STUDENT CODE
OF
CONDUCT

2015-2016

Pasco County Schools

Providing a world-class education for all students

Kurt S. Browning, Superintendent of Schools

A MESSAGE FROM THE SUPERINTENDENT

Dear Parents/Guardians:

Welcome to the 2015-2016 school year. The mission of Pasco County Schools is to provide a world-class education for all students. By working together, parents and the school community can reach this goal and prepare students for success in college, career, and life.

Parent involvement also is an essential element in ensuring student safety. Student academic achievement depends on students and staff feeling safe and secure in their schools. Parents play a vital role in promoting safety on our school campuses by supporting the district's *Student Code of Conduct*. By reviewing the Student Handbook with your child, you can help us reinforce the guidelines and rules students are expected to follow.

Preventing bullying and harassment is vital to establishing the safe, caring, respectful environment necessary for teachers to teach and students to learn. We must do everything we can to provide students with a learning environment that is free from sexual or gender-based harassment, sexual assault, or cyber harassment or bullying. Please review with your student the definitions of bullying and the different types of harassment, as well as the consequences students could face if it is proven that they have engaged in such behavior.

Our dedicated teachers, administrators, and support staff strive for a safe, productive school year with you and your child. We welcome your active involvement in your child's school and education.

Sincerely,

Kurt S. Browning
Superintendent of Schools

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(Please detach and return this section to your child's school)

I have received, read, understand and agree to abide by the 2015-16 Student Code of Conduct.

_____ _____/_____/_____

Student Signature Date

I/we have read the *Student Code of Conduct* 2015-2016, discussed it with my/our child(ren), and will support the school's efforts to have a safe, well-disciplined learning environment.

_____ _____/_____/_____

Parent \ Guardian Signature Date

The School Board of Pasco County does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability, or age in its programs, services, and activities or in its hiring and employment practices.
District School Board of Pasco County Equity Manager/Title IX Coordinator:
Sandy May, Office for Employee Relations (813) 794-2322.

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Revised by the District School Board of Pasco County June of 2015.

The *Student Code of Conduct* shall be in force twenty-four hours a day, seven days a week, on all school campuses, school transportation and at all school functions, whether on or off school campuses. This document is intended for the use of students, school district staff, and parents. We all share responsibility for the safety and security of our students. Any and all threats of harm should be immediately reported to school staff. The school will work to protect the confidentiality of all involved within the limits of the law.

Vision
Our vision is to create a community which works together so all Pasco County students will reach their highest potential.

Introduction
The District School Board of Pasco County is committed to creating a respectful, caring community that supports college, career, and life readiness for all students. Every school year represents a fresh start for our students to have the opportunity to do their very best, to learn new things, and to progress academically.

Our central goal is to teach students to engage in positive behaviors that promote hope, engagement and well being so that all students develop the social-emotional skills to be successful post graduation. In order to accomplish this goal, it is essential that all members of the school community know and support expectations for student conduct.

As part of our multi-tiered system of supports, the District School Board of Pasco County offers a continuum of positive behavior supports, which are integrated with academic goals and include increasing levels of intervention in response to student needs. Whenever possible, prevention approaches and teaching strategies are considered prior to implementing consequences for behavior.

The Student Code of Conduct communicates minimal requirements for students' behavior and summarizes the policies of the District School Board of Pasco County. This handbook:

- Defines the responsibilities and rights of students
- Defines the rules of conduct and the behavioral expectations for students
- Establishes consequences for violations of the rules of conduct
- Describes the process for handling disciplinary infractions

Each new school year is considered a "fresh start" for students to make positive behavioral choices. In order to promote learning and behavioral change, consequences should be assigned and implemented as soon as possible after an infraction. Disciplinary actions should be assigned within the same school year that the offense occurred. In very limited cases, such as an investigation that extends into the summer or a pattern of bullying behavior that carries over from one year to the next, assignment of disciplinary consequences may extend into the new school year.

Progressive Discipline
The District School Board of Pasco County engages in the practice of progressive discipline.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behavior and build upon strategies that promote positive behaviors. When inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to a focus that also includes corrective and supportive measures.

Progressive discipline is designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to discipline. The previous disciplinary history of the student and all other relevant factors will be taken into account.

Definitions

1. The term "parent" wherever used in this document shall include a student's parent or parents, legal guardian, legal custodian, or adult recognized by the student's school as acting "in loco parentis."
2. The term "Superintendent" shall include the Superintendent's designees including Area Superintendents, hearing officers, and/or other administrators as is appropriate within the context of the provision.

Respect and Civility Policy
The District School Board of Pasco County believes that a safe, secure, nurturing and civil environment is essential to accomplishing its mission to create a community which works together so all Pasco County students will reach their highest potential.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his or her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families, and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

1. District staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return.
2. District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting or threatening manner.
3. Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

(F.S. 1001.41(2))

Student Rights and Responsibilities
Students shall have:

- The right to attend school and benefit from quality educational opportunities and the responsibility to attend school and all classes on a regular basis. Reasons for absences should be reported to the school as soon as possible; students may be required to present written explanation from a parent or guardian for absences.
- The right to be informed of all school rules and regulations, the consequences of breaking those rules and regulations, the responsibility to know and observe all school rules and accept the consequences of acceptable and unacceptable behavior. Students should be familiar with the student handbook.
- The right to due process in all disciplinary actions including an appeal procedure, and the responsibility to cooperate with school personnel in cases involving disciplinary action, following the prescribed process for appeal and accepting final decisions and punishments.
- The right to receive an appropriate education, which will include instruction using texts and materials at a level which allows an opportunity for success and the responsibility to participate in educational opportunities and complete classroom assignments and homework to the best of their abilities.
- The right to know in advance how grades in a class will be determined and the responsibility to understand the teacher's grading system and to monitor their own progress in each class.
- The right to use school facilities, properties, and materials and the responsibility to respect and protect school facilities, properties, and materials.
- The right to hear, examine and express divergent points of view; this shall include freedom of speech, written expression, and symbolic expression; and the responsibility to consider and respect the divergent points of view of others; they should also be sure that their personal expressions (speech, written, or symbolic) are not damaging to or infringe on the rights of others.
- The right to receive personal, academic, and vocational counseling and the responsibility to seek personal, academic, and vocational counseling.
- The right to be shown personal respect by other students and school personnel and the responsibility to show respect to all other students and school personnel.
- The right to decide whether or not to participate in symbolic (e.g., flag salute) or religious activities and the responsibility to respect the rights of others to participate in symbolic or religious activities.
- The right to participate in extracurricular activities and clubs for which they are eligible; students may not be excluded from such activities on the basis of gender (except as allowed under Title IX), color, race, ethnic origin, disability, or religion, and the responsibility to abide by the rules and guidelines which govern extracurricular activities and clubs; they should show good school spirit and sportsmanship.
- The right to participate in a student council process which provides channels of communications as a means for solving problems in a democratic process; and providing input into school rules and curriculum within the context of student government, and the responsibility to support and take an active interest in student government.

- The right to dress and groom in a way that expresses personal preferences within the guidelines of the school dress code and the responsibility to know and observe school rules of dress and appearance.
- The right to compose and make available printed, audio and/or video materials for reasons that are not commercial; this shall include freedom of the press for all student publications, and the responsibility to ensure that all published materials made available to the school are free from obscene or offensive material in adherence to journalistic ethics and reflect school and community standards, as determined by the principal or designee.
- The right to peacefully assemble on school grounds and the responsibility to assemble in such a way as to avoid disrupting the educational process or conflicting with school rules.
- The right to enjoy reasonable degrees of personal privacy; however, upon reasonable suspicion, students, lockers, vehicles, and other areas may be searched for prohibited or illegally possessed substances or objects, and the responsibility to keep person and property free of dangerous or illegal objects and materials and to report the presence of such items to school staff.
- The right to be free from bullying, name calling, or harassment. It is the responsibility of the student to avoid and discourage such behavior and to report said behavior to school staff when observed.

Rules of Student Conduct

The following behaviors are considered inappropriate for students:

Level 1 - *Minor Disruptive Behaviors:*

- Inappropriate public display of affection
- Running, tripping, pushing, hitting or similar aggressive acts
- Tardiness
- Unauthorized possession or use of toys, audio or wireless communication devices, collectibles, or other items or materials that are inappropriate for an educational setting
- Violation of the dress and appearance code
- Unauthorized location
- Violation of traffic, parking, bus or bicycle regulations
- Failure to comply with classroom, school, or bus rules
- Disrespect towards or confrontation with student/staff

Level 2 - *Disruptive Behaviors:*

- Disruptive behavior
- Skipping or leaving class without permission
- Failure to comply or complete previously assigned intervention strategies
- Fighting, physical confrontation without injury, also, instigating or encouraging a fight
- Unwanted teasing or taunting of others
- Defacing and/or destroying school property resulting in damages of less than $1,000
- Obscene gesture/language; distribution of objects, literature, or materials that are inappropriate for an educational setting
- Leaving school grounds without permission
- Truancy
- Academic dishonesty, cheating, plagiarism, violation of copyright laws, or abuse of technology
- Misrepresentation, providing false information to school personnel, or lying about a school staff member
- Having a toy or imitation weapon
- Violation of campus or bus safety rules
- Defying, disobeying, or disrespecting school personnel
- Having or using matches, lighters or other unauthorized items
- Theft or accessory to theft of property worth less than $300.00
- Profane or provocative language
- Gang related disruption; may include materials, dress or hand signs

