

# MONROE COUNTY SCHOOL DISTRICT

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## Student Handbook

Kindergarten - Twelfth Grade  
2012 - 2013

## Table of Contents

### CHAPTER ONE

#### General Information

Monroe County School District General Policies	4
Vision	4
Mission	4
Entry and Attendance Requirements	4
Homeless Students	5
Maximum Age Limit for Attendance	6
Health Requirements	6
School of Choice Options	8
Health and Medications	8
Health Service	9
Privacy Rights	10
General Information	11
Assembly and Association	11
Military Recruiters, Colleges and other Higher Education Institution Recruiters and Picture Vendors	11
Civility	11
School Safety and Security	12
Weapons	12

### CHAPTER TWO

#### Code of Student Conduct

Level I	15
Level II	16
Level III	17
Level IV	18
Level V	18
Recognizing Model Behavior	20
Drug Prevention	21
Removal, Suspension and Expulsion of Students	22
Alternative to Out of School Suspension	24
Search and Seizure	24
Interviews for Investigative Purposes	26
Anti-Bullying/Anti-Harassment Policy	28
Cellular Telephones and Electronic Communication Devices	33
High School Dress Code	34
Middle School Dress Code	35
Elementary Dress Code	35
Due Process Rights	35
Student's Rights and Responsibilities	36
Attendance Requirements for Earning Credit	37
Attendance Policy	39
Withdrawals from School	42
Parental-Married Status of Students	43
Patriotism	43
Student Records	43
Transcripts	45
Textbooks	45
Student Fees, Fines and Charges	46
Care of School Property	46
School Visitors	46
Trespassers	47
Extra Curricular Program	47
Student Hazing	48
Student Publications	49
Bus/Transportation Safety	50
Elementary, Middle and High School Curriculum and Adult Education	52
Student Support Services	52
Meal Pay Plus	52
Nondiscrimination/Equal Opportunities	53

# **CHAPTER 1**

## **GENERAL INFORMATION**

# MONROE COUNTY SCHOOL DISTRICT GENERAL POLICIES

## VISION:

Your children, our students, together our future.

## MISSION:

Our mission is to prepare all students with the skills and experiences needed to become lifelong learners and productive citizens in a stimulating, nurturing, safe and enriching environment.

## 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 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](http://www.keysschools.com)

SOME INDIVIDUAL SCHOOL POLICIES MAY VARY ACCORDING TO EACH SCHOOL'S IMPROVEMENT PLAN 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 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 X, Part C of No Child Left Behind Act of 2001) 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. are awaiting for foster care placement;
- G. 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;
- H. 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-H 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 Monroe County Health Department or to provide a Certificate of Medical Exemption (temporary or permanent) based on medical reasons or religious tenets.

The Certificate of Religious Exemption is available only through the Monroe County Health Department. 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 Monroe County Health Department:

- Documentation of Immunization
- Documentation of Temporary Medical Exemption
- Documentation of Permanent Medical Exemption

### **IMMUNIZATION REQUIREMENTS FOR ENTRY INTO GRADES K - 12 2011-2012 School Year**

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

\*Td = tetanus/diphtheria

\*Tdap=tetanus/diphtheria/pertussis

\*Tdap- tetanus/diphtheria/pertussis is required for any student 10-12 that has not had a Td booster.

## 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.

## SCHOOL OF CHOICE OPTIONS PROVIDED BY THE NO CHILD LEFT BEHIND ACT

The School Board acknowledges that the Federal No Child Left Behind Act of 2001 ("NCLBA") 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.

## 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 physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.



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 physician 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, if a prescription; the student's name; exact dosage to be administered; 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 refrigerator not commonly used by students. Parents or students authorized in writing by physician and parents may administer medication or treatment.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted the Authorization for the Possession and Use of Asthma Inhalers, to the principal and any school nurse assigned to the building.

Each principal shall designate a person(s) on staff to administer medication pursuant to this policy and shall submit the names of those so designated to the Superintendent annually.

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the nurse/staff member has completed any and all necessary training.

