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Mission Statement and Guiding Principles

Putnam County School District Mission

We will Inspire Every Student to Think, to Learn, to Achieve, to Care and to become a Successful and Responsible Citizen

Putnam County School District’s Guiding Principles are anchored in success and set in place to support our students, teachers and administration to navigate through social, emotional and educational challenges.

High Expectations for Student Achievement We are committed to high expectations, challenging curriculum and reflective practices that recognize student learning styles, culture, and life circumstances.

Accountability & Continuous Improvement All students, teachers and leaders must contribute to and be held accountable for continuous improvement that promotes excellence, including 21st century work skills, college readiness and responsible citizenship.

Focus on Students and Families The needs and welfare of the students and their families matter to our district.

Character Education We teach and exemplify positive character traits, including kindness, honesty, respect and a strong work ethic.

Community We honor our community by working as a team to ensure the educational success of all students.

Safety We provide a safe and caring environment for learning.

Sustainability We sustain high quality staff and programs to ensure the long term success of our students and district.

Leadership We are a district where leaders in education are nurtured and grown.
District Office and School Phone Directory

Contact us by email

email: info@my.putnamschools.org

Please include a subject and the name of the person or department you are trying to reach by email.

To make a public record request please
email: publicrecords@my.putnamschools.org

If you do not want your email address released in response to a public record's request do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

<table>
<thead>
<tr>
<th>Superintendent</th>
<th>School Board Member District I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Surrency</td>
<td>Holly Pickens</td>
</tr>
<tr>
<td>200 Reid Street</td>
<td>107 Driftwood Lane</td>
</tr>
<tr>
<td>Palatka, Florida 32177</td>
<td>Georgetown, FL 32189</td>
</tr>
<tr>
<td>386-329-0602</td>
<td>386-937-1060</td>
</tr>
<tr>
<td><a href="mailto:rsurrency@my.putnamschools.org">rsurrency@my.putnamschools.org</a></td>
<td><a href="mailto:hpickens@my.putnamschools.org">hpickens@my.putnamschools.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Board Member District II</th>
<th>School Board Member District III</th>
</tr>
</thead>
<tbody>
<tr>
<td>David M. Buckles</td>
<td>Sandra Gilyard</td>
</tr>
<tr>
<td>650 Cedar Creek Road</td>
<td>PO Box 465</td>
</tr>
<tr>
<td>Palatka, Florida 32177</td>
<td>San Mateo, FL 32187</td>
</tr>
<tr>
<td>386-937-2619</td>
<td>386-325-2469</td>
</tr>
<tr>
<td><a href="mailto:dbuckles@my.putnamschools.org">dbuckles@my.putnamschools.org</a></td>
<td>386-336-2876</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sgilyard@my.putnamschools.org">sgilyard@my.putnamschools.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Board Member District IV</th>
<th>School Board Member District IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bud McInnis</td>
<td>Jane Crawford</td>
</tr>
<tr>
<td>100 Crestwood Drive</td>
<td>105 Roberts Ct.</td>
</tr>
<tr>
<td>Interlachen, FL 32148</td>
<td>Palatka, FL 32177</td>
</tr>
<tr>
<td>386-684-2663</td>
<td>386-325-0135</td>
</tr>
<tr>
<td><a href="mailto:bmcinnis@my.putnamschools.org">bmcinnis@my.putnamschools.org</a></td>
<td><a href="mailto:jcrawford@my.putnamschools.org">jcrawford@my.putnamschools.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Director of Student Services</th>
<th>Director of School Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randy Hedstrom</td>
<td>Travis Weaver</td>
</tr>
<tr>
<td>200 Reid Street</td>
<td>200 Reid Street</td>
</tr>
<tr>
<td>Palatka, Florida 32177</td>
<td>Palatka, Florida 32177</td>
</tr>
<tr>
<td>386-329-0538</td>
<td>386-329-0538</td>
</tr>
<tr>
<td><a href="mailto:rhedstrom@my.putnamschools.org">rhedstrom@my.putnamschools.org</a></td>
<td><a href="mailto:tweaver@my.putnamschools.org">tweaver@my.putnamschools.org</a></td>
</tr>
</tbody>
</table>
## Elementary Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Grades</th>
<th>Principal</th>
<th>Assistant Principal</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Administrative #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browning-Pearce Elementary School</td>
<td>K - 5</td>
<td>Beth Nelson</td>
<td>Cindy Bellamy</td>
<td>100 Bear Boulevard, San Mateo, FL 32187</td>
<td>386-329-0557</td>
<td>386-329-0623</td>
<td>0211</td>
</tr>
<tr>
<td>Children's Reading Center Charter School</td>
<td>K-5</td>
<td>Jacqueline England</td>
<td>John Thompson</td>
<td>7901 St. Johns Avenue, Palatka, FL 32177</td>
<td>386-328-9990</td>
<td>386-328-2747</td>
<td>0051</td>
</tr>
<tr>
<td>E. H. Miller School</td>
<td>K - 12</td>
<td>Tracy Taylor</td>
<td>John Thompson</td>
<td>156 Horseman Club Road, Palatka, FL 32177</td>
<td>386-329-0595</td>
<td>386-329-0601</td>
<td>0321</td>
</tr>
<tr>
<td>Interlachen Elementary School</td>
<td>K - 5</td>
<td>Ted Haengel</td>
<td>Kim Baggs</td>
<td>251 South State Road 315, Interlachen, FL 32148</td>
<td>386-684-2130</td>
<td>386-684-3909</td>
<td>0201</td>
</tr>
<tr>
<td>James A. Long Elementary School</td>
<td>K - 5</td>
<td>Mary Hedstrom</td>
<td>Tina Gilyard</td>
<td>1400 Old Jacksonville Highway, Palatka, FL 32177</td>
<td>386-329-0575</td>
<td>386-329-0675</td>
<td>0151</td>
</tr>
<tr>
<td>Kelley Smith Elementary School</td>
<td>K - 5</td>
<td>Michael Tucker</td>
<td>Cathy Oyster</td>
<td>141 Kelley Smith School Road, Palatka, FL 32177</td>
<td>386-329-0568</td>
<td>386-329-0629</td>
<td>0101</td>
</tr>
<tr>
<td>Mellon Elementary School</td>
<td>K - 5</td>
<td>Libby Weaver</td>
<td>Belinda Taylor</td>
<td>301 Mellon Road, Palatka, FL 32177</td>
<td>386-329-0593</td>
<td>386-329-0594</td>
<td>0091</td>
</tr>
<tr>
<td>Melrose Elementary School</td>
<td>K - 5</td>
<td>Leah Lundy</td>
<td>Terri O’Quinn</td>
<td>401 State Road 26, Melrose, FL 32666</td>
<td>352-475-2060</td>
<td>352-475-1049</td>
<td>0121</td>
</tr>
<tr>
<td>Moseley Elementary School</td>
<td>K-5</td>
<td>Sarajeann McDaniel</td>
<td>Brandon Benford</td>
<td>1100 Husson Avenue, Palatka, FL 32177</td>
<td>386-329-0562</td>
<td>386-329-0563</td>
<td>0351</td>
</tr>
<tr>
<td>Ochwilla Elementary School</td>
<td>K-5</td>
<td>Beth Leary</td>
<td>Sharice Williams</td>
<td>299 North State Road 21, Hawthorne, FL 32640</td>
<td>352-481-0204</td>
<td>352-481-5541</td>
<td>0341</td>
</tr>
</tbody>
</table>

## Middle Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Grades</th>
<th>Principal</th>
<th>Assistant Principal</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Administrative #</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.H. Price Middle School</td>
<td>6-8</td>
<td>Mechele Higginbotham</td>
<td>Joni Burnett</td>
<td>140 North State Road 315, Interlachen, FL 32148</td>
<td>386-684-2113</td>
<td>386-684-3908</td>
<td>0113</td>
</tr>
<tr>
<td>C.L.Overturf, Jr.6th Grade Center</td>
<td>6 Only</td>
<td>Mary Wood</td>
<td>Tiffany Scranton</td>
<td>1100 South 18th Street, Palatka, FL 32177</td>
<td>386-329-0569</td>
<td>386-329-0670</td>
<td>0041</td>
</tr>
<tr>
<td>Jenkins Middle School</td>
<td>7-8</td>
<td>Diana Drew</td>
<td>Christon Lee</td>
<td>1100 North 19th Street, Palatka, FL 32177</td>
<td>386-329-0588</td>
<td>386-329-0636</td>
<td>0171</td>
</tr>
</tbody>
</table>

PCSD Student Code of Conduct

www.Putnamschools.org
<table>
<thead>
<tr>
<th>School Name</th>
<th>Grades</th>
<th>Principal</th>
<th>Assistant Principal</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Administrative #</th>
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<tbody>
<tr>
<td><strong>Middle Schools Continued</strong></td>
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</tr>
<tr>
<td>Miller Middle School</td>
<td>Grades 6-8</td>
<td>Tim Adams, Principal</td>
<td>Paula Adams, Assistant Principal</td>
<td>101 South Prospect Street, Crescent City, FL 32112</td>
<td>Phone 386-698-1360</td>
<td>Fax 386-698-1973</td>
<td>0231</td>
</tr>
<tr>
<td>E.H. Miller School</td>
<td>Grades Pre School-12</td>
<td>Tracy Taylor, Principal</td>
<td>John Thompson, Assistant Principal</td>
<td>Route 7 Box 500, 156 Horseman Club Road, Palatka, FL 32177</td>
<td>Phone 386-329-0595</td>
<td>Fax 386-329-0601</td>
<td>0321</td>
</tr>
<tr>
<td>Putnam Academy of Arts and Sciences</td>
<td>A Tuition Free Public Charter School Grades 6, 7 and 8</td>
<td>Curtis Ellis, Director</td>
<td>301 South Palm Avenue, Palatka, FL 32177</td>
<td>Phone 386-326-4212</td>
<td>Fax 386-326-6235</td>
<td>0061</td>
<td></td>
</tr>
<tr>
<td>Q.I. Roberts Jr.- Sr. High School</td>
<td>Cambridge Advanced Studies Grades 7-12</td>
<td>Joe Theobold, Principal</td>
<td>Tammie Driggers, Assistant Principal</td>
<td>901 State Road 100, Florahome, FL 32140</td>
<td>Phone 386-659-1737</td>
<td>Fax 386-659-1986</td>
<td>0125</td>
</tr>
<tr>
<td>High Schools</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Crescent High School</td>
<td>Grades 9-12</td>
<td>John Shelby, Principal</td>
<td>Beverly Perry, Assistant Principal</td>
<td>Route 3 Box 145, 2201 South Highway 17, Crescent City, FL 32112</td>
<td>Phone 386-698-1629</td>
<td>Fax 386-698-3073</td>
<td>0261</td>
</tr>
<tr>
<td>Interlachen High School</td>
<td>Grades 9-12</td>
<td>Bryan Helms, Principal</td>
<td>Joy Eubanks, Assistant Principal</td>
<td>126 North State Road 315, Interlachen, FL 32148</td>
<td>Phone 386-684-2116</td>
<td>Fax 386-684-3915</td>
<td>0112</td>
</tr>
<tr>
<td>Palatka High School</td>
<td>Grades 9-12</td>
<td>J.T. Stout, Principal</td>
<td>Lamar Purifoy, Assistant Principal</td>
<td>302 Mellon Road, Palatka, FL 32177</td>
<td>Phone 386-329-0577</td>
<td>Fax 386-329-0624</td>
<td>0301</td>
</tr>
<tr>
<td>Q.I. Roberts Jr-Sr High School</td>
<td>Cambridge Advanced Studies Grades 7-12</td>
<td>Joseph Theobold, Principal</td>
<td>Tammie Driggers, Assistant Principal</td>
<td>901 State Road 100, Florahome, FL 32140</td>
<td>Phone 386-659-1737</td>
<td>Fax 386-659-1986</td>
<td>0125</td>
</tr>
<tr>
<td>Putnam Edge High School</td>
<td>A Tuition Free Public Charter School A New Tech Network Model School Grade 9-12 Grade Emmanuel Swift, Principal</td>
<td>200 S 7th St, Palatka, FL 32177</td>
<td>Mailing address: P.O. Box 1258, Palatka, Florida 32178</td>
<td>Phone 386-385-7292</td>
<td>Administrative #0071</td>
<td></td>
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</tr>
<tr>
<td>Other Schools</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>E.H. Miller School</td>
<td>Grades Pre School-12</td>
<td>Tracy Taylor, Principal</td>
<td>John Thompson, Assistant Principal</td>
<td>Route 7 Box 500, 156 Horseman Club Road, Palatka, FL 32177</td>
<td>Phone 386-329-0595</td>
<td>Fax 386-329-0601</td>
<td></td>
</tr>
</tbody>
</table>
**Principles of the Student Code of Conduct**

Keeping the Putnam County School District in mind, the Student Code of Conduct was developed to help parents, students, faculty and staff better understand the guiding principles for maintaining a safe and well-ordered learning environment.