Level 3 - *Most Serious, Dangerous or Violent Behaviors:*

- Fighting or any careless or malicious action, which results in the injury of a person or damage to property
- Physical use of force (hitting, striking, harming) or violence by an individual against another

- Using, possessing, selling, purchasing or distributing alcohol, controlled substances, drugs, drug related items, or substance represented to be a drug
- Having weapons, dangerous objects, including knives, metallic knuckles, mace/pepper spray, chemicals or fireworks including smoke/stink bombs or laser pens or using toy/imitation weapons in a threatening manner.
- Theft or accessory to theft of property worth $300.00 or more
- Sexual harassment
- Major campus disruption; taking part in a riot
- Arson, setting fire to a building or other property
- Bomb threats, false fire alarms or hoaxes
- Extortion or robbery
- Intimidating school staff or students or threatening them with violence
- Pattern of bullying or harassment of staff or students
- Violations of other criminal laws, including, but not limited to burglary, breaking and entering, and other major criminal incidents.
- Habitual or serious breach of bus rules
- Possession or use of tobacco products or look-alikes
- Defacing and/or destroying school property resulting in damage of $1,000 or more
- Lewd or obscene behavior or sexual misconduct

Interventions/Consequences

Interventions for students found to be in violation of the school rules encompass multi-tiered behavioral supports and may include but are not limited to:

- Conference with student
- Conference with parent
- Assignment of reflective written work, work detail, and/or restitution (i.e.: property/damages)
- Behavioral Agreement
- Loss of privileges
- Peer mediation
- Parent shadowing and/or daily or weekly report to parents
- Referral to School Social Worker, School Psychologist, School Counselor, School Nurse, or School Resource Officer, Behavior Specialist, School Based Intervention Team, or Community Agency or Services
- Detention
- Bicycle/motorized transportation privilege revoked
- Parking privilege revoked
- Referral to Dept. of Highway Safety & Motor Vehicles
- In-School suspension (ISS). (The student will report to school at the stipulated time but will not be able to follow the regular schedule or to attend extracurricular activities.)
- Bus suspension (The student will not access school transportation, for any reason, during the period of suspension. The student is required to attend school during the period of bus suspension.)
- Out-of-school suspension (OSS). (The student will not be permitted on any school board property during the period of suspension.)
- Referral to law enforcement agency (investigation/arrest)
- Recommendation for bus expulsion
- Recommendation for alternative placement
- Recommendation for expulsion
- Change of placement
- Threat assessment
- Functional Behavioral Assessment/Behavior Intervention Plan
- Confiscation of items or devices

Grades: Teachers shall not give or threaten to give grades lower than those the student actually earned. Academic dishonesty (cheating or plagiarism), however, will result in a lowered grade on that particular assignment. Also,

*failure to properly complete assignments will naturally result in lower grades. Grades may **not** be lowered as punishment.*

Academic Integrity

The District School Board of Pasco County is a community of students and educators committed to excellence in education leading to college, career and life readiness. Academic integrity is an expectation and a vitally important area of focus as a learning organization. Students with academic integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

Students at all levels are expected to pursue their studies with integrity and honesty in all school settings. All work that a student submits will be the original and authentic work of the individual student unless otherwise specified in the assignment.

Students have the responsibility to:

- Uphold the highest standards of academic integrity in the student's own work;
- Refuse to participate in or tolerate violations of academic integrity in the school community; and
- Foster a high sense of integrity and social responsibility in the school community.

The following infractions will result in disciplinary action.

- Cheating
- Altering or interfering with grading
- Using or consulting any materials or personal electronic devices/wireless communication devices not authorized by the teacher during a test
- Submitting a paper purchased or otherwise obtained from a research, term paper or school work production service, including as found on the Internet
- Plagiarism, including but not limited to:
    - Incorporating the words, sentences, paragraphs or part of another person's writings without giving appropriate credit, and representing the product as one's own
    - Representing another's scholarly work as one's own
    - Print or internet source usage lacking proper citation (e.g., APA, MLA, Chicago, AP)

Other Specific Examples of Academic Dishonesty

- Purposely allowing another student to copy during a test or other assessment
- Giving homework, written assignments or other academic work to another to plagiarize
- Having another person submit any work in one's name
- Intentionally giving false information to a teacher in order to improve a grade
- Unlawfully accessing tests or answer keys through physical or electronic means
- Forging signatures of parents or other students on documents
- Distributing test questions, homework questions, assignments and other school testing or evaluation materials, or answers thereto in a manner that enables or advances the examples of Academic Dishonesty set forth herein
- Willfully or knowingly taking an online course or examination on behalf of another person

Consequences are detailed on the Discipline Matrix and may also include the following:

- Reduced credit on assignment
- Proctored assessments
- Withdrawal from course (eSchool/FLVS)
- Schedule change
- Complete Academic Integrity Module
- Repeated infractions may also be coded as 2R - Defiance

These are examples for guidance purposes and do not constitute an exhaustive list.

Rules of Dress and Appearance

In order to promote an orderly learning environment in our schools while preparing all students for later success in the world of work, the District School Board of Pasco County has established the following guidelines for student dress:

- Students shall wear modest clothing of such style and design as shall be consistent with community standards as determined by the school principal or designee. Refer to specific guidelines distributed by the school. Sexually implicit or explicit clothing, bikini and tank tops, and spandex clothing (kinds of clothing usually worn at beaches and while engaging in recreation activities), are not appropriate wearing apparel for school or school functions.
- Students may wear shorts and skirts as long as they are of a modest length. Modest length is no more than 4" above the knee.
- Blouses, shirts, and sweaters cannot dip below a line formed between the right and left armpit. Muscle shirts and tank tops are not permitted. Spaghetti straps and strapless tops are not acceptable. Tops must be long enough to clearly overlap the belt line or stay tucked in during the course of normal movement throughout the school day.
- Students shall keep their clothes, bodies, and hair clean and well groomed.
- Students shall not wear hats or head coverings on the school campus during the regular school day unless previously approved for medical or religious reasons or special school activities as determined by the principal or designee.
- Students shall wear shoes for foot protection and hygienic reasons while on school grounds or on school transportation. Slippers are not acceptable.
- Decorations, symbols, mottos, or designs imprinted or attached to the body, clothing, accessories or student vehicle which contain profanity in any form, violent images, are considered vulgar, offensive to good taste or the maintenance of decorum, or which contain sexually suggestive words, phrases or images, advertise tobacco, alcohol, drugs, or which identify them as members of secret antisocial groups or gangs shall not be worn to school or school functions. Offensive designs imprinted on the body must be covered.
- Jewelry shall be worn in a way that does not present a safety or health hazard or cause a major disruption to the educational process.
- Wallet chains or dog collars shall not be permitted.
- The principal, or designee, shall determine the appropriateness of dress and appearance. The principal, or designee, will make the decision if a student's appearance meets school and community standards. The principal's decision on the appropriateness of dress is final.
- If issued, student must be in possession of school badges during all school activities and must present the badge to school officials upon request.
- While on any District School Board of Pasco County schools or campus, at any school function or on any school sponsored transportation, students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. Students' clothing shall be worn appropriately with no abdomen skin or underwear exposed.

Violations of this provision of the dress code will result in consequences as defined by F.S. 1006.07(2)(d1) and F.S. 1006.07(2)(d2), as follows:

- For a first offense, the student shall be given a verbal warning and the school principal or designee shall call the student's parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal shall meet with the student's parent or guardian.
- For a third or subsequent offense, the student shall receive an in-school suspension for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

(F.S. 1006.07)

<u>Special Note:</u> *A student in violation of the dress code will be required to change into appropriate clothing before returning to class. If necessary, the student will contact parents to provide the appropriate clothing. Failure to do so will result in a discipline referral. Repeated violations of the dress code will result in appropriate consequences.*

Attendance
State statute requires that "All children who have attained or will have attained the age of 6 years by February 1 of any school year and have not yet attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term." (F.S. 1003.21)

It is the belief of the District School Board of Pasco County that academic success requires continuity of instruction and active classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. School attendance shall be the responsibility of parents and students.

School Attendance: Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity, which constitutes a part of the instructional program for the student.

Class Attendance: Students are to be counted in attendance if they are physically present in class or have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity including taking required assessments.

Attendance Procedures
All elementary, middle and high school students who are absent will be marked "unexcused" ("U") until the parent/guardian notifies the school in writing and justifies the absence with one of the acceptable reasons as defined below.

- Failure to do so within three (3) school days will cause the absence to be recorded as "unexcused".
- In the case of excessive or extended absences which are claimed to be due to illness, upon request of the principal or designee, a parent must provide documentation (doctor's statement) of a student's illness. Excessive or extended absences are considered 5 in one month or 10 in one semester, or a history of excessive absences per period as defined below under Student Consequences for Unexcused Absences. Absences that meet this threshold as defined above will require a doctor's note. If doctor's notes are not provided, absences will be marked as unexcused.

Make-up Work
Excused absences guarantee students the right to make up any and all assignments assigned on the day[s] of absence at full credit. The student is responsible for asking the teacher(s) for assignments and make-up tests within two (2) class meetings with the teacher. The teacher(s) shall specify a reasonable period of time for completion of make-up work. In no case shall the time be less than one full calendar day for each day missed. Work due to be turned in on the day of the absence will be turned in upon return and be given full credit. The principal or designee shall have the authority to modify these conditions with a confirmed hardship. Students who have been assigned out-of-school suspension (OSS) may make up all missed assignments and tests for full credit.

