

# CODE OF STUDENT CONDUCT



## 2018 — 2019

**HOLMES DISTRICT SCHOOLS**

701 East Pennsylvania Avenue

Bonifay, FL 32425

(850) 547-9341

### SUPERINTENDENT

*Terry L. Mears*

### HOLMES DISTRICT SCHOOL BOARD

*Shirley Owens, Chair*

*Alan Justice, Vice-Chair*

*Wilburn Baker*

*Sid Johnson*

*Rusty Williams*

### PRINCIPALS

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*Rodd Jones*

*Matt Tate*

*Anissa Locke*

*Brian Morgan*

*Farica West*

*Ron Dixon (Director)*

**Bethlehem**

**Bonifay K-8**

**Holmes County High**

**Ponce de Leon Elementary**

**Ponce de Leon High**

**Poplar Springs**

**GAP**

**850-547-3621/850-547-3622**

**850-547-3631/850-547-2754**

**850-547-9000**

**850-836-4296**

**850-836-4242/850-836-4692**

**850-263-6260**

**850-547-0470**

Code of Student Conduct adopted by the Holmes County School Board on June 5, 2018.

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## **INTRODUCTION**

The Holmes County School Board recognizes fully the constitutional rights of students enrolled in its schools. The Board recognizes equally, however, its obligation to establish policy related to student behavior and discipline which assures that a proper atmosphere for learning will be maintained within every school serving Holmes County.

The Board believes that the kind of discipline preferable in a democratic society is that typified by self-discipline. It considers self-discipline as a learning process whereby the individual progressively learns to develop habits of self-control and recognizes his own responsibilities to society. Behavior and discipline policies shall, therefore, demonstrate recognition both of individual student constitutional rights and of the paramount need for maintaining a proper and safe atmosphere for learning within each school.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to students. Therefore, it is the intent of the Board that all schools and school activities shall be drug and alcohol free.

Information on drug and alcohol rehabilitation and re-entry programs is available in the guidance office in all schools. A student assistance program has been established in each school wherein counselors and teachers have received training in assisting students and in referring them for outside assistance for alcohol and drug related, as well as other problems. In addition, counseling services are available from school guidance counselors.

## **EQUAL EDUCATION OPPORTUNITY STATEMENT**

Holmes District School Board does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Carmen Bush, 701 E. Pennsylvania Ave., Bonifay, FL 32425, (850) 547-9341 x253, [bushc@hdsb.org](mailto:bushc@hdsb.org).

## **SENATE BILL 98 – STUDENT- LED INSPIRATIONAL MESSAGE**

Students responsible for organizing the student-led portion of a student assembly shall have sole discretion in determining whether an inspirational message is to be delivered and choose the student volunteers who will deliver an inspirational message. The student volunteers shall be solely responsible for the preparation and content of the message.

School district personnel may not participate or influence the determination of whether an inspirational message is to be delivered or select the student volunteers who will deliver it. They may not monitor or review the content of a student volunteer's message.

## **PLEDGE OF ALLEGIANCE**

The pledge of allegiance to the flag shall be recited at the beginning of each school day in elementary, middle, and secondary schools. (HDSB Policy 3.60). A student may be excused from reciting the pledge of allegiance when his/her parent(s), as defined by Florida Statutes, files a written request with the principal (F.S. 1003.44, effective July 1, 2016.)

## **JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in the Holmes County School System are subjected to the policies of the Holmes County School Board and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including, but not necessarily limited to, the following:

- Transportation on school buses,
- Field trips,
- Club or organization meetings,
- School-sponsored social events, and
- School groups representing the school system in education events.

***All school rules and regulations pertain to automobiles driven or parked on school property.***

### **NOTICE TO STUDENTS:**

#### **SEARCH OF LOCKERS, VEHICLE, ELECTRONIC DEVICES, OR PERSONAL PROPERTY**

Students do have the right to bring approved personal property onto campus. Student lockers, personal property, and vehicles are subject to search by the principal/designee where reasonable suspicion is present to believe a prohibited or illegally possessed item is contained therein. Any vehicle while on the school campus or the grounds of a facility where a school sponsored function is being held or any vehicle used in connection with a school sponsored activity is subject to search by the principal/designee and/or the appropriate law enforcement agency when a reasonable suspicion exists that a prohibited or illegally possessed item is stored in the vehicle. The person in control of the vehicle will be present during the search. 1003.09, F.S.

A student's electronic device is subject to search. The principal/designee may confiscate a student's cell phone/electronic device and search its contents including, but not limited to, phone usage, texting, and images/videos when a reasonable suspicion exists that the student violated the District's Student Acceptable Use Guidelines for Technology. Such search is not subject to prior parent/guardian notification.

The search of a student may be conducted when reasonable suspicion exists that the student possesses a prohibited or illegally possessed item. The search must be conducted (with an adult witness present) in a discreet manner out of view of other students.

#### **GRIEVANCE PROCEDURES FOR STUDENTS**

When a student feels that his/her rights have been violated by any school personnel or by another student and the matter is not satisfactorily resolved, a grievance may be initiated as follows:

- A. Any student grievance shall be settled at the lowest possible level. The following procedure shall be observed whenever a student feels he/she has reason to file a grievance.
- B. A student who questions a decision of a teacher or administrator, other than the principal, shall talk courteously to the teacher or administrator concerned at a time other than regular class time.
- C. If the student is not satisfied after talking with the teacher or administrator concerned, the student may submit an appeal, in writing, to the principal to review the matter. Such

- an appeal shall be submitted within three (3) days of the incident.
- D. The principal shall investigate the problem and shall render a decision on whether to sustain or overrule the decision of the teacher or administrator. The decision shall be given to the student, in writing, within five (5) days of the written notice of appeal.
  - E. Any appeal beyond the Principal shall be made first to the Superintendent and then in writing to the School Board in accordance with the following procedures. If the grievance concerns a decision of the Principal, appeal may be made by the student, in writing, directly to the Superintendent. Such an appeal shall be submitted within three (3) days of the incident. When an appeal is made to the Superintendent, the Superintendent, or his/her designee, shall investigate and shall render a decision on whether to sustain, overrule, or modify the decision of the teacher, administrator or principal. The decision shall be given to the student in writing, within ten (10) days of the written notice of appeal.
  - F. If the student is dissatisfied with the decision of the Superintendent, the student may, within five (5) days of the Superintendent's written decision, make a written request to be placed on the agenda of the next regularly scheduled meeting of the School Board.

### **ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student's education records within 30 days after the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the records they wish to inspect. The School principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees

and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

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

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that

relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Holmes District School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [School District] to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an



invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Holmes District School Board to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Holmes District School Board has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Telephone listing
- Address
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution attended
- Dates of attendance
- Grade level
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

### **PARENTAL RIGHTS/CHILD'S RECORDS**

Effective July 1, 2001, regardless of who is the primary custodial parent, both parents have an equal right to access to their child's medical, dental or educational records and other pertinent information. Full rights apply to either parent unless a court order specifically revokes these rights. A parent has the same rights, upon request, as to the form, substance and manner of access, as are available to the other parent, including without limitations, to the right to in-person communication with medical, dental, and education providers.

### **COLLECTION, USE OR RELEASE OF SOCIAL SECURITY NUMBERS OF STUDENTS AND PARENTS**

The School District of Holmes County is authorized to collect, use or release social security numbers (SSN) of students and/or parents for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law [Fla. Stat. 119.071(5) (a) 2 & 3.]

1. Student registration and student identification numbers. [Required to request by Fla. Stat. § 1008.386 and Fla. Stat. § 119.071(5) (a) 6. 1008.386 notes as an exception:

“However, a student is not required to provide his or her social security number as a condition for enrollment or graduation.”]

2. Registration in an adult education program [Required by Fla. Admin. Code 6A-10.0381, if available and/or student identifier, as required by Fla. Stat. § 119.071(5) (a) 6.]
3. Tracking of adult students enrolled in a postsecondary program. [Required by Fla. Admin. Code 6A-1.0955(3) (e), and by Fla. Stat. § 119.071(5) (a) 6.]
4. Criminal history, Level 1 and level 2 background checks / Identifiers for processing fingerprints authorized by Fla. Stat. 943.04351, if SSN is available. [Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. § 119.071(5) (a) 2 6.]
5. Reports on students required to be submitted to Florida DOE [Authorized by Fla. Stat. § 119.071(5) (a) 2 & 6.]
6. Tort claims and tort notices of claim against the School Board [Required by Fla. Stat. § 768.28 (6), and Fla. Stat. § 119.071(5) (a) 6.]
7. Use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify the accuracy of information submitted by agent or employee to District, including to prevent fraud, in connection with insurance investigations, and to verify a commercial driver’s license. [Authorized by federal law 18 U.S.C. 2721 et seq. and Fla. Stat. § 119.071(5) (a) 6.]
8. Information received from DOE to locate missing Florida School Children. [Required by Fla. Admin. Code 6A-6.083 and Fla. Stat. § 119.071(5) (a) 6.]
9. National School Lunch Act application verification process / Eligibility for Free and Reduced Price Meals and Free Milk in Schools. [Required of the adult, if the person has a number, by federal law 42 U.S.C. 1751 et seq. and federal regulations 7 C.F.R. 245.2 and .3 and Fla. Stat. § 119.071(5)(a)6.]
10. Reports from Department of Motor Vehicles of each student whose driver’s license is suspended for excessive unexcused absences and reports to Department of non-enrollment or non-attendance upon the part of a student. [Required by Fla. Stat. § 322.091(5) and § 1003.27 and Fla. Stat. § 119.071(5)(a)6.]
11. Written verification from employer for vocational education, student follow up. [Required by Fla. Admin. Code 6A-10.0341 and Fla. Stat. § 119.071(5)(a)6.]
12. Child abuse report to DCF, of student victim and subjects of report. [Required by Fla. Admin. Code 65C-29.002 and Fla. Stat. § 119.071(5)(a)6.]
13. Identification of blood donors [Authorized by 42 U.S.C. 405 (c)(2)(D)(i).]

### **STUDENT CONDUCT**

All students of the Holmes County School System are charged with the responsibility of conducting themselves in a manner appropriate to good citizenship. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others.

The Code of Student Conduct is in effect during the time a student is transported under the sponsorship of the school system; during the time he/she is attending school or is a participant/attendant in a school-sponsored event. The pupil shall be under the control and supervision of the principal or the teacher in charge of the school or any other member of the instructional staff or the bus operator as assigned.

## **OVERNIGHT OR SCHOOL SPONSORED ACTIVITIES OFF-CAMPUS**

While participating in school sponsored activities off campus and/or overnight school sponsored activities, the student will be asked to sign the following pledge:

- A. I will be respectful at all times.
- B. I will not hurt another person with my words or actions.
- C. I will tell the truth.
- D. I will not take drugs.
- E. I will not steal.
- F. I will not be violent.
- G. I will abide by the Code of Student Conduct, and I agree that I can be punished under the Code of Student Conduct and the policies of the Holmes County School Board.

## **STUDENT HEALTH**

The Holmes County School System, in cooperation with the Holmes County Health Department, is proud to have the Supplemental School Health Staff. Each school has a health room that is staffed with a full-time School Health Aide/Technician, and a part-time R.N.

The school health staff will be furnishing the following free services:

<u>Services</u>	<u>Grade(s)</u>
1. Vision Screening	K, 1, 3, 6, and as needed
2. Hearing Screening	K, 1, 6, and as needed
3. Scoliosis Screening	6
4. Height/Weight /Body Mass Index	1, 3, 6 and as needed
5. First Aid	Pre K-12
6. Immunization Surveillance	Pre K-12
7. Nutritional Counseling & Assessment	Pre K-12
8. Health Education Program	Pre K-12
9. Blood Pressure Measurement	Pre K-12 as needed
10. Dental Screening	Pre K-12 as needed

*Participation is voluntary and entirely without cost to your child.*

**IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN ANY OF THE ABOVE PROGRAMS YOU WILL NEED TO NOTIFY THE SCHOOL HEALTH TECHNICIAN/AIDE IN WRITING.**

## **MEDICATION NOTICE TO PARENT/GUARDIAN**

If a physician has ordered medication to be taken at school by your child, please follow these steps:

- 1. Obtain a medication consent form from the school health clinic or school office. The Physician that ordered the medication should complete, sign and date the form. The Parent\Guardian also needs to sign and date the consent form. (ONE CONSENT FORM NEEDED FOR EACH MEDICATION)
- 2. All medication containers must be labeled by a pharmacist or physician. It must be a current container. **FIELD TRIP MEDICATION:** If you choose for your child to take his/her medication

when participating on a field trip, you must bring a single dose of medication in a separate container labeled by a pharmacist. It must be a current label. Please bring this in to the school health clinic at least 3 days before a scheduled field trip. (If your child keeps an inhaler or EpiPen on self or has one kept in the health clinic, an additional inhaler or EpiPen will not be required).