All students in pre-kindergarten through twelfth grade are expected to conduct themselves in a manner that will contribute to the best interest of the school system and not infringe upon the rights of others at all times.

The rules set forth in this guide shall apply to all students during the time they are attending school including students attending off campus educational facilities including but not limited to vocational centers or dual-enrollment programs. Also during the time they are being transported to and from school on school board transportation, during the time they are participating in school-sponsored activities or events off school campus, and during the time they are on any school premises owned by the Putnam County School District.

This Student Code of Conduct is a guide to minimum expected behaviors across the school district and is not to be considered all-inclusive. School administrators, principals, teachers, and staff may impose additional and/or more stringent rules that apply to individual schools, campuses, or classrooms.

While students may be disciplined for infractions as provided in the Student Code of Conduct, there may also be law enforcement consequences for acts of misconduct that violate the Florida and Federal law.

The Student Code of Conduct is based upon the school board’s rules governing students’ conduct and discipline. It includes:

- Rules of conduct
- Specific grounds for disciplinary action
- Procedures to be followed in disciplinary actions
- Levels of interventions and supports provided to students as disciplinary infractions progress
- An explanation of the rights and responsibilities of students
Use of **FORTIFY FL**: It is not always possible to predict behavior that will lead to violence. However, parents, and sometimes students can recognize certain early warning signs. In some situations and for some youth, different combinations of events, behaviors, and emotions may lead to aggressive rage or violent behavior toward self or others. A good rule of thumb is to assume that these warning signs, especially when they are presented in combination, indicate a need for further analysis to determine an appropriate intervention.

**EARLY WARNING SIGNS**

<table>
<thead>
<tr>
<th>Social Withdrawal</th>
<th>Physical fighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excessive feelings of isolation</td>
<td>Destruction of property</td>
</tr>
<tr>
<td>Excessive feelings of rejection reasons</td>
<td>Rage for seemingly minor reasons</td>
</tr>
<tr>
<td>Being a victim of violence</td>
<td>Detailed threats of violence</td>
</tr>
<tr>
<td>Feelings of being picked on weapons</td>
<td>Possession or use of weapons</td>
</tr>
<tr>
<td>Poor academic performance</td>
<td>Self-injurious behaviors</td>
</tr>
<tr>
<td>Expression of violence</td>
<td>Self-harm ideations</td>
</tr>
</tbody>
</table>

Source: "Early Warning Timely Response: A Guide to Safe Schools" developed by the Department of Education and the Department of Justice, 1998

If you observe multiple warning signs or signals, or even one definitive threat, please take it seriously and act immediately. Talk to law enforcement, school officials or a mental health professional. In the event of an emergency, immediately call 911. Though we can’t list every possible warning sign, these provide the most common indications:

<table>
<thead>
<tr>
<th>Warning Signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Being over aggressive and/or lacking self-control</td>
</tr>
<tr>
<td>Lack of coping, anger management and/or conflict resolutions skills</td>
</tr>
<tr>
<td>Making overt threats of violence, in pictures, videos, spoken or written word</td>
</tr>
<tr>
<td>Committing juvenile/multiple offenses, especially if at a young age (&lt;10)</td>
</tr>
<tr>
<td>Patterns of impulsive behavior and/or chronic hitting</td>
</tr>
<tr>
<td>Regularly using intimidation or bullying behaviors</td>
</tr>
<tr>
<td>Chronic social isolation</td>
</tr>
<tr>
<td>Victim of constant social rejection or marginalization</td>
</tr>
<tr>
<td>Sudden increase in withdrawing from other people and activities</td>
</tr>
<tr>
<td>Blaming others for own failures</td>
</tr>
<tr>
<td>Bringing a weapon into school</td>
</tr>
<tr>
<td>Bragging about an upcoming attack</td>
</tr>
<tr>
<td>Recruiting a friend to join an attack</td>
</tr>
<tr>
<td>Warning a friend to stay away from school or an event</td>
</tr>
<tr>
<td>Mental illness and/or behavioral shifts</td>
</tr>
<tr>
<td>Diagnosed or undiagnosed mental illness</td>
</tr>
<tr>
<td>Major change in eating or sleeping habits</td>
</tr>
<tr>
<td>Drop in quality of school work, extracurricular activities</td>
</tr>
<tr>
<td>Homicidal ideation</td>
</tr>
<tr>
<td>Significant personality change</td>
</tr>
<tr>
<td>Dramatic changes in physical appearance</td>
</tr>
<tr>
<td>Suffered from adverse childhood experiences (trauma)</td>
</tr>
<tr>
<td>Talking about or making plans for suicide</td>
</tr>
<tr>
<td>Expressing hopelessness about the future</td>
</tr>
<tr>
<td>Displaying severe/overwhelming emotional pain or distress</td>
</tr>
<tr>
<td>Withdrawal from or changing in social connections/situation</td>
</tr>
<tr>
<td>Changes in sleep (increased or decreased)</td>
</tr>
<tr>
<td>Anger or hostility that seems out of character or out of context</td>
</tr>
<tr>
<td>Recent increased agitation or irritability</td>
</tr>
<tr>
<td>Negative role models or peer groups</td>
</tr>
<tr>
<td>Dishonesty, antisocial beliefs and hostility toward law enforcement</td>
</tr>
<tr>
<td>Lack discipline – repeatedly fail to follow rules</td>
</tr>
<tr>
<td>Severe destruction of property</td>
</tr>
<tr>
<td>Intolerance for differences in others</td>
</tr>
<tr>
<td>A strong fascination or obsession with firearms</td>
</tr>
<tr>
<td>Excessive study of firearms and mass shootings</td>
</tr>
<tr>
<td>Exhibiting excessive over-reactions or aggressive behavior</td>
</tr>
<tr>
<td>Sudden change in academic performance</td>
</tr>
<tr>
<td>Experiencing bullying</td>
</tr>
<tr>
<td>Feelings of being picked on or persecuted</td>
</tr>
<tr>
<td>Extreme feelings of isolation or social withdrawal</td>
</tr>
<tr>
<td>Access to firearms, or bragging about access to firearms</td>
</tr>
<tr>
<td>Making overt threats of violence</td>
</tr>
</tbody>
</table>

*Adapted from Know the Signs, Sandy Hook Promise*
1. **INTERFERENCE AND DISRUPTION** - No student shall:
   a. Participate in any behavior that interferes with an orderly learning environment or process. Such examples include depriving or the intent to deprive others of use of the school, blocking a doorway or corridor of any school, or preventing attempting to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly.
   b. Prevent students from attending a class or school activity.
   c. Block normal pedestrian or vehicular traffic on the school campus or property adjacent to school grounds.
   d. Make noise or act in any other manner so as to interfere seriously with instruction of the class or any other school activity.
   e. Engage in a minor confrontation, argument, or squabble on school grounds.
   f. Refuse to identify himself/herself on request of school personnel.
   g. Encourage other students to violate any rule or school board policy.
   h. Engage in a major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation such as behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. (e.g., Bomb threat, inciting a riot, initiating a false fire alarm.)
   i. Intentionally instigate or promote conflict between their peers, including but not limited to social media.

2. **PROPERTY** - No student shall:
   a. Cause or attempt to cause damage to school property or property of another.
   b. Steal or attempt to steal school property or property of another.
      The District School Board may attempt to recover damages from the student destroying school property. Parent/guardians of any minor student under the age of eighteen (18) living with the parent/guardians may be liable for damages caused by said minor in an amount not in excess of Florida State Statutes or a Court Order.

3. **DISRESPECT** - No student shall:
   a. Behave by actions, language or attitude that shows discourtesy, rudeness, insult, disdain or dishonor towards another.
   b. Use any abusive, obscene or profane verbal or non-verbal messages that include swearing, name-calling or use of words, symbols, signs or actions in an inappropriate way. Inappropriate language towards staff can be deemed a higher incident level.

4. **VIOLENCE AND THREATS** - No student shall:
   a. Cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury.
   b. Make a threat to any District School Board employee, fellow student, or any other individual.
c. Make an intentional, unlawful threat by word or act to do violence to another, coupled with apparent ability to do so, and doing some act, which creates a well-founded fear in the other person that such violence is imminent.
d. Participate in an assault with the use of a weapon or with the intent to commit another felony.
e. Intentionally or knowingly cause great bodily harm, permanent disfigurement, or permanent disability to another, or commits battery against another with the use of a deadly weapon.
f. Use force or violence against another.
g. Make a threat to cause physical harm, by word or action, to another person with or without the use of a weapon.
h. Engage in fighting, where two or more persons mutually participate in use of force or physical violence.
i. Actually and intentionally strike another person against his/her will, or the intentional causing of bodily harm.
j. Make any statement, regardless of intent, in relation to the commission, planning, or threat of school violence or weapons on school grounds.

Any violation of this rule against any staff member may result in alternative placement, expulsion, and criminal prosecution.

Battery or assault against any school employee by a student is a Level 5 violation of the Code. If a student deliberately and knowingly uses force or violence against school personnel, the student will be suspended from school and the principal will recommend expulsion. Subject to Federal and State law, if a student is formally charged with a violation of F.S. 784.081, assault, aggravated assault, battery, or aggravated battery upon a school employee, the student will be removed from the classroom immediately and placed in an alternative school setting pending disposition of the case. If the student is found by the court to have committed a violation of F.S. 784.081 the student will be expelled or placed in an alternative school setting for a minimum period of one (1) year.

5. FALSE REPORTS - No student shall:
   a. Make any untrue serious statement about a district employee in an attempt to damage their professional reputation.
   b. Make any false or hoax report of a threatening or unsafe nature.

Any student who is determined to have made a false report, as defined by Florida State Statutes 790.162 and 790.163, respectively, will be expelled, with or without continuing educational services, from the student’s regular school for a period of not less than 1 full year, referred to mental health services identified by the school district pursuant to s. 1012.584(4), which may include outside agency referrals such as Stewart Marchman Behavioral Healthcare, 330 Kay Larkin Drive, Palatka, FL 32177, (386) 329-3780, and to be referred to the criminal justice or juvenile justice system. District school boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion.

A recommendation of expulsion or assignment to a second chance school may also be made for any student found to have intentionally made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff.
6. **DRUGS** - No student shall:
a. Possess, sell, use, transmit, or be under the influence of any controlled substance as referenced in Florida State Statutes, or substance containing alcohol or intoxicant of any kind, or tobacco products while on school property or while attending a school function.
b. Possess, sell, use, transmit, or be under the influence of any counterfeit controlled substance or any substance represented, intended or purported to be a controlled substance including but not limited to substances named or described in Florida State Statutes or substances represented or purported to be beverages containing alcohol or intoxicant of any kind.
c. Possess drug paraphernalia, which includes anything used or intended to be used for the ingestion of drugs.
d. Possess any vaping device, regardless of contents. Possession of a vape device that contains an illegal drug (such as, but not limited to tobacco or nicotine) will be classified accordingly. Vape devices include e-cigarettes, juuling devices, hookah pens, smokeless devices, any device used for smokeless tobacco or tobacco substitutes, or any other similar device.

Any violation of the rule could result in assignment to in-school suspension, out-of-school suspension, alternative placement, expulsion, or other disciplinary actions, and criminal prosecution.

