# SEMINOLE COUNTY PUBLIC SCHOOLS

***STUDENT CONDUCT***
***AND***
***DISCIPLINE CODE***

**~~2024-2025~~ 2025-2026**

## The School Board of Seminole County, Florida

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## Superintendent
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## EDUCATIONAL EQUITY – NOTICE OF NONDISCRIMINATION

The Educational Equity Administrator for Seminole County Public Schools has the responsibility of assuring compliance with the educational equity requirements by providing technical expertise, monitoring activities or programs related to compliance, and responding to equity complaints. One of the responsibilities is to administer the Educational Equity Complaint/Grievance Procedures as adopted by the School Board.

It is the policy of the School Board of Seminole County, Florida, that no employee, student, or applicant shall – on the basis of race, color national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law – be excluded from participating in, be denied the benefits of or be subjected to discrimination and harassment under any educational programs, activities, or in any employment conditions, policies, or practices conducted by the district. Additionally, the School Board of Seminole County provides equal access to public school facilities for the Boy Scouts of America and other designated youth groups as required by 34 C.F.R. 108.9

Every employee, student, or applicant for employment at Seminole County Public Schools has a solemn right to be treated fairly, equally, equitably, and with dignity. If for any reason you – the employee, student, or applicant for employment – find that you have been victimized by acts of discrimination and or harassment, whether intentional or unintentional, you are strongly encouraged to file an Educational Equity Complaint or Grievance with the Educational Equity Administrator, or any county or school-level administrator. All such complaints must be immediately forwarded to the Educational Equity Administrator for dissemination, action, and resolution. Forward to: SCPS Educational Equity Administrator, Seminole County Public Schools, Educational Support Center, 400 E. Lake Mary Blvd., Sanford, FL 32773-7127 (407-320-0321).

The School Board of Seminole County recognizes that the education of children is a process that involves a partnership between a child's parent(s), teachers, school, administrators, and other school and school board personnel. School and school district personnel will treat all visitors on School Board property with courtesy and respect. The School Board asks that visitors treat school and school district personnel with the same courtesy and respect.

School Board Policy 3380 Civility and Conduct of Parents, Other Visitors to Schools and School District Facilities, and District Employees

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# INTRODUCTION

Welcome to Seminole County Public Schools of Florida. The District School Board and Superintendent are proud of the positive learning environment and general tone of good discipline that exist in the public schools of Seminole County. These have been achieved through a cooperative effort among students, school district personnel, and parents to establish and orderly and purposeful educational atmosphere.

**DEFINITIONS:**

1. 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."
2. The term "Superintendent" shall include the Superintendent's designees including assistant superintendents, principals, assistant principals, and/or deans as is appropriate within the context of the provision.

The ***Student Conduct and Discipline Code*** is published to communicate the expectations of the School Board for students' behavior in grades K-12 and to summarize the policies of the Seminole County Public Schools related to the management of student conduct. Accordingly, this handbook:

1. defines the **responsibilities** and **rights** of students;
2. defines the **rules of conduct** and **behavioral expectations** for students;
3. establishes the **consequences for violations** of the rules of conduct; and
4. describes the **procedures for processing disciplinary violations.**

The ***Student Conduct and Discipline Code*** is published once a year and may not contain subsequent changes in policy or procedure. When a policy or procedure is revised, the change will be communicated through school newsletters or other means of communication, at which time the published revision shall replace previous information. For the most current policy or procedure information, visit the Seminole County Public Schools' website: www.scps.k12.fl.us.

# SAFETY AND SECURITY

Maintaining a safe and secure environment is the primary priority of the School Board of Seminole 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 *Student Conduct and Discipline Code* have been adopted in support of this fundamental premise.

Please note that the School Board cooperates with federal, state, and local law enforcement agencies in reporting, preventing, and responding to unlawful activities occurring on the campuses of Seminole County Public Schools.

In order for the School Board to implement its responsibilities fully, 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.

Video cameras have been installed throughout the buildings of Seminole County Public School campuses. Students may be filmed, and the ~~videotapes~~ recordings may be used to determine violations of the Student Conduct and Discipline Code.

# STUDENT RESPONSIBILITIES

The following declaration outlines the fundamental responsibilities of all students who attend Seminole County Public Schools:

## Responsible Students Make the Difference

**Students are required to:**

1. attend school regularly;
2. treat others with respect;
3. treat school property and the property of others with respect;

4. respect the privacy of others;
5. have in their possession only those items allowed by law and/or School Board rules or policies;
6. listen courteously to the opinions and points of view of others;
7. come to class with all necessary materials and be prepared to learn;
8. take advantage of their learning opportunities;
9. report hazardous or dangerous situations to an adult in authority;
10. report threats to do harm to an adult in authority, and
11. submit original work.

Seminole County Public Schools is committed to creating positive learning environments, promoting kindness between all individuals, and creating a safe community. For more information on initiatives within Seminole County, please visit the following:

**Speak Out Hotline**: The "Speak-Out" program provides three 24-hour monitored services that allows students, parents, or community members to report concerns regarding drugs, weapons, bullying, harassment, violence, abuse, suicide, or other problems anonymously by calling (1-800-423-8477), texting (274637) or reporting at (www.speakouthotline.org). Speak-Out has contributed to the district's ability to be proactive in responding to troubling situations before they escalate to the crisis level.

**P3 Campus Application**: An anonymous reporting program, which will allow students and parents to make anonymous reports about concerns of safety or student wellness.

**Youth:** This is a program sponsored by the Seminole County Sheriff's Office. The program is designed to educate students on the following topics: violence prevention, substance abuse, bullying, and character education. This program is taught by Seminole County Deputy Sheriffs and provided to K-12 students. For additional information contact the Seminole County Sheriff's Office Juvenile Division (407-708-7640).

**FortifyFL:** A school-related suspicious activity reporting tool that allows Florida students and the community the ability to instantly relay information anonymously concerning unsafe, potentially harmful, dangerous, violent or criminal activities, or the threat of these activities, to the appropriate law enforcement agencies and school officials.

## STUDENT RIGHTS

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

1. a safe and orderly environment in which to learn;
2. treatment with dignity and respect;
3. reasonable expression of opinions and personal points of view;
4. peaceable assembly;
5. security in their personal privacy;
6. limit access to their student records;
7. notification of the rules of conduct; and
8. reasonable and fair treatment.

**Note:** These rights are not absolute and are more restricted at school than when students are in a public place or engaged in activities not associated with school. Any student behavior that substantially interferes with the orderly operation of the school is prohibited and may subject the student to disciplinary action and criminal prosecution.

## SCOPE OF AUTHORITY

The ***Student Conduct and Discipline Code*** applies to all students enrolled in a Seminole County public school. The code is in effect on School Board owned or controlled property and whenever students are under the official supervision of School Board employees, including, but not limited to: field trips, extracurricular activities, or while being transported to and from such places either by school bus, approved drivers, or other official means of conveyance.

A student may be subject to school board authorized disciplinary sanctions when he or she commits an act or acts away and apart from school that can be shown to pose a threat or danger to the safety of other students, staff, or school property and/or that the act or acts will prevent the orderly delivery of the instructional program at any school.

## STUDENTS SUBJECT TO AUTHORITY BY SCHOOL PERSONNEL

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

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

School personnel have the right to question students concerning school matters without notice to or consent of the student's parent(s) or legal guardian.

During such times, all students are subject to the immediate control and direction of district and school level administrators, deans, supervising teachers, or other adults (such as chaperones), staff members, and school bus drivers.

## STUDENT DETENTION, SEARCH, AND SEIZURE

Except as otherwise permitted herein (student vehicle parking) students may be detained, searched, and property seized as permitted by School Board Policy 5771. Neither Florida law nor School Board policy prohibits the use of metal detectors or specially trained animals in the course of a search for illegally possessed substances or objects. Additionally, the random administrative searches and screenings contemplated under policy 8405 and the related administrative procedure are not subject to or impacted by the language as contained in policy 5771. Policy 5771 provides as follows:

The School Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges that the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of search upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained therein. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by, but not limited to, the training and experience of the school authority; their personal observation; the reliability of informant information; previous experiences with the student to be searched, the knowledge of the

student's age, reputation, and discipline record; the prevalence and/or seriousness of the suspected violation of the law or the Student Conduct and Discipline Code, and the urgency to protect the health and safety of students, school personnel, and others. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the Principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

## AUTHORITY OF THE TEACHER

Florida Statute 1003.32 vests teachers and other school staff members with the authority for the control and discipline of students on a school campus and in other places they are assigned to supervise students. Students are **required** to follow the lawful directions of all district or school level administrators, teachers, school staff members, and chaperones when on School Board owned property or at other places where they are under the supervision of School Board personnel.

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

**Note:** Florida statute 1003.32 and State Board Rule 6A-1.0404, and 6A-6.03312 authorize teachers and other school or district personnel to file charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school-sponsored transportation, or during school-sponsored activities.

**Note:** Florida statute 1003.32(4) authorizes teachers to remove a student who is unruly, disruptive, or abusive, or who repeatedly interferes with the teacher's ability to communicate with the class or the ability of the student's classmates to learn in accordance with the provisions of 1003.32(5) & (6).

## REASONABLE FORCE

Florida Statute 1003.32(1)(J) authorizes teachers and other instructional personnel to use reasonable force to protect himself/herself or others from injury. The Department of Education has defined reasonable force as, "appropriate professional conduct including physical force as necessary to maintain a safe and orderly

environment." The Department of Education has also clarified that school personnel have the right and the authority to protect against:

1. conditions harmful to learning;
2. conditions harmful to student's physical and mental health;
3. conditions harmful to safety; or
4. conditions harmful, causing injury to self, school personnel, and others.

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| **Note:** | Florida statute 1006.11(2) further provides that a principal, teacher, other staff members, or bus driver shall not be civilly liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force, or cruel and unusual punishment. |

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5. ~~have in their possession only those items allowed by law and/or School Board rules or policies;~~
6. ~~listen courteously to the opinions and points of view of others;~~
7. ~~come to class with all necessary materials and be prepared to learn;~~
8. ~~take advantage of their learning opportunities;~~
9. ~~report hazardous or dangerous situations to an adult in authority;~~
10. ~~report threats to do harm to an adult in authority, and~~
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~~**Upstanders**: This is a program for middle school students sponsored by the Holocaust Center in Maitland that promotes a positive school environment by teaching students to become Upstanders rather than bystanders (https://www.holocaustedu.org/upstanders/).~~

## ~~STUDENT RIGHTS~~

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2. ~~treatment with dignity and respect;~~
3. ~~reasonable expression of opinions and personal points of view;~~
4. ~~peaceable assembly;~~
5. ~~security in their personal privacy;~~
6. ~~limit access to their student records;~~
7. ~~notification of the rules of conduct; and~~
8. ~~reasonable and fair treatment.~~

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| ~~**Note:** These rights are not absolute and are more restricted at school than when students are in a public place or engaged in activities not associated with school. Any student behavior that substantially interferes with the orderly operation of the school is prohibited and may subject the student to disciplinary action and criminal prosecution.~~ |

## THREAT MANAGEMENT

An imminent threat to life or physical safety must immediately be reported to law enforcement. Pursuant to 1001.212 (12), F.S. and Rule 6A-1.0019, F.A.C., the Florida Harm Prevention and Threat Management Model must be utilized for all threat management processes. The threat management process is a systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person.

The goal of all school safety efforts is to *prevent* violence or harm to members of the school community. Threat management uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes. The process applies a non-punitive assessment to distinguish between innocuous and serious situations. The threat management process aims to intervene at the earliest stage to assist students and alter or disrupt concerning behavior for the benefit of the student and school.

## THREATS OF VIOLENCE

Students are **prohibited** from making direct or indirect threats of violence against individuals or groups. Any threat of such violence must be **reported immediately** to a teacher or school administrator. All threats of violence (oral, written, electronic/social media, or symbolic) will be reported to **law enforcement** and investigated by school officials. A student found to have made a threat of violence is subject to appropriate disciplinary consequences, up to and including; **suspension, expulsion, arrest, and prosecution.**

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| **Note:** Pursuant to Florida Statute 836.10, it is a second-degree felony for a person to communicate a written threat to do bodily harm to another person. |

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| **Note:** Pursuant to Florida Statute 790.162, it is a second-degree felony for a person to threaten to place or discharge a destructive device with the intent to do bodily harm. |

## BULLYING AND HARASSMENT

It is the policy of the Seminole County School Board that all of its students, school district employees and school district volunteers have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The School Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. Any behavior that applies to the definition for bullying or harassment should be reported to the school, and policy protocol will be followed.

Bullying means systemically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property.

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

Bullying and Harassment includes cyber stalking which means engaging 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, as defined by Florida Statute 784.048(1)(d). Cases of cyber stalking will be reported to law enforcement.

The Seminole County School Board requires that students, school district employees, and school district volunteers conduct themselves appropriately for their respective level of development and maturity and demonstrate capabilities with a proper regard for the rights and welfare of other students, school district employees and school district volunteers as otherwise set forth in School Board policies.

To review the entire Seminole County Bullying and Harassment Policy please visit the website: https//go.boarddocs.com/fl/semi/Board.nsf/Public Policy 5517.01.

### UNSUBSTANTIATED BULLYING (UBL) OR UNSUBSTANTIATED HARASSMENT (UHR)

**Note:** If after a complete investigation and follow up of a reported bullying or harassment offense, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying or harassment as listed in the Jeffrey Johnston Stand Up for all Students Act, the unsubstantiated bullying or harassment allegation will be reported to SESIR (section 1006.147, F. S.).

**Note:** A knowingly false accusation of an act of bullying or harassment and retaliation against a student for asserting or reporting bullying or harassment will result in disciplinary actions.

## HOPE SCHOLARSHIP

A student enrolled in a Florida public school in kindergarten through grade 12 who has been subjected to one of the following incidents will be provided the opportunity to transfer to another public school with capacity or enroll in an approved private school under the Hope Scholarship:

- **Battery**
- **Bullying**
- **Fighting**
- **Harassment**
- **Hazing**
- **Kidnapping**
- **Robbery**
- **Sexual Assault**
- **Sexual Battery**
- **Sexual Harassment**
- **Sexual Offenses**
- **Simple Battery**
- **Threat/Intimidation**

Incidents reported may be investigated at the district level, however, **there does not have to be substantiation on the part of the district to offer a transfer to another public school with capacity or the ability for the student to move to an eligible private school on scholarship. School district personnel in Florida have a responsibility to notify families of the Hope Scholarship Program**. For more details on the scholarship, please visit: https://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/hope/. A student who has been administratively assigned to a district alternative school or expelled from Seminole County Public Schools is not eligible to utilize the Hope Scholarship Program to transfer to another district school until the assignment or expulsion period has concluded.

