

# ***Coral Shores High School*** ***2020 – 2021***

## ***Student Handbook***



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

- Behavior goals for students, teachers, parents, administrators and district staff as well as community visitors such as volunteers, consultants etc,
  - Comprehensive list of consequences for inappropriate behavior
  - Delineation of Office Managed vs. Teacher Managed Behaviors
  - Comprehensive List of Interventions to Develop Positive Behaviors
  - Coordinated List of Resources for teachers and parents.
  - Lesson Plans to accompany each area of the student behavior plan to create a common understanding of what is expected.
  - Comprehensive List of Rewards for Appropriate Behaviors
- 
- **Goal Area 1.1** – All students will be supported in recognizing and developing their own social, emotional, ethical, civic and intellectual capacities and dispositions.
  - **Goal Area 1.2** – Promote the development of local/school-based decision-making in alignment with district level plans that result in measurable improvements in all aspects of the district.

- **Goal Area 1.3** – Create a culture in which stakeholders feel that they are valued and intrinsically motivated to perform at a high level of accountability

## **CORAL SHORES HIGH SCHOOL**

### **Mission**

**As a Coral Shores community, it is our objective to provide appropriate educational opportunities that facilitate life-long learning and assist students in reaching their optimum potential as responsible global citizens**

### **Core Values**

<b>Caring</b>	<b>Loyalty</b>
<b>Citizenship</b>	<b>Perseverance</b>
<b>Courage</b>	<b>Respect</b>
<b>Fairness</b>	<b>Responsibility</b>
<b>Honesty</b>	<b>Tolerance</b>
<b>Integrity</b>	<b>Trustworthiness</b>

### **Belief Statements**

**A safe and physically comfortable environment promotes student learning.**

### **Vision Statement**

**Students Today Leaders Tomorrow**

**Student learning is the chief priority for the school.**

**Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.**

**Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.**

**A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.**

**Teachers, administrators, parents and the community share the responsibility for advancing the school's mission.**

**STUDENT RIGHTS AND RESPONSIBILITIES**

**STUDENTS HAVE THE RIGHT TO:**

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

**STUDENTS HAVE THE RESPONSIBILITY TO:**

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

**GRADES**

**STUDENTS HAVE THE RIGHT TO:**

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

**STUDENTS HAVE THE RESPONSIBILITY TO:**

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

## ACADEMICS AND STUDENT SERVICES

**Grading** - The following numerical scale is to be used for determining grades in all of the District's secondary schools:

A	90-100	Outstanding progress
B	80-89	Above average progress
C	70-79	Average progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure

CSHS WILL NOT BE RESPONSIBLE FOR AWARDING GRADES FOR TRANSFER STUDENTS UNLESS THEY HAVE BEEN ENROLLED FOR AT LEAST 20 DAYS DURING A GRADING PERIOD. Midterm & Final exams do not count for the 20 day scenario.

Coral Shores High School has semester classes which run from August to December and January to June; students receive a grade for the each nine weeks and a semester exam. Coral Shores High School will use a grading system in which grades are numeric and represent percentages between 0 and 100. Each nine weeks grade constitutes 40% of the final average and the semester exam represents 20% (40%+40%+20% = 100%). Students will be awarded semester grades on this grading system.

**A student MUST take the Final Exam\EOC to receive credit in a course. If a student misses more than 9 days during the semester, they must pass the final exam in order to pass the course. A doctor's note is required if the student is absent. Only the principal can approve a make-up for a missed final. Students will receive an F for the semester if they do not take their final. Final exams will be given on the dates posted. No early exams will be given. Make plans accordingly and within a timely manner.**

**Changes of Address** - If you move during the school year report the change of address and telephone number to the Attendance Office and the Data Entry Clerk as soon as possible. Students whose parents leave the area but who plan to continue attending Coral Shores High School must clear their living arrangements with the Office Manager in the main office. We must have a telephone number for each student in the high school. This is necessary in the event of an emergency.

**Transfer or Withdrawal From School** - If it becomes necessary for you to withdraw from school or transfer to another school:

1. Bring a note from your parents stating the reason for transferring or consent to withdraw to the guidance office at least one day prior to withdrawal.
2. Bring all textbooks to school with you.
3. A withdrawal card will be given to you and must be signed by all your teachers as you return your books, librarian and your counselor.

**Student Insurance** - Neither the school nor the School Board of Monroe County provides any insurance coverage for accidents which occur at school. However, the Board has arranged for a low cost student

accident insurance policy to be made available and all students are strongly urged to purchase this coverage. This insurance covers all accidents at school and, subject to some limitations, on the way to and from school as well as at all school sponsored activities. Information about this insurance coverage is available at the school office.

# THE CODE OF STUDENT CONDUCT

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

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

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

## Discipline Procedures

The following are school rules, policies, procedures and consequences for rule or policy violations. It is important to note the consequences (1) serve as guidelines for action taken and (2) are a means of demonstrating a consistent application of such consequences.

The principal retains the right to issue consequences for acts of misconduct not specifically stated in our rules. The principal also retains the right to alter any consequences on an individual basis, according to the best interests and circumstances of the student.

### Definitions:

**Administrative Detention:** Detention time is from 2:35 until 3:45 on the day assigned. Transportation must be arranged in advance. Students **must** attend detention on the day it is assigned unless prior arrangements have been made to reschedule. Failure to serve detention is a separate offense and will be treated as insubordination.

Things to know about detention:

- Be on time and bring work.
- Sleeping, talking, listening to music, and working on the computer are not permitted.

**Saturday School:** Saturday School may be assigned as a disciplinary consequence. Student must be on time and complete the assignments and activities during the time in Saturday School. Students may be required to read and write, or perform work details on campus during this time. The administrator on duty will determine the activity.

Students removed from Saturday School for further disciplinary reasons will face additional disciplinary consequences. Parents will be notified of the dates and times of Saturday School and are responsible for providing transportation to and from Saturday School.

