode.

**Extortion** - the use of threat or intimidation to obtain or attempt to obtain anything of value from another person, including, but not limited to, money.

**Failure to Report for Detention/After School Detention/Lunch Detention/Work Detail** - not attending an assigned detention or Saturday School.

**False Accusation Against a Staff Member** -the intentional publication (oral or written) of untrue, injurious allegations against a staff member or school volunteer, or knowingly bringing false charges against a staff member or school volunteer.

**False Alarm** - the intentional activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.

**Fight Instigation** – A third person, instigating, inciting or encouraging a fight or confrontation between 2 other individuals.

**Fighting** - (mutual combat, mutual altercation) when two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention (does not include verbal confrontations, pushing, or minor confrontations).

**Note: Self Defense** – a student has the right to protect self from uninvited physical harm or injury. A valid claim of self-defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not say or do anything for the purpose of provoking another student, and that the student used reasonable force and restraint in protecting him/herself. **Retaliation is not self-defense.**

**Firearms Violation** - possessing, using, selling, storing, distributing, or detonating any weapon which is designed to, or may be readily 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, or any destructive device. Includes firearms of any kind (operable or inoperable; loaded or unloaded), including, but not limited to, hand guns, zip guns, pistols, rifles, shot guns, or flare guns.

**Forgery** - making a false or misleading written communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member, or producing or possessing any false document, item, or record represented to be an authentic school document, item, or record.

**Gambling** - any participation in games or activities of chance for money or items of value.

**Gang-Related Activity** - 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.

**Harassment** – threatening, insulting or dehumanizing gesture placing another in reasonable fear of harm to his/her person or damage to his/her property; substantially interfering with a student’s educational performance, opportunities, or benefits; substantially disrupting the orderly operation of a school or any school or school district activity (refer to bullying/harassment policy).

**Hate Crime** – an unwarranted act or acts that are based on race, religion, ethnicity, color ancestry, sexual orientation, or national origin.

**Hazing** – participating in any act that humiliates, demeans, or endangers a person in order for an individual to join, be initiated into, or become affiliated with a group organization, team, club, or a school sponsored program or activity.

**Horseplay** - engaging in reckless, rowdy, or rough behavior that interferes with the safe or purposeful order of a school or school-related activity.

**Illegal Organization Violation** - establishing or participating in a secret society or prohibited organization on School Board owned property, at a school function, or at a school sponsored extracurricular activity.

**Inappropriate or Obscene Act** – the use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in unwelcome or inappropriate touching, or any other physical act that is considered to be offensive, socially unacceptable, or not suitable for an educational setting.

**Inattentive Behavior** - conduct that demonstrates a lack of engagement or attention in lessons or class activities, including, but not limited to, non-participation, putting head down on desk, napping or sleeping in class.

**Insubordination** - Not submitting to authority, disobedient, failure to follow reasonable request, by school board employee, not telling the truth when requested by school board employees.

**Interim Alternative Placement Setting** – alternative placement at Taylor County Acceleration School, Home Instruction or Modified School Day

**Disobedient/Non-Compliant** - the refusal or failure to follow a direction or order from a school staff member, bus driver, or any other adult in authority at school.

**Larceny/Theft** – knowingly obtaining, possessing, selling, using, disposing of or attempting to obtain, possess, sell, use or dispose of the property of another with intent to either temporarily or permanently deprive the other person of their property or benefit from the property or appropriate the property to his or her own use or to the use of any person not entitled to the use of the property without the permission or consent of the owner or person lawfully in possession of the property.

**Lying/Misrepresentation** - intentionally providing false or misleading information to, or withholding valid information from, a school staff member or any other adult in authority at school.

**Medication Policy Violation** – failure to comply with the guidelines for possessing or administering prescription medications and over-the-counter medications.

**Offensive Touching of Employee, Volunteer, Student, or other person lawfully on School Board property or at a School Board sponsored activity** - making inappropriate, uninvited, unwelcome, or offensive physical contact with a school employee or volunteer.

**Off Campus Felony** - the arrest of a student for the alleged commission of a felony or a delinquent act which would be classified as a felony if committed by an adult at a time and place where students are not subject to the control of the school.

**Open Defiance** - the flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority.

**Repeated Misconduct** - the repetitive violation of the Code of Student Conduct.

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

**Sexting** – the taking, disseminating, transferring, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, where by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.

**Sexual Battery** - any sexual act directed against another person, forcibly or against that person's will, or not forcibly against that person's will where the victim is not capable of giving consent.

**Sexual Harassment** – (undesired sexual behavior) unwanted and repeated 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 (F.A.C. Rule, 6A-19.008(1)). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

**Sexual Misconduct** - engaging in a consensual sex act or physical conduct of a sexual nature.

**Sexual Offenses** – 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.

**Skipping Class** - not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval and/or following the established procedures for checking out of a class.

**Skipping School** - not reporting to school or leaving school grounds without receiving proper prior approval and/or following the established procedures for checking out of school.

**Stalking** - the willful and repeated following of another person or engaging in a pattern of conduct composed of a series of acts over time, however short, that causes substantial emotional distress to the person who is the target of such conduct.

**Substantial Disruption of School** - engaging in disorderly conduct that seriously interferes with the orderly operation of school or a school function or poses a threat to the health, safety, or welfare of others, or causes personal injury, or results in damage or destruction to public or private property.

**Tardy** - late arrival to school or to a class.

**Threat/Intimidation** – the act of coercing, or making another person fearful of being harmed by declaration of intent through words (oral, written, electronic, or symbolic) or acts to do violence to another person or to his/her property.

**Tobacco Products Violation** - possessing, using, selling, storing, or distributing cigarettes, cigars, snuff, dip, pipe tobacco, and/or chewing tobacco.

**Note: Pursuant to Florida Statute 386.212 it is unlawful for any person less than 18 years of age to smoke tobacco in, on, or within 1,000 feet of a public school. Monetary fines, community services, and revocation of driving privileges may be imposed for a violation of this law.**

**Trespassing** - the unauthorized entry onto School Board owned property, into a school function, or an extracurricular activity, or remaining on School Board owned property after being directed to leave that location by a school staff member or law enforcement official or while subject to suspension, expulsion, or assignment to the district alternative school or another alternative placement.

**Unauthorized Area** - being present in buildings, rooms, or other areas on a school campus restricted or not open to student access during all or portions of a day.

**Unauthorized Assembly** - being present at unapproved student gatherings, meetings, demonstrations, or protests which interfere with the orderly process of the school environment, or which interrupts a school function or an extracurricular activity.

**Unauthorized Items** - the possession or storage of items that have the potential of interfering with teaching or learning, such as, but not limited to: skates, skateboards, radios, toys, video games, over the counter stimulants, as well as items or merchandise brought to school without administrative authorization for the purpose of sale or distribution.

**Unauthorized Publication** - the unapproved posting or distribution of printed words, petitions, electronic messages, or graphic representations as set out in TCSB Policy.

**Unsafe Act** - engaging in any act which compromises the health or safety of an individual including, but not limited to, recklessness, pushing, shoving, hitting, kicking, or slapping.

**Vandalism** - willfully defacing, damaging or destroying by any means the real or personal property belonging to the School Board or to another person. This definition includes graffiti, as well as the malicious attempt to harm or destroy electronic data.

**Vehicle/Parking Violation** – failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.

**Weapons Violation/Possession** - possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to: fixed blade knives, folding knives, switch blade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, dirks, chains, pipes, nunchakus, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electrical weapons or devices, starter pistols, stun guns, BB or pellet guns, propellants, and "look- alike" weapons.