**ALL MEDICATIONS TAKEN AT SCHOOL (INCLUDING OVER THE COUNTER MEDICATIONS) OR ON A FIELD TRIP MUST HAVE A PHYSICIAN'S ORDER.**

3. **Parent\Guardian to bring the labeled medication container along with the consent form to the health clinic.** Parent\Guardian will count the medication with the RN, HST, or trained Para-professional, and sign in agreement of amount of medication brought.
- ❖ MEDICATIONS THAT CAN BE GIVEN AT HOME WILL NOT BE GIVEN AT SCHOOL
  - ❖ MEDICATIONS WILL NOT BE GIVEN AT SCHOOL OR ON A FIELD TRIP UNLESS THE ABOVE PROCEDURE IS FOLLOWED.
  - ❖ OUR POLICY IS THE SAME FOR OVER-THE-COUNTER AND PRESCRIPTION MEDICATIONS.
  - ❖ **STUDENTS MAY NOT BRING MEDICATION TO SCHOOL.**
  - ❖ A 30 DAY SUPPLY (6 SCHOOL WEEKS), OF MEDICATION MAY BE KEPT IN THE HEALTH CLINIC.
  - ❖ ALL MEDICATIONS TAKEN AT SCHOOL OR ON A FIELD TRIP MUST HAVE A PHYSICIAN'S ORDER.
  - ❖ PLEASE NOTE THIS INCLUDES TYLENOL, COUGH DROPS, ETC.

***PLEASE NOTE THAT IT IS THE PARENT(S)/GUARDIAN(S) RESPONSIBILITY TO ENSURE THAT THE MEDICATION ORDER IS RENEWED EACH SCHOOL YEAR AND/OR AS SPECIFIED BY THE PHYSICIAN AND THAT THE MEDICATION BOTTLE IS CURRENT AND LABELED BY THE PHARMACIST.***

If you have any questions or concerns, please call your school health clinic.

**SCHOOL BUS SAFETY**

**TIPS FOR SCHOOL BUS RIDERS**

School officials, bus operators, parents, and students themselves are all responsible for ensuring that school bus riders follow these safety tips:

**At the bus stop:**

- Students and parents are responsible for safety and proper student behavior going to and from the stop and while waiting for the bus.
- Students must stand off the roadway while waiting.
- Students must respect other people's property.
- Students must not push, shove, or engage in horseplay.
- Parents should supervise children at the stop if possible.
- Students must arrive at the bus stop at least five minutes prior to the schedule pickup time.
- Students must wait for and get off the bus only at approved stop locations.

**During loading and unloading:**

- Always stay away from the 12 foot “danger zone” around the bus, except when you are directed by the driver to get on or off the bus.
- NEVER pick up an object that you drop under or near the bus. Ask the driver for help.
- Always be sure the driver can see you.
- Make sure clothing and backpacks have no loose drawstrings or long straps that could catch in the handrail or bus door.
- When you see the bus coming, stand at the stop and wait for the bus to come to a complete stop.
- Always wait for the driver to signal that it is safe to cross the road and/or load into the bus.
- When crossing a traffic lane, always look left, right, then left again; cross only if approaching traffic has stopped.
- Never walk behind the bus.
- Only board your assigned bus, unless other arrangements are approved by your school.

**During the bus ride:**

- Always follow the driver’s directions.
- Never distract the driver from driving unless there is immediate danger to you or others.
- Remain seated and keep the aisles clear.
- Eating, drinking, and chewing gum are prohibited.
- Any food or drinks that are brought to school on the bus must be placed in a bag or purse.
- Never bring unsafe or unauthorized items into the bus.
- Always wear your seat belt when one is available.
- Always keep your arms, legs, and head inside the bus.
- Always show respect for your fellow students.
- Keep conversation at a reasonable level and remain quiet at railroad crossings. The *Code of Student Conduct* applies in the bus as well as in the classroom.

**TIPS FOR RIDERS IN CARS, SUVs, AND TRUCKS**

- Drivers and passengers in cars, SUVs, and trucks must always use appropriate safety restraints.
- Anyone transporting children needs a child safety seat, booster seat, or safety belt, depending on children’s sizes and ages.
- Preschool age children should always be restrained properly in a secured child safety restraint system, such as a rear-facing infant seat, rear-facing convertible seat, forward-facing convertible seat, or forward-facing-only seat appropriate to their age and weight range.
- All children who have outgrown child safety seats should be properly restrained in a booster seat until they are least 8 years old, unless they are at least 4’9” tall.
- The backseat is the safest place in a crash. Children age 12 and under should ride properly restrained in back. Infants riding in rear-facing seats must NEVER be placed in front of an air bag.

**TIPS FOR PARENT DRIVERS AND TEEN DRIVERS**

- When picking up children in the afternoon don’t arrive too early and hinder the movement of traffic in the neighborhood around the school.

- Wait in a single line and leave enough room so an emergency response vehicle would be able to get through.
- Don't block driveways, mailboxes, disabled parking spaces, or fire hydrants, and don't park on lawns.
- Don't block access to or the view from side streets.
- Don't back out onto any street from the school parking lot or from a side street.
- Try to arrange your drop off/pickup time after the peak rush hour and use designated loading and unloading areas.
- Always heed signs and the directions of school and law enforcement officials.
- Always obey posted speed limits and other traffic laws.
- Act as you would want people to act if it were your neighborhood.
- Be patient and understand that walkers, bicyclists, and school buses are trying to exit the school, too.
- Always ensure that you and your passengers buckle up.
- Never talk on a cell phone or engage in other distractions while driving.

### **TIPS FOR WALKING AND BIKING SAFETY**

#### **Walking - Teach, practice, and remind children to:**

- Walk with an adult or responsible older child at all times.
- Children under 10 years old should cross the street only with an adult.
- Walk on the sidewalk if there is one.
- Walk facing the traffic, as far from the road/traffic as possible, if no sidewalk is available.
- Use traffic signals and marked crosswalks if available.
- Stop at the curb or edge of the road and look left, right and left for traffic before crossing the street.
- Walk; don't run.
- Give drivers time to see you before crossing the street.
- Keep looking for cars while you are crossing.
- Wear white clothing or reflectors when walking in the dark or in low light.

#### **Biking – Teach, practice, and remind children to:**

- Always wear a helmet that is properly fitted.
- Whenever possible, ride with an adult or responsible older student.
- Always obey all traffic signs and signals.
- Ride on the right side of the road or trail in a single file (one bicycle behind another).
- Ride in the same direction as other vehicles.
- Go straight across railroad tracks.
- Always use proper hand signals when turning or stopping.
- Yield to pedestrians and alert them with a bicycle bell or your voice when passing.

### **BULLYING ON THE BUS**

Bullying is defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. As with most harmful behavior among children, in general bullying occurs wherever there is at least structure and adult supervision. Most incidents tend to occur on the playground, in bathrooms, in locker rooms, in cafeterias, in cyberspace, at bus stops, and in the

school bus.

Parents, encourage your child to talk to you. Praise your child for positive communication and behavior. Provide/ensure adequate supervision. Teach your child to be assertive rather than aggressive or violent when confronted by a bully. Verify that consistent messages about rules and safety are practiced in your child's school and staff is trained in bullying prevention.

Students, stay away from bullies. Tell an adult. Avoid bad situations. Make friends. If bullied, tell the bully to stop; then walk away.

### **PROTECTING CHILDREN FROM SEXUAL OFFENDERS AND PREDATORS**

Florida has the strongest laws in the country to protect its youthful citizens from being abducted. However, parents and children themselves are the first line of defense. Talk to your children about following these rules:

- Stay away from any unfamiliar person who is trying to trick you or force you to go with him or her.
- Let your parents and other trusted adults know about any suspicious persons or situations.
- Know where to run and how to forcibly resist capture.
- Learn to describe people and vehicles.
- Scream to be seen and to scare a stranger away.
- Stay with a buddy, a group, or parents at the bus stop.
- Report anyone hanging around or passing by regularly.
- Accept a ride only from someone approved by the school.
- Walk or bike only along a route that your parents or the school has determined is safe.
- Lock the door and never tell callers you are home alone.

*The preceding bus safety information is presented to comply with requirements to provide safety information to parents, guardians, and students (Rule 6A-3.0121, Florida Administrative Code).*

### **BULLYING AND HARASSMENT**

It is the policy of the Holmes 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. Conduct that constitutes bullying and harassment of any student or school employee is prohibited during any education program or activity, any school-related or school-sponsored program or activity, on a school bus, through the use of data or computer software that is accessed through a computer, computer system, or computer network of the Holmes District Schools, or through the use of data or computer software that is accessed off-campus and non-HDSB owned if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from school provided services or disrupts the education process or orderly operation of a school.

Bullying includes cyberbullying and 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 *teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation or destruction of property*. The term *bullying* shall include cyberbullying whether or not specifically stated.

If you are the victim of bullying or cyberbullying, clearly tell the “bully” to stop. Immediately report the incident to a teacher, guidance counselor or administrator at the school. Tell your parent/guardian. If the bullying continues after you have told the bully to stop, keep a written record of the incident including date, time, witnesses and individuals involved in the incident. Avoid being alone with the person who has attempted to bully you in the past.

To minimize the risk of being accused of bullying keep your hands to yourself and never cause physical harm to another person. Think before you speak. Don’t make remarks that may make another person feel scared, intimidated, uncomfortable or fearful. Immediately apologize if you accidentally say or do something that has made another person feel oppressed or uncomfortable. Report all incidents of bullying you have witnessed to appropriate school personnel. Don’t keep interacting with a person after he/she has perceived your behavior toward him/her as being inappropriate and has clearly told you to stop.

Conduct that constitutes bullying and harassment, is defined in Holmes County School Board Policy 5.321, found in its entirety, at [www.hdsb.org](http://www.hdsb.org) under School Board, School Board Policies. Consequences for investigated and confirmed incidents of bullying and/or harassment may range from positive behavior interventions up to and including, but not limited to suspension, expulsion, or criminal charges, if warranted.

The school district will fight bullying and cyberbullying by promoting anti-bullying at our schools! Speak to your guidance counselor, teachers, or administration to report bullying. You may also pick up a form at your school’s front office, or go to [www.hdsb.org](http://www.hdsb.org) to anonymously report bullying online.

## **FORMAL DISCIPLINARY ACTIONS AND PROCEDURES**

### **After-School Detention**

The principal or his/her designee has the authority to assign students to a designated area at the end of the regular school day for a reasonable and specified period of time. The parent is responsible for providing transportation in these cases. A reasonable attempt will be made to notify elementary and middle school parent(s) prior to the assignment of a student to detention. If the parent is notified on the day of the misbehavior, the student will be assigned on that day; if not, the student will be assigned following notification of parent(s). High school students will be notified the day prior to detention and will be responsible for parental notification.

### **In-School Suspension Program**

In-school suspension is a structured disciplinary action in which a student is removed from regular classroom activities. The principal has the authority to assign students to the In-School Suspension Program for a reasonable and specified period of time in compliance with the Code of Student Conduct.

Students sent to the In-School Suspension Program are responsible for bringing their assignments, books, and other materials needed. Work assigned must be completed before the student is dismissed. It is the student's responsibility to return assigned work to his regular teacher. If the work is not completed to the assigning teacher's satisfaction, the student may be sent back to In-School Suspension by the principal until the work is finished. The student will receive credit for work completed during in-school suspension.



A student sent to the In-School Suspension Program is not allowed to participate in or practice for any extracurricular activities on any day that he/she is in the program.

### **School Bus Suspension**

The principal has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. The parent(s) will be notified prior to the suspension from the bus.