**In School Suspension Class (ISS):** Students may be placed in an In School Suspension classroom under the supervision of a Coral Shores teacher. In School Suspension (ISS), serves as a disciplinary consequence and intervention, providing an alternative disciplinary action to Out of School Suspension. Students who arrive late to school or are late to class may be placed in ISS for that period. Students, who develop excessive tardy or attendance issues, may be assigned ISS for extended time. Students assigned to this program will have their teachers contacted by the ISS teacher or the Assistant Principal upon placement in this program, all assignments will be provided to the ISS teacher and students will receive credit for work completed during this placement. Attendance in the ISS classroom and will be excused as a discipline. If a student is removed during the placement period they will placed in Out of School Suspension for the remainder of the period(s).

**Things to know about In School Suspension:**

- Students serving ISS are suspended from all school activities, on-campus and off, for the period of the placement. ISS placement may jeopardize a student's ability to participate in extracurricular activities including athletics.
- Students must remain quiet and follow the directions of the ISS teacher.
- Students placed in ISS for an extended period must complete work assigned by the ISS teacher.
- Students who violate ISS rules are subject to additional disciplinary consequences including out of school suspension.
- Students attending ISS will have an alternative lunch period.
- Students attending ISS are considered in attendance. Students may not return to regular class schedules until they have served the completed ISS assigned schedule. If students are absent either excused, or unexcused while attending ISS, those absences do not count as days in attendance at ISS.

**Out of School Suspension (OSS)** for periods up to ten (10) days for serious violations of school rules, School Board policy, the law or the provisions of the Board's Code of Student Conduct. In cases of suspension, students must be given oral or written notice and explanation of the charges against them and must be given an opportunity to present their side of the story. This must occur before the suspension, except in the case of emergency or disruptive conditions. Students issued out of school suspension may be assigned to an alternative setting. This alternative setting may be in conjunction with the Department of Juvenile Justice. The Principal shall make a good faith effort to employ parental assistance or other alternative measures prior to suspension. Written notice of suspension will be mailed or given to parents: however, students may be suspended without written parental notice as a result of committing a "serious breach of conduct" in accordance with School Board Policy.

**Things to know about OSS:**

- Students assigned OSS will be given assignments during that period. Teachers will be notified and will provide assignments in a reasonable timely manner. It is the student's responsibility to obtain the material covered in class to prepare for their return to school.
- Students serving an Out-of-School Suspension are suspended from all school activities, on-campus and off, for the period of the suspension.
- Students are not permitted to be on the Coral Shores High School campus or any other school campus at any time during the period of the suspension. Students found on campus will be considered to be trespassing and law enforcement may be notified.



- Students assigned OSS may lose their extracurricular activity privileges for an extended period of time.
- Absences due to OSS are excused days.
- Students may also be suspended from riding the school bus for up to ten (10) days for any one offense.

## **LEVEL I DISRUPTIVE BEHAVIORS**

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

- Inappropriate location / Out of bounds area
- Technology Violation
- Confrontation with another student / Physical contact (minor) / physical aggression
- Skip class
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Defiance / Disrespect / Non-compliance
- Possession of items or materials that are inappropriate for an educational setting\*
- Inappropriate display of affection
- Inappropriate language (general, not directed at someone)
- Tardy
- Dress code

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

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

## **RANGE OF CORRECTIVE STRATEGIES**

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

### **PLAN I**

- Parent/Guardian contact\*\*
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of electronic/communication devices
- Detention or other Board approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- In school suspension

- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan
- Alternative to suspension\*\*
- Saturday School
- Loss of privileges

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

## **LEVEL II SERIOUSLY DISRUPTIVE BEHAVIORS**

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

- Cheating/ Plagiarism
- Confrontation with a staff member
- Defiance / Disrespect / Non-compliance / Insubordination
- Distribution of items or materials that are inappropriate for an educational setting \*
- Failure to comply with previously prescribed corrective strategies
- Lying
- False fire alarm
- Fighting (minor) / Physical Aggression
- Harassment (non-sexual or isolated)
- Tease / Taunt
- Leaving school grounds without permission / Elopement
- Petty Theft (under \$300.00)
- Inappropriate language / Abusive language / Profanity
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Property destruction / Vandalism (minor)

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

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

## **RANGE OF CORRECTIVE STRATEGIES**

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

### **PLAN II**

- Parent/guardian contact\*\*
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior

- Suspension from school for one to five days\*\*\*
- Alternative to suspension\*\*
- Saturday School
- Loss of privileges

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

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

### **LEVEL III OFFENSIVE/HARMFUL BEHAVIORS**

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

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

Administrators may contact law enforcement.

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

### **PLAN III**

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

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

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

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

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

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

Administrators may contact law enforcement.

## **RANGE OF CORRECTIVE STRATEGIES**

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

### **PLAN IV**

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

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

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

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

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

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against employees or persons conducting official business\*
- Homicide
- Kidnapping/Abduction

- Making a false report/threat against the school\*
- Sexual battery
- Possession, use, sale or distribution of firearms, explosives, destructive devices and other weapons\*

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

\*One year expulsion recommended.

## **RANGE OF CORRECTIVE STRATEGIES**

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

### **PLAN V**

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

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

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

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

## **DRUG PREVENTION**

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

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

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

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

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

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

## **Drug Testing 5530.04**

The student drug-testing program is an important statement made by the School District with regard to its stance against the use of unauthorized and illegal drugs and substances by students. It is also an important action on the part of the District to safeguard the health and welfare of all students.

All students wishing to participate in an athletic activity and/or an extra-curricular activity sponsored by the District or to drive to school or an activity sponsored by the District must submit an authorization form stating they will participate in the drug-testing program. The authorization form (Form 5530.01 F1) must be signed by the student and the student's parent and returned to the school in order to establish participant status.