**Zero Tolerance** – behaviors as identified by TCSB policy that will not be tolerated.

#### **Off Campus Felonies-FS 1006.09 (2)**

Suspension proceedings, pursuant to rules of the State Board of Education, may be initiated against any enrolled student who is formally charged with a felony, or delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if that incident is shown, in an administrative hearing with notice provided to the parents of the student by the principal of the school pursuant to rules adopted by the State Board of Education and to rules developed pursuant to F.S. 1001.54, to have an adverse impact on the educational program, discipline or welfare in the school in which the student is enrolled. Any student who is suspended as the result of such proceedings may be suspended from all classes of instruction on public grounds during regular classroom hours for a period of time, which may exceed 10 days, as determined by the district school superintendent. The suspension shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in a daytime alternative education program, or an evening alternative education program, where appropriate. If the court determines the student did commit the felony or delinquent act which would have been a felony if committed by an adult, the district school board may expel the student,

provided under this subsection shall not affect the delivery of educational services to the student in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting. Any student who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under F.S. Chapter 893 may be entitled to a waiver of discipline or expulsion:

1. If the student divulges information leading to the arrest and conviction of the person who supplied the controlled substance to him or her, or if the student voluntarily discloses his or her unlawful possession of the controlled substance prior to his or her arrest. Any information divulged which leads to arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging the information.
2. If the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

## School Bus Discipline Matrix

**LEVEL ONE OFFENSES:** These offenses should follow the present school matrix with the exception of SBV which should result in a one day bus suspension:

1. First Offense:.... Warning
2. Second Offense... 1 day bus suspension
3. Third Offense.....Move to Level Two Offense #1

EAT	Eating or drinking on the bus.
KIS	Public display of affection.
NAS	Not in assigned seat.
OOS	Out of seat without permission while bus is in motion or sitting improperly.
RRX	Talking when lights are on at railroad crossing.
SAL	Unauthorized sales at school or on the bus
STP	Loading or unloading on unassigned bus or bus stop
UIB	Bring unauthorized item on the bus.
DIS	Consistently showing disrespect to fellow students.
SBV	Failure to wear seat belt.
HSP	Horseplay

**LEVEL TWO OFFENSES:** These offenses should result in bus suspension regardless of the students standing on the present school matrix.

1. First Offense:.... 3 days bus suspension
2. Second Offense... 5 days bus suspension
3. Third Offense.....10 days bus suspension
4. Fourth Offense....Bus suspension for the remainder of the year.

DEF	Blatant defiance of authority, disobeying or showing disrespect to school board employee.
WWT	Possessing or use of matches, lighter or fireworks, including stinkbombs.
INT	Intimidating or threatening students with violence.
PRO	Use of profane, obscene, or abusive language or gestures.
FTG	Fighting without any injury to person or property.
IMI	Having an imitation or toy weapon.
LWD	Lewd or lascivious behavior, literature or object.
LYG	Providing false information to school board employee
PRP	Destroying, defacing or damaging school property.
XIT	Playing with or using emergency exits.
THR	Throwing or propelling objects or spitting.
BOW	Putting any part of the body outside the bus window while moving.

**LEVEL TWO OFFENSES:** This offense should result in school suspension regardless of the students standing on the present school matrix.

FTG	Fighting with or without any injury to person or property.
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**LEVEL THREE OFFENSES:** These offenses should result in suspension from the bus for the remainder of the year.

HIT	Hitting or striking a school board employee
INT	Threatening a school board employee with bodily harm.
PUT	Displaying or use of weapons, dangerous objects, mace or pepper spray.
INJ	Fighting or any careless or malicious action which results in the injury of a person or to property.
POS	Possessing, selling, or attempting to sell alcohol, drugs, or drug related items.

School bus drivers will provide an initial warning to all students, then, upon reoccurrence, contact the parent by telephone or message to inform parents of the problem and seek support. Documentation must be maintained by the bus driver that contact has been made. Subsequent infraction of this matrix will result in automatic referral requiring no parent contact.

Infractions involving level two and three offenses are to be referred for disciplinary action. In addition to the sanctions above, the school may impose more severe consequences as outlined in the respective school discipline matrix. Such school discipline matrix may require suspension or expulsion from school based upon the type and seriousness of the offense.

Adult students are afforded the privilege of school bus transportation and are subject to loss of privilege for failure to comply with bus rules.

\*\*\*Upon receiving 2 bus referrals, students will not be allowed to ride that bus for the remainder of the year.

## Discipline Grid for Pre-K

	Behavior	First Offense	Second Offense	Third Offense
1	<b>Bus Conduct</b>	Conference with students and warning.	Conference with students, parents notified, special seat beside aide, loss of privileges	Bus suspension
2	<b>Disruptive Behavior</b>	Warning and conference with parents; time out	Parent, teacher, student and administrator conference; choices limited; shadowing teacher.	Mandatory parent volunteer training – 5 or 1-5 days suspension for student; Parent conference is required.
3	<b>Possession of Drugs, tobacco, and/ or alcohol products</b>	Parent, teacher, student and administrator conference; loss of privileges; school resource officer called	Suspension 1-5 days and parent conference required	
4	<b>Fighting, battery, or biting</b>	Warning and conference with student; time-out and loss of privileges	Parent, teacher, student and administrator conference; loss of privileges; shadowing teacher	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required.
5	<b>Insubordination</b>	Warning and conference with student; time-out and loss of privileges	Parent, teacher, student and administrator conference; choices limited	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required.
6	<b>Disrespectful speech/ action</b>	Warning and conference with student, teacher calls parents	Mandatory parent, teacher, student and administrator conference; loss of privileges	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required.
7	<b>Profanity, foul language, or obscene materials</b>	Warning and conference with student; time –out; loss of privileges	Parent, teacher, student and administrator conference; loss of privileges	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required.
8	<b>Items not appropriate at school</b>	Item(s) will be confiscated by teacher and parents will be notified to retrieve item(s) from school	Item(s) will be confiscated by teacher and may be held until the end of the school before parents will be able to reclaim property.	
9	<b>Failure to follow school rules</b>	Warning and conference with student; time –out; loss of privileges	Parent, teacher, student and administrator conference; loss of privileges	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required

Principals/ Assistant principals/ Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact Parent or guardian will be made during the referral process.

Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or his designee to affect all situations as afforded by law.

Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s) unless all faces of students not belonging to the viewer's family are blurred or otherwise removed and the video has not been entered into evidence with Law Enforcement Agencies.

## Discipline Grid Grades K-5

### K-5 Campus Behavior Referral Levels

Level 1	Level 2	Level 3	Level 4	Level 5
3 <sup>rd</sup> Dress Code Violation Toys at School Disorderly conduct Classroom Disruption Disrespect to Students Cheating Failure to Follow Instructions Horseplay Name Calling	Defiance Aggression Skipping/Leaving Class Use of Cell Phone Being in unauthorized area Forgery Profanity/improper gestures towards Student	Stealing Defacing Property Destroying Property Profanity/improper gestures towards Staff Intimidating Student Altercation/Fighting Misuse of Electronic Device Extortion Possession of tobacco/drugs in any form: (Lighter, electronic/synthetic smoking products.) Minor Campus Disruption	Bullying Sexual Misconduct Intimidating Staff Battery Use of tobacco/drugs in any form: (Lighter, electronic/synthetic smoking products)	Zero Tolerance Hitting school Staff Bringing a Gun/Knife/Weapon to school Major Campus Disruption

Principals/ Assistant principals/ Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact Parent or guardian will be made during the referral process.

Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or his designee to affect all situations as afforded by law.

Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s) unless all faces of students not belonging to the viewer's family are blurred or otherwise removed and the video has not been entered into evidence with Law Enforcement Agencies.

If any student reaches 15 referrals he/she will be referred to the Taylor County School Board for expulsion.

#### Examples of Restorative Practice but not limited to:

- Breakfast/Lunch Detention with Essay
- Time Out
- Work Detail
- Loss of Wheel
- Loss of Computer
- Conflict Mediation
- Behavior Reflection
- Guidance Conference
- Apology Letter
- Behavior Essay
- Restore/repair property damage

#### ISS- In School Suspension

\*Any student that miss behaves or receives a referral in ISS will serve an extra day, unless OSS is determined necessary.