The following are acceptable reasons for a student's absences from class:

- Illness of student.
- Major illness in the immediate family of the student (immediate family is determined as parents, brothers, sisters, grandparents, aunts, uncles, legal guardians or persons in loco parentis, or a member of one's own household).
- Death in the immediate family of the student.
- Religious holiday of the student's faith (including Yom Kippur, Rosh Hashanah, Epiphany, etc.)
- Religious instruction (including Bar/Bat Mitzvah, Confirmation, etc.)
- Religious institutes, conferences, or workshops, provided that the principal or designee approves the absence in advance.
- Absences for trips or other parental requests that are determined to be educationally relevant for the student as determined by the principal or designee. Requests must be approved at least one week in advance. The principal or designee's decision in this matter is final.
- In-school or out-of-school suspension.
- Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or court summons must be submitted to the school.
- For purposes of attendance, school related activities would not be counted as absences from school.

Florida Law 1003.26(1)(b) provides that if a student has at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period, the school must take action. The school may require documented medical and legal excuses for a pattern of non-attendance.

- Attendance shall be counted period by period. **(Secondary only)**
- A student, whose parent or legal guardian is an active duty member of the armed forces and has been called to duty, is on leave from, or has immediately returned from deployment, shall be granted additional excused absences, at the discretion of a school district's superintendent or designee, to spend time with said student's parent/legal guardian, relative to such leave or deployment.
- After three (3) unexcused absences the school shall contact the home (or work place) of the parent/guardian to determine the reason for the absence.

If the initial parent/guardian meeting/contact does not resolve the problem and, the person responsible for all non-attendance, determines that an early pattern of non-attendance is developing, interventions that best address the problem will be developed. The interventions may include but need not be limited to:

- Attendance agreements.
- Referral to the school based intervention team.

If the attendance agreements and the referral to the school based intervention team are not successful, then a referral to the school social worker is initiated.

Once referred to the school social worker, a student and/or parent may be referred to the Office of the State Attorney's Truancy Intervention Program (TIP), or to Children in Need of Services/Family in Need of Services (CINS/FINS) petition could be filed.

Tardiness and Early Checkout

Students need to arrive on time and stay through dismissal so they will receive important directions, class instruction and avoid disrupting other students. Parents can set a good example by encouraging students to follow the school's time schedule and to follow the procedures found in the school handbook. All parents must report to the front office when picking up their child prior to the regular dismissal time.

Student Consequences for Unexcused Absences

At the secondary level, attendance is marked per period. If a student accumulates a per period aggregate of fifteen (15) or more excused absences in five (5) days or five (5) unexcused absences in any one course in a semester, the student shall lose privileges as described below.

At the elementary level, attendance is marked per day. Students who accumulate excessive absences, which is defined as five (5) unexcused absences in any quarter or ten (10) unexcused absences in any semester, tardies or early dismissals shall lose privileges as described below.

- May be excluded from attendance reward incentives as defined at the school level.
- Lose the privilege of participating in extracurricular activities. These include but are not limited to dances, special events, club activities and athletics, until the end of the following grading quarter. Absences accumulated in the fourth quarter will result in loss of privileges during said quarter.
- Lose the privilege to drive to campus until the end of the following grading quarter. The principal or designee may review extenuating circumstances resulting in a loss of privilege(s). The principal's decision is final.
- Have their name submitted to the Department of Safety and Motor Vehicles (DHSMV). The student will then be in danger of having the current privilege to drive suspended, or for students who are under age 16, having their application for licensure denied. (Please see Driver's License Law section, which follows.)

(F.S. 1003.26)

Driver's License Law (Secondary Only)

The Florida Legislature has enacted F.S. 322.091(1), which provides that minors (ages 14 - 18) satisfy school attendance requirements in order to apply for or maintain their driving privileges. The principal or designee will notify the District Office of those students who accumulate 15 unexcused absences or absences for which the reasons are unknown, in a period of (90) calendar days. The school superintendent or designee is then required to

submit to the Department of Highway Safety and Motor Vehicles (DHSMV) the names of the students along with their dates of birth, sex, and social security numbers. For the purposes of maintaining the right to drive, days of suspension from school will not be forwarded to the DHSMV as unexcused.

If a student's name is sent to the DHSMV for lack of attendance, then the student is in danger of having the current privilege to drive suspended, or for students who are under age 16, having their application for licensure denied. Hardship waiver hearings will be available in cases where the driver has been notified by DHSMV that the license will be suspended. Following a license suspension by DHSMV, the driving privilege may be reinstated if the student submits written verification to DHSMV that the student has completed 30 days of attendance in school without an unexcused absence.

Student Parking Policy (Secondary Only)

Parking in a school lot is a privilege. All vehicles must be registered to park in a school parking lot. Proof of insurance must be presented at the time of registration and the registration is non-transferable. Vehicles that are not registered or that are inappropriately or illegally parked, or parked so as to cause a safety hazard, may be warned, booted, or towed at the owner's expense.

Students who drive inappropriately or dangerously, or are found to be truant or have excessive absences, are subject to having their parking privileges suspended or revoked.

There will be no refunds for loss of hang tags/parking privileges. If a student regains his/her driving/parking privilege, it is subject to space available.

A vehicle, upon reasonable suspicion, may be searched for weapons, drugs, or other items, which are illegal, or against School Board policy, e.g., alcohol, stolen property, or other contraband. If any of these are found in the car, appropriate legal action will be taken and the parking permit will be revoked.

In addition, each school may specify additional conditions for parking on school grounds at the time of vehicle registration.

Declaration of Intent to Terminate School Enrollment

A student who is 16 or 17 years of age who is choosing to withdraw from school must sign a "Declaration of Intent to Terminate School Enrollment" form. Students may obtain the form by speaking with school guidance counselors or a member of the school administration staff. This form requires parent signature/consent unless the student is legally classified as independent.

Extracurricular, Co-curricular Activities, and Student Organizations

Extracurricular activities and student organizations are an essential and integral part of the student's educational program. Such activities should be scheduled in such a way as to ensure student access and also minimize conflict with classes.

The following rules shall apply to all students' activities and organizations:

- They must be open to any student who qualifies; members cannot be selected by secret ballot.
- They must have a charter and/or constitution written by students and teacher sponsors and approved by the school administration.
- They must have a faculty sponsor, appointed by the principal, who will be present at all meetings; meetings will be held on school grounds unless otherwise approved by the school administration.
- Dues must be reasonable.
- All monies collected must be handled through an established school account.
- All initiation ceremonies must be approved by the school administration; those ceremonies will not be injurious or degrading.
- All meetings and social functions will be approved by the school administration and will be adequately chaperoned.

Extracurricular activities such as athletics, cheerleading, band, and clubs shall establish special rules of conduct and consequences. These rules shall:

- Be reasonable and approved annually by the school principal or designee.
- Be written and distributed to prospective member students.
- Address students who are found to have committed felonies or delinquent acts, which would be a felony if committed by an adult (regardless of whether adjudication has been withheld).
- Facilitate membership for the children of active military regardless of application deadlines to the extent that they are otherwise qualified (F.S. 1003.05).

Note: Participation in extracurricular activities is a privilege, not a right, and may be revoked by the principal for violations of the *Student Code of Conduct* including but not limited to actions that result in, in-school-suspension, out-of-school suspension and or a recommendation for expulsion.

Note: A student's grade should not be lowered if they are excluded from extracurricular or co-curricular activities due to disciplinary reasons.

Student Being Arrested and Charged (Involved in Extracurricular Activities)

If a student is found to have been arrested on or off campus and/or charged with a felony or a delinquent act that would be a felony if that student were an adult, even if adjudication is withheld, then the student will be suspended from and ineligible to participate in extracurricular activities.

The student shall be suspended/deemed ineligible to participate in extracurricular activities, including athletics, for no less than 90 school days from the date the school becomes aware of said violation. After the days of suspension from participation are completed, the principal or designee will review the suspension and make a decision concerning the eligibility of the student to resume participation in extracurricular activities. Results of this decision may not be appealed. The suspension may be lifted should the charges be dropped or a 'not guilty' be entered into the court records.
(F.S. 1006.15)

Student Government

An elected or voluntary student government will be established in all schools. The purpose of this organization shall be to develop attitudes of and practice in good citizenship, promote harmonious relations throughout the school, improve school morale, provide a forum for student expression, provide orderly direction of school activities, and promote the general welfare of the school.

The student government is responsible for authorizing, promoting, scheduling, and operating student activities. The student government establishes election procedures and decides upon officers' qualifications.

The student government will work to make improved communications among students, teachers, parents, and the administration. The administration shall use the government to get student opinions on curriculum, procedures, teacher-student relationships, and student conduct.

Physical Education

Participation in physical education is best when clothing is appropriate to the activity that is scheduled, e.g., tennis shoes, shorts, and T-shirts. Appropriate clothing promotes freedom of movement, safe participation, and builds good hygienic practices.

In case a student refuses to participate in the physical education activities, he/she will receive consequences, as noted in the *Student Code of Conduct*. Each case will be handled in the same manner as in any other subject area using Level 1, 2 or 3 interventions.

The grading for all middle and high school physical education courses will be divided into the following areas:

- Application of Fitness Concepts
- Application of Movement Concepts
- Application of Personal and Social Responsibilities
- Application of Cognitive Skills

Wireless Communication Devices (WCDs) and Digital Citizenship

Pursuant to State law, students shall not operate a motor vehicle owned or leased by the District on or off school property, or personal motor vehicle on District property, while manually typing or entering multiple letters, numbers, symbols, or other characters into a personal communication device or while sending or reading messages on such a device, for the purpose of non-voice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, instant messaging, and snap chatting.

Technology including, but not limited to, WCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. However, the use of a WCD to engage in non-education-related communications during instructional time is expressly prohibited.

