

MONROE COUNTY SCHOOL DISTRICT

241 Trumbo Road
Key West, Florida 33040
(305) 293-1400
www.keysschools.com



Student Handbook

Kindergarten - Twelfth Grade
2023-2024

Dear Parents,

Monroe County School District is committed to providing a high-quality education to all students, in a safe and healthy environment. As we begin the 2023-2024 school year, I encourage each student to push themselves to reach their fullest potential during the year ahead. We know there is greatness within every student, and our administrators, teachers and staff are committed to providing the opportunities and challenges needed to ensure student success.

The 2023-2024 Student Handbook and Code of Student Conduct provides expectations for student behavior that supports personal growth and promotes student learning. There are updates to this Student Handbook, so we ask parents and students to carefully read each page and familiarize yourself with the responsibilities and expectations that we believe will result in a successful school year. We encourage parents and students to discuss the Code of Student Conduct so we are fully aware of how we can create a positive learning environment and experience for all students.

After you and your child review the Code of Student Conduct, please sign the Parent and Student Acknowledgement Form, which can be found in the FOCUS parent portal. Please submit the signed form to your child's school or submit the electronic signature option.

The Student Code of Conduct is located within the Student Handbook on the district website at www.keysschools.com. Go to "parent" portal, click on Student Handbook 2023-2024 and scroll to page 22.

Please contact your child's administration if you have any questions about policies or procedures.

Parental involvement is imperative to student success and we thank you for partnering with us. We are truly committed to empowering our students and creating a wonderful educational experience for all.

Sincerely,



Mrs. Theresa Axford
Superintendent

SCHOOL BOARD OF MONROE COUNTY

ACKNOWLEDGEMENT REGARDING CODE OF STUDENT CONDUCT 2023-2024

The School Board of Monroe County, Florida (Board) Policy 5500, entitled “Student Conduct,” in addition to Section 1006.07, Florida Statutes, requires the adoption of a Code of Student Conduct (Student Code). The Monroe County School District (MCSD) Student Code applies to all activities throughout the school, while being transported to and from school at a public expense, a reasonable time before and after school, during school-sponsored activities, and any other jurisdictional area as permitted by applicable laws and regulations. The Student Code shall be discussed with students, school advisory committees, and parent/teacher associations at the beginning of each school year and quarterly thereafter and for transferring students upon their enrollment.

In order to conserve resources, schools will not distribute paper copies of the Student Code to every student. You can locate an electronic copy of the Student Code within the Student Handbook on the district website at www.keyschools.com. Go to “parent” portal, click on Student Handbook 2023-2024 and scroll to page 22.

If you require a paper copy of the Student Code, please check the box below and return this form to your child’s school. The following represents a minimal portion of information found within the Code; students and parents/guardians are encouraged to read the Code in its entirety:

I have read the “Student Code” and understand the following:

- I may be recommended for full exclusion or expulsion from all MCSD schools or placed at an alternative school for committing certain disciplinary offenses to include, but are not limited to, possession of a weapon, possession/distribution/selling drugs, sexual offenses, theft/robbery, vandalism, severe acts of bullying/harassment, hazing, and/or physical attacks.
- All threats made to a school or person will be taken seriously, regardless of intent.
- I understand I have the right to choose to participate in an MCSD disciplinary investigation.
- Searches of students and property will be conducted if school personnel have reasonable suspicion of a violation of the law or the Code. Reasonable suspicion is not required to conduct random searches of MCSD owned property. Random searches may occur at any time and are not protected by Safe Harbor.
- I understand that vaping/smoking any substance (drugs, nicotine, etc.) is not permitted on Board property, transportation, or school- sponsored activities.
- I can anonymously report any suspicious or criminal behavior I observe to the **Hotline** at (800) 423-TIPS (8477), at www.speakouthotline.org, or by texting “speak out” plus my tip information to CRIMES (274637). I can also report any suspicious or criminal behavior I observe to FortifyFL through the FortifyFL app, on my school-issued device, or by going online at www.getfortifyfl.com.

School Name	Grade	
Print Student Name	Student Signature	Date
Print Parent/Guardian Name	Parent/Guardian Signature	Date

Please check if you require a printed copy of the 2023-2024 Code and return to your school.

PARENTS/GUARDIANS: PLEASE SIGN AND RETURN THE PARENT/GUARDIAN FORM TO YOUR CHILD’S SCHOOL. FAILURE OR REFUSAL TO SIGN THIS ACKNOWLEDGEMENT FORM WILL NOT RELIEVE A STUDENT OR THE PARENT/GUARDIAN OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE STUDENT CODE OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO MCSD PROPERTY. FOR PARENTS/GUARDIANS OF STUDENTS GRADES K-12, THIS FORM MAY BE RECORDED ELECTRONICALLY.

From MCSD:

PARENT AND STUDENT ACKNOWLEDGEMENT

This STUDENT CODE has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Code of Student Conduct.



The District Action Planning and Problem Solving Team (DAPPS Team) was established in a partnership with the University of South Florida and the Florida PSRTI Project. The name of the system for analyzing, remediating and seeking long term solutions for student learning problems both behavior and academic has changed to a Multi-tiered System of Supports which used the 8-step problem solving process to guide the work. After a thorough review of district data and meeting with focus groups of teachers for input, the committee set about implementing its first goal based on the findings generated through the process. This goal was to establish a District-Wide Behavior System that would engage all stakeholders. The effort received affirmation when the Strategic Planning Committee established as its first goal “Improving District Climate and Culture.” This need expanded to improving student behavior, enhancing working conditions, and developing mutually supportive collaborative professional relationships among all stakeholders. The DAPPs team consulted multiple resources to create the behavior system and also talked to experts in the field. The System is comprised of the following:

- Behavior goals for students, teachers, parents, administrators and district staff as well as community visitors such as volunteers, consultants etc.
- Comprehensive list of consequences for inappropriate behavior
- Delineation of Office Managed vs. Teacher Managed Behaviors
- Comprehensive List of Interventions to Develop Positive Behaviors
- Coordinated List of Resources for teachers and parents
- Lesson Plans to accompany each area of the student behavior plan to create a common understanding of what is expected
- Comprehensive List of Rewards for Appropriate Behaviors

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CHAPTER 1

GENERAL INFORMATION

MONROE COUNTY SCHOOL DISTRICT GENERAL POLICIES

MISSION:

The **MISSION of the Monroe County Schools** is “Working together to inspire and bring excellence to every student every day.”

Core Values:

- Sense of Belonging
- Respect
- Integrity
- Fiscal Responsibility

The **VISION of the Monroe County Schools** is “We strive passionately to create healthy, happy and engaged students who are successful and productive.”

TO THE STUDENTS / PARENTS:

This handbook has been developed for the purpose of informing you of the policies, procedures, and organizations of your school. We hope that it will assist you in making your school days pleasant and productive. It is the responsibility of each student and parent to read, understand, and abide by this handbook. All policies and procedures listed in this handbook are subject to change because of Monroe County School Board or school administrative action. Students shall be notified when such changes occur.

The changes shall be posted on the district home page - www.keysschools.com

SOME INDIVIDUAL SCHOOL POLICIES MAY VARY ACCORDING TO EACH SCHOOL'S IMPROVEMENT PLAN AND SCHOOL STUDENT HANDBOOK APPROVED BY THE MONROE COUNTY SCHOOL BOARD.

On the basis of race, color, sex, national origin, marital status, disability, age or religion, no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.

ENTRY AND ATTENDANCE REQUIREMENTS

INITIAL ENTRY REQUIREMENTS

It is the responsibility of parents/guardians of students entering Monroe County public schools for the first time to present the following information at the time of registration:

1. A valid birth certificate or other documentation of birth [Florida Statute §1003.21];

Florida Statute §1003.21(4)

(4) Before admitting a child to kindergarten, the principal shall require evidence that the child has attained the age at which he or she should be admitted in accordance with the provisions of subparagraph (1)(a)2. The district school superintendent may require evidence of the age of any child whom he or she believes to be within the limits of compulsory attendance as provided for by law. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

(a) A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births;

(b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;

(c) An insurance policy on the child's life that has been in force for at least 2 years;

(d) A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent;

(e) A passport or certificate of arrival in the United States showing the age of the child;

(f) A transcript of record of age shown in the child's school record of at least 4 years prior to application, stating date of birth; or

(g) If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if neither of these is available in the county, by a licensed practicing physician designated by the district school board, which certificate states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct. A homeless child, as defined in s. [1003.01](#), shall be given temporary exemption from this section for 30 school days.

*Please note that if a passport is offered for verification of birth, it may not be duplicated for placement in the cumulative folder.

2. certification of a physical/health examination to be submitted within thirty school days if not available at the time of registration [Florida Statute §1003.22 (1)]
3. a certificate of immunization [Florida Statute §1003.22]. Students will not be admitted into class without proof of immunization;
4. proof that student resides within the boundary of the school to which he/she is applying by presenting documentation, such as lease, mortgage or utility bill.

HOMELESS STUDENTS

Children and youth identified as homeless as defined by the Stewart B. McKinney Homeless Education Assistance Act Title IX, Part A Education of Homeless Children and Youth reauthorized by the Every Student Succeeds Act (ESSA) in December 2015) shall be immediately enrolled in school without the proof of residency in the District and shall have access to free public education.

Homeless children and youths must receive comparable services to those received by all other children, including: transportation services, meals through school nutrition programs and educational services for which the child meets the eligibility criteria such as Exceptional Student Education, Title I, Head Start and Limited English Proficiency programs.

Homeless children and youth are defined as those who:

- A. lack a fixed, regular and adequate nighttime residence;
- B. share the housing of other persons due to loss of housing, economic hardship or similar reason;
- C. live in motels, hotels, travel trailer parks or campsites due to lack of alternative adequate accommodation;
- D. live in a FEMA trailer, or emergency or transitional shelter;
- E. are abandoned in hospitals;
- F. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- G. live in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting.

Children or youth who are experiencing homelessness also include migratory children who are living in circumstances described in A-G above.

MAXIMUM AGE LIMIT FOR ATTENDANCE

A person who has attained the age of 19 years on or before the opening of the school year shall not be enrolled in any regular senior high program. An enrolled student who is involved in a continuous high school study program shall be exempt from this restriction.

A student's continuous study program shall not be extended beyond the end of the semester in which the student reaches the age of 20 years.

A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. The school district must notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment. The student's guidance counselor or other school personnel must conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student must be informed of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and GED test preparation. Additionally, the student must complete a survey in a format prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.

A child who attains the age of 18 years during the school year is not subject to compulsory school attendance beyond the date which he/she attains that age provided that the student file the declaration of intent.

A student with a disability shall be considered to be "in a continuous study program" when that student's Individual Education Plan (IEP) requires continued services by the district. **If a student with a disability graduates with a special diploma, a certificate of completion, or a special certificate of completion, and has not reached the age of 22, the student may, at his/her option, continue to receive Free and Appropriate Public Education (FAPE) until that student's 22 birthday or until he/she earns a standard diploma whichever comes first.** Graduation with a standard diploma, regardless of age, constitutes cessation of FAPE requiring written prior notice. Any further exception to this directive shall be made by the Superintendent on the recommendation of the principal of the high school involved or the Director of Student Services in the case of a student with disabilities.

HEALTH REQUIREMENTS

IMMUNIZATION

All new students seeking entrance into a public school in Monroe County are required by Florida Statute 1003.22 to present, at the time of entry, valid documentation that they have received the required immunizations against the communicable diseases as identified by the State of Florida or to provide a Certificate of Medical Exemption (temporary or permanent) based on medical reasons filled out by medical provider or Certificate of Religious Exemption tenets.

The Certificate of Religious Exemption is available only through the Florida Dept. of Health-Monroe. It is not available from private physicians.

The Florida Certification of Immunization that includes temporary and permanent medical exemption sections is available from either private physicians or the Florida Dept. of Health-Monroe:

- Documentation of Immunization
- Documentation of Temporary Medical Exemption per student's medical provider
- Documentation of Permanent Medical Exemption per student's medical provider

IMMUNIZATION REQUIREMENTS FOR ENTRY INTO GRADES K - 12
2023-2024 School Year

	K	1	2	3	4	5	6	7	8	9	10	11	12
DTP/DTaP/ -Td	x	x	x	x	x	x	x	x	x	x	x	x	x
OPV/IPV series	x	x	x	x	x	x	x	x	x	x	x	x	x
MMR series	x	x	x	x	x	x	x	x	x	x	x	x	x
HEP B series	x	x	x	x	x	x	x	x	x	x	x	x	x
Varicella 1 dose												x	x
Varicella 2 dose	x	x	x	x	x	x	x	x	x	x	x	x	x
Tdap Booster								x	x	x	x	x	x

*Td = tetanus/diphtheria

*Tdap=tetanus/diphtheria/pertussis

*Tdap- tetanus/diphtheria/pertussis is required for any student 9-12 that has not had a Td booster.