## TITLE IX OVERVIEW

Pursuant to Title IX, of the Education Amendments Act of 1972 and its implementing regulations, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under and education program or activity receiving federal financial assistance.

SCPS Board Policy 2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES**

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

Not all behavior involving sexual connotations constitute sexual harassment unless it meets the Federal Title IX definitions. Title IX implementing regulations in the U.S. Department of Education's Office for Civil Rights define "sexual harassment" as conduct on the basis of sex that satisfies one or more of the following:

A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called Quid Pro Quo);

B. Unwelcome conduct, on the basis of sex, determined by a reasonable person to be so severe, AND pervasive, AND objectively offensive that it effectively denies a person equal access to the District's education program or activity;

C. "Sexual assault" which means a sexual act as defined in 20 U.S.C. 1092(f)(6)A(v) directed against a Complainant, without consent of the Complainant, including instances where the Complainant is incapable of giving consent;

D. "Dating violence" as defined in 34 U.S.C. 12291(a)(10);

E. "Domestic violence" as defined in 34 U.S.C. 12291(a)(8); which means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the Complainant;

by a person with whom the Complainant shares a child in common; by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Florida; by any other person against an adult or youth Complainant who is protected from that person's acts under domestic violence or family violence laws of Florida;

F. "Stalking" as defined in 34 U.S.C. 12291(a)(30); Which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress;

The Board prohibits sexual harassment that occurs within its education programs and activities, including all academic, educational, extracurricular, athletic, and other District programs, whether they occur in a school or at an off-campus event the District sponsors. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Details on SCPS' Title IX grievance process are contained in Board Policy 2266 -**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES, which may be accessed here: https://go.boarddocs.com/fl/semi/Board.nsf/Public**

## DISTRICT NO CONTACT CONTRACT

A no contact contract is a written acknowledgement by a student that the student will refrain from direct or indirect contact with another student(s) while on campus, except as may be necessary for academic pursuits. A no contact contract may be imposed on one or more students for any disciplinary infraction involving multiple students. A no contact contract may also be imposed when there has been no disciplinary violation proven if in staff's opinion a no contact contract will mitigate the potential for future problematic interactions between two or more students and assist in maintaining order on campus. Violations of no contact contracts may lead to further disciplinary consequences.

## TEEN DATING VIOLENCE

It is the policy of the Seminole County School Board that all of its students have an educational setting that is safe, secure, and free from dating violence or abuse of any kind. The School Board will not tolerate teen dating violence or abuse in any form. Consistent with the intent and requirements of section 1006.148, Florida statutes, dating violence by any student is prohibited.

Dating violence means violence between students who presently have, or have had, a continuing and significant relationship of a romantic or intimate nature. Violence is any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, or false imprisonment, or any criminal offense resulting in physical injury or death by a student against any other student. Additionally, these include insults coercion, social sabotage, sexual harassment, stalking, threats, and/or acts of physical or sexual abuse, abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, which may be physical, mental, or both.

The Seminole County School Board requires that students conduct themselves appropriately for their respective level of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students as set forth in School Board policies.

## JUDICIAL "NO CONTACT" ORDERS

The Department of Juvenile Justice will report to the school district all court orders in which a Seminole County student is mandated by the Department of Juvenile Justice to have "no contact" with his or her victim or victim's family members.

Upon notification by the DJJ Transition Contact, the principal or designee of the school, in conjunction with the level assistant superintendent, will determine if measures can be taken within the existing school of attendance to

ensure that the “no contact” order can be followed. If the principal or designee and the assistant superintendent feels the order cannot be accommodated, the assistant superintendent will determine how the order will be enforced.

A ”no contact” order may be issued by a circuit judge at or before the time of adjudication, withholding of adjunction, or plea of guilty or nolo contendere for the following offenses: homicide, assault, battery, culpable negligence, kidnapping, false imprisonment, luring or enticing a child custody offenses, sexual battery, lewdness and indecent exposure, abuse of children, robbery, by sudden snatching, carjacking, or home-invasion/robbery. (F.S. 1006.13)

## JUVENILE JUSTICE NOTIFICATIONS

The School District will notify the appropriate school personnel pursuant to Section 985.04(4), Florida Statutes, upon being provided with information from the state attorney or law enforcement that a child (of any age) has been charged with a felony or delinquent act that would be a felony if committed by an adult, or a crime of violence. The information obtained by the superintendent of schools will be released within 48 hours after receipt to appropriate school personnel, including the principal of the school of the child and the director of transportation. The principal will immediately notify the child's immediate classroom teachers, the child's assigned bus driver, and any other school personnel whose duties include direct supervision of the child.

## SAFE HARBOR PROVISION

A student may approach a school official or contracted personnel and turn in an object which is not allowed by the Student Conduct and Discipline Code. Unless an investigation by school officials regarding the possession of an object that is not allowed by the Student Conduct and Discipline Code has already begun, a student who approaches a school official and voluntarily turns in the object, will not receive discipline. An investigation is deemed to have begun when a school official or contracted personnel becomes aware of the object that is not allowed by the Student Conduct and Discipline Code. If applicable, the school will make arrangements with the student’s parent/guardian to pick up the object from the school.

If a student discovers illegal objects such as drugs, weapons, or other contraband on school property, including on a school bus, the student may approach a school official or contracted personnel and report the discovery. A student will not be held in violation of the Student Conduct and Discipline Code by making such a report. School officials shall adhere to policies and procedures concerning further investigation of the report.

Notwithstanding, the Safe Harbor provisions of this section, Law enforcement may be contacted for specific offenses, which may include, but are not limited to, firearms, drugs, and explosive devices. Objects not allowed by the Student Conduct and Discipline Code that are discovered during a random search are not protected by the Safe Harbor provisions set forth in this section.

## RESTROOMS AND CHANGING FACILITIES

In accordance with Florida HB 1521, all individuals on Seminole County Public Schools owned or controlled property must utilize the restroom or changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action.

## PERSONAL TECHNOLOGY AND CELL PHONE USAGE

**Personal Technology:** Due to school and safety concerns, personal technology (headphones, earbuds, and other accessories) is restricted to minimal volume, only to be heard by the user. When the user is in a common area of the school campus, one ear must remain free of the accessory at all times. Personal technology, including headphones and earbuds, is prohibited upon entry into the classroom unless permission is granted by the teacher. Exceptions to this rule may be granted by administration, faculty, or staff.

**Cell Phone Usage:**

- **Elementary Students** - Cell phones must be on silent and out of sight, as directed by the teacher, for the entire school day.

- **Secondary Students** - Cell phone usage is NOT permitted during instructional time unless directed by the teacher for educational purposes.

**Note:** In accordance with Florida Statute 1003.02, students are prohibited from accessing social media platforms on the district Internet, except when expressly directed by a teacher solely for educational purposes. Also, students are prohibited from using a wireless communication device to access the TikTok platform or any successor platform on the district Internet and **may not** communicate or promote district school organizations, clubs, teams, events or activities on the platform.

**Note:** Pursuant to Florida Statute 1006.07(2)(f), a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time. Each school principal, in collaboration with staff, will develop procedures to address violations of the personal technology policy.

Note: Students are not permitted to have any electronic devices including, but not limited to, cell phones, smart glasses, tablets, smartwatches, and cameras at any time during testing or during breaks (e.g., restroom), even if they are turned off or students do not use them. If a student is found with an electronic device or is found using Bluetooth/wireless headphones/earbuds during testing, his or her test will be invalidated.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORTING (SESIR)

The School Environmental Safety Incident Reporting (SESIR) System collects data on specific incidents of crime, violence, and disruptive behaviors. These incidents occur on school grounds, at off-campus, school-sponsored events, on school transportation, or off campus where the incident is accomplished through electronic means, if the incident substantially disrupts the educational process or orderly operation of a school. SESIR incidents occur 24 hours a day, 365 days per year. School districts are required to provide data relating to SESIR incidents to the Department of Education. SESIR incidents relate to:

Aggravated Battery
Alcohol
Arson
Burglary
Bullying
Criminal Mischief ($1,000)
Disruption on Campus-Major
Drug Sale or Distribution
Drug Use or Possession
Fighting
Grand Theft ($750)
Harassment
Hazing
Homicide
Kidnapping
Other Major Incidents
Robbery
Sexual Assault
Sexual Battery (Rape)
Sexual Harassment
Sexual Offenses – Other
Simple Battery
Threat/Intimidation
Tobacco
Trespassing
Weapons Possession

SESIR incidents must be reported regardless of whether:

1. The incident was carried out by a student, a person other than a student, school personnel, or where the person who carried out the incident is unknown;

2. The victim of the incident is a student, a person other than a student, school personnel, or where the victim is unknown;

3. The incident occurred when school was in session or not. SESIR incidents occur 365 days a year at any time of the day or night; or

4. Disciplinary action is taken by the school district and regardless of whether law enforcement action is taken.

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| **Note:** | If an e-cigarette device or a vaporizer is the means used to consume a nicotine product or an illicit drug, the infraction will be coded and reported as a SESIR incident. (Tobacco or Drug Use). |

## DEFINITIONS OF OFFENSES AND MISCONDUCT

Student conduct, which is considered to be a violation of the ***Student Conduct and Discipline Code***, 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 [**(S)** indicates a SESIR violation]. The sanctions to be imposed are then to be determined by referring to the ***Matrix of Infractions and Consequences***. Students who commit a SESIR infraction as outlined in the Student Conduct and Discipline Code may be assigned to Eugene Gregory Memorial Youth Academy.

**Aggravated Battery (S) Level I** – A battery where the attacker intentionally or knowingly causes more serious injury as defined in paragraph (8)(g) of the SESIR Rule 6A-1.0017, such as: great bodily harm, permanent disability, or permanent disfigurement, uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

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| **Note:** | Florida Statute 784.081 provides that enhanced criminal penalties be imposed on anyone who commits an assault or battery against and school employee. |

**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 (S) Level IV –** Possession, sale, purchase, distribution, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug-related.

**Arson (S) Level I –** To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.

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| **Note:** | Pursuant to Florida Statute 790.162, it is a second-degree felony for a person to threaten to place or discharge a destructive device with the intent to do bodily harm. |

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| **Note:** | Pursuant to Florida Statute 790.163, it is a second-degree felony to make a false report concerning the placement of a bomb or destructive device. |

**Burglary (S) Level II** – Unlawful Entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

**Bullying (S) Level IV** – Systemically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of

property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.

**Cheating -** 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 (including inappropriate use of Artificial Intelligence (AI) generated work) in the completion of an academic exam, test, or assignment (refer to Honor Code).

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| **Note:** | Submission of an assignment (including but not limited to exams/tests, labs, assignments, presentations, online discussions, or any other form of learning assessment) generated using Artificial Intelligence (AI) is strictly prohibited unless explicitly permitted by the teacher. Use of AI, when permitted by teacher, must be cited within the assignment. (MLA Citation Example) (APA Citation Example). Any attempt by a student to represent AI output inappropriately as his or her own work will be treated as plagiarism. |

**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** – 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, paraphernalia, vaporizers, common pocketknives (without intent) or other similar devices, and laser pointers or light pens.

**Counterfeit (S) (OMC) Level III –** Producing, knowingly using or distributing an imitation of something genuine with the intent to deceive or defraud including but not limited to counterfeit money.

**Criminal Mischief (Felony Vandalism-$1,000 threshold) (S) Level III** – Willfully and maliciously injuring or damaging, by any means, any real or personal property belonging to another, including, but not limited to the placement of graffiti thereon or other acts of vandalism thereto. Incidents that fall below the $1,000 threshold are not reportable in SESIR but instead should be reported as locally-defined incidents according to district policies.

**Destruction of Property** (under $1,000 not a SESIR violation) - See Criminal Mischief for definition.

**Disrespect -** Using words or acts that demean, degrade, antagonize, or humiliate a person or group of persons.

**Disruption on Campus – Major (S) Level III** - Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.

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

**Drug Sale or Distribution (S) Level II** - The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic or controlled substance.

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| **Note:** | Students are prohibited from distributing by sale or otherwise any drug, narcotic, controlled substance or any substance that is represented to be, represented to contain, mimics or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, intoxicant, or controlled substance of any kind under the law of Florida or federal law while on a school campus, a school bus, at a school or School Board sponsored function, or while at any School Board facility or on property owned or utilized by the School Board. A substance includes, but is not limited to, anything 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 analog of a controlled substance. |

**Drug Use or Possession (S) Level III** - The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

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| **Note:** | Pursuant to State Board Rule 6A-1.0017(8)(h), F.A.C., All SESIR incidents that involve the use of non-combustible vaping products, including electronic cigarettes, vapes and vape pens or any electronic nicotine delivery system (ENDS) are required to be reported as Vaping-related if the liquid used contains nicotine or a controlled substance. Schools are not required to test for nicotine or drugs in vaping devices. |

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| **Note:** | Students are prohibited from possessing or being under the influence of or using any drug, narcotic, controlled substance or any substance that is represented to be, represented to contain, mimics or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, intoxicant, or controlled substance of any kind under the law of Florida or federal law while on a school campus, a school bus, at a school or School Board sponsored function, or while at any School Board facility or on property owned or utilized by the School Board. Substance includes, but is not limited to, anything 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 analog of a controlled substance. |

**Electronic Device Misuse -** Disruptive and inappropriate exposure/use of cell phones, text messaging, web access, digital cameras, smart glasses, and similar communication/smart devices during the instructional day or video recording another person in any manner that would violate the law. 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 unauthorized and prohibited activities include, but are not limited to: violating the Acceptable Use Policy for Creating Digital Citizens (SBSC Policy 7540.03) 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, accessing pornographic sites, or sites advocating hate or violence.

Except as authorized by a teacher, administrator, or IEP Team, students are prohibited from using Wireless Communication Devices (WCDs) during the school day, including while off-campus on a field trip, to capture, record, or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person. Using a WCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school day and/or until a parent/guardian picks it up and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity, the confiscated WCD may be turned over to law enforcement. The prohibitions herein also include using a WCD or any other device to covertly listen-in or make a recording (audio or video) of any meeting or activity in school. This includes placing a WCD or other device with one- or two-way audio and video communication technology (i.e., technology that allows a person to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or other property of the student or on the student's person without express written consent from an administrator, IEP Team, or Section 504 Team. (SCSB Policy 5136)

**Extortion (S) (OMC) Level III** - Using 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/Saturday School** - Failure to attend 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.

**Fighting (S) Level III -** When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid, or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.

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

**Forgery (S) (OMC) Level III** – 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 a staff member, or producing or possessing any false document, item, or record represented to be an authentic school, document, item, or record.