The Athletic Director shall maintain a database that includes the names of all students involved in athletics, extra-curricular activities, and parking at school. Each student shall be assigned a number. Students will be selected randomly regularly from the list of numbers for testing. Only the Athletic Director will know the name of the student associated with each assigned number. All other school and/or agency personnel will have access to the student number without the student name.

On the day of the testing, the Athletic Director shall notify the selected students of the time and place of the testing.

The District may contract with an external agency for the purpose of collecting and/or analyzing the collected test samples. Urine samples shall be collected under the supervision of medical personnel and under such conditions that protect the privacy of the students being tested.

If a student is unable to produce a sample at the appointed time, s/he will be asked to provide a sample at a later date.

After samples have been collected the testing agency shall take all precautions in safeguarding the samples, the results, and accurately reporting their findings to the County Athletic Director. In all cases, the testing agency shall dispose of all negative samples and retain positive test results for at least thirty (30) days. The testing agency shall report all results by sample number to the County Athletic Director.

In the case of a positive test result, the doctor shall notify the student's parents being certain to protect the privacy of the student at the same time.

In all cases where positive test results are identified, the student and/or parent will be given the opportunity to explain reasons why the student should not be judged in violation of the drug-testing policy.

The Principal is responsible for determining the appropriate disciplinary action when positive test results are identified.

Appeal of decisions stemming from the drug-testing program shall be applicable according to provisions of the District's student due process policy.

### **CIVIL CITATION**

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

### **SANCTIONS**

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

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

### **REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS**

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

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

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

## **SUSPENSION FROM SCHOOL OR FROM RIDING THE SCHOOL BUS**

- A. When a student's actions are disruptive to himself/herself or to the school as to violate law, Board policies, or school rules, the student may be suspended by the principal or designated representative. Suspension dictates that the student shall not be allowed to attend his/her regular classes or school-sponsored activities for a prescribed number of days not to exceed ten. The principal or designated representative may refer the student during the period of the suspension to in-school suspension, a center for special counseling or shall remand the student to the custody of his/her parent or guardian. Prior to suspending a student, except in emergencies, the principal or designee shall make an effort to employ parental assistance or alternative methods of dealing with the student and shall document such efforts.
- B. In no case shall a teacher suspend a student from school or class, nor shall a bus driver suspend a student from riding a school bus.
- C. Prompt notice of a suspension shall be given by telephone to the student's parent or guardian, if possible. Formal written notification to the student's parent or guardian and the Superintendent shall be initiated within 24 hours of the time the student is informed of the suspension.
- D. Except in the event of emergencies or disruptive conditions which require immediate suspension or in the case of a serious breach of conduct that is defined as willful disobedience, open defiance of authority of a member of the school staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school, all out-of-school suspensions shall not begin prior to the beginning of the next school day following the infraction unless the parents or guardians have been notified.
- E. Prior to the suspension, the student shall be given an informal and impartial hearing before the principal or designee and shall be informed of the charge(s) against him/her which may result in suspension. If the student denies the charge(s), s/he shall be given an explanation of the evidence, and an opportunity to present his/her version of the case, and notification of the action taken by the principal or designee. In cases of extremely disruptive or dangerous behavior persons or groups involved may be immediately suspended and ejected from the school campus without the necessity of a prior hearing. In such instances, each student shall be afforded an informal hearing before the principal or designee prior to the expiration of the third day of suspension.
- F. The principal, or designated representative, may suspend a student from school and/or from riding the school bus for a period not to exceed ten school days.
- G. When Board action on a recommendation for the expulsion of a student is pending, the Superintendent may extend the suspension assigned by the principal beyond ten school days



if such suspension expires before the next regular or special meeting of the Board.

- H. In the case of students in exceptional education classes, please refer to the Procedure Manual for Exceptional Student Education.

## **EXPULSION**

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

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

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

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

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

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

## **SEARCH AND SEIZURE**

The School Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

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

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

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

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found;

and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

**STUDENTS HAVE THE RIGHT:**

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

**STUDENTS HAVE THE RESPONSIBILITY:**

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

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

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

**BY LAW ENFORCEMENT AT REQUEST OF SCHOOL AUTHORITIES:**

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

**BY LAW ENFORCEMENT OFFICER WITHOUT REQUEST OF SCHOOL AUTHORITIES:**

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

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

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

## **STUDENT INTERVIEW /INTERROGATIONS**

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

### **SCHOOL INITIATED CONTACT:**

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

### **LAW ENFORCEMENT AND/OR SOCIAL SERVICE AGENCY INITIATED CONTACT:**

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

## **INTERVIEWS/INTERROGATIONS REGARDING CHILD ABUSE AND NEGLECT**

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

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

## **INTERVIEW/INTERROGATION GUIDELINES**

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

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

## **NOTIFICATION OF PARENT/GUARDIAN**

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

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

3. If a student makes a request to speak with law enforcement or social services, a parental notification is not necessary and permission to speak shall be granted.

### **SUBPOENAS**

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

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

### **PUBLIC ATTENDANCE AT SCHOOL EVENTS**

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

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

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

### **ANTI-BULLYING / ANTI-HARRASMENT POLICIES**

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

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

### **DEFINITIONS**

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

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

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

**"Bullying"** and **"harassment"** also encompass:

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

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

**"Cyber-stalking"** means to engage repetitively in an unwanted course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

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

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

## **EXPECTED BEHAVIOR**

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

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

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

## **CONSEQUENCES**

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

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

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

## **PROCEDURE FOR REPORTING**

Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. The student may also report



concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against an employee should be reported to their supervisor. All reports should be filed as soon as possible and may be filed up to ninety days after the last alleged act of bullying occurred.