** Polio –must have one dose of polio on or after the 4th birthday.

PHYSICAL/HEALTH EXAMINATION

All new students seeking entrance into a public school in Monroe County are required by *Florida Statute §1003.22* and School Board policy to present, at the time of entry, valid documentation that they have received a health examination performed within 1 year prior to enrollment. Physicals done from other states are acceptable if they provide the same criteria as the State of Florida physical form.

HEALTH AND MEDICATION

STUDENT USE OF MEDICATIONS

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a medical provider and any over-the-counter drugs, preparations, and/or remedies.

HB 1537: Education This bill amends s. 1002.20, F.S., K-12 student and parent rights, to allow a student to possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's medical provider or a labeled prescription bottle accompanied by the written authorization of the parent. The first dosage of any new prescribed medication shall not be administered during school hours due to the possibility of an allergic reaction.

These documents shall be kept in the school clinic, and made available to the persons designated by this policy as authorized to administer medication or treatment. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Only medication in its original container; labeled with the date, the student's name, medical provider, medication name, strength, dosage, route and scheduling and a list of possible side effects will be administered. The Superintendent or Principal shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a locked refrigerator or locked box in a refrigerator not commonly used by students.

However, students may be permitted to carry and use, as necessary, an asthma inhaler, diabetic supplies, Epi Pen, Cystic Fibrosis prescribed medications, in their original containers and labeled with Medical Provider's orders as described in previous paragraph, provided the student must have prior written permission from his/her parent and physician and has submitted the Statement of Permission for Administration of Medication Assistance, to the principal and any school nurse assigned to the building. The principal, school administrators and the student's teaching staff will also be advised of any/all permission to carry, and self-administer specific meds/procedures outlined.

Each principal shall designate at least 2 persons on staff to be clinic designees and administer medication pursuant to this policy and shall submit the names of those so designated to the Superintendent annually.

Students who may require administration of an emergency medication may have such medication, identified and stored in the school clinic and administered in accordance with this policy.

All medication given in the clinic must be FDA approved.

USE OF ASSISTIVE MEDICAL EQUIPMENT: CRUTCHES, CANES, WALKERS, WHEELCHAIRS, BRACES, SPLINTS

Medical devices such as crutches, canes, walkers, wheelchairs, braces, and splints are prescribed by the medical provider to facilitate mobility or provide support or alignment of an injured or deformed body part. Parents are required to submit any/all orders pertaining to the use of any/all of these devices including activity limitations, mobility assistance, length of time for order, and notify staff of any/all changes to orders that are made.

EPINEPHRINE USE

A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization. A school district, county health department, public-private partner, and their employees and volunteers shall be indemnified by the parent of a student authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector.

HEALTH SERVICES

MANDATORY HEALTH SCREENINGS

The School Health Services Program conducts mandatory health screening activities each school year for KG, 1st, 3rd, and 6th grades. Screenings are mandated by State Statute, occurring on a schedule, dependent on guidelines established by the Florida Department of Health –School Health Program and scheduled by the Florida Department of Health – Monroe, School Health Coordinator. Mandatory Health screenings include the following activities: vision screening, hearing screening, measurement of height and weight, with Body Mass Indexing calculations, scoliosis screening. Parents or guardians must inform the school in writing if they do not wish their child to participate in any portion of this program. Additionally, a health screening is required on all NEW students (grades KG-5), entering the school district for the first time. Dental health screenings are offered as part of our school based dental sealant program to 2nd and 7th graders after written permission is obtained by the parent.

COMMUNICABLE DISEASE

Students with symptoms indicating the possible presence of a communicable disease shall be isolated from other students. The parent or guardian shall be contacted and asked to take the student home. The student shall be readmitted with a written statement from a licensed physician and/or when in the principal's or designee's judgment, the student meets the criteria for readmission. A student must be fever free for 24 hours without taking temperature reducing medications (per CDC guidelines). As of March 2022, COVID-19 guidelines preclude previous return to school policies. Please contact the school nurse for latest the guidelines. Students with Religious

Exemptions for vaccines per Florida Department of Health guidelines, may be excluded from school in the event of an outbreak.

NO NIT POLICY

The School Board of Monroe County has a "No Nit" policy. If a child is identified as having head lice, he or she shall be excluded from school and shall not be permitted to return to school until his or her head is free from lice and nits. Nits are the white eggs that lice lay which adhere to strands of hair. Parents are responsible to provide the appropriate treatment to eliminate head lice and nits before the child returns to school. The child should be evaluated by the school nurse or clinic staff before returning to the classroom. A child should miss no more than one or two days of school because of head lice. Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law.

SCHOOL OF CHOICE OPTIONS PROVIDED BY THE "EVERY STUDENT SUCCEEDS ACT" (ESSA)

The School Board acknowledges that the Federal Every Student Succeeds Act provides that the parents of students enrolled in a Title I school that has been listed for "School Improvement" for two or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the student's grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not another school in the District offering instruction at the student's grade level(s) that has not been identified as needing improvement, the Superintendent shall contact the neighboring counties and request that they permit students to transfer to a school in one of those counties. If a transfer within the District is not possible, the Superintendent will offer Supplemental Educational Services (SES). If a transfer is available but the parents choose not to avail themselves of it, then the Superintendent may, at his/her discretion, offer Supplemental Educational Services (SES).

Additionally, students attending a "persistently dangerous" school, as defined by State law, have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the student's grade level(s), the Superintendent shall contact neighboring counties and request that they permit students to transfer to a school in one of those counties.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring counties and request that they permit that student to transfer to a school in one of those counties providing instruction at the student's grade level.

THE HOPE SCHOLARSHIP PROGRAM (F.S. 1002.40)

The Hope Scholarship Program was established to provide parents of a public school student, who was subjected to an incident listed in subsection (3), an opportunity to transfer the student to another public school or to request a scholarship for the student to enroll in and attend an eligible private school. Beginning with the 2018-2019 school year, contingent upon available funds, and on a first-come, first-served basis, a student enrolled in a Florida public school in kindergarten through grade 12 is eligible for a scholarship under this program if the student reported an incident in accordance with subsection (6). For purposes of this section, the term "incident" means battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, harassment, assault, or battery; threat or intimidation; or fighting at school, as defined by the department in accordance with s. 1006.09(6).

PRIVACY RIGHTS UNDER THE HEALTH INFORMATION PORTABILITY ACCOUNTABILITY ACT (HIPAA)

Protected health information includes demographic and medical information that concerns the past, present, or future physical mental health of your child. Demographic information could include name, address, telephone number, social security number and any other means of identifying you or your child as a specific person. Protected health information contains specific information that identifies a person or can be used to identify a person. Your child's protected health information may be used or disclosed for purposes of treatment (ex: emergency care) payments and health care operation. The school district may send medical information to Medicaid, insurance companies, or community agencies to pay for services provided to your child.

Protected health information can be disclosed without parental written authorization in the following circumstances:

- reporting abuse;
- investigations related to missing children;
- internal investigations and audits or by government agencies;
- public health purposes, including vital statistics, disease reporting, public health surveillance, investigations, interventions and regulation of health professionals;
- district medical examiner investigations;
- research approved by the Department of Health or school board;
- court orders, warrants, or subpoenas;
- law enforcement purposes.

PARENTS HAVE THE RIGHT TO:

- request to restrict the use and disclosure of your or your child's health information;
- be assured that information will be kept confidential;
- inspect and receive a copy of theirs or their child's protected health information;
- correct theirs or their child's health information.

GENERAL INFORMATION

ASSEMBLY AND ASSOCIATION:

1. Students shall be free to join school organizations and lawfully assemble in such a manner so as not to disrupt the orderly process of the school's program.
2. Students have the rights to:
 - lawfully assemble;
 - organize associations within the school for social, athletic and other proper and lawful purposes, providing that no such group denies membership to any student because of race, sex, religion or for any reasons other than those related to the purpose of the organization.
3. Students have the responsibilities to:
 - exercise the right to assembly so that the assembly does not disrupt the school program nor the orderly conduct of the school;
 - know and observe qualifications for membership in student activities and to refrain from activities that interfere with school discipline;
 - conduct themselves in a manner that is representative of the school and the organization of which they are members.

MILITARY RECRUITERS, COLLEGES AND OTHER HIGHER EDUCATION INSTITUTION RECRUITERS, PICTURE VENDORS

The No Child Left Behind Act requires high schools to provide to military recruiters, upon request, access to names, addresses, and phone numbers of high school students. Typically, recruiters are requesting information on high school students that will be used for recruiting purposes and college scholarships offered by the military. The law also requires high schools to release information to colleges or other higher learning institutions, upon request. In addition, contact (directory) information for graduating seniors is given to picture vendors to facilitate the purchase of senior photographs.

If a parent does not want Monroe County School District to disclose this information without prior written consent, please complete the nondisclosure form.

CIVILITY IN THE CONDUCT OF BOARD MEMBERS, ADMINISTRATORS, TEACHERS, SUPPORT STAFF AND ALL EMPLOYEES OF THE SCHOOL DISTRICT

EMPLOYEE CONDUCT ON SCHOOL PROPERTY

The School Board recognizes that education of the children is a process that involves a cooperative partnership between administrators, teachers, classroom aides, coaches, bus drivers, cafeteria workers, maintenance workers, and all support employees involved in achieving the primary mission of our School District.

Further, the Board recognizes that adults on school campuses and in the District Office are perceived as role models for our students, thus the behavior of adults can influence the behavior and well-being of our students. It is

of importance to the Board that all District employees treat each other with courtesy and respect whether or not in the presence of students, and convey a high level of civility in their day-to-day communication with one another.

Disruptive behavior will not be tolerated and includes, but is not necessarily limited to,

- A. behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to the general public, and areas of a school or facility which are not open to the general public;
- B. using loud and/or offensive language, swearing, cursing, and using profane language or displays of temper;
- C. threatening to do bodily or physical harm to a fellow employee regardless of whether or not the behavior constitutes or may constitute a criminal violation;
- D. threatening to do psychological or emotional harm to a fellow employee;
- E. damaging or destroying School Board property;
- F. any other behavior which disrupts the orderly operation of a school, classroom, grounds, or District offices where the business of education takes place.

Additionally, any administrator or other authorized school personnel may direct any person to leave the premises or conclude the conversation, meeting or conference. If that person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement takes such action as deemed necessary.

TEACHER'S ROLE:

- Define and model student behavioral expectations and school rules.
- Actively supervise student activities at all times.
- Report behavior to the school administrator of person responsible for discipline at the school site for a student who engages in ongoing misconduct despite appropriate interventions.
- Prevent and report any safety hazards.
- Know the school safety plan and follow through on the procedures.
- Work with families in partnership to reinforce appropriate behavior.
- Follow the behavior support plan for all students.
- Utilize data in collaboration with administration and support personnel to monitor misconduct using the appropriate system.
- Seek assistance from administration and colleagues if help is needed.
- Acknowledge and reinforce appropriate student behavior.
- Provide positive corrective feedback and reteach the behavior skills when misconduct occurs.
- Maintain student confidentiality
- Maintain professionalism when interacting with all staff, students, families and community members.
- Strive to have positive interactions with all students, staff, families and community members.
- Assume responsibility for all students of the school.
- Come to work regularly and on time.
- Foster a classroom culture where students want to be engaged.

- Actively listen to students, staff, families and community members.

ADMINISTRATOR'S ROLE:

- Institute a school safety plan and staff members are trained on the procedures.
- Ensure school rules are taught, enforced, communicated and modeled to all stakeholders.
- Ensure school physical environment is safely maintained.
- Ensure a research based bully prevention program is being implemented on site.
- Assemble collaborative school teams to address behavioral concerns by designing and implementing effective multi-tiered behavioral support plans.
- Collect and analyze behavioral data for ongoing decision making.
- Clearly communicate availability to parents, staff, students and community members.
- Provide necessary training and support for staff and parents in maintaining an environment conducive to learning.
- Collaborate and partner with after school programs and outside agencies.
- Maintain awareness, respect and continual learning of individual cultures and backgrounds in an effort to effectively communicate and collaborate with students, parents, staff and community members.
- Actively listen to concerns brought forth by all stakeholders and seek solutions.
- Strive to have positive interactions with all students, staff, families and community members.
- Assemble a collaborative interagency truancy team to address chronic tardiness and absenteeism.
- Recognize students who attend school regularly.
- Balance time on campus with requests for district level responsibilities.
- Spend at least two days each week in classrooms.
- Foster a school culture where students and staff are respected and want to be engaged.

DISTRICTWIDE STAFF'S ROLE:

- Support school safety and security plans.
- Support administrator's efforts to ensure school rules are taught, enforced, communicated and modeled to all stakeholders.
- Support efforts to maintain a safe school physical environment.
- Support district policy related to research based bullying prevention programs.
- Recognize the importance of and support collaborative school teams to address behavioral concerns by designing and implementing effective multi-tiered behavior support plans.
- Be aware of and support the student code of conduct.
- Clearly communicate availability to parents, staff, students and community members.
- Participate in training that supports maintaining an environment conducive to learning.
- Collaborate and partner with outside agencies.
- Maintain awareness, respect and continual learning of individual cultures and backgrounds in an effort to effectively communicate and collaborate with students, parents, staff and community members.
- Actively listen to concerns brought forth by all stakeholders and seek resolution.
- Strive to have positive interactions with all students, staff, families and community members.
- Foster a work environment where colleagues want to be engaged.
- Actively participate and focus while at work.
- Come to work regularly and on time.