**Gambling (S) (OMC) Level III** - Any participation in games or activities with a resulting chance for money or items of a 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.

**Grand Theft ($750 Threshold) Level III -** The unauthorized taking of the property of another person or organization, including motor vehicles, valued at $750 or more, without threat, violence, or bodily harm. Incidents that fall below the $750 threshold are not reportable in SESIR, but instead should be reported as locally defined incidents according to district policies. Thefts of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery.

**Harassment (S) Level IV** – Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.

**Hate Crime -** An act or acts that indicate prejudice based on race, religion, ethnicity, color ancestry, sexual orientation, or national origin, political beliefs, marital status, age, social and family background, linguistic preference, or mental/physical disability.

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

**Homicide (S) Level I –** The unjustified killing of one human being by another.

**Horseplay -** Engaging in a 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 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. (Includes pictures or images generated by Artificial Intelligence (AI).

**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 -** The refusal or failure to follow a directive or order from a school staff member, bus driver, or any other adult in authority at school. This includes a student entering the bathroom or changing room not correlating with their biological sex at birth and refusing to exit when directed to do so by a school authority.

**Kidnapping (S) Level I –** Forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

**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.

**Minor Theft** – Knowingly obtaining, possessing, selling, using, disposing of or attempting to obtain, possess, sell, use, or dispose of the property of another with the intent to temporarily or permanently deprive any 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. A SESIR violation occurs if the theft/larceny is $750 and over (see Grand Theft for definition).

**No Contact Contract Violation -** Failure of a student to comply with the provisions of a No Contact Contract (SCPS Form 1490) with the school.

**Off Campus Felony -** The notification of the formal charges of a student for an 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.

**Other Major (OMC) (S) Level III** - Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate Related element (such as Drug-related or Weapon-related) and incident involvement must be reported as unknown.

**Robbery (S) Level II –** The taking or attempted taking of money or property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.

**Sexting -** The taking, disseminating, transferring, air dropping, or sharing of obscene pornographic, lewd, or otherwise illegal images, ~~or~~ videos, or photographs, where 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~~ videos or photographs will be reported to law enforcement and/or other appropriate state or federal agencies which may result in arrest and prosecution. (Includes pictures or images generated by Artificial Intelligence (AI).

**Sexual Assault (S) – Level II** – An incident that includes fondling, indecent liberties, child molestation, or threatened rape. Both males and females can be victims of sexual assault.

**Sexual Battery (Rape) (S) Level I -** Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.

**Sexual Harassment (S) Level III -** Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal and nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, or non-employee third parties.

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

**Simple Battery (S) Level II -** An actual and intentional touching or striking of another person against his or her will, or the intentional causing of bodily harm to an individual.

**Skipping Class -** Not reporting to or leaving an assigned class, activity, or area without receiving proper approval by following the established procedures for checking out of class.

**Skipping School –** Not reporting to school or leaving the school grounds without receiving proper approval by following the established procedures for checking out of school.

**Tardy –** Late arrival to school or to a class.

**Teasing (unwanted)** – Making fun of, mocking, or attempting to provoke or irritate; saying or doing something in order to have fun by annoying another; provoking behavior and/or persistent annoyances that does not rise to the level of the definition of bullying or harassment.

**Threat/Intimidation (S) Level III** – An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically, or through any other means.

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| **Note:** | Pursuant to Florida Statute 836.10 it is a second-degree felony for a person to communicate a written threat to do bodily harm to another person. |

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

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| **Note:** | Pursuant to Florida Statute 569.11 it is unlawful for anyone under the age of 21 to be in possession of tobacco products. Monetary fines, community services, and revocation of driving privileges may be imposed for a violation of this law. |

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| **Note:** | Pursuant to Florida Statute 386.212 it is unlawful for any person less than 21 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. |

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| **Note:** | Pursuant to State Board Rule 6A-1.0017(8)(h), F.A.C., All SESIR incidents that involve the use of non-combustible vaping products, including electronic cigarettes, vapes and vape pens, or any electronic nicotine delivery system (ENDS) are required to be reported as Vaping-related if the liquid used contains nicotine or a controlled substance. Schools are not required to test for nicotine or drugs in vaping devices. |

**Trespassing (S) Level III -** To enter or remain on school grounds, school transportation, or any school-sponsored event, without authorization or invitation and with no lawful purpose for entry. Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-

student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespass are required to be reported in SESIR. Trespass incidents that did not have a prior official warning, did not result in arrest, or did not involve students under suspension or expulsion should be reported as locally defined incidents according to district policies.

**Unauthorized Area** - 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 -** 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 defined in School Board 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.

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

**Weapons Possession (S) Level II –** Possession of a firearm or weapon as defined by Section 790.001 and, F.S., that can inflict serious harm on another person, or that can place a person in reasonable fear of serious harm.

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| **Note:** | School administrators should refer to the Seminole County Discipline Procedures Manual for reporting requirements. |

**Zero Tolerance (S) -** As herein defined and as defined to School Board policy.

## VIOLATIONS OF LAW

Students are subject to arrest and prosecution for committing violations of the *Student Conduct and Discipline Code,* which are also determined to be violations of law. School resource officers and other law enforcement officers have the power and authority to conduct investigations independent of those conducted by school personnel for the same offense. Furthermore, the sanctions imposed by the school district for misconduct are separate and distinct from the consequences that may be imposed following the arrest and prosecution of a student for a violation of the law originating from the same offense. School personnel will make every effort to contact parents when a student is arrested.

## ZERO TOLERANCE

The School Board has zero tolerance for conduct that poses a threat to school safety. Zero tolerance policies must apply equally to all students and are not intended to be rigorously applied to petty acts of misconduct.

**Recommendation for Expulsion Required:** Students who are determined by the School Board to have committed one of the following violations as defined by Florida law or this code while on School Board owned, operated, or maintained property (including a school bus or other school or School Board vehicle, or while at a school/School Board sponsored activity (whether on or off a school site, or School Board owned, operated, or maintained property).

1) Shall be **recommended for** expulsion from all Seminole County public schools for not less than one year: Bringing or possessing a firearm or weapon, as defined in Chapter 790 Fla. Stat., to school, to any school function, or onto any school-sponsored transportation.

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| **Note:** | For the purposes of zero tolerance, "weapon" means any dirk, knife, metallic knuckles, slingshot, billy club, tear gas gun, electronic weapon or device (taser), chemical weapon or device, or other deadly weapon except a common pocketknife, plastic knife or blunt-bladed table knife.<br><br>"Firearm" means any weapon (including starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun. The term firearm does not include an antique firearm unless the antique firearm is used in the commission of a crime. |

2) Making a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving a school or school personnel's property, school transportation, or a school sponsored activity.

Upon recommendation by the Superintendent, the School Board may assign students who are determined to have committed any of the above offenses to an alternative assignment under such terms and conditions as determined by the School Board in lieu of expulsion. If a student committing any zero tolerance offenses is a student who has a disability, the School Board shall comply with applicable State Board of Education rules.

Any student found to have committed a violation of SS. 784.011(1), (2), or (3) shall be expelled or shall be placed in the district alternative school or other alternative program as deemed appropriate. Upon being charged with an offense under SS. 784.011(1), (2), or (3), the student shall be immediately removed from his or her school of regular attendance and placed in the district alternative school, or other alternative program as deemed appropriate and as required by SS.1006.13(4).

**Acts that Pose a Threat to School Safety:** Those acts that pose a threat to school safety include, but are not limited to:

(a) possession of firearms or other weapons
(b) placing, discharging, or throwing an explosive item or noxious substance or making threats to do so
(c) arson
(d) felony assault
(e) threats of unsafe and potentially harmful, dangerous, violent, or criminal activities

**Petty Act of Misconduct Defined:** Petty acts of misconduct that are not a threat to school safety do not require consultation with law enforcement. The following are typically considered petty acts of misconduct, although each act must be examined on a case-by-case basis to determine whether or not the act constitutes a threat to school safety requiring consultation with law enforcement:

(a) disorderly conduct
(b) disrupting a school function
(c) simple assault or battery
(d) verbal abuse or use of profanity
(e) cheating
(f) theft of less than $300, trespassing, and vandalism of less than $1,000
(g) possession or use of tobacco
(h) any other active deemed as petty misconduct by the Superintendent or his designee

**Review of Disciplinary Action Imposed:** Each student has the opportunity for a review of the disciplinary action imposed. Please turn to the Involuntary Transfer of Students section on page 17 for those procedures. Please turn to the Expulsion section beginning on page 24 for those procedures.

**Reporting to Law Enforcement:** The District shall enter into agreements with local law enforcement specifying procedures so that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.

**Threat Management Team Consultation:** Pursuant to 1006.13(2)(f), Fla. Stat. the threat management team is required to consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety.

**Minimization of Victimization:** The principal shall notify all school personnel as to their responsibility regarding incident reporting, that acts which pose a threat to school safety, and crimes are properly reported to the principal, and that the disposition of the incident is properly documented.

## TOBACCO VIOLATIONS AND CIVIL PENALTIES

Florida statute 569.12 authorizes school officials to be designated as Tobacco Product Enforcement Officers and authorizes them to issue civil citations that are filed with the Clerk of the Court for the Circuit Court of the 18th Judicial Circuit in Seminole County, Florida. Students found to be guilty of a tobacco violation (FS 386.212 or FS 569.11) are subject to penalties that include monetary fines, community service, and revocation of driving privileges in addition to discipline sanctions as provided by this code.

## SUSPENSION OR DELAY OF DRIVING PRIVILEGES

Florida law authorizes the *Department of Highway Safety and Motor Vehicles* to suspend the driver's license or delay the issuance of a driver's license to anyone if they:

1. are convicted of the possession sale for conspiracy to possess a controlled substance *(FS 322.055).*
2. are less than 21 years of age and misrepresent his/her age or the age of any other person for the purpose of obtaining alcoholic beverages *(FS 322.069).*
3. are less than 21 years of age and are in possession of alcoholic beverages. *(FS 322.069).*
4. are less than 21years of age and mispresent his/her age with the purpose of obtaining tobacco products and failed to complete the penalties imposed by the court *(FS 322.069).*
5. are less than 21years of age and are in possession of tobacco or smoking tobacco on school property or within 1,000 ft. of a public school and fail to complete the penalties imposed by the court *(FS 322.069).*
6. are less than 18 years of age and accumulate 15 unexcused absences in any 90-day period during the school year *(FS 322.091).*
7. are less than 18 years of age and drop out of school. *(FS 322.091).*
8. are expelled from public school *(FS 322.091) and not otherwise in attendance as required by law.*

## STUDENT ATTENDANCE

Regular attendance provides students the opportunity to acquire specific skills and meet course goals and objectives that may not otherwise be possible if not in attendance. Many integral learning activities, including class discussions, laboratory experiments, field trips, direct instruction, and guest speakers cannot be simulated or replicated with bookwork. Therefore, the Seminole County Public Schools has adopted *attendance policies* for elementary, middle, and high schools to encourage honest, accurate, and consistent adherence by all students, parents, teachers, and administrators. These policies outline what qualifies as an excused absence and unexcused absence and provide guidelines for the make-up of work missed due to an absence.

Florida Statute 1003.21 establishes that regular school attendance is required of **ALL** students enrolled in public school. This statute also points out that only those students who have attained the age of 16 years and have filed a formal declaration of intent to terminate school enrollment are not subject to compulsory school attendance laws. The declaration to terminate school enrollment must be signed by both the student and the student's parent. This declaration requires the student and parent to acknowledge that terminating enrollment is likely to reduce the student's earning potential or career opportunities in the future.

Parents are responsible for the attendance of their children within the compulsory attendance age (Florida Statute 1003.24). Whenever a student of compulsory school attendance age is absent without the permission of the person in charge of the school, the parents of the student must, as soon as practical after learning of the absence, report and explain the cause of such absence to the appropriate school personnel.

Florida Statute 1003.27 provides that a parent or legal guardian who refuses or fails to have a child under his or her control attend school regularly, is subject to the charge of a second-degree misdemeanor, punishable as provided by law. A student who accumulates 15 or more unexcused absences within 90 days with or without the knowledge or consult of the student's parent shall be classified as a habitual truant. If a student becomes a habitual truant, the school administration shall refer matters to the Legal Services Department. Thereafter, the Superintendent may file a truancy petition with the Circuit Court. The Superintendent also may choose to refer truancy matters to the State Attorney's Office for criminal prosecution of the parent.

Students who are married and students who are pregnant shall not be prohibited from attending school. These students and students who are parents shall receive the same educational instruction, or its equivalent, as other students, but may voluntarily be assigned to a class or program suited to their special needs. Consistent with Florida statute 1003.54, pregnant or parenting teens shall be entitled to participate in a teenage parent program. Pregnant students may attend alternative education programs or adult education programs, provided that the curriculum allows the student to continue to work toward a high school diploma.

**Note:** **ALL** students who do not attend school or who leave school without permission are subject to being detained by a local law enforcement officer and transported to the **Seminole Truancy Alternatives for Youth** (S.T.A.Y.) **Center** where they must remain until released directly into the custody of a parent or guardian.

## ADMINISTERING STUDENT MEDICATION POLICY

Medication which is prescribed by a licensed health care provider with prescriptive authority may be administered to the student or self-administered by the student (when permitted) during the school day, including any occasion when the student is away from school property on official school business.

Prescription, non-prescription, and over-the-counter medication must be administered in accordance with the district policy for Administering Medication to Students.

All medication to be administered by school personnel or self-administered by a student will require completion of the appropriate authorization form.

## ELECTRONIC RESOURCES ACCESS AND CONTROL

The *Student Technology Acceptable Use and Safety Policy (AUP) (SBSC Policy 7540.03)* provides, among other things, that the use of the district network, the Internet and other electronic resources relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a student user violates any of the provisions, his/her access account be terminated, and future access will be denied. In addition, appropriate disciplinary actions will be taken which may include suspension, expulsion, or referral to law enforcement.

1. Usage
   a) The use of the account must comply with the educational goals and policies of SCPS.
   b) Use of any other network or computer resources must be consistent with the rules appropriate to that network. This includes but is not limited to laws and regulations regarding:

      (1) copyright material;
      (2) threatening, obscene, or profane materials;
      (3) material protected by trade secret.

2. The following are prohibited:
   a) Use of another individual's account or providing individual account information to another person.
   b) Use of the network for financial gain or for political or commercial activity.
   c) The attempt to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.
   d) The attempt for actual action to access, modify, harm, or destroy another user's data on the SCPS network.
   e) Harassing, insulting, or attacking others via network communication.

f) Accessing social media platforms through the use of the district Internet accesses, except when expressly directed by a teacher solely for educational purposes.
g) Accessing or using the TikTok platform or any successor platform on district-owed or issued devices, over the district Internet access or use as a platform to communicate or promote any district school-sponsored activity or event, or any district school related organization, club or team.