#### OSS- Out of School Suspension

Level	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	Repeated
1	Parent Contact and Verbal reprimand; timeout remainder of the day	Parent Contact, 1 day restorative practice; timeout remainder of the day	Parent Contact; 3 days restorative practice; timeout remainder of the day and 1 ISS	Parent Contact; 5 days restorative practice; 1- 3 days ISS	Parent Contact; 7 days restorative practice; 3-5 days ISS	Mandatory parent conference (face to face) and behavior contract. 1 OSS and 5 days restorative practice upon return.	Parent contact; sequential ISS days 5-10 days restorative practice upon return.
2	Parent Contact and Verbal reprimand; timeout for remainder of the day	Parent Contact, 3 days restorative practice; timeout remainder of the day	Parent Contact; 5 days restorative practice; timeout remainder of the day and 3 days ISS	Parent Contact; 10 days restorative practice; timeout remainder of the day and 5 days ISS	Mandatory parent conference (face to face) and behavior contract. 1 OSS and 5 days restorative practice upon return.		Parent contact; sequential ISS days; 5-10 days restorative practice upon return.
3	Parent Contact, Verbal reprimand, 1 day ISS.	Parent Contact, Verbal reprimand, 3 days ISS, 3 days restorative practice; refer to guidance	Parent Contact, Verbal reprimand, 5 days ISS, 5 days restorative practice; refer to guidance	Mandatory parent conference (face to face); behavior contract 1 days OSS and 5 days of restorative practice upon return.			Parent contact; sequential ISS days; 5-10 days restorative practice upon return.
4	Mandatory parent conference (face to face). 1 day OSS.	Mandatory parent conference (face to face) 3 days OSS. Refer to Guidance	Mandatory parent conference (face to face). 5 days OSS. Behavior contract. 10 days Restorative practice upon return.				Parent contact; sequential ISS days; 5-10 days restorative practice upon return.
5	Parent contact; Immediate 10 days OSS and recommendation to School board for expulsion						

Taylor County Middle School  
Grades 6-8 Campus Behavior Referral Levels

Level 1	Level 2A	Level 2B	Level 3	Level 4
<ul style="list-style-type: none"> <li>-Cafeteria misconduct</li> <li>-Cheating on test</li> <li>-Dress code violation</li> <li>-Tardy to school/class</li> <li>-Eat/Drink/Gum</li> <li>-Lack of cooperation, does not want to complete assignments or classwork, sleeping in class, not bringing materials</li> <li>-Possessing inappropriate items</li> <li>-Use of cell phone without permission</li> <li>-Field Trip misconduct</li> <li>-Use of profane or obscene language</li> <li>-Public display of affection</li> <li>-Inappropriate searches</li> <li>-Unauthorized web/games</li> </ul>	<ul style="list-style-type: none"> <li>-Disorderly Conduct</li> <li>-Disrespect</li> <li>-Disruptive behavior</li> <li>-Gestures and name calling to other students</li> <li>-Gambling or unauthorized sales</li> <li>-Disobedient/ non-compliant</li> <li>-Loitering on campus</li> <li>-Leaving class without permission (returning to class)</li> <li>-Skipping class, in hall without permission, wandering the halls</li> <li>-Electronic device misuse</li> <li>-Possession/ use of unauthorized medication, OTC</li> <li>-Behavior Putting Safety at Risk (Horseplay)</li> <li>-Pushing; shoving; slap-boxing</li> <li>-Threat or Intimidation</li> <li>-Insubordination</li> <li>-Failure to show up for detention/work detail</li> <li>-Throwing, propelling objects</li> <li>-Disrespecting staff/students</li> <li>-Possession of hacking tool</li> <li>-Filter avoidance</li> <li>-Graphic/Vulgar search</li> <li>-Minor damage</li> <li>-Accidental Damage</li> </ul>	<ul style="list-style-type: none"> <li>-Behavior Putting Safety at Risk with cause or intent to injure</li> <li>-Leaving campus without permission</li> <li>-Defiance of authority</li> <li>-Leaving class without permission (not returning to class)</li> <li>-Failure to comply with ISS expectations</li> <li>-Providing false information to a school board employee</li> <li>-Improper computer use, unauthorized entry into any computer system, altering, deleting</li> <li>-Verbal Altercation</li> <li>-Search containing threat of violence</li> <li>-Minor Network disruption(classroom)</li> </ul>	<ul style="list-style-type: none"> <li>-Disruption of school function</li> <li>-Hazing</li> <li>-Inciting/ Instigating a fight</li> <li>-Tampering with emergency equipment</li> <li>-Possession of tobacco, matches, lighters, electronic smoking products.</li> <li>-Possessing using or under the influence of alcohol</li> <li>-Bullying/ Harassment</li> <li>-Pulling fire alarm</li> <li>-Careless act causing injury</li> <li>-Threatening to disrupt school</li> <li>-Gross disrespect/ misbehavior towards staff</li> <li>-Open display gang related</li> <li>-Disruption of school sponsored activity after school hours</li> <li>-Fighting</li> <li>-Possession or use of fireworks</li> <li>-Intimidation, threatening, harassment of other students</li> <li>-Intentionally making false accusations</li> <li>-Sexual harassment</li> <li>-Sexual misconduct; indecent proposition or contact or touching, pornographic materials, indecent exposure</li> <li>-Stealing or accessory to theft (less than \$300)</li> <li>-Entering or remaining in school property without permission</li> <li>-vandalism</li> <li>-possession of pocketknife with less than 2 ½ inch blade</li> <li>-Sexting</li> <li>-Network security compromise</li> <li>-Major damage(non-accidental)</li> <li>-Altering information</li> </ul>	<ul style="list-style-type: none"> <li>-Sale or distribution of alcohol</li> <li>-Arson</li> <li>-Battery, when one or more student(s) physically attacks another student</li> <li>-Assault on school staff</li> <li>-Bomb threat</li> <li>-Breaking and entering/ Burglary into a school property</li> <li>-Major campus disruption</li> <li>-Possession, use or under the influence of drugs</li> <li>-Sale or distribution of drugs or controlled substances</li> <li>-Extortion/ Coercion/ Blackmail</li> <li>-Homicide, Kidnapping, other serious, harmful activities resulting in law enforcement intervention</li> <li>-Intimidating, threatening, harassment of school staff</li> <li>- Major campus disruption causing a large number of people to gather and behave in a violent or uncontrollable manner</li> <li>-Robbery</li> <li>-Stealing or accessory to stealing, buying and/or selling stolen property (over \$300)</li> <li>-Sexual contact, including intercourse, without force or threat of force</li> <li>-Sexual offense, Sexual Battery, Indecent exposure</li> <li>-Threatening to use or bring weapon</li> <li>-Possession or discharge of explosive device</li> <li>-Possession of weapons or firearms, lookalikes, imitation or dangerous objects which can be used to do bodily harm (all knives over 2 ½ inches)</li> <li>-Using electronic device/network to steal</li> <li>-Severe network disruption</li> <li>-Use of electronic device to steal</li> </ul>

Principals/ Assistant principals/ Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact Parent or guardian will be made during the referral process.

Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or his designee to affect all situations as afforded by law.

Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s).

If any student reaches a 10<sup>th</sup> Level 2A referral or above, or 20<sup>th</sup> referral total, he/she will be referred to the Taylor County School Board for expulsion.