Students may use WCDs before and after school, during their lunch break, in between classes, during after-school activities (e.g. extracurricular activities), at school-related functions, and while on the school bus provided such uses do not create a distraction, disruption, or otherwise interfere with the educational environment. Distracting behavior that creates an unsafe environment will not be tolerated. Use of WCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e. not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "wireless communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones, BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Except as authorized by a teacher, administrator, or IEP Team, students are prohibited from using WCDs during the school day, including while off-campus on a field trip, to capture, record or transmit the words or sounds (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit, written consent for the capture, recording or transmission of such words or images. Using a WCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school day or until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated WCD may be turned over to law enforcement.

"Sexting" is prohibited at any time on school property or at school functions. As set forth in State law, sexting is the knowing transmission or distribution to another minor by a computer or similar device any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possessing a photo of any person that was transmitted or distributed by another minor that depicts nudity. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD and referral to law enforcement.

The use of WCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms.

Students shall have no expectation of confidentiality with respect to their use of WCDs on school premises/property.

Students may not use a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Harassment. In particular, students are prohibited from using WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2)

engage in "sexting" - i.e., sending, receiving, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. As set forth in State law, sexting is the knowing transmission or distribution to another minor by a computer or similar device any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possessing a photo of any person that was transmitted or distributed by another minor that depicts nudity and is harmful to minors. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture, record and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using WCDs to receive such information.

Possession of a WCD by a student at school during school hours and/or during extracurricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g. child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the WCD may be turned over to law enforcement. School officials will not search or otherwise tamper with WCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of WCDs brought onto its property, or the unauthorized use of such devices.

Harassment and Bullying

Harassment or bullying of students or staff is an extremely serious violation of the *Student Code of Conduct*. It can also be a violation of criminal law. The District will not tolerate unlawful bullying and harassment in schools or school campuses, school sponsored buses, school-related or school-sponsored events, or through the use of data or computer software that is accessed through a computer, computer system, or computer network of the district. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

"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 employee that:

- Places a student or employee in reasonable fear of harm to his or her person or damage to his or her property
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- Has the effect of substantially disrupting the orderly operation of school

"Bullying" means *systematically* and *chronically* inflicting physical hurt or psychological distress on one or more students or school employees. It is 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; is carried out repeatedly and is often characterized by an imbalance of power; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1) Unwanted teasing or taunting
2) Social exclusion
3) Threat
4) Intimidation
5) Stalking
6) Physical violence
7) Theft
8) Sexual, religious, or racial/ethnic harassment
9) Public humiliation
10) Destruction of property

Violations of this policy should be immediately reported to the principal or designee as soon as possible after the alleged incident. The principal or designee will promptly investigate reports of bullying or harassment. If the investigation finds an instance of bullying or harassment has occurred, it will result in prompt and appropriate remedial and/or disciplinary action.

Unlawful Harassment

The District School Board of Pasco County does not tolerate unlawful harassment on any of the prohibited bases, including sex/gender, race, color, national origin, religion, age, marital status and disability. Any student who believes he or she has been subjected to unlawful harassment, including sexual assault, gender-based harassment, or other sex-based harassment should immediately report the unlawful harassment to the principal or designee. The District is committed to taking immediate action to eliminate the harassment, prevent its recurrence, and reduce its effects. Students found to have engaged in acts of unlawful harassment will be subject to prompt disciplinary action. Students, parents, and staff are encouraged to work together to prevent unlawful harassment. Please contact District School Board of Pasco County Equity Manager/Title IX Coordinator: Sandy May, Office for Employee Relations at (813) 794-2322 with concerns.

Teen Dating Violence and Abuse

Dating violence and abuse shall be defined as emotional, verbal, sexual, or physical abuse of a student who is in a current or was in a past dating relationship by the other person in that dating relationship. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of mental, physical or sexual abuse. It may also be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. Dating violence and abuse may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, as well as harassment through a third party.

Any student who is the victim of an act of dating violence and abuse, or has cause to believe that s/he is in immediate danger of becoming the victim of an act of dating violence and abuse, should report the matter to the principal or to any member of the school staff.

Any resident of the community or other member of the school community, including students, parents, volunteers, and visitors, who observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse is encouraged to report the matter to a school administrator. These reports can be made either in person or anonymously to Crime Stoppers of Tampa Bay at http://crimestopperstb.com (1-800-873-TIPS).

The Board reserves the right to investigate a report of dating violence and abuse regardless of whether the student who is allegedly the victim of the dating violence and abuse wants to pursue the matter. Further, the Department of Children and Families shall be notified if the student who is found to have perpetrated the act of dating violence and abuse is eighteen years of age or older and the student who was the victim of the act of dating violence and abuse is a minor.

(F.S. 1003.42, 1006.148)

Hazing

The District School Board of Pasco County prohibits hazing activities of any type and at any time, whether 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.

"Hazing" means any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school with any of grades 6 through 12. "Hazing" includes, but is not limited to:

- Pressuring, coercing, or forcing a student into:
  - Violating state or federal law;
  - Consuming any food, liquor, drug, or other substance; or
  - Participating in physical activity that could adversely affect the health or safety of the student.
- Any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

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.

Acts of hazing, unlawful harassment, teen dating violence, bullying and harassment shall be addressed and may result in disciplinary action and/or civil and criminal penalties in accordance with the law. If the principal or designee determines that a student has committed such an act, violation of this policy may result in disciplinary action, which may include suspension, assignment to another school or program, recommendation for expulsion, or referral to law enforcement as defined in the Discipline Matrix and elsewhere in district policy and procedure.
(F.S. 1006.135)

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

Upon notification by the DJJ Transition Coordinator, the principal or designee of the school where the offender attends will determine if measures can be taken within the existing school of attendance to ensure that the "no contact" order can be followed. If the principal or designee feels the order cannot be accommodated at the school, consultation with the Division of Student Services will determine how the "no contact" order will be enforced. The Parent/Guardian has the right to request a hearing.

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

Supervision of Students Before and After School and School Activities
F.S. 1003.31(d)(2) states that students must be under the control and direction of the principal or designee no longer than 30 minutes before or after school hours while on our campuses or while participating in an authorized school-sponsored activity. Parents should not rely on school supervision outside the time limits of such policy.

Search and Seizure
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. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

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 shall be conducted by a person of the student's gender, whenever possible. Searches conducted by a person of the opposite gender will only be conducted under emergency circumstances and when a person of the same gender is not available. In such instances, the search will be witnessed by another person.

The School Board also authorizes the use of specially trained law enforcement canines, trained in detecting the presence of drugs or devices to conduct random searches for contraband in classrooms, student lockers, other common areas of school buildings, and vehicles parked on school grounds. Searches will be conducted in conjunction with law enforcement and a school administrator shall accompany the handler and canine during all searches conducted on school property. This means of detection shall be used only to determine the presence of drugs or other contraband 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. If a dog indicates that contraband is present on school property, school administrators may conduct a further search.

Whenever possible, 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, and the search will be conducted by the principal in the presence of the student and an additional staff member. 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. (S.B. 5771)

Student Felony Reports

F.S. 1006.08 (2) requires law enforcement agencies and courts to notify schools when a student is accused or convicted of felony-level crimes. The principal or designee must share the information with school staff that work with the student. The informed staff must maintain appropriate levels of confidentiality. The information regarding the felony report is not kept in the student's cumulative record.

Use of Reasonable Force

The safety and welfare of the students is of utmost importance. In today's society, it has become necessary to use a range of conduct management efforts to control student behavior. These efforts include the use of reasonable force. Florida Statutes 1006.11 and 1012.75 allow such force to be used by school personnel in maintaining a safe and secure learning environment. While use of reasonable physical force may be needed, that force may not be excessive, cruel or unusual in nature, and alternatives to the use of such force should be attempted, time permitting. Any use of reasonable physical force must cease upon the restoration of a safe and orderly environment.

Use of reasonable force is permitted to protect students from:

- Conditions harmful to learning.
- Conditions harmful to students' mental health.
- Conditions harmful to students' physical health.
- Conditions harmful to safety.
- Harmful and/or injury to self, school personnel and others.

Notice to Students, Families and School Staff

F.S. 1003.32 gives teachers the authority to remove a student from a class for the remainder of the school year under either of the following circumstances:

- Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn;
- Whose behavior the teacher determines is so disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
- Who has threatened personal harm or property damaged against the teacher or teacher's family.

Within five (5) days of the teacher's removal of the student, the principal or designee will either return the student to the teacher's class with the teacher's agreement or will determine a more appropriate placement of the student. If the teacher and principal or designee cannot agree on a decision, a Placement Review Committee will determine the

appropriate class for the student. The placement review committee may return the student to the original class if they determine that such placement is the best or only alternative.

Placement options, however, are limited by program eligibility requirements, School Board policies, and state and federal laws. In no instance shall a student's right to due process be compromised.

School Bus Rules

The District School Board of Pasco County provides free transportation to and from school for students who live more than two miles away from school. Students will be assigned one bus stop. Parents/guardians are responsible for child(ren) at the bus stop. Once the bus arrives at the stop, and only at that time, does the student become the responsibility of the District School Board of Pasco County. Such responsibility shall end when the student is delivered to the regular bus stop and the bus has departed, at the close of the school day. Each student using that transportation must abide by the rules, which are established to insure the safety of all passengers.

When waiting for the bus, loading or unloading, students must follow the *Student Code of Conduct*. Bus drivers will report students who violate the *Student Code of Conduct* and break school bus rules to the school administration for appropriate disciplinary action. Administrators shall investigate and issue discipline accordingly. Behavior not directly observed at bus stops, but reported and confirmed by witnesses, may be acted upon.