For additional information refer to School Board Policy 5136 – Wireless Communication Devices

3. Privileges
The use of electronic networks is a privilege. Inappropriate use will result in cancellation of that privilege and referral for disciplinary/legal action. Administrators will decide if usage is appropriate, and their decision is final.

4. Security
When a student identifies a security problem, he/she must notify a teacher, media specialist, or system administrator immediately, not show or identify the problem to others.

## INVOLUNTARY TRANSFER OF STUDENTS

The Superintendent/Superintendent's designee may involuntarily transfer a student to a school or alternative program other than the student's zoned school when such placement is determined to further the interest of the School Board in maintaining a safe, orderly, and purposeful learning environment. A student who is repeatedly disruptive or who poses a threat to the health, safety, or welfare of others may be involuntarily assigned to an alternative program or school.

The School Board may, instead of an expulsion, assign a student to a school or an alternative program other than the student's zoned school when the recommendation of expulsion is a mandatory consequence for the violation of the Student Conduct and Discipline Code.

Students who have been suspended, expelled, or administratively assigned to the district alternative school or other alternative program are prohibited from coming on any district school campus, participating in any extracurricular event, or attending any event or activity sponsored by a school or the School Board for the duration of their suspension, expulsion, or disciplinary assignment, regardless of whether the assignment is an administrative assignment by the Superintendent/Superintendent's designee for an assignment in lieu of expulsion by the School Board. Students who violate this prohibition shall be deemed trespassers.

Students who are administratively assigned to a school other than their zoned school for violations of the *Student Conduct and Discipline Code*, or as the result of the imposition of a no contact order may only participate in activities or events at their assigned school, except as otherwise limited or prohibited by the Citizenship Standards for participation in school sponsored extracurricular activities.

A student who is administratively assigned to an alternative disciplinary school or program or a school other than the student's zoned school may request a review of the assignment by the School Board Hearing Officer. The assignment shall, however, be effective upon the termination of any suspension or if there is no suspension, immediately upon being made. Upon review, the School Board may take such action, as it deems appropriate.

**Note:** State Board Rule 6A-1.0404 authorizes the use of a student's juvenile justice information and criminal record in conjunction with other relevant information for the purpose of reviewing a student's educational placement and need for services, and to protect the safety of other students and school personnel.

## REVOCATION OF VOLUNTARY TRANSFER

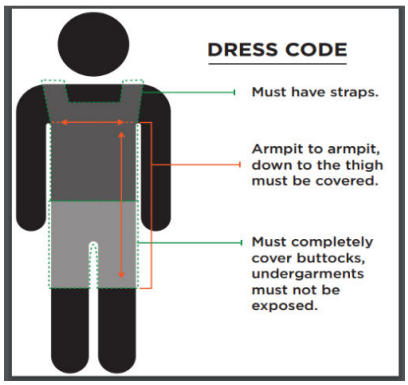
The voluntary transfer of a student from one school to another, pursuant to SBSC Policy 5120, may be revoked and the student returned to his/her zoned school of attendance if tardiness, unexcused absences, or behavior/discipline problems develop at the receiving school.

## STUDENT APPEARANCE AND DRESS CODE

Seminole County Public Schools' dress code policy is intended to create a safe, orderly, professional atmosphere for all students regardless of gender, race, nationality, ethnicity, body type, socioeconomic circumstances, culture, or religion. This policy intends to ensure access to a safe, equitable education. Responsibility for the dress and appearance of students enrolled in the Seminole County Public Schools primarily rests with parents and the students. Some student apparel, however, may not be appropriate to wear to school, even though that same apparel may be appropriate to wear in other settings. The standards of appearance for students shall ensure that students are clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment. It is the responsibility of the principal to see that the dress appearance of any student shall not be extreme, to the point of creating a disturbance, or is hazardous to self, others, or school property, whether or not the specific case is covered by the information below.

The principal or principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following minimal guidelines for the appearance and dress of **ALL** students:




- **Clothing Coverage:** Clothing must fully cover areas from one armpit to the other armpit, down to the thigh. Lower garments must completely cover the buttocks at all times. All tops must have shoulder straps, be long enough to cover the waistline, and must not expose the midriff or undergarments at any time. (See the diagram above for reference).

- **Transparent Clothing**: See-through or mesh garments must be worn with clothing over or under it and must meet the standard for clothing coverage (see the diagram above for reference).

- **Accessories:** Clothing, Jewelry, or accessories shall not convey messages that are: crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, or promote alcohol, drugs, or tobacco. Jewelry or accessories that pose a safety concern for the students or others are not permitted. The use of blankets or throws as outer garments or body coverings is not permitted.

- **Head:** Headwear must not impede the ability to see the student's face for identification purposes. Face coverings may be worn for medical, health, safety, and preventative measures only. Exceptions will be made for religious practice and/or school related events. Sunglasses are permitted to be worn on campus but must be removed upon entering all school buildings/classrooms.

- **Footwear**: All students shall wear shoes/footwear. Students must wear shoes that are safe and appropriate for the learning environment. Students must wear athletic shoes in all PE classes and/or outdoor activities. Students may be required to wear certain footwear for specific courses (for example: culinary, CTE, band, etc.) to ensure safety.

- ~~**Personal Technology:** Due to school and safety concerns, personal technology (headphones, earbuds, and other accessories) is restricted to minimal volume, only to be heard by the user. When the user is in a common area of the school campus, one ear must remain free of the accessory at all times. Personal technology, including headphones and earbuds, is prohibited upon entry into the classroom unless permission is granted by the teacher. Exceptions to this rule may be granted by administration, faculty, or staff.~~

~~**Note:** Pursuant to Florida Statute 1006.07(2)(f), a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time. Each school principal, in collaboration with staff, will develop procedures to address violations of the~~

~~**Note:** In accordance with Florida Statute 1003.02, students are prohibited from accessing social media platforms on the district Internet, except when expressly directed by a teacher solely for educational purposes. Also, students are prohibited from using a wireless communication device to access the TikTok platform or any successor platform on the district Internet and **may not** communicate or promote district school organizations, clubs, teams, events or activities on the platform.~~

- **Application/Exceptions**: The dress code guidelines shall apply to all school days and ALL school activities (for example: sporting events, dances, field trips, and graduations). The principal or principal's designee may make exceptions to the dress code for special school events.

*All schools have the option of adopting a standard dress code (uniform) when developed and agreed upon in collaboration with their School Advisory Council. Schools that adopt a standard dress code should include the following: Colored shirts sleeves, khaki or dark pants/shorts/skorts, defined shirt colors (e.g., school colors).*

**Note:** Consequences for wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment:

**1.** For the first offense, a student shall be given a verbal warning, and the school principal/designee shall call the student's parent or guardian.

**2.** For the second offense, the student shall receive a detention, or its equivalent, and the school principal/designee shall call the student's parent or guardian.

**3.** For the third offense, the student shall receive a Saturday School, or its equivalent and the school principal/designee shall call the student's parent or guardian.

**4.** For the fourth or subsequent offense, the student shall receive an in-school suspension, or its equivalent, pursuant to s.1003.014 (5) for a period not to exceed three (3) days.

## RULES OF CONDUCT – TRANSPORTATION

Florida Statute 1006.10 gives school bus drivers the authority to monitor and control the behavior of students when they are on a school bus, when they are being transported to and from school or school functions at public expense, or when a school bus is present at a bus stop.

**Video Cameras on Buses:** Video cameras with audio recording capability have been installed on all Seminole County Public School Buses. Students may be filmed at any time during their ride. The ~~tapes~~ recordings may be utilized to determine violations of the Student Conduct and Discipline Code. Violations of these standards, the *Student Conduct and Discipline Code*, or any action or behavior by a student(s) to distract the driver substantially

and causes or has the potential to cause a safety hazard on a moving bus, or while stationary, may be the basis for suspension from bus/school and/or expulsion of bus riding privileges.

**Standards of Conduct for Riding a School Bus:** Student conduct that distracts the driver, endangers the health and safety of other students, or demonstrates a willful disregard for posted transportation rules shall be reported to the principal or principal's designee.

The following rules of conduct apply to students when the bus is present at the bus stop and when they are being transported on a school bus:

1. Students must be the bus stop on time. The bus driver cannot wait for those who are tardy.
2. Students are to stand at least five (5) feet off the roadway at all times while waiting for the bus.
3. A student's parents have responsibility for the control and direction of the student at the bus stop.
4. Students must ride their assigned buses and cannot board or depart the bus at any stop other than their regular stop, unless authorized by the principal/designee.
5. Students are to enter the bus in orderly manner and sit in an assigned seat if divided by the bus driver or by the school administration.
6. Students must obey their driver, monitors, and chaperones at all times and follow the posted rules of conduct while riding the school bus.
7. Students are to remain seated, facing forward at all times when the bus is moving. All portions of a student's body are to remain inside the bus. Students are required to wear seat belts in buses equipped with passenger restraint systems.
8. Eating or drinking is not permitted on the bus.
9. Glass or breakable containers are not permitted on the bus.
10. Reptiles, insects, animals, or marine life are not permitted to be transported on the bus.
11. Absolute silence is required of students at railroad crossings.
12. Bulky or objectional projects, including musical instruments, that cannot be held in the student's lap are not permitted on the bus. No objects may block the aisles or emergency exits.
13. No items are to be thrown or propelled out of the bus windows. (Behavior that violates this rule/exception may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.
14. Littering, throwing, or propelling of objects inside the bus is not permitted.
15. Defacing or vandalizing a school bus is forbidden. Restitution will be required.
16. Profanity, obscene language, offensive gestures, or offensive materials of any nature are not permitted on the bus.
17. Posters or signs are not to be displayed from the bus.
18. After disembarking, those students who must cross the road shall cross approximately twelve (12) feet in front of the stopped bus.

**Bus Probation:** Violation of transportation policies, rules, or standards of conduct committed while on the school bus may be grounds for placing a student on probationary status for an indefinite period of time. Violation of the conditions of probation is grounds for bus suspension, or other sanctions, up to and including, out-of-school suspension and expulsion if warranted.

**Bus Suspension**: Violation of transportation policies, rules or standards of conduct committed while on the school bus may be grounds for suspension of bus riding privileges for a period of time not to exceed ten (10) school days per occurrence. However, the consequences for such violations are **not limited** to the suspension of bus riding privileges. Other sanctions, up to and including, out-of-school suspension and expulsion may be imposed if warranted.

**Bus Expulsion:** Repeated violation, or a single serious violation, of transportation policies, rules or standards of conduct **committed** while on the school bus may be grounds for the revocation of a student's bus riding privileges by the principal for a period of time up to the remainder of the school year, the intervening summer school, and the following school year. However, the consequences for such violations **are not limited** to revocation of bus riding privileges. Other sanctions, up to and including out-of-school suspension and expulsion from school may be imposed if warranted.

## PARKING ON CAMPUS

The parking of a student's vehicle on campus is a privilege that is granted by the School Board that may be conditional upon the purchase of a parking decal from the school of attendance. Students parking vehicles on campus without authorization or who repeatedly violate campus-parking rules may have their parking decal revoked and/or their vehicle towed at the owner's expense. The presence of a vehicle on School Board property pursuant to a parking decal is deemed to be consent by the student to a search of the vehicle. Each student who parks a vehicle on a school campus pursuant to a parking decal 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.

Vehicles parked on School Board property (without an appropriate authorized parking decal) 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.

**SCPS Consequences for Parking Violations** (Including students/vehicles that have not obtained a parking permit decal.):

1st Offense – Warning (Parent Communication)

2nd Offense – Student Discipline Referral with Saturday School or Equivalent

3rd Offense – Student Discipline Referral & Suspension or Revocation of Parking Permit/Privileges (Vehicle may be subject to being towed at the user's/owner's expense.)

## SUSPENSION

Suspension is the temporary removal of a student from a class, all classes, or from a student's zoned school and all district schools and school or school board sponsored activities, except as authorized by a student's principal for a prescribed period of time, not to exceed ten (10) school days at any one time.

When a student is suspended, the principal or the principal's designee shall make a good faith effort to inform a student's parent(s) *immediately* by telephone of the student's suspension and the reasons for the suspension. The reasons for the suspension shall be reported in writing within *24 hours* to the student's parents by U.S. mail or in person.

Except when taken into custody by law enforcement officials, the student will be remanded to the custody of the parent with specific homework assignments for the student to complete.

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| **Note:** | Florida Statute 1006.09 provides that no student may be suspended out-of-school for unexcused tardies, lateness, absences, or truancy. |

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| **Note:** | Only a principal or the principal's designee may suspend a student. |

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| **Note:** | Upon issuance of an in-school or out-of-school suspension, the parent/guardian will receive an electronic notification via the Skyward Family Access portal. |

**Student Excluded from School and School Activities:** Throughout the duration of an out-of-school suspension, the student may not come onto School Board owned property. The student is also prohibited from attending athletic events, extracurricular activities, or any other school related functions until the suspension is completed.

**Parent Notification**: When a student is suspended, the principal or the principal's designee shall make a good faith effort to inform the student's parent or guardian immediately by telephone of the reason(s) for the student's suspension. When telephone contact is made with the parent, then a copy of the suspension papers related to the offense shall be mailed within 24 hours. Following a conference, a copy of the suspension papers may be given

directly to the parent. If the principal or the principal's designee is unable to contact the parent, then the suspension papers related to the offense shall be sent by certified mail to the parent's most current address on record at the school.

**Guidelines for Suspensions**: The principal or the principal's designee may suspend a student for a period of time not to exceed ten (10) school days at any one time. Before a suspension is imposed on a student, except in emergencies, the student shall be provided an:

1. explanation of which provision(s) of the Student Conduct and Discipline Code was/were violated;
2. explanation of the specific conduct that constituted the violation(s);
3. explanation of the factual basis for the suspension;
4. opportunity to present his/her version of the offense;
5. opportunity to identify witnesses who support the student's version of the offense, and the identified students will be interviews by the disciplining administrator;
6. explanation of the rationale for the suspension.

**Note:** A suspension conference is not a formal legal proceeding and is not required to be conducted in accordance with rules of procedure normally associated with an administrative heading under ss.120.57, Florida Stat. or a court proceeding. Students do not have the right to cross-examine witnesses or to have legal representation at a suspension conference. However, if the conduct underlying a suspension results in a recommendation for expulsion, the student shall be entitled to the full procedural safeguards associated with an expulsion.

**Immediate Suspension:** The principal may immediately suspend a student out-of-school if he/she has committed any of the following acts:

1. physically assaulting another individual;
2. engaging in behavior, posing an immediate danger to students or staff members; or
3. creating an immediate disruption of the orderly operation of the school.