Examples of Restorative Practice but not limited to:

- Breakfast/Lunch Detention with Essay
- Time Out
- Work Detail
- Loss of Computer
- Conflict Mediation
- Behavior Reflection
- Guidance Conference
- Apology Letter
- Behavior Essay
- Restore/repair property damage

ISS- In School Suspension

OSS- Out of School Suspension

TAS – Taylor Accelerated School

**\*ISS/OSS students will serve their consequences at TAS.**

Level	1st	2nd	3rd	4th	5th	Repeated
1	Parent Contact Warning	Parent Contact, 1 day restorative practice	Parent Contact; 3 days restorative practice	Parent Contact; 1 day ISS	Parent Contact; 3 days ISS	Parent contact; OSS/ Expulsion
2 A	Parent Contact Warning	Parent Contact, 3 days restorative practice	Parent Contact; 1 day ISS	Parent Contact; 3 days ISS	Parent Contact; 5 days ISS	Parent contact; OSS/ Expulsion
2B	Parent Contact; 3 days ISS	Parent Contact, 5 days ISS	Parent Contact, 10 days ISS			Parent contact; OSS/ Expulsion
3	Parent Contact, 5 days OSS	Parent Contact, 10 days OSS				Parent contact; OSS/ Expulsion
4	Parent contact; Immediate 10 days OSS and recommendation to School board for expulsion					

TAYLOR COUNTY HIGH SCHOOL  
BEHAVIOR GUIDELINES  
CLASSROOM DISCIPLINE PROCEDURE AND STEPS

The purpose of the Classroom Discipline Information is to document disciplinary actions taken by the classroom teacher when a student violates Taylor County High School Level 1 Offenses and classroom rules/policies. In the event that a student continues to break rules and regulations, a completed disciplinary referral will be written and the student will be referred to an administrator who will issue the appropriate disciplinary action as outlined in the Taylor County High School Discipline Plan. The teacher will maintain Discipline Information on all their students. The teacher will document the behavior infraction, the date, and the type of disciplinary action taken at each step (a single incident may result in documentation of more than one offense).

1st Step: When a student fails to comply with the rules, the teacher will begin documenting the behavior and intervention used to correct the behavior through the Behavior Intervention Form.

Consequences/Interventions may include withholding a privilege, seat change, time out in another teacher's room, counseling, and/or additional assignment. Parent contact will be made by the teacher and the Behavior Intervention Form will be submitted for documentation.

2nd Step: If misconduct continues, the teacher will take the necessary action to correct the behavior in accordance with the Behavior Intervention Form process. Parent contact will be made by the teacher and the Behavior Intervention Form will be submitted for documentation.

3rd Step: When misconduct continues, the teacher will complete a disciplinary referral and refer the student to administration.

The TCHS Discipline Plan groups violations into five levels--minor, intermediate, major, and severe. Each classification is followed by a disciplinary procedure which is to be implemented by the faculty, staff, and administration. The offenses listed are not all inclusive and a student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the principal.



### Grades 9-12 Campus Behavior Referral Levels

Level 1	Level 2A	Level 2B	Level 3	Level 4
<ul style="list-style-type: none"> <li>-Cafeteria misconduct</li> <li>-Cheating on test</li> <li>-Dress code violation</li> <li>-Tardy to school/class</li> <li>-</li> <li>Eat/Drink/Gum</li> <li>-Lack of cooperation, does not want to complete assignments or classwork, sleeping in class, not bringing materials</li> <li>-Possessing inappropriate items</li> <li>-Use of cell phone without permission</li> <li>-Field Trip misconduct</li> <li>-Use of profane or obscene language</li> <li>-Public display of affection</li> <li>-Driving or parking without sticker, parking in</li> </ul>	<ul style="list-style-type: none"> <li>-Disorderly Conduct</li> <li>-Disrespect</li> <li>-Disruptive behavior</li> <li>-Gestures and name calling to other students</li> <li>-Gambling or unauthorized sales</li> <li>-Disobedient/non-compliant</li> <li>-Loitering on campus</li> <li>-Leaving class without permission (returning to class)</li> <li>-Driver unauthorized to drive on campus</li> <li>-Skipping class, in hall without permission, wandering the halls</li> <li>-Electronic device misuse</li> <li>-Possession/ use of unauthorized medication, OTC</li> <li>-Behavior Putting Safety at Risk (Horseplay)</li> </ul>	<ul style="list-style-type: none"> <li>-Improper or careless driving</li> <li>-Behavior Putting Safety at Risk with cause or intent to injure</li> <li>-Leaving campus without permission</li> <li>-Defiance of authority</li> <li>-Leaving class without permission (not returning to class)</li> <li>-Failure to comply with ISS expectations</li> <li>-Providing false information to a school board employee</li> <li>-Verbal Altercation</li> <li>- Search containing threat of violence</li> </ul>	<ul style="list-style-type: none"> <li>-Disruption of school function</li> <li>-Hazing</li> <li>-Inciting/ Instigating a fight</li> <li>-Tampering with emergency equipment</li> <li>-Possession of tobacco, matches, lighters, electronic smoking products.</li> <li>-Possessing using or under the influence of alcohol</li> <li>-Bullying/ Harassment</li> <li>-Pulling fire alarm</li> <li>-Careless act causing injury</li> <li>-Threatening to disrupt school</li> <li>-Gross disrespect/ misbehavior towards staff</li> <li>-Open display gang related</li> <li>-Disruption of school sponsored activity after school hours</li> <li>-Possession or use of fireworks</li> <li>-Intimidation, threatening, harassment of other students</li> <li>-Intentionally making false accusations</li> </ul>	<ul style="list-style-type: none"> <li>-Sale or distribution of alcohol</li> <li>-Arson</li> <li>-Battery, when one or more student(s) physically attacks another student</li> <li>-<b>Fighting</b></li> <li>-Assault on school staff</li> <li>-Bomb threat</li> <li>-Breaking and entering/Burglary into a school or property</li> <li>-Major campus disruption</li> <li>-Possession, use or under the influence of drugs</li> <li>-Sale or distribution of drugs or controlled substances</li> <li>-</li> <li>Extortion/Coercion/Blackmail</li> <li>-Homicide, Kidnapping, other serious, harmful activities resulting in law enforcement intervention</li> <li>-Intimidating, threatening, harassment of school staff</li> <li>- Major campus disruption causing a large number of people to gather and behave in a violent or uncontrollable manner</li> <li>-Robbery</li> <li>-Stealing or accessory to stealing, buying and/or selling stolen property (over \$300)</li> <li>-Sexual contact, including inter-course, without force or threat of force</li> </ul>

unauthorized area. - Inappropriate searches (not vulgar) - Unauthorized web/games	-Pushing; shoving; slap-boxing -Threat or Intimidation -Insubordination -Throwing, propelling objects - Disrespecting staff/students through the use of technology - Possession of hacking tool - Filter Avoidance - Graphic/vulgar search - Minor damage - Accidental Damage	- Minor Network disruption (classroom)	-Sexual harassment -Sexual misconduct; indecent proposition or contact or touching, pornographic materials, indecent exposure -Stealing or accessory to theft (less than \$300) -Entering or remaining in school property without permission -vandalism -possession of pocketknife with less than 2 ½ inch blade - Sexting - Network security compromise - Major Damage (non-accidental) - Altering information	-Sexual offense, Sexual Battery, Indecent exposure -Threatening to use or bring weapon -Possession or discharge of explosive device -Possession of weapons or firearms, lookalikes, imitation or dangerous objects which can be used to do bodily harm (all knives over 2 ½ inches) - Severe Network disruption
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Principals/ Assistant principals/ Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact Parent or guardian will be made during the referral process.

Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s).

If any student reaches a 10<sup>th</sup> Level 2A referral or above, or 20<sup>th</sup> referral total, he/she will be referred to the Taylor County School Board for expulsion.

