

Chapter 5 - Students

REQUIREMENTS FOR ORIGINAL ENTRY 5.10

- (1) Any student who initially enrolls in the District shall be required to present a certification of immunization for those communicable diseases as required by Florida Statutes.
 - (a) Students who are under twenty-one (21) years of age and are attending adult education classes shall present certification of immunization for communicable diseases.
 - (b) A transfer student may be granted thirty (30) days to provide documentation of school entry health examination and certificate of immunization record.
 - (c) Exceptions may be granted as provided in Florida Statutes.
- (2) Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance.
 - (a) Any student who was previously enrolled in a Florida school and who seeks admission may be granted thirty (30) days to secure documentation of a school health examination.
 - (b) The Superintendent may grant exceptions to this rule pursuant to Florida Statute.
 - (c) The health examination shall be completed by a health professional who is licensed in Florida or in the state where the examination was performed.
- (3) Any student who was previously enrolled in an out-of-state public school and who seeks admission to a District school shall be admitted on the basis of admission requirements established in the state in which the student resided prior to moving to the County, except as provided in this rule.
- (4) A student entering a District school from a private or non-public school shall be assigned to a grade based on placement tests, age, and previous school records.
- (5) Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge and juvenile justice actions the student has had. The district may waive or honor the final order of expulsion or dismissal of a student if an act would have been grounds for expulsion according to the receiving District School Board's Code of Student Conduct.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.01;

1003.21; 1003.22, F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.024

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.21113;4.213;4.22;4.23;4.24

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ADMISSION TO KINDERGARTEN 5.11

Any child shall be eligible for admission to kindergarten if he/she has attained the age of five (5) years on or before September 1 of the school year. Provided, however, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided. Before admitting a child to kindergarten, the principal shall require evidence of:

- (1) The child's date of birth in the manner provided by Florida Statutes;
- (2) An up-to-date immunization record and tuberculosis test; and,
- (3) A school-entry health examination conducted within one (1) year prior to enrollment in school in accordance with State Board of Education rules.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.21; 1003.22, F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.024

HISTORY: ADOPTED:

REVISION DATE(S): 01/08/07(CITATION)

FORMERLY: 4.21;4.2112

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ADMISSION TO FIRST GRADE 5.12

- (1) For admission to first grade, a student shall be six (6) years old on or before September 1 of the school year and shall satisfy one (1) of the following requirements:
 - (a) Previous enrollment and attendance in a Florida public school;
 - (b) Satisfactory completion of kindergarten requirements in a non-public school;
or,
 - (c) Previous attendance in an out-of-state school in which he / she was admitted on the basis of age requirement established by the state of residency.
- (2) First grade students shall progress according to the District's Pupil Progression Plan.

STATUTORY AUTHORITY: 1001.41; 1001.41, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.21; 1003.22, F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.024

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.21;4.2112

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POST-SECONDARY VOCATIONAL PROGRAMS 5.13*+

(1) The Superintendent or designee shall develop written procedures to implement Florida Statutes and State Board of Education rules which pertain to students with learning disabilities or other impairments who enter post-secondary programs in vocational-technical education centers. The procedures shall include, but not be limited to:

- (a) A method for identifying students who meet the definition of hearing impaired, visually impaired, or learning disabled pursuant to State Board of Education rules.
- (b) Development of reasonable substitutions for admission and graduation requirements for post-secondary programs offered at a vocational-technical center.
- (c) A plan for advising students about eligibility criteria and substitution requirements.
- (d) Individualized counseling for students who may qualify for substitution requirements.
- (e) An appeal process for students who do not qualify for substitution requirements.
- (f) A student who attends the Area Vocational-Technical Center shall be classified as either a high school student or an adult student.
 - (i) A high school student is a student who is age sixteen (16) or older and is concurrently enrolled in a regular high school and the Vocational-Technical Center for one (1) to six (6) hours daily.
 - (ii) An adult student is a person who is sixteen (16) years or older and has withdrawn from a regular school program.

(2) A high school or adult student who has documented disability and is completing a postsecondary vocational program may be exempted from meeting the career basic skills levels required for completions of the program. The District shall establish exit criteria for disabled students who have not achieved the basic skills levels on the posttest.

(3) The Superintendent or designee shall maintain records on students who apply for and who are permitted to enter post-secondary programs on the basis of Florida Statutes and State Board of Education rules. Data collected shall be in accordance with State Board of Education rules.

(4) Upon the recommendation of the Superintendent, the Board may approve plans and agreements with institutions of higher education for dual enrollment and/or early admissions programs.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1004.91; 1007.264, F.S.

STATE BOARD OF EDUCATION RULE: 6A-10.040; 6A-10.041

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: NEW

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HOMELESS STUDENTS 5.14

I. Homeless children who live within the county shall be admitted to school in the District, shall have access to free public education including preschool, shall be given the opportunity to meet local and state academic achievement standards, and shall be included in state and District assessments and accountability systems.

II. Definitions

A. Homeless Child

One who lacks a fixed, regular and adequate nighttime residence, and includes children and youth who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
 2. Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations;
 3. Are living in emergency or transitional shelters, abandoned in hospitals, or awaiting foster care placement;
 4. Have a primary nighttime residence that is:
 - a. A supervised shelter designed to provide temporary living accommodations;
 - b. An institution providing temporary residence for persons who are to be institutionalized; or
 - c. A public or private place not designed or normally used as a regular sleeping accommodation for human beings.
 5. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
 6. Are migratory children who qualify as homeless because the children are living in circumstances described in II.A.1 through II.A.5.
- B. Unaccompanied Youth – A student who is not in the physical custody of a parent or guardian.
- C. School of Origin – The school that the student attended when permanently housed or the school where the child or youth was last enrolled.

