

CODE OF CONDUCT

2006 - 2007

I. DISCIPLINE

The authority set forth in Florida Statutes, Chapter 1006.07(1) vests in School Boards the responsibility to "adopt rules for the control, discipline, in-school suspension, suspension and expulsion of students and decide all cases recommended for expulsion.

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The rules set forth below shall apply to all students during the time they are attending school, during the time they are being transported to and from school at public expense, 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 District School Board.

The following activities are considered improper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, alternate school placement, and may result in criminal penalties being imposed.

1. STUDENT CONDUCT

A. RULE 1: **DISRUPTION AND INTERFERENCE WITH SCHOOL, SCHOOL ACTIVITIES, FUNCTIONS OR EVENTS**

No student shall:

1. Occupy any school building or property with intent to deprive others of use or where the effect thereof is to deprive others of use.
2. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds under the direction of a school administrator.
6. Make noise or act in any other manner so as to interfere seriously with the teacher's instruction of the class or any other school activity.
7. In any manner by the use of violence, force, noise, coercion, threat intimidation, harassment, fear, passive resistance, or any other conduct causes the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
8. Refuse to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school attendance officer, or other school personnel.
9. Encourage other students to violate any rule or School Board policy.

B. RULE 2: **DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The District School Board will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of eighteen (18) living with the parents may be liable for damages caused by said minor in an amount not in excess of Florida Statutes or a Court Order.

C. RULE 3: **DAMAGE OR DESTRUCTION OF PRIVATE OR PUBLIC PROPERTY**

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property. The District School Board will cooperate fully with law enforcement officials should violations occur.

D. RULE 4: **PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL BOARD EMPLOYEE OR A PERSON NOT EMPLOYED BY THE SCHOOL**

A student shall not cause or attempt to cause physical injury or behave in such a way, as could reasonably cause physical injury to a District School Board employee, fellow student, or any other individual. Violence will not be tolerated under any circumstance.

E. RULE 5: NARCOTICS, BEVERAGES CONTAINING ALCOHOL, DRUGS, AND TOBACCO PRODUCTS

1. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any prescription drugs without a valid physician's prescription, or any other controlled substance as referenced in Florida Statutes, 1006.09, or beverage containing alcohol or intoxicant of any kind or tobacco products.
2. A student shall not possess, sell, use, transmit, or be under the influence of any counterfeit controlled substance or any substance represented or purported to be a controlled substance including but not limited to substances named or described in 893.03 Florida Statutes or substances represented or purported to be beverages containing alcohol or intoxicant of any kind. Amended 03-09-92
3. The use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function. (Florida Statute 1006.07(2) (e). Devices may be used only before and after school and must be turned off and out of sight during the day. If a student's cell phone creates a disruption, it will be confiscated and parents will be notified.
4. A violation of any portion of Policy E. Rule 5 is grounds for expulsion. Alternatives to suspension and expulsion may be considered as provided in disciplinary guidelines approved by the District School Board. The parent/guardian of any student determined to be in violation of this policy will be informed of low cost substance abuse assessments available through state-licensed drug abuse treatment centers and of any agreement between the District School Board and such a center. The District School Board may consider successful completion of a treatment program developed by a state licensed treatment center in determining a student's length of expulsion, early termination of expulsion, or length of assignment at the alternate school.

Below is a list of alcohol and drug counseling and rehabilitative programs available to residents of Putnam County. Any parent/guardian who is concerned about the possible use of illegal drugs or alcohol by their child may consider seeking help from one of the programs/agencies listed. Also, parents/guardians of a pupil who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Chapter 893, may be entitled to a waiver of such punishment if the pupil commits himself/herself or is referred by the court in lieu of sentence to a state licensed drug abuse program and successfully completes the program. Contact your school principal or the Department of Student Services for more information.