### **Corporal Punishment**

The Holmes County Board of Education has no rule against reasonable and proper paddling of students for disciplinary reasons. Before corporal punishment is administered as a disciplinary method, the student will be given the reason for the punishment and an opportunity to explain his/her actions. Corporal punishment may be administered by the principal or designated person(s) in the presence of a School Board employee. A written report will be prepared for each incident. No more than three (3) strokes with a paddle may be administered for any given infraction.

### **Suspension**

Suspension is defined as the temporary removal of a student from a school for violation of school rules or regulations. The authority to suspend a student from school rests entirely with the principal of each school. All suspensions should be for a specified number of days, not to exceed ten (10) days. Any deviation from said pattern shall require authorization from the Superintendent of Schools or his designee.

Absences due to suspension will be treated as unexcused and work cannot be made up except the nine weeks test and semester tests, these may be made up at the discretion of the principal. A student who is suspended from school is not allowed to participate in or practice for any extra-curricular activities on any day that he/she is suspended. Neither is a **person who is suspended** allowed to attend any extra-curricular activity.

### **Expulsion or Dismissal**

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations. The authority to permanently expel a student is retained by the Board of Education, who alone can approve such an action.

The local school principal considering expulsion may suspend the student for ten (10) days pending a hearing by the School Board. The Superintendent or his designee may extend an existing school suspension then in effect, pending the results of the investigation, if he has reason to believe that a return to school would be detrimental to the student, the school staff, other students, or would tend to disrupt the orderly conduct of the educational process.

## **TOBACCO FREE SCHOOL COMPLIANCE**

One of the Holmes County School Board's responsibilities is to provide a safe and healthy learning environment free from exposure to known carcinogens. Tobacco is known to be a carcinogen and is defined as any lighted or unlighted cigarette, cigar, pipe, etc., and any other smoking product, smokeless product or spit less tobacco and/or electronic cigarettes. No student is permitted to possess any tobacco product, paper used to roll cigarettes, lighters or other paraphernalia at any time. This policy is effective 24 hours, 365 days per year.

Possession of tobacco of any kind (as described above) or that may be developed containing nicotine or tobacco or a combination of the two are prohibited in all schools, district offices, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts and all open areas at any time.

The following disciplinary actions will be taken against students found in violation of this policy:

**1<sup>st</sup> offense**

- Notification of parent/guardian
- Completion of tobacco education program
- Ticket administered by sanctioned law enforcement entity resulting in financial obligation as defined by law

**2<sup>nd</sup> Offense**

- Notification of parent/guardian with mandatory conference between student, administrator and parent or guardian
- Two day in-school suspension
- Completion of tobacco education and cessation program
- Ticket administered by sanctioned law enforcement entity resulting in financial obligation as defined by law

**3<sup>rd</sup> Offense**

- Notification of parent/guardian with mandatory conference between student, administrator and parent/guardian
- Five days in-school suspension
- Completion of tobacco education and cessation program
- Ticket administered by sanctioned law enforcement entity resulting in financial obligation as defined by law

### **GUN FREE SCHOOL COMPLIANCE**

The Holmes County School System will implement all policies consistent with the Gun-Free Schools Act of 1994.

“Notice that any student who is determined to have brought a firearm, as described in 18 U.S.C. s. 921, to school, any school function, or on any school sponsored transportation will 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 referred for criminal prosecution.”

The act requires the expulsion for a period of not less than one year of a student who is determined to have brought a weapon to school. “Weapon” or “Firearm” is defined by section 921 of Title 18 United States Code. The act further requires such student to be referred to criminal or juvenile delinquency system.

Expulsions will be addressed on a case-by-case basis based upon applicable school board policies.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Discipline of students with disabilities is carried out in accordance with separate School Board policies and Holmes County Special Programs and Procedures and Admissions and Placement Manual. These policies and procedures are in compliance with the 2004 IDEA Reauthorization

implementing regulations under 34CFR, Part 300, case law, and State Board of Education Rules. In addition, the policies and procedures are in compliance with Office of Civil Rights requirements and the Gun Free Schools Act. A copy of the policy may be obtained from the Office of the School Superintendent or Exceptional Student Education Administrator.

### **DISCIPLINE OF ENGLISH LANGUAGE LEARNERS (ELL) STUDENTS**

No national origin, minority or ELL student shall be subjected to disciplinary action because of his or her use of language other than English.

### **TECHNOLOGY ACCEPTABLE USAGE**

Holmes District Schools provides all students access to technology, the district computer network and the Internet for instructional purposes. Access to school and district software, shared files, the Internet, and other electronic networks will enable students to explore thousands of libraries, databases, and bulletin boards while communicating with others throughout the world. The district, in accordance with its policies and procedures, will take reasonable precautions to ensure the appropriate use of its network by staff, students, and visitors to the district. However, it is not technically possible to control all materials and users may encounter inappropriate information either by accident or through intentional misuse of the system. The district supports resources that will enhance the learning environment with directed guidance from faculty and staff. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

General school rules for behavior and communications apply. Access is a privilege that entails responsibility and will be provided to all students unless a signed ***Internet Use Exclusion Request*** (page 50) is on file at the school. Please be advised that the exclusion request will restrict student use of district Internet access for research and exploration, but the student will still be instructed through the use of Internet-based educational software deemed vital to your child's educational success. Users will comply with district standards and will honor the Acceptable Use Policy and Guidelines. At any time an administrator or representative may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Students should have no expectation of privacy in any communication sent by e-mail or in regard to Internet or network access.

HDSB is committed to moving students and staff forward in a 21st century learning environment. HDSB recognizes that it does not have the financial resources to provide new technologies to every student. In an effort to bring more technology tools into our classrooms and to leverage student-owned technology, HDSB will allow personal technology devices to be brought on campuses and onto our network. Students bringing such personal devices to school must follow all Florida law, HDSB policies, the *Technology Acceptable Usage* policy, and the guidelines set forth in this document. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

As part of this plan, HDSB has implemented a Bring Your Own Device (BYOD) program, which will allow students and staff to access the wireless network using their own technology devices (laptops, smart phones, iPads, eReaders, tablets, etc.) during the learning day. With administrator and classroom teacher approval, students may use their own devices in the classroom to access **educational resources**. HDSB is providing wireless connectivity as a service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the HDSB

wireless network is entirely at the risk of the user, and HDSB is not responsible for any loss of information that may arise from the use of the wireless connection, or for any loss, injury, or damages resulting from the use of the wireless connection. Students that submit an **Internet Exclusion Request** form will NOT be allowed to access the district's network on district- or student-owned equipment.

It is one of the technology goals of the district to ensure that each user's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through HDSB- or personally-owned devices inside or outside of our schools that degrades or defames other users, or members of our community is unacceptable. HDSB also recognizes that users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity are considered to be included in this *Technology Acceptable Usage* policy.

## Guidelines

- HDSB is not liable for the theft, loss, or damage of students' personally-owned devices. The student is fully responsible, at all times, for personally-owned devices brought to school. Students are responsible for personal devices at school functions and on the school bus, as well. Any time a theft or damage occurs, the principal or assistant principal should be contacted immediately to make him/her aware of the offense. Bringing your own technology device to school can be useful; however, some risks are involved. It is always a good idea to record the device's serial number in case of theft or loss. It is recommended that decals or other custom identification be used to identify your device from others. Additionally, protective cases are encouraged.
- HDSB will not be responsible for any device charges that may be incurred by using the personal device.
- Approved devices must be in silent mode while on school campuses, unless otherwise allowed by a teacher or administrator. Devices must be in silent mode/off for the duration of any bus transportation.
- Students may not use devices to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and personal text/instant messaging).
- Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
- Printing from personal devices will not be possible.
- Gaming devices are NOT allowed. Acceptable devices include (but are not limited to) laptops; netbooks; notebooks; iPads; eReaders; tablets; iPod Touch's; and smart phones.
- HDSB will not provide repair or software installation services to any personal device.
- Device use is limited exclusively to classrooms participating in the BYOD program. Outside these classrooms, all electronic devices should be turned off and should not be visible. Teachers have the final say on procedures in the classroom. Students may use technology at the discretion of the teachers as the lesson warrants the use. Teachers make the final decision for any tools used in the classroom; student-owned equipment will be treated no differently. Students must comply with all teacher requests regarding

technology (such as shutting down, closing the screen, etc.) It will be up to the individual teachers to communicate their expectations to parents and students.

- Wireless Internet access is available - not guaranteed - for each classroom situation.
- No device, personal or otherwise, may be used to record, store, transmit, or post any type of image, sound, or video of a person or persons on campus during school activities and/or hours, unless directed or approved by a teacher or administrator for specific educational purposes
- Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices, such as but not limited to cell phones / cell network adapters, are not permitted to be used to access outside Internet sources at any time.
- If reasonable belief exists that a student has violated the terms of this agreement or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by HDSB administrators.
- Personal devices are not required for any class; therefore a grade cannot be taken. Students will face no penalty if they don't bring their own device to school, and alternative modes of participation will be available.
- Parents/guardians who sign the Internet exclusion form located on page 50 are restricting their child's/children's use of all online resources (accessed both on district- and personally-owned devices). The rules outlined in the *Technology Acceptable Usage* policy apply for Internet use of any kind. Furthermore, it is not the responsibility of HDSB staff to ensure students have not accessed the Web on their personal technology devices.
- The use of personal devices on the HDSB network is permitted only on specially-designated networks. When a student, parent/guardian, or employee connects a personal computing device (including, but not limited to, laptops, flash drives, and cell phones) to an HDSB-operated network they are subject to the same levels of monitoring and access as any HDSB technology device. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and student safety. Students should have no expectation of privacy in any communication sent by e-mail or in regard to Internet or network access. All content stored on personal devices is subject to public records law.
- Access to the network may be blocked, suspended, monitored, or terminated at any time for any reason. The network access is provided "as is" without warranties of any kind, either expressed or implied.
- Students will not attempt to bypass the network filter. Student filtering is required by federal law of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the tool you use to access it while in a public school. Personally-owned laptops, phones, tablets, etc., may be used to access the HDSB network. The network belongs to HDSB and will be filtered. In addition to content filtering controls, adult supervision is present; however, inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest administrator. Students will be held accountable for any deliberate

attempt to circumvent HDSB technology security and supervision. Students using devices while at school are subject to the terms and conditions outlined in this document and are accountable for their use.

- Students that bring personal devices on school premises and attempt to infect the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of HDSB policy and may result in disciplinary actions.
- Violating the terms of the *Technology Acceptable Usage* policy will be considered a student code of conduct violation and will be dealt with by the school and/or district administrator(s). It is a privilege rather than a right for students to bring personal devices to school. When the policies are followed, the learning environment will be enhanced. However, when policies are abused, the privileges may be taken away and confiscation and/or disciplinary action may occur.

HDSB will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this policy. HDSB will also monitor the online activities of users through direct observation and/or other technological means. HDSB reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the HDSB network, users, schools, network, or computer resources; 2) that expend HDSB resources on content it determines lacks legitimate educational content/purpose; or 3) other activities as determined by HDSB as inappropriate.

### **Inappropriate activity**

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, or spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
7. Deleting, copying, modifying, or forging other users' names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.

8. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
9. Using any HDSB computer or personally-owned devices to pursue “hacking” - internal or external to HDSB - or attempting to access information protected by privacy laws.
10. Accessing, transmitting or downloading large files, including “chain letters” or any type of peer-to-peer file sharing.
11. Using websites, email, networks, or other technology for political uses or personal gain.
12. HDSB Internet and intranet property must not be used for personal benefit.
13. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
14. Advertising, promoting non-HDSB sites or commercial efforts and events.
15. Users must adhere to all copyright laws.
16. Users are not permitted to use the network for non-academic related bandwidth-intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
17. Users may not use audio recording devices (video camera or device with a camera, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.
18. School administration and HDSB technology staff may search the users’ devices if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.

In using the network and Internet, users should not reveal personal information such as home address or telephone number. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

Holmes District Schools supports and respects each family’s right to restrict access. If you choose to restrict your child’s access, please fill out the Internet Use Exclusion Request and return it to the school.

### **STUDENT MEDIA USAGE**

To enhance communication with parents, Holmes District hosts websites for each school. School staff members may publish student photos and/or work unless a ***Student Media Exclusion Request*** (page 50) is on file at the school.