7. **DANGEROUS ACTS AND INSTRUMENTS** - No student shall:
a. Possess, handle, transmit or use a weapon including but not limited to: a knife, razor, ice pick, laser light, explosive, pistol, rifle, shotgun, pellet gun, BB gun, any other kind of gun (whether operable or inoperable, loaded or unloaded), any replica of a gun, or a device capable of firing a projectile. A violation of this policy may be grounds for expulsion. Any student who is determined to have brought a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, will be recommended for expulsion for a period of no less than 1 full year and referred to the criminal justice or juvenile justice system. District school boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion.
b. Use any article or object as a weapon or in a manner calculated to threaten any person.
c. Possess any unsafe items or engage in any unsafe behavior.
   This includes any unsuitable items or actions that could disrupt the learning environment or cause potential injury.
d. Possess any weapon facsimile.
   Facsimile weapons are instruments designed as toys that lack either the ability to cause bodily harm or the ability to expel a dangerous projectile, but are designed to represent weapons or firearms. Facsimiles are not to be included in the definition of simulating weapons.
e. Simulate a firearm or weapon while playing that substantially disrupts student learning, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction. Such events will be addressed in a manner that reflects the disruption, threat, or harassment. Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm
or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. Simulating a firearm or weapon while playing includes, but is not limited to:

i. Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
ii. Possessing a toy firearm or weapon that is 2 inches or less in overall length.
iii. Possessing a toy firearm or weapon made of plastic snap-together building blocks.
iv. Using a finger or hand to simulate a firearm or weapon.
v. Vocalizing an imaginary firearm or weapon.
vi. Drawing a picture, or possessing an image, of a firearm or weapon.
vii. Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.
f. Fail to report any known violation of this rule.

8. DISREGARD OF DIRECTIONS - No student shall:
   a. Show contempt for, defy or refuse to follow the directions of school personnel.
   b. Fail to comply with directions or commands of any school personnel.

9. APPROPRIATE DRESS
   Inappropriate clothing and appearance are disruptive to the school program and the Principals will enforce adherence to this policy by those under their jurisdiction. Each school may provide for more specific dress code requirements within the scope of this district-wide dress code and shall provide each student with a copy of their school’s dress code. School administrators have discretion and final authority to decide if clothing complies with District rules. When it is determined that a student’s clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. The student may, with parental permission, be sent home in order to change clothes. In addition, the student may also receive a disciplinary consequence for violating the school’s dress code policy.

   No student shall:
   a. Wear inappropriate clothing according to the situation and the grade level involved.
   b. Wear clothing of inappropriate size as determined by the Principal or designee exercising his or her judgment. The size of shirts and pants shall be appropriate to the student’s body size and shall not be unduly oversized or undersized.
   c. Wear pants so that the waistband is below the waist.
   d. Wear skirts or dresses where the hem is above the knee upon the discretion of the principal.
   Students may wear hemmed walking shorts or Bermuda shorts, only if the wearing of shorts has not been revoked and they are appriate for safety or employment training purposes, as evidenced hereinafter. If an individual school’s School Advisory Council (SAC) or the principal determines that too many students have abused the shorts policy, the Principal may revoke the shorts privilege at that particular school so that the entire student body will not be allowed to wear shorts to school during the next semester. In such cases, the Principal may elect to prohibit wearing shorts to school at that particular school during subsequent semesters or school years or reinstate the privilege of wearing shorts to school,
as the Principal, in consultation with the SAC, may deem appropriate. Additionally, the Principal may revoke the shorts privilege of a student who violates the provisions of the shorts policy twice in one semester.

e. Wear clothing, jewelry, buttons, or other attire, which are offensive, suggestive, disruptive, or indecent such as:
   i. Clothing or jewelry associated with gangs.
   ii. Clothing or jewelry encouraging the use of drugs, alcohol, tobacco, or violence.
   iii. Clothing or jewelry associated with discrimination on the basis of age, color, disability, national origin, sexual orientations, marital status, race, religion, or sex.
   iv. Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts or blouses tied at the midriff.
   v. Clothing not properly fastened or with tears, holes or rips upon the discretion of the principal.
   vi. Clothing or outer garments traditionally designed as undergarments such as boxer shorts or sleepwear.
   vii. Clothing or footwear that is construed by the Principal or designee as hazardous or dangerous to health of the student or others.
   viii. Hats, headgear, or any head covering worn inside, except when approved by the Principal.

For safety and employment training purposes, students enrolled at the vocational-technical programs will wear the uniform of the program. If there is no uniform this rule shall apply.

Students entering the Putnam County School District for the first time during the school year shall be granted a grace period up to fifteen (15) school days before being required to comply with the uniform dress code.

Exceptions to the dress code shall be permitted when a student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days or a student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the Principal.

The wearing of clothing in compliance with the dress code violated a student’s sincerely held religious belief, and then such students and the student’s parent/guardian shall submit a signed affidavit setting forth the religious issue and the requested exemption to the rule. A student’s parent/guardian requests a reasonable accommodation to address the student’s disability. Such request shall be reduced to writing and submitted to the Principal for approval.

This rule shall apply to students at all times when they attend school or any school-sponsored event during the school day. The Principal may exercise discretion and permit exceptions to this policy for extracurricular activities. This rule shall be applicable in its entirety, except where a specific section may be directed toward a select group of students. All persons subject to this policy shall comply with all sections of it. Wearing apparel, which tends to identify association with secret societies as prohibited by Florida State Statutes,
shall not be worn. Some programs may require uniforms. Continued enrollment in these programs shall be contingent on the student adhering to all uniform requirements and standards.

10. SECRET SOCIETIES AND HAZING - No student shall:
   a. Participate in any secret society, gang, or any activity associated with such groups.
   b. Participate in hazing or any action or situation that endangers the mental or physical health or safety of a student at a school for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

11. OFF-CAMPUS ACTIVITY
   a. A student shall not participate in any off campus felonious activity that can have an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled.

Suspension proceedings may be initiated against any pupil enrolled as a student who is formally charged with a felony or a felony level delinquent act by a proper prosecuting attorney for an incident, which allegedly occurred on property other than public school property, if the incident is shown, in an administrative hearing with notice provided to the students, parent/guardian or custodian of such pupil by the Principal of the school pursuant to rules promulgated by State Board of Education and to rules developed pursuant to Florida State Statute 1006.09(2), to have an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled. Any pupil who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed 10 days, as determined by the Superintendent. Such suspension shall not affect the delivery of educational services, and the pupil shall be immediately enrolled in a daytime alternative education program.

If the pupil is found guilty of a felony, or a felony level delinquent act, the Superintendent shall have the authority to determine if a recommendation for expulsion shall be made to the School Board. If the pupil is not subsequently adjudicated delinquent or found guilty, the suspension shall be terminated immediately.

12. BULLYING AND HARASSMENT
The School Board will not tolerate harassment or bullying in educational programs, during school activities, on district transportation, or at designated district bus stops on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, Aids, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes").

No student shall:
   a. Repeatedly use hostile, intimidating, domineering, or threatening behavior with the intent or purpose of physically or mentally hurting another individual. Engage in any
unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment. The incident is bullying if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual’s school performance or participation.

b. Participate in any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

Any violation of this rule could result in assignment to in-school suspension, out-of-school suspension, alternative placement, expulsion, and criminal prosecution.

13. COMPUTERS AND NETWORK - No student shall:
   a. Use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at Putnam County School District schools.
   b. Damage or mistreat equipment of facilities.
   c. Intentionally waste computer resources.
   d. Employ the network for personal financial gain or for commercial purposes.
   e. Violate regulations prescribed by the network provider.
   f. Engage in practices that threaten the integrity of the network (e.g. knowingly download a virus).
   g. Write, send, download or display obscene, threatening, harassing or offensive media, including pornography.
   h. Use the equipment or network for any illegal activities, including the violation of copyright law.
   i. Load or copy any software or other programs to or from district equipment without written authorization.
   j. Use anyone else’s password, nor share password(s) with others.
   k. Trespass into or in any way alter anyone else’s folders, documents or files.
   l. Disclose anyone’s personal information (e.g., address, phone number or confidential information) including their own or that belonging to a fellow student, community member and families or staff member.

Students should be aware that in an effort to maintain system integrity and to ensure responsible use, files and communications will be monitored. Students should not under any circumstances expect that messages that are created, modified, transmitted, received or stored on organization equipment are private.

14. VEHICLE OPERATION - No student shall:
   a. Exceed the maximum speed of 5 mph.
   b. Engage in careless or reckless driving.
   c. Violate the checkout procedures when leaving campus.
d. Transport other students off campus either before or during the school day.

e. Park in any area other than the student parking lot.

f. Bring a vehicle onto campus that is not properly registered or decaled. Any required decals must be visibly attached at all times. Vehicles found in violation of this rule could be towed at owner’s expense.

g. Use their cars as lockers and will not return to the parking lot during the school day.

h. Loiter in the parking lot. Students must exit their vehicles immediately upon arrival at school and leave the parking lot upon dismissal.

To receive any required decal, all students must have a completed parking agreement and/or parking privilege registration; present a valid driver’s license (no learner’s permits accepted), current Florida registration and proof of insurance. The price for a decal is set at the school. Vehicles are subject to be searched by school personnel. Students must maintain good academic standing to be eligible to park on campus. Privileges will be revoked for those students who fall below the school requirements.

If an emergency occurs that requires you to drive an unregistered vehicle to school, report to the office upon arriving to receive a temporary decal. Make sure to arrive to school early enough, so getting a temporary decal does not cause you to be late (not an excuse). A violation of the above listed rules can result in students’ privileges being suspended or revoked, a citation and fine, disciplinary action, or the vehicle being towed at the owner’s expense. If applicable, any parking permits must be turned in if privileges are suspended or revoked. To replace a decal for any reason, you may be required to purchase a new one. PCSD does not assume responsibility for students’ vehicle or other personal items. Please help by keeping your valuables out of sight.

15. **BUS** - No student shall:

a. Be late to the bus stop. Be at the bus stop 5 minutes before the scheduled stop time; the bus will not wait for those who are tardy. Stand 10 feet off the road in an orderly manner. Cross 10 feet in front of the bus on the driver’s signal.

b. Sit in a manner to block or disrupt the bus functions. Sit in seat, face forward, feet on floor and keep aisle clear. Keep your hands, feet and other objects to yourself at all times. No fighting, pushing or tripping. Keep arms and head inside window. No objects should be thrown from the bus.

c. Eat, drink, or use tobacco on the bus. No foreign objects in mouth.

d. Speak in any manner other than ordinary conversation. Unnecessary conversation with the driver is dangerous and should be avoided. Absolute silence any time the bus is stopped in route to and from school.

e. Possess objects which interfere with seating or safety of others on the bus, including band instruments, batons/drumsticks, ball bats, glass containers and sharp objects.

f. Board or leave the bus other than their regular stop location except with a bus pass that has been approved by the parent/guardian, school and Transportation Department.

g. Sit in any seat other than their assigned seat. The driver has the right to assign seats. Students may be required to sit three to a seat from window to aisle when directed to do so by the driver.

h. Violate the dress code. The bus is an extension of the school; all rules apply.

i. Use electronic devices other than under the following conditions:
   - [i. No phone calls, picture taking or videoing.]

PCSD Student Code of Conduct
**PCSD Student Code of Conduct**

**Listen to music with one (1) ear bud. No headphones allowed. Driver can withdraw privilege for non-compliance.**

**The driver is in full charge of the bus and students. Students must obey the driver and follow all bus related rule listed. Any violation of the rule could result in assignment to bus suspension, out-of-school suspension, alternative placement, expulsion, and criminal prosecution.**

**16. ELECTRONIC DEVICES**

A student may possess an electronic device while the student is on school property, on school buses, or in attendance at a school function. An electronic device is any device that is powered by electricity or battery or is an accessory to such a device, which is not required by the curriculum. Such devices may include, but are not limited to cell phones, MP3 players, cameras, headphones, ear buds, tablets, laptops, or similar device.

No student shall:

a. Use an electronic device, have an electronic device visible, or have an electronic device turned on during the school day. Devices may be used only before and after school at the discretion of the school’s principal.

b. Record audio, video, or photographic images while on school grounds or at a school-sponsored event.

c. Use earbuds while at school or on the bus, except when approved by the principal or bus driver. If approved by the Principal or bus driver. For safety and emergency notice reasons, only one earbud may be used at any time.

If a student uses an electronic device or the device creates a disruption, it may be confiscated and parent/guardians notified to pick-up. Students in violation of this rule must turn over any device upon request by staff. Violations of this rule could result in disciplinary actions. Also, the use of an electronic device includes the possibility of the imposition of criminal penalties if the device is used in a criminal act. In case of a family emergency, parent/guardians are to contact the office at the school or transportation office. If any student needs to contact a parent/guardian, they will be allowed to use the office telephone.