Putnam Behavioral Health Care
330 Kay Larkin Drive, Palatka, Florida 32177
(386) 329-3780

Children's Home Society
310 S. Palm Avenue, Palatka, Florida 32177
(386) 312-2230

Corner Drug Store
837 S Hwy 19, Palatka, Florida 32177
(386) 312-2220

Creating Lasting Family Connections
142 Ferry Road, East Palatka, Florida 32131
(386) 312-4909 or 329-1231

ALCOHOL/DRUG GUIDELINES ELEMENTARY SCHOOL LEVEL

<p>STUDENTS WITH NO SERIOUS DISCIPLINE RECORD</p> <p>1. First Possession Alcohol/Drugs or Substance Represented To Be . . .</p> <ul style="list-style-type: none"> • Amount no more than personal use • Exclude Cocaine <p style="text-align: right;">ALC DRG</p>	<p>4th AND 5TH GRADE ONLY</p> <ol style="list-style-type: none"> 1. Contact Parent 2. Contact Law Enforcement Representative 3. Suspend Until Drug Screen is completed, Maximum 10 days, if available 4. Place in school Alternative Program <p>GRADES K-3</p> <ol style="list-style-type: none"> 1. Contact Parent 2. Contact Law Enforcement Representative 3. Suspend up to 10 days 4. Complete Alcohol/Drug screening and counseling
<p>2. Beepers (first or repeated offense) <i>*if used in a criminal act</i></p> <p>3. Beepers – Facsimile <i>*if used in a criminal act</i></p> <p>4. Phone, <i>Cell Phone</i> <i>*if used in a criminal act</i></p> <p>OMC</p>	<p>* Suspend up to 10 days (Law Enforcement Involvement)</p> <p>* Refer to Discipline guidelines</p>
<p>ALCOHOL/DRUGS - SUBSTANCE REPRESENTED TO BE . . .</p> <ol style="list-style-type: none"> 1. First Possession (Minor Amount – serious discipline record) 2. First Possession (Amount more than for personal use) 3. First sale/distribution - Any amount 4. Second Possession - Any amount <p>(EXCLUDE Cocaine or Similar Drug)</p> <p style="text-align: right;">ALC DRG</p>	<p>4th AND 5TH GRADE ONLY</p> <ol style="list-style-type: none"> 1. Contact Parent 2. Contact Law Enforcement Representative 3. Suspend until drug screening completed, maximum 10 days, if available 4. Transfer to The Alternative Class for 60 days (45 days upon completion of drug screening and counseling) 5. Complete Alcohol/Drug Screening and Counseling <p>GRADES K-3</p> <ol style="list-style-type: none"> 1. Contact Parent 2. Contact Law Enforcement Representative 3. Suspend until drug screening completed, maximum 10 days 4. Complete Alcohol/Drug Screening and Counseling
<p>ALCOHOL/DRUGS - SUBSTANCE REPRESENTED TO BE . . .</p> <ol style="list-style-type: none"> 1. Subsequent possession 2. Second sale/distribution - Any amount <p>(EXCLUDE Cocaine or similar drug)</p> <p style="text-align: right;">ALC DRG</p>	<p>GRADES K-5</p> <ol style="list-style-type: none"> 1. Contact Parent 2. Contact Law Enforcement 3. Suspend 10 days 4. Recommend expulsion 5. Complete drug screening upon return
<p>COCAINE OR SIMILAR DRUG</p> <p>1. Sale/distribution</p> <p style="text-align: right;">DRG</p>	<p>GRADES K-5</p> <ol style="list-style-type: none"> 1. Contact Parent 2. Contact Law Enforcement 3. Suspend 10 days 4. Recommend maximum expulsion 5. Complete drug screening upon return

The Principal may recommend a penalty, which deviates from these guidelines by including written justification detailing the facts, which necessitate such deviation. 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.

*Violations at multiple levels will result in referral to drug treatment.