These guidelines will be followed:

- Only students' first names and last initials will be published with photos and/or work.
- Copyright notices will appear on all sites to eliminate the use of students' photos and/or work without express written permission from the parent.

Holmes District Schools supports and respects each family's right to restrict release. If you choose to restrict your child's media being published on any district-related website, please fill out the Student Media Exclusion Request and return it to the school.

### **CLASSIFICATION OF VIOLATIONS**

Violations of the Code are divided into three classes: Class I - Minor, Class II - Major, and Class III - Terminal. Each classification is followed by disciplinary procedures to be followed by the principal or his/her designee.

#### **CLASS I - MINOR OFFENSES**

- A. Distraction of other students - any behavior that alters the teaching process of the classroom or educational activity.
- B. Use of profane or obscene language.
- C. Non-conformity to dress code - any dress that is disruptive to the educational setting or is a hazard to the health or safety of the student.
- D. Minor misbehavior on a school bus.
- E. Bodily contact.
- F. Lying.
- G. Locker misuse or abuse.
- H. Littering of school property.
- I. Possession of cards, beepers, laser pointers, etc.
- J. Sitting in or loitering in or around parked vehicle after arriving at school.
- K. Tardiness. (more than 3 in the same class period per nine weeks)
- L. Any violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
- M. Violation of the rules related to cell phones and electronic devices may result in the confiscation of the phone/device until a parent arrives to retrieve the phone at the end of the school day or if other arrangements are made with school staff.

Repeat offenses (2 or more) will be dealt with as the Principal of the school determines necessary. These consequences may include but are not limited to: detention, corporal punishment, In School suspension, Out of school suspension or student being denied the opportunity to bring their cell phone/device to school for the remainder of the school year.

#### **DISCIPLINARY ACTIONS FOR CLASS I OFFENSES: Elementary Students and Secondary Students**

First Offense: In-school conferences and parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses: In-school disciplinary action such as detention, corporal punishment, in-school suspension, out-of-school suspension and/or notification of law enforcement authorities.



\* See letter M (CELL PHONE/ELECTRONIC DEVICE USAGE) concerning disciplinary actions for abuse of personal phone/device privileges.

## **CLASS II - MAJOR OFFENSES**

- A. Illegal organizations - any attempt to operate an organization that is not an approved co-curricular student activity, club, organization, or interscholastic activity as described on page 35, including but not limited to gangs, secret societies, or secret fraternities or sororities. Students shall not wear any color, clothing, insignia, emblem, jewelry, or other object in such a manner as to indicate membership or association with any secret organization.
- B. Gambling - any participation in games of chance for money and/or other things of value.
- C. Defiance of School Board employee's authority - any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee.
- D. Possession and/or use of tobacco product - possession on the person, in the locker, or in the effects of a student. The 1997 legislation made it unlawful for any person under 18 years of age to knowingly possess any tobacco product. Any person under 18 years of age who violates this provision commits a non-criminal violation. A first violation is punishable by 16 hours of community service, or instead of community service, a \$25 fine. In addition, the person must attend a school-approved anti-tobacco program, if locally available. A second violation within 12 weeks of the first violation is punishable by a \$25 fine or for a third or subsequent violation within 12 weeks of the first violation, the court must direct the Department of Highway Safety and Motor Vehicles to withhold the issue the person's driving license or driving privilege.
- E. Fighting - any physical conflict between two or more individuals.
- F. Vandalism - intentional and deliberate action resulting in injury or damages of less than \$50 to school board property or the real or personal property of another.
- G. Stealing, larceny, petty theft—the intentional, unlawful taking or carrying away of property valued at less than \$25 belonging to or in the possession or custody of another.
- H. Possession of stolen property with the knowledge that it is stolen.
- I. Extortion - verbal, written or printed communication maliciously threatening an injury to the person, property or reputation of another with the intent to extort money.
- J. Threats, bullying, harassment, intimidation, hazing - verbal, written or printed communication maliciously threatening an injury to the person, property or reputation of another with the intent to take advantage of any person or to do any act or refrain from doing any act against his/her will.
- K. Trespassing - willfully entering or remaining in any school property without being authorized, licensed, or invited or after having been authorized, licensed, or invited, refusing to depart when warned by an authorized person to do so.
- L. Possession of matches or lighter and/or igniting fireworks or firecrackers.
- M. Unjustified activation of a fire alarm system or fire extinguisher.
- N. Written or verbal proposition to engage in sexual acts.
- O. Use of obscene behavior (verbal, written, gesture) toward another person.
- P. Use or possession of obscene and/or pornographic materials or CD's or the pornographic use of the Internet.
- Q. Directing obscene or profane language toward, or malicious slander about a School Board employee.
- R. Leaving class or campus without written permission.
- S. Refusal to give name or intentionally giving false information to authorized person.
- T. Misuse of free or reduced lunch privileges.
- U. Possession of a knife on school campus.
- V. Truancy - absence from school without principal and/or parental or legal guardian approval.

- W. Truancy from class - absence from class without principal's approval.
- X. Speeding (exceeding campus speed limit) or reckless driving.
- Y. Lunchroom misconduct.
- Z. Cheating
- AA. As outlined in Holmes County School Board Internet Acceptable Use Policy and Guidelines, the following are not permitted, including, but not limited to:
  1. The placing of unlawful information, data files, or programs on the computers or networks.
  2. The use or downloading of obscene, abusive or otherwise objectionable language or graphics.
  3. Violating copyright laws.
  4. Theft and/or destruction of computer software, hardware and related equipment, data files and intellectual property maintained by the School District and others.
  5. Attempts to violate the security of any network system.
  6. Electronically or physically damaging computers, computer systems, telephone systems or computer networks.
  7. Deliberate unauthorized installation of personal computer software on the computers and the computer networks, including but not limited to: games, viruses, programs, and applications software. Individual authorization may be obtained from the principal or his designee.
  8. Use of computers, computer networks, and related equipment to create a forgery or to commit any crime.
  9. Harassing, insulting or attacking others.
  10. Any use of a cell phone/device for voice recording, taking of pictures, or video without the consent of school administration will result in the immediate suspension of a personal cell phone/device for at least one year.

**LAW IMPLEMENTED:** Section 1001.41, 1001.43 Florida Statutes

- BB. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

#### **DISCIPLINARY ACTIONS FOR CLASS II OFFENSES:**

##### **Elementary Students:**

- First Offense: Parental contact and disciplinary action.
- Subsequent Offenses: Suspension and/or notification of law enforcement.

##### **Secondary Students:**

- First Offense: Corporal punishment and/or notification of law enforcement authorities; suspension
- Driving Offense: May result in suspension of driving privileges
- Subsequent Offenses:
  - Second Offense: Suspension and/or notification of law enforcement authorities. Student may be removed from regular class and placed in an alternative class.
  - Third Offense: Suspension, referral to law enforcement authorities, filing of a formal petition, or possible expulsion.
  - Fourth Offense: Suspension and administrative board hearing to consider expulsion recommendation with possible notification of law enforcement authorities.

### **CLASS III - TERMINAL OFFENSES**

- A. Drugs, drug paraphernalia, or alcoholic beverages - unlawful possession, use or distribution of drugs or alcohol on school premises or as a part of any of its activities.
- B. Arson - the willful and malicious burning of any part of School Board property.
- C. Battery or Threat upon a School Board employee - the actual unlawful and intentional threatening, touching, or striking of a School Board employee against his/her will, or the intentional causing of bodily harm to a School Board employee or his/her property or immediate family.
- D. Robbery - the taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or by instilling the fear of same.
- E. Stealing, larceny, grand theft - the intentional unlawful taking and/or carrying away of property valued at \$25 or more belonging to or in the lawful possession or custody of another.
- F. Burglary of school property - entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- G. Criminal mischief - willful and malicious injury or damages at or in excess of \$50 to school board property, to real or personal property or to steal property belonging to another.
- H. Possession of firearms - any firearm (including a starter gun) which will, or is designed to, or may be readily converted to expel a projectile. Students shall be disciplined for simulating a firearm or weapon when it substantially disrupts student learning, causes bodily harm to another person or places another person in reasonable fear of bodily harm. Students shall not be disciplined or referred to law enforcement for simulating a firearm or weapon when playing, or wearing clothing or accessories which depict a firearm or weapon, or an opinion regarding Second Amendment rights.
- I. Unauthorized discharge of any pistol, rifle, shotgun, air gun, or any device, or any other weapon, instrument, or object intended as a weapon;
- J. Possession of weapon - metallic knuckles, tear gas guns, chemical weapon or device, or any other weapon, instrument, or object intended as a weapon; threatening a person's life or threatening to bring or bringing a weapon.
- K. Bomb threats - any such communication that has the effect of interrupting the educational environment.
- L. Explosives - possessing, preparing or igniting on School Board property explosives likely to cause bodily injury or property damage.
- M. Sexual acts - acts of sexual nature including, but not limited to sexual harassment, battery, intercourse, attempted rape, or rape.
- N. Aggravated battery - intentionally causing great bodily harm, disability or permanent disfigurement, or the use of a deadly weapon.
- O. Inciting or participating in a major student disorder - leading, encouraging or assisting in major disruptions which results in substantial and material disruption to the educational process or school environment, destruction or damage of private or public property or personal injury to participants or others.
- P. Indecent exposure.
- Q. Any other violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

### **DISCIPLINARY ACTIONS FOR CLASS III OFFENSES**

#### **Elementary and Secondary Students:**

Class III offenses will result in suspension, consideration for expulsion and notification of

law enforcement authorities as per adopted procedures. Class III offenses related to drugs may result in an automatic transfer to the Graduation Assistance Program (GAP). A Class III offense committed on a senior trip will result in the student not being allowed to participate in graduation ceremonies. Sexual harassment involving physical contact will result in expulsion as per school board procedures. A recommendation of a mental health evaluation may also be made.

## **ATTENDANCE**

**“The Legislature finds that early intervention in school attendance habits will lead to improved student learning and achievement.”** Florida Statute 1003.21 and Holmes District School Board Policy 5.40 requires students ages 6 up to 18 to be in regular attendance at school. All students are expected to attend all classes each day that school is in session. Unexcused absences may negatively affect a student's grade. Determination of whether an absence is excused or unexcused is the responsibility of the site principal or designee. Any time that a student is absent from school during school hours, a written, dated statement explaining the absence should be signed by the parent or guardian and filed at the school. Student absences must be tracked on a daily basis and parents contacted as required by law.

Tardy is defined as not being present when the tardy bell rings. Tardies in excess of 3 per class period in a nine weeks will be subject to a discipline referral.

The following absences may be excused with the proper documentation:

- Illness or medical care;
- Death in the family;
- Legal requirements;
- Religious holidays;
- Educational absences approved ahead of time by the principal or designee; and
- Financial or other insurmountable conditions.
- Other absences pre-approved by the principal or designee

Any absence not meeting the above criteria will be considered unexcused. If a student has had at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.

If an initial meeting does not resolve the problem, the child study team shall implement the following:

1. Frequent attempts at communication between the teacher and the family.
2. Evaluation for alternative education programs.
3. Attendance contracts.

Students aged six (6) to eighteen (18) are subject to mandatory school attendance unless those students aged sixteen (16) to eighteen (18) have filed with the district a formal statement of

intent to withdraw from school which includes acknowledgements that terminating school enrollment is likely to reduce a student's earning potential and that driving privileges may be withheld or terminated. This statement must be signed by the student, parent or guardian and school representative.

After the fifteenth (15th) unexcused absence from school during school hours within ninety (90) calendar days, a student subject to compulsory school attendance will be classified as a habitual truant and will be reported to the School Board or its designee. The Superintendent or designee may file a truancy petition in circuit court and will notify the Department of Highway Safety and Motor Vehicles to withhold or suspend driving privileges and/or license.

Elementary school students who have absences (excused or unexcused) of twelve (12) classes or days in one school year are subject to retention in current grade contingent on recommendation from the child study team. Principals will have the discretion in documented major medical incidents such as extended hospital stays.

**Florida State School Attendance Statutes supporting Holmes District School Board's attendance policy:**

**1003.21 School Attendance**

**1003.23 Attendance Records and Reports**

**1003.24 Parents Responsible for Attendance of Children; Attendance Policy**

**1003.26 Enforcement of School Attendance**

**S. 1003.21 School Attendance**

(1)(a)1. All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term.