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

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

## **PROCEDURE FOR INVESTIGATION**

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

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

## **SCOPE**

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

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

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

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

## **SEXUAL HARASSMENT**

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

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

- A. retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. filing a malicious or knowingly false report or complaint of harassment;
- C. disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

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

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

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

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

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

## **REPORTS AND COMPLAINTS OF HARASSING CONDUCT**

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

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

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

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

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

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

At the conclusion of the investigation the designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

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

The decision of the Superintendent shall be final.

## **DRESS CODE GUIDELINES**

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

## **EXAMPLES OF INAPPROPRIATE CLOTHING & ATTIRE**

- Sagging or low riding pants or slacks
- Pajamas or house slippers
- Crop tops
- One-shoulder strap tops
- Strapless garments
- Bare midriff tops & shirts
- Tube tops
- Bare back tops
- Spaghetti straps
- Head coverings (any kind)
- Chains (any kind) belts or wallet
- Bandanas worn or displayed
- Revealing shorts, skirts, or shirts
- Sunglasses

## **NO WARNINGS WILL BE ISSUED. STUDENTS FOUND IN VIOLATION OF DRESS CODE WILL BE REMOVED FROM CLASS. PARENTS WILL BE NOTIFIED. DRESS CODE VIOLATIONS WILL REQUIRE DISCIPLINARY ACTION:**

- **1st offense:** Counseling, review of dress code, parent contact, and retained in ISS until appropriate clothing is provided by parent/guardian.

- **2nd offense:** Counseling, review of dress code, parent contact, ISS lunch detention, retained in ISS until appropriate clothing is provided by parent/guardian.
- **3 or more offenses:** Counseling, parent conference, Saturday School, and retained in ISS until appropriate clothing must be provided by parent/guardian.

***School officials will act as the judge of the appropriateness of clothing. Students found in violation of the dress code are subject to disciplinary measures as outline in the student Code of Conduct to include suspension from school activities, sports, or events.***

## **EXAMPLES OF PLAGIARISM AND CHEATING**

A student who participates in using, copying, or providing another student with any test answers, answer keys, or another person's work representing it to be his or her work (plagiarism).

Use of a cell phone during a test or quiz is considered cheating.

**Consequences of plagiarism and cheating may include:**

- Parent notification;
- A zero for the assignment;
- Up to ten days Alt OSS or out-of-school suspension;
- Saturday School;
- Any work cheated on will not be allowed to be made up.

## **DUE PROCESS RIGHTS**

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

### **A. Students subject to suspension:**

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

### **B. Students subject to expulsion:**

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

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

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

## **APPEAL PROCESS**

## **School Level Grievance**

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

### **Resolving a School Level Grievance:**

- Ask the teacher or person(s) who allegedly treated you unfairly to schedule a conference for the purpose of discussing your complaint.
- If the person charged with the alleged infraction does not resolve your complaint, arrange to talk with the department head, a guidance counselor, a student intervention specialist or some other person who may be able to assist you.
- If the above conferences have not resolved your complaint, talk with a school administrator such as an assistant principal or the principal.
- If necessary, contact the district administrator responsible for your school and request that he or she look into your complaint.
- Students should involve their parents or guardians in resolving school level grievance.
- Most student grievances can be resolved at the school level through informal conferences with teachers or other school personnel.
- If efforts to resolve your complaint on an informal level with school administrators and/or the district supervisor are unsuccessful, a grievance may be filed with the principal, who will provide a written decision to accept or reject the grievant's position, including an explanation detailing the reason(s) for his/her action.

## **ATTENDANCE REQUIREMENTS FOR EARNING CREDIT**

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

A student may be absent no more than nine (9) class periods to be awarded semester credit in a high school course. A student may be absent no more than eighteen (18) class periods to be awarded credit in a year-long high school course. A student who has excessive absences as defined above must demonstrate proficiency in the course. Students who otherwise would have received credit for a course based on the final semester average and have excessive absences must receive a passing grade on the semester exam in order to receive that credit. A student High School 2016-2017 Page 25 who has excessive absences and does not receive a passing grade on the semester exam will have the final course grade changed to "F" and will receive no credit for that course.

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

- student illness requiring hospitalization or home confinement documented by a physician's note;
- death in the immediate family;
- extreme weather conditions.

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

### **STUDENTS WITH DISABILITIES (504 STUDENTS)**

In the case of a student with excessive absences the Student Services Team should be convened to determine if the absences are caused in relation to the active *Section 504 Accommodation Plan*. If the multidisciplinary team determines that the absences are related to the 504 plan, the team should consider interventions and or changes to better accommodate and or facilitate the students learning. The revised 504 plan should address any additional strategies and/or interventions needed to support the student's academic achievement.

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

### **ESE STUDENTS**

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

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

### **HOSPITALIZED/HOMEBOUND SERVICES**

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

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

## ATTENDANCE POLICY

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

Excused Absence means that a student is absent:

- (a) due to sickness of, or injury to, the student, attested to orally or in writing by the student's parent or guardian, or, in the event the absence is of three days or more, by a written statement of a licensed practicing physician, chiropractor, dentist, or other appropriate licensed health care or mental health professional;
- (b) due to religious instruction for the student or religious holidays of the student's own faith to be observed by the student, when the absence is requested in writing by a parent or guardian at least three school days in advance of the absence, as delineated in Rule 6A-1.09514, Florida Administrative Code.
- (c) due to a medical, chiropractic, dental, or other appointment with a licensed professional related to the physical or mental health of the student, when the appointment cannot be scheduled outside of school hours and when written documentation is provided by the parent or guardian prior to the scheduled appointment;
- (d) due to attendance at an Individualized Educational Program (IEP) meeting at which the student's educational program is the topic;
- (e) due to attendance in an administrative or judicial proceeding which involves the student as a witness or as the subject of the proceeding;
- (f) due to a death in the immediate family of the student and such absence does not exceed seven school days;
- (g) due to placement in The Florida Keys Children's Shelter and such placement transition period does not exceed three school days. (By the fourth day, Shelter personnel are required to enroll the student in the appropriate public school closest in geographic proximity to the Shelter).
- (h) with written permission of the principal or the principal's designee, for good cause shown, including insurmountable conditions as defined by rules of the state board of education in Rule 6A-1.09513, Florida Administrative Code.
- (i) due to participation in an approved special event. The student must receive advance written permission from the school principal or the principal's designee. (Examples of special events include public functions; conferences; and regional, state and national competitions).
- (j) due to having, or being suspected of having, a communicable disease or infestation which can be transmitted to other students or school staff. (Examples include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies).