- Communicate respectfully with all colleagues, students, staff, families and community members.
- Assume responsibility for the well-being of all students.

MONROE COUNTY PUBLIC SCHOOLS SAFETY AND SECURITY SCHOOL RESOURCE OFFICERS/DEPUTIES

Law enforcement officers from the Monroe County Sheriff's Office or the Key West Police Department are assigned to all schools and are responsible for the protection and safety of school personnel, property, and students within the school district. These officers perform general law enforcement duties, present law-related education programs, attempt to identify students displaying early signs of delinquency, and serve as a referral resource for students, faculty, and parents.

EMERGENCY REUNIFICATION SITES

Each school has identified reunification sites for emergency evacuation. In the event of an emergency evacuation, specific information will be provided by state and local media.

WEAPONS

The School Board prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons, as defined by F.S. Chapter 790, include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. This shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. In compliance with Federal and State law, the student may be expelled for one year, subject to exception on a case-by-case review.

Items pre-approved by the building principal as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy. (Working firearms and any ammunition will never be approved as part of a presentation.)

SCHOOL SAFETY AND SECURITY PLANS

Principals formulate individual school safety plans using samples from the district emergency plan to address potential hazards or crises at their site. All schools and sites have an Automated External Defibrillator (AED) and trained operators. All administrators, all teachers, and all bus drivers have emergency action checklists. It is each school's responsibility to remain proactive by promoting a learning environment free of crime and violence.

DESIGNATION OF RESTROOMS AND CHANGING FACILITIES IN K-12 EDUCATIONAL INSTITUTIONS

Monroe County School District has made assurances that all schools are in compliance with the restroom requirements.

- Requires restrooms and changing facilities at K-12 education institutions be designated for exclusive use by biological males or biological females, or that there is a unisex restroom/changing facility.
- School districts must also update their student codes of conduct and certify their schools are in compliance with the new restrooms and changing facilities requirement.

IBElieve Protocols

[MCS D Interventions Grid for Classroom Managed Behaviors](#)

[MCS D Interventions Grid for Administrator Managed Behaviors](#)

[MCS D Behavioral Definitions](#)

CHAPTER 2

THE ELEMENTARY AND SECONDARY CODE OF STUDENT CONDUCT

MONROE COUNTY PUBLIC SCHOOLS CODE OF STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee. The School Board has zero tolerance for conduct that poses a serious threat to school safety.

School Environmental Safety Incident Reporting (S.E.S.I.R.)

NOTE: *This page reflects changes to Rule [6A-1.0017](#) that were approved by the State Board of Education on December 14, 2022, and that went into effect on January 17, 2023.*

The following SESIR definitions were approved by the State Board of Education (Rule [6A-1.0017](#)) to enable school districts to correctly code data used to report incidents that are against the law or represent serious breaches of the code of student conduct. This includes those incidents considered severe enough to require the involvement of a School Resource Officer (SRO) or incidents to be "Reported to Law Enforcement." The following definitions are not intended to be an additional reporting system for law enforcement. **SESIR incidents can involve students (including out-of-district students), non-students, school personnel, and/or unknown perpetrators.**

For more information about SESIR, including Frequently Asked Questions, please visit the [About SESIR](#) page. Online training can be found at [SESIR.org](#).

[Alcohol](#) (ALC) - Level IV

(possession, use, or sale) 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.

[Aggravated Battery](#) (BAT) - Level I

(intentional great bodily harm) A battery where the attacker intentionally or knowingly causes more serious injury as defined in Rule [6A-1.0017](#)(8)(g), 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.

[Arson](#) (ARS)- Level I

(intentionally setting a fire on school property) 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.

[Bullying](#) (BUL) - Level IV

(intimidating behaviors that are repeated, intentional, and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.

[Burglary](#) (BRK) - Level II

(illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

[Criminal Mischief](#) (VAN) - Level III

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

[Disruption on Campus-Major](#) (DOC) - Level III

(major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.

[Drug Sale/Distribution Excluding Alcohol](#) (DRD) - Level II

(illegal sale or distribution of drugs) The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

[Drug Use/Possession Excluding Alcohol](#) (DRU) - Level III

(illegal drug possession or use) 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.

[Fighting](#) (FIT) - Level III

(mutual combat, mutual altercation) 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.

[Grand Theft](#) (STL) - Level III

(taking of property from a person, building, or a vehicle) (\$750 threshold) 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](#) (HAR) - Level IV

(one-time, insulting behaviors) 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 or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes 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.

[Hazing](#) (HAZ) - Level III

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

[Homicide](#) (HOM) - Level I

(murder, manslaughter) The unjustified killing of one human being by another.

[Kidnapping](#) (KID) - Level I

(abduction of an individual) Forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

[Other Major](#) (OMC) - Level III

(major incidents that do not fit within the other definitions) 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](#) (ROB) - Level II

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

[Sexual Assault](#) (SXA) - 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) (SXB) - Level I

(attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.

[Sexual Harassment](#) (SXH) - Level III

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

[Sexual Offenses \(Other\)](#) (SXO) - Level III

(lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)

[Simple Battery](#) (PHA) - 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.

[Threat/Intimidation](#) (TRE) - Level III

(instilling fear in others) 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.

[Tobacco](#) (TBC) - Level IV

(cigarettes or other forms of tobacco/nicotine) 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.

[Trespassing](#) (TRS) - Level III

(illegal entry onto campus) To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry. 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.

[Weapons Possession](#) (WPO) - Level II

(possession of firearms and other instruments which can cause harm) Possession of a firearm or any instrument or object as defined by Section 790.001(6) and (13), F.S., that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

LEVEL I MOST SERIOUS, DANGEROUS OR VIOLENT BEHAVIORS

Level I Behaviors are the most serious acts of misconduct and violent actions that threaten life.

- Pattern or intensity of any behavior
- Aggravated Battery
- Armed robbery
- Arson
- Homicide
- Kidnapping/Abduction
- Possession, use, sale or distribution of firearms, explosives, destructive devices and other weapons*
- Sexual Battery

Administrators **must** contact law enforcement. The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.

*One year expulsion recommended.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** use the following strategies from PLAN I. The use of appropriate strategies from previous PLANS may also be used in Conjunction with this PLAN.

PLAN I

- Complete substantive threat assessment and action plan
- Parent/guardian contact**
- Recommendation for expulsion
- Referral for alternative educational setting
- Suspension from school for one to ten days***

**Good faith attempt must be made immediately to contact parent/guardian by telephone.

***Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

This level of infraction may result in an expulsion requiring School Board action.

LEVEL II DANGEROUS OR VIOLENT BEHAVIORS

Level II Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

Pattern or intensity of any level III behavior

- Battery on school staff
- Breaking & Entering/Burglary
- Hate crime
- Other major crimes/incidents
- Physical Attack
- Robbery
- Sale and/or distribution of controlled substances
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)
- Sexual Assault
- Use/possession of weapon

Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must select at least one of the following strategies from PLAN II. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of PLAN II for repeated, serious or habitual Level III infractions.

PLAN II

- Complete substantive threat assessment and action plan
- Parent/guardian contact**
- Recommendation for expulsion
- Referral for alternative educational setting
- Restorative Practices/School-based program
- Suspension from school for one to ten days***

**Good faith attempt must be made immediately to contact parent/guardian by telephone.

***Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

LEVEL III OFFENSIVE/HARMFUL BEHAVIORS

Level III Behaviors are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

- Pattern or intensity of any Level I or II Behavior
- Battery
- Contraband
- Disruption on campus/Disorderly conduct (major)
- False fire alarm/bomb threat
- Fighting (serious)
- Hazing (misdemeanor)
- Larceny/Theft (under \$750.00)
- Other Major Offenses
- Possession or use of simulated weapons
- Possession or use of controlled substances*
- Sexual harassment
- Substantive threat against an individual on school grounds
- Trespassing
- Vandalism (\$1,000.00 or more)

* See Drug Prevention on Page 25

Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.

The principal or designee must select at least one of the following strategies from PLAN III. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of PLAN II for repeated, serious or habitual Level III infractions.

PLAN III

- Alternative to suspension**
- Complete threat assessment and action plan
- Parent/guardian contact**
- Permanent removal from class (placement review committee decision may be required)
- Recommendation for alternative educational setting
- Recommendation for expulsion
- Restorative Practices/School-based program
- Suspension from school for one to ten days***

**Good faith attempt must be made immediately to contact parent/guardian by telephone.

***Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

LEVEL IV SERIOUSLY DISRUPTIVE BEHAVIORS

Level IV Behaviors significantly interfere with learning and/or the well-being of others.

Pattern or intensity of any Level V Behavior

- Bullying (repeated harassment)
- Confrontation with a staff member
- Distribution of items or materials that are inappropriate for an educational setting *
- Failure to comply with previously prescribed corrective strategies
- Fighting (minor) / Physical Aggression
- Harassment (law enforcement not involved)
- Inappropriate language / Abusive language / Profanity
- Leaving school grounds without permission / Elopement
- Possession and/or use of tobacco products**
- Property destruction / Vandalism (under \$1000.00)
- Transient threat against an individual on school grounds

*See Sexual Offenses (Other), Level IV, for obscene or lewd materials.

** See Drug Prevention for definition of tobacco products on page 25

Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must select at least one of the following strategies from PLAN IV. The use or appropriate strategies from a previous PLAN may be used in conjunction with the PLAN. Principals may authorize the use of PLAN III for repeated, serious or habitual Level IV infractions.

PLAN IV

- Alternative to suspension**
- In school suspension
- Loss of privileges
- Parent/guardian contact**
- Restorative Practices/School-based program
- Suspension from school for one to five days***
- Saturday School

**Good faith attempt must be made immediately to contact the parent/guardian by telephone.

***Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

LEVEL V DISRUPTIVE BEHAVIORS

Level V Behaviors are acts that disrupt the orderly operation of the classroom, school function, and extracurricular activities or approved transportation.

- Cheating/ Plagiarism
- Confrontation with another student / Physical contact (minor)/physical aggression
- Defiance / Disrespect / Non-compliance / Insubordination
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Inappropriate display of affection
- Inappropriate language (general, not directed at someone)
- Inappropriate location / Out of bounds area
- Pattern of non-attendance - Skip Class/Tardy
- Possession/display of inappropriate items or materials*
- Prohibited sales on school grounds (other than controlled substances)
- Minor Bus Infraction
- Tease /Taunt
- Technology Violation

*See Sexual Offenses (other), Level IV, for obscene or lewd materials.

Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must select at least one of the following strategies from PLAN V. Principals may authorize use of PLAN IV for repeated, serious or habitual LEVEL V infractions.

PLAN V

- Alternative to suspension**
- Behavior Plan
- Confiscation of electronic/communication devices
- Detention or other Board approved in-school program
- In school suspension
- Loss of privileges
- Parent/Guardian contact**
- Participation in an informal counseling session related to the infraction
- Peer mediation
- Replacement or payment for any damaged property (if appropriate)
- Reprimand
- Restorative Practices
- Revocation of the right to participate in social and/or extracurricular activities
- Saturday School
- Student contract

- Student, parents/guardians/staff conference
- Temporary assignment from class where the infraction occurred
- Temporary loss of bus privileges (if appropriate)

**Good faith attempt must be made immediately to contact parent/guardian by telephone.

WAYS TO RECOGNIZE STUDENTS FOR MODEL BEHAVIOR

MCSD Model Behavior Chart

DRUG PREVENTION

The School Board has a policy of zero tolerance for drugs and alcohol and recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Florida statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids
- F. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and/or at any school-sponsored event.

A drug-free zone is within 1000 feet of any facility used by the District for educational purposes.

The Superintendent and staff shall prepare procedures for the identification, amelioration, and regulation of drug use in the schools.

CIVIL CITATION

In lieu of an arrest, a student under the age of 18 charged with certain misdemeanors with no prior felony arrests and only one (or no) prior misdemeanor arrest may receive a Civil Citation. The student must accept responsibility for his/her actions and agree to participate in the program. The parent or guardian must agree to allow the student to participate in the program and sign the citation. Community Service hours along with character education classes will be assigned.

SANCTIONS

Students found to be in violation of the offenses as defined in the Code of Student Conduct may be suspended from participation in extra-curricular activities for a period of time which, in the opinion of the principal, is justified. Students arrested or charged for “off campus” matters which would have been an offense or a major offense had it occurred on a campus, may be suspended from extracurricular activities or excluded from school.

Students suspended from participation shall not be permitted to participate in any event-related activities, dress out for the event, practice with the group, or travel to the event with the team or group. An event is defined as a game, activity, or contest. A tournament experience is considered to be a single event, even though the tournament consists of more than one game, activity or contest.

REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS

The School Board recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, or expulsion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process.

For purposes of this policy and the Superintendent's administrative procedures, the following shall apply:

- A. “Emergency removal” shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the district.
- B. “Suspension” shall be the temporary exclusion of a student from the District’s program for a period up to ten days.
- C. Alternative education placement in lieu of expulsion.
- D. “Expulsion” shall be the exclusion of a student from the schools of the District for the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place and up to one additional school year.

SUSPENSION FROM SCHOOL OR FROM RIDING THE SCHOOL BUS

- A. When a student's actions are disruptive to himself/herself or to the school as to violate law, Board policies, or school rules, the student may be suspended by the principal or designated representative. Suspension dictates that the student shall not be allowed to attend his/her regular classes or school-sponsored activities for a prescribed number of days not to exceed ten. The principal or designated representative may refer the student during the period of the suspension to in-school suspension, a center for special counseling or shall remand the student to the custody of his/her parent or guardian. Prior to suspending a student, except in emergencies, the principal or designee shall make an effort to employ parental assistance or alternative methods of dealing with the student and shall document such efforts. The administrator or designee receiving a referral will investigate the incident by interviewing witnesses, interviewing the teacher/driver as well as possibly reviewing the video, if

possible. Ultimately, this will determine the consequence, if any is warranted. Typical bus discipline follows a sequential pattern, first offense = 1 day bus suspension and so on. However, incidents of great severity may warrant more severe discipline in the first referral as determined by the administration. During a bus suspension the **student is expected to attend school**, it is the student/parents responsibility to ensure the student reports to school each day.

- B. In no case shall a teacher suspend a student from school or class, nor shall a bus driver suspend a student from riding a school bus.
- C. Prompt notice of a suspension shall be given by telephone to the student's parent or guardian, if possible. Formal written notification to the student's parent or guardian and the Superintendent shall be initiated within 24 hours of the time the student is informed of the suspension.
- D. Except in the event of emergencies or disruptive conditions which require immediate suspension or in the case of a serious breach of conduct that is defined as willful disobedience, open defiance of authority of a member of the school staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school, all out-of-school suspensions shall not begin prior to the beginning of the next school day following the infraction unless the parents or guardians have been notified.
- E. Prior to the suspension, the student shall be given an informal and impartial hearing before the principal or designee and shall be informed of the charge(s) against him/her which may result in suspension. If the student denies the charge(s), s/he shall be given an explanation of the evidence, and an opportunity to present his/her version of the case, and notification of the action taken by the principal or designee. In cases of extremely disruptive or dangerous behavior persons or groups involved may be immediately suspended and, in some cases, be referred to law enforcement. In such instances, each student shall be afforded an informal hearing before the principal or designee prior to the expiration of the third day of suspension.
- F. The principal, or designated representative, may suspend a student from school and/or from riding the school bus for a period not to exceed ten school days.
- G. When Board action on a recommendation for the expulsion of a student is pending, the Superintendent may extend the suspension assigned by the principal beyond ten school days if such suspension expires before the next regular or special meeting of the Board.
- H. In the case of students in exceptional education classes, please refer to the Procedure Manual for Exceptional Student Education.

EXPULSION

- A. A principal may recommend to the Superintendent the expulsion of a student. The principal shall provide the Superintendent an adequate history of the student's actions and alternative measures taken relevant to the recommendation. When the Superintendent makes a recommendation for expulsion to the Board, written notice shall be given to the student and his/her parent or guardian of the recommendation setting forth the charges against the student and advising the student and his/her parent or guardian of their right of due process.
- B. Expulsion is the removal of the right and obligation of a student to attend a public school for a period of time and under conditions set by the Board not to exceed the remainder of the term or school year and one additional year of attendance.
- C. For students in exceptional student education, please refer to the Procedure Manual for Exceptional Student Education.

The Board also authorizes the Superintendent to suspend a student from any or all co-curricular or extra-curricular activities for violations of the Student Code of Conduct. The length of suspension shall be in accordance with the Code.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, he/she may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Superintendent's procedures for suspension and expulsion.

The Superintendent may provide for options to suspension/expulsion of a student from school which may include alternative educational options.

A student who has been suspended or expelled by another district temporarily may be denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school with the District.

The Board designates the Superintendent as its representative at all hearings regarding the appeal of a suspension. The Board will hear the appeal of an expulsion.

ALTERNATIVE TO OUT-OF-SCHOOL SUSPENSION (ATOSS) FOR GRADES 6-12

The design of this program provides a viable option to ensure that students who are given an out-of-school suspension shall continue to receive academic support while they are away from their schools. Upon return to school, they shall be able to make up any work missed to help maintain their academic standing. Students who attend and meet the requirements for ATOSS (Alternative to Out of School Suspension) shall not be considered absent and shall not receive any grade penalty.

SEARCH AND SEIZURE

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 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 random search. 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. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

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 the seriousness of the alleged infraction and the student's age.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

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.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. 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 and/or designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

STUDENTS HAVE THE RIGHT:

- to privacy and shall be free from unreasonable search as well as seizure of personal property. These rights shall prevail unless there is reason to believe that it is necessary to set them aside to protect the safety, health and property of the school, students and staff;
- of privacy of their personal possessions unless there is reason on the part of the principal or his or her designee to believe that the student is concealing a weapon, illegal drugs or other material that is inappropriate dangerous to himself or herself, others or property;
- to be given prior notification of any searches unless in case of emergency.

STUDENTS HAVE THE RESPONSIBILITY:

- to not carry, possess or conceal any material that is prohibited by law;
- to accept the consequences for their actions in cases where unlawful materials are found in their possession or in their lockers.

SEARCH IN SCHOOL BUILDINGS OR ON SCHOOL PROPERTY BY SCHOOL ADMINISTRATORS:

The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of automobiles on school grounds. School principals, therefore, have the right and duty to inspect and search students' lockers, desks, students' or non-students' automobiles if the principal reasonably suspects, upon information received from law enforcement or otherwise, that drugs, weapons, dangerous, illegal, or prohibited matter, or such stolen goods are likely to be found in the student's possession. The principal does so in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The fruits of such search may be turned over to law enforcement for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings.

BY LAW ENFORCEMENT AT REQUEST OF SCHOOL AUTHORITIES:

Administrative — If public health or safety is involved, upon request of a school principal who shall be present, law enforcement officers may make a general search for drugs, weapons or items of an illegal or prohibited nature, of students' lockers and desks or students' or non-students' automobiles.

BY LAW ENFORCEMENT OFFICER WITHOUT REQUEST OF SCHOOL AUTHORITIES:

Normally, law enforcement officers may not search students' lockers, desks or automobiles unless they have a search warrant and may not search a student's person in school unless the student is under arrest. However, there are specific exceptions contained in Florida Statute (probable cause or stop and frisk).

INTERVIEWS IN SCHOOLS FOR INVESTIGATIVE PURPOSES BY SCHOOL ADMINISTRATORS OR DESIGNEE:

School officials have the right and duty to interview students when investigating crimes, or reports thereof, committed during school hours or on school property without prior notification or presence of parents.

STUDENT INTERVIEWs /INTERROGATIONS

Monroe County School District recognizes that cooperation with law enforcement and/or social service agencies is necessary for the protection of students and staff members, safeguarding district property, and for maintaining a safe school environment. At the same time the District realizes their responsibility to protect the rights of the children in their charge and to provide for the concerns of parents/guardians regarding the welfare of their children.

SCHOOL INITIATED CONTACT:

Law enforcement and/or social service officials will be called to the school when laws have or may have been violated and in situations where the safety or welfare of students and/or employees is threatened. In these situations, students may be interviewed by law enforcement and/or social service officials in accordance with all applicable state and federal juvenile laws. When school officials have requested the assistance of law enforcement and/or social service officials in investigating a crime, unsafe or life-threatening situation involving students, staff, or district property, the law enforcement and/or social service official has implied permission to interview/interrogate students in school during school hours

LAW ENFORCEMENT AND/OR SOCIAL SERVICE AGENCY INITIATED CONTACT:

Law enforcement and/or social service agency initiated student interviews may be permitted consistent with the established interview guidelines and as required Florida Law. Prior to conducting a student interview/interrogation the principal or designee shall be notified. When law enforcement or social service requests access to a student on school grounds, or at a school sponsored event for non-school related incidents, the official shall contact the principal or designee and advise him/her of the need to speak with the student. The principal or designee will make a reasonable effort to notify a parent/guardian before allowing social service staff members to interview a child at school unless prohibited by law. Law enforcement and social service personnel, including liaison officers who have initiated a formal interview/interrogation, should remain as inconspicuous as possible and shall interview/interrogate students in a private setting designated by the principal or designee to avoid embarrassing and/or stereotyping the student.

INTERVIEWS/INTERROGATIONS REGARDING CHILD ABUSE AND NEGLECT

Investigations and interviews of students, regarding child abuse and neglect reports may be conducted by law enforcement and/or social services on school premises during school hours. Prior to conducting a student interview the principal or designee shall be notified. Law enforcement and/or social service personnel may, in the exercise of

their authority to do so, exclude school personnel from the interview. The principal or designee will make a reasonable effort to notify a parent/guardian before allowing social service staff members to interview a child at school unless prohibited by law. Reasonable effort is defined as contact by telephone at home or place of employment.

INTERVIEW/INTERROGATION GUIDELINES

The following guidelines are to be used by administrators when law enforcement and/or social service personnel interview students in school during regular school hours. These guidelines do not apply to interviews conducted by district professional staff.

1. The principal or designee shall be notified prior to all student interviews conducted on school premises. The following considerations should be given before an interview shall take place at school: such as the age of the student, the purpose of the interview, the subject matter of the interview, whether the conduct occurred on school grounds, and the seriousness of the conduct at issue.
2. Interviews should be coordinated with the student's schedule in order to minimize disruption.
3. Interviews should not be conducted during an exam, except in an emergency.
4. The principal or designee should summon the student from his/her class, unless law enforcement and school administration feel the situation warrants personal contact by the officer.
5. The principal or designee will make a reasonable effort to notify a parent/guardian before law enforcement or social service staff members to interview a child at school unless prohibited by law.
6. Interviews should be conducted in a closed setting, in order to allow confidentiality.
7. No employees shall disclose any information regarding the contact between law enforcement or social services and a student to anyone except a superior, or under appropriate circumstances, to a parent or legal guardian. No information will be shared with a parent or guardian in cases related to child abuse or neglect referrals.
8. The principal or designee shall be allowed to be present at any interview/interrogation unless barred by law or excused by the student.

NOTIFICATION OF PARENT/GUARDIAN

Notification of parents or guardians when students are to be interviewed by law enforcement and/or social services will be carried out according to the following guidelines.

1. A reasonable effort will be made to contact the parent of guardian prior to the start of the interview, except in the case of child abuse/neglect referrals. The interview may proceed prior to notification of the parent or guardian if (a) the situation is determined to require prompt action, (b) the situation is determined to be of a serious nature, or (c) the attempt to contact has been unsuccessful. The parent or guardian will be notified if their child has been interviewed by law enforcement and/or social services on school premises, except where prohibited by law.

2. For emergency situations where the safety and well-being of the school community is threatened, law enforcement may interview/interrogate a student prior to notifying a parent/guardian.
3. If a student makes a request to speak with law enforcement or social services, a parental notification is not necessary and permission to speak shall be granted.

SUBPOENAS

Service of subpoenas on any student or employee in the Monroe County School District while on school property shall be accomplished as follows:

1. The law enforcement officer shall request the principal or designee to produce the student or employee to be served.
2. The principal or designee shall make arrangements for that student or employee to come to the office. These arrangements will be made in such a way as to be inconspicuous and cause the least disturbance possible to the educational process.
3. The principal or designee shall witness the service of the subpoena.

CONTRABAND

Possession, use, or distribution of materials or items which are forbidden at school.

For example, this includes, but is not limited to, matches, lighters, ammunition, Class C common fireworks, toy weapons, laser beam devices, vape devices, or vape cartridges. It also includes tobacco products, which include cigarettes, chewing tobacco, and e-cigarettes possessed by students. Contraband shall be confiscated and the return of such items shall be at the Principal's discretion.

Certain Items as Contraband: Possession of a common pocketknife, a plastic knife, a blunt-bladed table knife, or other item that is not designed or typically used as a weapon may be considered under this incident code if (1) there has been no threatening or intimidating display of the item; and (2) the item does not constitute a "concealed weapon" as defined in Section 790.001(3) Florida Statutes; and (3) the item is not a firearm as defined in Section 790.001, Florida Statutes. A common pocketknife that qualifies as contraband is a knife, such as a Swiss Army Knife, or is a folding-style knife with multiple blades and utility tools. A folding knife with a single blade is generally not considered contraband but would be classified as a weapon.

NOTE: If a student realizes that the student is in possession of a contraband item and voluntarily surrenders the item to a staff member before the start of any investigation or before the search of the student that might have uncovered such item, then the student may be eligible for mitigation of the disciplinary response.