**17. ATTENDANCE** - No student shall:

a. Leave school without permission or leave the school grounds without the knowledge and consent of school authorities and following the required procedures for checking out-of-school.

b. Skip on campus or be out of an assigned or permitted area. This includes the act or condition of being absent from an area or class without permission or the act of entering an area without permission or without legitimate reason.

c. Be tardy, by not arriving to the required location at the expected time.

d. Enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry, including students who are suspended or expelled. Pursuant to Florida Statute 810.097, students who are suspended or expelled that enter upon school ground/campus, school transportation, or at a school-sponsored event are trespassing.
18. OTHER MAJOR INCIDENTS, BEHAVIOR NOT COVERED, AND SIMILAR EVENTS

a. No student shall engage in any misconduct. Misconduct is unacceptable, wrong or improper behavior. Examples can include, but are not limited to lying, cutting in line, parking/driving violations, non-criminal forgery, horseplay, teasing/taunting, electronic device violations, public display of affection, etc.

b. A student may not participate in any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. (e.g., Student producing or knowingly using counterfeit money, participating in gambling activities, possessing unlawful pornography, or possessing drug paraphernalia.)

c. No student shall violate any school board policy. (See www.neola.com/putnam-fl/)

The District School Board reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified or defined in the preceding written rules. Such incidents are to be determined by the investigation findings and their comparison of similar leveled events within the discipline matrix below.

STOP BULLYING AND VIOLENCE
DISCIPLINE INCIDENT EVENT AND INTERVENTION ACTION MATRIX

Incident levels and the resulting disciplinary actions can range based on various factors and circumstances. The levels for student conduct, behavior and intervention range from the lowest to the highest level as follows; interventions, minor, moderate, major, serious, and critical events. When applicable, the Principal or designee will determine which category the event is classified based on the investigation and findings. Factors that determine the incident level can include, but are not limited to the incident nature, impact, danger, potential danger or impact, intensity, etc. An example of this range for a disruption related event would be demonstrated by the difference between a slight disruption of a teacher's lesson (classroom/minor level) or reporting a false bomb threat (critical level).

MTSS Process - All students are assisted through a multi-tiered system of supports (MTSS) which delivers evidence-based interventions and supports that aid in providing the best possible opportunity to be successful. Repeated chronic misconduct will result in a student receiving an increased level of support known as a response to intervention (RtI). Students will receive considerably more focused and individualized interventions and supports to curb the student's chronic misbehavior or poor academic progress. These interventions may consist of social/emotional counseling, increased interaction with a mentor or positive peer and a number of other evidence based behavioral interventions.

Repeated chronic misconduct may also include assigning disciplinary consequence actions in excess of the recommended matrix level. Repeated misconduct of a similar nature may be assigned a consequence action from the next highest level. The consequence action levels may be increased by a level for any and all subsequent incident events that are repeated and similar in nature. This tiered discipline could result in severe discipline actions such as suspension, alternative placement, and expulsion for chronic or repeated acts of misconduct.

District & Community Intervention Services - Prior to expulsion after repeated misconduct of a major and moderate nature, the student may be referred to the District Director of Student Services for consideration to receive District and Community Intervention services. This is where parents of the student, members of the school, district and community work together with the student to determine ways in which they can support the student on diminishing their acts of misconduct and get back on an educational track. Ideal candidates must be willing to make character changes and have no serious infractions which threaten the safety of others.

Behavioral Threat Assessment Team Intervention
Critical and serious acts of misconduct will be considered for intervention dependent upon the seriousness and severity of the acts. A School Based Behavioral Threat Assessment Team will investigate and evaluate each critical or serious act of misconduct and assist in providing interventions and supports to students that are victims of a threat as well as to the students that had conducted the threat. The Behavioral Threat Assessment Team is in place to provide preventive measures to maintain safe school environment through the following:
• **Foster a climate of respect and trust** – Reinforce, at all levels of the school community, positive behaviors, respectful interactions and pro-social relationships.

• **Build Relationships** – Trusting relationships between adults and students are the product of quality connections.

• **Promote Communication** – Foster a climate where students feel comfortable sharing information regarding a potentially threatening situations.

• **Identify Concerning Behaviors** – Ensure that students, parents, teachers and staff are familiar with how to report behaviors and/or communications they learn about.

• **Maintenances of Current and Past Threats** – Regular meetings to review the status of past threats and analysis of current issues.

• **Management of Safety Plans** – Safety Plans are put in place to protect all students and faculty. Plans manage student behavior and their environment so that everyone is safe and free to pursue their educational goals.

• **Reinforce Clear Policies and Procedures** – School Based BTAT policies should clearly identify threat assessment team roles and responsibilities and define the threshold of concern for initiating a threat assessment investigation.

• **Provide Resources to Help Manage Concerning School Wide Issues** – Successful management of school wide threats requires guidance and instruction to students, faculty and staff regarding recognition of threatening or concerning behavior and trainings on how to properly respond when they receive information on threatening or concerning situations.

• **Promote Information Sharing between School and Community Stakeholders** – Emphasize the importance of having those adults who interact with students outside of the school community (intramural sports, service organizations and part-time jobs) to share information about a student if they become concerned.

**Mental Health and Treatment Services** – Upon the direction of the Behavioral Threat Assessment Team, principals can request for a mental health or substance abuse treatment referral. A student's participation in one or more of these intervention programs may be part of a student’s rehabilitation process and can be contingent to reintroduction into regular classes. Early intervention services provide improved youth outcomes and may save students from future health related and discipline problems.

**Discipline Matrix** - Violations of the rules and/or supplemental rule matrixes, guidelines, or elements may result in one or more disciplinary alternatives from the appropriate action level. The Principal may recommend a penalty that deviates from these guidelines with reason. Notwithstanding the above, deviation from the guidelines is not encouraged in order to promote consistency in disciplinary matters. Principals shall, therefore, state in detail and with specificity their reasons for any deviation above the recommended action level. Any intervention action of alternative placement may be preceded with up to ten (10) days of out-of-school suspension. A recommendation of expulsion may be preceded with alternative placement and/or up to ten days of out-of-school suspension.

Misconduct or rule violations occurring during an assigned disciplinary intervention, including but not limited to detention, time-outs, work details, Saturday school, in-school suspensions, and/or alternative placements may result in assigning a discipline action of at least a Level 2, (Moderate).
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</tr>
<tr>
<td>Inappropriate language towards staff (31)</td>
<td>In-school suspension 1 – 3 days (33)</td>
<td>In-School Suspension (33)</td>
</tr>
<tr>
<td>Out of area and/or skipping on campus (35)</td>
<td>Out of-school suspension 1 - 3 days (35, 36, 37)</td>
<td>(not to exceed 3 days)</td>
</tr>
<tr>
<td>Weapon facsimile (40)</td>
<td>SESIR Other (63)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Minor confrontation/physical aggression (44)</td>
<td>Loss of privilege(s) (12)</td>
<td>Loss of privilege(s) (12)</td>
</tr>
<tr>
<td>Failure to report for detention (41)</td>
<td>Work (17)</td>
<td>(not to exceed 30 days)</td>
</tr>
<tr>
<td>Threat (45)</td>
<td>Same rule/behavior contract (11)</td>
<td>In-School Suspension (33)</td>
</tr>
<tr>
<td>Other similar events (55)</td>
<td>Written assignment (20)</td>
<td>(not to exceed 3 days)</td>
</tr>
<tr>
<td>Theft &lt;$50 (58)</td>
<td>Child Study/ SBT (22)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Bullying (62) #</td>
<td>Academic penalty</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Harassment (63) #</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Hazing (64) #</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Other similar events (55)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Repeated lower events of similar nature</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Sexual harassment (17)#</td>
<td>Restitution (13)</td>
<td>Restitution (13)</td>
</tr>
<tr>
<td>Trespassing (21)*</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
</tr>
<tr>
<td>Possession of tobacco or vaping devise (22)#</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
</tr>
<tr>
<td>Property damage/vandalism &lt;$300 (25)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
</tr>
<tr>
<td>Defiance (29)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
</tr>
<tr>
<td>Leaving school without permission (34)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
</tr>
<tr>
<td>Failure to report for detention (41)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
</tr>
<tr>
<td>Threat (45)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
</tr>
<tr>
<td>Other similar events (55)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
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<tr>
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</tr>
<tr>
<td>Repeated lower events of similar nature</td>
<td>Law Enforcement intervention (non-SESIR)</td>
<td>Law Enforcement intervention (non-SESIR)</td>
</tr>
<tr>
<td>Alcohol use or possession (9)*</td>
<td>In-school suspension 7 – 10 days (32)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Property damage $301 - $1000 (25)</td>
<td>Out-of-school suspension 4 – 7 days (38, 39, 40, 41)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Fighting (33)</td>
<td>District/Community Intervention (71)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Threat (45)</td>
<td>Child Study/ SBT (22)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Other similar events (55)</td>
<td>Parent contact (4, 5, 6)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Theft $51-$299 (58)</td>
<td>Parent contact (4, 5, 6)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Physical Assault (65)*</td>
<td>Parent contact (4, 5, 6)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Sexual Assault (criminal threat) (66)*</td>
<td>Parent contact (4, 5, 6)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Repeated lower events of similar nature</td>
<td>Parent contact (4, 5, 6)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Battery (4)*</td>
<td>In-school suspension 7 – 10 days (32)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Drug use or possession-first offense (7)*</td>
<td>Out-of-school suspension 4 – 7 days (38, 39, 40, 41)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Sex Offense (lewdness/exposure) (8)*</td>
<td>SESIR Other (63)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Burglary (10)*</td>
<td>Out-of-school suspension 7 – 10 days (42, 43, 44)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Fighting (11)#</td>
<td>Recommend expulsion*</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Threat/Intimidation (12)*</td>
<td>Substance Abuse/Mental Health referral (82)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Property damage &gt;$1000 (16)*</td>
<td>Out-of-school suspension 8 – 10 days</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Theft &lt;$300 (20)*</td>
<td>Recommend expulsion* (mandatory)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Threat towards staff (45)</td>
<td>Substance Abuse/Mental Health referral (82) (mandatory)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Off Campus Incident (59)</td>
<td>Out-of-school suspension 8 – 10 days (42, 43, 44)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Other similar events (19)*</td>
<td>Recommend expulsion* (mandatory)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Repeated lower events of similar nature</td>
<td>Substance Abuse/Mental Health referral (82) (mandatory)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>(1)* (3) (18)*</td>
<td>Out-of-school suspension 8 – 10 days (42, 43, 44)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Weapon possession (2)*</td>
<td>Substance Abuse/Mental Health referral (82) (mandatory)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Robbery (armed) (5)*</td>
<td>Out-of-school suspension 8 – 10 days (42, 43, 44)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Arson (6)*</td>
<td>Recommend expulsion* (mandatory)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Littering (3)*</td>
<td>Substance Abuse/Mental Health referral (82) (mandatory)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Drug use or possession-second offense (7)*</td>
<td>Substance Abuse/Mental Health referral (82) (mandatory)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Drug sale/distribution (14)*</td>
<td>Substance Abuse/Mental Health referral (82) (mandatory)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Major campus disruption (15)*</td>
<td>Substance Abuse/Mental Health referral (82) (mandatory)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
<tr>
<td>Other similar events (19)*</td>
<td>Substance Abuse/Mental Health referral (82) (mandatory)</td>
<td>Consequences equal to a Level 1 (minor) event</td>
</tr>
</tbody>
</table>

* SESIR Event, LEO case number required.  
# SESIR Event, LEO number not required.  
* SBT meeting required.  
* Manifestation required for ESE and 504.
DISCIPLINE MATRIX - SECONDARY