Violations of the *Student Code of Conduct* shall result in disciplinary action, suspension of riding privileges, recommended bus expulsion and may result in referral to law enforcement.

Teachers who chaperone bus trips will have the same authority and responsibilities as they have in the classrooms.

Parent conferences are not permitted while the bus is en route or stopped at a bus stop. Any conference that the parents wish to have with the bus driver must be scheduled with the school's administration.

The following bus rules will be obeyed:

- The bus driver is in full authority and must be obeyed.
- Students are required to obey driver's hand signals when crossing the road.
- Students are required to wear safety restraints, when they are available on the bus.
- General school rules will apply on the bus, although quiet talking is permitted.
- Students will be at the bus stop five minutes prior to scheduled time.
- Students will stand off the roadway while waiting for the bus.
- Students will board and leave the bus at their assigned bus stops unless other arrangements are made by written request of the parent and signed by the principal or designee.
- Students will not distract the bus driver.
- Students will sit properly and remain seated while the bus is in motion.
- Students will not throw or project anything inside or out of the bus.
- Students will not litter, mark, deface, or damage any part of the bus.
- Students will sit in any seat assigned to them.
- Students will not eat, drink, or smoke on the bus.
- The emergency exit will be used only in cases of emergency.
- No animals (dead or alive), glass or glass containers, sharp objects, ball bats, cutting instruments, batons, drumsticks, or other objects that could become dangerous projectiles during a sudden stop or accident will be allowed on the bus without prior permission of the driver.
- Large objects (larger than students can safely hold in their laps), including band instruments, which interfere with seating and safety of others, will not be permitted on the bus without prior permission of the driver.
- Students will not exit the rear emergency door of the school bus, other than in an emergency situation as determined by the bus driver.
- Students will not engage in behaviors that could negatively impact the safety of those on board the bus.

The above rules will also apply on extracurricular and athletic trips.

The following procedural interventions are recommended when appropriate:

First offense:	Parent contact and disciplinary action as decided by principal or designee.
Second offense:	3-day bus suspension.
Third offense:	5-day bus suspension.
Fourth offense:	10-day bus suspension At the fourth referral, there will be a review of the student's behavioral and intervention history, which will culminate in the development of an intervention plan for the student. The parents will be invited to participate in this review.
Fifth offense:	Recommendation of bus expulsion.

The following may result in a recommendation for bus expulsion at any time:

- Exiting the rear emergency door.
- Any action that endangers the safety of anyone on or around the bus.
- Continuous disruptive behavior.

Severity of the offense, extenuating circumstances, and the attitude of the student and parent will be considered by school administration and may be discussed with the Director of Transportation before a final determination is made.

Violence Against School Personnel

- Violence against school personnel is grounds for disciplinary action and may result in criminal penalties.
- All students who commit assault or battery on school officials will be recommended for expulsion or placement in an alternative school setting.
- Whenever a person is charged with committing assault or aggravated assault or a battery or aggravated battery upon an employee of a school district, when the person committing the offense knows or has reason to know the identity or position or employment of the victim, the offense for which the person is charged shall be reclassified as follows:
    - Aggravated battery – first degree felony
    - Aggravated assault – second degree felony
    - Battery – third degree felony
    - Assault – first degree misdemeanor

(F.S. 784.081)

Zero Tolerance Policy

It is the intent of the School Board to promote a safe and supportive learning environment in schools, to protect students and staff from conduct that poses a serious threat to school safety, and to encourage schools to use alternatives to expulsion or referral to law enforcement when possible. The Legislature finds that zero tolerance policies are not intended to be rigorously applied to petty acts of misconduct and misdemeanors, including, but not limited to, minor fights or disturbances.

Zero tolerance policies must require students found to have committed one of the following offenses to be expelled, with or without continuing education services, from the student's regular school for a period of not less than one (1) full year, and to be referred to the criminal justice or juvenile justice system.

- Bringing a firearm or weapon, as defined in chapter 790 to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
- Making a threat or false report, ad defined by 790.12 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

(F.S. 1006.07, F.S. 1006.13)

Firearms

A student shall not possess, handle or transport *firearms.*

Students are not to be in possession of any type of firearm on any The District School Board of Pasco County school or campus, at any school function or on any school sponsored transportation. A Junior ROTC or color guard, pre-approved activity, exemption may apply.

- Chapter 790.25(5), Florida Statutes, makes it lawful for a person eighteen (18) years of age or older to possess a firearm or other weapon for self-defense within the interior of a private vehicle if the weapon is securely encased. It is the policy of the District School Board of Pasco County, that F.S. 790.25(5), SHALL NOT apply to any student bringing any concealed firearm or weapon onto school property. All students are subject to the policies and penalties stated in this Student Code of Conduct. For the purposes of this policy, the word student shall mean, but not be limited to, any preschool, elementary, middle, high, secondary, vocational or post-secondary student of a school maintained and operated by the District School Board of Pasco County.
- Violation of this rule will result in automatic out-of-school suspension and possible expulsion. Criminal prosecution is also likely in these instances.

Any student who is determined to have brought a firearm as defined in 18 U.S.C.s.921 (United States Code) to any District School Board of Pasco County school or campus, at any school function, or on any school sponsored transportation, will be recommended for expulsion, with or without continuing educational services from the student's regular school for a period of not less than (one) 1 full year and referred for criminal prosecution.
The Superintendent, his designee, and/or the School Board may consider extenuating circumstances in determining the length and type of expulsion.
(F.S. 1006.07)

Weapons
A student shall not possess, handle or transport weapons.
- Students are not to be in possession of any type of weapon on any District School Board of Pasco County school or campus, at any school function or on any school sponsored transportation. The state's zero tolerance policy defines a weapon as any dirk, knife, metallic knuckles, slungshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon. (This does not include a common pocketknife, plastic knife or blunt-bladed table knife.) Violation of this rule will result in disciplinary action, which may include out-of-school suspension and possible expulsion. Criminal prosecution is also likely in these instances.

(F.S. 790.001)

Making a Threat or False Report
- It is unlawful for any person to threaten to throw, project, place or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person, and any person convicted thereof commits a felony of the second degree.
- It is unlawful to make a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive or weapon of mass destruction as defined in 790.166, and any person convicted thereof commits a felony of the second degree.

(F.S. 790.162, F.S. 790.163)

Dangerous Objects or Devices
A student shall not possess, handle or transport dangerous objects or devices.
- Students are not to be in possession of any type of dangerous objects or devices on District School Board of Pasco County school, campus, at any school functions, or on any school sponsored transportation. These may include~~,~~ razor blades, box cutters, common pocketknives, air soft guns, mace/pepper spray, chemicals or toy/imitation/look-alike weapons or similar items.
- Possession of a dangerous object or device will result in disciplinary action, which may include out-of-school suspension. Use of a dangerous object or device in a careless or threatening manner may result in more severe consequences as detailed in the district's Discipline Matrix and elsewhere in district policy and procedure.

Drugs and Other Illegal Substances
The use of illegal substances and drugs, including alcohol, is harmful to students and detrimental to the educational process. Use, distribution, and/or possession of these substances will not be tolerated on any District School Board of Pasco County school or campus, at any school function, school sponsored event or on any school sponsored transportation. Students found in possession of controlled, illegal substances (including alcohol), pills, or any other

drug or drug look-alikes will be dealt with severely. Consequences may include, but are not limited to, counseling services, suspension, and/or law enforcement intervention. Students selling and/or distributing illegal substances to others will face probable expulsion from school. The School Board may, however, waive the expulsion if the student:

- Provides information leading to the arrest and conviction of the supplier of the controlled substance.
- Discloses voluntarily his unlawful possession of the controlled substance prior to arrest.
- Enrolls in and successfully completes a state licensed drug abuse program.

(F.S. 1006.09)

The first alcohol/drug possession or alcohol/drug use discipline will result in referral to TOOLS program and 5 days OSS. If the student does not successfully complete the TOOLS program, they will serve an additional 5 days of OSS (for 10 days total).

Students concerned about their own substance use and/or that of friends and family should contact their school counselors or other staff member for information and referral for help.

Major Disruption on Campus

Defined as a major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation, as well as disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others.

Examples

- Student or other making bomb threat
- Student engaging in disruptive behavior that causes the bus driver to stop the bus to ensure the safety of the group
- Student or other causing an incident that results in closing the cafeteria
- Student or other inciting a riot
- Student or other pulling a fire alarm
- Student or other deliberately crashing the school computer system
- Student or other causing an incident that prevents other students from proceeding to the next class or prevents egress

Non-examples

- Disruption of a single classroom
- Student defying authority
- Student talking loudly on a moving bus

(FLDOE SESIR guidelines)

Tardy Hall/Detention (Secondary Only)

High school principals or designees shall have the authority to establish tardy halls where students serve immediate detention for unexcused class tardies. The school shall develop reasonable procedures which shall be submitted for approval by the Superintendent or designee.

Discipline of Students with Disabilities

In matters relating to the disciplining of students with disabilities, the Board shall abide by Federal and State laws regarding suspension, expulsion and alternative placement.

A Manifestation Determination Meeting (MDM) must be held within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of the Student Code of Conduct. A change of placement includes any removal of more than ten (10) consecutive days, a series of removals totaling more than ten (10) or a pattern of removals based on substantially similar behaviors. The purpose of an MDM is to determine whether the conduct was caused by, or had a direct and substantial relationship to the child's disability; or if the student's conduct was the direct result of the Local Education Agency's (LEA) failure to implement the student's Individual Education Plan (IEP) or 504 plan.