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- D. Enroll and Enrollment – Attending school and participating fully in school activities.
 - E. Immediate – Without delay.
 - F. Parent – Parent or guardian of a student.
 - G. Liaison – The staff person designated by the District as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Homeless Assistance Act.
- III. The District shall identify homeless students as defined by federal and state law.
 - IV. The District shall seek to remove barriers to the enrollment and retention of homeless children and youth.
 - V. The District shall ensure the immediate enrollment of homeless students.
 - A. The District shall assist homeless children to provide documentation to meet state and local requirements for entry into school.
 - B. A homeless child shall be given a thirty (30) school day exemption to provide proof of age, certification of a school-entry health examination, proof of immunization and other documentation required for enrollment.
 - VI. Each homeless student shall be provided the services that are available for all other students including transportation, school nutrition programs, before and after school programs, and education services for which the child meets the eligibility criteria such as exceptional education, gifted education, vocational and technical programs, preschool programs, Title I, and limited English proficiency programs.
 - VII. Homeless students shall be given meaningful opportunities to succeed in school.
 - VIII. Homeless students shall be allowed to remain in the school of origin to the extent feasible, unless this is contrary to the wishes of the parents.
 - IX. Homeless students and/or parents shall have the right to dispute school assignment if placement is other than the school of origin. The District shall ensure that unaccompanied youth and the parents of homeless students are notified of the right to remain in the school of origin and of the dispute process.
 - X. If requested by the parent of a homeless child or by the liaison on behalf of an unaccompanied youth, the District shall be responsible for providing transportation to and from the school of origin throughout the duration of homelessness. The District shall share the responsibility for transportation if a homeless student begins living in another district in a homeless status and continues to attend the school of origin.

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- XI. Homeless students shall not be stigmatized, segregated, or separated in any educational program on the basis of their homeless status.
- XII. The District shall follow the requirements of the McKinney-Vento Homeless Assistance Act.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1003.21, F.S.

LAW(S) IMPLEMENTED: 1001.21, 1001.43, 1003.01, 1003.21, 1003.22, F.S.

NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110

HISTORY: ADOPTED: JANUARY 20, 2009

REVISION DATE(S):

FORMERLY: NEW

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STUDENT ASSIGNMENT (In-County/Out-of-County) 5.20+

The School Board shall establish residential attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is the residence of his/her parent(s), as defined by Florida Statutes. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee. Students may request placement in a school outside their attendance area on the basis of space availability in each program/grade. The School district is not obligated to provide transportation.

(1) The student shall be automatically assigned to the School which contains his/her appropriate grade level. Exceptional students shall be assigned in the manner prescribed in the District procedures for Exceptional Student Education.

(a) No student shall be permitted to cross district school lines for the purpose of attending school in the Jackson County School District or outside the Jackson County School District except by a written agreement between the two (2) Superintendents. Any such request shall be submitted to the Superintendent in writing; and if the conditions listed in the next paragraph are met, he may grant permission on the basis of space availability in each program/grade. The specific procedures to implement this rule are incorporated by reference and are made a part of these rules.

If the student's family has its legal residence in a county other than Jackson County, the parents or legal guardians must apply for the student to attend Jackson District Schools. Out-of-County students desiring enrollment in Jackson District schools shall provide evidence of a minimum of 2.0 GPA, prior performance of at least a 3 on FCAT, and no out-of-school suspensions or expulsions or placement in alternative school within the past calendar year. K-3 students must provide evidence of achievement test scores indicating that the student is on grade level. Upon enrollment in a Jackson District school, the student and their parent or legal guardian shall be required to sign a performance contract specifying maintenance of the above-referenced academic standards, attendance and discipline standards. Violation of the performance contract shall result in the student's return to their home county school district.

For the 2007-2008 school year, students who were enrolled out-of-county during the 2006-2007 school year will be "grandfathered in" and allowed to continue enrollment in the Jackson County School District. At the beginning of the 2008-2009 school year, and thereafter, these students will not be required to complete the application process, but must sign and maintain compliance with the Student Performance Contract (grades-minimum of 2.0 GPA, attendance and discipline) to remain in the Jackson County School District.

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For those out-of-county students enrolling in the Jackson County School District for the first time in 2007-2008, and thereafter, the application process must be completed **annually**. Each request for enrollment will be evaluated on the basis of space availability in each program/grade provided compliance with the Student Performance Contract (grades-minimum of 2.0 GPA, attendance and discipline) has been met. However, the assessment standard (performance of at least a 3 on the FCAT or achievement test score indicating that the student is on grade level) will not be required after the initial year of enrollment. **Note:** Kindergarten students will be screened for school readiness to determine initial enrollment eligibility.

(b) Any student living in the school district whose parents are non-residents of the State of Florida, as defined by law, may be enrolled in school upon payment of the non-resident tuition fee. Children of migratory agricultural workers and children of parents serving in the armed forces of the United States shall be exempt from the payment of such a fee. The School Board may approve additional waivers of the tuition fee on an individual basis.

(c) During any one school year, students will not be permitted to transfer between schools within the district, unless there is a change in residence or circumstances that are deemed extenuating by the principal and approved by the Superintendent.

- (2) Any student who has been attending a school that has been designated with a grade of "F" failing to make adequate progress for two (2) school years in a four (4) year period, may choose to attend a higher performing school in the District or an adjoining district consistent with Florida Statutes and State Board of Education rule.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.42; 1001.43; 1001.51; 1002.31; 1002.38, F.S.

HISTORY: ADOPTED:

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FORMERLY: NEW

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STUDENT CONTROL 5.30+

All students enrolled in school shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the Code of Conduct for Students and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during the time they are on School Board premises for school attendance and authorized activities.