**ALCOHOL/DRUG GUIDELINES
MIDDLE AND HIGH SCHOOL LEVEL**

<p>STUDENTS WITH NO SERIOUS DISCIPLINE RECORD</p> <p>1. First possession Alcohol/Drugs or substance represented to be. .</p> <p style="text-align: right;">ALC DRG</p>	<p>1. Contact Parent 2. Contact Law Enforcement 3. Suspend 10 days OR until screening is completed. 4. Transfer to The Alternative Class for 90 days (45 days if screening and counseling has been completed) 5. Complete Alcohol/Drug screening and counseling</p>
<p>2. Beepers (First or repeated offense)*<i>if used in a criminal act</i> 3. Beeper Facsimile *<i>if used in a criminal act</i> 4. Phone, <i>Cell Phone</i>—*<i>if used in a criminal act</i></p> <p style="text-align: right;">OMC</p>	<p>* Suspend Up to 10 days (Law Enforcement involvement) * Refer to Discipline guidelines</p>
<p>ALCOHOL/DRUGS - SUBSTANCE REPRESENTED TO BE. .</p> <p>1. First possession (Minor Amount - serious discipline record) 2. First possession (Amount more than for personal use) 3. First Sale/Distribution - Any amount 4. Second Possession - Any amount (EXCLUDE Cocaine or similar drug)</p> <p style="text-align: right;">ALC DRG</p>	<p>1. Contact Parent 2. Contact Law Enforcement 3. Suspend until drug screening completed, maximum 10 days 4. Transfer to The <i>Alternative Class</i> for 90 days (45 days upon completion of drug screening and counseling) 5. Complete Alcohol/Drug screening and counseling</p>
<p>ALCOHOL/DRUGS - SUBSTANCE REPRESENTED TO BE . . .</p> <p>1. Subsequent Possession 2. Second Sale/Distribution Alcohol/Drugs or Substance represented to be. . 3. First Possession Cocaine or similar drug or substance represented to be . . .</p> <p style="text-align: right;">ALC DRG</p>	<p>1. Contact Parent 2. Contact Law Enforcement 3. Suspend 10 days 4. Recommend expulsion 5. Complete drug screening upon return</p>
<p>1. Sale/distribution of Cocaine or similar drug or substance represented to be. .</p> <p style="text-align: right;">DRG</p>	<p>1. Contact Parent 2. Contact Law Enforcement 3. Suspend 10 days 4. Recommend maximum expulsion 5. Complete drug screening upon return</p>

The Principal may recommend a penalty, which deviates from these guidelines by including written justification detailing the facts, which necessitate such deviation. 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.

*Violations at multiple levels will result in referral to drug treatment.

F. RULE 6: WEAPONS, DANGEROUS INSTRUMENTS AND CONTRABAND

A student shall not 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, or any contraband materials or any other kind of gun (whether operable or inoperable, loaded or unloaded), or any replica of a gun.

A violation of this policy will also occur if a student uses any article or object as a weapon or in a manner calculated to threaten any person. A violation of this policy is grounds for expulsion.

G. RULE 7: DISREGARD OF DIRECTIONS OR COMMANDS

A student shall not fail to comply with directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendent, school bus drivers, school attendance personnel, custodians, lunchroom personnel, or other authorized school personnel.

H. RULE 8: APPROPRIATE DRESS FOR STUDENTS

1. All students shall be properly groomed and attired when on school property or participating in school activities. Students shall be dressed so they will not present a clear danger to health and safety. They shall not be dressed in a manner that causes an interference with work or creates classroom or school disorder.
2. Attire which exposes the midriff (back or front) is prohibited (examples would be a halter or cut-off shirt).
3. Inappropriately revealing sleeveless clothing shall not be worn in the middle and high schools. Clothing that exposes the undergarments, armpits, breast, or chest will not be allowed. Shirts should cover the shoulder. Tank tops, spaghetti straps, or shirts with sleeves cut out are not considered proper in any grade. Sleeveless dresses and blouses are considered proper dress for girls in elementary schools.
4. Shoes shall be worn at all times. Shoes that are unsafe, such as flip-flops and bedroom slippers, will not be allowed.
5. No head attire shall be worn inside the buildings. This does not include wigs.
6. Clothing with slogans or symbols is prohibited if it may be interpreted to be offensive, obscene, indecent, vulgar, or encourages the sale or use of drugs or alcohol. Clothing that is symbolic of gang identification is prohibited.
7. Shorts and skirts may be worn in classes pre-school through grade twelve (12) provided they meet the following criteria:
 - They are not too tight, as determined on an individual basis by school administrators or deans.
 - They are not too short, as determined on an individual basis by school administrators or deans.

As a general guideline to students, the District School Board allows the wearing of shorts and skirts that are not unusually tight fitting and that are at least mid-thigh when the student is in a standing position. All principals shall document violations of this code by students and an initial hearing shall be held by them regarding violation of this dress code policy.

8. Inappropriately loose fitting clothing, which could conceal contraband, will not be allowed, as determined on an individual basis by school administrators or deans.
9. Pants and skirts must fit the waist and may not drag the floor (no sagging pants or hip huggers).