2.Children who will have attained the age of 5 years on or before September 1 of the school year are eligible for admission to public kindergartens during that school year under rules adopted by the district school board.

(b) Any child who has attained the age of 6 years on or before September 1 of the school year and who has been enrolled in a public school or who has attained the age of 6 years on or before September 1 and has satisfactorily completed the requirements for kindergarten in a private school from which the district school board accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the district's student progression plan. However, nothing in this section shall authorize the state or any school district to oversee or exercise control over the curricula or academic programs of private schools or home education programs.

(c) A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. The school district must notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment.

The student's guidance counselor or other school personnel must conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student must be informed of

opportunities to continue his or her education in a different environment, including, but not limited to, adult education and GED test preparation. Additionally, the student must complete a survey in a format prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.

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

(e) Consistent with rules adopted by the State Board of Education, children with disabilities who have attained the age of 3 years shall be eligible for admission to public special education programs and for related services under rules adopted by the district school board. Exceptional children who are deaf or hard of hearing, visually impaired, dual sensory impaired, severely physically handicapped, trainable mentally handicapped, or profoundly handicapped, or who have established conditions, or exhibit developmental delays, below age 3 may be eligible for special programs; or, if enrolled in other school readiness programs, they may be eligible for supplemental instruction. Rules for the identification of established conditions for children birth through 2 years of age and developmental delays for children birth through 5 years of age must be adopted by the State Board of Education.

(f) Homeless children, as defined in s. 1003.01, must have access to a free public education and must be admitted to school in the school district in which they or their families live. School districts shall assist homeless children to meet the requirements of subsection (4) and s. 1003.22, as well as local requirements for documentation.

(2) (a) The State Board of Education may adopt rules under which students not meeting the entrance age may be transferred from another state if their parents have been legal residents of that state.

(b) Each district school board, in accordance with rules of the State Board of Education, shall adopt a policy that authorizes a parent to request and be granted permission for absence of a student from school for religious instruction or religious holidays.

(3) The district school superintendent may authorize certificates of exemptions from school attendance requirements in certain situations. Students within the compulsory attendance age limits who hold valid certificates of exemption that have been issued by the superintendent shall be exempt from attending school. A certificate of exemption shall cease to be valid at the end of the school year in which it is issued.

### **S. 1003.23 Attendance Records and Reports**

(1) The attendance of all public K–12 school students shall be checked each school day in the manner prescribed by rules of the State Board of Education and recorded in the teacher's register or by some approved system of recording attendance. Students may be counted in attendance only if they are actually present at school or are away from school on a school day and are engaged in an educational activity that constitutes a part of the school-approved instructional program for the student.

### **S. 1003.24 Parents Responsible for Attendance of Children; Attendance Policy.**

Each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section; however, criminal prosecution under this chapter may not be brought against a parent until the provisions of s. 1003.26 have been complied with. A parent of a student is not responsible for the student's nonattendance at school under any of the following conditions:

- (1) WITH PERMISSION.—The absence was with permission of the head of the school;
- (2) WITHOUT KNOWLEDGE.—The absence was without the parent's knowledge, consent, or connivance, in which case the student shall be dealt with as a dependent child;
- (3) FINANCIAL INABILITY.—The parent was unable financially to provide necessary clothes for the student, which inability was reported in writing to the superintendent prior to the opening of school or immediately after the beginning of such inability, provided that the validity of any claim for exemption under this subsection shall be determined by the district school superintendent subject to appeal to the district school board; or
- (4) SICKNESS, INJURY, OR OTHER INSURMOUNTABLE CONDITION.—Attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a licensed practicing physician, or was impracticable because of some other stated insurmountable condition as defined by rules of the State Board of Education. If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such excuse provides that a student's condition justifies absence for more than the number of days permitted by the district school board.

Each district school board shall establish an attendance policy that includes, but is not limited to, the required number of days each school year that a student must be in attendance and the number of absences and tardies after which a statement explaining such absences and tardies must be on file at the school. Each school in the district must determine if an absence or tardies is excused or unexcused according to criteria established by the district school board.

### **1003.26 Enforcement of School Attendance**

The Legislature finds that poor academic performance is associated with nonattendance and that school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. It is the policy of the state that each district school superintendent be responsible for enforcing school attendance of all students subject to the compulsory school age in the school district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to the district school board that require public schools to respond in a timely manner to every unexcused absence, and every absence for which the reason is unknown, of students enrolled in the schools. District school board policies shall require the parent of a student to justify each absence of the student, and that justification will be evaluated based on adopted district school board policies that define excused and unexcused absences. The policies must provide that public schools track excused and unexcused absences and contact the home in the case of an unexcused absence from school, or an absence from school for which the reason is unknown, to prevent the development of patterns of nonattendance. The Legislature finds that early intervention in school attendance is the most effective way of producing good attendance habits that will lead to improved student learning and achievement. Each public school shall implement the following steps to promote and enforce regular school attendance:

(1) CONTACT, REFER, AND ENFORCE.—

(a) Upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, as defined by district school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

(b) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early

patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.

(c) If an initial meeting does not resolve the problem, the child study team shall implement the following:

1. Frequent attempts at communication between the teacher and the family.
2. Evaluation for alternative education programs.
3. Attendance contracts.

The child study team may, but is not required to, implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy petition pursuant to s. 984.151.

(d) The child study team shall be diligent in facilitating intervention services and shall report the case to the district school superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted.

(e) If the parent refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent may appeal to the district school board. The district school board may provide a hearing officer, and the hearing officer shall make a recommendation for final action to the district school board. If the district school board's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the district school superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.

(f) 1. If the parent of a child who has been identified as exhibiting a pattern of nonattendance enrolls the child in a home education program pursuant to chapter 1002, the district school superintendent shall provide the parent a copy of s. 1002.41 and the accountability requirements of this paragraph. The district school superintendent shall also refer the parent to a home education review committee composed of the district contact for home education programs and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least 3 years and who have indicated a willingness to serve on the committee. The home education review committee shall review the portfolio of the student, as defined by s. 1002.41, every 30 days during the district's regular school terms until the committee is satisfied that the home education program is in compliance with s. 1002.41(1)(b). The first portfolio review must occur within the first 30 calendar days of the establishment of the program. The provisions of subparagraph 2. do not apply once the committee determines the home education program is in compliance with s. 1002.41(1)(b).

2. If the parent fails to provide a portfolio to the committee, the committee shall notify the district school superintendent. The district school superintendent shall then terminate the home education program and require the parent to enroll the child in an attendance option that meets the definition of "regular school attendance" under s. 1003.01(13)(a), (b), (c), or (e), within 3 days. Upon termination of a home education program pursuant to this subparagraph, the parent shall not be eligible to reenroll the child in a home education program for 180 calendar days. Failure of a parent to enroll the child in an attendance option as required by this subparagraph after termination of the home education program pursuant to this subparagraph shall constitute noncompliance with the compulsory attendance requirements of s. 1003.21 and may result in criminal prosecution under s. 1003.27(2). Nothing contained herein shall restrict the ability of the district school superintendent, or the ability of his or her designee, to review the portfolio pursuant to s. 1002.41(1)(b).

(g) If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent or the district school superintendent or his or her designee shall refer the case to the case staffing committee pursuant to s. 984.12, and the district school



superintendent or his or her designee may file a truancy petition pursuant to the procedures in s. 984.151.

(2) GIVE WRITTEN NOTICE.—

(a) Under the direction of the district school superintendent, a designated school representative shall give written notice that requires enrollment or attendance within 3 days after the date of notice, in person or by return-receipt mail, to the parent when no valid reason is found for a student's nonenrollment in school. If the notice and requirement are ignored, the designated school representative shall report the case to the district school superintendent, and may refer the case to the case staffing committee, established pursuant to s. 984.12. The district school superintendent shall take such steps as are necessary to bring criminal prosecution against the parent.

(b) Subsequent to the activities required under subsection (1), the district school superintendent or his or her designee shall give written notice in person or by return-receipt mail to the parent that criminal prosecution is being sought for nonattendance. The district school superintendent may file a truancy petition, as defined in s. 984.03, following the procedures outlined in s. 984.151.

(3) RETURN STUDENT TO PARENT.—A designated school representative may visit the home or place of residence of a student and any other place in which he or she is likely to find any student who is required to attend school when the student is not enrolled or is absent from school during school hours without an excuse, and, when the student is found, shall return the student to his or her parent or to the principal or teacher in charge of the school, or to the private tutor from whom absent, or to the juvenile assessment center or other location established by the district school board to receive students who are absent from school. Upon receipt of the student, the parent shall be immediately notified.

(4) REPORT TO APPROPRIATE AUTHORITY.—A designated school representative shall report to the appropriate authority designated by law to receive such notices, all violations of the Child Labor Law that may come to his or her knowledge.

(5) RIGHT TO INSPECT.—A designated school representative shall have the right of access to, and inspection of, establishments where minors may be employed or detained only for the purpose of ascertaining whether students of compulsory school age are actually employed there and are actually working there regularly. The designated school representative shall, if he or she finds unsatisfactory working conditions or violations of the Child Labor Law, report his or her findings to the appropriate authority.

### **MAKE-UP ASSIGNMENTS**

All make-up assignments missed due to absences are the sole responsibility of the student.

1. It is the student's responsibility to arrange with the teacher to make up work missed during an absence. Arrangements to do so must be made immediately upon returning to that class. Assignments due on the day of the absence will be due on the day the student returns to that class.
2. Work missed during out of school suspension cannot be made-up for credit. Students will receive zeros (0) for the assignments/tests. **At the discretion of the principal, exceptions may be made for major assignments, end of grading period cumulative exams, and semester tests.**
3. Work completed during an in-school suspension will be accepted and proper credit given.
4. Make-up work: Students are given the **number of days absent from school plus one (1)** in a normal situation to complete make-up work for a class. However, if an assignment date has already been given to the class or an assignment is due on the day of the student's return, the teacher may request the completed assignment at that time.

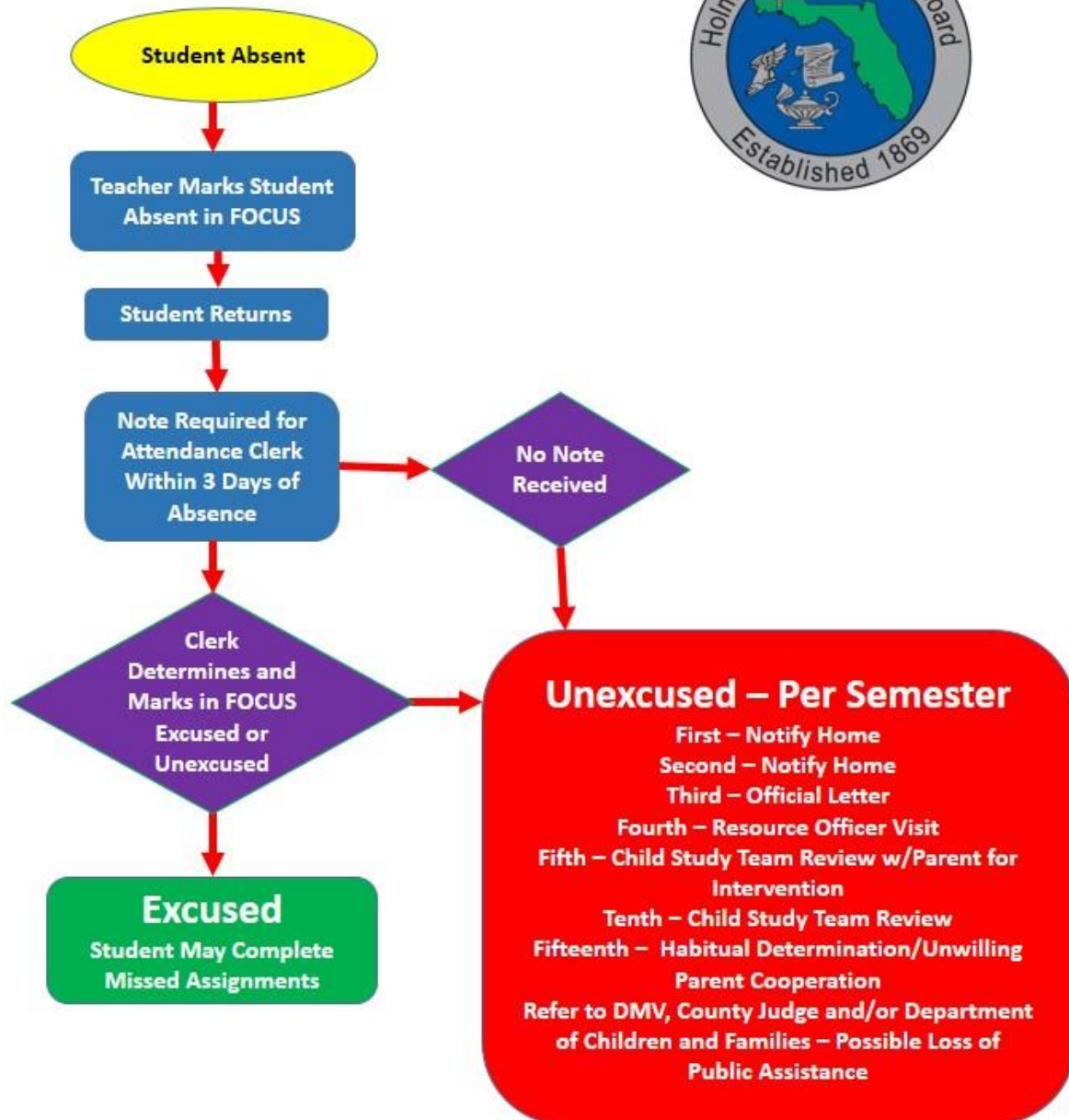
5. ***Students participating in school sponsored athletic/academic/field trips are responsible for getting pre-approved absence form signed by the principal and obtaining from teachers assignments due prior to leaving for trip. All work is due the day students return to school.***