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



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

## **MAKE-UP WORK**

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

## **OFF CAMPUS ACTIVITIES**

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

## **TARDIES TO SCHOOL AND / OR CLASS**

Students are expected to be on time to all classes. Students who are tardy to school must be signed-in at the Main Office. An excused tardy exists when reasons acceptable to the principal or his or her designee are given. Excused reasons may include prearranged tardies, medical reasons (which require a doctor's note), accompaniment by a parent to the Attendance Office, or late bus. All other tardies are unexcused.

Those students arriving late and have missed more than half the class, will not be allowed to enter class, will be detained in ISS and marked unexcused. Excessive tardiness is considered 3 or more tardies.

Consequences for tardies:

1st Tardy	Warning
2nd – 3rd Tardy	ISS Lunch Detention
4th Tardy	Saturday School
5th Tardy	Saturday School and / or Possible Suspension

## **SIGN-IN PROCEDURES:**

Any student arriving to school after the session has begun must report to Attendance Office. A pass shall be issued indicating an excused or unexcused tardy or absence.

## **AN EXCUSED SIGN-IN INCLUDES:**

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

**UNEXCUSED SIGN-INS INCLUDE THE FOLLOWING:**

- car problems (ex: flat tire, no gas, car won't start, student getting a parking decal);
- heavy traffic;
- overslept;
- returned for forgotten items or student obtaining an absentee admit;
- non-educational appointments.

Excessive tardies may result in revocation of choice hardship.

**RELEASE OF STUDENTS:**

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

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

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

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

Once students arrive on campus, they may not leave without permission from an administrator or designee. In the event a student must leave early, the parent must make the request in person in the main office and present a picture ID. If parent cannot come in person, he/she must contact the attendance office before the student may sign out, if prior arrangements have not been made with the attendance office.

**EXCUSED SIGN-OUTS INCLUDE THE FOLLOWING:**

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

**UNEXCUSED SIGN-OUTS INCLUDE THE FOLLOWING:**

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

## **PARKING/ DRIVING PRIVELEGE**

**Driving a personal vehicle to school is a privilege, not a right.** Due to a limited number of parking spaces, passes will be offered to a limited number of students. Parking passes will cost \$40 per year and will allow a student to park in a defined space in the student parking lot. Eligibility for a parking pass will be determined in the following manner:

ONLY SENIORS AND JUNIORS are eligible to apply for a parking space. Applications require that a student have a valid Florida Driver's license and a vehicle which they will drive the school.

In order to be eligible students must submit a completed application during the registration window that will be announced. Any parking spaces left unassigned after eligible applications have been scored and assigned spaces will be awarded on a lottery basis for any student who completes a second chance application and has a vehicle and a valid Florida drivers license. Students are responsible for updating their vehicle records as needed throughout the year.

Students may ONLY park in their assigned space. Students who park in another student's space, a handicapped space, a visitor's space, teacher spaces, along a curb, on sidewalks, along either side of Wrenn Street or on any non-paved surface **risk fines and/or having their vehicle towed at their expense. Students' parking spaces that remain empty for 4 days or longer without notification or explanation to the administration, of absence, may forfeit their parking space, parking fee, and the space will be reassigned.**

Each student who parks a vehicle on school property is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle. No student shall loiter in or around the parking areas.

Students shall not occupy cars during class hours, between classes, or before or after school except as they arrive and leave for the school day and travel to and from approved programs at other locations.

The principal shall cooperate with law enforcement officers. A student who receives a citation for a traffic violation while traveling to or from school, or who is known to be operating a vehicle in such a manner as to endanger the student's own safety or that of others, may be directed by the principal not to drive a vehicle to school. Any student violating such directive shall be subject to suspension or expulsion from school.

Students that are found selling, giving or purchasing parking stickers to/for underclassmen will lose their parking privileges for the remainder of the year.

Coral Shores High School and Monroe County School District cannot assume any responsibility for any vehicle or its contents.

**Parking privileges are subject to review of the school administration. Students who receive repeated administrative interventions for rule violations risk the loss of their parking privilege. Excessive attendance issues will result in parking being revoked.**

## FLORIDA DRIVER'S LICENSE LAW FOR STUDENTS

In 1997 the Florida Legislature began requiring schools to report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and social security number of minors who accumulate 15 unexcused absences in a period of 90 calendar days, which is a "rolling" number, thus making the student ineligible for driving privileges. The legislation further provides that those minors who fail to satisfy attendance requirements shall be ineligible for driving privileges. If the minor does not have a license, he or she shall not be issued one upon application. The process of reinstatement is available in the office of the assistant principal for student affairs. Persons ages fourteen until their eighteenth birthday cannot get or keep their driver's privilege or license unless they are in school, have successfully completed school, earned their GED certificate, or have a hardship waiver. A student who has had their license suspended due to unexcused absences can apply for reinstatement once they have attended school for 30 consecutive days without an unexcused absence and have completed the necessary paperwork through the Office of Student Affairs. Reinstatement is delayed a day for each excused absence during that 30 day period. All first-time applicants for a Florida Driver's License must complete a traffic law and substance abuse course as described in Section Florida Statutes 322 .095. Students who were issued an operators or restricted driver's license before January 1, 1990, are exempt from this requirement. This course includes instruction on the physiological and psychological consequences of the abuse of alcohol and other drugs, the societal and economic costs of alcohol and drug abuse, the effects of alcohol and drug abuse on the driver of a motor vehicle, and the laws of Florida relating to the operation of a motor vehicle. A student may fulfill the course requirement by enrolling and completing a secondary driver education course or by enrolling and completing the course offered through a certified Driving Under the Influence (DUI) school. Upon successful completion of the Drug/Alcohol Traffic Safety Education (D.A.T.E) requirement, the student shall receive the necessary verification to present to the Department of Highway Safety and Motor Vehicles.