**Cell Phones – responsible use of cell phones with administrator/ teacher approval permitted. Students may only have one earbud/ headphone in at a time at school for safety purposes.**

**Fighting/ Battery – shall result in 10 days OSS/ recommendation for expulsion/ referral to SRO for possible arrest at conclusion of investigation.**

Examples of Restorative Practice but not limited to:

- Breakfast/Lunch Detention with Essay
- Time Out
- Work Detail
- Loss of Elective
- Loss of Computer
- Conflict Mediation
- Behavior Reflection
- Guidance Conference
- Apology Letter
- Behavior Essay
- Restore/repair property damage

ISS- In School Suspension  
 OSS- Out of School Suspension  
 TAS – Taylor Accelerated School

**\*ISS/OSS students will serve their consequences at TAS.**

Level	1st	2nd	3rd	4th	5th	Repeated
1	Parent Contact Warning	Parent Contact, 1 day restorative practice	Parent Contact; 3 days restorative practice	Parent Contact; 1 day ISS	Parent Contact; 3 days ISS	Parent contact; OSS/ Expulsion
2 A	Parent Contact Warning	Parent Contact, 3 days restorative practice	Parent Contact; 1 day ISS	Parent Contact; 3 days ISS	Parent Contact; 5 days ISS	Parent contact; OSS/ Expulsion
2B	Parent Contact; 3 days ISS	Parent Contact, 5 days ISS	Parent Contact, 10 days ISS			Parent contact; OSS/ Expulsion
3	Parent Contact, 5 days OSS	Parent Contact, 10 days OSS				Parent contact; OSS/ Expulsion
4	Parent contact; Immediate 10 days OSS and recommendation					

	to School board for expulsion					
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### FIELD TRIPS

Classes may be scheduled to take field trips. Only students who demonstrate appropriate behavior prior to the trip will be allowed to attend. Policies for each grade level are as follows: A student can earn up to 2 minor/ intermediate offense referrals (please refer to Level 1 and 2A offenses above for a list of minor/ intermediate offenses) and still be allowed to go on field trips. If a student earns a 3rd minor offense referral then they are ineligible. A student can earn 1 major offense referral (please refer to above list for Level 2B offenses or Level 3 offenses) and still be eligible to attend a field trip. If a student earns a 2nd major referral they are then ineligible for field trips. Any student earning a Level 4 Offense referrals will not be eligible to attend field trips.

## **Taylor Accelerated School**

### **CODE OF STUDENT CONDUCT**

**The Attendance Policies, Dress Code, Discipline Matrix and Code of Conduct for students of Taylor Accelerated School (TAS) are the same as the students' home school. Except as noted.**

#### **Requirements**

**All students, and parents or guardians of students attending the Taylor Accelerated School, must meet with the school administration and sign a Contract for Success, before attending school.**

Students may be assigned to TAS as a result of underperformance in maintaining academic progress in the student's original school. Placement is based on decisions of school administrators, guidance counselors and Exceptional Student Educators (as appropriate). Students and parents are expected and encouraged to be actively involved in the academic planning.

Once a student has completed coursework that places them current with their peer age group, the student is able to return to their original school. Students receiving educational services at TAS are encouraged to participate in all appropriate academic and extra-curricular programs offered in the Taylor County School District.

Students may also be placed at TAS as a result of discipline referrals, if the student's currently assigned school has exhausted its means to correct the inappropriate behavior. Each student that attends TAS as a result of a discipline infraction will be required to complete the day's assignments from the referring school and will remain assigned to TAS until the required and subsequent classwork is completed. Students that receive discipline referrals that would result in out of school suspensions may complete their suspension at TAS. Students that complete their suspension at TAS are entitled to scores commensurate with their assignments completion. Failure to successfully complete assignments will result in the suspension being served off campus in Out of School Suspension (OSS) at home.

**While every effort is extended to have students serve Discipline Referrals at TAS, circumstances may arise where it is in the best interest of school order to begin immediate suspension of the student off campus.**

#### **Rules and Regulations**

A student is expected to be at school and in class on time and prepared to learn every day. A student is considered tardy to class if they are not in class when the bell rings and absent from class if the student misses more than 15 minutes of instruction from a class.

**NO STUDENT ASSIGNED TO TAS AS A RESULT OF DISCIPLINE REFERRALS SHALL BE AUTHORIZED TO DRIVE TO SCHOOL, UNLESS THE STUDENT ATTENDS BBTC AND DISTRICT TRANSPORTATION IS NOT**

**AVAILABLE. ALL STUDENTS SHALL RIDE A DISTRICT SCHOOL BUS OR BE DROPPED OFF/PICKED UP BY THE STUDENTS PARENT.**

#### **WIRELESS COMMUNICATIONS/ELECTRONIC DEVICES**

1. Cell phones cannot be possessed or used at the Taylor Accelerated School. Cells phones will be collected upon arrival and returned at the end of the school day. If a student is caught with a cell phone in their possession during the school day, the TAS Discipline matrix will be followed and the cellular device will be confiscated and will have to be picked up by a parent or guardian. Hiding a cell phone or not turning over a cell phone to TAS administration will be considered "providing false information to a school board employee" and will be a Level 2 referral and will result in 3 days of Out of School Suspension on the first offense.
2. Student may use wireless communication or electronic devices after they are dismissed and leave campus, or during school approved Celebrations or "Bonus Time".
3. The School Board is not responsible under any circumstances for the loss, destruction, damage and/or theft of wireless communication or electronic devices or any communication bill associated with the authorized or unauthorized use of the wireless communication devices. You are responsible for locating any lost or stolen items.

The misuse of a wireless communication or electronic device may result in the imposition of disciplinary action by the school and/or criminal penalties if the device is used in a criminal act.

#### **Food Delivery**

No food can be delivered to TAS for students unless it is earned and prior approval is given by TAS Administration.

#### **Profanity**

There will be no form of profanity. Profanity is the use of profane or obscene language; Vulgar comments including written notes (student to student)

#### **Security**

A School Resource Officer (SRO) will be available to schools at all times through the local law enforcement agency. The school may also be secured with cameras in and outside the classrooms as well as on school buses.

For safety reasons, no wandering in classrooms or around the campus will be allowed. Students will remain in their assigned area and in their seats. Examples of violations are, but not limited to:

#### **Unauthorized Area/Activities**

1. Halls without a pass
2. Leaving campus without permission. Campus is defined by inside the secure area of the school (the parking lot is considered off campus)
3. Teacher's lounge/resource center
4. Restrooms without a pass
5. Computer without permission (looking at and/or downloading programs)
6. Teachers computers
7. Any unsupervised area of the campus without permission.

#### **Search and Seizure**

The school administration has the right to "wand" students, search lockers, desks, book bags, cars, and other storage facilities. Random searches may occur at any time there is reasonable suspicion of illegal activity. Searches will be done with at least one adult witness. **Students may be searched upon entrance to the school.** There will not be a strip search. Jackets/coats/sweaters/shoes will be removed and searched and pockets will be emptied. Shoes and socks may also be removed and searched. Students are held accountable for whatever is found in their possession or in their property. K-9 units may be involved in searches without the presence of students in the room. Students are not allowed to have weapons, alcohol, tobacco products, lighters, drugs/drug paraphernalia, beepers, radios/Walkman, headphone sets, toys, etc. Items that are found which are prohibited by the School Board Code of Conduct will be confiscated. Students who are found with weapons or controlled substances shall be arrested and/or subject to expulsion from school. If a student refuses to cooperate with the search and seizure procedures, the student will be arrested for disruption of school function and a discipline referral will be generated for a major offense.

**Student Performance and Effort** Students who attend the Taylor Accelerated School are expected to attend school and apply themselves academically. If a student is refusing to perform or refusing to work at his/her scheduled pace, a Parent Conference will be scheduled and a possible change of academic setting will be recommended.

## **Taylor County School District (TAS)**

### **DRESS CODE**

#### **DRESS CODE AND GROOMING**

A student's apparel and grooming shall be the responsibility of the individual student and his or her Parents/guardians. Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Items that when worn together are usually indicative of gang memberships or apparel that contains a message that is obscene or promotes illegal activities, drugs, discrimination, alcohol, or tobacco products shall not be permitted on school grounds or at school sponsored functions.

Taylor County schools is designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school. Encouraging students to dress appropriately for school will prepare them to be productive members of society.