### **STUDENT SIGN-OUT PROCEDURES**

Please follow the guidelines below when requesting an early dismissal for your child:

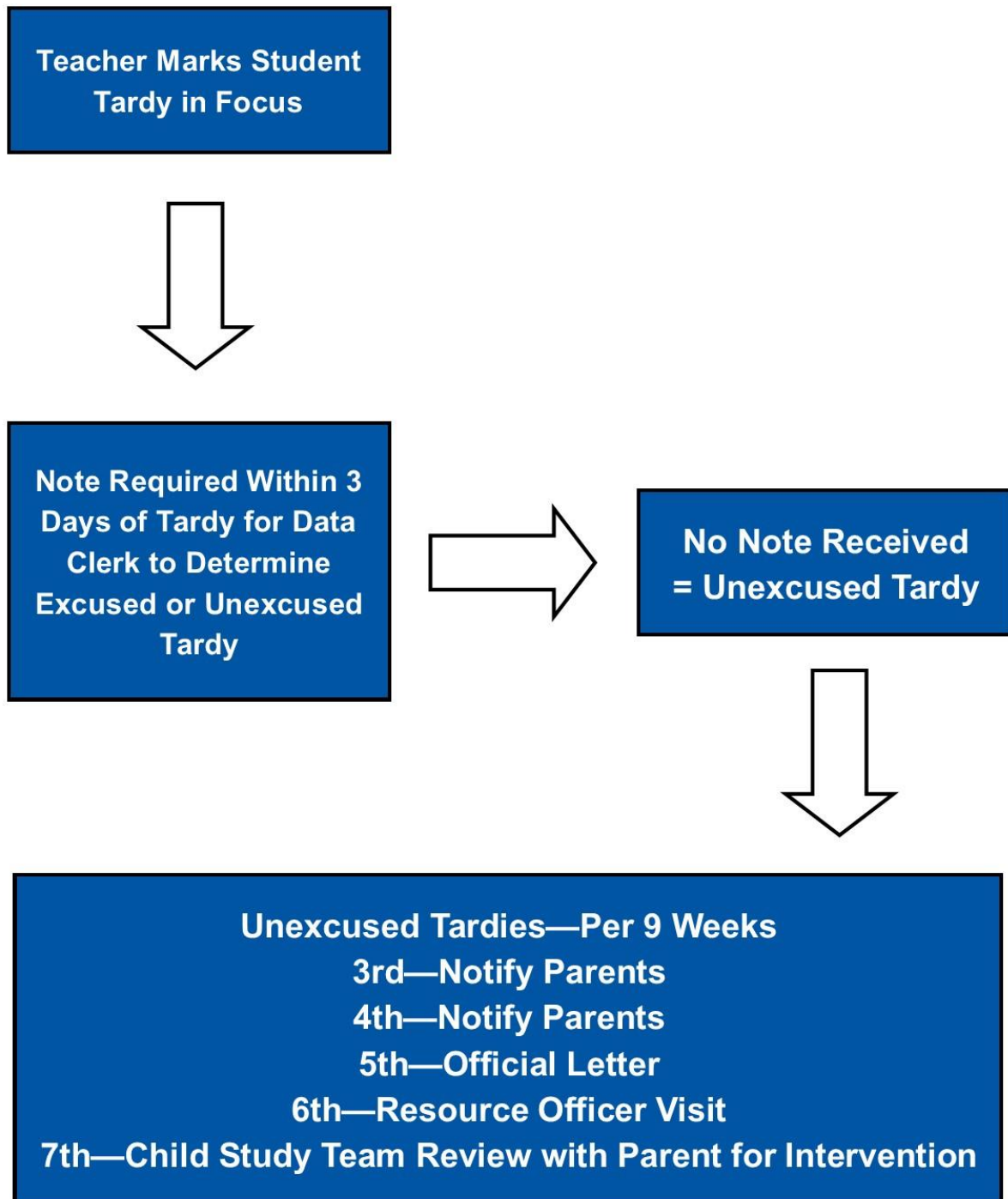
1. To avoid delays, please send a note with your child stating when and who will be checking them out. Your child should take the note to the attendance office the morning of checkout before school begins. Students will be given an early dismissal slip to excuse them from class at the appropriate time, and will then meet their parent, as defined by Florida Statutes, in the front office.
2. Parents must sign their child out in the front office (main building), and show a government issued picture I.D if they are unknown to school personnel. Any person who requests to sign the student out must be listed on the student's emergency card.
3. Student drivers are not permitted to leave school without parental approval. The student must bring in a parent note to the attendance office on the morning of early checkout, and the attendance office must speak directly to a parent before the student can check himself/herself out. A phone number should be listed on the note indicating where the parent can be reached to verify dismissal. If the parent prefers, he/she may call the attendance office by 9:00 a.m. to verify the checkout note.

# Student Attendance Procedure



***Attend Today . . . Achieve Tomorrow***

## Student Tardy Procedure



## **DISTRICT STUDENT DRESS AND APPEARANCE**

Each student is responsible for his/her own appropriate dress which shows respect for self and others and helps to create an orderly learning environment. The word “appropriate” shall be defined to include cleanliness, safety, modesty and good taste. Inappropriate dress and actions disrupt the learning process and creates chaos.

To avoid distractions and to promote the health and safety of all students, the following restrictions shall be in effect:

1. Dresses, skirts, shorts and skorts must be mid-thigh or longer.
2. Clothes bearing suggestive slogans or advertising alcoholic beverages and/or tobacco shall not be worn.
3. Saggy pants, baggy clothes, extremely tight clothes, clothes that expose the midriff are prohibited. Tops must be capable of being tucked in when sitting and must be shoulder width. Students may not wear clothing that reveals undergarments, the midriff, or cleavage. Blouses or shirts that are low-cut or see through may not be worn.
4. Body piercing jewelry may only be worn in the ears.
5. Personal appearance or attire that interferes with or distracts from the instructional program or that creates a health hazard is not acceptable.

Examples of inappropriate clothing include but are not limited to the following: tube or tank tops, spaghetti straps, without overblouses or shirts, halter tops, backless dresses, muscle shirts, pajamas, spandex leggings worn as pants, undergarments as outer garments.

### **Additional points of emphasis include:**

1. The practice of wearing jeans or any other clothing with holes (openings revealing skin) in them above the knee will not be permitted.
2. The wearing of a blouse that exposes a student's cleavage is inappropriate for the school environment.
3. The practice of wearing pajamas and household slippers will not be permitted.
4. Tattoos and/or body art that is lewd, related to gang activity, or other offensive words or symbols must be covered at all times.
5. If you have any questions, please call your child's school.

### **FLORIDA STATUTE RELATED TO DRESS CODE**

While on the grounds of a public school during the regular school day, students are prohibited from *“wearing clothes that expose underwear or body parts in an indecent or vulgar manner or that disrupt the orderly learning environment.”* (1006.15 Florida Statutes)

Any student who violates the dress policy is subject to the following disciplinary actions:

- For a first offense, a student shall be given a verbal warning and the school principal 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, a 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.” (1006.15 Florida Statutes)

### **AUTOMOBILE USE**

Students driving motor vehicles to school must have a valid driver's license and must park the vehicle in the approved student parking spaces. Students are not to sit in parked cars after arriving on campus. Cars are not to be moved during the school day without administrative approval. All cars should be locked after arriving in the morning.

**Students may lose driving privileges for leaving campus or allowing other students to leave campus with them without permission.**

### **STUDENT ACTIVITIES**

Co-curricular activities are considered an important part of the total school experience. However, the main emphasis should be on academics. The following rules apply to all co-curricular clubs and organizations:

1. All student clubs and organizations shall be approved by the school principal before they operate within a school center.
2. A student or students desiring to form a club or organization may make application on the appropriate form provided by the school; a student or students desiring to form a club or organization must procure their own faculty sponsor. Faculty sponsors must be employed by the Holmes District School Board.
3. The decision of the members of an organization shall not be one of the factors in selecting additional members.
4. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
5. Each student club or organization must have definite goals, objectives and activities. Each club or organization will be evaluated yearly by the school principal. If the club or organization has not accomplished its goals and objectives, it will be disbanded.
6. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety.
7. Dues shall be reasonable and not prohibitive.
8. All meetings shall be held on School Board property. This may be waived for special meetings and events upon the faculty sponsor's request and principal's approval.
9. A faculty sponsor shall be present at all meetings.
10. All social events shall be adequately chaperoned.
11. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
12. A student club or organization shall not conduct any activity or act which violates Florida Statutes, School Board rules, or the policies of the local school.
13. All students must have signed parent permission slips to participate in any club or organization.
14. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

To be eligible to participate in interscholastic extracurricular activities including but not limited to athletics, cheerleading, and band, a student in grades 9-12 must meet the requirements of the Florida High School Activities Association, as listed below:

- A. Maintain a grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the previous semester or cumulative grade point average of 2.0 or above on a 4.0 scale or its equivalent, in the course required by s. 232.246(1).
- OR**
- B. Execute and fulfill the requirement of an academic performance contract between the student, the school district, the appropriate governing association, and the student's parents or guardian, if the student's cumulative grade point average falls below 2.0, or its equivalent, on a 4.0 scale in the courses required by 232.246(1). At a minimum, the contract must require that the student attend summer school, or its grades equivalent, between grades 9 and 10 and 11, as necessary.
- C. Have a cumulative grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required by s. 232.246(1) during his or her junior or senior year.

A sixth-grade, seventh-grade, and eighth-grade student must meet the following academic requirements to be eligible for interscholastic athletic competition:

- A. He/she must be regularly promoted from the previous grade the immediate preceding year.
- B. He/she must be in regular attendance; and
- C. He/she must be carrying a normal class load and doing satisfactory classroom work, with a satisfactory conduct record as determined by the principal of the school and the standards of the Florida High School Activities Association.

To be eligible to participate in interscholastic extracurricular activities, a student must:

- A. Maintain satisfactory conduct.
- B. Be present at school on the same day of the game or activity.

An individual home education student is eligible to participate at the public school to which the student would be assigned according to district school board attendance area policies or which the student could choose to attend pursuant to district or interdistrict controlled open enrollment provisions, or may develop an agreement to participate at a private school, in the interscholastic extracurricular activities of that school, provided the following conditions are met:

- A. The home education student must meet the requirements of the home education program pursuant to s. 1002.41.
- B. During the period of participation at a school, the home education student must demonstrate educational progress as required in paragraph (b) in all subjects taken in the home education program by a method of evaluation agreed upon by the parent and the school principal which may include: review of the student's work by a certified teacher chosen by the parent; grades earned through correspondence; grades earned in courses taken at a community college, university, or trade school; standardized test scores above the 35th percentile; or any other method designated in s. 1002.41. Parents should provide school administration adequate time (at least 15 work days) to evaluate course work for eligibility.
- C. The home education student must meet the same residency requirements as other students

in the school at which he or she participates.