In-School-Suspension [ISS] Guidelines
In-School-Suspension may be established as a disciplinary intervention for serious offenses (Levels 2 & 3) and/or as an alternative to out-of-school suspension. A student may be assigned no more than ten (10) days per offense.

- The school administrator will assign ISS and parents will be notified. Assigned ISS can only be appealed at the school level.
- If a student or parent/guardian believes a proposed disciplinary action is unfair or that the allegations are unfounded, the student or parent may request a formal appeal. The formal appeal may be initiated verbally or in writing and presented to the principal within three (3) days of the discipline decision. Verbal requests for appeals must be followed up in writing. The written appeal should:
  - Briefly state the facts involved;
  - State a proposed solution to the problem,
  - Be copied to the school staff member(s) involved.
- The principal's decision regarding the appeal shall be final.

Students will be isolated from the mainstream of the school while in ISS and will be ineligible for extracurricular activity participation on those days if in ISS. The absences from classes will, however, be excused, and teachers will provide assignments on a timely basis for the ISS class. Students serving ISS will complete homework and other assignments, complete behavior modules, and receive advising. Any student who is assigned or serves ISS during any portion of a day as a disciplinary measure, will be ineligible to participate in extracurricular activities on the day the student serves the ISS. Any time a principal or designee wishes to separate the ISS into a two-day period due to work related programs, the student would be ineligible to participate in extracurricular activities on the first (1st) day but would be eligible on the second (2nd) day of the ISS.

Students served in Detention/In-School-Suspension will be entitled to complete make-up work while in Detention/In-School Suspension program for full credit.

Out-of-School Suspension (OSS) and Expulsion Guidelines
Principals and their designees may suspend a student for violating the District School Board of Pasco County Student Code of Conduct as approved by the School Board. Only principals may recommend expulsion of a student.

Suspension Guidelines
The principal or principal's designee shall follow the following general rules when considering suspension:

- Provide verbal notice to the student of the charges and an explanation of the evidence against him or her.
  - Students shall not be suspended for skipping, tardiness, absence, leaving campus without permission or truancy.
- Give each student an opportunity to present his or her side of the story and present a written statement.
- Make a good faith effort to immediately inform the student's parents by telephone of the violation(s), and the potential for the student's suspension.
- Make a good faith effort to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions requiring immediate suspension, or in the case of a serious breach of the Code of Conduct.
- Document each suspension and the reason for the suspension on the student discipline referral and coding form, MIS 413, and provide a copy to the parent within 24 hours. This must be done in person or by U.S. mail. Parent notification must:
  - Be in the parent/guardian's primary language, to the extent feasible;
  - Explain the alleged misconduct and the school district rule(s) alleged to have been violated,
  - Identify the corrective action or discipline being proposed,
  - Explain that students who are suspended from school shall be allowed to make up work for credit and the process they should follow.
  - Explain the rights of the student and/or his/her parent(s) or guardian(s) to appeal the allegation(s) and the proposed action, and tell them how to make an appeal; and
  - Explain that the appeal must be in writing and received by the principal within three (3) days.
- Suspended students may not be on the campus of the zoned school or any Pasco County school at any time

for any reason, unless accompanied by a parent for a scheduled meeting with school staff.

- Pasco County Ordinance sec. 66-153(2)(b) provides that a minor who has been suspended or expelled from school may not be or remain in a public place, in any establishment, or within 1,000 feet of a school during the hours of 9:00 a.m. to 2:00 p.m. during any school day.
- Students who have been assigned out-of-school suspension (OSS) may make up all missed assignments and tests for full credit. See Discipline of Students with Disabilities section for MDM information.

Expulsion Guidelines (Including Bus Expulsions)

- The principal may recommend to the Superintendent expulsion or change of placement of any student who has committed a serious breach of conduct including, but not limited to, willful disobedience, open defiance of authority to a staff member, violence against persons or property, or any other act or series of acts over time, including a pattern of continuous disruptive behavior, which substantially disrupts the orderly conduct of the school.
    - See definition of continuous disruptive behavior under Disciplinary Alternative Placement (DAP)
- Students shall not be recommended for expulsion due to skipping, tardiness, absence, leaving campus without permission or truancy.
- No student shall be expelled from school unless acted upon by the School Board. Likewise, only the School Board can cancel an expulsion. In no case shall an expulsion be for more than the duration of the current school year and one additional school year (F.S. 1003.01).
- If the principal recommends expulsion, the principal will immediately suspend the student for ten (10) days and notify the Superintendent or designee, and the parents by telephone or in person. This will be followed by completion of the MIS 413 and a letter to the Superintendent recommending expulsion.
- Any recommendation for expulsion shall:
    - Include a letter from the principal detailing the violation(s) and the alternative measures taken prior to a recommendation of expulsion, including positive behavior interventions and support strategies when appropriate. The letter should contain language referring to the parent's rights of appeal.
    - A copy of the Functional Behavior Assessment and Behavior Intervention Plan should be attached when appropriate.
    - Include information about previous violations of the Student Code of Conduct and the actions taken to address those violations
    - Inform the parent of their right to appeal the recommendation for expulsion at the District level.
    - Be signed by the principal
    - Be sent to the parent
- The Superintendent or designee will then study the data presented and determine whether or not to forward the recommended expulsion to the School Board. If he or she agrees with the principal's recommendation, the recommendation for expulsion will be forwarded to the School Board for action unless the recommendation is appealed by the parent/guardian.
- See Students with Disabilities and Discipline section for MDM information

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School Level Appeal Process for Out-of-School Suspension

- If a student or parent/guardian believes a proposed disciplinary action is unfair or that the allegations are unfounded, the student or parent may request a formal appeal. The formal appeal may be initiated verbally or in writing and presented to the principal within three (3) school days of the discipline decision. Verbal requests for appeals must be followed up in writing. The written appeal should:
    - Briefly state the facts involved;
    - State a proposed solution to the problem,
    - Be copied to the school staff member(s) involved.
- Once the principal has received the signed grievance/request for appeal, the suspension may be lifted until the matter is resolved. Participation in extracurricular activities including sports may be suspended during the appeal process.
- If parents'/guardians' request for an appeal is not received within three (3) school days after receiving notice of the corrective action or discipline being proposed, the school will impose the proposed consequence, and parents/guardians will not have any further opportunity to appeal the matter.
- The principal or designee will review the grievance and meet with the student and parent or guardian for the appeal. During the appeal, the student has the right to question the allegations against him or her, provide

written statements from witnesses, and respond to any written witness statements (in which the names any student witnesses are redacted and held confidential).

- Parent/guardian should be provided with redacted copies of witness statements, social media printouts, etc. upon request. A parent/guardian may request copies of videotape surveillance; however, they will be responsible for the cost associated with redacting the video thereby protecting student confidentiality.
- For students with disabilities (Section 504 and IDEA, excluding gifted only), a Manifestation Determination Meeting (MDM) must convene within ten (10) days of any decision to change placement and prior to the 11th day of removal of the student from his/her current educational placement. In cases of infractions involving 6 or more days of OSS or expulsion, please refer to the next section.
- When disciplinary infractions for students with disabilities involve weapons, drugs, or serious bodily injury, placement in an interim alternative educational setting for up to 45 days is allowed (State Board of Education Rule 6A-603312).
- For suspensions of 1 to 5 days, the principal's decision regarding the appeal shall be final. In the case of 6 to 10 days of OSS or recommended expulsion, the principal's decision may be further appealed to the Superintendent or designee.

District Level Discipline Appeals

Six or More Days of Out-of-School Suspension (OSS) without Recommendation for Expulsion

In cases of suspension for six (6) or more days, the principal's decision may be further appealed to the Superintendent or designee. The Superintendent or designee may uphold, reverse, or modify the suspension. The following process is used:

- Prior to any district level appeal of OSS, the matter must FIRST be heard at the school level (except when the OSS is accompanied by a recommendation for expulsion).
- If the principal upholds the recommended suspension. The parent/guardian or student may request an appeal hearing from the Superintendent or designee.
- This request must occur within three (3) school days after the school level appeal. The request for an appeal hearing may be initiated in writing or verbally. Verbal requests must, however, be followed up in writing.
- The Superintendent level appeal will be scheduled at the District School Board of Pasco County office in Land O'Lakes.
- If the request for an appeal is not received within three (3) school days, the school will then proceed with the recommended proposed suspension, and student or parents/guardians will not have any further opportunity to appeal the matter.
- The student will return to school pending the District Level Appeal. The Superintendent or designee may ban a student from campus during formal appeal if he/she believes the student's presence on campus would be a continuing danger or disruption. In such cases, the appeal shall be expedited.
- The appeal process will not reinstate participation in extracurricular activities.
- The decision of the Superintendent's designee is final on an OSS appeal.

OSS with Recommendations for Expulsion Process

- The Superintendent or designee may ban a student from campus during formal appeal if he/she believes the student's presence on campus would be a continuing danger or disruption. In such cases, the appeal shall be expedited.
- The appeal process will not reinstate participation in extracurricular activities.
- If a parent/guardian does not agree with the decision reached at a district level discipline appeal hearing regarding the recommended expulsion, the parent/guardian may formally appeal the recommendation for expulsion at the next regularly scheduled meeting of the School Board, by requesting an open or closed hearing before the Board. This must be done in writing within three (3) days after receiving the Superintendent or designee's decision at the conclusion of the hearing. Otherwise, the decision made by the Hearing Officer will remain in effect for the time specified at the conclusion of the hearing. The decision of the Board is final.