I. RULE 9: SECRET SOCIETIES

Secret societies/gangs, as defined in the statutes, are prohibited in the public schools of Putnam County.

J. RULE 10: INITIATION AND HAZING

Students' guilty of violating initiation and hazing policies shall be subject to suspension or expulsion, and the organization shall be suspended from school activities and school recognition.

K. RULE II: OFF-CAMPUS ACTIVITY

Any student who commits, or threatens to commit, an act or is involved in a transaction, event or occurrence off school grounds which, in the opinion of the principal, following an administrative hearing with notice provided to the parent or legal guardian, poses a danger to the safety or welfare of students and/or school personnel is subject to action as said principal deems appropriate in order to protect and insure the safety and well being of students and/or personnel. Action as contemplated herein may include alternate class, transfer to the alternate school, suspension, or expulsion. Such discipline as imposed by the principal shall not affect the delivery of educational services to the student. If the decision of the Principal is to suspend said student from school, the student shall be immediately enrolled in a daytime alternative educational program. If the student is subsequently charged by a proper administrative hearing, conducted in a manner as set forth in this policy, it will serve as the administrative hearing referenced in 1006.09 Florida Statutes provided that no new evidence is alleged to exist. If the student is subsequently adjudicated 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 pursuant to this policy, Policy 5.17V (B) and 1006.09 Florida Statutes.

L. RULE 12: BEHAVIOR NOT COVERED ABOVE

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 in the preceding written rules. The District School Board directs individual schools and departments to develop, print and disseminate such rules and regulations which are consistent with District rules but which are needed to supplement District rules in order to carry out the proper and orderly function of the school or department. District and school rules, however, shall not permit disciplinary action to be taken based on the use of a language other than English by Limited English Proficient students.

M. STUDENT RULE: FOR RIDING SCHOOL BUS

In accordance with Chapter 1006.10 F.S.: “Any pupil who persists in disorderly conduct on a school bus or at a stop shall be reported to the principal by the driver of the bus, and may be suspended by the principal of the school he/she attends from being transported to and from school, and school functions, at public expense.”

1. Students must obey the bus driver/bus aide.
2. Be at the bus stop at the scheduled stop time; stand ten (10) feet off the road in an orderly manner. When crossing, cross ten (10) feet in front of the bus on drivers signal.
3. Sit in seat, face forward, keep aisle clear. Keep hands, feet and other objects to yourself at all times.
4. No foreign object(s) in the mouth.
5. Ordinary conversation is permitted. Absolute silence any time the bus is stopped in route to and from school. No use of profane language or gestures.
6. No objects, which interfere with the seating safety of others, will be permitted on the bus.
7. Students must board and leave the bus at their regular stop, except with written permission of parent and principal or his/her designee.
8. The District School Board requires a system of progressive discipline of transported students for actions that are prohibited by the Code of Student Conduct.
9. Bus transportation is a privilege and the District School Board reserves the right to remove a student from the bus for up to one (1) school year.

N. VEHICLE RULES

1. A student leaving home for school shall proceed directly to the school campus. After arriving at school a student shall remain on the school grounds unless given permission to leave the grounds as provided in these rules. At the close of the school day, the student shall leave the school grounds promptly unless under the supervision of a faculty member.
2. The student shall park a car driven to school in the area designated for student parking.
3. Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle.
4. No student shall loiter in or around the parking area or areas.
5. Students shall not occupy cars during class hours, between classes, or before or after school except as they arrive and leave for the school day and travel to and from approved programs at other locations.
6. The principal shall cooperate with law enforcement officers. A student who receives a citation for a traffic violation while traveling to or from school, or who is known to be operating a vehicle in such a manner as to endanger the student's own safety or that of others, may be directed by the principal not to drive a vehicle to school. Any student violating such directive shall be subject to suspension or expulsion from school.
7. A student will not be permitted to drive any vehicle to school until filing with the principal the written consent of the student's parent/guardian and a written agreement to comply with all rules of the School Board and local school officials.
8. Driving to school is a privilege. Students must follow the school policies on driving and parking. Violation of the Code of Conduct policies or the school parking/driving policies may result in loss of privileges, suspension, or expulsion from school.
9. Habitual truants will have their driver's licenses withheld/suspended by the Department of Highway Safety & Motor Vehicles.
10. No middle school students or those assigned to an alternate school are permitted to drive themselves to school.