Incident Events

<table>
<thead>
<tr>
<th>Intervention Level</th>
<th>Consequence Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINOR</td>
<td></td>
</tr>
<tr>
<td>Push/Trip/Horseplay (26)</td>
<td>Verbal reminders/student counseling (1, 2)</td>
</tr>
<tr>
<td>Defiance (29)</td>
<td>Referred to guidance (3)</td>
</tr>
<tr>
<td>Littering (32)</td>
<td>Parent contact (4, 5, 6)</td>
</tr>
<tr>
<td>Not working/Off task (37)</td>
<td>Parent option/classroom visit (7, 8)</td>
</tr>
<tr>
<td>Inappropriate language (31)</td>
<td>Behavior contract (11)</td>
</tr>
<tr>
<td>Tardy (36)</td>
<td>Loss of privilege(s) (12)</td>
</tr>
<tr>
<td>Food/drink/gum/candy (38)</td>
<td>Time-out (15), Detention (16)</td>
</tr>
<tr>
<td>Cheating (42) intervention level only</td>
<td>Written Assignment (20)</td>
</tr>
<tr>
<td>Minor confrontation/physical aggression (44)</td>
<td>Child Study/SBT (22), Academic penalty</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEDIANTE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol use or possession (9)*</td>
<td>Out-of-suspension 5 – 10 days (39, 40, 41, 42, 43, 44)</td>
</tr>
<tr>
<td>Property damage &lt;$300 (25)</td>
<td>Alternative placement (64)*</td>
</tr>
<tr>
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<td>District/Community Intervention (71)</td>
</tr>
<tr>
<td>Bullying (62)#</td>
<td>Restitution (13)</td>
</tr>
<tr>
<td>Harassment (63)#</td>
<td>Law Enforcement intervention (non-SESIR) (18)</td>
</tr>
<tr>
<td>Hazing (64)#</td>
<td>In-school suspension 5 – 10 days (33)</td>
</tr>
<tr>
<td>Other similar events (55)</td>
<td>Out-of-school suspension 1 – 5 days (35, 36, 37, 38, 39)</td>
</tr>
<tr>
<td>Sexual Assault (criminal threat) (66)*</td>
<td>SESIR Other (63)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Battery (4)*</td>
<td>Alternative placement (64)*</td>
</tr>
<tr>
<td>Drug use or possession-first offense (7)*</td>
<td>Recommend expulsion*</td>
</tr>
<tr>
<td>Burglary (10)*</td>
<td>Substance Abuse/Mental Health referral (82)</td>
</tr>
<tr>
<td>Fighting (11)#</td>
<td>Out-of-school suspension 5 – 10 days (39, 40, 41, 42, 43, 44)</td>
</tr>
<tr>
<td>Threat/Intimidation (12)*</td>
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<tr>
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</tr>
<tr>
<td>Sexual Assault (criminal threat) (66)*</td>
<td>SESIR Other (63)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRITICAL</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>(1)<em>16(18)</em></td>
<td>Alternative placement (64)*</td>
</tr>
<tr>
<td>Weapon possession (2)*</td>
<td>Recommend expulsion*</td>
</tr>
<tr>
<td>Robbery (5)*</td>
<td>Substance Abuse/Mental Health referral (82)</td>
</tr>
<tr>
<td>Arson (6)*</td>
<td>(mandatory)</td>
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<td>Drug use or possession-second offense (7)*</td>
<td>(mandatory)</td>
</tr>
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<td>Drug sale/distribution (14)*</td>
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<tr>
<td>Major campus disruption (15)*</td>
<td>(mandatory)</td>
</tr>
<tr>
<td>Other similar events (19)*</td>
<td>(mandatory)</td>
</tr>
</tbody>
</table>

Consequence Actions:
- Verbal reminders/student counseling
- Referred to guidance
- Parent contact
- Parent option/classroom visit
- Behavior contract
- Loss of privilege
- Time-out, Detention
- Written Assignment
- Child Study/SBT, Academic penalty
- Restitution
- Law Enforcement intervention (non-SESIR)
- In-school suspension 5 – 10 days
- Out-of-school suspension 1 – 5 days
- SESIR Other
- Alternative placement
- District/Community Intervention
- Parent contact
- Parent option/classroom visit
- Parent contact
- Parent contact
- Parent contact
- Letter from PCSD DoT
- Seating Change
- Bus suspension 1-3 days
- Bus suspension 5 days
- Bus suspension 10 days
- Recommend bus expulsion

PCSD Student Code of Conduct

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School Environmental Safety Incident Reporting (SESIR)

* Violent Incidents that must be reported in the data element "Injury-Related"
# Violent Incidents if they Result in Bodily Harm that must be reported in the data element "Injury-Related"

Incidents that must be reported to SESIR and are expected to include consultation with Law Enforcement

- **Alcohol** (ALC) - (possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- # **Arson** (ARS) - (intentionally setting a fire on school property) To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.
- * **Battery** (BAT) – (physical attack/harm) The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (To distinguish from Fighting, use only when the force or violence is carried out against a person who is not fighting back.)
- # **Breaking and Entering/Burglary** (BRK) - (illegal entry into a facility) Unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage, remove property or harm a person(s).
- # **Disruption on Campus-Major** (DOC) - (major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, or classroom disruption.)
- **Drug Sale/Distribution Excluding Alcohol** (DRD) - (illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, controlled substance or substance represented to be a drug, narcotic, or controlled substance.
- **Drug Use/Possession Excluding Alcohol** (DRU) - (illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- # **Hazing** (HAZ) - Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation person, including motor vehicles, without threat, violence, or bodily harm. (The item(s) value must be $300 or more to report in SESIR.)
- **Sexual Assault** (SXA) - An incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include: 1) intent; 2) fear; and 3) capability.
- * **Sexual Battery** (SXB) - (attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.
• **Sexual Offenses (Other)** (SXO) - (lewdness, indecent exposure) Sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

• **Threat/Intimidation** (TRE) - (instilling fear in others) A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent - an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

• **Trespassing** (TRS) - (illegal entry onto campus.) To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.

• **Vandalism** (VAN) - (destruction, damage, or defacement of school or personal property.) The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. (Damage must be $1000 or more to report in SESIR.)

• **Weapons Possession** (WPO) - (possession of firearms and other instruments which can cause harm) Possession of any instrument or object, as defined by Section 790.001, Florida Statutes, or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)

• **Other Major** (OMC) - (major incidents that do not fit within the other definitions.) Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples: Student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.

**Incidents that must be reported to SESIR, but may not need to include consultation with Law Enforcement**

• **Bullying** (BUL) - (intimidating behaviors) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual’s school performance or participation.

• **Fighting** (FIT) - (mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention. (Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command.)

• **Harassment** (HAR) - (insulting behaviors) Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any
course of conduct directed at a specific person that causes substantial emotional distress in such a person.

- **Sexual Harassment (SXH)** - (undesired sexual behavior) Unwanted verbal or physical behavior with sexual connotations 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 (6A-19.008(1) SBE Rule) (Word). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

- **Tobacco (TBC)** - (cigarettes or other forms of tobacco) The possession, use, distribution, or sale of nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

**Reporting Guidelines**

"Reported to Law Enforcement", means that an official action was taken by a School Resource Officer (SRO) or a local Law Enforcement Officer such as: a case number was assigned, a report was filed, an affidavit was filed, a civil citation was issued, an investigation was conducted and found to be an incident reportable to SESIR, or an arrest was made. The presence of, notification of, or consultation with a Law Enforcement Officer or SRO, is not sufficient for an incident to be coded as "Reported to Law Enforcement."

When multiple incidents occur at the same time and place, code the incident that is the most serious incident. The incident that caused the most injury or the highest loss of property or monetary cost should be the one reported. The particular context of the incidents should also be considered when determining the level of seriousness. If school personnel determine that an incident ranked at a lower level is more serious than another incident which is ranked higher according to this guide, school personnel should report the incident they judge to be more serious. Any Related Elements that apply must also be reported.

**Disciplinary Actions for SESIR Incidents**

The following disciplinary actions are the only actions that should be reported for SESIR incidents. Corporal Punishment; In-School Suspension; Out-of-School Suspension; Expulsion without Services; Expulsion with Services; Alternative Placement; Change in Placement (not to exceed 45 days) following a drug, weapon, or serious bodily injury offense for students with disabilities only, Other SESIR Defined, Mechanical Restraint, Physical Restraint and Seclusion. These disciplinary actions may also be used for less serious local incidents with the exception of Other SESIR Defined and Change in Placement.

**Reporting Requirements for Violent Incidents**

The U.S. Department of Education has mandated reporting requirements for SESIR which include reporting of "Violent Incidents with Physical Injury" and "Violent Incidents without Physical Injury." SESIR has identified "Violent Incidents" as Kidnapping, Homicide, Battery, and Sexual Battery. (A large asterisk * precedes "Violent Incidents"). "Violent Incidents if they Result in Bodily Injury" are Arson, Bullying, Breaking and Entering, Disruption on Campus-Major, Fighting, Harassment, Other Major Offenses, Robbery, and Sexual Harassment. (A large number sign # precedes "Violent Incidents if they Result in Bodily Injury").
When reporting any of the above violent SESIR incidents, districts must also complete the "Injury-Related" element. The "Injury-Related" element is broken down into three separate codes: More Serious, Less Serious, or No Serious Bodily Injury.

**Related Elements**

For each SESIR incident, applicable "Related Elements" must also be reported to SESIR:
- Alcohol-Related
- Bullying-Related
- Drug-Related
- Gang-Related
- Hate Crime-Related
- Hazing-Related
- Injury-Related
- Weapon-Related

**INTERVENTIONS**

The Putnam County School District recognizes that the alternative placement, suspension or expulsion of a pupil from the public schools of this county has a very serious consequence for that particular student; therefore, in view of the complex society in which we live and value of education to survive in the world of today and tomorrow, it is necessary to adopt a policy clearly defining the procedure of suspending, alternatively placing, or expelling a violent or disruptive student. A good faith effort shall be made by the Principal or the Principal’s designee to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions, which require immediate suspension, or in the case of a serious breach of conduct as defined by rules of the district school board.

**Suspensions**

Suspension, also referred to as "out-of-school suspension", means the temporary removal of a student from all classes of instruction on school grounds and all other school-sponsored activities, except as authorized by the Principal, for a period not to exceed ten (10) school days and remanding of the student to the custody of the student's parent/guardian, with specific homework assignments to complete. In addition, students could be subject to “bus suspension” for behavior infractions while on Putnam County School District transportation or buses.

Prior to a suspension, a student will receive oral and written notice of the charges and an explanation of the evidence against him/her. The Principal will hold an informal hearing to give the student an opportunity to explain his/her side of the story. The Principal will send formal written notice to the student’s parent/guardian by U.S. Mail, informing of the length of the suspension and the reasons for it. Except in extreme emergencies, all out-of-school suspensions shall begin at the end of the school day following of the infraction, unless the parents/guardians have been notified and are able to pick up the student at school. An appeal of a suspension may be addressed to the Principal, whose decision will be final. A student shall be given the opportunity to complete or make up schoolwork and course requirements missed while absent due to out-of-school suspension. The student shall have a reasonable amount of time up to five (5) school days following suspension to complete the school work missed and shall do so on his/her own initiative. Students returning from suspension that complete the work and turned in by the make-up deadline will be given full credit on the score earned. Students may not participate in or attend any extracurricular activities while suspended.
**Alternative Placement**
Alternative Placement means the removal of a student from all classes and placed in a class, on or off campus. Placement by the school Principal and the School Based Team may not exceed forty-five (45) days. Alternative placement by the School Board in lieu of expulsion may not exceed the current and one (1) addition school year.

A student may be eligible for alternative placement for a history of disruptive behavior, qualifying offenses defined in this Student Code of Conduct, violent behavior, or returning from detention or court-adjudicated commitment program. However, a student returning from a detention or commitment program may not automatically be assigned to alternative placement. In addition, students displaying violent or disruptive behaviors may be referred to mental health services identified by the school district pursuant to s. 1012.584(4), which may include outside agency referrals such as Stewart Marchman Behavioral Healthcare, 330 Kay Larkin Drive, Palatka, FL 32177, (386) 329-3780.

Students may not participate in or attend any extracurricular activities while alternatively placed.

A student and parent/guardian will be given written notice of the intent to seek alternative placement, the charges against him/her, and the opportunity for a hearing. The parent/guardian of the student will be provided notice of the recommendation to the School Based Team and the date, time, and location of the meeting. A parent/guardian may appeal any School Based Team’s alternative placement decision by submitting a written appeal to the Principal within three (3) days of the final decision. The Principal will revise or affirm the disciplinary action. The parent/guardian may file a final appeal to the Office of Student Services by submitting an “Appeal of Disciplinary Action” form within three (3) days of the Principal’s final decision. The person designated by the Superintendent, shall hear the appeal. It shall be within the authority of the designated person to:

- Determine the Principal’s jurisdiction regarding the matter.
- Determine the adequacy of the procedural due process afforded the student.
- Determine that sufficient evidence has been presented to substantiate a rule violation having occurred.
- Assure that the subject student has been afforded an opportunity to present testimony in his/her behalf regarding the circumstances or events initiating the disciplinary action.
- Determine that the disciplinary action is in keeping with School Board policy and discipline guidelines.
- Determine if handicapping conditions, as per ESE, are involved.