- D. The home education student must meet the same standards of acceptance, behavior, and performance as required of other students in extracurricular activities.
- E. The student must register with the school his or her intent to participate in interscholastic extracurricular activities as a representative of the school before the beginning date of the season for the activity in which he or she wishes to participate. A home education student must be able to participate in curricular activities if that is a requirement for an extracurricular activity.
- F. A student who transfers from a home education program to a public school before or during the first grading period of the school year is academically eligible to participate in interscholastic extracurricular activities during the first grading period provided the student has a successful evaluation from the previous school year, pursuant to subparagraph 2.
- G. Any public school or private school student who has been unable to maintain academic eligibility for participation in interscholastic extracurricular activities is ineligible to participate in such activities as a home education student until the student has successfully completed one grading period in home education pursuant to subparagraph 2. to become eligible to participate as a home education student.

### **RULES OF CONDUCT**

Any student who performs an illegal act or commits an offense resulting in suspension or assignment to the in-school suspension will be ineligible for practice or play on days he/she is suspended or in in-school suspension.

During school hours all rules that apply to other students apply to those involved in interscholastic activities, and infractions of such rules shall be handled in the same manner.

In the event of suspension or assignment to in-school suspension, the period of assignment shall not be delayed to permit the student to participate in interscholastic activities.

### **FOOD SERVICE PROGRAM**

Holmes County School District is participating in the Community Eligibility Program. Breakfast and lunch will be served each day at no charge for the 2018-19 school year. Students are encouraged to eat warm meals in the lunchroom daily. However, students may bring lunches to school from home, but will not be allowed to leave campus at lunchtime. Students shall be orderly and considerate of others while eating. Depending on availability, additional breakfasts and lunches may be purchased at a cost of \$0.90 for a breakfast and \$2.00 for a lunch. *No charges will be allowed.*

### **SCHOOL VISITORS**

Student visitors for the day are prohibited. All visitors for other reasons must report to the office for approval, otherwise they will be asked to leave the campus. Students may not visit with people parked along the streets.

Because of insurance reasons, small children will not be allowed to visit the school unless they are accompanied by a parent or guardian.



## **TELEPHONE**

The school telephones are primarily for school business. **Students are permitted to use the office phones only in case of an emergency.**

## **TEXTBOOKS**

Textbooks are bought and furnished through specially budgeted funds to schools. Students are responsible for maintenance and upkeep of these books. Lost or damaged books must be paid for according to a price list furnished by the School Board.

- A. All textbooks received by the school shall be properly accounted for by the principal.
- B. Where a book is lost or damaged beyond normal usage, the student shall pay the cost of replacement or the amount assessed for damages.
- C. If a book is lost or damaged beyond normal usage, the amount to be charged or collected shall be determined as follows:
  - 1. A new book: Total purchase price.
  - 2. A book in use less than two (2) years: 75% of the purchase price.
  - 3. A book in use for more than two (2) years, but suitable for distribution in current adoption: 50% of purchase price.
  - 4. When a book is damaged beyond normal usage and the above rules do not apply, the principal shall fix the value of the book on the basis of its condition at the time of issuance.

*Remember, textbooks are loaned to you and they are designed to last a number of years.*

## **HALL PASSES**

All students out of class must have a hall pass and be properly checked out of their class unless they are with an adult. Any student wishing to be granted permission to be out of class to work for another teacher must have a note from that teacher to the teacher from which the student will be coming.

## **EMERGENCY DRILLS**

When the emergency signal is given, all students and teachers should follow appropriate procedures using the designated routes. Windows and doors of classrooms are to be closed upon exiting. Students are to line up in single file at the designated area. This is in accordance with state regulation.

## **EXAMINATIONS**

Each student must participate in the statewide assessment tests as required by law. All End-of-Course assessments will count as 30% of the grade for that course. All other middle and high school courses will have a semester exam that counts 20% of the semester grade.

## **GRADING SYSTEM**

The following grading system shall be used by all Holmes County Schools.

## Grades Kindergarten through Twelfth

<u>Percent</u>	<u>Grade</u>	<u>Grade Point Equivalent</u>	<u>Definition</u>
100-90	A	4	Outstanding
89-80	B	3	Above Average
79-70	C	2	Average Progress
69-60	D	1	Lowest Acceptable
59-0	F	0	Failure
0	I	0	Incomplete

\*\* Students in 1<sup>st</sup> & 2<sup>nd</sup> grades will receive a letter and number grade for all subjects with the exception of science and social studies. Science and social studies will be reported as:

S = Satisfactory

N= Needs Improvement

U= Unsatisfactory

### GRADE FORGIVENESS

The purpose of the forgiveness policy (HDSB Policy 4.115) is to assist students in meeting graduation requirements including a minimum grade point average and successful completion of academic and credit requirements.

#### I. Required Courses

A grade of D or F or an equivalent of a grade of D or F in a required course may be replaced with a grade of C or higher or an equivalent of a grade of C or higher earned subsequently in the same or a comparable course.

#### II. Elective Courses

A grade of D or F or an equivalent of a grade of D or F in an elective course may be replaced with a grade of C or higher or an equivalent of a grade of C or higher earned subsequently in another course.

#### III. Middle Grades Students

A student in the middle grades who takes a high school course for high school credit and earns a grade of C, D, or F or an equivalent of a C, D, or F may replace the grade with a grade of C or higher or an equivalent of a grade of C or higher earned subsequently in the same or comparable course.

#### IV. Grade Point Average

Only the new grade shall be used in calculating the student's grade point average. A course grade that is not replaced according to the forgiveness policy will be used in the calculation of the grade point average.

#### V. Student Records

All courses and grades must be included on the student's transcript. The forgiveness provision does not give the authority to delete the forgiven course and grade from the student's record.

#### VI. Notification

Students shall be notified of the grade forgiveness provisions and the procedure for replacing eligible grades.

### HONOR ROLL

The honor roll shall be listed at the end of each grading period. There are two honor rolls: The

"A" honor roll, for students earning all A's and the "A & B" honor roll, for the students making A's and/or B's.

## **REPORTING OF STUDENT PROGRESS**

### **Progress Reports**

Progress reports will be sent home four (4) weeks after beginning of each nine week grading period. Parents may access students' grades, assignments, and attendance online on a daily basis by accessing our FOCUS Parent Portal at <https://focus.hdsb.org>. Instructions for creating a new parent portal account are below:

1. Visit the district website at [www.hdsb.org](http://www.hdsb.org) and click on *FOCUS Login* in the upper right corner.
2. At the FOCUS login screen click on *"Parents: Click Here to Create a New Account."*
3. Choose: *[ I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled ]*
4. Enter the required information and click *Submit*.
5. You will need to obtain your child's Student ID from one of their recent report cards. If you are unable to find it, the school can help you with this.
6. Enter the Student ID and your child's date of birth.
7. If you would like to add an additional child, you can make that choice or click *[ I am FINISHED adding students CREATE MY ACCOUNT ]*
8. Write down or print the page with your Username and Password on it and visit the school with a valid government issued Photo ID for verification.

If you have any problems, you can contact your child's school.

### **Report Cards**

Report cards will be issued following the end of each grading period. Grades must clearly reflect the student's level of achievement. Parents must be able to assume that a student earning satisfactory grades is achieving within the range appropriate or acceptable for the grade or the course in which the student is enrolled. The comments section of this report card shall be used to notify parents when a student is working at a skill level below that of his assigned grade placement.

Department of Juvenile Justice (DJJ) report cards will be issued on the same dates as the district's report cards.

The number and letter grade will be recorded on the report card of students in grades 2-12.

## **SCHEDULE CHANGING**

Students may not change class schedule or drop classes without checking with both teachers, then acquiring a written change slip from the guidance department and having the principal initial it. The last day the office will approve a class change is one week (5 days) after classes begin.

## **GRADE CLASSIFICATION OF STUDENTS IN GRADES 9-12**

Effective with the 2006-07 school year, students in grades 9-12 must have the following number

of credits to be promoted to the next higher grade:

- 9th to 10th grade - 6 credits
- 10th to 11th grade - 12 credits
- 11th to 12th grade - 18 credits

Number of credits earned will be re-evaluated at the end of each semester.

### **MIDDLE SCHOOL PROMOTION AND REQUIREMENTS**

Middle school promotion and requirements include:

- 3 middle school or higher, year long courses in English
- 3 middle school or higher, year long courses in mathematics
- 3 middle school or higher, year long courses in science
- 3 middle school or higher, year long courses in social studies: and

Middle school students must complete/make up all requirements before being promoted to the 9<sup>th</sup> grade.

A middle school student earning a high school credit in Algebra I must take the Algebra I End of Course exam. The score will count as 30% of the student's grade.

### **GRADUATION OPTIONS/REQUIREMENTS**

The requirements set forth in this section provide the standards which a student must achieve in order to earn a high school diploma. Graduation exercises are provided each year to honor those students who have completed these requirements or who will be able to complete them by the end of the current school year. ***However, to be able to participate in the graduation ceremony, a student must not lack any credits.*** Earning passing scores on the Grade 10 Florida Standards Assessment ELA (FSA), as required by Section 1008.22 (5) F.S., and a passing score on the Algebra I EOC in order to earn course credit to qualify for a standard high school diploma. Florida Statute Section 1003.43 (11)(b) states that a student may substitute scores earned on the ACT, SAT, or PSAT tests to meet this requirement. Current score requirements can be found on the Graduation Requirements section of the Florida Department of Education website. ([www.fldoe.org](http://www.fldoe.org)) (Note: Scores may be subject to change pending State Board Rule updates.)

These assessments are based upon the Florida State Standards. Parents are encouraged to visit the following website to review the standards, <http://www.flstandards.org/>, and view our Student Progression Plan at [www.hdsb.org](http://www.hdsb.org).

- A. Maintaining an overall unweighted grade point average of 2.0 on a scale for the standard 24-credit option and a weighted 3.0 on a 4.0 scale for the two three-year options.
- B. Completing the GED Exit Option Program as approved for the Graduation Assistance Program.
- C. Beginning with the 2011-2012 school year, each student entering 9<sup>th</sup> grade must graduate from high school having taken at least one online course.
- D. Completing a dropout prevention program through the Graduation Assistance Program or other district-approved program.
- E.

## **QUALIFICATIONS AND RESTRICTIONS**

- A. Applicable courses or programs listed in the Course Code Directory which fulfill required graduation credits in designated areas above are identified with an asterisk throughout the directory.
- B. No student shall be granted credit toward high school graduation for enrollment in the following courses or programs:
  - 1. More than a total of nine elective credits in remedial programs as provided for in Section 236.0841, F.S. and Compensatory and Remedial Programs as provided in Section 236.088, F.S.
  - 2. More than one-half credit in Exploratory vocational courses as defined in Section 228.041, (22)(b) F.S.
  - 3. More than three credits in Practical Arts Home Economics as defined in Section 228.042(22)(d), F.S.
  - 4. Any Level 1 course unless the student's assessment indicates that a more rigorous course of study would be inappropriate. (In this case, a written assessment of the need must be included in the student's individual educational plan or in a student performance plan, signed by the principal, the guidance counselor, and the parent or guardian of the student, or the student, if the student is 18 years of age or older.

## **ALTERNATIVE METHODS FOR CREDIT AND/OR GRADUATION**

### **A. Early Admission Program:**

Advanced students may elect to pursue a program of early admission to college under the following conditions:

The student must:

- 1. Have completed the eleventh grade.
- 2. Have passing scores on all sections of the American College Test (ACT), the Scholastic Aptitude Test (SAT), or the Postsecondary Education Readiness Test (PERT). Official results must be on file with the College Registrar before the initial registration period. Scores can be no more than two years old.
- 3. Meet same placement test score requirements in applicable areas and chosen program of student as all postsecondary students.
- 4. Have written approval of the high school principal and the superintendent.
- 5. A student can participate in the program for a maximum of one year (equivalent of 12th grade).
- 6. Must enroll and maintain full-time status at Chipola and cannot be concurrently enrolled in high school, virtual school, or another college.