O. OTHER INFORMATION

1. The District School Board may honor the final order of expulsion or dismissal of a student, from outside the district, for an act, which would be, grounds for expulsion under our guidelines.
2. A recommendation of expulsion or assignment to alternate school may 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.
3. Violent, abusive, uncontrollable or disruptive students may be temporarily removed from the classroom for behavior management intervention.
4. Florida Statutes require that parents or guardians be informed at the beginning of each school year that their children may receive medical or physical examinations, screening, or treatment. Any child shall be exempt from this if his/her parent or guardian requests such exemption in writing to the school principal. The consent established by this notification does not include any procedure in which the skin or body is penetrated.

2. DISCIPLINARY GUIDELINES

- A. Violations of the previous rules and/or supplemental rules may result in one or more of the disciplinary actions as per administrative guidelines.

REFERRALS TO THE OFFICE

LEVEL I	LEVEL II	LEVEL III	LEVEL IV	LEVEL V
MINOR MISCONDUCT SAFETY VIOLATION HORSEPLAY	REPEATED MISCONDUCT SAFETY VIOLATION HORSEPLAY	REPEATED MISCONDUCT (3-5, Repeat Level II)	REPEATED MISCONDUCT (I & II/Repeat III)	
MINOR THREAT (NO FEAR)	THREAT (FEAR), REAL, NOT CARRIED OUT TRE	THREAT (COMPLETION OF THREAT) TRE	BOMB THREAT/FIRE ALARM (WITH INTENT) TRE	
		THREAT UPON SCHOOL EMPLOYEE TRE	ASSAULT UPON SCHOOL EMPLOYEE TRE	BATTERY UPON SCHOOL EMPLOYEE BAT
MINOR OBSCENE LANGUAGE GESTURE/ MATERIAL	OBSCENE/GESTURE TOWARD STUDENT	EXTORTION (FEAR) OMC	FALSE ACCUSATION UPON SCHOOL EMPLOYEE OMC	
DISRESPECT	OPEN DEFIANCE/ INSUBORDINATION	GROSS INSUBORDINATION OPEN DEFIANCE		
PUSHING/TRIPPING (NO SAFETY RISK)	PUSHING/TRIPPING (SAFETY RISK)	PUSHING/TRIPPING (CAUSES HARM/INJURY) HORSEPLAY OR SERIOUS SAFETY RISK BAT	SEXUAL ACT/CONSENSUAL SEX SXO	
	OFFENSIVE TOUCHING	SEXUAL ACT/MISCONDUCT (AGAINST DECENCY) SXO	SEXUAL ACT/BATTERY (BATTERY, INTERCOURSE) SXB	ATTEMPTED RAPE/RAPE SXB