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.

#### **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 care provider to facilitate mobility or provide support or alignment of an injured or deformed body part. Health professionals specifically fit these devices to a child taking into consideration such parameters as height, weight, angle of alignment required, and degree of mobility assist required, and train the child/parent in their safe use and appropriate care. In order to reasonably and safely accommodate the child who has been prescribed an assistive device in the educational setting a doctor's order is required describing any activity limitations at school (i.e. no PE for one month), length of time device is to be used, any monitoring or nursing care needed during the school day (i.e. ice applications to injury, observe for pressure areas), and needed assistance in mobility on the school campus (i.e. elevator key, assistance with carrying books or extra set of books for home, extra time going from one class to the next). Parents/guardians are encouraged to communicate with the school clinic personnel regarding their child's medical needs during the school day while using any assistive devices.

#### **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**

### **HEALTH SCREENINGS**

School Health Services Program conducts health screening activities at various times during a student's school experience. Screenings are mandated by State Statute, occurring on a schedule, dependent on guidelines established by the Department of Children and Families Services and local school health personnel. Health screenings include the following activities: vision screening, hearing screening, measurement of height and weight, with Body Mass Indexing calculations, dental screening, scoliosis screening and screening for hypertension - high blood pressure. Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.

### **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. 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. 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.

## **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 you or your child's protected health information; correct you or your 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.

## **MONROE COUNTY PUBLIC SCHOOLS SAFETY AND SECURITY**

### **COMPREHENSIVE EMERGENCY 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, violence, discrimination, and the effects of drugs and alcohol.

### **SCHOOL RESOURCE OFFICERS/DEPUTIES**

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

### **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.)

# **CHAPTER 2**

## **THE 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.

### **LEVEL I DISRUPTIVE BEHAVIORS**

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

- Unauthorized location
- Computer/Internet misuse
- Confrontation with another student
- Cutting class
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with the class and/or school rules
- Possession of items or materials that are inappropriate for an educational setting\*
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Tardiness
- Unauthorized use of electronic devices
- Violation of dress code

\*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 I. Principals may authorize use of PLAN II for repeated, serious or habitual LEVEL I infractions.

### **PLAN I**

- Parent/Guardian contact\*\*
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of electronic/communication devices
- Detention or other Board approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- In school suspension
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan
- Alternative to suspension\*\*
- Saturday School
- Loss of privileges

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

### **LEVEL II SERIOUSLY DISRUPTIVE BEHAVIORS**

**Level II Behaviors** are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

- Cheating/ Misrepresentation/ Plagiarism
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting \*
- Failure to comply with previously prescribed corrective strategies
- False accusation
- False fire alarm
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board; gang related activities
- Libel
- Petty Theft (under \$300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander



- Vandalism

\*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 II. 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 II infractions.

### **PLAN II**

- Parent/guardian contact\*\*
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Suspension from school for one to five days\*\*\*
- Alternative to suspension\*\*
- Saturday School
- Loss of privileges

\*\*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.

## **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.

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment)
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)
- Hazing (misdemeanor)
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment
- Trespassing
- Vandalism (major)

Administrators may contact 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 IV for repeated, serious or habitual Level III infractions.

### **PLAN III**

- Parent/guardian contact\*\*
- Suspension from school for one to ten days\*\*\*
- Permanent removal from class (placement review committee decision may be required)
- Alternative to suspension\*\*
- Recommendation for alternative educational setting
- Recommendation for expulsion

\*\*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.

### **LEVEL IV DANGEROUS OR VIOLENT BEHAVIORS**

**Level IV 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.

- Battery against a non-staff member
- Grand theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Sale and/or distribution of alcohol and/or controlled substances
- Sex offenses (other) (including possession and/or distribution and/or distribution of obscene or lewd materials)

Administrators may contact law enforcement.

### **RANGE OF CORRECTIVE STRATEGIES**

The principal or designee must use the following strategies from PLAN IV. The use of appropriate strategies from previous PLANS may also be use in conjunction with this PLAN.