PUBLIC ATTENDANCE AT SCHOOL EVENTS

The School Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the School Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

The School Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

The School Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed at any function occurring on District premises.

ANTI-BULLYING / ANTI-HARRASMENT POLICIES

The School Board is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students and school employees.

The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

DEFINITIONS

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a school bus of the District; or
- C. through the use of data or computer software that is accessed through a computer, computer systems, or computer network of the District.

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but not limited to:

- A. teasing
- B. social exclusion
- C. threat
- D. intimidation
- E. stalking
- F. physical violence
- G. theft
- H. public humiliation
- I. destruction of property

"Bullying" and **"harassment"** also encompasses:

- A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - 1. incitement or coercion
 - 2. accessing or knowingly and willingly causing or providing access to data of computer software through a computer, computer system, or computer network within the scope of the District school system
 - 3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment
 - 4. engaging in bullying against an individual's: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background, or being viewed as different in its education programs, or admission to education programs.

"Cyber-bullying" means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student(s) and the behavior both causes mental and/or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

"Cyber-stalking" means to engage repetitively in an unwanted 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.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
- D. has the effect of substantially disrupting the orderly operation of a school.

EXPECTED BEHAVIOR

Behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high quality education in a uniform, safe, secure, efficient, and high quality system of education.

The District expects all stakeholders to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff and community member, producing an atmosphere that encourages students to grow in self-discipline. Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond appropriately to those who hold that authority.

CONSEQUENCES

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Student Code of Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have falsely accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the collective bargaining agreement.

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have falsely accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials if appropriate.

PROCEDURE FOR REPORTING

Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against an employee should be reported to their supervisor. All reports should be filed as soon as possible and may be filed up to ninety days after the last alleged act of bullying occurred.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Written and oral reports shall be considered official reports. Reports may be made anonymously. Reports may be delivered to the front office at each school. A reporting form can be found at Keysschools.com Formal disciplinary action may not be based solely on the basis of an anonymous report.

PROCEDURE FOR INVESTIGATION

All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential.

Reasonable effort shall be made to respond expeditiously to all reports of bullying. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

SCOPE

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, the principal shall inform parents/guardians of all students. Notification shall be by telephone or by personal conference and in writing and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option.

Upon the completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

According to the level of infraction, the victim's parents will be notified by telephone and/or in writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

SEXUAL HARASSMENT

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. filing a malicious or knowingly false report or complaint of harassment;

- C. disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. submission to such a conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program or activity;
- B. submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. such conduct has the purpose or effect of interfering with the individual's work or educational performance;
- D. of creating an intimidating, hostile, or offensive working and/or learning environment;
- E. of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regards to such criminal charge.

REPORTS AND COMPLAINTS OF HARASSING CONDUCT

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

FOR THE FORMAL PROCESS FOR ADDRESSING COMPLAINTS OF HARASSMENT PLEASE SEE THE SCHOOL BOARD POLICIES

The MCSD has designated the following persons to serve as the Compliance Officers, also known as the Civil Rights Coordinators; hereinafter referred to as COs. These persons shall also serve as the MCSD Section 504 Compliance Officer/ADA Coordinator and the Title IX Coordinator.

The school district has appointed a male and female Compliance Officer (CO) in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two COs, there should always be a CO available to investigate a claim of discrimination/retaliation that pertains to the other CO.

Compliance Officers

Harry Russell
Executive Director, Personnel Support and Instructional Leadership
305-2393-1400 extension 53330
241 Trumbo Road
Key West, FL 33040
TitleIX@keysschools.com

Dr. Lesley Thompson
Direction, Exceptional Student Education
305-93-1400 extension 53378
255 Crane Boulevard
Sugarloaf, FL 33042
TitleIX@keysschools.com

The administrative procedures will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within 31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the compliance officers identified in the administrative procedures. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate district official identified in the administrative procedures.

After a complaint is filed, the designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on

the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the complainant and the individual accused of the harassing conduct.

The decision of the Superintendent shall be final.

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

The Code of Student Conduct allows for the possession of cellular telephones and electronic devices on the school campus; however, when the possession of a cellular phone or electronic device disrupts the educational process or interferes with safety-to-life issues for students being transported on a school bus, then it would be a violation of the Code of Student Conduct.

In order to ensure an orderly educational process, each school principal has the authority to establish rules concerning the use of cellular telephones and electronic devices during school hours and at school activities in accordance with the school's Code of Student Conduct. The principal may establish disciplinary actions in the Code of Student Conduct for violations concerning these rules.

GENERAL CODE OF APPEARANCE

The standards of dress and grooming in Monroe County School District shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. Each student has the responsibility to dress appropriately. These standards of dress and grooming apply to all PreK – 12 students in the public schools of Monroe County unless a specific exemption is granted by the principal. Any request for an exemption shall be made to the principal.

1. Individual schools may implement school uniforms with community input and approval of the principal's supervisor. See individual school policies related to this topic.
2. Individual schools are expected to use the state and district dress and grooming guidelines as minimum standards; any adjustments may be made upon approval of the principal's supervisor. The principal at each school reserves the right to determine what appropriate dress is for the school as detailed in these minimum standards.
3. Clothes shall be worn as they are designed. For example, suspenders should be over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear including boxer shorts exposed.

4. All shirts and blouses must cover the midriff, back, sides and all undergarments including bra straps at all times. Tops must have shoulder straps that are at least 2 inches wide. No tube tops or strapless garments are allowed. Undergarments must not be visible.
5. Shoes shall be worn at all times and should be safe for the school environment. The following shoes are not acceptable for any MCSD student: cleated shoes, shoes with wheels, and bedroom slippers.
 - a. The following shoes are not acceptable for MCSD students in grades PreK-8: thong sandals or backless shoes.
 - b. Inappropriate shoes will result in playground and physical education restrictions when safety is a factor.
 - c. Individual schools have the option to alter the shoe policy.
6. Shorts, skirts, skorts and dresses must reach the mid-thigh or below in length with the waistband worn at the waist level.
7. Head coverings and sunglasses shall not be worn in the classroom, unless the head covering is approved by the principal. Students in grades PreK-5 may not wear head coverings and sunglasses upon entering the school building unless the head covering or sunglasses are approved by the principal.
8. Specialized courses may require specialized attire, such as sports uniforms, or safety gear and must be approved by the principal before being worn during the school day
9. See-through, revealing, or mesh garments must not be worn without appropriate coverage underneath or over that meet the minimum requirements of this dress code.
10. All clothing, jewelry, or tattoos shall be free of the following: profanity, violent images, wording or suggestions; sexually suggestive phrases or images, gang-related symbols; alcohol, tobacco, drugs, weapons or advertisements for such products.
11. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected class.
12. Clothing and accessories that endanger students or staff shall not be worn.

EXAMPLES OF INAPPROPRIATE CLOTHING & ATTIRE

- Sagging or low riding pants or slacks
- Pajamas or house slippers
- Crop tops
- Spandex, leggings & biker shorts
- One-shoulder strap tops
- Strapless garments
- Bare midriff tops & shirts
- Tube tops
- Bare back tops

- Spaghetti straps
- Head coverings (any kind) in the classroom
- Chains (any kind) belts or wallet
- Bandannas worn or displayed
- Revealing shorts, skirts, or shirts
- Sunglasses in the classroom

DUE PROCESS RIGHTS

The School Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

A. Students subject to suspension:

The principal may impose a suspension of no more than ten (10) days duration, but shall notify the student's parents or guardians of the suspension in person, by telephone, or by regular mail and shall send a copy of the notification home with the student. SB 5610.

B. Students subject to expulsion:

A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges.

The student and/or his/her parent or guardian shall also be provided a brief description of the student's rights and of the hearing procedure. The Board shall act on any appeal to an expulsion.

The Superintendent shall ensure that all members of the staff use the above regulations when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

APPEAL PROCESS

School Level Grievance

A grievance is another name for a complaint. A student grievance exists when a student believes that he/she has been treated unfairly or has not been afforded due process. Students wishing to register a school level grievance must do so within 60 calendar days from the time that they became aware of the alleged infraction.

Resolving a School Level Grievance:

- Ask the teacher or person(s) who allegedly treated you unfairly to schedule a conference for the purpose of discussing your complaint.
- If the person charged with the alleged infraction does not resolve your complaint, arrange to talk with the department head, a guidance counselor, a student intervention specialist or some other person who may be able to assist you.

- If the above conferences have not resolved your complaint, talk with a school administrator such as an assistant principal or the principal.
- If necessary, contact the district administrator responsible for your school and request that he or she look into your complaint.
- Students should involve their parents or guardians in resolving school level grievance.
- Most student grievances can be resolved at the school level through informal conferences with teachers or other school personnel.
- If efforts to resolve your complaint on an informal level with school administrators and/or the district supervisor are unsuccessful, a grievance may be filed with the principal, who will provide a written decision to accept or reject the grievant's position, including an explanation detailing the reason(s) for his/her action.

PROCEDURE FOR PARENT INPUT

To give parents the opportunity to provide input into employee performance assessment we encourage parent participation in Monroe County Schools. Parent Input Forms are available in each school's main office. On completion, the employee has the right to review and rebut.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENTS HAVE THE RIGHT TO:

- a meaningful curriculum that shall meet their immediate and future needs;
- voice their opinions in the development of their curriculum;
- pursue their education under competent instruction;
- take part in in-school (instructional) activities and to decide if they want to take part in after-school (extracurricular) activities.

STUDENTS HAVE THE RESPONSIBILITY TO:

- attend all classes regularly and on time;
- contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
- complete all classroom assignments and meet requirements for all class objectives;
- respect the rights of others and to respect the views and backgrounds of those different from their own;
- meet the approved criteria required for participation in instructional and extracurricular activities;
- follow bus, classroom, school, and all Monroe County School District's rules and procedures in the classroom, school, or on the bus.

GRADES

STUDENTS HAVE THE RIGHT TO:

- be informed by the school of their academic progress;
- have periodic reviews of their instructional achievement by the school staff;
- academic marks in each class that represent fairly and impartially their academic progress in that class;
- have the opportunity to periodically review their marks with their teacher;
- be graded on their progress and class work;
- follow the established procedure

STUDENTS HAVE THE RESPONSIBILITY TO:

- regularly attend class;
- perform all tasks required for the successful completion of the course;
- make up all work missed during excused absences but not for work missed during truancies
- complete all classroom assignments to the best of his or her ability to earn the best possible grade;
- cooperate with the teacher to provide an engaging learning environment in class (Conduct, while not a part of a student's grade, may bear a relationship when a student is absent from a class and unable to make up work due to misbehavior);
- refrain from cheating or plagiarizing on all tests and work assignments.

ATTENDANCE REQUIREMENTS FOR EARNING CREDIT

Each parent and legal guardian of a child within the compulsory attendance age is responsible for the child's school attendance as required by law [Florida Statute §1003.21]. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

A student may be absent no more than 9 class periods to be awarded semester credit in a high school course. A student who has excessive absences as defined above **must** demonstrate proficiency of the content taught in the course. Students who otherwise would have received credit for a course based on the final semester average and have excessive absences must receive a passing grade on the semester exam in order to receive that credit. A student who has excessive absences and does not receive a passing grade on the semester exam will have the final course grade changed to "F" and will receive no credit for that course.

A "Denial of Credit Appeal" process shall be instituted at each school offering high school courses. The purpose of this process is to allow students who have been denied credit due to excessive absences an opportunity to provide evidence that some or all of the excessive absences should be considered "extraordinary." Absences due to extraordinary circumstances shall not be included in the denial of credit process. Extraordinary absences should NOT be confused with "excused (explained)" absences. Some examples of extraordinary absences include (but are not limited to):

- student illness requiring hospitalization or home confinement documented by a physician's note; (These absences will be coded as an "M" code in FOCUS)
- death in the immediate family;
- extreme weather conditions.

The definition of an extraordinary absence shall be the responsibility of each individual school.

STUDENTS WITH DISABILITIES (504 STUDENTS)

In the case of a student with excessive absences the Student Services Team should be convened to determine if the absences are caused in relation to the active *Section 504 Accommodation Plan*. If the multidisciplinary team determines that the absences are related to the 504 plan, the team should consider interventions and or changes to

better accommodate and or facilitate the students learning. The revised 504 plan should address any additional strategies and/or interventions needed to support the student's academic achievement.

If the multidisciplinary team determines that the absences are not related to the 504 plan, the student is treated in the same manner as that for a general education student with regard for the state and federal statutes regarding students with an ADA /504 plan.

ESE STUDENTS

In the case of an ESE student with excessive absences, an IEP team meeting should meet to determine whether or not the absences are related to the student's disability. If the IEP team determines that the excessive absences are related to the student's disability, the IEP team will determine a reasonable course of action or placement that will support the student's academic achievement.

If the IEP team determines that the student's excessive absences are not related to the student's disability, the student is treated in the same manner as that for a general education student, with regard for the state and federal statutes regarding ESE students.