## CAMPUS DEFINED

Coral Shores High School includes all buildings, land, and paved or landscaped areas on or adjacent to the school. These areas fall under the eminent domain of the school and as such are subject to search by the school officials upon request.

- **Parking Areas:** Parking areas are for the singular purpose of parking of cars for students and staff who drive to school. Violation of any of the following rules may lead to administrative action and/or the loss of parking/driving privilege.
  - For the purpose of the security of those vehicles students are not permitted to loiter, assemble, or travel to the parking areas during the school day (7:35- 2:30)
  - Students **may not** use their vehicle as a locker.
  - Students eligible for off campus lunch may not remain in the parking lot during their lunch period.
  - Loud radios, stereos, or other equipment which create a disturbance are not permitted in the parking areas.
  - Driving recklessly in parking areas or on school grounds is prohibited and will be reported to the Sheriff's Office.
  
- **Lunch areas:** Students who remain on campus for lunch may eat either in the cafeteria, the adjacent patio area, or in the courtyard. Students may also access the media center, courtyard, downstairs restrooms or main office to conduct business during lunch. While the campus allows freedom for students to socialize certain areas are "off limits" during the lunch period. Students

violating any of the following will be considered “off limits” and will be subject to disciplinary action as outlined in the Code of Conduct section of the handbook.

- Students staying on campus may not travel to any parking lot during lunch for any reason. Students should not be found on the Wrenn Street side of the media center for any reason.
- Students may not be on any of the athletic/P.E. fields during lunch.
- Students may not be on the second floor during their assigned lunch without a lunch time pass issued by a teacher for make-up work/tutoring.
- **It is expected that students eating lunch on campus will be responsible for any trash in the area in which they eat.**

## **HALL PASSES**

No student is allowed out of class without an official Coral Shores High School pass. The information required on the pass must be filled out completely by the student prior to leaving the classroom. Students found in areas not indicated by the pass will be considered “off limits” and will be subject to administrative action as indicated in the Code of Conduct. The following passes are allowable at the discretion of the classroom teacher:

- Restroom/Locker/Official School Business: Official Coral Shores pass ONE STUDENT ONLY.
- Media Center Pass: Up to three students at the discretion of the Media Center Specialist and the classroom teacher.
- Computer Lab: At the discretion of the Lab Manager and the classroom teacher.
- Lunch-time Assistance: At the sole discretion of the teacher for students to receive assistance during their lunch period. ONE STUDENT ONLY.

## **Bring Your Own Device (BYOD) Policy**

Possession of a cellular telephone or other electronic device, (e.g., laser pointers and attachments, paging devices/beepers, personal digital assistants (PDAs), ipods, MP3 players, and other devices designed to receive and send an electronic signal) by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this guideline or otherwise engages in misuse of this privilege.

- Students will have their phones turned off and silenced in the classroom pocket and only use them for academic purposes only with the teacher’s permission and supervision.
- Students may use school phones to contact parents/guardians during the school day with permission of the teacher/Principal.
- The use of cell phones and headphones/earbuds are permitted between the passing of classes and lunch time in designated areas.
- Students need to keep one ear open when using headphones/earbuds between classes or at lunch. Having headphones/earbuds in both ears is a possible safety concern since students are not able to hear students and staff around them or any safety announcement. They may not wear any type of BEATS or complete ear covered headphones on the open campus.
- Coral Shores High School is not responsible for loss or damage to any electronic or personal devices that are brought on campus
- Cell phones and ALL electronic devices must be turned off during any evacuations (fire alarm, bomb threat, etc.).
- Students are prohibited from uploading photos, videos, or any electronic message/image that contains any violation to school rules and policies, local, state, or federal laws.

Students who violate these rules will have the items in question confiscated by the teacher/administration. Violations of these policies will be deemed to be willful disobedience as outlined in the student Code of Conduct.

Confiscated devices must be picked up by parents after 2:45 PM; they will not be released to students.

## **LOCKERS**

Hall lockers are available for students to rent for a fee of \$5.00 through the Student Government Association. Lockers are the property of the District School Board of Monroe County and the board reserves the right to search, remove contents, and repossess a locker. The school assumes no responsibility for lost or stolen property. For health reasons a periodic check of lockers is conducted. To minimize problems regarding lockers students should abide by the following:

- Memorize your locker combination and keep a copy of the combination in a safe place.
- Keep your locker LOCKED!
- Students are responsible for cleaning their locker at the end of the school year or upon withdrawal from Coral Shores High School. A \$10.00 cleaning fee will be assessed as a student obligation if the locker must be emptied by school personnel.

Physical Education lockers are available from the Physical Education Department for a rental fee of \$5.00. All conditions which apply to hall lockers apply also to lockers rented through the Physical Education Department.

## **OBLIGATIONS**

Obligations include but are not limited to: lost textbooks, textbook fines, athletic participation fees, athletic uniforms and media center fines. Students are encouraged to settle all financial/material obligations as they occur. Students with outstanding obligations will not be allowed to participate in any school activities (extra curricular activities, interscholastic athletics, etc.) until the obligation situation is resolved.