	STEALING (MINOR)	STEALING (MORE THAN \$10.00) STL	STEALING (MORE THAN \$100.00) money or goods STL	
MINOR BUS MISCONDUCT	BUS MISCONDUCT (MORE SERIOUS) JEOPARDIZES SAFETY, DISTRACTS DRIVER	BUS MISCONDUCT (SERIOUS OR REPEATED 3-5 TIMES)	BUS MISCONDUCT (SERIOUS OR CRIMINAL NATURE)	
MINOR CONFRONTATION	MINOR FIGHT/MINOR RESPONSE FIT	SERIOUS FIGHT/BATTERY (BODILY HARM-INITIATING-BEING AGGRESSOR) BAT	BATTERY CAUSING GREAT BODILY HARM, THREATENING INJURIES BAT	BATTERY WITH LIFE THREATENING INJURIES BAT
WEAPON FACSIMILE POSSESSION - ELEMENTARY (NO INTENT)	WEAPON FACSIMILE POSSESSION (NO INTENT)	WEAPON FACSIMILE, POSSESSION/USE (NO SERIOUS CONSEQUENCES) W/PO	WEAPON FACSIMILE POSSESSION/USE (SERIOUS CONSEQUENCES) W/PO	
	WEAPON POSSESSION - 1ST OFFENSE - ELEMENTARY (NO INTENT) WPO	WEAPON POSSESSION (NO INTENT TO HARM) 5.17 L.F. (5.17 L.F. RULE 6) WPO	WEAPON POSSESSION WITH INTENT OR USE/THREAT TO HARM WPO	
	TOBACCO (POSSESSION AND OR USE) TBC	PROFANITY TOWARD SCHOOL EMPLOYEE	FIREARM/DEADLY WEAPON, INC. FASCILIME (PELLET OR BB GUN, OR OTHER GUN CAPABLE OF FIRING A PROJECTILE) WPO	FIREARM/FASCIMILE WITH AMMUN. OR USE OR INTENT TO USE OTHER DANGEROUS WEAPON WPO
	DESTRUCTION OF PROPERTY/ MINOR	DESTRUCTION OF PROPERTY (MORE THAN \$10.00) VAN	ARSON (LESS THAN \$100.00) ARS	ARSON ARS
	COMPUTER/INTERNET MISUSE	COMPUTER/INTERNET SERIOUS MISUSE	COMPUTER/INTERNET THREAT OR EXTORTION (FEAR)	
TARDY/SKIPPING ON CAMPUS <i>LEAVING SCHOOL GROUNDS</i>		SEXUAL HARASSMENT SXH	CAMPUS DISRUPTION (MAJOR) DOC	
DRESS CODE VIOLATION		HATE CRIME HTC	FELONY ACT ON CAMPUS	FELONY ACT ON CAMPUS HOM
	CHEATING (SERIOUS) SHARING, DISTRIBUTING, SELLING	DISTRICT DEFINED INCIDENT ZZZ	ROB MVT TRS KID BRK	
GAMBLING	GAMBLING (SERIOUS)	MAJOR GAMBLING INVOLVE- MENT OMC		
	FAILURE TO REPORT TO ADMINISTRATIVE DETENTION	FELONY ACT - OFF CAMPUS	FELONY ACT - OFF CAMPUS	
OTHER OFFENSES OF A SIMILAR NATURE	OTHER OFFENSES OF A SIMILAR NATURE	OTHER OFFENSES OF A SIMILAR NATURE	OTHER OFFENSES OF A SIMILAR NATURE OMC	OTHER OFFENSES OF A SIMILAR NATURE OMC