**Expulsions**
Expulsion means 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 (1) additional year of attendance. A Principal may recommend to the Superintendent the expulsion of a student who has committed a serious breach of conduct. A recommendation of expulsion will include a detailed report on the student’s actions and alternative measures taken recommendation. When the Superintendent makes a recommendation for expulsion to the Board, written notice shall
be given to the student and his/her parent/guardian of the recommendation setting forth the charges against the student, with a summary of the factual, legal, and policy grounds for the recommendation, and advising the student and his/her parent/guardian of their right of due process. A student and his/her parent/guardian will be given written notice of the Principal’s recommendation and the reasons therefore, and an opportunity to meet with a representative of the Superintendent to answer the charges.

The student and/or the parent/guardian shall also be provided a brief description of the student’s rights and of the hearing procedure. 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 (10) school days if such suspension expires before the next regular or special meeting of the Board. The student and parent/guardian or representative will have the opportunity to a hearing with the Superintendent or designee(s) to challenge the proposed action or to otherwise explain the student’s actions. The written notice will state the time and place to appear. The Board shall act on any recommendation for an expulsion. Students may not participate in or attend any extracurricular activities while expelled.

Also, the District School Board may honor the final order of expulsion or dismissal of student, from outside the district, for an act, which would be grounds for expulsion under our guidelines. Prior to denying admission, however, the Superintendent may offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

**In-School Discipline**

The appeal procedures listed above shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary appeal procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extra-curricular groups, clubs, events, sports, trips, or other school sponsored activities.

**Discipline of Students with Disabilities**

For students with disabilities whose behavior impedes their learning or the learning of others, strategies, including positive behavioral interventions and supports to address that behavior, will be considered in the development of their IEPs. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the requirements and procedures in the Rule 6A-6.03312, F.A.C., is appropriate for a student with a disability who violates the Student Code of Conduct.

Consistent with the Putnam County School District’s Student Code of Conduct and to the extent that removal would be applied to non-disabled students, school personnel may:

- Remove a student with a disability who violates a student code of conduct from the student’s current placement for not more than ten (10) consecutive school days;
- Further remove a student with a disability for not more than ten (10) consecutive
school days within the same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement as defined in Rule 6A-6.03312, F.A.C.

A manifestation determination, consistent with the following requirements, will be made within ten (10) days of any decision to change the placement of a student with a disability because of a violation of a Putnam County School District’s Student Code of Conduct. In conducting the review, the school district, the parent/guardian, and relevant members of the IEP team (as determined by the parent/guardian and the school district) will:

- Review all relevant information in the student’s file, including any information supplied by the parent/guardians of the student, any teacher observations of the student, and the student’s current IEP;
- Determine whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability or whether the conduct in question was the direct result of the school district’s failure to implement the IEP;
- If the school district, the parent/guardian, and relevant members of the IEP team determine that the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability or that the conduct in question was the direct result of the school district’s failure to implement the IEP, the conduct will be determined to be a manifestation of the student’s disability and the school district will take immediate steps to remedy those deficiencies.

If the school district, the parent/guardian, and relevant members of the IEP team determine that the conduct was a manifestation of the student’s disability, the IEP team will either:

- Conduct a Functional Behavioral Assessment (FBA), unless the school district had conducted a FBA before the behavior that resulted in the change of placement occurred, and implement a Behavioral Intervention Plan (BIP) for the student;
- If a BIP has already been developed, review and modify it, as necessary, to address the behavior;
- Except as provided below, return the student to the placement from which the student was removed, unless the parent/guardian and the school district agree to a change in placement as part of the modification of the BIP.

For disciplinary changes of placement, if the behavior that gave rise to the violation of a Putnam County School District's Student Code of Conduct is determined not to be a manifestation of the student’s disability, the relevant disciplinary procedures applicable to non-disabled students may be applied to the student in the same manner and for the same duration in which they would be applied to non-disabled students, except that services necessary to provide a Free Appropriate Public Education (FAPE) will be provided to the student with a disability, as described below.

If a parent/guardian disagrees with the manifestation determination decision made by the IEP team pursuant to this rule, the parent/guardian may appeal the decision by requesting an expedited due process hearing. On the date a decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of the student code of conduct, the school district will notify the parent/guardian of the removal.
Students with disabilities who are suspended or expelled from school or placed in an Interim Alternative Education Setting will continue to receive educational services in accordance with s. 1003.01, F.S., including homework assignments, to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student’s IEP and receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications designed to address the behavior violation so that it does not reoccur. After a student with a disability has been removed from the current placement for ten (10) school days in the school year, if the current removal is not more than ten (10) consecutive school days and is not a change of placement under this rule, school personnel, in consultation with at least one of the student’s special education teacher(s), will determine the extent to which services are needed to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student’s IEP.

If the removal is a change of placement under Rule 6A-6.03312, F.A.C., the student’s IEP team determines appropriate services under the paragraph above. School personnel may remove a student to an IAES for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student’s disability, if the student:

- Carries a weapon to or possesses a weapon at school, on school premises, or to a school function under the jurisdiction of a state education agency or a school district;
- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district;
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district.

On the date that a decision is made to make a removal that constitutes a change of placement because of a violation of Putnam County School District’s Student Code of Conduct, the school district will notify the parent/guardian of that decision and provide the parent/guardian with a copy of the notice of procedural safeguards.

An expedited hearing may be requested:

- By the student’s parent/guardian, if the parent/guardian disagrees with a manifestation determination or with any decision by an administrative law judge (ALJ) regarding a change of placement under Rule 6A-6.03312, F.A.C.;
- By the school district, if it believes that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

The school district may repeat the procedures for expedited hearings if it believes that returning the student to the original placement is substantially likely to result in injury to the student or to others. Expedited due process hearings requested under this subsection will be conducted by an ALJ for the Division of Administrative Hearings, Department of
Management Services, on behalf of the Department of Education, and will be held at the request of either the parent/guardian or the school district regarding disciplinary actions. These hearings will meet the requirements prescribed in Rules 6A-6.03011 through 6A-6.0361, F.A.C., except that the hearing will occur within twenty (20) school days of the date the request for due process is filed and an ALJ will make a determination within ten (10) school days after the hearing. In addition, unless the parent/guardians and the school district agree in writing to waive the resolution meeting described herein or agrees to use the mediation process set forth in these rules:

A resolution meeting will occur within seven (7) days of receiving notice of the request for expedited due process hearing, and; The expedited due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within fifteen (15) days of the receipt of the request for expedited due process hearing; The decision of the ALJ rendered in an expedited hearing may be appealed by bringing a civil action in a federal district or state circuit court, as provided in s. 1003.57(1)(e), F.S.

An ALJ hears and makes a determination regarding an appeal and request for expedited due process hearing under this subsection and, in making the determination:

- An ALJ may return the student with a disability to the placement from which the student was removed if the ALJ determines that the removal was a violation of Rule 6A-6.03312, F.A.C., or that the student’s behavior was a manifestation of the student’s disability;
- Order a change of placement of the student with a disability to an appropriate IAES for not more than forty-five (45) school days if the ALJ determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

The procedures under this subsection may be repeated if a school district believes that returning the student to the original placement is substantially likely to result in injury to the student or to others. When an appeal as described above has been made by either the parent/guardian or the school district, the student will remain in the IAES determined by the IEP team pending the decision of the ALJ or until the expiration of the time period specified by school personnel, including expulsion for a student where no manifestation was found, unless the parent/guardian and the Department of Education or school district agree otherwise.

A regular education student who has engaged in behavior that violated Putnam County School District’s Student Code of Conduct may assert any of the protections afforded to a student with a disability under this rule if the school district had knowledge of the student’s disability before the behavior that precipitated the disciplinary action occurred. A school district is deemed to have knowledge that a student is a student with a disability if:

- The parent/guardian has expressed concern in writing to supervisory or administrative personnel of the appropriate school district, or a teacher of the student, that the student needs special education and related services;
- The parent/guardian has requested an evaluation to determine whether the student is in need of special education and related services;
- The teacher of the student, or other school district personnel, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the school district’s special education director or to other supervisory school district personnel.
A school district would not be deemed to have knowledge of a disability (see above) if:
The parent/guardian of the student has not allowed an evaluation to determine if the
student is an eligible student with a disability; The parent/guardian of the student has
refused to provide consent for initial provision of special education and related service;
The parent/guardian of the student revoked consent for the student to receive special
education and related services; The school district conducted an evaluation in accordance
with Rules 6A-6.03011 through 6A-6.0361, F.A.C., and determined that the student was not
a student with a disability.

If the school district has no knowledge that the student is a student with a disability prior
to disciplinary action, the student may be disciplined in the same manner as a non-disabled
student who engages in comparable behaviors. If an evaluation request is made for the
student during the time period of the disciplinary action, the evaluation will be conducted
in an expedited manner. Until the evaluation is completed, the student remains in the
educational placement determined by school authorities, which can include suspension or
expulsion without educational services. If the student is determined to be a student with a
disability, taking into consideration the information from the evaluation and information
provided by the parent/guardians, the school district will provide special education and
related services consistent with the requirements of Rule 6A-6.03312, F.A.C.

Nothing in Rule 6A-6.03312, F.A.C., prohibits a school district from reporting a crime
committed by a student with a disability to the appropriate authorities or prevents state
law enforcement and judicial authorities from exercising their responsibilities with regard
to the application of federal and state law to crimes committed by a student with a
disability. School districts will ensure that the special education and disciplinary records of
students with disabilities are transmitted, consistent with the provisions of s. 1002.22, F.S.,
and Rule 6A-1.0955, F.A.C.:
For consideration by the person making the final determination regarding the
disciplinary action; For consideration by the appropriate authorities to when school
districts report crimes; School districts will include in the records of students with
disabilities a statement of any current or previous disciplinary action that has been
taken against the student and transmit the statement to the same extent that the
disciplinary information is included in, and transmitted with, the student records of
non-disabled students. The statement may be a description of any behavior engaged
in by the student that required disciplinary action, a description of the disciplinary
action taken, and any other information that is relevant to the safety of the student
and other individuals involved with the student. If the student transfers from one
school to another, the transmission of any of the student’s records will include both
the student’s current IEP and any statement of current or previous disciplinary
action that has been taken against the student.
ADDITIONAL RULES, GUIDELINES AND PROCEDURES

STUDENT AND PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

The authority to set forth in Florida State Statutes, vests in School Boards the responsibility to adopt an explanation of the responsibilities and rights of students. All students continue to maintain their constitutional rights within the school and its activities, functions or events. However, the Putnam County School District as an explanation to students, parent/guardians, teachers, other instructional personnel, and administrators establishes concurrent responsibilities.

Knowledge of Rules

- Students have a right to expect rules and regulations to be available to them and to be enforced without discrimination.
- Students have a responsibility to know and observe the school rules and regulations, which pertain to them.

Attendance

- Students have the right to avail themselves of a free and appropriate public education.
- Students have the responsibility to avail themselves of a free and appropriate public education.
- Students have the responsibility to provide the school with an adequate explanation with appropriate documentation indicating the reasons for an absence.
- Students or parent/guardians have the responsibility, after an excused absence, to request the make-up assignment.
- Students or parent/guardians have the responsibility to provide professional medical confirmation.

Learning

- Students have the right to learn and to have appropriate educational experiences made available to them.
- Students share the responsibility to seek clarification, if necessary from informed persons in the school.
- Students have the responsibility to strive for growth in this area by participating to their utmost ability.
- Students have the responsibility to contribute toward the development of a positive climate that is conducive to learning.
- Students have the responsibility to respect the rights of others and to become informed and knowledgeable about issues.
- Students have the responsibility to schedule appointments in advance unless the concern is an emergency.

Freedom of Educational Choice

- Students and parent/guardians have a right to seek any educational choice options available within the state. These options may include controlled open enrollment, single gender programs, lab schools, virtual instruction, charter schools, technical...
centers, magnet schools, alternative schools, special programs, advanced placements, dual enrollment, IB, pre-ALICE, CAPE, or others that might be available.

- Parent/guardians have the right to request their child be transferred to another classroom teacher.
- Students and parent/guardians have a responsibility to follow the established educational choice procedures outlined in the district Controlled Open Enrollment Plan or as established in the school procedures or Pupil Progression Plan. Parent/guardians have the responsibility of making a request to transfer teachers. Requests must be provided in writing to the Principal.