- (1) The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity.
- (2) The teacher, other members of the instructional staff or bus driver shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.
 - (a) No student may be suspended from school, from school bus transportation or from class, nor may corporal punishment be administered except as provided by law and the policies of the Board.
 - (b) No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the Code of Student Conduct.
- (3) This policy shall not apply to students while they are being transported to or from school by private citizens.
- (4) The Code of Student Conduct for Elementary, Middle, High School and Post-secondary Schools is hereby incorporated by reference and made a part of this Rule. The Code of Student Conduct and any revisions shall be approved and adopted by the School Board. The Code of Student Conduct shall:
 - (a) Be developed by School Board members, appropriate grade level teachers, school personnel, school administrators, students, and parent organizations.
 - (b) State grounds for disciplinary action procedures and the rights of students.
 - (c) Be distributed to all teachers, school personnel, students, and students' parent(s), as defined by Florida Statutes, at the beginning of each school year.
 - (d) Be filed in the Superintendent's office.
- (5) The Code of Student Conduct shall be discussed with students, school advisory councils, and parent/teacher associations at the beginning of each year.
- (6) Any School Board decision which conflicts with provisions in the Code of Student Conduct shall prevail until revisions are adopted.
- (7) The principal shall use the Code of Student Conduct to familiarize students with School Board rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he/she deems it necessary.

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STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED: 120.57(1); 1000.21; 1001.43; 1003.04; 1003.21;
1003.31; 1003.32; 1006.08; 1006.09; 1006.10; 1006.13, F.S.**

STATE BOARD OF EDUCATION RULE: 6A-1.0404

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**FORMERLY: 4.40;4.41;4.411;4.412;4.413;4.42;1.421;4.423;4.424;4.425;4.43;4.431;4.4312;
4.4313;4.43;4.432;4.44;4.45;4.46**

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BOYCOTTS, WALK-OUTS, SIT-INS AND OTHER DISRUPTIVE ACTS 5.301

Any student who participates in a boycott, walk-out, sit-in, strike or any similar disruptive action which interferes with the orderly operation of the school shall be deemed guilty of serious misconduct and shall be subject to suspension or expulsion from school.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.32; 1001.43;

1003.31; 1006.07, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: NEW

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CORPORAL PUNISHMENT 5.302

To the end that sound and effective discipline be maintained in the school as an indispensable prerequisite to successful learning in an educational climate conducive thereto, specifically named administrators, principals or teachers are authorized upon approval of the principal or his/her administrative designee to administer punishment for misconduct, according to law. Corporal punishment is defined as "The strokes applied as a penalty for acts of misconduct administered by the principal or designee upon the student's buttocks with a paddle. No more than five (5) strokes may be applied for any one incident."

(1) The principal or his/her designee shall specify the persons to administer corporal punishment, the time and place therefore, and care shall be taken not to hold the student so disciplined up to undue public ridicule or shame.

(2) Corporal punishment shall be administered by an adult in the presence of another adult.

(3) Corporal punishment shall be prudently administered to the buttocks of the offending student; provided, that corporal punishment shall not be administered to any student known to be under psychological, psychiatric or other medical treatment unless a pre-conference is held with appropriate medical or psychological authorities.

(4) The student to whom corporal punishment is to be administered is to be informed of his/her offense, and parents of minors shall be informed of reasons for corporal punishment promptly after its administration, if requested.

(5) Corporal punishment shall be administered, where indicated, without inordinate delay after the school authorities' awareness of the punishable offense.

(6) The punishment so administered shall be reasonable and shall not be administered to injure or harm the student so disciplined.

(7) Corporal Punishment shall not be administered to any student when the parent has requested in writing that corporal punishment not be used.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43;

1001.54; 1003.31; 1003.32, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.46;4.461

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SUSPENSION 5.303

(1) The principal or his/her designated representative may suspend a student from school or from the privilege of riding a school bus for not more than ten (10) days except as otherwise provided below subject to the following.

(a) Prior to such suspension the principal shall employ alternative measures including enlisting parental support.

(b) The student shall be advised of the conduct warranting suspension and given an opportunity to explain in a conference with the principal prior to the suspension.

(c) Within twenty-four (24) hours of any suspension, the principal shall report the suspension and reasons therefore in writing to the parents or guardian and the Superintendent.

(d) The employment of alternative measures and enlistment of parental support may be waived if the student commits a serious breach of conduct; and the principal may suspend immediately.

(2) When the presence of a disruptive student interferes with the orderly discharge of normal school functions, such student shall be suspended forthwith and the parent, parents or guardian of the minor student, or the student eighteen (18) or over notified as provided herein with an offer of a conference subsequent to the effective date of the suspension. In any case, the principal shall conduct an investigation into the charges and shall obtain written and signed statements from any witness immediately after the incident. A tape recorder may be used with the knowledge of all parties concerned to record any proceedings with a parent or guardian or with students that could lead to a recommendation of dismissal.

(3) Suspension proceedings, pursuant to law and/or rules promulgated by the state, may be initiated against any pupil enrolled as a student who is formally charged with a felony or with a delinquent act which could be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if that incident is shown in an administrative hearing with notice provided to the parents or legal guardian or custodian of such pupil by the principal of the school pursuant to rules and/or laws promulgated by the state, to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. Any pupil who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed ten (10) days, as determined by the Superintendent. Such suspension shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in a daytime alternative education program.

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(4) If the pupil is not subsequently adjudicated delinquent or found guilty, the suspension shall be terminated immediately. If the pupil is found guilty of a felony, the superintendent shall have the authority to determine if a recommendation for expulsion shall be made to the School Board; however, such suspension or expulsion shall not affect the delivery of educational services to the pupil in any residential or non-residential program outside the public school. Any pupil who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Chapter 893 may be entitled to a waiver of the discipline or expulsion:

(a) If he/she divulges information leading to the arrest and conviction of the person who supplies such controlled substance to him/her, or if his/her voluntarily discloses his/her unlawful possession of such controlled substance prior to his/her arrest. Any information divulged which leads to such arrest and conviction is not admissible in evidence in a subsequent criminal trial against the pupil divulging such information.

(b) If the pupil commits himself/herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

(5) Where a student is suspended with a recommendation of dismissal being made, the procedures that are incorporated by reference shall be observed.