**Note:** Before a student is suspended immediately from school, the student shall be given either oral or written notice of the allegation(s), an explanation of the allegation(s), and an opportunity to explain his/her version of the offense.

**Provision for Academic Make-Up Work**: Students are permitted to make up, for full credit, any academic work missed during the term of a student's first or second out-of-school suspension. Missed class assignments, homework, quizzes, tests, and exams shall be made-up in a timely manner for the student to receive full credit. However, the absences will be coded as a suspension.

**Note:** It is the student's responsibility to make specific arrangements with each teacher for completing make-up work. At a minimum, the student shall have the number of days he/she was absent to complete and hand in make-up work for credit. A zero will be assigned for any work not made up in a timely manner.

**Extension of the Duration of Out-of-School Suspension:** Florida Statute 1006.08 permits the Superintendent to extend a suspension beyond ten (10) school days if such suspension expires before the next regular or special school board meeting following the tenth day of a suspension if the student is being recommended for expulsion. Alternatively, the Superintendent or the superintendent's designee may assign a student to the district alternative school or other alternative program pending the completion of any expulsion hearing and entry of any final order of expulsion by the School Board.

**Suspension for Criminal/Delinquent Acts Occurring Off Campus**: The Florida Legislature has authorized indefinite suspension and expulsion of students who engage in criminal/delinquent acts off-campus which cause the student's presence on campus to be disruptive to the maintenance of good order and discipline at school. Florida Statute 1006.09 permits the principal to initiate suspension proceedings against any student who is formally charged by a proper prosecuting attorney with a felony, or with a delinquent act which would be a felony if committed by an adult, for an offense that allegedly occurred on property other than that owned by Seminole County Public Schools.

Upon receipt of notice that a student has been formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, the principal shall conduct a suspension conference for the purpose of determining whether or not the student shall be assigned to the Eugene Gregory/Consequence Alternative Unit pending court determination of whether the student did or did not commit such an act, or dismissal of the charges by the court or prosecuting attorney. The alternative assignment may be implemented upon receipt of notice of the filing of formal charges (Petition for Delinquency in Juvenile Court, Information or Indictment in the Circuit Court or Indictment in the U.S. District Court) pending conduct of the required due process conference and statutory determination that the alternative placement shall continue pending the outcome of the formal charges. All proceedings under this provision shall comply with Fla. Admin. Code R. 6A-1.0956.

Fla. Admin. Code R. 6A-10956 requires that, the principal shall:

1. Immediately notify, in writing, the student and the parent(s) of the specific charge(s) against the student and of their right to a suspension conference at the school.

2. Provide a notice of a suspension conference stipulating a date for the hearing which shall not be less than two (2) school days and no more than five (5) school days from the postmarked date, or delivery, of the notification. The notification must advise the parent of the conditions under which a waiver of suspension may be granted.

3. Pending such conference, the student may be **temporarily assigned** to the Eugene Gregory/Consequence Alternative Unit if the principal is concerned that the presence of the student on campus will have a disruptive influence on the orderly operation of the school.

4. Conduct a school site conference that may be attended by the student, the parent(s), the student's representative or counsel, and any witnesses requested by the student or the principal.

5. Allow the student to speak in his/her own behalf, present evidence indicating his/her eligibility for a waiver of disciplinary action and be questioned regarding his/her testimony.

6. Make a determination as to whether the presence of the student on campus would have an adverse impact on the educational program, discipline, or welfare of the school.

7. Provide the student and the parent with written notification of the decision as to whether or not the student will be **indefinitely assigned** to the Eugene Gregory/Consequence Alternative Unit pending the legal resolution of the formal charge.

8. Make provisions for the delivery of educational services to the student during the time of suspension (assignment to the Eugene Gregory/Consequence Alternative Unit).

Upon a judicial determination that the student committed the act or acts with which he/she is charged, the principal/superintendent may administratively assign the student to Eugene Gregory Memorial Youth Academy for a period of time not to exceed the remainder of the current term and one (1) additional year from the time of adjudication or recommend to the school board that the student be expelled. The School Board may only expel the student for the maximum time permitted by a law.

*****Suspension of Exceptional Education Students:** The required due process guidelines for suspension of students with a disability or otherwise entitled to be treated as a student with a disability under 20 U.S.C. §1415, §1003.57, Fla. Stat., are set forth in Fla. Admin. Code Rule 6A-6.03312 (IDEA) and in the *Exceptional Student Education Policies and Procedures (SP&P).*

*****Suspension of Students with a Section 504 Plan or Subject to Be Treated As a Student With a Disability Under Section 504:** The required due process guidelines for suspension of students with a disability or students otherwise entitled to be treated as a student with a disability under § 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 795 are set forth in the *Seminole County Public Schools Policies and Procedures for Implementation of Section 504 Handbook.*

***** Previous Student Assignment to a District Alternative School**: Students who have previously been assigned to a District Alternative School and have committed an infraction outlined in the Student Conduct and

Discipline Code that results in an alternative assignment may, with the approval of the Director of Alternative Programs, be assigned to the Eugene Gregory Memorial Youth Academy.

**In-School Suspension:** In-School Suspension is an alternative to out-of-school suspension that prevents a student from attending all or some classes for up to the (10) school days at one time. During the period of an In-School Suspension, the student is assigned to a self-contained alternative classroom.

## DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board shall abide by Federal and State Laws regarding suspension, expulsion, alternative placement, and discipline of students with disabilities (SWD). A student with a disability (SWD) is any Exceptional Student Education (ESE) student, non-inclusive of Gifted only students, or a student with a 504 plan. Students who are suspected to have a disability are also protected as described below.

In accordance with the Individuals with Disabilities Education Act (IDEA), students with disabilities are subject to the same disciplinary procedures as their non-disabled peers, with specific protections and considerations in place. School personnel may remove a student with a disability who violates the code of student conduct to an out-of-school suspension (OSS) or in-school suspension (ISS) for not more than 10 school days in a school year. This removal may occur to the same extent that such disciplinary action would be applied to students without disabilities and only requires a manifestation determination review (MDR) when the student reaches 10 days of out of school suspension. (Authority: 20 U.S.C. § 1415(k)(1)(B); 34 C.F.R. § 300.530(b))

The purpose of a Manifestation Determination Review (MDR) is to determine whether the conduct was caused by or had a direct and substantial relationship to the child's disability; or if the student's conduct was the direct result of the Local Education Agency's (LEA) failure to implement the student's Individual Education Plan (IEP) or 504 plan.

A Manifestation Determination Review (MDR) must be held within ten (10) school days of the infraction and any significant change to the educational placement of a SWD that is the result of a violation of the Student Code of Conduct. A significant change of placement includes any removal of more than ten (10) consecutive days, a series of removals totaling more than ten (10) or a pattern of removals based on substantially similar behaviors within a school year.

A Manifestation Determination Review (MDR) will be held prior to any change of educational placement or disciplinary reassignment for all SWD. If the behavior of a SWD is found not to be a manifestation of their disability, then the SWD may be disciplined to the same extent as their non-disabled peers.

To the extent that the recommended discipline for a SWD (whose behavior was determined not to be a manifestation of their disability or the direct result of a failure to implement an IEP or 504 plan at an MDR) is disciplinary reassignment, then a disciplinary reassignment hearing will be afforded to the student.

Interim Alternative Education Setting (IAES)
School personnel may remove a SWD to an 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:

- Carries a weapon to or possesses a weapon at a school, on school premises, or to a school function under the jurisdiction of a state education agency or a school district.
- Knowingly possesses or uses illegal drugs or solicits the sale of a controlled substance, while at a school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district.
- 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 school district.

More serious bodily injury involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. (18 USC 1365 (h)(3))

## ADMINISTRATIVE ASSIGNMENT

A student found to have committed one or more violations of the *Student Conduct and Discipline Code*, which, according to the Discipline Matrix of the *Seminole County Public Schools Student Conduct and Discipline Code*, is punishable by an alternative placement and may be assigned by the Principal or the Principal's designee to Journeys Academy or other alternative programs as deemed appropriate for a period not to exceed two (2) school years (4 semesters). Additionally, a student who has previously been assigned to Journeys Academy and has committed an infraction outlined in the Student Conduct and Discipline Code that results in an alternative assignment may be alternatively assigned to Eugene Gregory Memorial Youth Academy with the approval of the Director of Alternative Programs. A student who commits a SESIR infraction as outlined in the Student Conduct and Discipline Code may be assigned to the Eugene Gregory Memorial Youth Academy. A student who violates his or her SCPS District Behavior Contract while assigned to Journeys Academy may be assigned to Eugene Gregory Memorial Youth Academy and the period of administrative assignment will be extended.

The Superintendent reserves the right to extend a student's administrative assignment to the district alternative school or other alternative program as deemed appropriate for a period not to exceed one additional semester if the student does not meet transition requirements. The staff will provide the student/parent with an orientation to the alternative program and the transition requirements will be provided in writing at the time of the orientation. Students assigned to an alternative school, but who fail to attend the district alternative program and enroll in school in another district, private school, home school or charter school, must apply for reentry to his/her zoned school through the Department of Alternative Programs. The student's records of school attendance, school performance and behavior will be reviewed to determine placement. The Superintendent reserves the right to reassign the student to the district alternative school or other district alternative program for up to and including the length of time of the original assignment. Any student enrolled in the Journeys Academy-Virtual School option who does not maintain adequate academic pacing or is exited from virtual school for unsatisfactory academic progress will be required to enroll in the face-to-face program and his or her period of assignment will be extended.

A student must return to the zoned school of attendance after the student has successfully completed his/her administrative assignment or expulsion and must be in regular attendance at the zoned school for a minimum of one semester (this includes all transfers and magnet students). Students who are advancing to a new academic level (rising 6th or rising 9th grade students) are eligible to apply for an approved transfer option and attend, if accepted, upon completion of his/her administrative assignment or expulsion.

## ASSIGNMENT TO ALTERNATIVE EDUCATION PROGRAMS

In accordance with s.1, Art. IX of the State Constitution, all K-12 public school students are entitled to a uniform, safe, secure, efficient, and high-quality system of education, one that allows students the opportunity to obtain a high-quality education. Students violating the Student Conduct and Discipline Code are subject to assignment to an alternative educational program or expulsion from SCPS based upon the severity and/or frequency of offense(s). (Refer to Matrices)

Alternative education program assignments are a second chance opportunity for students that violate the Student Conduct and Discipline Code to the degree that the student's actions interfere with the safe and orderly operation of the school and/or school transportation. This is an interim assignment during which the student will have the opportunity to address academic deficits, attendance concerns, and discipline infractions that interfere with the student's learning. (1003.53)

For students with an IEP, a manifestation determination review (MDR) must be held prior to placement at the alternative education programs. The alternative education programs adhere to the requirements of the student's IEP necessary for the student's continued receipt of a FAPE and access to the program.

Grades K-5:

Students assigned to the Alternative Education Program at Journeys Academy (JA) while in elementary school will be provided a second chance opportunity to get back on track in academics and behavior. Students will attend school at Journeys Academy, in the elementary classroom, every day school is in session. While in attendance, students have access to core content aligned with state standards, behavioral and mental health

resources, and intervention support. In addition, students in need of ESE services will be provided services and supports in alignment with their IEP.

While the elementary program is housed on the same campus as the secondary campus, students are maintained in a separate location and isolated away from their secondary peers. In addition, for those students that qualify, separate transportation is provided to elementary students. Students are provided with separate arrival and dismissal procedures, away from their secondary peers.

Students violating the Student Conduct and Discipline Code while attending the alternative education program are subject to an extension of their assignment for an additional semester. For any student that is struggling with the expectation for re-entry, a team meeting will be called with the family to establish a plan for success. It is the goal of Alternative Programs to work closely with students and families to set students up for a successful transition back to their zoned school.

Grades 6-12:

Students assigned to the Alternative Education Program at Journeys Academy (JA), or Eugene Gregory Memorial Youth Academy (EGMYA) will be provided a second chance opportunity to get back on track both in academics and behavior. Students will attend school at the assigned alternative education program every day school is in session. While in attendance, students have access to core content aligned with state standards, behavioral and mental health resources, interventions, and credit recovery opportunity. In addition, students in need of ESE services will be provided services and supports in alignment with their IEP. It is the goal of Alternative Programs to work closely with students and families to set students up for a successful transition back to their zoned school.

Students violating the Student Conduct and Discipline Code while attending the alternative education program may be subject to a recommendation of a placement in the blended learning opportunity and/or expulsion. Students who continue to violate the Student Conduct and Discipline Code while attending the alternative education program may be provided instruction through a blended learning opportunity consisting of both traditional classroom direct instruction and an online digital learning platform (1003.498, F.S). Students will be scheduled for blended learning by the Director of Alternative Programs or designee.

Digital platform learning is customized to the needs of the student. Students must demonstrate competency in completed coursework. **Students failing to log on to the digital platform or failing to make academic progress, will be expected to meet with the administrative team to create a plan to get back on track. Students who continue to fail to participate in academic work or who violate the Student Conduct and Discipline Code, while on campus, may face expulsion or extension of alternative assignment for an additional semester.**

A student attending an out-of-zone school on the basis of a voluntary transfer (limited family/program transfer, capacity transfer, diversity transfer, controlled open enrollment student) or on the basis of an administrative assignment to the extent permitted by law (NCLB, IDEA, or No Contact Order), who was expelled or placed at the district alternative school or another district alternative disciplinary program shall be reassigned to the student's zoned school upon completion of the student's term of assignment to the district alternative education program of other district alternative program.

**Transportation:** Students living within two miles of JA or EGMYA will walk to and from school. Students living farther than two (2) miles will be assigned a bus depot spot not exceeding 1.5 miles from the home to the depot spot.

> 6A-3.001 Basic Principles for Transportation of Students. (3) A reasonable walking distance for any student who is not otherwise eligible for transportation pursuant to section 1011.68, Florida Statutes, is any distance not more than two (2) miles between the home and school or one and one-half (1 ½) miles between the home and the assigned bus stop.