**This is not an all-inclusive list. Administrative discretion will apply in some cases.**

Dress Code:

**NO BOOK BAGS or BOOK "TRAPPERS" WILL BE ALLOWED. Small purses, 5" x 8", will be allowed. A spiral notebook and a pencil or pen is permissible.**

#### **ACCESSORIES**

1. Hair should be neat and well-groomed and without foreign objects such as, hair combs and hair picks, or other items that could be used as or used to hide weapons or drug paraphernalia.
2. No facial jewelry except eyeglasses. (Example: no lip, tongue, nose, or eyebrow jewelry.)
3. No dental grills, unless surgically attached by a dentist.

**Shoes:** Shoes must be worn at all times and conform to the safety requirements of any activity in which the student will take part. Open-toed and backless slides are acceptable if they are sturdy and fit securely. Bedroom shoes or slippers are not permitted.



**Accessories and Jewelry:** Accessories and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings which would be offensive or insensitive. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm (nose; lip; eyebrow; tongue rings are not permitted).

**Hats and Sunglasses:** Both male and female head coverings and sunglasses are not permitted. This includes but is not limited to hats, beanies, hoods, bandanas, do-rags and caps worn during the school day. (During outside school activities, hats and sunglasses are permitted for sun protection).

**\*Any hat, sunglasses, beanie, hood, bandana, do-rag or cap will be confiscated if worn on campus and must be picked up by a parent or guardian.**

**\*Any item worn or displayed that causes a disruption will not be permitted.**

#### **Females:**

**1. Shorts, Skirts, Skorts and Dresses:** Clothing should be at least as long as the middle finger with arms extended by the side, this also includes slits and holes. Dresses and skirts should be loose fitting.

a. No BodyCon, formfitting or body hugging dresses are allowed.

b. Dresses must be no higher than 2 inches above the knee

c. Or Dresses/tops can be worn with leggings but the top **MUST** come to the middle finger with arms extended by the side.

**2. Shirts: Shirts, tops, jackets, dresses or blouses** should cover all aspects of the bosom, chest, back, shoulder, and sides.

a. Cleavage should not be visible.

b. Crop tops, tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top.

c. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.

d. Undergarments should not be visible at any time.

**3. Pants** should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, and shorts). Any pants with holes or slits should come no higher than the middle finger with arms extended by the side. No yogapants/tights/form fitting pants are allowed unless the top (shirt) is at least as long as the middle finger with arms extended by the side. Yoga pants/ tights/form fitting pants should not be see-through or sheer.

#### **MALE:**

##### **1. Pants**

a. Shirts will be tucked in the pants and a belt will be worn, keeping the pants above the hips.

b. Any pants with holes or slits that are higher than 2 inches from the knee (when standing) will be allowed as long as no skin is visible through the hole or slit.

**2. Shorts:** shorts should be at least as long as the middle finger with arms extended by the side, this also includes holes.

3. **Shirts:** Shirts, tops, jackets, should cover all aspects of the chest, back and sides.
  - a. Tank tops are not permitted as a primary top.
  - b. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.

**\*See special disciplinary actions below.** Exceptions may be made by administration for special school activities or if the student is a member of a legally recognized religious organization requiring head covering or if there is a legitimate medical necessity.

\*Any administrator or designee shall make the determination concerning questions regarding the appropriateness of dress for school and for school sponsored functions.

**Any student wearing inappropriate clothing will be asked to change clothes. If no other clothing is available, parents will be contacted to bring a change of clothing and the discipline matrix will be followed. If a parent cannot bring appropriate clothing the student will sit in isolation for the remainder of the day to do their work and the discipline matrix will be followed.**

Discipline for Failure to Follow the Dress Code Policy      SB 228- Code of Student Conduct  
amends F.S. 1006.07 to include disciplinary action to any student who violates the dress code policy.

### **Substance Abuse**

Maintaining a drug free/non-violent environment is one of the main goals of this school. TAS staff believes that a student that feels safe and has a clear mind has a good chance of succeeding. The use of illicit drugs and the unlawful possession and use of illicit drugs and the unlawful possession and use of alcohol is wrongful and harmful. No open containers will be brought into the school for later consumption.

TAYLOR ACCELERATED SCHOOL  
BEHAVIOR GUIDELINES  
CLASSROOM DISCIPLINE PROCEDURE AND STEPS

The TAS Discipline Plan groups violations into four levels--minor, intermediate, major, and severe. Each classification is followed by a disciplinary procedure which is to be implemented by the faculty, staff, and administration. The offenses listed are not all inclusive and a student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the principal or his designee.

TAS Campus Behavior Referral Levels

Level 1	Level 2	Level 3	Level 4
<ul style="list-style-type: none"> <li>-Cafeteria misconduct</li> <li>-Cheating on test</li> <li>-Dress code violation</li> <li>-Tardy to school/class</li> <li>-Eat/Drink/Gum</li> <li>-Lack of cooperation, does not want to complete assignments or classwork, sleeping in class, not bringing materials</li> <li>-Possessing inappropriate items</li> <li>-Field Trip misconduct</li> <li>-Use of profane or obscene language</li> </ul>	<ul style="list-style-type: none"> <li>-Disorderly Conduct</li> <li>-Disrespect</li> <li>-Disruptive behavior</li> <li>-Gestures and name calling to other students</li> <li>-Gambling or unauthorized sales</li> <li>-Disobedient/ non-compliant</li> <li>-Loitering on campus</li> <li>-Leaving class without permission (returning to class)</li> <li>-Driver unauthorized to drive on campus</li> <li>-Skipping class, in hall without permission, wandering the halls</li> <li>-Electronic device misuse</li> <li>-Possession/ use of unauthorized medication, OTC</li> <li>-Behavior Putting Safety at Risk (Horseplay)</li> <li>-Pushing; shoving; slap-boxing</li> </ul>	<ul style="list-style-type: none"> <li>-Disruption of school function</li> <li>-Hazing</li> <li>-Inciting/ Instigating a fight</li> <li>-Tampering with emergency equipment</li> <li>-Possession of tobacco, matches, lighters, electronic smoking products.</li> <li>-Possessing using or under the influence of alcohol</li> <li>-Bullying/ Harassment</li> <li>-Pulling fire alarm</li> <li>-Careless act causing injury</li> <li>-Threatening to disrupt school</li> <li>-Gross disrespect/ misbehavior towards staff</li> <li>-Open display gang related</li> </ul>	<ul style="list-style-type: none"> <li>-Sale or distribution of alcohol</li> <li>-Arson</li> <li>-Battery, when one or more student(s) physically attacks another student</li> <li><b>-Fighting</b></li> <li>-Assault on school staff</li> <li>-Bomb threat</li> <li>-Breaking and entering/Burglary into a school or property</li> <li>-Major campus disruption</li> <li>-Possession, use or under the influence of drugs</li> <li>-Sale or distribution of drugs or controlled substances</li> <li>-</li> <li>Extortion/Coercion/Blackmail</li> <li>-Homicide, Kidnapping, other serious, harmful activities resulting in law enforcement intervention</li> </ul>