(6) Any student who sells, possesses or is under the influence of intoxicating beverages, controlled or harmful substances, and/or drugs, on School Board property or at any school sponsored activity shall be suspended for ten (10) school days, and from participation in all extra curricular activities for one (1) calendar year from the first day of the initial suspension, and may be expelled from school for the remainder of the school year. However, the student may also be expelled for all or a portion of the following school year. Any student possessing or under the influence of controlled substances as defined herein shall have a mandatory hearing before the School board, prior to expulsion. Extra curricular activity is defined as any school sponsored activity that is not credit earning or that is not a requirement for a credit earning course. For the purpose of this policy, extra curricular shall not include the baccalaureate or the graduation exercises.

(7) Handicapped students may not be suspended unless these rules and pertinent provisions of the District Procedures for Exceptional Child Education are followed.

(8) No suspension shall be made a dismissal unless so ordered by the School Board.

(9) Students who are placed in alternative education in lieu of expulsion or dismissal by the School Board may be expelled from riding the bus during the time of the alternative placement.

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STATUTORY AUTHORITY: 1001.41; 1001.41; 1006.14, F.S.

LAWS IMPLEMENTED: 1001.32; 1001.42; 1001.43;

1003.31; 1006.08; 1006.09, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.41;4.411;4.412;4.413

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WEAPONS PROHIBITED 5.304

Any student who has or carries any gun, pistol, sword, knife, razor, or any other item intended as a weapon, on the school grounds, into any school building, or on a school bus or at any school sponsored activity or who has such items on his/her person or in an automobile or other vehicle parked on the school grounds or adjacent thereto, shall be suspended and may be expelled from school. In case of a firearm, the student will receive an automatic ten (10) day suspension by the principal and will be recommended by the superintendent for expulsion by the Board. If it is determined the student brought the firearm to school, the student will be expelled from the regular school program for a period of not less than one (1) year. In all cases regarding firearms the board will be notified at the time of suspension and a referral of the student will be made by the school administrator to the criminal justice system or the juvenile justice system. Referrals to the School Resource Officer are deemed to meet the requirement of the referral to the appropriate justice system.

STATUTORY AUTHORITY: 1001.41; 1001.41; 1006.14, F.S.

LAWS IMPLEMENTED: 1001.32; 1001.43;

1003.31; 1006.07, 1006.08, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: NEW

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STUDENT DETENTION, SEARCH, AND SEIZURE 5.31+

- (1) The principal, a teacher, or any other staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board rules.
- (2) Any activity involving student detention, search, and seizure shall be in accordance with procedures set forth in the Code of Student Conduct.
- (3) Each principal shall place a sign which is clearly visible to students and in a prominent location(s) within the school. The sign shall contain the following text:

Notice to Students

School authorities may search student lockers or other areas when reasonable suspicion that prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statutes.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 1001.43; 1003.31; 1006.07,
1006.09(9); 1006.13, F.S.
HISTORY: ADOPTED:
REVISION DATE(S):
FORMERLY: 4,44;4,441

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ZERO TOLERANCE FOR SCHOOL RELATED CRIMES 5.32*+

(1) It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. This policy implements the State Board of Education's Zero Tolerance Policy as outlined in Florida Statutes, including:

- (a) Victimization of students.
- (b) Felony or misdemeanor as defined by Florida Statutes Section 775.08.
- (c) Substance abuse which is defined in Section 984.03, Florida Statutes as "using, without medical reason, any psychoactive or mood-altering drug, including alcohol, in such manner as to induce impairment resulting in dysfunctional, social behavior".

(2) Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and be referred to the criminal justice or juvenile justice system:

- (a) Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
- (b) Making a threat or false report as defined in Florida Statutes Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.
- (c) Assault or Battery on Specified Officials or Employees in violation of Section 784.081(1)(2), Florida Statutes.
- (d) Hazing as defined in 1006.135, Florida Statutes.

(3) The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.

(4) The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system

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(5) If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education Rules.

(6) Any student found to have committed a violation of Section 784.081(1)(2) or (3), "Assault or Battery on Specified Officials or Employees" shall be expelled or placed in an alternative school setting or other program as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 120.57(1); 775.08, 784.081; 790.162; 790.163;

1001.42, 1001.43; 1001.54; 1003.31;

1006.08; 1006.09; 1006.13; 1006.135; 1012.28, F.S.

STATE BOARD OF EDUCATION RULES: 6A-6.03311; 6A-1.0404

HISTORY: ADOPTED:

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BULLYING AND HARRASSMENT 5.321*

- I. Statement Prohibiting Bullying and Harassment
 - A. It is the policy of the Jackson County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
 - B. The District upholds that bullying or harassment of any student or school employee is prohibited
 1. During any education program or activity conducted by a public K- 12 educational institution;
 2. During any school-related or school-sponsored program or activity;
 3. On a school bus of a public K-12 educational institution; or
 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K- 12 education institution.
- II. Definitions
 - A. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to
 1. Teasing;
 2. Social Exclusion;
 3. Threat;
 4. Intimidation;
 5. Stalking;

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6. Physical violence;
 7. Theft;
 8. Sexual, religious, or racial harassment;
 9. Public humiliation; or
 10. Destruction of property.
- B. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that
1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
 2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
 3. Has the effect of substantially disrupting the orderly operation of a school.
- C. Bullying and harassment also encompass
1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
 2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by
 - a. Incitement or coercion;
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

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

Districts have the flexibility to add additional specific categories of students to which bullying and harassment is prohibited in excess of what is listed. Example(s) of approved District policies with additional categories will be available at www.fldoe.org/family.