## EXPULSION

Expulsion is the severest penalty the School Board may impose for a violation of the ***Student Conduct and Discipline Code***. 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 current school year, the following school year, and any intervening summer school. Expelled students are fully excluded and prohibited from attending any Seminole 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 will recommend expulsion for a student who has previously, at each level, been assigned to the district alternative program and commits an 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 guidelines for the expulsion of a student with a disability or otherwise entitled to be treated as a student with a disability under 20 US.C. § 1415, § 1003.57, Fla Stat. or Fla. Admin. Code Rule 6-6.03312 (IDEA), are set forth in *Exceptional Student Education Policies and Procedures (SP&P).*

***** Expulsion of students with a Section 504 plan or subject to be treated as a student with a disability under section 504***:* The required due process for expulsion of students with a disability or otherwise entitled to be treated as a student with a disability under § 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 795, are set forth in the *Seminole County Public Schools Policies and Procedures for Implementation of Section 504 Handbook.*

**Guidelines for Expulsions:** Florida Statute 1006.09 states that the principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct, as set forth in the *Student Conduct and Discipline Code*, including, but not limited to, willful disobedience, open defiance of a school staff member, violence against persons or property, any other act which substantially disrupts the orderly conduct of the school, or violations of the **Zero Tolerance** policy. All offenses for which a student may be expelled are identified in the *Matrix of Infractions* as set forth in the Code or the Zero Tolerance provision therein contained.

The procedures outlined in this section shall be followed when a student is recommended for expulsion.

1. The principal/designee shall conduct a pre-suspension conference with the student as required prior to a student's suspension.

2. The principal/designee shall schedule a pre-expulsion conference with the parent(s) or the student (if majority age).

3. At the pre-expulsion conference, the principal/designee shall review the basis and rationale for the preliminary recommendation for expulsion and advise the student and the parent of the preliminary recommendation for expulsion that will be forwarded to the Superintendent/designee. Pursuant to Florida Statute Section 1002.20(21)(a), the parent may be accompanied by another adult of their choice such as an attorney, an advocate, etc., at the pre-expulsion conference.

4. The student and parent(s) will be advised that the recommendation for expulsion will be scheduled for a preliminary hearing before a school board member sitting as an administrative hearing officer and that at that time the hearing officer will determine if the student admits the misconduct or denies the misconduct. If the student admits the misconduct, the hearing officer shall conduct an informal hearing pursuant to state statute 120.57(2) and determine what penalty to recommend to the School Board. If the student denies the misconduct, the matter will be scheduled for a formal hearing pursuant to state statute 120.57(1). The student and parent(s) will be noticed as to the formal hearing as required by law. The student will be assigned to the district alternative school or will remain at the district alternative school pending any hearing and the entry of any final order by the school board.

5. A student has the right to be represented by legal counsel, or any other qualified person during the process discussed in subsection four (4) above.

6. Failure of the student or the parent(s) to appear before the School Board at the designated time for any formal or informal hearing without good cause shall be deemed a waiver of the student's right to a

hearing on the matter. Upon the determination of a waiver by the administrative hearing officer, the hearing officer shall forward his or her recommended final order to the School Board without further hearing.

7. The recommended order shall comply with the requirements of law and applicable provisions of the Uniform Rules of Procedure for administrative proceedings under ss. 120.57(1) & (2), Florida Statutes found at Fla. Admin, Code R. 28-106-101, et. seq.

8. The final order entered by the School Board shall be subject to judicial review pursuant to ss. 120.68 Fla. Stat.

**Expulsion Recommendations:** A student **may** be recommended for expulsion for any violation of the code for which expulsion is an optional penalty. The nature of the offense, the severity of the infraction, and the student's previous record of discipline shall be considered by the principal when making this recommendation. A student shall be recommended for expulsion for any violation of the code that requires a mandatory recommendation or for any "zero tolerance offense." The School Board member hearing officer may recommend any penalty that it deems appropriate upon the facts of the case and the School Board may impose any penalty that it deems appropriate upon the facts of the case, upon recommendation of the referring principal or designee or upon its own determination. A principal will recommend expulsion for a student who has previously, at each level, been assigned to the district alternative school and commits (an) infraction(s) that would otherwise result in an assignment to the district alternative program.

**Alternatives to Expulsion:** A student who is being recommended for expulsion may be assigned by the School Board Hearing Officer to the district alternative school or other alternative programs.

When a student is assigned to the district alternative school or other alternative programs, in lieu of expulsion, the School Board reserves the right to extend the term of the student's assignment for a minimum of one semester or revoke the assignment and impose an expulsion for the maximum period permitted by law for the following:

1. Failure of the student to attain and maintain a 90% attendance record, except for bona fide excused absences.
2. Failure to comply with the rules of conduct established by the district alternative school programs as permitted by §1003.32.

## ENROLLMENT OF STUDENTS EXPELLED/DISMISSED FROM OTHER SCHOOL DISTRICTS OR PRIVATE SCHOOLS

The records of students seeking to enroll in Seminole County Public Schools who have been assigned to an alternative school by another public school district, a private school, or a charter school must be reviewed by the appropriate Assistant Superintendent and the Director of Alternative Programs. The student will be assigned to the district alternative school or other alternative school program or a reentry program for the period of time as determined to be appropriate.

The records of students seeking to enroll in Seminole County Public Schools who are currently being recommended for expulsion or dismissal, or who have been expelled or dismissed from another public school district, a private school, or a charter school, must be reviewed by the appropriate Assistant Superintendent and the Director of Alternative Programs. The student will be assigned to the district alternative school or other alternative school program or a reentry program for a period of time determined to be appropriate.

If a final order of expulsion has been imposed upon the student from a previous school, the appropriate Assistant Superintendent and the Director of Alternative Programs:

1. honor the expulsion or dismissal of the student from the previous school;
2. assign the student to a district alternative school;
3. assign the student to another district alternative program;
4. assign the student to a zoned school of attendance.

## RE-ENTRY OF EXPELLED STUDENTS

Upon completion of a term of expulsion from Seminole County Public Schools, students shall be assigned to the district alternative school, Journeys Academy, for a minimum of one semester prior to returning to his/her zoned or assigned school of attendance. All students are required to complete a re-entry meeting at the zoned school or assigned school of attendance upon completion of the transition semester at Journeys Academy.

**Note:** Students are subject to all of the policies, rules, and sanctions outlined in the School Board policies and the *Student Conduct and Discipline Code* while assigned to any district alternative school placement.

## CORPORAL PUNISHMENT

The School Board of Seminole County, Florida prohibits the use of corporal punishment.

## HONOR CODE

Academic honesty and integrity are essential to the existence and integrity of an academic community. Without maintaining a high standard of honesty and conduct, the academic reputation of a school is compromised.

Students of Seminole County Public Schools shall refrain from all forms of academic dishonesty, such as cheating, plagiarism, inappropriate use of Artificial Intelligence (AI) generated work, misuse of electronic communication, or other deceitful means of obtaining inflated grades. In addition to receiving all consequences listed below, students found in violation of the Honor Code may lose additional academic and extracurricular privileges.

**Note:** Submission of an assignment (including but not limited to exams/tests, labs, assignments, presentations, online discussions, or any other form of learning assessment) generated using Artificial Intelligence (AI) is strictly prohibited unless explicitly permitted by the teacher. Use of AI, when permitted by teacher, must be cited within the assignment. (MLA Citation Example) (APA Citation Example). Any attempt by a student to represent AI output inappropriately as his or her own work will be treated as plagiarism.

| FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE |
|---|---|---|
| Zero on assignment | Zero on assignment | Zero on assignment |
| Parent contact | Parent contact | Parent contact |
| Saturday School or equivalent | In-School Suspension or equivalent | Out-Of-School Suspension or equivalent |
| | Invocation of Citizenship Standards | Invocation of Citizenship Standards |

# CITIZENSHIP STANDARDS FOR PARTICIPATION IN SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES

## SECTION 1. INTRODUCTION AND PURPOSE

### A. Introduction

Participation in a school sponsored extra-curricular activity or a 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 Seminole County Public Schools to expect a higher standard of excellence from students involved in these activities. Participating students represent our schools in our neighborhoods, our communities, our state, and often 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.

### B. Purpose

1. To provide minimum citizenship standards among all Seminole County Secondary Schools for continued participation in school sponsored extra-curricular activities.
2. To instill in each student a sense of responsibility to conduct himself/herself as a positive role model.
3. To encourage the growth of good citizenship among participants in school sponsored extra-curricular activities.
4. To delineate the sanctions that will be imposed for violation of this policy.

## SECTION 2. APPLICABILITY

These standards apply to all students participating in School Board approved extra-curricular activities sponsored by the school. Furthermore, these standards apply 24 hours a day for the duration of an activity season. An activity season is considered to be that span of time that commences with the first group/team meeting or tryouts, and runs through any pre-season or regular season practices, competition, or activities, and concludes with any post-season or state qualifying play or culminating activity.

## SECTION 3. PROCESSING REPORTS OF VIOLATIONS

Reports of alleged violations of the Citizenship Standards for Participation shall be made to the principal or his/her designee. The principal or his/her designee shall conduct an investigation to determine the validity of any allegations. If it is determined that it is very reasonable to believe a violation has occurred, the student and his/her parent shall be notified of the alleged violation, of the possibility of extracurricular sanctions, and of a right to an informal hearing where evidence may be presented.

A hearing must be requested within seven (7) calendar days of the date of the notification by the principal or his/her designee of the violations. If a hearing is requested, the principal or his/her designee shall conduct one within seven (7) calendar days of receipt of the hearing request. If no hearing is requested, or the hearing request is received after the deadline, the principal or his/her designee shall make a determination whether or not a sanction should be imposed.

Hearings shall be conducted in a manner that affords a student(s) with a full opportunity to present his/her/their version of the offense. However, these hearings are not formal legal proceedings and are not required to be conducted in accordance with the rules or procedure normally associated with formal administrative hearings or court proceedings. The decision of the principal is final and is not subject to appeal. If it is determined that a student did commit a violation of the Citizenship Standards Policy, the sanctions shall be imposed immediately.

## SECTION 4. SANCTIONS

### A. Suspension from Participation in Events

Students found to have violated the Citizenship Standards Policy shall be suspended from participation in extra-curricular events in accordance with the sanctions outlined in the ***Summary Table of Infractions and Consequences.*** The sanctions outlined in this policy established the minimum disciplinary sanction a coach or sponsor shall take in responding to a violation of the Citizenship Standards Policy. Coaches and sponsors have the authority to increase the duration of suspension from participation in extra-curricular events for any violation of this policy.

Students suspended from participation shall not be permitted to participate in any event-related activities, dress out for the event, or travel to the event with the team or group. An event is defined as a game, activity, or contest.

When School Board Policy permits, and with permission of the school administration, students under suspension from participation may participate in tryouts, practices, or meetings while waiting for a sanction to be completed. However, the school administration may prohibit students from participating in tryouts, practices, or meetings when they deem such action is appropriate.

It is beyond the scope of this policy to identify every possible action on the part of a student that may be deemed as undesirable by a coach or sponsor. Therefore, coaches and sponsors may impose appropriate disciplinary consequences for acts not specifically identified in the ***Summary Table of Infractions and Consequences***. Furthermore, nothing in this policy shall prohibit coaches or sponsors from dismissing or removing a student from a team or group (pending administrative approval) when they conclude such action is warranted.

### B. Imposing Sanctions

Sanctions shall remain in effect until they are completed. This may require sanctions assigned as a consequence for a violation of the Citizenship Standards Policy be completed during an activity season that is different from the activity that was in effect when the violation occurred. When necessary, the balance of any unfulfilled sanction shall be completed in the following school year in which the student is enrolled.

Students suspended for a ***first-time*** **tobacco violation**, as defined by the Citizenship Standards Policy may be given the opportunity to reduce the number of events suspended by up to one half. Students are eligible for this consideration only if they document to the principal completion of a tobacco or smoking cessation class or a tobacco education class that is approved by the school principal.

Students may be given the opportunity to reduce up to one half (1/2) the number of events they are to be suspended from for ***a first-time*** **drug or alcohol related violation** of the Citizenship Centers Policy. Students are eligible for this consideration only if they comply with the principal's requirements for a drug/alcohol assessment from a licensed drug/alcohol counselor and they follow any recommendations made by the counselor.

**Citizenship Standards for Participation**
**Summary Table of Infractions and Consequences**

# ON CAMPUS VIOLATIONS

- **LEVEL 1 – IN-SCHOOL SUSPENSION** - if a student is assigned **In-School Suspension**, then the student shall be suspended from a number of events ranging from:

  **1 Event to 10 Events**

- **LEVEL 2 – OUT-OF-SCHOOL SUSPENSION -** If a student is assigned **Out-Of-School Suspension,** then the student shall be suspended from a number of events ranging from:

  **10% of Events to all Events (minimum of 2)**

- **Level 3 – ALTERNATIVE PLACEMENT UNDER THE CONDITIONS OF A WAIVER and DISTRICT BEHAVIOR CONTRACT -** If a student is allowed to attend at the district alternative school or another Alternative Educational Assignment as an alternative to expulsion, then the student shall be suspended from a number of events ranging from:

  **All Events for the Duration of Placement to All Events for the Duration of the Student's Enrollment in the Seminole County Public Schools**

- **LEVEL 4 – RETURN TO ZONED SCHOOL UNDER THE CONDITIONS OF A WAIVER and DISTRICT BEHAVIOR CONTRACT – Students who return to the zoned school after an alternative placement will regain their athletic eligibility upon return except if their athletic season has started.**

- **LEVEL 5 – EXPULSION -** If a student is **Expelled** from all Seminole County Public Schools, then the student shall be suspended from a number of events ranging from:

  **All Events for 1 Calendar Year and/or the extent of the expulsion to All Events for the Duration of the Student's Enrollment in the Seminole County Public Schools**

Nothing in this policy shall prohibit coaches or sponsors from dismissing or removing a student from a team or group (pending administrative approval) when they conclude such an action is warranted.

**Citizenship Standards for Participation**
**Summary Table of Infractions and Consequences**

# OFF CAMPUS VIOLATIONS

- **LEVEL 1 – FALSE IDENTIFICATION or TOBACCO PRODUCT USE** – If a student is found to have possessed or used **False Identification** or possessed or used **Tobacco Products**, then the student shall be suspended from a number of events ranging from:

  **1 Event to All Events for 1 Calendar Year**

- **LEVEL 2 – DRUG/ALCOHOL VIOLATION -** If a student is found to have possessed, used, or been under the influence of **Drugs, Alcohol, Controlled Substances, Intoxicants, Substances Capable of Modifying Mood or Behavior, or Prescription Medication** without a physician's prescription, then the student shall be suspended from a number of events ranging from:

  **20% of Events to All Events for 1 Calendar Year**

- **Level 3 – ARREST BY LAW ENFORCEMENT -** if a student is **arrested** for committing an off-campus misdemeanor or delinquent act, then the student shall be suspended from a number of events ranging from:

  **1 to All Events Pending Assistant Superintendent Review**

- **LEVEL 4 – ARREST BY LAW ENFORCEMENT -** if a student is **arrested** for committing an off-campus felony, then the student shall be suspended from a number of events ranging from:

  **2 to All Events Pending Assistant Superintendent Review**

- **LEVEL 5 – FORMAL CHARGES FILED - I**f a student is **formally charged** with committing an off-campus felony, misdemeanor, or delinquent act then the student shall be suspended from a number of events ranging from:

  **2 to All Events Pending Assistant Superintendent Review**

- **LEVEL 6 – CHARGES CONFIRMED –** If a student is found by a court of competent jurisdiction to have committed an off-campus felony, misdemeanor, or delinquent act, then the student shall be suspended from a number of events ranging from:

  **2 to All Events Pending Assistant Superintendent Review**

Nothing in this policy shall prohibit coaches or sponsors from dismissing or removing a student from a team or group (pending administrative approval) when they conclude such an action is warranted.