Parent/Guardian and Student Rights

Parent/guardian rights during the discipline appeal process include, but are not limited to, the following:

- The parent/guardian or student has the right to inspect any written or physical evidence that the school may present at the hearing, including witness statements in which the names of student witnesses are redacted and held confidential.
- The parent/guardian or student may arrange to be represented by an attorney or advocate at private, not public, expense. An attorney or advocate is not necessary for a fair resolution of the matter. Parents/guardians must notify the Superintendent or designee as soon as possible if they plan to be represented by an attorney or advocate.
- The parent/guardian or student may provide witnesses or any written or physical evidence that supports the student's case, including written statements from witnesses who saw or have knowledge of the incident in question.
- The parent/guardian or student has the right to ask questions and present his or her explanation of the alleged misconduct.

School's Rights During District Level Discipline Appeals

- The school administrator or other person presenting the school's case has the right to inspect and question any written or physical evidence that the parent(s) or guardian(s) may be present at the hearing.
- School personnel shall not be held legally responsible for suspensions and recommendations for expulsion made in good faith.

At the District Level Discipline Appeal Hearing

- The participants at the hearing will be limited to those with a relevant interest in the matter at hand, as determined by the Superintendent or designee.
- Only the evidence presented at the hearing will be used to make a decision. No information may be provided to the Superintendent or designee outside of the hearing.
- The person hearing the case must be neutral. He or she cannot be a witness to the incident that resulted in discipline or testify in the hearing.
- The Superintendent or designee will provide a written decision. This written decision will be provided at the end of the hearing or sent to the student or parent/guardian within approximately one calendar week, and shall include notice of the right of due process appeal to the school board.

If the parent/guardian does not appeal the Superintendent or designee's recommendation to the School Board, said decision is **final** and not subject to further appeal, negotiation, or amendment by any party. Said placement decision will be considered the final Board action.

If the parent appeals the school's recommendation for expulsion directly to the Board, the decision of the School Board will be considered to be **final.**

The Superintendent, or designee, may ban a student from campus and/or participation in any school sponsored activity during a formal appeal if it is believed that the student's presence on campus would be a continuing danger or disruption. In such cases, the appeal shall be expedited.

Students who are serving out-of-school suspension or expelled shall be excluded from all District or school sponsored activities taking place at any District School Board of Pasco County school or campus, at any school function or on any school sponsored transportation, including but not limited to extracurricular, co-curricular, student organizations, graduation ceremonies, dances, and other events.

A minor who has been suspended or expelled from school may not be or remain in a public place (including school bus stops), in any establishment, or within 1,000 feet of a school during the hours of 9:00 a.m. to 2:00 p.m. during any school day.
(Pasco County Ordinance sec. 66-153)

Reciprocal Discipline
The District School Board of Pasco County will uphold and enforce disciplinary proceedings from other public school districts. If a student was expelled or alternatively placed in another district, Pasco County will enforce said expulsion or alternative placement.
(F.S. 1006.07)

Off-campus Felony
A student who has been formally charged by a proper prosecuting attorney with a felony, or with a delinquent act which would be a felony if committed by an adult, which allegedly occurred on property other than public school property, or a student who has been adjudicated guilty of a felony, may be subject to suspension, expulsion, alternative placement, and/or exclusion from extracurricular activities if that incident is shown, in an administrative hearing to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled.
(F.S. 1006.09)

Crime and Victimization
The District School Board of Pasco County reserves the right to place students in an alternative educational setting (alternative school or other district school) who are adjudicated guilty or who are found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation of homicide, assault, battery, kidnapping, sexual battery, lewdness and indecent exposure, child abuse, robbery, carjacking or home-invasion robbery (see 1006.13 (6) a for full list) who also attends the same school or rides the same school bus as the victim or sibling of the victim.
(F.S. 1006.09 & 1006.13)

Disciplinary Alternative Placement (DAP)
The District School Board of Pasco County reserves the right to utilize change of placement as a disciplinary measure for any matter the Superintendent deems appropriate thereby preserving the learning environment, or otherwise promoting the health, safety and welfare of those in the learning environment.

A student may be recommended for Disciplinary Alternative Placement (DAP) if:

- They were similarly placed in an alternative setting in another district (see Reciprocal Discipline policy)
- They were formally charged by a proper prosecuting attorney with an off-campus felony that has a demonstrably adverse impact on the school campus
- In lieu of expulsion
- The student has received 5 separate out-of-school suspensions
- Continuous disruptive behavior (defined as 15 or more level 2 and 3 referrals)
- Certain Level II and III SESIR violations will be subject to DAP recommendation. Certain Level IV SESIR violations will be subject to DAP recommendation for the second offense that occurs in any one school year.
- Certain qualifying events will also require evidence of a lack of response to intervention (MTSS) for a reasonable amount of time before the recommendation can be forwarded for consideration
- Students shall not be recommended for disciplinary alternative placement due to skipping, tardiness, absence, leaving campus without permission or truancy.

Students may return to school pending the outcome of the DAP recommendation once their out-of-school suspension has been completed.

School administration recommendations for alternative placement must meet all guidelines set forth in district policy and procedure.

An administrative hearing will be held to review all DAP recommendations. Placement decisions will be based on the severity of the incident, evidence provided by the school and student/family and other mitigating factors.

The decision of the Superintendent's designee will be considered final and not subject to further appeal, negotiation, or amendment, by any party.

Alternative Schools
The Superintendent, or designee, may assign or reassign a student to an alternative program in an alternative school other than that designated by the attendance area if the student has exhibited habitually disruptive behaviors, violent or criminal behaviors, especially those involving weapons, drugs, or aggression. Current alternative schools are Harry Schwettman Education Center and James Irvin Education Center.

Discipline Timeline
In order to promote learning and behavioral change, consequences should be assigned and implemented as soon as possible after an infraction. Disciplinary consequences should be assigned within five (5) school days of the incident. In very limited circumstances involving ongoing investigations, a consequence may be assigned beyond said period of time.

Discipline Matrix

The discipline matrix was created and incorporated into the Student Code of Conduct to increase consistency and equity in District disciplinary practices. The matrix was developed after gathering input from all stakeholders in a variety of settings. The matrix was then reviewed and approved by the Superintendent and his staff as well as the School Board. **It is the expectation that each school abide by the discipline matrix when assigning disciplinary consequences.**

The discipline matrix utilizes a progressive discipline approach. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behavior and build upon strategies that promote positive behaviors. When inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to a focus that also includes corrective and supportive measures.

Progressive discipline is designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to discipline. The previous disciplinary history of the student and all other relevant factors will be taken into account when determining disciplinary consequences.

Incident Code	The District School Board of Pasco County engages in the practice of progressive discipline. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behavior and build upon strategies that promote positive behaviors. When inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to a focus that is both corrective and supportive. Progressive discipline is designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to discipline and that the previous disciplinary history of the student and all other relevant factors will be taken into account. M = Mandatory Action A = Potential Action	Report to law enforcement (see SESIR reporting guidelines)	Conference with student	Conference with parent	Assignment of reflective work, work detail and or restitution	Behavioral or student self-improvement agreement	Loss of privileges	Peer mediation	Parent shadowing and/or daily or weekly report to parents	Referral to support staff (MTSS), community agency or SRO	Detention	Bicycle privilege revoked	Parking privilege revoked	Referral to Department of Highway Safety & Motor Vehicles	In-School Suspension	Bus suspension (must follow continuum)	Out-of-School Suspension (1-2 days)	Out-of-School Suspension (3-5 days)	Out-of-School Suspension (6-9 days)	Out-of-School Suspension (10 days)	Referral to law enforcement agency (investigation/arrest)	Recommendation for bus expulsion (must follow continuum)	Recommendation for alternative placement	Recommendation for expulsion	Alternative to suspension	Change of placement (ESE only, 45 day rule)	Threat assessment	Functional behavior assessment/ behavior intervention plan	Confiscation of items or devices
	Level One		30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	44	44	44	46	47	57	48	49	50	51	52	53
1B	Inappropriate public display of affection		A	A	A	A	A		A		A				A														
1C	Running, tripping, pushing, hitting or similar aggressive acts		A	A	A	A	A	A	A		A				A	A												A	
1E	Tardiness		A	A	A	A	A		A		A				A													A	
1I	Unauthorized possession of toys, audio or wireless communication devices, collectibles or other items or materials that are inappropriate for an educational setting		A	A	A	A	A		A		A				A	A													A
1K	Violation of dress or appearance code		A	A	A	A	A		A		A				A														
1L	Unauthorized location		A	A	A	A	A		A		A				A														
1M	Violation of traffic, parking, bus or bicycle regulations		A	A	A	A	A		A		A	A	A	A	A	A						A							
1P	Failure to comply with classroom, school or bus rules		A	A	A	A	A		A	A	A	A	A	A	A	A						A						A	
1Q	Disrespect towards student or staff		A	A	A	A	A		A	A	A				A													A	
1Z	Unsubstantiated bullying (**UBL**) – no discipline referral, use MIS #410																												
	Level Two																												
2B	Disruptive behavior		A	A	A	A	A		A	A	A				A		A								A			A	
2C	Skipping or leaving class without permission		A	A	A	A	A		A	A	A				A													A	
2E	Failure to comply or complete previously assigned intervention strategies		A	A	A	A	A		A	A	A				A		A								A			A	
2F	Fighting, physical confrontation without injury; also instigating or encouraging a fight — 1st offense		A	A	A	A	A	A	A		A				A	A	A	A				A			A				
	2 or more				A	A	A	A	A		A				A	A	A	A	A	A		A			A				
2G	Unwanted teasing or taunting of others		A	A	A	A	A	A	A	A	A				A	A	A	A				A			A			A	A
2H	Defacing and/or destroying school or personal property resulting in damages of less than $1000		A	A	A	A	A		A	A	A				A	A	A	A			A			A	A				
2I	Obscene gestures/language; distribution of objects, literature or materials that are inappropriate for an educational setting — 1st offense		A	A	A	A	A		A	A	A				A													A	A
	2nd offense				A	A	A		A	A	A				A		A								A			A	A
	3 or more				A	A	A		A	A	A				A		A	A							A			A	A
2J	Leaving school grounds without permission		A	A	A	A	A		A	A	A				A													A	
2L	Truancy		A	A	A	A	A		A	A	A				A													A	
2M	Academic dishonesty, cheating, plagiarism, violation of copyright laws (see note)		A	A	A	A	A				A				A														
2N	Misrepresentation, providing false information to school personnel or lying about a school staff member		A	A	A	A	A		A	A	A				A		A	A							A				

Repeated instances of the same behavior may result in more severe consequences

The District School Board of Pasco County engages in the practice of progressive discipline.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behavior and build upon strategies that promote positive behaviors. When inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to a focus that is both corrective and supportive.