<ul style="list-style-type: none"> <li>-Public display of affection</li> <li>-Driving or parking without sticker, parking in unauthorized area.</li> <li>-Inappropriate searches (not vulgar)</li> <li>- Unauthorized web/games</li> </ul>	<ul style="list-style-type: none"> <li>-Threat or Intimidation</li> <li>-Insubordination</li> <li>-Throwing, propelling objects</li> <li>- Minor damage</li> <li>- Accidental Damage</li> <li>-Improper or careless driving</li> <li>-Behavior Putting Safety at Risk with cause or intent to injure</li> <li>-Defiance of authority</li> <li>-Leaving class without permission (not returning to class)</li> <li>-Failure to comply with ISS expectations</li> <li>-Providing false information to a school board employee</li> <li>-Verbal Altercation</li> <li>- Disrespecting staff/students through the use of technology</li> <li>- Possession of hacking tool</li> <li>- Filter Avoidance</li> <li>- Graphic/vulgar search</li> <li>- Search containing threat of violence</li> <li>- Minor Network disruption (classroom)</li> </ul>	<ul style="list-style-type: none"> <li>-Disruption of school sponsored activity after school hours</li> <li>-Leaving campus without permission</li> <li>-Possession or use of fireworks</li> <li>-Intimidation, threatening, harassment of other students</li> <li>-Intentionally making false accusations</li> <li>-Sexual harassment</li> <li>-Sexual misconduct; indecent proposition or contact or touching, pornographic materials, indecent exposure</li> <li>-Stealing or accessory to theft (less than \$300)</li> <li>-Entering or remaining in school property without permission</li> <li>-vandalism</li> <li>-possession of pocketknife with less than 2 ½ inch blade</li> <li>- Sexting</li> <li>- Network security compromise</li> <li>- Major Damage (non-accidental)</li> <li>- Altering information</li> </ul>	<ul style="list-style-type: none"> <li>-Intimidating, threatening, harassment of school staff</li> <li>- Major campus disruption causing a large number of people to gather and behave in a violent or uncontrollable manner</li> <li>-Robbery</li> <li>-Stealing or accessory to stealing, buying and/or selling stolen property (over \$300)</li> <li>-Sexual contact, including inter-course, without force or threat of force</li> <li>-Sexual offense, Sexual Battery, Indecent exposure</li> <li>-Threatening to use or bring weapon</li> <li>-Possession or discharge of explosive device</li> <li>-Possession of weapons or firearms, lookalikes, imitation or dangerous objects which can be used to do bodily harm (all knives over 2 ½ inches)</li> <li>- Severe Network disruption</li> <li>-Using electronic device/network to steal</li> </ul>
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Principals/ Assistant principals/ Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact Parent or guardian will be made during the referral process.

Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or his designee to affect all situations as afforded by law. Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s).

**If any student reaches a total of 25 days of OSS, he/she will be referred to the Taylor County School Board for expulsion.**

Examples of Restorative Practice but not limited to:

- Breakfast/Lunch Detention with Essay
- Time Out
- Work Detail
- Loss of Elective
- Loss of Computer
- Conflict Mediation
- Behavior Reflection
- Guidance Conference
- Apology Letter
- Behavior Essay
- Restore/repair property damage

**OSS- Out of School Suspension \*OSS students will serve their consequences at HOME.**

Level	1st	2nd	3rd	4th	5th	Repeated
1	Parent Contact Warning	Parent Contact, 1.5 hours of restorative practice	Parent Contact; 3 hours of restorative practice	Parent Contact; 1 day OSS	Parent Contact; 3 days OSS	Parent contact; 5 days OSS/ Expulsion
2	Parent Contact Warning	Parent Contact, 3 hours of restorative practice	Parent Contact; 1 day OSS	Parent Contact; 3 days OSS	Parent Contact; 5 days OSS	Parent contact; 10 days OSS/ Expulsion
3	Parent Contact, 5 days OSS	Parent Contact, 10 days OSS	Parent contact; Immediate 10 days OSS and recommendation to School board for expulsion			

4	Parent contact; Immediate 10 days OSS and recommendation to School board for expulsion						
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#### FIELD TRIPS

Classes may be scheduled to take field trips. Only students who demonstrate appropriate behavior prior to the trip will be allowed to attend. Policies for each grade level are as follows: A student can earn up to 2 minor/ intermediate offense referrals (please refer to Level 1 and 2 offenses above for a list of minor/ intermediate offenses) and still be allowed to go on field trips. If a student earns a 3rd minor offense referral then they are ineligible. A student can earn 1 major offense referral (please refer to above list for Level 3 offenses) and still be eligible to attend a field trip. If a student earns a 2nd major referral they are then ineligible for field trips. Any student earning a Level 4 Offense referrals will not be eligible to attend field trips.

## Big Bend Technical College Discipline Matrix

1.	<b>ALC</b> possessing, using, or being under the influence of alcohol	Withdrawn from program, law enforcement notified
2.	<b>ALC/TBC sale or distribution of alcohol and/or tobacco</b>	Withdrawn from program, Law enforcement notified
3.	<b>ALT</b> Verbal only without pushing, Making no attempt to fight, but disturbing class, hallway, or otherwise normal function of school	1 <sup>st</sup> offense – 1 day suspension 2 <sup>nd</sup> offense – 5 days suspension 3 <sup>rd</sup> offense – withdrawn from program
4.	<b>ARS</b> Arson	Withdrawn from program, Law enforcement notified
5.	<b>ASM</b> Disruption of a school function (assembly disruption during school hours, etc.)	1 <sup>st</sup> offense – 1 day suspension 2 <sup>nd</sup> offense – 5 day suspension 3 <sup>rd</sup> offense – withdrawn from program
6.	<b>BAT</b> One student physically attacks another student with the intent to do bodily harm.	Withdrawn from program, Law enforcement notified
7.	<b>BAT</b> Assault or battery (Aggressive Actions) on a school staff or public service personnel	Withdrawn from program, Law enforcement notified
8.	<b>BOM</b> Bomb Threat	Withdrawn from program, Law enforcement notified
9.	<b>BOM</b> Pulling fire alarm	Withdrawn from program, law enforcement notified
10.	<b>BRK</b> Breaking and entering/Burglary into a school property	Withdrawn from program, Law enforcement notified
11.	<b>Bullying/Hazing</b> (including the use of social media/ text messaging, etc.)  <b>INT/TRE/HA</b> (Students to Student) intimidating; threatening; harassment; including threats made by written note, electronic text or internet social media (Facebook, Twitter, Instagram, etc.)	Zero tolerance - Removal from the program
12.	<b>CAM</b> Threatening to disrupt School and/or fight. Riotous behavior.	1 <sup>st</sup> offense – 5 day suspension 2 <sup>nd</sup> offense – withdrawn from program
13.	<b>CHE</b> Cheating, copying, using notes or any other unauthorized information source during a test	1 <sup>st</sup> offense – receive a zero on the test 2 <sup>nd</sup> offense – withdrawn from program
14.	<b>CLS/HSP/ Disorderly Conduct/THR/RUD/Disrespect</b> (gestures and name-calling to other students) (Classroom or hallway disruption, throwing in classroom, hallway. Making or displaying derogatory ethnic, racial, or religious remarks to other students)	1 <sup>st</sup> offense – 1 day suspension 2 <sup>nd</sup> offense – 5 day suspension 3 <sup>rd</sup> offense – withdrawn from program
15.	<b>DEF</b> Defiance of authority. Willful and open disobedience in a bold and challenging manner after being asked more than once.	1 <sup>st</sup> offense – 5 day suspension 2 <sup>nd</sup> offense – withdrawn from program