HOSPITALIZED/HOMEBOUND SERVICES

If a student is confined to home or hospital, but is able to participate in and benefit from an instructional program, the student may be eligible for a hospital/homebound program. A student is eligible for services if a licensed physician can certify:

- A. that the student is expected to be absent from school due to a physical or psychiatric condition for at least 15 consecutive school days due to a chronic condition which need not run consecutively;
- B. that the student is confined to home or hospital;
- C. that the student will be able to participate in and benefit from an instructional program.

ATTENDANCE POLICY

Students have 48 hours to either bring in an excused note from their parents or a parent must call into the attendance office within the 48 hours. After the 48 hours, the absence automatically becomes unexcused if the school has not received notification.

Excused Absence means that a student is absent:

- (a) due to sickness of, or injury to, the student, attested to orally or in writing by the student's parent or guardian, or, in the event the absence is of three days or more, by a written statement of a licensed practicing physician, chiropractor, dentist, or other appropriate licensed health care or mental health professional;
- (b) due to religious instruction for the student or religious holidays of the student's own faith to be observed by the student, when the absence is requested in writing by a parent or guardian

at least three school days in advance of the absence, as delineated in Rule 6A-1.09514, Florida Administrative Code.

- (c) due to a medical, chiropractic, dental, or other appointment with a licensed professional related to the physical or mental health of the student, when the appointment cannot be scheduled outside of school hours and when written documentation is provided by the parent or guardian prior to the scheduled appointment;
- (d) due to attendance at an Individualized Educational Program (IEP) meeting at which the student's educational program is the topic;
- (e) due to attendance in an administrative or judicial proceeding which involves the student as a witness or as the subject of the proceeding;
- (f) due to a death in the immediate family of the student and such absence does not exceed seven school days;
- (g) due to placement in The Florida Keys Children's Shelter and such placement transition period does not exceed three school days. (By the fourth day, Shelter personnel are required to enroll the student in the appropriate public school closest in geographic proximity to the Shelter).
- (h) with written permission of the principal or the principal's designee, for good cause shown, including insurmountable conditions as defined by rules of the state board of education in Rule 6A-1.09513, Florida Administrative Code.
- (i) due to participation in an approved special event. The student must receive advance written permission from the school principal or the principal's designee. (Examples of special events include public functions; conferences; and regional, state and national competitions).
- (j) due to having, or being suspected of having, a communicable disease or infestation which can be transmitted to other students or school staff. (Examples include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies).

An unexcused absence is any absence that does not fall into one of the above excused absence categories. Any unexcused absence will result in a grade penalty for work missed. Students receiving out-of-school suspension **must** be assigned schoolwork that will be graded. Students on out of school suspension will be permitted to make up nine-week and semester examinations. Projects, term papers, etc., which represent work for a period of time greater than the suspension period will be submitted for the purpose of determining a student's grade in accordance with each school's grading practices.

Should questions arise regarding this rule; principals will grant the parent(s)/guardian(s) a conference. Parent(s)/guardian(s) may appeal the principal's decision to the District if a conflict arises.

MAKE-UP WORK

Students will be afforded an opportunity to make up missed work for excused absences. Students have two days for each day missed to make up class work upon return to school from an absence. After three consecutive absences, the teacher will determine due dates. If notice has been given of a test or due date for a paper, project, or assignment prior to an absence, the student is still responsible for the work on the date it is due. Absence will not extend the deadline. In the case of a test, the student will be expected to take the test as soon as he or she returns to school. The exception to this policy is the student assigned an out of school suspension.

OFF CAMPUS ACTIVITIES

Students attending school sanctioned off campus activities will be permitted to make up work missed.

PROCEDURE FOR REPORTING TARDIES:

Students who are tardy to school must be signed-in at the Main Office. For safety reasons elementary students must not be dropped off. An excused tardy exists when reasons acceptable to the principal or his or her designee are given.

AN EXCUSED SIGN-IN INCLUDES:

- illness;
- medical or dental appointments (doctor's statement may be required);
- automobile accident;
- death or funeral;
- emergency situations acceptable to the principal or designee;
- required court appearance (subpoena required);
- established religion observance;
- severe weather;
- breakdown of school bus

UNEXCUSED SIGN-INS INCLUDE THE FOLLOWING:

- heavy traffic;
- overslept;
- returned for forgotten items or student obtaining an absentee admit;
- non-educational appointments.

Excessive tardies may result in revocation of choice hardship.

SIGN-IN PROCEDURES:

Any student arriving to school after the session has begun must report to Main Office or Office of Student Affairs. An admission slip shall be issued indicating an excused or unexcused tardy or absence.

RELEASE OF STUDENTS:

During school hours a principal or designee shall permit a child to leave school only in custody of one of the following adults:

- parents of the student with photo ID;
- person listed on emergency contact card, with photo ID;
- a law enforcement officer;
- an authorized worker from the Department of Children and Families.

At the end of the school day, students are released at a specified time and place and are expected to go directly home. Parents must notify the school office regarding any change in the student's normal transportation. Car riders should be picked up immediately in the school's designated area. Students riding buses are expected to unload from the bus at their designated stop. Students must enter and exit at their assigned bus stop; requests for changes will not be honored, with the exception of emergencies. Kindergarten students must be met at the bus stop by an adult or will be returned to the school.

ADDITIONAL ELEMENTARY ATTENDANCE INFORMATION

PATTERNS OF NON ATTENDANCE

(a) Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.

(b) For enforcement of compulsory school attendance purposes, unexcused tardies, unexcused absences from specific class periods, and unexcused early sign-outs will be accrued and divided by the number of periods within a school schedule to calculate total unexcused absences. **For example, 7 absences (any form of absence listed above) = 1 day of unexcused absence.**

(c) For enforcement of compulsory school attendance purposes, unless acceptable documentation is presented/submitted, an **accumulation of daily unexcused absences or tardiness, or early sign-outs that equal five days in a calendar month or 10 days within a 90 calendar day period** may be exhibiting a pattern of non-attendance as determined by the Child Study Team.

(d) If the student exhibits a pattern of nonattendance (excused or unexcused), **principals may request documentation for subsequent absences.** Non-attendance for instructional activities is established by tardiness, early sign outs, or absences for all or any part of the day.

Tardiness

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
3. Tardiness to any class without documentation may be considered unexcused.
4. Habitual tardiness is defined as 8 or more tardies to school or to an individual class per quarter.
5. Principals have the discretion to excuse tardiness for extenuating circumstances.
6. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences.

EARLY SIGN- OUTS – Early sign-outs are defined as a parent or guardian signing out a child before the end of the school day.

SIGN-OUT PROCEDURES (PRE-APPROVED AND EMERGENCY):

Once students arrive on campus, they may not leave without permission from an administrator or designee. In the event a student must leave early, the parent must make the request in person in the main office. A picture ID must be presented.

EXCUSED SIGN-OUTS INCLUDE THE FOLLOWING:

- medical or dental appointments (doctors statement may be required);
- death or funeral;
- emergency situations acceptable to the principal or designee;
- court appearance (subpoena required);
- personal reasons acceptable to the principal or designee;

UNEXCUSED SIGN-OUTS INCLUDE THE FOLLOWING:

- forgotten items (for instance, books, lunch, money, homework, projects, admits);
- violation of dress code (to obtain appropriate dress);
- non-educational appointments.

1. No student shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.
2. All schools shall establish procedures for early release that ensure that all students are treated consistently.
3. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
4. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences.

The School shall provide written notice to parents after 5 tardies or 5 early sign-outs within 30 calendar days or 10 tardies, 10 early sign-outs, or any combination of the two within a 90 calendar day period. Additional tardies or early sign-outs shall result in two of the following interventions:

1. A mandatory parent conference with the principal/designee
2. A mandatory student conference with the principal/designee

FLORIDA DRIVER'S LICENSE LAW FOR STUDENTS

In 1997 the Florida Legislature began requiring schools to report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and social security number of minors who accumulate 15 unexcused absences in a period of 90 calendar days, which is a "rolling" number, thus making the student ineligible for driving privileges. The legislation further provides that those minors who fail to satisfy attendance requirements shall be ineligible for driving privileges. If the minor does not have a license, he or she shall not be issued one upon

application. The process of reinstatement is available in the office of the assistant principal for student affairs. Persons ages fourteen until their eighteenth birthday cannot get or keep their driver's privilege or license unless they are in school, have successfully completed school, earned their GED certificate, or have a hardship waiver. A student who has had their license suspended due to unexcused absences can apply for reinstatement once they have attended school for 30 consecutive days without an unexcused absence and have completed the necessary paperwork through the Office of Student Affairs. Reinstatement is delayed a day for each excused absence during that 30 day period. All first-time applicants for a Florida Driver's License must complete a traffic law and substance abuse course as described in Section Florida Statutes 322 .095. Students who were issued an operators or restricted driver's license before January 1, 1990, are exempt from this requirement. This course includes instruction on the physiological and psychological consequences of the abuse of alcohol and other drugs, the societal and economic costs of alcohol and drug abuse, the effects of alcohol and drug abuse on the driver of a motor vehicle, and the laws of Florida relating to the operation of a motor vehicle. A student may fulfill the course requirement by enrolling and completing a secondary driver education course or by enrolling and completing the course offered through a certified Driving Under the Influence (DUI) school. Upon successful completion of the Drug/Alcohol Traffic Safety Education (D.A.T.E) requirement, the student shall receive the necessary verification to present to the Department of Highway Safety and Motor Vehicles.

WITHDRAWALS FROM SCHOOL

A student who wishes to withdraw from school must report to the appropriate office with a note from the enrolling parent and receive a clearance from that office. The withdrawal form must be signed by the required staff. These signatures indicate that the student is clear with reference to textbooks, library books and any other school equipment that might have been in his or her possession.

If a student between the ages of 16 to 18 years of age withdraws and does not plan to re-enroll at another site, or plans on attending an adult school, the student **MUST** have a signed, completed exit interview on file with the school district. The Office of the student's home school will initiate the exit interview and guidance personnel will assist with the completion.

STUDENT WITHDRAWALS

PRIOR TO THE LAST TWO WEEKS OF THE SEMESTER

Students who leave school **prior** to the last 10 school days of any semester will not be granted credit unless they enroll in another school and complete the course requirements including examinations if applicable.

DURING THE LAST TWO WEEKS OF THE SEMESTER

Students who leave school **during** the last two weeks (10 days) of any semester **must** show evidence that the withdrawal is mandatory, and the student **must** successfully complete any necessary examinations, as appropriate, in order to receive course credit. Principals are authorized to make arrangements for the administration of examinations.

Principals may waive the requirements for early withdrawal when unusual/extenuating circumstances preclude full compliance by the student. Approval is mandatory prior to the student's leaving school.

STUDENT WITHDRAWALS FOR ENROLLMENT IN HOME EDUCATION PROGRAM

To withdraw a student for enrollment in a home education program, the custodial parent(s)/guardian(s) must initiate the withdrawal process at the school and notify the Superintendent of Schools/designee, **in writing**, of the intent to establish a home education program for the student and complete the appropriate documentation. The custodial parent/guardian shall submit the letter of intent to the Home Education Office within 30 days of the establishment of the home education program. Home education correspondence should be mailed to:

Monroe County School District
Home Education Office
Attn: Ms. Ayesha Osborne
2100 Flagler Ave
Key West, FL 33040

Please visit <https://fl02202360.schoolwires.net/Page/5908> to obtain enrollment forms.

Following the acceptance into the home education program the parent or guardian is accepting the full responsibility for the following:

1. **Parent must notify the district** in writing of the intent to home school.
2. **Parent must maintain a portfolio** of records that consist of the following:
 - a. Log of educational activities
 - b. Writing samples, work sheets, workbooks, and or other creative materials
 - c. The portfolio must be maintained by the parent and may be reviewed by the school district with appropriate notice
3. **Evaluation**, the parent must ensure an annual evaluation is completed by a certified instructor, state evaluation, or national evaluation instrument and report the results to the district coordinator
4. **Annual Review**, the district will review the evaluation results, if there are any concerns regarding the child's academic achievement. The district may place the parent on one year probation if the student fails to show adequate progress. Under probation, the parent must then remediate the child within the year or the district may require the student to enroll in an appropriate program (FS1002.41)

A student eighteen years of age or older who has interrupted his or her education and who subsequently desires to enter Monroe County School District shall physically enroll either in the adult education program if the child is unable to obtain a standard diploma. The student may not enroll in a regular high school. In extenuating circumstances, a principal may recommend an exception to this policy to the COO.

TEENAGE PARENT PROGRAM - MARRIED STATUS OF STUDENTS

Student, whether married or unmarried, who is otherwise eligible to attend school in the District shall not be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

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. The District will provide information on alternative programs.

The School Board reserves the right to require as a prerequisite for attendance in the regular classes of the schools and the co-curricular and extra-curricular programs of the schools that each pregnant student present to the principal or designee her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

Students participating in teenage parent programs are exempt from minimum attendance requirements for absences related to pregnancy or parenting but are required to make up work missed due to absence.