III. Behavior Standards

- A. The Jackson County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

The policy shall also

- A. Describe student responsibilities, including the requirements for students to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority
- B. Address appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship, and academic success
- C. Explain student rights
- D. Identify disciplinary sanctions and due process

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IV. Consequences

A. Committing an act of bullying or harassment

1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
3. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

B. Wrongful and intentional accusation of an act of bullying or harassment

1. Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
2. Consequences and appropriate remedial action for a school employee, found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.
3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

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- V. Reporting an Act of Bullying or Harassment
- A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
 - B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
 - C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
 - D. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
 - E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
 - F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
 - G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
 - H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
 - I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

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- VI. Investigation of a Report of Bullying or Harassment
- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act.
 - B. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
 - C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
 - D. The investigator shall collect and evaluate the facts including but not limited to
 - 1. Description of incident(s) including nature of the behavior;
 - 2. Context in which the alleged incident(s) occurred;
 - 3. How often the conduct occurred;
 - 4. Whether there were past incidents or past continuing patterns of behavior;
 - 5. The relationship between the parties involved;
 - 6. The characteristics of parties involved, *i.e.*, grade, age;
 - 7. The identity and number of individuals who participated in bullying or harassing behavior;
 - 8. Where the alleged incident(s) occurred;
 - 9. Whether the conduct adversely affected the student's education or educational environment;
 - 10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - 11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.

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- E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include
 - 1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 - 2. A written final report to the principal.
 - F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
 - G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.
- VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District
- A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
 - B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
 - 1. If it is within the scope of the District, a thorough investigation shall be conducted.
 - 2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
 - 3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.

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VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.

1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
2. If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”

B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

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IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

- A. The teacher or parent/legal guardian may request informal consultation with school staff, *e.g.*, school counselor, school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.
- B. School personnel or the parent/legal guardian may refer a student to the school intervention team for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.
- C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
- D. The intervention team may recommend
 - 1. Counseling and support to address the needs of the victims of bullying or harassment;
 - 2. Research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management; and/or
 - 3. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

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- X. Reporting Incidents of Bullying and Harassment
- A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. The report shall also include each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
- B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as an incident code as well as bullying-related as a related element code.
1. Bullying and/or harassment incidents shall be reported in SESIR with the bullying/harassment code.
 2. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are
 - a. Arson
 - b. Battery
 - c. Breaking and Entering
 - d. Disruption on Campus
 - e. Major Fighting
 - f. Homicide
 - g. Kidnapping
 - h. Larceny/Theft
 - i. Robbery
 - j. Sexual Battery
 - k. Sexual Harassment

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- I. Sexual Offenses
 - m. Threat/Intimidation
 - n. Vandalism
 - o. Weapons Possession
 - p. Other Major (Other major incidents that do not fit within the other definitions)
 - C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
 - D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department.
- XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment
 - A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other nonteaching staff such as bus drivers, custodians, cafeteria workers; school librarians; parents/legal guardians; and students.
 - B. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying in schools.

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XII. Reporting to a Victim's Parents/Legal Guardians the Actions Taken to Protect the Victim

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

XIII. Publicizing the Policy

- A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.
- B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.
- C. The Superintendent shall also make all contractors contracting with the District aware of this policy.
- D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students.
- E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.04, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.147, F.S. 20 USC 1232g

HISTORY: ADOPTED:

REVISION DATE(S):

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TEACHER REMOVAL OF STUDENTS FROM CLASSROOM 5.33

- (1) Appropriate action will be taken to remove or to make special provisions for a grossly disruptive student. Grossly disruptive behavior will include: assault on staff or students, threat(s) or violence, willful disregard of a teacher's directions, malicious vandalism, possession of weapons of any type, continuing use of profane language or obscene gestures, and instigation of violence or mass disobedience to legitimate directions.

When a teacher sends a grossly disruptive student to the office, the principal or his/her representative will provide oral and/or written feedback to the teacher with regard to present and/or future action concerning the student's behavior. The teacher may request a conference with the principal or his/her representative and the student's parent(s), as defined by Florida Statutes, prior to the student being returned to his/her classroom. A grossly disruptive student will not normally be returned to the classroom where he/she exhibited the grossly disruptive behavior until the teacher has received the feedback.

- (2) A teacher may remove a student from his/her class whose behavior the teacher determines interferes with the teacher's ability to effectively communicate with other students in the class or with the ability of the student's classmates to learn.

(3) The principal may not return a student who has been removed by a teacher from the teacher's class without the teacher's consent, unless the Placement Review Committee established herein determines that such placement is the best or only available alternative. The teacher and Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.

- (4) Each school shall establish a Placement Review Committee(s) to determine if a student is to be returned to a teacher's class after that student has been removed by the teacher and the teacher has withheld consent for that student to be returned to the teacher's class.

(a) Committee membership shall include the following:

(i) Two (2) teachers selected by the instructional staff of the school.

(ii) One (1) member of the school staff selected by the principal.

(iii) One (1) teacher selected by the instructional staff of the school to serve as an alternate member of the committee.

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(b) A teacher, who removed a student from his/her class and who has withheld consent for the return of that student to his/her class, shall not serve on the committee when the committee makes its decision regarding the return of the student.

(c) The Placement Review Committee (s) will be selected during pre-school planning. Each school's faculty shall also determine the following during pre-school planning:

(i) If a current school committee(s) meets the criteria contained herein for the Placement Review Committee(s) and if the faculty wishes that committee to perform the duties of the Placement Review Committee(s).

(ii) The number of Placement Review Committees needed at each school.

(iii) The terms of office of the members of the Placement Review Committee(s).

(iv) The method the instructional staff will use in the selection of the Placement Review Committee(s) members.

(v) The appropriate form a teacher is to use to document the behavior which resulted in the teacher having the student removed from his/her classroom.

(vi) Any teacher who removes 25 percent of his/her total class enrollment shall be required to complete professional development to improve classroom management skills. Any required training under this provision shall be free of cost to the teacher.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1003.32, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.4313

Chapter 5 - Students

EXPULSION OF STUDENTS 5.34+

The school principal may recommend, to the Superintendent, the expulsion of any student who has committed a serious breach of conduct.

The principal shall recommend to the Superintendent the expulsion of any student who has violated School Board rules which require mandatory expulsion.