## PICTURES/VIDEOTAPING/TELEVISION BROADCASTS

The photographing, videotaping, and broadcasting of class activities, school functions, and events that are common and customary practices on public school campuses must be approved by the principal. When pictures, films, or broadcasts are restricted to use by the school, and not disseminated to outside sources for publication to the general public, no prior permission is necessary for such publication. Parents or students not wanting pictures, videotaping or broadcasts of the student on campus or involved in school related activities should make their wishes known to the principal. This notification must be submitted in writing to the principal within ten (10) calendar days prior to the beginning of the school year or submitted ten (10) calendar days from the date of enrollment of a student after the start of the school year.

## SUBPOENAS FOR STUDENT RECORDS

School officials must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner.

If a student (18 years or older) or the parent(s) of a minor student object to the release of subpoenaed records, the student and/or parent must obtain an order to the contrary from a court of competent jurisdiction. After school receipt of a proper subpoena, the requested records will be produced within a reasonable time (preferably on the tenth working day following the service of the subpoena) if the student and/or parent does not provide the school with an order from a court of competent jurisdiction prohibiting the release of the requested records.

## PROHIBITION OF DISCRIMINATION/HARRASSMENT

The School Board forbids discrimination against any student, by any student, employee, or non-employee (volunteer) on the basis of race, color, national origin, gender, age, religion, disability, marital status, or any other basis prohibited by law.

The School Board also forbids the harassment of other persons through the use of offensive or inflammatory words, symbols, gestures, or physical conduct that belittle, demean, disparage, mock, or ridicule another person.

**Procedures**: Any student who believes he/she has been discriminated against or has been harassed by another student, employee, or non-employee (volunteer) may use the student grievance procedures or may complain directly to the building **principal** or the District's Educational **Equity Coordinator**. The filing of a complaint or otherwise reporting discrimination or harassment will not affect a student's status, extracurricular activities, future grades, or homework assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the School Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when conduct has occurred.

In determining whether alleged conduct constitutes sexual/racial harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual/racial harassment.

**Disciplinary Action**: a substantiated charge of discrimination or harassment on the part of a student shall subject the student to disciplinary action, which may include suspension or expulsion, consistent with the ***Student Conduct and Discipline Code.***

## STUDENT GRIEVANCE PROCEDURE
## (DISCRIMINATION)

The student grievance procedure is **solely limited** to the questions and concerns that arise from Title IX of the Education Amendments Act, that prohibits sex discrimination in education; the Florida Equity Act, which prohibits discrimination in public education on the basis of race, national origin, sex, disability, or marital status of a student; or Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act(ADA), which prohibit discrimination on the basis of disability.

| | |
|---|---|
| **Note:** | The student grievance procedure does not apply to the appeal of school disciplinary actions; unless the student asserts their disciplinary sanctions are the result of discrimination, as defined by Title IX, the Florida Equity Act, Section 504 of the Rehabilitation Act of 1973, or Title II of the Americans with Disabilities Act (ADA). |

To review the entire Seminole County Student Nondiscrimination Policy, including the student grievance procedure outlined therein, please visit the website https://go.boarddocs.com/fl/semi/Board.nsf/Public SBSC Policy 2260

# LEGAL NOTICES

## LEGAL NOTICES

1. Illegal use, possession, or sale of controlled substances, as defined in Chapter 893, Florida Statutes by any student while the student is upon the school property or in attendance at a school function is grounds for disciplinary action by the school and may result in criminal penalties being imposed.
2. Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function. **Note: Possession and the use of wireless communication devices includes, but not necessarily limited to: cell phone, electronic telephone pager, personal digital assistant [PDA] when used for wireless communication of any type, and like devices.**
3. The possession of a firearm or weapon, as defined in Chapter 790, Florida Statutes, by any student while the student is on school property or in attendance at a school function is grounds for disciplinary action and may result in criminal prosecution.
4. Violence against any district school board personnel by a student is grounds for out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.
5. Violation of district transportation policies, including disruptive behavior on a school bus by a student, is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.
6. Violation of the district school board's sexual harassment policy by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.
7. Any student who is determined to have brought a firearm or weapon, as defined in Florida Statutes Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, shall be recommended for expulsion, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred to the criminal justice of juvenile justice system. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to an alternative school or program or second chance school.
8. Any student who is determined to have made a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school sponsored activity will be recommended for expulsion, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the district School Board to modify the requirement by assigning the student to an alternative school or program or second chance school.
9. Students are entitled to a review of suspensions, administrative assignments, and assignments made by a hearing officer in lieu of suspension, according to the procedure set forth in the Discipline Procedures Manual.

## STATUTORY NOTICE

1. Wireless Communication Devices:
   A student may possess a wireless communications device including, but not limited to a cell phone, electronic telephone pager, personal digital assistant (PDA), when used for wireless communication of any type, or a like device, while the student is on a school campus or while being transported by a school bus, but it may not be visible or create a disruption.

   A wireless communications device, including, but not limited to, a cell phone, electronic telephone pager, personal digital assistant (PDA) when used for wireless communication of any type, or a like device, shall not be used while the student is on a school campus during the instructional day or while being transported by a school bus. The term "on campus during the instructional day" shall include participation on a field trip or other instructional activity that may take place off campus. The term "transportation by a school bus" shall include transportation for a field trip or other instructional activity, either by a district school bus or a commercial carrier.

   Notice is hereby given that use of a wireless communications device includes the possibility of the imposition of disciplinary action by the School Board or criminal penalties if the device is used in a criminal act.

2. Pledge of Allegiance:
   Florida Statute requires the Pledge of Allegiance to the flag to be recited in each school in the State of Florida at the beginning of each day. Upon receipt of a written request by his or her parent, a student has the right not to participate in reciting the Pledge. This includes not standing and placing the right hand over his or her chest. (1003.44, Florida Statute).

3. Teacher Teaching Out-Of-Field:
   A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. The request must be approved or denied within two weeks of the request. An in-field teacher must be employed by the school in the student's course or grade level, and the transfer must not violate the maximum class size pursuant to Section 1003.03, Florida Statutes, Article IX, Section 1 of the Florida Constitution. If the transfer is denied, the school must notify the parent within two (2) weeks after receiving the request and specify the reasons for denial. This process does not provide a parent the right to choose a specific teacher. (Section 1012.42, Florida Statutes)

4. Additional Choice Options:
   A parent may request his or her child be transferred to another classroom teacher. A parent does not have the right to choose a specific classroom teacher. The request must be approved or denied by the school principal within two (2) weeks after receiving the request. If the request is denied, the school must notify the parent and specify the reasons for the denial. (Section 1003.3101, Florida Statutes)

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conductive surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

1. **Consent** before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.

2. **Receive notice and an opportunity to opt a student out of:**
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. **Inspect,** upon request and before administration use:
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

SCPS will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, and other distribution purposes. SCPS will directly notify parents of these policies at least annually, at the start of each school year, and after any substantive changes. SCPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. SCPS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- Administration of any protected information survey not funded in whole or in part By ED;
- Any non-emergency, invasive physical examination or screening as described above.

**Parents who believe their rights have been violated may file a complaint with:**

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

## Family Educational Rights and Privacy Act (FERPA)
## Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, and § 1002.22, Florida Statutes, require that the School Board of Seminole County and its constituent administrative departments and schools [SCPS], with certain exceptions obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. SCPS may, however, disclose appropriately designated "directory information" without written consent, unless you have advised your child's principal to the contrary in accordance with District procedures. The primary purpose of directory information is to allow SCPS to include this type of information from your child's education records in certain school publications. Components of directory information are routinely published in:

- A playbill, showing your student's role in a drama production;
- A school's yearbook or similar publication;
- Honor roll or other recognition lists;
- Graduation programs;
- School newspapers;
- School newsletters;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally harmful or an invasion of privacy if released, will not be disclosed to outside organizations without a parent's prior written consent, except for companies that contract for school photographs, graduation invitations, and related materials, and that manufacture class rings or publish yearbooks. Directory information will be released to local, state, and federal law enforcement agencies for official business only. In addition, two federal laws require the SCPS that receives assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon a request, with the following information - names, addresses, and telephone listings of middle and high school students (secondary students) - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [1]

If you do not want SCPS to disclose directory information from your child's education records without your prior written consent, you must notify your child's principal in writing by September ~~6~~ 5, ~~2024~~2025 . SCPS has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, whole or in part, may not be used for this purpose)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received
- Grade Level
- Date of Birth
- Current or most recent school of attendance

Note. Opt out, however, does not apply to prevent SCPS disclosing or requiring the disclosure of the student's name identifier or institutional email address in a class in which the student is enrolled (Crooms AOIT) or to prevent the student from wearing or displaying a school or school board issued student ID card that exhibits information that may constitute directory information.

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[1]These laws are: Section 9258 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

**RELEASE OF DIRECTORY INFORMATION**
**The School Board of Seminole County, Florida**

The School Board of Seminole County, Florida may release the following "directory information" without your permission, unless you notify the principal in writing by September ~~6~~ 5, ~~2024~~ 2025. Upon request, military recruiters will be provided with your child's name, address, and telephone listing unless you advise your child's school not to release their information to any military recruiter.

Directory information is defined as student's name; address; telephone number; current or most recent school attended; date of birth; weight and height of members of athletic teams; honors and awards received; participation in officially recognized activities and sports; grade level; and student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (a student's SSN, whole or in part, may not be used for this purpose)..

Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the release of the directory information listed above. If you decide you do not want the school to release the information listed above, any future requests for the "directory information" will be refused. Please indicate here your request to withhold the items listed above. You may request that directory information not be released except for having your child's name and photograph appear in the school yearbook.

- ❑ I do not want my child's directory information released including but not limited to any military recruiter.
- ❑ I do not want my child's directory information released to higher education: colleges and universities.
- ❑ I do not want my child's directory information released to the public for media articles about students and schools, television stories about students and schools.
- ❑ I do not want my child's directory information released except for the following purposes:
  - ❑ school yearbook (Local)
  - ❑ school website (Local/District)
  - ❑ school newsletter and newspapers (Local/District)
  - ❑ school newscasts (Local)
  - ❑ newspaper articles about students and schools (Local/District)
  - ❑ television stories about students and schools (Local/District)

Parent Name: _____ Parent Signature: _____

Student Name: _____ Student I.D. # _____

School Name: _____ Grade: _____ Date: _____

If this form is not received by the school principal or information changed in Family access by September ~~6~~ 5, ~~2024~~2025 , it will be assumed that the above information may be released. Please note that, notwithstanding the completion and submission of this document or information changed in Family Access, directory information may be released to local, state, and federal law enforcement agencies to the extent disclosure is permissible by the Family Educational Rights and Privacy Act.

## Notification of Rights under FERPA and § 1002.22, Fla, Stat. for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

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

(3) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as questioned by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(4) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer, vendor, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who has agreed in writing to provide sufficient data. Privacy protections for student data and is under the direct control of the school with respect to the use and maintenance of PII from education records. Such as an attorney auditor medical consultant or therapist a parent or student volunteering to serve on an official committee such as a disciplinary or grievance committee or a parent student or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district and/or an institution of postsecondary education in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

*Seminole County Public Schools, Florida*

# DISCIPLINE REFERRAL

STUDENT NAME: _____ SCHOOL NAME/#: _____ GRADE: _____

**OFFICE USE ONLY*** **(The same offense # must be used for all individuals involved in this same incident.)**

Offense #: _____ Student #: _____ ESE/504: _____

**TEACHER /STAFF**

REFERRED BY: _____ LOCATION: _____ BUS #: _____

REFERRAL DATE: _____ OFFENSE DATE: _____ TIME: _____ P ERIOD: _____

DESCRIPTION: _____

_____

**TEACHER/STAFF ACTION** (Prior to current referral)

____ Conference w/Student ____ Parent Contact (Date: ____/____/____) (Date: ____/____/____) ____ Parent Conference (Date: ____/____/____)

___ Referral to Guidance ___ Class Detention (Date: ____/____/____) (Date: ____/____/____) ____ Referred to MTSS Team (Date: ____/____/____)

Other: _____

**ADMINISTRATIVE USE ONLY**

Offense: _____

*(Name of Offense)*

~~MTSS (Multi-Tiered System of Support) Check the one that most applies~~
~~Get/Obtain: ___ Attention ___ Tangible ___ Sensory~~
~~Escape/Avoid: ___ Attention ___ Tangible ___ Sensory~~

**PARENT CONTACT:**

____ Parent Notification ____ Personal Contact ____ Phone Message ____ Written Communication Date: _____ Time: _____

Parent/Guardian Name: _____ Phone # (H/W/C): _____

Notes: _____

_____

**ADMINISTRATIVE ACTION:**

___Alternative Educational Assignment
___Banned from Specified School Functions: _____
___Behavior Contract ~~(Intervention)~~
___Bus Expulsion
___Bus Probation
___Bus Suspension
___Confiscation

___Detention
___Expulsion with services recommended
___Expulsion without services recommended
___Formal Referral to Law Enforcement
___Guidance Referral ~~(Intervention)~~
___In-School Suspension (ISS)
___Out-of-School Suspension (OSS)
___Parent Conference ~~(Intervention)~~

___Parking Revoked
___Restitution
___Sat. School
___Student Conference ~~(Intervention)~~
___Temp. Class Placement
___Verbal Reprimand
___Wed. School
___Work Detail

Number of Days: _____ Beginning Dates: _____ Ending Date: _____ Return Date: _____

Cumulative ISS days YTD (include current suspension): _____ Cumulative OSS days YTD (include current suspension): _____

**ESE STUDENT:** *If a student has received more than ten cumulative days of suspension during the current school year a Manifestation meeting is required within ten school days, and a copy of the IDEA Procedural Safeguards must be attached to this form.*

____ **Please check, if a Manifestation meeting is required for this student.**

**HONOR CODE VIOLATION:** ____1st Offense ____2nd Offense ____ 3rd Offense

**CITIZENSHIP STANDARDS FOR PARTICIPATION**

____ On Campus Violation Level: _____ Sport/Activity: _____

____ Off Campus Violation Level: _____ # Events To Be Missed: _____

Parent Signature: _____ Student Signature: _____

Administrator Signature: _____ Date: _____

SCPS 835D (Rev. ~~6/24/20~~ 7/22/25) SB White Copy – School Yellow Copy – Teacher/Staff Pink Copy – Student/Parent Gold Copy – Other ESE Student – Copy to SSRS