PATRIOTISM

Students have the right not to participate in reciting the pledge upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

STUDENT RECORDS

PUBLIC NOTICE

Student Records maintained by Monroe County School District are updated and revised in accordance with the Family Educational Rights and Privacy Act (FERPA). The district is to inform eligible students or parents or guardians of their rights pertaining to access to student records and confidentiality of student information as described below:

Student Education Records are records maintained by the school and in some cases other locations which directly relates to a student. Education records are maintained in accordance with policies of the School Board of Monroe County and contain identifying data (student and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious or recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports and anecdotal records of professional staff. The principal may maintain a separate disciplinary file for students involved in misconduct to include, but not limited to, description of misconduct, suspension notice(s), and record of disciplinary action(s) taken. These records are updated annually and information no longer pertinent is removed. Current student records are maintained at the school. Parents and eligible students over the age of 18 may inspect and review that list upon oral or written request.

PARENTS, GUARDIANS OR ELIGIBLE STUDENTS HAVE THE RIGHT TO:

- inspect, review and challenge the information contained in the records;
- appeal any disagreement of records to the school principal.

STUDENTS HAVE THE RIGHT TO:

- be protected by legal provisions prohibiting the release of personal information to other than legally authorized persons without the consent of the parent, guardian or student.

PARENTS, GUARDIANS OR ELIGIBLE STUDENTS HAVE THE RESPONSIBILITY TO:

- provide the school with any information that could be useful in making appropriate educational decisions;
- authorize release of information of those individuals or agencies who are working for the benefit of the student;
- follow school board policies for release of student information through the school;
- make an appointment with the school when they wish to review a record.

ACCESS TO STUDENT RECORDS

The following persons can access a student's records: parent, eligible students over the age of 18, school officials, and a party with the written permission of the parent or eligible student, certain state and local officials who are part of the juvenile justice system, federal grand jury or other law enforcement agency issuing a subpoena directing information to a particular party. In addition, a court may order nondisclosure of a subpoena or information provided in response to a subpoena. In cases of separation or divorce, both natural parents have access to their child's educational records. If a court order restricts this access to records, the residential parent shall provide the school with a certified copy of the order, including any modifications, which will then be placed within the student's cumulative file.

A release of information without parent or student (over the age of 18) consent can be made to school officials with a legitimate educational interest. A school official is considered to have a legitimate educational interest if the official needs to review a student record in order to fulfill his or her professional responsibility. A school official is a person employed by the district, such as an administrator, supervisor, teacher or support staff (including health and medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a certain task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student on an official committee, such as disciplinary or grievance committee; or another school official performing his or her professional responsibility.

WHAT ARE THE RIGHTS OF A PARENT?

Parents or eligible students over the age of 18 have the right to:

- request in writing to inspect and review all education records. The request will be granted within a reasonable period of time, not to exceed thirty days. This inspection and review of records shall be held in the presence of an official of the school system.
- a response to reasonable requests for explanations and interpretations of the records.

- obtain copies of the education records of a student. The schedule of fees for copies is on file with each principal. No fee for copying may be charged to any parent if it would effectively prevent that parent from exercising his or her right to inspect and review the records.
- request in writing an informal conference with the principal for the purpose of amending any record believed to contain information that is inaccurate, misleading or violating the privacy or the rights of the student.

The principal shall decide whether to amend the education records within a reasonable period of time. If the principal refuses to amend the records, he or she shall inform the parent or eligible student of that refusal, and advise the parent or eligible student of the right to file a grievance. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with the requirements of FERPA. Whatever rights are vested in the parent shall pass to the student whenever the student has attained 18 years of age or is attending an institution of post secondary education. Parents may have access to their dependent children's records regardless of age and may have the right of signing for the release of dependent children's records.

TRANSCRIPTS

- All requests for high school transcripts are to be in writing, signed by the parent/guardian or the student who is 18 years of age or older, and requested from the school registrar.
- Transcripts for scholarships and the student's final transcript will be furnished free of charge. The fee for all other transcripts will be \$5.00, payable at the time of request.
- The Registrar will record all monies received for transcripts on the "Monies Collected" form.
- Registrars will maintain an on-going log noting the name of the party requesting the transcript (parent or eligible student), the date of the request, the fee and the date on which the transcript was mailed or sent electronically.

INSTRUCTIONAL MATERIALS

STUDENTS HAVE THE RIGHT TO:

- be provided with "district adopted" instructional materials and access to hardware/ software to ascertain provided instructional materials.

STUDENTS HAVE THE RESPONSIBILITY TO:

- assume full responsibility for the care of materials issued to them.
- return the materials to the distributing teacher upon completion of the school year or upon withdrawal from school.
- complete all assignments even if the instructional material is lost.
- pay the full purchase price for lost, destroyed, or unnecessarily damaged instructional materials. If the instructional material is found and returned, the bookkeeper shall make a refund to the student.
- Dual Enrollment and Early Admissions program students are responsible for replacing lost or stolen textbooks and returning textbooks to school at the end of each semester.

STUDENT FEES, FINES, AND CHARGES

The School Board will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips.

FEES

For the purposes of this policy, "school fees" or "fees" mean any monetary charge collected by the District from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the District.

A charge shall not exceed the combined cost of the outside service provided or material used, freight and/or handling charges. Money received from resale of such material, if any, shall be remitted to the School Business Office with an accurate accounting of all transactions.

FINES

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

CARE OF SCHOOL PROPERTY

The Board charges each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use. School property includes but is not limited to textbooks, digital devices, calculators, etc.

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law except that students 18 years of age or older shall also be liable for damage they cause.

SCHOOL VISITORS

Visitors to the campus must sign-in with the receptionist in the office. Photo identification is required. Any individual considered a non-student must obtain administrative clearance prior to entering the building. The classroom teacher will be given advanced notice for parent classroom visits. A pass will be issued to those persons who have legitimate business with the school. Persons without a pass are subject to trespass violation and possible arrest. Students who are enrolled in any Monroe County Public School may not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy will be subject to school disciplinary action. Visitors must receive approval from the principal in advance to observe in a

classroom. Teachers cannot stop classroom activities to hold a parent conference. Students cannot arrange for their friends or relatives from other schools to visit the school at any time. Any individual found on the campus without clearance from a member of the administrative staff may be arrested for trespassing.

TRESPASSERS

ANY PERSON WILL BE CONSIDERED TRESPASSING WHO:

- does not have legitimate business on the campus or any other authorization, license, or invitation to enter or remain upon school property;
- is a student currently under suspension or expulsion; and who enters or remains upon the campus or any other Monroe County Public School facility commits trespassing upon the grounds of a school facility and is guilty of a misdemeanor of the second degree;
- enters or remains on the campus or other Monroe County Public School facility after the principal of the school, or his/her designee, has directed the person to leave the campus or facility or not to enter the campus or facility, commits trespassing on the grounds of a school facility and is guilty of a misdemeanor of the first degree.

The site administrator of a school, or any employee designated by the site administrator to maintain order on the campus or facility, who has probable cause to believe that a person is trespassing on school grounds in violation of this section may take the person into custody and detain him/her in a reasonable manner for a reasonable length of time pending arrival of a law enforcement officer. Taking into custody and detention by an authorized person does not render that person criminally or civilly liable for false arrest, false imprisonment, or unlawful detention. If a trespasser is taken into custody, a law enforcement officer will be called to the scene immediately after the person is taken into custody. In addition, any law enforcement officer may arrest either on or off the premises and without warrant any person the officer has probable cause for believing has committed the offense of trespassing upon the grounds of a school facility. Such arrest will not render the law enforcement officer criminally or civilly liable for false arrest, false imprisonment, or unlawful detention.

EXTRA CURRICULAR PROGRAM

STUDENT ACTIVITIES

An interscholastic extra-curricular activity shall be defined as a planned secondary school-sponsored competitive activity which exists or is performed between students representing schools, school districts, regions, or the State. The extra-curricular program shall be considered an essential part of the total school program and shall be under the principal's direction and general supervision. The principal shall select the personnel to direct and to act as advisors for the various extra-curricular activities. Care shall be exercised to limit the load assigned to any one teacher.

The principal shall be responsible for determining each participant's eligibility in interscholastic extra-curricular activities pursuant to the bylaws of the Florida High School Athletic Association, Inc (FHSAA). Any school that allows an ineligible student to participate shall be subject to the penalties set forth by the Bylaws of the FHSAA.

All extra-curricular activities shall be self-supporting when possible. Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms. However, this does not apply to charging admission for students who are spectators of extra-curricular activities. Funds derived from extra-curricular activities shall be processed according to the District's accounting procedures. Participants in extra-curricular activities may be subject to drug testing as described in School Board policy and procedures.

STUDENTS HAVE THE RIGHT TO:

- belong to and take part in all extracurricular activities for which they qualify, regardless of their race, sex, disability, religion or national origin;
- have an elected, representative student government or student council;
- take an active part in student activities designed to help make rules that affect their lives in school.

STUDENTS HAVE THE RESPONSIBILITIES TO:

- seek prior and proper consent from administrators and any other designated school personnel before organizing student associations;
- meet the approved criteria for membership in clubs, organizations and activities of their choosing;
- be aware of the school needs and concerns of the student body and to work toward the attainment of these needs;
- participate regularly in their respective organizations and to conduct themselves in an appropriate manner and to operate according to board rules and school regulations;
- select extracurricular activities that do not interfere with their academic programs.

SUSPENSION FROM PARTICIPATION IN EVENTS

Students found to be in violation of Offenses or major offenses as defined in the Code of Student Conduct may be suspended from participation in extra-curricular activities for a period of time which in the opinion of the principal is justified. Students who are arrested or charged for off campus matters, which would have been a zero tolerance offense or a major offense had it occurred on campus, may lose their privilege to participate in extracurricular activities. Students suspended from participation in any activity will not be permitted to participate in any event related activities, dress out for the event, practice with the group, or travel to the event with the team or group. An event is defined as a game, activity, or contest.

Florida Statute mandates each District, Charter and Private School Authority establish and publish eligibility standards for extracurricular activities and "good cause authority" in reference to policy governing transfer students in its Code of Student Conduct. Please reference s. 1006.195 and s. 1006.15(3)(h).

The following includes a list of examples, such as, but not limited to, which may be considered for inclusion as eligibility standards to participate in extracurricular interscholastic or interscholastic activities: ☐ School attendance policy that may prevent a student from participating ☐ Alcohol/drug related behavior ☐ 2.0 GPA Required for Academic Eligibility. A middle/junior high student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (s. 1006.15(3)(a)1, Florida Statutes). Final grades previously earned by the student from another school shall not be converted using the scale in Bylaw 9.4.2. A district may require more stringent academic requirements (i.e. no F's) ☐ School/classroom discipline issues ☐ Social Media issues ☐ Bullying ☐ Sportsmanship ☐ Dress Code Policy ☐ Four Year Limit of Eligibility ☐ Age Limit – 19 years 9 months (seniors) or 19 years on or after September 1 (all others) ☐ Physical Evaluation (EL2) and

Consent and Release from Liability Certificate (EL3) ☐ Any other district policy which would remove or prevent a student from participating in extracurricular activities.

One of the exceptions for a student who transfers schools and wishes to continue participating in the same sport at the new school is “authorized for good cause” published in district, charter, or private school policy. The following includes a list of examples, such as, but not limited to, which may be considered for “good cause authority”: ☐ Move to a new residence – the student moves to a new home address due to a move by the student and a person or person(s) with whom he/she has been previously living that makes it necessary for the student to attend a different school. ☐ Move to a new residence following the marriage of the student. The student immediately establishes a new residence that makes it necessary to attend a different school. ☐ Reassignment by District School Board or Charter School Board ☐ Transfer of school within the first twenty days – i.e. acceptance into a previously applied for magnet program, charter or private school ☐ Special Assignment by the Superintendent, School Choice Office, etc. ☐ Undue Hardship

1006.195 District School Board, Charter School Authority and Responsibility to Establish Student Eligibility Regarding Participation in Interscholastic and Intrascholastic Extracurricular Activities.

Notwithstanding any provision to the contrary in ss. 1006.15, 1006.18, and 1006.20, regarding student eligibility to participate in interscholastic and intrascholastic extracurricular activities: (1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities. The code of student conduct must provide that: 1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board’s suspension or expulsion powers provided in law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities. 2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15(3)(h). 3. A student’s eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b). (b) Students who participate in interscholastic and intrascholastic extracurricular activities for, but are not enrolled in, a public school pursuant to s. 1006.15(3)(c)-(e) and (8), are subject to the district school board’s code of student conduct for the limited purpose of establishing and maintaining the student’s eligibility to participate at the school. (c) The provisions of this subsection apply to interscholastic and intrascholastic extracurricular activities conducted by charter schools and private schools, as applicable, except that the charter school governing board, or equivalent private school authority, is responsible for the authority and responsibility otherwise provided to district school boards. (2)(a) The Florida High School Athletic Association (FHSAA) continues to retain jurisdiction over the following provisions in s. 1006.20, which may not be implemented in a manner contrary to this section: membership in the FHSAA; recruiting prohibitions and violations; student medical evaluations; investigations; and sanctions for coaches; school eligibility and forfeiture of contests; student concussions or head injuries; the sports medical advisory committee; and the general operational provisions of the FHSAA.