Proper procedures shall be followed in all student expulsion proceedings as required by Florida Statutes, State Board rules, and School Board rules.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 120.57(1); 1001.43; 1001.54;

1003.31; 1006.07; 1006.08;

1006.09; 1012.28, F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.0331

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.42;4.421;4.422;4.423;4.424

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GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL CAMPUS 5.35

- (1) No student shall be permitted to leave the school grounds during the school day for personal or school business/activities without the principal's prior approval or written consent from the student's parent(s), as defined by Florida Statutes, provided an acceptable reason is established.
- (2) The principal or the teacher shall definitely establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent, with whom the child resides, the principal or teacher concerned shall not release the child without the verified authorization of the parent with whom the child resides.
- (3) The provisions of this subsection shall not apply to a law enforcement officer, court official, Children and Family Services, or proper school employee; provided, that the person's identity and authority are clearly established.
- (4) If a student is eighteen (18) years old or otherwise identified by statutes as being treated as having achieved majority status, and having verified this with school officials, he/she shall be considered as acting as his/her own guardian for purposes of this policy if the student provides proper written documentation, if feasible, that the parents have been informed of the decision.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1006.07, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.6311

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VEHICLE USE BY STUDENTS 5.36

- (1) A student shall be permitted to drive his/her automobile, motor scooter, bicycle or motorcycle or other type vehicle to school provided a written consent of his/her parent(s), as defined by Florida Statutes, and a written agreement to comply with all the School Board rules relating to student vehicles is filed with the principal. Any student violating this rule shall be denied permission to bring his/her vehicle to school until such time as the principal restores the privilege.
- (2) After arriving at school, a student shall remain on the school grounds unless given permission to leave the grounds as provided in these rules. At the close of the school day, the student shall leave the school grounds promptly unless under the supervision of a member of the instructional staff.
- (3) When a student drives a car to school, he/she shall park the car immediately upon arrival on the school property in the area designated for student parking.
- (4) No student may loiter in or around cars in the parking area or occupy cars during class hours, between classes, or before or after school except as they arrive and leave for the school day.
- (5) All student cars shall remain in the parking area(s) until after the buses leave except with special permission of the principal.
- (6) The principal shall be cooperative with law enforcement officers and any student who receives a citation for a traffic violation while traveling to or from school or who is known to be operating a vehicle in such a manner as to endanger his/her own safety, or that of others, may be directed by the principal not to drive a vehicle to school. Any student violating such a directive shall be subject to suspension or expulsion from school.
- (7) A student shall be permitted to drive his/her automobile, motor scooter, or motorcycle to school only after having filed with the principal the written consent of his/her parent, as defined by Florida Statutes, and a written agreement to comply with the rules of the School Board and the rules of the individual school relating to student vehicles. The student eighteen (18) or over shall file his/her own written agreement to comply with all rules.
- (8) Any student found to be in violation of this rule shall be denied permission to bring his/her vehicle to school until such time as the principal restores the privilege.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1006.07, F.S.

HISTORY: ADOPTED:

REVISION DATE(S): Formerly: 4.35

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STUDENT USE OF CELLULAR TELEPHONES AND OTHER WIRELESS COMMUNICATION/ELECTRONIC DEVICES 5.37*

Personally owned cellular telephones and other wireless communication devices may be brought to school with the following conditions applying:

- (1) Such devices must be turned off during school hours. (Student arrival on campus until the end of the last instructional period). In addition, wireless communication devices must be turned off while students are transported to and from school on the regular school bus route.
- (2) If emergency calls to or from students are necessary they should be placed through the school office and not to or from the student's telephone.
- (3) Personal cellular telephones and other wireless communication devices cannot be visible and should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.) Schools will not be responsible for lost, stolen or damaged wireless communication devices.

Any personally owned electronic device capable of audio and/or video play back **may not** be brought to school unless authorized by the school principal.

Violation of these provisions shall result in the confiscation of the personal cellular telephone or other wireless communication/electronic devices and its return to the parent, as defined by Florida Statutes. Any distraction or use of wireless communication/electronic devices may result in disciplinary action. If the student is of majority age then he/she may be prohibited from possessing a cellular phone or other wireless communication/electronic devices on campus.

The use of personal cellular telephones or other wireless communication/electronic devices at school events shall not be limited by this policy; however, the principal shall have full authority to promulgate rules that implement all provisions herein.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1003.04; 1003.31;1006.07; 1006.08; 1006.09; 1006.145, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: NEW

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STUDENT ATTENDANCE 5.40*+

- (1) A student who is absent without the principal's approval shall have his/her parent(s), as defined by Florida Statutes, report such absences to the school center in the manner prescribed by the Code of Student Conduct.
 - (a) The Code of Student Conduct shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.
 - (b) Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes and State Board of Education rules.
 - (c) No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
- (2) Student absences must be tracked on a daily basis and parents contacted as required by law.
- (3) A person designated by the Superintendent or his / her designee shall investigate truancy problems.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 985.03; 1000.21; 1001.43;

1003.21; 1003.23; 1003.24; 1003.26, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.044; 6A-1.09514

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.32;4.321;4.322;4.34

Chapter 5 - Students

STUDENT INJURIES 5.60

The following procedures shall be followed when a student is injured at school:

- (1) First aid shall be administered by the nearest person with first-aid training.
- (2) The student's parent(s), as defined by Florida Statutes, shall be notified immediately.
- (3) The family physician shall be notified and his/her instructions followed if the parent(s), as defined by Florida Statutes, or a responsible adult member of the family cannot be reached.
- (4) A physician who has agreed to handle school emergencies shall be called if the parent(s), as defined by Florida Statutes, an adult member of the family, or the family physician cannot be reached.
- (5) A student shall be taken to the emergency room of the nearest hospital when a life threatening situation occurs. Discretion shall be used in moving a critically injured student without medical advice.
- (6) A serious injury to a student shall be reported immediately to the principal who shall make a prompt report by telephone to the Superintendent or designee.
- (7) An accident report shall be filed when an injury occurs, including a detailed description of the accident and a list of witnesses.
- (8) An insurance report shall be prepared if an injury is covered by insurance.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1006.07; 1006.08, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.62;4.621;4.622

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STUDENT ILLNESS 5.61

- (1) The teacher, principal or nurse shall isolate a student who becomes ill while at school until the student can be removed to his/her home. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.
- (2) A student who has had a serious communicable disease shall present a statement from a physician licensed by the state of Florida before being readmitted to classes. A student not attended by a physician may be readmitted if the principal, in his/her judgment, finds the student has met the criteria for readmission as established by the County Health Unit.
 - (3) No internal medicine of any kind may be given to a student without the written permission of the parent(s), as defined by Florida Statutes.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAW IMPLEMENTED: 1000.21; 1001.43; 1006.07, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.61;4.612;4.613

Chapter 5 - Students

ADMINISTRATION OF MEDICATION 5.62*

Medication may be administered to students during the time they are attending school, only under the following conditions:

(1) The parent, as defined by Florida Statutes, must provide the principal with a written statement giving permission for administration of medication to the student. The statement must also explain the necessity for administering the medication during the school day. A physician must sign the authorization.