### **PLAN IV**

- Parent/guardian contact\*\*
- Suspension from school for one to ten days\*\*\*
- Recommendation for alternative educational setting
- Recommendation for expulsion

\*\*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.

### **LEVEL V MOST SERIOUS, DANGEROUS OR VIOLENT BEHAVIORS**

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

- Aggravated assault

- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against employees or persons conducting official business\*
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school\*
- Sexual battery
- Possession, use, sale or distribution of firearms, explosives, destructive devices and other weapons\*

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 V. The use of appropriate strategies from previous PLANS may also be used in Conjunction with this PLAN.

### **PLAN V**

- Parent/guardian contact\*\*
- Suspension from school for ten days\*\*\*
- Recommendation for expulsion

\*\*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.

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

## **WAYS TO RECOGNIZE STUDENTS FOR MODEL BEHAVIOR**

### **ELEMENTARY STUDENTS**

- Extra music and reading time
- Certificate/trophy ribbon/plaque
- Time for music and dancing
- Music while doing school work
- Extra computer/ fame time
- Free time at the end of class
- Group activity
- Class field trip
- A reward (gift certificate, free admission to a school function, etc.)
- Outdoor class
- Recognition from a local newspaper, media or local government
- Outdoor reading
- Fun walk with principal or teacher
- Note home to parents
- Appointed the class messenger
- Taking care of the class pet
- Eating with the teacher
- Selecting prizes from a treasure box
- Pencil toppers
- Stars, smiley faces or stickers
- Paperback book
- Extra recess
- Sports equipment
- Leading of class line to lunch or recess
- Recognition during morning announcements or on closed circuit television
- Selection as a model student of the month and display photograph in an appropriate location

### **SECONDARY STUDENTS**

- Certificate/trophy/ribbon/plaque
- Gift certificate to local merchant
- Free pass to sporting event or activity
- Guest presenters in class
- Class field trip
- Praise for good behavior and work
- Note home or a call home to parent
- Coupon for prizes and privileges or surprise gift bag with school supplies
- Outdoor class
- Recognition from a local newspaper, media or government
- Photo recognition bulletin board

- Outdoor reading
- Extra computer/game time
- Sitting with friends
- Music concert at school
- Pep rally
- Paperback books
- T-shirt/hat/sunglasses
- Sports equipment
- Prime parking spot
- Recognition during morning announcements or on closed circuit television
- Recognition in school newspaper
- Selection as a model student of the month and display of photograph in an appropriate location

## **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. "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.
- 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 ejected from the school campus without the necessity of a prior hearing. 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 (AOSS) 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 AOSS 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 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 INTERVIEW /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 nonschool 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 or 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.

## **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 encompass:

- 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](http://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 regard 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 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.

## HIGH SCHOOL DRESS CODE

### GUIDELINES

- No bare midriff tops are permitted. **Shirts and tops must extend over the waist**; no skin may be exposed at the belly/waist line. **Shoulder straps on garments must be at least 3 inches wide.**
- Underwear, boxers, or bras without complete covering are prohibited. Sagging pants that expose underwear are not allowed. **All pants must be worn at the waist.**
- **All shorts, dresses, or skirts cannot be shorter than 6 inches above the knee.**
- No head coverings of any kind are allowed in the classroom.
- Bandannas are not to be worn or displayed on campus or school activities.
- Sunglasses are not allowed in the classroom.
- Prohibited tops: strapless garments, tube tops, bare back tops, see through tops or garments, shirts tied at the midriff, one shoulder strap tops, and muscle shirts. Students may not wear clothing that is either revealing or provocative.
- All items that advertise or encourage the use of drugs, alcohol, or tobacco are prohibited.
- Belt or wallet chains are prohibited.
- Spandex leggings and biker shorts are prohibited at school.
- Students are prohibited from wearing attire that may be used as weapons, such as chain belts, wallet chains, and apparel with spikes.
- Clothing articles shall not convey messages (writing, pictures, symbols, or logo) that are crude, vulgar, obscene, gang-related, and sexually suggestive or other things deemed inappropriate for school.