~~*The same OFFENSE # must be used for all individuals involved in this same incident.~~

*Seminole County Public Schools, Florida*

**SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORTING (SESIR) DISCIPLINE REFERRAL**

*Florida Department of Education*

STUDENT NAME: _____ SCHOOL NAME/#: _____ GRADE: _____

**OFFICE USE ONLY*** **(The same offense # must be used for all individuals involved in this same incident.)**

Offense #: _____ Student #: _____ ESE/504: _____

**ADMINISTRATIVE USE ONLY**

REFERRED BY: _____ LOCATION: _____ BUS #: _____

REFERRAL DATE: _____ OFFENSE DATE: _____ TIME: _____ PERIOD: _____

DESCRIPTION: _____

_____

**School Environmental Safety Incident Report (SESIR) must be reported to law enforcement:**

____ Aggravated Battery
____ Alcohol
____ Arson
____ Burglary
____ Criminal Mischief ($1,000)
____ Disruption on Campus/Major
____ Drug Sale or Distribution
____ Drug Use or Possession
____ Fighting
____ Grand Theft ($750)
____ Hazing
____ Homicide
____ Kidnapping
____ Other Major Incidents
____ Robbery
____ Sexual Assault
____ Sexual Battery (Rape)
____ Sexual Offenses (Other)
____ Simple Battery
____ Threat/Intimidation
____ Trespassing
____ Weapons Possession

May not need to report to law enforcement:

____ Bullying
____ Harassment
____ Sexual Harassment
____ Tobacco

**RELATED ELEMENTS** ***(please check all that apply to SESIR offenses. All offenses which include one or more of the following highlighted related elements must be reported to law enforcement)***

___ Alcohol ___ Bullying ___ Gang ___ Hate Crime ___ Injury ___ (A) More Serious ___ (B) Less Serious ___ Vaping ___ Hazing
___ Drugs: ___ M-Marijuana/Hashish ___ N-Non-Controlled Substance Used as Drug ___ O-Other Illicit Drugs
___ Weapon: ___ Other (Describe) _____ ___Knife
___ Firearm: ___ Handgun ___ Rifle/Shotgun ___ Unknown

**VICTIM(s)- For any offense highlighted above or any offense that is bullying related complete the following:**

Basis for Bullying or Harassment *(Check any that apply)* ___ Disability ___ Race ___ Religion ___ Sex ___ Sexual Orientation

**SCHOOL-RELATED ARREST(S)** – For any student arrested for an activity on school grounds, during off-campus school activities or on school transportation, or for arrests due to a referral by any school official complete the following: Names(s) of arrested person(s)

**PARENT CONTACT**

___ Parent Notification: ___ Personal Contact ___ Phone Message ___ Written Communication Date: _____ Time: _____

Name of Parent/Guardian: _____ Phone (H/W/C): _____

Notes: _____

_____

**ADMINISTRATIVE ACTION**

___ Alternative Placement ___ Expulsion without services recommended ___ Out-of-School Suspension

___ Expulsion with services recommended ___ In-School Suspension ___ No Discipline Action

Number of Days: ____ Beginning Date: _____ Ending Date: _____ Return Date: _____

**LAW ENFORCEMENT REPORTING**

___ Not reported to law enforcement

___ Reported to law enforcement and no official law enforcement action taken

___ Reported to law enforcement and official law enforcement action taken

Parent Signature: _____ Administrator Signature: _____

~~***The same OFFENSE # must be used for all individuals involved in this same incident.***~~

**SCPS 835DOE (Rev. ~~7/25/23~~ 7/22/25)**

White Copy – School Yellow Copy – Teacher/Staff Pink Copy – Student/Parent Gold – Other ESE Student – Copy to SSRS

## MATRIX OF INFRACTIONS AND CONSEQUENCES FOR SESIR VIOLATIONS

The minimum allowable consequence for a SESIR infraction is In-School Suspension. As with non-SESIR infractions the principal or the principal's designee may assign consequences for a SESIR infraction in addition to or in excess of In-School Suspension based on factors such as nature of the infraction, the student's past disciplinary record, the student's age and grade level, and the severity of the problem as it exists in that particular school.

**Note:** SESIR incidents are classified in a rank order level from Level I to Level IV (Level I incidents are the most serious and Level IV incidents are the least serious). The rank order levels determine which incident must be reported when more than one incident occurs during a single episode. The rank order level is listed beside each SESIR infraction in the discipline matrix below.

**Developmentally age-appropriate behavior or disability cannot be considered for the purposes of SESIR reporting; however, these factors are to be considered when determining disciplinary action. All SESIR incidents must be recorded on the SCPS 835DOE Form (SESIR Discipline Referral) and reported to the FLDOE, even if no disciplinary action is taken.**

**Mandatory Consequences are indicated by (M) and Optional Consequences are indicated by (O).**

SESIR incidents marked with an "H" are Hope Scholarship infractions. SESIR Incidents marked with "Title IX" are violations of Title IX. Each time a Hope Scholarship infraction or a Title IX violation is reported, the school district must follow the reporting and documentation requirements for the infraction/violation. More information regarding Hope Scholarship and Title IX can be found on pages ~~6~~7-8. For incidents which involve concerning student behaviors, the school must consider convening the school-based Threat Management Team (SBTMT) to conduct a threat assessment.

| INFRACTIONS | In-School Suspension | Out-of-School Suspension | Administrative Assignment | Recommended for Expulsion | Referral to Law Enforcement |
|---|---|---|---|---|---|
| (ALC) Alcohol (S) IV | | M | O** | O | M |
| (ARS) Arson (S) I | | M | | M | M |
| (BAT) Battery – Aggravated (S) (H) I | | M | | M | M |
| (BRK) Burglary (S) II | | M | | M | M |
| (BUL) Bullying (S) (H) IV***** | O | O | O** | O | O |
| (VAN) Criminal Mischief - $1000 (S) III | | M | O** | O | M |
| (DOC) Disruption on Campus-Major (S) III | | M | O** | O | O |
| (DRD) Drug Sale or Distribution (S) II | | M | | M | M |
| (DRU) Drug Use or Possession (S) III | | M | O** | O | M |
| (FIT) Fighting (S) (H) III | O | O | O** | O | M |
| (STL) Grand Theft - $750 (S) III | O | O | O** | O | M |
| (HAR) Harassment (S) (H) IV***** | O | O | O** | O | O |
| (HAZ) Hazing (S) (H) III | O | O | O** | O | M |
| (HOM) Homicide (S) I | | M | | M | M |
| (KID) Kidnapping (S) (H) I | | M | | M | M |
| (OMC) Other Major Incidents (S) III | | M | | M | M |
| (ROB) Robbery (S) (H) II | | M | | M | M |
| (SXA) Sexual Assault (S) (H) (Title IX) II | | M | | M | M |
| (SXB) Sexual Battery (Rape) (S) (H) (Title IX) | | M | | M | M |
| (SXH) Sexual Harassment (S) (H) (Title IX) III | O | O | O** | O | O |
| (SXO) Sexual Offenses (Other) (S) (H) (Title IX) III | | M | O** | O | M |
| (PHA) Simple Battery (S) (H) II | | M | O** | O | M |
| (TRE) Threat/Intimidation (S) (H) III | O | O | O** | O | M |
| (TBC) Tobacco (S) IV UNDER 21 SESIR*** | O | O | O** | O | O |
| (TRS) Trespassing (S) III | O | O | O** | O | M |
| (WPO) Weapons Possession (S) II * | | M | | M | M |

SPECIAL CONSIDERATIONS

* Will also require a referral for mental health services.
**Students will be assigned to Journeys or may be assigned to Eugene Gregory Memorial Youth Academy.
***The only exception to the required disciplinary sanction(s) is for a Tobacco offense. The principal or principal's designee may determine that it is appropriate to offer students the opportunity to participate in a voluntary tobacco education course in lieu of suspension for a Tobacco offense.
****Upon referral to law enforcement and after consideration of factors such as nature and severity of the infraction, the student's past disciplinary record, the student's attitude including expression of remorse and truthfulness during the investigation, and the student's age and grade level, the principal or the principal's designee may recommend to law enforcement that a student who commits a criminal offense be allowed to participate in a law enforcement based civil citation or similar prearrest diversion program as an alternative to arrest or expulsion. Notwithstanding, law enforcement will make the final decision whether to refer a student to civil citation or similar prearrest diversion program.
*****All unsubstantiated bullying (UBL) and unsubstantiated (UHR) reports MUST be reported to SESIR. In Skyward, please use the Unknown Perpetrator choice and code the report as either UBL or UHR. These do not generate a discipline referral and are not attached to a student but do generate an offense number.

## MATRIX OF INFRACTIONS AND CONSEQUENCES FOR NON-SESIR VIOLATIONS

The ***Matrix of Infractions and Consequences*** specifically identifies prohibited student conduct and lists the range of consequences that shall be imposed for each infraction. When assigning a consequence, or a combination of consequences for misconduct, the principal or the principal's designee shall give consideration to factors such as **the nature of the infraction**, the students **past disciplinary record**, the student's **attitude**, the student's **age and grade level,** the student's developmental age, the student's disability and the **severity of the problem** as it exists in that particular school.

~~**Note:** SED center schools have the option of modifying consequences for inappropriate behavior considered to be an infraction of the ***Student Conduct and Discipline Code***. The principal, in consultation with the Assistant Superintendent of Student Support Services or designee, shall determine the appropriate consequence to assign for an infraction.~~

**Mandatory Consequences are indicated by (M) and Optional Consequences are indicated by (O). For infractions with multiple consequence options (O), one or more of the options *must* be selected.******

| INFRACTIONS | Verbal Reprimand | Time Out | Confiscation | Restitution | Parking Decal Revoked | Vehicle Towed at Owner's Expense | Bus Probation | Bus Suspension | Bus Expulsion | Work Detail | Detention | District Behavior Contract | Banned From Specified School Function | Saturday School | In-School Suspension | Out-of-School Suspension | Administrative Assignment | Recommended for Expulsion | Referred to Law Enforcement |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Aggression | | O | | | O | | O | O | | | O | O | O | O | O | O | O* | O | O |
| Cheating/Honor Code Violation | SEE HONOR CODE | | | | | | | | | | | | | | | | | | |
| Classroom Disruption | O | | | | | | | | | O | O | O | O | O | O | O | O* | | |
| Confrontation | O | O | | | | | O | O | O | O | O | O | O | O | O | O | O* | | |
| Contraband | | | M | | O | | O | O | O | O | O | O | O | O | O | O | O* | O | O |
| Destruction of Property (Under $1,000) | | | | O | O | | O | O | O | O | O | O | O | O | O | O | O* | O | O |
| Disrespect | O | O | | | | | O | O | | O | O | O | O | O | O | O | O* | | |
| Dress Code Violation** | O | | O | | | | | | | O | O | O | O | O | O | | | | |
| Electronic Device Misuse | | | O | | | | | | | O | O | O | O | O | O | O | O* | O | O |
| Failure to Report to Det./Sat. School | | | | | O | | | | | | O | | O | O | O | O | O* | | |
| False Accusation Against Staff | | | | | | | | | | | | O | O | | O | O | O* | O | O |
| Gang-Related Activity | | | | | O | | | | | | | O | O | | O | O | O* | O | M |
| Hate Crime | | | | | | | | | | | | | O | | | M | | M | M |
| Horseplay | O | O | | | | | O | O | O | O | O | O | O | O | O | O | | | O |
| Illegal Organization Violation | | | | | | | | | | | | O | O | | O | O | O* | O | M |
| Inappropriate Act | O | O | O | | | | O | O | O | O | O | O | O | O | O | O | O* | O | O |
| Inattentive Behavior | O | | | | | | | | | O | O | O | O | O | | | | | |
| Insubordination | | O | | | | | O | O | O | O | O | O | O | O | O | O | | | O |
| Lying/Misrepresentation | O | O | | | | | O | O | O | O | O | O | O | O | O | O | | | O |
| Medication Policy Violation | O | | M | | | | | | | O | O | O | O | O | O | O | O* | | |
| Minor Theft (under $750) | | O | M | M | | | | O | O | O | O | O | O | O | O | O | O* | O | O |
| No Contact Contract Violation | | | | | | | | | | | | | | | O | O | O | | O |
| Off-Campus Felony | | | | | O | | | O | O | | | O | O | | | O | O* | O | O |
| Open Defiance | | | | | | | | O | O | | | O | O | | O | O | O* | O | |
| Sexting | | | | | | | | | | | | | O | O | O | O | O* | O | M |
| Skipping Class | | | | | O | | | | | O | O | O | O | O | O | | | | |
| Skipping School | | | | | O | | | | | O | O | O | O | O | O | | | | O |
| Tardiness | | | | | O | | | | | O | O | O | O | O | O | | | | |
| Teasing (unwanted) | O | O | | | | | | O | O | O | O | O | O | O | O | O | O* | O | O |
| Unauthorized Area | O | O | | | | | | | | O | O | O | O | O | O | O | O* | O | O |
| Unauthorized Assembly | | | | | | | | | | O | O | | O | O | O | O | O* | | |
| Unauthorized Items | O | O | O | | | | O | O | O | O | O | | O | O | O | O | O* | | |
| Unauthorized Publication | | | O | | | | | | | O | O | O | O | O | O | O | O* | O | O |
| Unsafe Act | | O | | | O | | O | O | O | O | O | O | O | O | O | O | O* | O | O |
| Vehicle/Parking Violation | O | | | | O | O | | | | O | O | | O | O | O | O | | | O |

***Districts may only code an incident as a locally defined incident if it does not meet one of the SESIR incident categories.***

SPECIAL CONSIDERATIONS

* If student has been previously assigned to Journey's Academy, the student may be assigned to the Eugene Gregory Memorial Youth Academy.
**See page ~~19~~23 for specific consequences pertaining to clothing and appearance.
*** Upon referral to law enforcement and after consideration of factors such as nature and severity of the infraction, the student's past disciplinary record, the student's attitude including expression of remorse and truthfulness during the investigation, and the student's age and grade level, the principal or the principal's designee may recommend to law enforcement that a student who commits a criminal offense be allowed to participate in a law enforcement based civil citation or similar prearrest diversion program as an alternative to arrest or expulsion. Notwithstanding, law enforcement will make the final decision whether to refer a student to civil citation or similar prearrest diversion program.
**** Students may not be disciplined under a locally defined infraction if the behavior meets the definition of a School Environmental Safety Incident Reporting (SESIR) event.