The student will receive both high school and college credits for courses taken and will be able to return to the high school to graduate with his/her class.

### **B. Dual Enrollment:**

Advanced students may elect to enroll in both high school and college part-time and earn both high school and college credit for courses taken at the college. In order to do this a student must:

- 1. Have completed the ninth grade.
- 2. Have a minimum un-weighted cumulative high school GPA of 3.0 and passing scores on the ACT, SAT or PERT. Scores can be no more than two years old.
- 3. Have test scores on all sections of the ACT, the SAT, or the PERT. Official results must be on file with the College Registrar before the initial registration period. Scores can be no more than two years old.

4. Meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students.
5. Have written approval of the high school principal.
6. A student can participate in the program for a maximum of three years (equivalent of 10th, 11th, and 12th grade).

The Florida Department of Education offers academic advisement flyers for grades 9-12. These are available at [www.fldoe.org/academics/graduation-requirements](http://www.fldoe.org/academics/graduation-requirements).

### **HONOR DESIGNATIONS**

#### ***Summa Cum Laude***

4.25 and above

#### ***Magna Cum Laude***

3.75 – 4.24

#### ***Cum Laude***

3.5 – 3.74

1. Grade point averages shall be calculated by converting semester grades or courses with Florida State mandated end of course exams to a 4.0 scale for all courses except dual enrollment, advanced placement, honors, and other upper level courses so designated by individual schools. These courses, because of the degree of difficulty, shall be converted to a 5.0 scale. This shall be as follows:

Regular Courses:	A = 4.0	B = 3.0	C = 2.0	D = 1.0	F = 0.0
Weighted Courses:	A = 5.0	B = 4.0	C = 3.0	D = 2.0	F = 0.0

2. All grade point averages will be rounded off to the fourth decimal place.
3. To be eligible for an honors designation, all credits must be earned in a regular academic or advanced program.
4. Florida Statute 1007.271(16) states: School districts and community colleges must weigh comparable dual enrollment courses the same as honors courses and advanced placement courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited. This rule applies to incoming 9th graders for the 2006-2007 school year and thereafter
5. When a student elects to not take a course where they have passed the state mandated EOC, the number of courses averaged in that core content area will be one less.
6. If a student is enrolled in a virtual instruction course that is used in the calculation of honor students, they must have the course completed and a final grade reported by the last day that seniors are required to attend school.

A district unweighted or weighted grade point average on the sixteen required courses and an overall grade point average of 3.0 in all courses will be used to calculate honors designations for standard diploma students. Any and all credits must be completed by the date final senior grades are due. This is to include any credits acquired by passing an end of course exam as determined by Florida Statutes.

### **FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM**

The Florida Legislature currently funds the **Bright Futures Scholarship Program**. Eligibility requirements are available in your school counselor's office. Students are encouraged to become very familiar with these requirements and work diligently toward earning one of the scholarships. The most current information can be viewed at the Bright Futures web site. ***It is***

***the student's responsibility to access the web site to receive the most current information.*** The **Bright Futures** web site is <http://www.floridastudentfinancialaid.org/ssfad/bf/>.

### **RIGHT TO REVIEW TEACHER QUALIFICATIONS**

As a parent/guardian of a student in the Holmes District Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Florida Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Florida Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call your child's school or the District Office at 850-547-6674.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

Holmes District Schools are compliant with Asbestos Hazard Emergency Response Act (AHERA), which requires local education agencies to inspect schools for asbestos-containing building material and prepare management plans to prevent or reduce asbestos hazards.

### **ENVIRONMENTAL CLEANUP**

#### **Poplar Springs School**

Contamination was discovered in 1992 in the former vehicle fueling area located in the northeast corner of the gravel parking lot near the sidewalk at Poplar Springs School. This contaminate was determined eligible for State-funded cleanup under the Petroleum Liability and Restoration Insurance Program in 1993. In 1992, 1,500 cubic yards of contaminated soil was removed together with the former tanks. The contamination assessment is complete and construction of a groundwater remediation system is currently pending State-funding in priority order. No soil contamination was detected above cleanup target levels but there is groundwater contamination above State drinking water standards emanating from the former tank area. There is a potable water well located on the school site and several private wells are located within 1/4-mile of the site. The school well was last sampled by the Department of Health in October 2004 with no contamination detected. The risk of exposure is considered to be relatively low because there is no soil contamination and the potable wells are upgradient from the groundwater contamination in the shallow aquifer.

Contaminant	Location (Medium)	Level Detected	Applicable Cleanup Target Level	Reason for Cleanup Target Level
		Water in pg/L Soil in mg/kg	Water in pg/L Soil in mg/kg	
Benzene	Groundwater	15000	1	Health Based
Toluene	Groundwater	15000	40	Health Based
Ethylbenzene	Groundwater	1100	30	Health Based
Total Xylenes	Groundwater	7800	20	Health Based
MTBE	Groundwater	4000	20	Health Based
Naphthalene	Groundwater	320	210	Health Based
1-Methylnaphthalene	Groundwater	57	28	Health Based
2-Methylnaphthalene	Groundwater	100	28	Health Based

### **Bethlehem School**

Contamination was discovered in 1992 in the former vehicle fueling area located on the south side of the parking lot near County Road 160 at Bethlehem High School. This contamination was determined eligible for State-funded cleanup under the Petroleum Liability and Restoration Insurance Program in 1993. Contamination assessment is complete and a groundwater remediation system is scheduled to be installed in the spring of 2009, with all exposed equipment to be enclosed in a fenced compound. No soil contamination was detected above cleanup target levels. Groundwater contamination exists above State drinking water standards in the immediate vicinity of the former tank area. There are two potable water wells located on the school site and twelve private wells located within 1/4-mile of the site. However, all of these wells are located upgradient of the contamination area and have been tested by the Department of Health as recently as 8/23/07 with no contamination detected. The risk of exposure is considered to be relatively low because the contamination is limited to the shallow aquifer and is down gradient from the school wells.

Contaminant	Location (Medium)	Level Detected	Applicable Cleanup Target Level	Reason for Cleanup Target Level
		Water in pg/L Soil in mg/kg	Water in pg/ Soil in mg/kg	
Benzene	Groundwater	15000	1	Health Based
Toluene	Groundwater	15000	40	Health Based



Ethylbenzene	Groundwater	1100	30	Health Based
Total Xylenes	Groundwater	7800	20	Health Based
MTBE	Groundwater	4000	20	Health Based
Naphthalene	Groundwater	320	210	Health Based
1-Methylnaphthalene	Groundwater	57	28	Health Based
2-Methylnaphthalene	Groundwater	100	28	Health Based

# HOLMES COUNTY SCHOOL DISTRICT

## 2018 – 2019 SCHOOL CALENDAR

July 4, 2018	All Personnel OUT
August 1, 2018	Pre-School Begins for Teachers & Non-Instructional working teacher days
August 10, 2018	Classes Begin for Students
September 3, 2018	Labor Day – Students & All Personnel Out/Paid Holiday for Teachers
October 5, 2018	Students & All Personnel OUT
October 12, 2018	End of 1st Grading Period
October 18, 2018	Report cards go home
October 26, 29, 2018	Fall Break - Students, Teachers & 10 Mo. Non-Instructional Personnel OUT
October 30, 2018	Classes Resume
November 19-23, 2018	Students, Teachers & 10 Mo. Non-Instructional Personnel OUT
November 22, 2018	Paid Holiday for Teachers
November 21-23, 2018	12 mo. Personnel OUT
December 21, 2018	End 1ST SEMESTER Student Early Release Day/ Professional Development
Dec. 24, 2018-Jan, 4, 2019	Students, Teachers & 10 Mo. Non-Instructional Personnel OUT
Dec. 25, 2018	Paid Holiday for Teachers
Dec. 24, 2018-Jan 1, 2019	12 mo. Personnel OUT
January 7, 2019	Classes Resume for Students & All Personnel return to work
January 10, 2019	Report cards go home
January 21, 2019	Students & All Personnel OUT/ Paid Holiday for Teachers
February 18, 2019	Students & All Personnel OUT / Paid Holiday for Teachers
March 15, 2019	End 3rd Grading Period
March 21, 2019	Report cards go home
March 25-29, 2019	Spring Break - Students & All Personnel OUT
April 1, 2019	Classes Resume
May 20, 2019	Ponce de Leon High School Graduation
May 21, 2019	Poplar Springs High School Graduation
May 23, 2019	Bethlehem High School Graduation
May 24, 2019	Holmes County High School Graduation
May 24, 2019	End 2ND SEMESTER Student Early Release Day/ Professional Development
May 27, 2019	All Personnel OUT/ Paid Holiday for Teachers
May 28-30, 2019	Post-School for Teachers & Non-Instructional working teacher days

*BOARD APPROVED: 4/17/2018*

## **EXCLUSION REQUEST – PSAT and Pre-ACT Student Testing**

In accordance with Section 1007.35(5), Florida Statutes, each public high school, including, but not limited to, schools and alternative sites and centers of the Juvenile Justice, shall provide for the administration of the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) or Pre-ACT to all enrolled 10<sup>th</sup> grade students. However, a written notice shall be provided to each parent that shall include the opportunity to exempt his or her child from taking the PSAT/NMSQT or Pre-ACT. The tests are scheduled to be administered from September to December (Pre-ACT) or in October (PSAT).

If you wish to exempt your 10<sup>th</sup> grader from one or both of the tests, please complete the following information, including your signature.

STUDENT NAME \_\_\_\_\_ Grade **10**  
SCHOOL \_\_\_\_\_

I am requesting that the above named student be exempted from taking the  
\_\_\_\_\_ (PSAT/NMSQT) and/or  
\_\_\_\_\_ Pre-ACT

Parent/Guardian Signature: \_\_\_\_\_ 3064 \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Please return this signed form to the classroom or homeroom teacher.

**(For office use only)**

Date received \_\_\_\_\_ Received by \_\_\_\_\_

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## **EXCLUSION REQUEST – INTERNET USE**

STUDENT NAME \_\_\_\_\_ Grade \_\_\_\_\_

SCHOOL \_\_\_\_\_

I am requesting that the above named student NOT be allowed to directly access the Internet when on school campus. *I understand that my child will be restricted from use of district Internet access for research and exploration, but will still be instructed through the use of Internet-based educational software deemed vital to educational success.* I understand that my child will be subject to disciplinary action if he/she attempts to directly access the Internet.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Please return this signed form to the classroom or homeroom teacher.

If you have any questions regarding technology use at your child's school, please contact the school directly.

## **EXCLUSION REQUEST – STUDENT MEDIA**

STUDENT NAME \_\_\_\_\_ Grade \_\_\_\_\_

SCHOOL \_\_\_\_\_

I am requesting that the above named student's photo or work NOT be placed by any staff member on any district related website.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Please return this signed form to the classroom or homeroom teacher.

**(For office use only)**

Date received \_\_\_\_\_ Received by \_\_\_\_\_

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## **ACKNOWLEDGEMENT**

I, \_\_\_\_\_, a student at \_\_\_\_\_  
(Name of Student)

\_\_\_\_\_ School and my parent/guardian do  
(Name of School)

hereby acknowledge that we have received and read the **Code of Student Conduct** for the 2018-2019 school year, including the ***Exclusion Requests*** (page 50) and information regarding high school graduation options as outlined on pages 41-42.

We also understand that in order to choose an 18-credit graduation option, we must contact the school and make arrangements to sign a form selecting that option.

(Signed) \_\_\_\_\_  
(Student)

(Signed) \_\_\_\_\_  
(Parent/Guardian)

Date: \_\_\_\_\_

***NOTE TO ALL STUDENTS:*** Please detach this page along dotted line and return it to the homeroom teacher. This ACKNOWLEDGEMENT will become a part of the student's cumulative file.

**VISIT THE FOLLOWING WEBSITES FOR ADDITIONAL INFORMATION  
CONCERNING YOUR CHILD'S EDUCATION.**

**Holmes County Schools.....[www.hdsb.org](http://www.hdsb.org)**

**Florida Department of Education.....[www.fldoe.org](http://www.fldoe.org)**