Progressive discipline is designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to discipline and that the previous disciplinary history of the student and all other relevant factors will be taken into account.

M = Mandatory Action A = Potential Action

Incident Code		Report to law enforcement (see SESIR reporting guidelines)	Conference with student	Conference with parent	Assignment of reflective work, work detail and or restitution	Behavioral or student self-improvement agreement	Loss of privileges	Peer mediation	Parent shadowing and/or daily or weekly report to parents	Referral to support staff (MTSS), community agency or SRO	Detention	Bicycle privilege revoked	Parking privilege revoked	Referral to Department of Highway Safety & Motor Vehicles	In-School Suspension	Bus suspension (must follow continuum)	Out-of-School Suspension (1-2 days)	Out-of-School Suspension (3-5 days)	Out-of-School Suspension (6-9 days)	Out-of-School Suspension (10 days)	Referral to law enforcement agency (investigation/arrest)	Recommendation for bus expulsion (must follow continuum)	Recommendation for alternative placement	Recommendation for expulsion	Alternative to suspension	Change of placement (ESE only, 45 day rule)	Threat assessment	Functional behavior assessment/ behavior intervention plan	Confiscation of items or devices
	Level Two		30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	44	44	44	46	47	57	48	49	50	51	52	53
2O	Having a toy/imitation weapon		A	A	A	A	A		A	A	A				A		A				A				A		A		M
2Q	Violation of campus or bus safety rules		A	A	A	A	A		A		A	A	A	A	A	A	A				A	A			A				
2R	Defying, disobeying or disrespecting school personnel – 1st offense		A	A	A	A	A		A	A	A				A													A	
	Defying, disobeying or disrespecting school personnel – 2nd offense				A	A	A		A	A	A				A		A								A			A	
	Defying, disobeying or disrespecting school personnel – 3 or more				A	A	A		A	A	A				A		A	A							A			A	
2S	Having or using matches, lighters, fireworks, smoke/stink bombs, laser pens or other unauthorized items		A	A	A	A	A		A		A				A		A												M
2T	Theft or accessory to theft of property worth less than $300		A	A	A	A	A		A		A				A		A	A			A				A				
2U	Profane or provocative language – 1st offense		A	A	A	A	A		A	A	A				A													A	
	Profane or provocative language – 2nd offense				A	A	A		A	A	A				A		A								A			A	
	Profane or provocative language – 3 or more				A	A	A		A	A	A				A		A	A							A			A	
2V	Gang related disruption; may include materials, dress or hand signs		A	A	A	A	A	A	A	A	A				A		A	A			A				A		A		A
	Level Three																												
3D	Mutual altercation that requires physical restraint or results in injury requiring medical attention (**FIT**)	A								A					A		A	A	A	A	A		A		A				
3E	Physical use of force or violence (hitting, striking, harming) by an individual against another who does not retaliate, battery requires LEO involvement and more serious bodily injury (**BAT, PHA**) (see note)	M													A		A	A	A	A	A		A	A	A				
3F	Using, possessing, selling, purchasing or distributing alcohol, controlled substances, drugs, drug related items or substances represented to be a drug (**ALC**, **DRU**, **DRD**) (see note)	M								A					A		A	A	A	A	M		A	A	A				M
3G	Having weapons, including any dirk, knife, metallic knuckles, slungshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon as defined in state statute (**WPO**)	M																		M	M			M					M
3H	Theft or accessory to theft of property, $300 or more (**STL**)	M													A		A	A	A	A	M		A		A				
3I	Sexual harassment (**SXH**)	A								M					A		A	A	A	A	A		A		A				
3K	Major disruption on campus; taking part in a riot (**DOC**)	M													A		A	A	A	A	M		A		A				
3L	Arson, setting fire to a building or other property (**ARS**)	M													A		A	A	A	A	M			A	A				
3M	Bomb threats or hoaxes (**DOC**)	M																		M	M			M					
3M	False fire alarm **(DOC)**	M													A		A	A	A	A	M		A		A				

Repeated instances of the same behavior may result in more severe consequences

Incident Code	The District School Board of Pasco County engages in the practice of progressive discipline. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behavior and build upon strategies that promote positive behaviors. When inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to a focus that is both corrective and supportive. Progressive discipline is designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to discipline and that the previous disciplinary history of the student and all other relevant factors will be taken into account. M = Mandatory Action A = Potential Action	Report to law enforcement (see SESIR reporting guidelines)	Conference with student	Conference with parent	Assignment of reflective work, work detail and or restitution	Behavioral or student self-improvement agreement	Loss of privileges	Peer mediation	Parent shadowing and/or daily or weekly report to parents	Referral to support staff (MTSS), community agency or SRO	Detention	Bicycle privilege revoked	Parking privilege revoked	Referral to Department of Highway Safety & Motor Vehicles	In-School Suspension	Bus suspension (must follow continuum)	Out-of-School Suspension (1-2 days)	Out-of-School Suspension (3-5 days)	Out-of-School Suspension (6-9 days)	Out-of-School Suspension (10 days)	Referral to law enforcement agency (investigation/arrest)	Recommendation for bus expulsion (must follow continuum)	Recommendation for alternative placement (see note)	Recommendation for expulsion	Alternative to suspension	Change of placement (ESE only, 45 day rule)	Threat assessment	Functional behavior assessment/ behavior intervention plan	Confiscation of items or devices
	Level Three		30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	44	44	44	46	47	57	48	49	50	51	52	53
3N	Extortion or robbery (**ROB**)	M													A		A	A	A	A	M			A	A				
3O	Intimidating school staff or students or threatening them with violence (**TRE**, **SXA)**	M								M					A		A	A	A	A	M		A		A		M		
3P	Pattern of bullying or harassment of staff or students (**BUL**, **HAR,HAZ**) (see note)	A		M						A					A		A	A	A	A	A		A		A				
3R	Violations of other criminal laws (**OMC**, **HOM**, **KID**, **SXB**, **TRS**, **BRK**) (see note)	M													A		A	A	A	A	M		A	A	A				
3S	Habitual or serious breach of bus rules	A													A	A	A	A	A	A	A	A			A				
3T	Possession or use of tobacco products or look-alikes (**TBC**) (see note)	A	A	A		A	A		A	A	A				A		A	A			A				A				M
3U	Defacing and/or destroying school or personal property resulting in damage of $1000 or more (**VAN**)	M													A		A	A	A	A	M		A		A				
3V	Sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. Must involve law enforcement. **(SXO)**	M													A		A	A	A	A	M		A		A				
3W	Dangerous objects: razor blades, box cutters, common pocket knives, air soft guns, mace/pepper spray, chemicals or toy/imitation/look-alike weapons or similar items	A									A				A		A	A	A	A	M				A				M
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NOTES:

1. Students may not suspended, expelled or recommended for alternative placement for skipping, tardiness, absence, leaving campus or truancy.
2. Recommendations for alternative placement must meet all guidelines set forth in policy and procedure.
3. 2M - Academic dishonesty may also result in the following consequences: Reduced credit on assignment, ISS, proctored assessments, withdrawal from course (eSchool/FLVS), schedule change and completion of an Academic Integrity Module.
4. 3E - Battery (BAT) of a school official should result in an automatic recommendation for expulsion. ESE students are exempt (IDEA).
5. 3E - Physical attack (PHA) events are only eligible for Disciplinary Alternative Placement (DAP) recommendations.
6. 3F - First alcohol/drug possession or alcohol/drug use discipline will result in referral to TOOLS program and 5 days OSS. If the student does not successfully complete the TOOLS program, they will serve and additional 5 days of OSS (for 10 days total).
7. 3F - Drug distribution (DRD) may be referred for expulsion. Alcohol distribution (ALC) may lead to a DAP recommendation.
8. 3P - First offense of Bullying (BUL) and Harassment (HAR) may be up to 10 days OSS. Second offense or more may lead to a DAP recommendation.
9. 3R - HOM, KID and SXB may lead to an expulsion recommendation. TRS and BRK SESIR events should be DAP recommendation only. OMC may be an expulsion or DAP recommendation.
10. 3T - TBC includes e-cigarettes and hookah pens and similar devices.
11. **Notify your School Resource Officer (SRO) or other law enforcement any time a situation gives rise to a potential school safety issue/concern. SROs are also available to discuss potential criminality of situations should the need arise.**