1006.15 Student standards for participation in interscholastic and intrascholastic extracurricular student activities; regulation.- 1006.15(3)(h) (h)1. A school district or charter school may not delay eligibility or otherwise prevent a student participating in controlled open enrollment, or a choice program, from being immediately eligible to participate in interscholastic and intrascholastic extracurricular activities. 2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one of the following criteria: a. Dependent children of active duty military personnel whose move resulted from military orders. b. Children who have been relocated due to a foster care placement in a different school zone. c. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent. d. Authorized for good cause in district or charter school policy.

STUDENT HAZING

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other School Board employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act that causes or creates a substantial risk of causing mental or physical harm. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating State or Federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

STUDENT PUBLICATIONS

STUDENTS HAVE THE RESPONSIBILITY TO:

- consider the rights and freedoms of those with differing views;
- express their opinions and ideas in such a manner so as not to offend, libel or slander others;
- consider and respect the rights of all persons involved in the educational process when publicizing information;
- select periods for the distribution of petition materials that do not interfere or conflict with class procedures.

SALES AND ADVERTISING

STUDENTS HAVE THE RIGHT TO:

- be exposed to experiences that enhance competitive attitudes and improve their ability to succeed in a free enterprise system;
- advertise and sell items approved by proper school authorities that promote the cause of a wholesome education;
- sell or advertise items at specified locations and designated times that are related to clubs, classes, and departments associated with their school.

STUDENTS HAVE THE RESPONSIBILITY TO:

- refrain from advertising and selling any items or products for outside agencies;
- refrain from advertising and selling any products that are obscene and/or disruptive to procedures as well as those items that have not been approved by proper school authorities;

- get approval from the proper school authorities on the time and place for making all sales and advertisements;
- adhere to school board policy regarding sales and advertising.

ACTIVITY PROGRAMS GRADES 6-12

A co-curricular program of athletics, student councils, clubs and other activities is provided for the benefit of the students. Students are urged to participate in these activities as long as participation does not interfere with their academic program. A student absent from class or school for “official school business” (such as band contest, athletic event, approved field trip) shall be counted as being school related by each teacher in each class period missed and shall be required to make up the class work. Information regarding these activities is available upon request. To be academically eligible each semester, a student must maintain a minimum cumulative grade point average of 2.0 on an unweighted 4.0 scale in all courses. A cumulative grade point average is a grade point average computed using all courses taken by the student, not just those courses taken in the previous semester. A student first entering the ninth grade must have been regularly promoted (not administratively placed) from the eighth grade. All student-athletes, including cheerleaders and JROTC, shall be required to purchase athletic insurance and complete the appropriate forms before they will be able to practice and participate in any athletic program under the Department of Athletics.

ATHLETIC AWARDS – GRADES 9-12

The District Athletic Director is conducting a committee to determine uniform guidelines for the awarding of school letters in the district. The policy will be published during the summer.

BUS/TRANSPORTATION AND SAFETY

GENERAL:

When transporting students to and from school, ensuring your child’s safety is our number one priority. Our bus drivers have increasingly expressed concerns about the enforcement of transportation rules. Consistent enforcement of rules for student behavior is required to provide the safest conditions.

To protect our children, only students and adults who are authorized may ride a school bus. The Transportation Department will operate under an assignment method of operations. Students will be assigned to bus stops and may not use another bus stop or ride another run.

Transportation to and/or from (for-profit) private daycare services is not provided.

Students who are eligible for pupil transportation services will no longer be authorized to ride another bus, either to or from school, to a friend’s home or any other type of situation. (Requests due to a family hardship or emergency situations will be handled by the school and authorized by the Transportation Department).

Pre-K and Kindergarten children will not be allowed to exit a bus at a designated stop without an older sibling, parent or designee at the bus stop. Parents may access their children only at their designated bus stop unless the principal or designee grants prior written approval.

STUDENTS HAVE THE RIGHT TO:

- school bus transportation if they live two miles or more from school;
- transportation that may be provided for students residing less than two miles from school if they have a handicapping condition or if a hazardous walking condition exists.

STUDENTS HAVE THE RESPONSIBILITY TO:

- stand off the roadway while at bus stops;
- wait for the bus driver to signal them across the roadway;
- walk 10-12 feet in front of the bus while attempting to board the bus;
- keep valuables at home as the school district nor the bus driver cannot be held responsible for personal property brought on school buses;
- follow safety procedures and wear seatbelts when available;
- ride only the designated bus, and only enter and exit the bus safely at designated stop, unless the school principal or designee grants prior written approval;
- not carry onto the bus any glass items, animals, balloons, weapons or sharp instruments. Personal belongings must be held on a student's lap;
- remain seated in seat assigned to them by the driver;
- sit all the way down and back, facing forward, with arms and head inside the bus at all times;
- keep aisles clear;
- obey rules and be courteous;
- refrain from using profanity, causing disruption, fighting, destroying property, or being willfully disobedient;
- be silent at all railroad crossings and when requested by driver;
- not throw objects on the bus or out the windows;
- not eat, drink or smoke on the bus.
- use the bus stop assigned based on the address of record.

PARENTS HAVE THE RESPONSIBILITY TO:

- ensure the student is at the bus stop and ready to board the bus at least ten minutes prior to the scheduled bus arrival time;
- wait for a bus that may be late due to traffic and other conditions;
- walk with their children to and from bus stops;
- their children's safety, well-being and conduct on the way to and from the bus stops and while at bus stops;
- ensure that their students walk on the shoulder of the road (on sidewalks, where available) away from traffic and facing the traffic;
- ensure the conduct of their children is appropriate while riding the bus;
- cooperate with school personnel regarding the effective and safe transport of their children;
- contact the school or the Transportation Department when they observe unsafe conditions;
- refrain from boarding school buses or attempting to conference with the bus driver at school bus stops.

BUS DRIVERS HAVE THE RESPONSIBILITY TO:

- transport students to and from school safely to the best of their ability;
- assign seats to riders;
- fairly and consistently enforce transportation discipline;
- communicate bus issues to school administration.

BUS/TRANSPORTATION OF STUDENTS WITH SPECIAL NEEDS

If the IEP team determines a student has special transportation needs, he or she may be assigned to a bus with specialized equipment and personnel. Transportation is arranged through the Transportation Department. Procedures for special needs students are similar to those of regular education students but with the exception of modifications.

TRANSPORTATION SAFETY

PARENTS HAVE THE RESPONSIBILITY TO:

- obey all traffic signs on and around school grounds;
- not block driveways, streets or bus loading zones;
- know and abide by the traffic rules which apply to the use of bicycles.

STUDENTS HAVE THE RESPONSIBILITY TO:

- wear bicycle helmets as required by law;
- others and themselves for the safe operation of their bicycles;
- securely lock the bike while at school;
- cooperate with safety patrol officers.

The school cannot be responsible for lost or stolen bicycles. The school safety patrol contributes to the safety of children on the school grounds, buses and at bus stops. Responsible students are chosen to be members of the patrol. Their role is one of assistance and direction in areas where dangers or hazards exist.

For more information, visit the Transportation Department web site <http://www.keysschools.com/departments/trans>.

ELEMENTARY, MIDDLE AND HIGH SCHOOL CURRICULUM, AND ADULT EDUCATION

Please refer to the Monroe County School District Student Progression Plan at www.keysschools.com for all information concerning school curriculum and instruction.

STUDENT SUPPORT SERVICES

Student Social, Emotional, Behavioral and Mental Health Services

All students in grades K-12 are universally screened twice yearly for social and emotional wellness. This is done much in the same way students are screened yearly in math and reading. Results are used to determine, along with other information such as grades, discipline, attendance, and teacher reports, if additional supportive services are needed. Parents receive notification when a student is referred to a school counselor and when students are referred for school social work services a parent must provide consent in order for those services to take place. Our school district follows the Multi-Tiered Systems of Support (MTSS) framework when determining level of support needed. For more information about MTSS please see our [Parent Guide to MTSS at www.keysschools.com](http://www.keysschools.com). (

Students have access to a variety of support services in the schools to meet their social, emotional, behavioral and mental health needs. The purpose of these school-based supports is to develop skills and remove barriers that negatively impact academic achievement. When concerns are beyond the scope of the school-based supports, the family will receive assistance in obtaining services from community and private agencies. School-based supports and referrals services are coordinated at the district level by the Coordinator of Student Support and at the school level by school-based school counselors and school social workers.

Coordinator of Student Support

The Coordinator of Student Support for Monroe County School District is a trained mental health professional responsible for all aspects of the district's Multi-Tiered Systems of Support Behavioral framework (MTSS-B). This includes leadership, consultation, and support for all district schools. In addition, the Coordinator of Student Support oversees special programs, events and projects related to behavioral, mental health, and crisis related issues. This includes crisis response protocols, threat assessment, re-entry interventions, development and implementation of the district's mental health plan, strengths-based universal screening, and collaborating with community agencies that support the behavioral and mental health needs of our students and their families. In addition to serving on several countywide multi-agency committees, the Coordinator of Student Support also conducts professional development for district staff on issues related to behavior, mental health, data collection and monitoring, as well as evidence-based interventions.

School Counseling Services

Professional School Counselors in the Monroe County Schools assist in creating a climate and culture of excellence through collaborative support and work for all stakeholders including students, parents, teachers, staff, and community members invested in our Monroe County Schools. Today's school counselors are vital members of the education team. They help all students in the areas of academic achievement, personal/social development, and career development ensuring today's students become the productive, well-adjusted adults of tomorrow. Professional school counselors are certified/licensed educators with the minimum of a master's degree in school counseling and are uniquely qualified to address the developmental needs of all students through a comprehensive school counseling program with a commitment to individual uniqueness, an understanding of multicultural and socio-economic diversity, and the maximum development of human potential. As a member of a school team, professional school counselors provide activities to meet the multifaceted needs of students, which also include strategies to support abuse prevention, suicide prevention, and trauma sensitive approaches to learning. MCSD school counselors work collaboratively with teachers, staff, and parents to enhance their effectiveness in helping students and provide support to other educational programs within individual schools and across the district.

School Social Work Services

School Social Workers are trained mental health professionals who can assist with mental health concerns, behavioral concerns, positive behavioral support, academic, and classroom support. School Social Worker's responsibilities include providing information to students, parents, and school staff, counseling students with personal and psychological issues, and addressing relevant issues in the school, such as school attendance, illegal drugs, teen pregnancy, and social adjustment issues. The School Social Worker will work with students in one-on-one, classroom, small group, or school-wide sessions. They consult with teachers, parents, and administrators and are instrumental in furthering the mission of the schools, which is to provide a setting for teaching, learning, and for

the attainment of competence and confidence. School social workers are hired by school districts to enhance the district's ability to meet its academic mission, especially where home, school and community collaboration is the key to achieving student success.

Please see our district website to contact our Coordinator of Student Support and to find directories of our school-based school counselors and school social workers. Additional services and resources available are also listed on our district site that include resources and support for military families, mental health and behavioral resources and 24/7 emergency/crisis support. All of this information can be found by going to www.keysschools.com, then clicking on “resources” and “student support.” You can also use this direct link for [Student Support](#).

MEAL PAY PLUS

Monroe County School Food Service Department offers students the opportunity to select nutritious meals every day for breakfast and lunch. Our menus meet or exceed the criteria established by the United States Department of Agriculture (USDA) and are designed to provide students with proper nutrition specific to their age.

One family meal benefit application is required annually. If you have qualified for SNAP or TANF, an application is NOT necessary.

We also know that sometimes parents forget to send lunch money. Students are allowed to receive their reimbursable meal, but the parent is still responsible for repayment. School Meal Prices are subject to change.

Breakfast Meal Prices are: Grades K-5 \$1.75, Grades 6-12 \$1.75, L

Lunch Meal Prices Grades K-5 \$2.50 Grades 6-12 \$2.85.

Meal Prices for qualifying reduced students Grades K– 12 (Breakfast) \$.30 and (Lunch) \$.40.

Please visit us at: <https://www.schoolcafe.com/>

School Café offers parents the ability to apply for Free & Reduced meal benefits, view the result of an application, view student's cafeteria account balance, make payments, receive low balance reminders, view the cafeterias menus, and give feedback on school meals.

The School Board of Monroe County, Florida adheres to a policy of nondiscrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 – prohibits discrimination on the basis of race, color, religion or national origin.

Title VII of the Civil Rights Act of 1964 – as amended – prohibits discrimination in employment on the basis of race, color, religion, or national origin.

Title IX of the Education Amendments of 1972 – prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) – as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 – as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 – prohibits discrimination against the disabled.

Americans with Disabilities Act of the 1990 (ADA) – prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) – requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 – prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) – prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student, or employee.

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

School Board Policies prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulates categorical preferences for employment.