**Free Speech and Expression**

- Students have the responsibility to respect the rights of other individuals who have viewpoints differing from their own and to express themselves on those issues in which they disagree in a manner which does not infringe upon the rights or interfere with the orderly process of the school and are not obscene or libelous or in violation of the school code.
- Students have the right to form and express their own opinions on issues without jeopardizing their relations with their teachers or other school personnel, provided it does not interfere with the orderly conduct of school or classes. Students have the right to hold group meetings in accordance with use of facilities and rules.
- Students have the responsibility to make efforts to become informed and knowledgeable about various issues.
- Students have the responsibility to act in a manner that preserves the dignity of the occasion.
- Students have the responsibility to use only those bulletin boards or wall areas designated for use by students and student organizations, and must also accept responsibility for the effect that the posting, publication, or distribution of this literature might have on the normal activities of the school.
- Students have the responsibility to plan for, seek approval of the administration, and properly conduct the activities in a manner, which is consistent with the educational objectives of the school.
- Students have the responsibility to refrain from engaging in any assembly, which endangers others or disrupts the orderly process of school.

**Participate in School Programs**

- Students have the right to participate regularly and to conduct themselves in an appropriate manner to demonstrate leadership in school activities, and to operate within the bounds of rules and regulations.
- Students have the right to participate in interscholastic and intrascholastic extracurricular activities, if they are not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended, alternatively placed, or expelled from school, pursuant to a district school board’s suspension or expulsion powers provided in law.
- A student’s right to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to state law or rule. Students have the responsibility to participate regularly and to conduct themselves
in an appropriate manner, to demonstrate positive leadership in school activities, and to operate within the bounds of rules and regulations.

- Students have a responsibility to observe school and governing agency rules in their participation in school programs and activities, including any and all established attendance, discipline, and grade requirements.

- A student has the responsibility not to participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria established in law or rule. A student who transfers to a school during the school year may seek to immediately join an existing team if the roster for the specific interscholastic or intrascholastic extra-curricular activity has not reached the identified maximum size for the particular activity and if the coach for the activity determines that the student has the requisite skill and ability to participate. The FHSAA and District may not declare such a student ineligible because the student did not have the opportunity to comply.
  - However, a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one of the following criteria:
    - Dependent children of active duty military personnel whose move resulted from military orders.
    - Children who have been relocated due to a foster care placement in a different school zone.
    - Children who move due to a court-ordered custody change (separation/divorce, serious illness/death of a custodial parent.)
    - Authorized for good cause. For purposes of this policy, "authorized for good cause" means the student is able to satisfactorily demonstrate to the Principal that one of the following applies:
      - The student moves to a new home address due to a move by the student and a person or person(s) with whom s/he has been previously living that makes it necessary for the student to attend a different school.
      - The student moves to a new residence following marriage of the student.
      - The student must immediately establish a new residence that makes it necessary to attend a different school.
      - The student is reassigned to a new school pursuant to School Board policy. The student transfers from the current school within the first twenty school days to a new school (i.e., acceptance into a previously applied program, charter, or private).
      - Special assignment by the Superintendent or undue hardship.
      - Students who participate in interscholastic and intrascholastic extracurricular activities for, but are not enrolled in, a public school have a responsibility to comply with the district school board's student code of conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.
Patriotic and Religious Programs

- Students and parent/guardians have the right to expect the School Board will not adopt any policy or rule or enter into any agreement that prohibits a student member from the free, individual, and voluntary exercise or expression of the individual’s religious beliefs.
- Students and parent/guardians have the right to expect the District staff members not to use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration or the School Board from adopting any policy or rule promoting an establishment of religion.
- Students have the right not to participate in reciting the pledge of allegiance, including standing and placing of the hand, once the Principal has been provided a written request for exemption by the parent/guardian.
- Students have a responsibility to show respect or patriotism, to include standing and removing any non-religious headdress.

Privacy

- Parent/guardians, or eligible students (18 years of age or attending a post-secondary institution) have the right to inspect, review, and challenge the information contained in those records directly relating to the student.
- Parent/guardians, or eligible students have the responsibility of informing the school of any information that may be useful in making appropriate educational decisions.
- Parents/guardians, or eligible students have the responsibility to meet their financial obligation as it relates to school fees.
- Students have the responsibility not to possess anything that is prohibited or would detract from the educational process.
- Students have the responsibility to release information to those individuals or agencies that are working actively and constructively for the benefit of the student.

Respect of Persons and Property

- Students have a right to expect that their person and property will not be violated or damaged by others.
- Students have a responsibility to respect the persons and the property of fellow students, school personnel, visitors, and school district support staff.
- Students have a responsibility to take care of the property of the school board.
- Students have a responsibility to neither damage nor deface the property in the community surrounding the school grounds. This includes the building and lawns in the neighborhood.

SEARCH AND SEIZURE

A Principal or designee may search persons, briefcases, book bags, purses, storage areas and vehicles, upon reasonable suspicion of prohibited or illegally possessed substances or objects (Florida State Statute 1006.09). If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, any alcoholic beverage, illegal drugs, or any type of weapon, or other violation of rule or policy a member of the instructional or administrative staff may search the temporarily detained student, the student’s possessions, and the student’s locker for the purpose of disclosing the presence of the aforementioned items.
Student lockers are the property of the District and it is a privilege, not a right for a student to have the use of one. Acceptance of a locker by a student includes full permission by the student and their parent/guardian to search the locker and its contents. The use of metal detectors is hereby authorized in conducting specific searches with reasonable suspicion of students. If a search of a student, student's possessions or the student's locker reveals stolen or illegal property prohibited by law or the Putnam County School District, the student is subject to action taken by law or School Board policy.

SAFE HARBOR SURRENDER
A student may approach a school official or personnel and voluntarily surrender an object, the possession of which is prohibited by the Student Code of Conduct. Unless an investigation by school officials regarding the possession of this particular object has already commenced, if a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to disciplinary action. An investigation is initiated when a school official or contracted personnel becomes aware of a prohibited item. This Safe Harbor Surrender clause has no bearing or authority in criminal investigations resulting from the possession of illegal items. The student’s parent/guardian will make arrangements to pick up the object from the school, if applicable. If a student discovers an illegal item such as drugs, a weapon, or other contraband on school property, including on a school bus, the student may approach a school official or personnel and report the discovery. A student shall not be in violation of the Student Code of Conduct solely by making such a report. School officials shall adhere to policies and procedures concerning further investigation of the report.

ZERO TOLERANCE OF VIOLENCE
Any act of serious violence, as determined by the Principal, shall result in a discipline classification resulting in a ten (10) days suspension and/or transfer to the alternate school or expulsion and referral to law enforcement. Zero Tolerance requires the school threat assessment team to consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act that would pose a threat to school safety.

Zero-tolerance policies require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student’s regular school for a period of not less than 1 full year, referred to mental health services identified by the school district pursuant to s. 1012.584(4), which may include outside agency referrals such as Stewart Marchman Behavioral Healthcare, 330 Kay Larkin Drive, Palatka, FL 32177, (386) 329-3780, and to be referred to the criminal justice or juvenile justice system.

(a) Bringing a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
(b) Making a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel’s property, school transportation, or a school-sponsored activity.

Schools shall promote a safe and supportive learning environment by protecting students and staff from conduct that poses a threat to school safety. The school’s threat assessment team may use alternatives to address disruptive behavior through a variety of restorative programs.
Zero tolerance policies are NOT intended to be rigorously applied to petty acts of misconduct. Zero-tolerance policies do not require the reporting of petty acts of misconduct to a law enforcement agency, including, but not limited to, disorderly conduct, disrupting a school function, simple assault or battery, affray, theft of less than $300, trespassing, and vandalism of less than $1,000. However, if a student commits more than one misdemeanor, the school threat assessment team must consult with law enforcement to determine if the act should be reported to law enforcement.

**GUN-FREE SCHOOLS ACT (GFSA) OF 1994**
The GFSA states that each state receiving federal funds must have a state law (Florida State Statute 1006.07) requiring local educational agencies to expel a student from school for a period of not less than one (1) year once a student who is determined to have brought a weapon. Each state's law also must allow the chief administering officer of the Local Educational Agency (LEA) to modify the expulsion requirements on a case-by-case basis. The legislation explicitly states the GFSA must be construed to be consistent with the Individuals with Disabilities Education Act (IDEA). Therefore, by using the case-by-case exception, LEAs will be able to discipline students with disabilities in accordance with the requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act (Section 504).

**REASONABLE FORCE**
Except in the case of excessive force or cruel and unusual punishment, a teacher or other member of the instructional staff, a Principal or the Principal’s designated representative, or a school bus driver shall not be civilly or criminally liable for any action carried out in conformity with the State Board of Education and district school board rules regarding the control, discipline, suspension, and expulsion of students, including, but not limited to, any exercise of authority under Florida State Statute 1003.32 or 1006.09.

**ALLEGATIONS AND COMPLAINTS TOWARD STAFF**
Any complaint against any employee which arises within the membership of the School Board or which comes to the attention of the School Board (except through the Superintendent) shall be referred to the Superintendent for decision. In the case the employee or the complainant is not satisfied with the decision of the Superintendent, either party may take an appeal to the School Board through the Superintendent for a final decision. The School Board will not consider a complaint in any other manner. Any person purposely reporting, making, or stating a false accusation against a school board employee could be subject to disciplinary or criminal actions.

**ACTIVE ASSAILANT LOCKDOWN RESPONSE**
This is an emergency that will require locking down the site in order to protect lives. An announcement will be made by any means necessary. Events in which a lockdown is required include, but are not limited to the following incidents:
- Intruders, armed person(s), active shooters, hostage situations, abductions.
- Any incident occurring off site, which is in a close proximity to the site that it creates a threat to safety.

The major concept of a lockdown is to separate an active assailant from any potential victims. Any increase in the time element that an active assailant is denied access to...
potential victims saves lives. This notion can be achieved in several ways. The most common practiced in a school setting is avoiding, hiding, and denying entrance into a secured location, while sheltered in a safe or safer area. A safe or safer area are the location(s) within a room that allows person to shelter away from any potential gunfire. The simple concept is that if you can see the area from which an attack is coming, you are in the line of danger.

**Student Responsibilities**

- Non-emergency use of a cell phone is prohibited while in a lockdown. Turn cellphones off or put on silent.
- Follow directions from your teacher and refer to the training video presented at the start of each school year. If you have not viewed the training video contact your principal.
- Law Enforcement will assist in the evacuation and unification procedures.
- After an event, if you are having feelings of anxiety seek out your school counselor or a trusted adult and discuss your feelings and ask for additional assistance from a School Mental Health Counselor.

**Parent Information**

- In the event of a real-world lockdown parents need to resist the initial response to go to the school sight that is under a lockdown. This will only take resources away from securing the safety of the students and faculty.
- Public Relations and the Information Technology departments will be contacted by the Superintendent or designee and will be given specific information concerning the status of the lockdown and the time and location of the reunification site. This information will then be sent out via written email, text communication or recording to the target audience (parents and guardians of the children at the site that is under lockdown).
- Following the initial communication, Public Relations will create a message within our callout system (REMIND) and send it through one or a combination of methods: telephone call, text message and email.
- In some instances, communication through Facebook may be used. The information will be limited based on it reaching a wider general audience.

If a young person needs immediate help or safety, they can depend on any location with the Safe Place sign.
**RESOURCES**

**Bullying Prevention and Awareness**

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment of any type for all students and employees. The School Board will not tolerate unlawful bullying and of any type.

Students and parent/guardians can find numerous resources on bullying prevention and awareness at the websites below.

- https://mbfchildsaferights.org
- www.stopbullying.org

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**Students experiencing a mental health crisis may also use resources such as:**

- The Trevor Lifeline 1-866-488-7386   www.thetrevorproject.org
- [http://www.crisischat.org/chat](http://www.crisischat.org/chat)

Students may also seek help from any teacher, administrator, or guidance counselor if they are in need of mental health assistance.
Recognizing key indicators of human trafficking is the first step in identifying victims and can help save a life. Here are some common indicators to help recognize human trafficking:

- Does the person appear disconnected from family, friends, community organizations, or houses of worship?
- Has a child stopped attending school?
- Has the person had a sudden or dramatic change in behavior?
- Is a juvenile engaged in commercial adult/sex acts?
- Are they disoriented, confused, or showing signs of mental/physical abuse?
- Does the person have bruises in various stages of healing?
- Is the person fearful, timid, or submissive?
- Do they show signs of having been denied food, water, sleep, or medical care?
- Are they often with someone to whom he or she defers? Or someone who seems to be in control of the situation, e.g., where they go or who they talk to?
- Does the person appear to be coached on what to say?
- Is the person living in unsuitable conditions?
- Do they lack possessions and appear not to have a stable living situation?
- Does the person have freedom of movement? Can the person freely leave where they live? Are there unreasonable security measures?