## **COMPUTER NETWORK/ INTERNET USE**

Coral Shores High School provides a sophisticated technology infrastructure designed to support teaching and learning. This technology includes classroom computers, computer labs, and computer access in the CCAPS office and the Media Center. The use of the district network and the internet is a privilege and is governed by the Monroe County School District Acceptable Use Policy (AUP) which all students must complete prior to being granted access to the network or to the internet. By signing the AUP students agree to be bound by its conditions. Students who violate the AUP risk the loss of their network privileges. Repeated offenses will be treated as willful disobedience as outlined in the student code of Conduct. Misuse of the school network includes but is not limited to the following:

- Signing on to the network using someone else's user ID or sharing user ID and password with another student
- Sending inappropriate messages to other users of the school network
- Any use of the network or Internet that does not support the instructional curriculum

The use of the computer technology and the Internet is an integral part of many courses offered at Coral Shores. Therefore it is vital that students protect their individual right to access the network by following the guidelines of the Acceptable Use Policy.

## SENIOR/JUNIOR OFF CAMPUS LUNCH

In order to be eligible for the off-campus lunch privilege a student must be of "senior" or "junior" standing as defined by the Monroe County Pupil Progression Plan for Coral Shores High School. Only seniors and juniors who have met the established academic, attendance, and behavioral requirements outlined here will be eligible to participate in the off-campus lunch program/privilege. The privilege may be revoked at any time subject to the guidelines provided.

### Academics:

- a) Juniors and Seniors must have and maintain a 2.0 overall GPA
- b) GPA requirements will be revisited at the end of each marking period.

### Attendance:

- a) Students may not be absent from school more than four (4) days in any nine-week grading period or have more than two (2) unexcused tardies to any one class to maintain this privilege.
- b) Unacceptable attendance may result in loss of off-campus privileges.
- c) Students may have no more than one (1) tardy to the class following off-campus lunch during a given nine-week grading period. A second tardy will result in the loss of this privilege for the remainder of the grading period.
- d) Students who leave campus for lunch and cannot return because of illness, etc. must have a parent/guardian immediately contact the attendance office and inform them of the reason they cannot return. Failure to follow this rule will cause the loss of this privilege.
- e) Attendance requirements will be updated on a weekly basis.

### Behavior:

- a) To maintain the off-campus lunch privilege, students must not have any Saturday School, In-School Suspensions (ISS), Out-of-School Suspensions (OSS) or Administrative detentions. Assignment to Saturday School, ISS, OSS, or classroom detention will result in the loss of the privilege for the remainder of the nine-week grading period and possibly the next nine-week grading period. Disciplinary issues
- b) Any student who violates the sign in/sign out procedure or is found to have left campus without permission will lose their off campus lunch privilege for the remainder of the current semester.
- c) Any reports back to the school from off-campus establishments regarding inappropriate behavior while off campus for lunch will result in the loss of this privilege.
- d) Students may not provide transportation for nor encourage anyone not eligible to participate in the off-campus lunch program. Students should not travel with students participating in an off-campus internship program. Any student who violates this rule (either driver or passenger) will lose this privilege.
- e) **No food may be brought back to campus.**
- f) Students must **individually** present their "off-campus lunch" identification card daily before leaving campus at the designated location and must **individually** present the same upon returning to campus. Failure to do so will result in the loss of this privilege.
- g) The parent of the student applying for off-campus lunch privileges must sign the authorization form and have it notarized.
- h) Students must park on campus and have a parking decal in order to leave for off campus lunch. (Parking off campus is not permitted.)

## **SCHOOL ACTIVITIES**

Coral Shores High School offers a wide array of activities for students to participate in outside of the classrooms.

**Visit Coral Shores High School Web site at:**

<http://csh.keysschools.schoolfusion.us/modules/cms/pages.phtml?pageid=165860&sessionid=cb293ee216fe630e57400c68248406b6>

for a complete listing of all Clubs and Activities and Organizations

Students are encouraged to participate in as many offerings as they choose; however, the primary mission of Coral Shores High School is to provide a quality education. Therefore student participation in extracurricular activities is contingent upon students meeting their obligations inside and outside the classroom. These obligations include but are not limited to the following:

- **Academics:** Students must maintain an unweighted GPA of 2.0 or above on a 4.0 scale, or its equivalent, in the previous semester or a cumulative grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required by s. 1003.43(1) of Florida Statute. Students must 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. 1003.43(1) during his or her junior or senior year.
- **Attendance:** Students with excessive absences/tardies may forfeit their opportunity to participate in athletics/activities as subject to the review of the administration and individual directors.
- **Behavior:** Students with repeated violations of the student Code of Conduct may forfeit their opportunity to participate in athletics/activities subject to the review of the administration and individual directors.
- **Financial Obligations:** Students must be free of financial obligations to the school in order to participate in extra-curricular activities.

Additional requirements for student participation interscholastic extracurricular activities (athletics) can be found in Florida Statute s.1006.15. Students are urged to contact the Athletic Department, Guidance Department, or Administration if they have any questions.

## **WITHDRAWALS FROM SCHOOL**

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

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



## STUDENT WITHDRAWALS

### PRIOR TO THE LAST TWO WEEKS OF THE SEMESTER

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

### DURING THE LAST TWO WEEKS OF THE SEMESTER

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

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

## PATRIOTISM

### **HB 7029: Section 39 Pledge of Allegiance Section 39 of this bill amends section 1003.44, Florida Statutes, Patriotic programs**

**1003.44 Patriotic programs; rules.—** (1) Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. **Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s.1006.07(2)** that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, **including standing and placing the right hand over his or her heart.** When the pledge is given, **unexcused students** must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch. 77-435, s. 7, approved June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch. 77-806, 56 Stat. 1074, approved December 22, 1942.