These guidelines shall be followed in all discipline cases including those involving alcohol and drugs. The principal, however, may recommend a penalty, which deviates from these guidelines by including written justification detailing the facts, which necessitate such deviation. Notwithstanding the above, deviation from the guidelines is not encouraged in order to promote consistency in discipline matters. Principals shall, therefore, state in detail and with specificity their reasons for any deviation.

DISCIPLINARY CONSEQUENCES

LEVEL I	LEVEL II	LEVEL III	LEVEL IV	LEVEL V
1. TEACHER REFERRAL DOCUMENTING: Prior Parental Contact Classroom Discipline Plan Exhausted Severe Clause		Parent Contact	Parent Contact	Parent Contact
2. PARENTAL INVOLVEMENT PARENT INPUT		Options .Restitution .In School Suspension .Withdraw Privileges .Saturday School .Bus Suspension .Suspension 1-10 Days .Bus Expulsion .Transfer to Alternate School .Law Enforcement	Options .Withdraw Privileges .Restitution .In School Suspension .Suspension 5-10 Days .Alternate School .Expulsion	Options .Restitution .Law Enforcement .Suspension 10 days .Expulsion
OPTIONS:	OPTIONS:	Required Options: (Choose at Least 1) .Conference .Counseling Program (conflict resolution, anger control, drug/ alcohol, pagers) .Adjustment to Student's program .Behavior Contract .School Classroom Plan (Restitution, tutor, communication plan, peer counseling) Parent Involvement (parenting classes) .Law enforcement .Child Study Team .ESE Referral	MIDDLE/HIGH SCHOOL LEVEL Expulsion Mandatory Possession of Firearm/ Facsimile (Pellets or BB Gun, or other Gun Capable of Firing a Projectile)	MIDDLE/HIGH SCHOOL LEVEL Expulsion Mandatory Max. Expulsion Possession of Firearm/ Facsimile (Pellets or BB Gun, or other Gun Capable of Firing a Projectile)
Discipline Administered by Parent	Discipline Administered by Parent		REQUIRED OPTIONS (Choose at Least 1) .Child Study Team .Adjustment of Student's program .Withdraw privileges .Restitution .Referral to ESE .Counseling (Putnam Guidance Private Practitioner) .Psychiatric Evaluation .Referral to Law Enforce. .Drug/Alcohol Program .Probationary Plan K-5	REQUIRED OPTIONS (Choose at Least 1) .Parent/Student attend gun gun safety class View video of fire safety /fire marshal .Restitution .Referral to ESE .Counseling (Putnam Guidance Private Practitioner) .Psychiatric Evaluation .Referral to Law Enforce. .Drug/Alcohol Program .Probationary Plan K-5
Peer Mediation	Peer Mediation			
Verbal Reprimand	School/Community Counseling /Behavior Mod.			
Time Out	Work Detail			
Isolation	Adjustment of Student's Program			
School /Community Counseling/Behavior Mod	School /Classroom Plan			
Behavior Contract	Withdrawal of Privileges			
Academic Assignment	Restitution			
Withdrawal of Privileges	Child Study Team			
Detention	Referral to ESE (Detention-lunchroom/ after school)			
Work Detail	Referral to Student Services	Short –term I. S.S. Restitution	RE-ENTRY PLAN REQUIRED FOR ALL EXPELLED STUDENTS Referral to Law Enforce.	3-10 days Examples:
Referral to Student Serv.	Saturday School		.Drug/Alcohol Counseling .Drug Testing .Gun Safety Program .Fire Safety Program .Counseling .Parenting Classes .Monitoring Student's Progress .Other	
Adjustment of Student's Schedule	Bus Suspension Schedule			
Referral to ESE	Parent Plan			
Child Study Team	In-School Suspension (1-5 Days)			
Law Enforcement	CORPORAL PUNISHMENT Prior parental consent and permission prior to each action.			
Parenting Classes				
In-School Suspension (1-3 days)	*SUSPENSION 1-3 DAYS After other options have been attempted.			
Parent Plan				
REQUIRED: Counseling after 3 referrals to office/parent input and RECOMMEDED:	REQUIRED OPTIONS: After 3-5 referrals/ Parent Input (Choose at least 1) Child Study Team	Re-entry plan REQUIRED for alternate school students returning to regular school after a stay of 30 days or more.		
Child Study Team	.Review Update Child Study Meeting .Counseling	*ONE TIME PARENT OPTIONS, FIRST SUSPENSION OFFENSE FOR SCHOOL YEAR (DOES NOT INCLUDE LEVEL III, IV, OR V) 1. Waived first-time suspension if the student's parents agree to come into school for a conference and sign a behavior contract. 2. Community service (including at-school meaningful work). 3. Parent attend class for a given length of time in lieu of suspension. 4. C.L.F.C. Program. 5. Positive discipline, i.e. (Allow students to move one level down in the severity of sanctions they face if they sign a behavior contract for no new referrals in a 30-day period.)		
Move to Level II after minimum of 5 referrals to office/parent input	Move to Level III after Minimum of 3-5 referrals/ parent input.			

ALTERNATE CLASS

All Level II referrals from regular classes will be assigned to the School's In School Suspension class instead of an out-of-school suspension.

Assignment from the School's I.S.S. class to the long-term Alternate Class may occur after a minimum of four (4) of the following options have been tried to correct misconduct:

- * Extension of days in school's I.S.S. class
- * Saturday detention
- * Work detention (Supervision)
- * Behavior contract
- * Corporal punishment
- * Parental involvement - class visitation all day
- * Creating Lasting Family Connections

A minimum of four (4) of these options must be tried but any of the other options may be utilized to change behavior.

If school officials are considering the exclusion of a student with a disability for more than ten (10) days (e.g. expulsion), a manifestation determination must be made.

A student may be initially placed in the school's I.S.S. class and then if he/she misbehaves in the school's I.S.S. class, student will be assigned to the Long-Term Alternate Class. In-School-Suspension Class must be no longer than ten (10) days.

All regular long-term alternate class placements will follow existing procedures.

In extraordinary circumstances, a student may be suspended out of school, outside these guidelines, by the Principal. In such cases, written justification must accompany the notice of suspension provided to the Superintendent.