(2) The medication must be provided the principal in its original container and must contain instructions regarding proper dosage.

(3) The principal must secure the medication under lock and key in a designated location at all times other than when being administered.

(4) The medication must be administered by the principal or by a person or persons specifically authorized by him/her.

(5) A student with a special health condition(s) such as asthma, diabetes or hypersensitivity may carry prescription medication for emergency situations on self if approved by his/her physician and his/her parent, as defined by Florida Statutes. The approval of the physician and the parent and information regarding the medication required in (1) and (2) must be on file in the office/clinic. A student who has permission to self administer emergency medication may carry the medication on the school bus or at any school related activity. The principal shall notify the bus driver and the transportation department regarding such students.

(6) All persons authorized to administer medication shall receive specific training from health personnel of the County Health Department. The training of such personnel shall be incorporated each year in the School Health Services Plan.

(7) Field Trips - The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property. All medications including nonprescription medications that are taken on field trips or other official school business must be in the original container. Only trained personnel will administer medication away from the school site except for students who have permission to self administer emergency medications.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1002.20; 1002.22; 1006.062, F.S.

STATE DEPARTMENT OF HEALTH RULE(S): 64F-6.004

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.612

Chapter 5 - Students

PSYCHOTROPIC MEDICATION 5.621

(1) Psychotropic medication is a prescription medication used for the treatment of mental disorders and includes, without limitation, antihypnotics, antipsychotics, antidepressants, anxiety agents, sedatives, psychomotor stimulants, and mood stabilizers.

(2) The School Board of Jackson County shall not deny a student access to programs or services because the parent, as defined by Florida Statutes, has refused to place the student on psychotropic medication.

(3) A teacher, administrator, or other District employee shall not require that a student take psychotropic medication; nor shall any District employee compel or attempt to compel a parent to administer psychotropic medication to his/her child.

(4) A teacher, administrator, or other District employee may discuss school based observations of a student's academic, functional, and behavioral performance with the student's parent. The employee may offer options for programs and services that are available to the parent and student; however, the parent shall be responsible for selecting programs and services, if any, for the student.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1006.0625, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: NEW

Chapter 5 - Students

STUDENTS WITH AIDS OR COMMUNICABLE DISEASES 5.63+

(1) It is the School Board's intent to protect employees and students from exposure to infectious diseases and from risk occasioned by infectious diseases and environmental hazards and to provide reasonable accommodations to infected students.

(2) It is recognized that students with any illness, including (HIV) infected persons, may continue to attend school as long as academic, behavioral, and medical evidence indicates that their condition is not a threat to themselves or to others. If it becomes necessary, reasonable accommodations within the school setting shall be made, or an alternative educational services delivery shall be implemented.

(3) All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need to know.

(4) School Board employees shall receive and review procedures governing immunization against Hepatitis B infection, HIV, AIDS, blood-borne pathogens, other communicable disease, and environmental hazards.

(5) Staff members shall cooperate with public health authorities by practicing and promoting "universal precautions," as deemed by the Centers for Disease Control (CDC). Procedures for dealing with students who pose a threat of transmitting a blood-borne health condition are contained in the Blood-borne Pathogens Training Manual.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 381.0098; 1001.42; 1001.43;

1002.22; 1003.01, F.S.

STATE BOARD OF EDUCATION RULES: 6A-6.03020; 6A-6.0331

STATE DEPARTMENT OF HEALTH RULE(S): 64E-16

HISTORY: ADOPTED:

REVISION DATE(S):)

FORMERLY: NEW

Chapter 5 - Students

EYE PROTECTION DEVICES 5.64

The principal shall inform all teachers concerned with instruction in courses specified in Florida Statutes of the requirements relating to the wearing of eye protection devices. The principal shall direct such teachers to continuously follow provisions of Florida Statutes without exceptions.

- (1) The School Board shall provide protective devices for School Board employees, students, and visitors.
- (2) The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities listed under the Eye Protection Device Law. The student's failure or refusal to wear the device shall be cause for his / her suspension or dismissal from the course.
- (3) Any teacher who fails to carry out the provisions of this rule shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.07; 1006.063, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 4.71;4.711

Chapter 5 - Students

STUDENT RECORDS 5.70+

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and Federal Laws relating to “Family Educational and Privacy Act” and “Privacy Rights of Parents and Students.” The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

- (1) Procedures on student records shall be approved by the School Board and contained in the Student Services Plan. Included shall be provisions of the No Child Left Behind Act requirements relating to the surveying of students, the collecting of information for students for marketing purposes, and certain non-emergency medical examinations.
- (2) The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.
- (3) Reporting of student database information shall comply with these safeguards.
 - (a) Data reported to the Florida Department of Education shall not disclose a student’s name or identity unless required by Florida Statutes;
 - (b) Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and,
 - (c) Data shall be protected from unauthorized use at all times.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED: 20 U.S.C. §1232H (34CFR PT.98);
119.07(1); 1001.43; 1001.52; 1002.22; 1002.72; 1003.25, F.S.**

PL 103-382 (34CFR PART 99)

STATE BOARD OF EDUCATION RULE(S): 6a-1.0955

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 3.444;3.441;3.442;3.443;4.611

Chapter 5 - Students

DIRECTORY INFORMATION 5.71

Students' parent(s), as defined by Florida Statutes, shall be notified annually that the School Board may release "directory information" to the general public.