16.	<b>DIS</b> Disobedient n o n -compliant, refusal to follow the directions of school staff, school rules, classroom rules, or behavior contracts.	1st offense – 1 day suspension 2nd offense – 5 day suspension 3rd offense – withdrawn from program
17.	<b>DIS</b> Disrespect of Staff	1 <sup>st</sup> offense – 1 day suspension 2 <sup>nd</sup> offense – 5 day suspension 3 <sup>rd</sup> offense – withdrawn from program
18.	<b>DIS</b> Gross disrespect/ misbehavior or Profanity or obscenity directed towards a school staff or public service personnel	1 <sup>st</sup> offense – 5 day suspension 2 <sup>nd</sup> offense – withdrawn from program
19.	<b>DOC</b> Serious campus disruption	Withdrawn from program, Law enforcement notified
20.	<b>DRD</b> sale or distribution of drugs, and/or controlled substances. This includes counterfeit drugs. This offense also includes delivery or sale of drug paraphernalia. <b>(including Lookalikes)</b>	Withdrawn from program, Law enforcement notified
21.	<b>DRS</b> Open display of gang related material, activity, signs, symbols: written or facsimile	1 <sup>st</sup> offense – 5 day suspension, Law enforcement notified 2 <sup>nd</sup> offense – withdrawn from program, Law enforcement notified
22.	<b>DRS</b> Dress Code/shoe violation including profane, offensive, illegal, derogatory signs and symbols worn on clothing, jewelry, etc. F.S. 1006.07(2)(d)1 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”	1 <sup>st</sup> offense – verbal warning, must clock-out and return with proper dress. 2 <sup>nd</sup> offense – 3 day suspension 3 <sup>rd</sup> offense – 5 day suspension 4 <sup>th</sup> offense (considered defiant) withdrawn from program
23.	<b>DRU/USG</b> Possession, use or under the influence of drugs, and or controlled substances, synthetics, <b>(including lookalikes and paraphernalia)</b>	Withdrawn from program, Law enforcement notified
24.	<b>EXT</b> Extortion/Coercion/Blackmail	Withdrawn from program, Law enforcement notified
25.	<b>FIT Fighting with or without injury on school grounds</b>  <b>Note:</b> Self Defense – a student has the right to protect self from uninvited physical harm or injury. A valid claim of self-defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not say or do anything for the purpose of provoking another student, and that the student used reasonable force and restraint in protecting him/herself. <b>Retaliation is not self-defense.</b>	1 <sup>st</sup> offense – 5 days suspension, law enforcement notified 2 <sup>nd</sup> offense – withdrawn from program, law enforcement notified
26.	<b>Forging of official document (Doctors notes, etc)</b>	Withdrawn from the program



27.	<b>FWK Possessing or use of fireworks, firearm cartridges</b>	1 <sup>st</sup> offense – 5 days suspension, law enforcement notified 2 <sup>nd</sup> offense – withdrawn from program, law enforcement notified
28.	<b>GAM/SAL</b> Gambling or Unauthorized sales	1 <sup>st</sup> offense – 1 day suspension 2 <sup>nd</sup> offense – 5 day suspension 3 <sup>rd</sup> offense – withdrawn from program
29.	<b>HOM/KID/OMC</b> Homicide, Kidnapping, Stalking (cyber or in person) other serious, harmful activities resulting in law enforcement intervention	Withdrawn from program, Law enforcement notified
30.	<b>INF</b> Inciting a fight (including instigating and the use of social media/ text messaging, etc.)	1 <sup>st</sup> offense – 5 days suspension 2 <sup>nd</sup> offense – withdrawn from program
31.	<b>INT/TRE/HA (Teachers or staff)</b> intimidating; threatening; harassment; including threats made by written note, Electronic Text or Internet Social Media	Withdrawn from program, Law enforcement notified
32.	<b>LVG</b> Leaving class without permission – clocking out prior to dismissal without permission  Time clock violations: <ul style="list-style-type: none"> <li>• Clocking someone else in or out</li> </ul>	1st offense – marked absent for the entire period (receives zero hours) 2nd offense – 3 day suspension 3rd offense – withdrawn from program  1 <sup>st</sup> offense – withdrawn from the program
33.	<b>LYG</b> Intentionally making false accusations that jeopardize the reputation, employment or professional certification of a teacher or other school staff	Withdrawn from program
34.	<b>PLI</b> Driving or parking in an unauthorized area. All students must possess a valid Vehicle Operators License to drive on campus	1 <sup>st</sup> offense – verbal warning, required to move vehicle 2 <sup>nd</sup> offense – suspended driving privileges for 1 week <del>3<sup>rd</sup> offense – suspended driving privileges for</del>
35.	<b>PLI Improper or careless driving on campus</b>	1 <sup>st</sup> offense - suspended driving privileges for 4 weeks 2 <sup>nd</sup> offense – referred to SRO, loss of driving privileges for remainder of the school year.
36.	<b>PRO</b> Use of profane or obscene language ; <b>Vulgar</b> comments including written notes (student to student)	1 <sup>st</sup> offense – 1 day suspension 2 <sup>nd</sup> offense – 5 day suspension 3 <sup>rd</sup> offense – withdrawn from program
37.	<b>PRP</b> Tampering with emergency equipment i.e. cameras, fire extinguishers, emergency phones, smoke detectors or sensors	Withdrawn from the program

38.	<b>TBC Use of tobacco Products, Matches, Lighters, Electronic/synthetic smoking products</b>          <b>(Minors) Possession and/or use of tobacco Products, Matches, Lighters, Electronic/synthetic smoking products</b>	1 <sup>st</sup> offense - Confiscation of product, 3 day suspension 2 <sup>nd</sup> offense - 1st offense - Confiscation of product, Contact Parents, 5 day suspension 3 <sup>rd</sup> offense - Withdrawn from the program  1 <sup>st</sup> offense - Confiscation of product, Contact Parents, 3 day suspension, Referral to SIT and/or law enforcement notified; Subject to arrest 2 <sup>nd</sup> offense - Confiscation of product, Contact Parents, 3 day suspension, Referral to SIT and/or Referral to SRO; Subject to arrest 3 <sup>rd</sup> offense - Withdrawn from the program
39.	<b>RIO</b> Major campus disruption causing a large number of people to gather and behave in a violent or uncontrollable manner leading to a potential for violence	Withdrawn from program, Law enforcement notified
40.	<b>ROB</b> Robbery	Withdrawn from program, Law enforcement notified, restitution required
41.	<b>SKP</b> Skipping class (Dual enrolled students)	1 <sup>st</sup> offense – Home school notified, receive zeros for coursework for the day 2 <sup>nd</sup> offense – 1 day suspension (sent to ISS) 3 <sup>rd</sup> offense – 5 day suspension (Sent to ISS) 4 <sup>th</sup> offense – Withdrawn from program – returned to home school
42.	<b>STL</b> Stealing or accessory to stealing, buying and/or selling stolen property (over \$300), including vehicle and/or equipment. Possession of stolen property	Withdrawn from program, law enforcement notified, restitution required
43.	<b>SXH</b> Sexual Harassment	1 <sup>st</sup> offense – 5 days suspension, law enforcement notified 2 <sup>nd</sup> offense – withdrawn from program, law enforcement notified
44.	<b>SXM Sexual Misconduct</b> indecent proposition or contact touching, pornographic materials or devices on campus, indecent exposure 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	Withdrawn from program, law enforcement notified
45.	<b>TKG</b> Stealing or accessory (less than \$300) <b>possession of stolen property</b>	Withdrawn from program, law enforcement notified, restitution required
46.	<b>TRE</b> Threatening to bring or use weapon	Zero tolerance. Withdrawn from program, Law enforcement notified
47.	<b>TRS</b> Entering and/or remaining in a building and/or school property other than assigned school grounds without permission during or after school hours	1 <sup>st</sup> offense – 5 days suspension, law enforcement notified 2 <sup>nd</sup> offense – withdrawn from program, law enforcement notified

48.	<b>UNA - improper student computer use. Unauthorized entry into any computer system, altering, deleting system files, downloading inappropriate materials</b>	Withdrawn from program
49.	<b>USG Possession/use/misuse of unauthorized medication</b>	1 <sup>st</sup> offense – 5 days suspension, law enforcement notified 2 <sup>nd</sup> offense – withdrawn from program, law enforcement notified
50.	<b>VAN Vandalism/defacing/destroying school property (under \$250 value)</b>	1 <sup>st</sup> offense – 5 days suspension, law enforcement notified, restitution required 2 <sup>nd</sup> offense – withdrawn from program, law enforcement notified, restitution required
51.	<b>VAN Vandalism/defacing/destroying school property (over \$250 value)</b>	1 <sup>st</sup> offense – 5 days suspension, law enforcement notified, restitution required 2 <sup>nd</sup> offense – withdrawn from program, law enforcement notified, restitution required.
52.	<b>WPO F.S. 790.115 Possession of weapons or firearms, lookalikes, imitation or dangerous objects which can be used to do bodily harm (all knives or pocketknives with over 2 ½ inch blades are included). Brandishing a knife with a blade smaller than 2 ½ inches</b>	Zero tolerance. Withdrawn from program, Law enforcement notified