### 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

## **MIDDLE SCHOOL DRESS CODE**

Please refer to the individual school website.

## **ELEMENTARY DRESS CODE**

The dress code will be enforced, especially the items that affect safety. Appropriate lengths on shorts and skirts and shoes will be a focus area due to moving up and down stairwells throughout the day and participating in recess daily. Parents are asked to assist us by using the dress code as a guide to selecting student clothing and shoes. Our goal is to maintain a safe, positive and healthy environment and we appreciate parents' efforts to support this goal.

**If a student is inappropriately dressed, they will receive a dress code notice the first time. Parents will be called to bring the appropriate item to the student after the first notice.**

- Pants, shorts, skirts and skorts must be worn at the waist and shorts, skirts and skorts may not be shorter than the end of your fingertips when arms are straight at your side.
- No flip flops. Sandals **MUST** have a back strap. Closed shoes or tennis shoes are strongly preferred for safety. Platforms and heels are discouraged. Inappropriate shoes will result in playground restrictions when safety is a factor. **\*\*Individual schools have the option to alter the shoe policy.**
- Shirts may not have thin spaghetti straps. No bare midriffs, tube tops, bare back tops, strapless, one shoulder strap, spaghetti straps, halter tops, T-backs, and muscle shirts. Decals/logos must be appropriate for children.
- Cut-offs, boxer shorts, bike shorts or see-through materials are not permitted to be worn.
- Shoe skates, hats, caps and sunglasses shall not be worn in the building. Excessive or large jewelry is discouraged.
- Clothing, jewelry, buttons or accessories of any kind that create a disruption or safety concern, with violent or distasteful pictures, offensive language, slogans, or that advertise alcohol, tobacco, and illegal substances will not be permitted.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

## **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:**

A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. An appeal may be addressed to the principal whose decision will be final.

### **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 truanancies
- 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.

**For information regarding your child's grades or attendance, please see**

**<https://gradebook.keysschools.com/pinnacle/piv>.**

### **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 6 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;
- 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 for at least 15 school days 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:**

- car problems (ex: flat tire, no gas, car won't start, student getting a parking decal);
- 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 admit 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**

### **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.

## **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: Theresa Axford  
241 Trumbo Road  
Key West, FL 33040

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 annual evaluation 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 day school or an adult evening school. 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.

## **PARENTAL-MARRIED STATUS OF STUDENTS**

No student, whether married or unmarried, who is otherwise eligible to attend school in the District shall 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 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 who have been granted written permission not to recite the pledge are not required to stand and may remain seated during the recitation period. District counsel should also review the written opinion to determine how the consent provision should be applied to students in different grade levels and to students with different maturity levels.

## **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.

## **TEXTBOOKS**

### **STUDENTS HAVE THE RIGHT TO:**

- be provided with "county adopted" textbooks by the Monroe County School District.

### **STUDENTS HAVE THE RESPONSIBILITY TO:**

- assume full responsibility for the care of books issued to them;
- return the books to the distributing teacher upon completion of the school year or upon withdrawal from school;
- complete all assignments even if the textbook is lost;
- pay the full purchase price for lost, destroyed, or unnecessarily-damaged textbooks. If the book 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.

## **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.

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 (FHSA). Any school that allows an ineligible student to participate shall be subject to the penalties set forth by the Bylaws of the FHSA.

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.

#### **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 class 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](http://www.keysschools.com) for all information concerning school curriculum and instruction.

## **STUDENT SUPPORT SERVICES**

### **MEAL PAY PLUS**

**Meal Pay Plus** is an option to manage your child's cafeteria meal account through an online system. No more worrying about having cash for meals, lost or stolen lunch money. This service is convenient, easy and secure. Please visit <https://www12.mealpayplus.com/default.asp> to create and maintain your account.

You can also visit the Food Service Department webpage at <http://www.keysschools.com/departments/foodservice.asp> for other information regarding 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 for 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.