### **Summary: HB 7029: Section 39 Pledge of Allegiance Section 39 of this bill amends section 1003.44, Florida Statutes, Patriotic programs (effective July 1, 2016).**

- Students must be informed of their right to not participate in the reciting of the pledge of allegiance by written notice in the student handbook or a similar publication.
- Students must be excused from standing and placing their right hand over their heart upon written request by their parent.

## STUDENT RECORDS

## **PUBLIC NOTICE**

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

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

### **PARENTS, GUARDIANS OR ELIGIBLE STUDENTS HAVE THE RIGHT TO:**

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

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

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

### **PARENTS, GUARDIANS OR ELIGIBLE STUDENTS HAVE THE RESPONSIBILITY TO:**

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

## **ACCESS TO STUDENT RECORDS**

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

A release of information without parent or student (over the age of 18) consent can be made to school officials with a legitimate educational interest. A school official is considered to have a legitimate educational interest if the official needs to review a student record in order to fulfill his or her professional

responsibility. A school official is a person employed by the district, such as an administrator, supervisor, teacher or support staff (including health and medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a certain task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student on an official committee, such as disciplinary or grievance committee; or another school official performing his or her professional responsibility.

## **WHAT ARE THE RIGHTS OF A PARENT?**

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

- request in writing to inspect and review all education records. The request will be granted within a reasonable period of time, not to exceed thirty days. This inspection and review of records shall be held in the presence of an official of the school system.
- a response to reasonable requests for explanations and interpretations of the records.
- obtain copies of the education records of a student. The schedule of fees for copies is on file with each principal. No fee for copying may be charged to any parent if it would effectively prevent that parent from exercising his or her right to inspect and review the records.
- request in writing an informal conference with the principal for the purpose of amending any record believed to contain information that is inaccurate, misleading or violating the privacy or the rights of the student.

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

## **TRANSCRIPTS**

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

## **TEXTBOOKS**

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

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

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

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

## **STUDENT FEES, FINES, AND CHARGES**

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

### **FEES**

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

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

### **FINES**

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

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

## **SCHOOL VISITORS**

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

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

## **TRESPASSERS**

### **ANY PERSON WILL BE CONSIDERED TRESPASSING WHO:**

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

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

## **EXTRA CURRICULAR PROGRAM**

### **STUDENT ACTIVITIES**

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

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

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

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

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

#### **STUDENTS HAVE THE RESPONSIBILITIES TO:**

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

#### **SUSPENSION FROM PARTICIPATION IN EVENTS**

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

#### **STUDENT HAZING**

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

Hazing is defined as performing any act or coercing another, including the victim, to perform any act that causes or creates a substantial risk of causing mental or physical harm. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating State or Federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical

health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

## **STUDENT PUBLICATIONS**

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

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

## **SALES AND ADVERTISING**

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

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

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

- refrain from advertising and selling any items or products for outside agencies;
- refrain from advertising and selling any products that are obscene and/or disruptive to class procedures as well as those items that have not been approved by proper school authorities;
- get approval from the proper school authorities on the time and place for making all sales and advertisements;
- adhere to school board policy regarding sales and advertising.

## **BUS/TRANSPORTATION AND SAFETY**

### **GENERAL:**

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

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

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

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

**STUDENTS HAVE THE RIGHT TO:**

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

**STUDENTS HAVE THE RESPONSIBILITY TO:**

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

**PARENTS HAVE THE RESPONSIBILITY TO:**

- ensure the student is at the bus stop and ready to board the bus at least ten minutes prior to the scheduled bus arrival time;
- wait for a bus that may be late due to traffic and other conditions;
- walk with their children to and from bus stops;
- their children's safety, well-being and conduct on the way to and from the bus stops and while at bus stops;



- ensure that their students walk on the shoulder of the road (on sidewalks, where available) away from traffic and facing the traffic;
- ensure the conduct of their children is appropriate while riding the bus;
- cooperate with school personnel regarding the effective and safe transport of their children;
- contact the school or the Transportation Department when they observe unsafe conditions;
- refrain from boarding school buses or attempting to conference with the bus driver at school bus stops.

#### **BUS DRIVERS HAVE THE RESPONSIBILITY TO:**

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

#### **BUS/TRANSPORTATION OF STUDENTS WITH SPECIAL NEEDS**

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

#### **TRANSPORTATION SAFETY**

##### **PARENTS HAVE THE RESPONSIBILITY TO:**

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

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

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

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

For more information, visit the Transportation Department web site [Keysschools.com](http://Keysschools.com)

#### **HEALTH AND MEDICATION**

## **STUDENT USE OF MEDICATIONS**

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

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

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

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

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

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

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

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

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

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

## **EPINEPHRINE USE**

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

## **HEALTH SERVICES**

### **COMMUNICABLE DISEASE**

Students with symptoms indicating the possible presence of a communicable disease shall be isolated from other students. The parent or guardian shall be contacted and asked to take the student home. The student shall be readmitted with a written statement from a licensed physician and/or when in the principal's or designee's judgment, the student meets the criteria for readmission. A student must be fever free for 24 hours without taking temperature reducing medications (per CDC guidelines). Students with Religious Exemptions, per Florida Department of Health guidelines, may be excluded from school in the event of an outbreak.

### **NO NIT POLICY**

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

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

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

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

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

**PARENTS HAVE THE RIGHT TO:**

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

**ASSEMBLY AND ASSOCIATION:**

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

- conduct themselves in a manner that is representative of the school and the organization of which they are members.

## **WEAPONS**

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

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

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

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

## **MEAL PAY PLUS**

**Meal Pay Plus** is an option to manage your child's cafeteria meal account through an online system. No more worrying about having cash for meals, lost or stolen lunch money. This service is convenient, easy and secure. Please visit <https://www2.mypaymentsplus.com/welcome> to create and maintain your account.

You can also visit the Food Service Department webpage at [Operations & Planning / Food and Nutrition Services](#) for other information regarding meals.

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

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

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

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

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

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

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

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

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

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

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

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

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

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