Not all indicators listed above are present in every human trafficking situation, and the presence or absence of any of the indicators is not necessarily proof of human trafficking.

To report suspected human trafficking:

1-866-347-2423

To get help from the National Human Trafficking Hotline:

1-888-373-7888
or text HELP or INFO to BeFree (233733)
Relationship Violence Awareness
The School Board strictly prohibits any act of dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation. For purposes of this policy, dating violence and abuse shall be defined as emotional, verbal, sexual, or physical abuse of a student who is in a current or was in a past dating relationship by the other person in that dating relationship. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of mental, physical or sexual abuse. It may also be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. Dating violence and abuse may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, as well as harassment through a third party. Any student who is the victim of an act of dating violence and abuse, or has cause to believe that s/he is in immediate danger of becoming the victim of an act of dating violence and abuse, should report the matter to the Principal or to any member of the school staff. Any School Board employee who receives a report of an act of dating violence and abuse, who directly observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse shall report such report, observations, or suspicions to the Principal. Any resident or member of the school community, including students, parent/guardians, volunteers, and visitors, who observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse is encouraged to report the matter to the Principal. These reports can be made either in person or anonymously.

CHECK IT!

IS YOUR RELATIONSHIP HEALTHY??
The Person I Am With:

- Is very supportive of the things I do
- Encourages me to try new things
- Is not liked very well by my friends
- Accuses me of cheating or fliting
- Likes to listen when I have something on my mind
- Texts me or calls all the time
- Threatens to hurt me, my family or friends
- Blames me for problems
- Understands that I have my own life too

Y/N

RED FLAGS & WARNINGS
Watch for These Signs!

- Isolation-cuts you off from family/friends
- Controling behavior-controls who you see, talk to
- Jealousy-unreasonable
- Threats of violence-abuse-intimidation, scares you
- Cruelty to animals or children-tees or injures
- Any use of force in an argument-restrains, holds
- Past abuse-excuses it, minimizes or blames
- Quick involvement-'I love you too quick, pressures
- Blames others for problems-does not admit fault
- Breaking objects-beats on them, throws, terrorizes

DATING VIOLENCE FACTS FOR PARENTS:

- 1 in 3 teens will experience some kind of abuse in their romantic relationships, including emotional/verbal abuse
- 1 in 5 teens who have been in a serious relationship report being hit, slapped or pushed by a partner
- 40% of teen girls know someone who has been beaten or hit by their partner
- Nearly 80% of girls who have physically been abused in their intimate relationships continue to date their abuser

FACTS FOR PARENTS ABOUT TEENS:

- They face unique obstacles to getting help: transportation, money or safe place to go
- May have little or no experience with dating relationships or what to expect
- Do not realize they are being abused
- Confuse jealousy with love
- Will talk to peers often before talking to an adult—even if they are in trouble

PARENTS: EARLY WARNING SIGNS - WHAT DO I NEED TO KNOW?

- Your teen’s partner behaves in a way that is extremely jealous/possessive, such as checking on them often (phone, text, email...)
- You hear verbal abuse, such as name-calling and demeaning comments
- Your teen gives up things that are important, such as time with friends or family, activities or other interests
- Your teen has unexplained injuries
- Your teen’s partner abuses other people or animals

CALL LEE CONLEE HOUSE HELPLINE FOR ASSISTANCE — 325-3141

LEGAL FACT: Florida Statute 784.046 gives the right for teens to apply for a restraining order on their own; parents can also apply on their children’s behalf.

RESOURCES

ALL LEE CONLEE HOUSE SERVICES ARE FREE!

*All Hotline Calls Are Confidential*

Lee Conlee House Domestic Violence Center
24-Hour DV/Rape Crisis Helpline: 386-325-3141 / Toll-Free 800-500-1119
Administrative Office: 386-325-4447
Court Advocate Line: 386-326-7676 (restraining orders)
Website: www.leecolleyhouse.org

Putnam County Health Department
Violence Intervention & Prevention Program
386-326-3200 (ask for advocate on-call)
Www.wiredsafety.org (cyberstalking)
National Suicide Prevention Hotline: 1-800-273-8255

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Florida Council Against Sexual Violence
website: www.fcasv.org
Toll-Free Rape Crisis Hotline: 1-888-956-7273

Toll-Free Rape Crisis Hotline: 1-888-956-7273

*Lee Conlee House will provide services to eligible individuals, regardless of race, religion, color, national origin, gender, mental or physical disability, sexual orientation, citizenship, immigration status, marital status, language spoken or any other protected class.*
Compliments of the Juvenile Crime Prevention Office, a partnership of the Putnam County Sheriff's Office and the Putnam County School District
Available online at www.putnamschools.org in the Quicklinks
Student Crime Watch Program
The student crime watch program allows students and the community to anonymously relay information concerning unsafe and potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, to appropriate public safety agencies and school officials.

P3 Tips helps provide a more seamless and efficient way for students and community members to offer information to help solve and prevent crimes or other serious or life threatening matters.
Mobile Response Team

The Mobile Response Team (MRT) was created to provide crisis intervention and support to Putnam County families dealing with a behavioral or mental health crisis. For so long, families have had no choice but to go to the emergency room due to lack of resources or knowledge of available resources. We are here to help individuals from 0-26 years of age. We’re Mobile. So We Come To You.

Mobile response services are available 24/7 with the ability to respond within 60 minutes to new requests for families or children experiencing crisis situations which may include but are not limited to:

- Mental health issues
- Aggressive and defiant behaviors
- Domestic violence
- Death of parent or child
- Expressing suicidal thoughts and/or gestures

24/7 helpline dedicated to helping YOU
Mobile Response Team
386.872.2254

ANYONE CAN CALL, ANYTIME
MRTs provide on-demand crisis intervention services in any setting in which behavioral health crisis is occurring, including homes, schools and emergency departments.

Mobile response services are available 24/7 by a team of professionals and para-professionals, who are trained in crisis intervention skills to ensure timely access to supports and services.

Available to anyone regardless of ability to pay:

- Parents, foster families, caregivers
- School staff and educators
- Medical offices and clinics
- First responders, EMTs and police
- Community members
All Putnam County Schools Campuses are 100% Tobacco Free. This includes electronic smoking devices like vapes, mods & JUULs.

In 2018, about 1 in 4 high school students in Florida reported current use of electronic vaping—a 58% increase compared to 2017.

Nearly 9 out of 10 cigarette smokers try their first cigarette by age 18.

E-cigarette aerosol can contain cancer-causing chemicals heavy metals like nickel, pod and lead. A pack of 20 regular cigarettes.

Nicotine can harm adolescent brain development, causing effects like reduced impulse control, deficits in attention & cognition, and mood disorders.

All JUUL e-cigarettes have a high level of nicotine. A single JUUL and contains as much nicotine as tin cigarettes.
Artist Release and Internet Permission

ONLY COMPLETE THIS FORM IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE.

Putnam County School District Standard Artist Release
I hereby do not assign and authorize the Putnam County School District the all rights in and to any picture, photograph, video, or similar data used for or related to a school purpose. I also authorize said producer, without limitation the right to reproduce, copy, cable-cast, exhibit/publish, display on web page, or distribute any such picture, and expressly waive any rights or claims I may have against the Putnam County School District and/or any of its affiliates, subsidiaries, or assignees except as outlined in this contract.

Parent/Guardian Name (please print)  Signature  Date

Student Name (please print)  Signature  Date

Parent/Guardian Network and Internet Permission (Required if student is under age 18)
I have read and understand the guidelines for network and Internet use in this Code of Conduct, which includes use of the district's software, computer networks, email accounts and the Internet service. I understand that this access is designed solely for education purposes and the school district has taken reasonable precautions to supervise Internet usage. However, I recognize that it is impossible for the District to control access to all information materials and I will not hold it responsible for materials acquired or contact made on the Internet. With that understanding, I hereby do not give permission for my child to utilize the school network and Internet services.

Parent/Guardian Name (please print)  Signature  Date

Student Name (please print)  Signature  Date Non-
NOTICE OF RECEIPT

Student Code of Conduct

The Student Code of Conduct is available online at PutnamSchools.org under Students and Families/Student Services.

If you would rather have the Student Code of Conduct in print it is available upon request at your child’s school or at the Putnam County School District Office.

PLEASE SIGN AND RETURN THIS FORM

Failure to return this form will not relieve a student or the parent/guardians from responsibility to know the contents of the Student Code of Conduct and will not excuse the student’s non-compliance with the Student code of conduct. The Student Code of Conduct has been developed to help gain the greatest possible benefit from school experiences. It defines the responsibilities and rights of students attending the Putnam County School District. The consequences of student actions, which disrupt the learning process, are also clearly stated. Since parent/guardians can be held responsible for the actions of their children, you should be involved in the education of your children. Students, parent/guardians, and schools working together will help maintain a safe atmosphere where students can learn.

The school is in need of your help and cooperation. Parent/guardians and students please read and discuss this important booklet together. This form will be kept on file at the school and acknowledges your awareness of the contents. Failure to return this form will not relieve a student or the parent/guardians from responsibility to know the contents of the Student Code of Conduct and will not excuse the student’s non-compliance with the Student code of conduct. The rules, regulations, and guidelines set out in this Student Code of Conduct are effective for the current school year and shall remain in effect until a new Student Code of Conduct is published.

Code of Conduct Receipt, Supervision
I (We) have reviewed a copy and am (are) aware of the contents of the enclosed Putnam County School District Student Code of Conduct. I (We) am (are) aware that supervision is provided 30 minutes before school or a related activity begins and 30 minutes after school or a related activity ends.

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Asbestos Acknowledgement
I (We) am (are) aware that there are asbestos containing building materials located throughout the school district, that the type and location of these materials are identified in each facility’s Project Manual located in the main office, and additional information can be obtained from the Facilities Director 386-329-0550.

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Discrimination Statement

Any form of discrimination or harassment can be devastating to an individual’s academic progress, social relationship, and/or personal sense of self-worth. Therefore, the School Board will not discriminate nor tolerate harassment in its educational programs or activities on the basis of race, color, national origin, sex (including sexual orientation or transgender status, or gender identity), disability (including HIV, Aids, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, “protected classes”). The School Board also does not discriminate on the basis of protected classes in its employment policies and practices as they relate to students. Equal educational opportunities shall be available to all students for all programs, without regard to the protected classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Limited English Proficient (LEP), including immigrant children and youth, will not be a barrier to admission and participation in any District programs, vocational classes, courses, or career path studies.

The School Board shall verify that facilities are made available for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group that is officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society.

The School Board designates the following individuals to serve as the District’s Compliance Officers: Tonya Whitehurst, Staff Services and Travis Weaver, Student Services at 200 Reid Street, Palatka, FL 32177, (386)-329-0538.

The COs are responsible for coordinating the District’s efforts to comply with applicable Federal and State laws and regulations, including the District’s duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The CO(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination Act of 1975, the Florida Civil Rights Act of 1992, the Florida Educational Equity Act, and/or their implementing regulations is provided to students, their parents, staff members, and the general public. A copy of each of the acts and regulations on which this notice is based may be found in the CO’s office.

For further information on unlawful discrimination or retaliation contact the United States Department of Education Office for Civil Rights (“OCR”). The Atlanta Office of the OCR can be reached at 61 Forsyth Street, SW. - Suite 16T70 Atlanta, GA 30303-8909 (404) 562-7886; (404) 562-7884; (800) 421-3481; TDD: (404) 562-7881 FAX; Web: http://www.ed.gov/ocr.

Family Education Rights and Privacy Act (FERPA)

Directory information is information that is generally not considered harmful or an invasion of privacy if released; it can also be disclosed to outside organizations without a parent/guardian’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require Local Educational Agencies (LEA), receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parent/guardians have advised the LEA that they do not want their student’s information disclosed without their prior written consent. In addition, the district will release the student’s current school, address and telephone number to appropriate law enforcement personnel including Child Protective Services. If you do not want to disclose directory information from your child’s education records without your prior written consent, you must notify the school Principal in writing by September 30 of each school year. The request for restriction is recorded into the student information system and the form is kept on file in the school’s office for one school year. If no documentation is on file, it will be assumed that permission for release of directory information and/or photos has been granted. Putnam County School District has designated the following information as directory information: student’s name; parent/guardian name(s); address; telephone; grade level; date of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; photograph; degrees, honors, and awards received; dates of attendance; grade level; the most recent educational agency or institution attended; post high school career plans.

Non-Discrimination and FERPA Notification Acknowledgement

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