- (1) Directory information includes the following data about a student:
 - (a) Name;
 - (b) Address;
 - (c) Telephone number, if listed;
 - (d) Participation in officially recognized activities and sports;
 - (e) Weight and height, if an athletic team member;
 - (f) Name of the most recent previous school or program attended;
 - (g) Dates of attendance at schools in the District and degrees and honors received; and,
 - (h) Date and place of birth.
- (2) Information described in subsections (1)(a), (d), (e), (f), and (g) herein may be published routinely by the School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
- (3) Directory information requested in writing by agencies identified in Florida Statutes may be released subsequent to written notification to the student's parent(s), as defined by Florida Statutes, or a student who is eighteen (18) years of age or older.
- (4) Directory information shall not be published when the student's parent(s), as defined by Florida Statutes, submits written notification to the principal. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1002.22, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 3.4447

Chapter 5 - Students

PARENTAL ACCESS TO INFORMATION 5.711+

(1) The Board shall incorporate into the Board approved Student Services Plan, rules and procedures required by the No Child Left Behind Act relating to student privacy, parental access to information and administration of physical examinations to minors.

(2) The Superintendent shall develop procedures to ensure that this policy is carried out in each of the district schools.

(3) The parent(s), as defined by Florida Statutes, of each student shall be notified at a minimum, at least annually at the beginning of the year, the rules and procedures relating to this policy. Parent(s), as defined by Florida Statutes, shall be notified within a reasonable period of time of any substantive change made to this policy.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 20 U.S.C. 1232H; 1000.21; 1001.43; 1002.22, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 3.4444;3.4445

Chapter 5 - Students

LEGAL NAME OF STUDENT 5.72

When a parent, as defined by Florida Statutes, or any other person seeks to enroll a student under a name other than the legal name, or seeks to change the name of a student already enrolled, the parent or other person shall be informed that the name of the student as recorded on the birth certificate or other supporting evidence, as provided by law, will be used on all official records until such time as a final court order verifying a legal change is received.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1003.21, F.S.

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: NEW

Chapter 5 - Students

ATHLETICS 5.80+

- (1) Each school may establish a board of control for athletics to include the school principal, instructional staff members, the athletic director, and any other member deemed appropriate by the school principal.
- (2) All District high schools and schools with middle grades shall be members of the Florida High School Athletic Association, Inc. (F.H.S.A.A.) and shall be governed by the rules and regulations adopted by F.H.S.A.A. Students who participate in athletics shall meet eligibility requirements established by F.H.S.A.A. and the School Board. Membership dues will be paid from the internal accounts of each respective school.
- (3) Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a copy of the insurance card and a signed statement from the student's parent(s), as defined by Florida Statutes, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s) through the school, or the parent(s) may submit evidence that insurance has been provided through another source.
- (4) No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) or legal guardian and a current physical examination as required by Florida High School Athletic Association being on file.
- (5) Pursuant to Florida Statutes licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
- (6) An automatic external defibrillator (AED) will be available for use, if needed, at every preseason and regular season interscholastic contest and at every FHSAA state championship series contest. Staff will be trained to use such equipment. Procedures for use of the AED are on file at each school and at the district office.

Chapter 5 - Students

- (7) All students shall be subject to all School Board rules and to the Code of Student Conduct while attending athletic events and practices.
- (8) In order for a student to be eligible to participate in interscholastic extracurricular student activities, he/she must meet all of the requirements established by the Florida High School Athletic Association and maintain satisfactory conduct, as defined by the District Code of Student Conduct. If a student is charged with committing a felony on/off School Board property, the appropriate due process procedures will be implemented prior to suspension or expulsion from school and/or denial of participation in extracurricular activities.
- (9) A report of alleged violation of this standard of conduct shall be submitted to the principal or his/her designee for investigation. If the principal or his/her designee determines that a violation has occurred, the student and his parent shall be notified in writing, of the suspension from school sponsored extracurricular activities.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED: 768.135; 1000.21; 1001.43; 1006.07;
1006.15; 1006.16; 1006.20, F.S.**

HISTORY: ADOPTED:

REVISION DATE(S):

FORMERLY: 3.48;3.481;3.4811;3.486;3.4861;3.4862;3.4863;3.4864;3.4865

Chapter 5 - Students

GRIEVANCE PROCEDURE FOR STUDENTS 5.81*

Whenever a student feels that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided herein.

(1) Definitions:

(a) "Complaint" shall mean any dispute or disagreement involving the interpretation or application of any existing Board rule or practice.

(b) "Complainant" shall mean any student, or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.

(2) Time Limits - The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

(3) Complaint Procedure:

(a) Informal discussion – A student believes there is a basis for complaint, he or she shall discuss the complaint with his or her teacher, guidance counselor, assistant principal or principal (except in cases of discrimination or harassment allegations involving the supervisor, in which case they shall report to the Equity coordinator) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which sixty (60) days will be allowed.

(b) Level one - If the student is not satisfied with the informal resolution he or she may, within ten (10) days, file a formal complaint on the proper form and deliver it to his or her teacher, guidance counselor, assistant principal or principal. This individual shall communicate his or her answer in writing to the student within ten (10) days after receipt of the complaint.

(c) Level two - If the student is not satisfied with the resolution at level one he or she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint the Superintendent shall indicate his or her disposition in writing to the complainant.

(d) Board appeal - If the student is not satisfied with the resolution by the Superintendent, he or she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board agenda is filed within ten (10) days.

(4) Confidentiality and protection from retaliation will be provided to the extent possible to any student, who alleges discrimination or harassment.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 447.401; 1001.43; 1001.49;

1012.22, 1012.27, F.S.

HISTORY: ADOPTED:

REVISION DATE(S): FORMERLY: NEW