A. SERIOUS BREACH OF DISCIPLINE

-- NOTICE --

Weapon or firearm possession, violent acts against school personnel, violation of transportation policies and violations of the School Board's Sexual Harassment Policy are all grounds for disciplinary action including suspension, expulsion or other disciplinary action by the school and may also result in criminal penalties being imposed.

FIREARMS VIOLATIONS: The possession of weapons or firearms by a student while the student is on school grounds or while attending a school function is grounds for suspension, expulsion or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

Middle or high school students in possession of a firearm or firearm facsimile including a pellet gun, BB gun or other gun capable of firing a projectile will immediately be recommended for expulsion.

DRUG VIOLATIONS: The use or possession of illegal drugs and alcohol by students is wrong and harmful. The illegal possession, use, sale or distribution of alcohol or controlled substances as defined in Chapter 893 and School Board policy while on school property or while attending a school function is grounds for suspension, expulsion or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

B. CORPORAL PUNISHMENT

1. GENERAL OVERVIEW

CORPORAL PUNISHMENT WILL ONLY BE USED WITH PRIOR CONSENT OF THE PARENT/GUARDIAN AND PRIOR TO EACH ACTION

The punishment must be reasonable and must be administered under conditions not calculated to hold the student up to ridicule or shame. Corporal punishment shall not be administered in the presence of other students. Care should be taken that the period of time between the offense, and the school's awareness of the offense, and the punishment itself is not excessive. PCDSB Form E-6 shall be used.

Corporal punishment for young students in the primary and intermediate grades shall be limited to a maximum of five (5) strokes administered using one hand. At the middle and senior high level not more than seven (7) strokes administered using one hand are permitted. The type of punishment, and the number of strokes administered when paddling a student must be individually determined in every case. The use of corporal punishment shall be in compliance with F.S. 1003.32.

2. PROCEDURES FOR THE ADMINISTRATION OF CORPORAL PUNISHMENT

a. When corporal punishment becomes necessary, the teacher must have permission from the principal or his/her administrative designee prior to its use.

b. Corporal punishment must be administered by specific personnel designated by the principal and in the presence of an adult staff member designated by the principal. The adult witnessing the act of corporal punishment must be advised of the reason for said punishment in the presence of the student.

c. A teacher or principal who has administered corporal punishment shall, upon request, provide the student's parent or guardian with a written explanation of the reason for the punishment and the name of the other teacher or principal who was present.

d. In every case of corporal punishment, the student must be told of the seriousness of the offense and the reasons for the punishment.

e. In administering corporal punishment, the instrument must be no more than two (2) feet long, be smooth with no sharp edges or holes. The punishment shall be administered posteriorly with efforts being made to avoid punishment above the waist or below the buttocks.

f. Corporal punishment should never be administered to a student known by personnel to be under psychological or medical treatment unless there has been a pre-conference with the school psychologist or the student's physician. It is the parent's responsibility to inform the school in writing of psychological or medical conditions, which preclude the administration of corporal punishment.

g. The principal of each school shall maintain a record of all instances where corporal punishment is administered. This record will contain the name of the student, the date, the time, the number of strokes administered, the infraction of rules, which caused the punishment, who administered the punishment, and the name of the adult witness. Form E-6 should be used.

*Note: If you are opposed to corporal punishment being used on your child, you must submit a signed written note to the Principal each year.

C. SUSPENSION AND EXPULSION

1. GENERAL OVERVIEW

The District School Board of Putnam County recognizes that the 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 or expelling a student.

2. PROCEDURES FOR SUSPENSION

a. The principal or designee has the authority to suspend from school or class up to ten (10) days for any one breach of the school's established conduct code for any reason provided by law.

b. Initial Student Hearing:

1. The offending student(s) should be presented to the principal or to his/her designee by the person(s) having knowledge of the misbehavior or infraction. It shall be the duty of the principal or his/her designee to determine the facts as presented by the person(s) and the students(s) and the offending student(s). The principal or designee has the responsibility to notify appropriate personnel in the District Office and appropriate police or sheriff department's personnel at the time of any incident, if this action is warranted.

2. When a student is to be suspended from school for up to ten (10) days by the principal or designee, the principal or designee shall prepare in triplicate an appropriate form (PCSB Form E-7) designated Notice of Suspension. The charge (s) should be specific, indicating the breach of the school's established conduct code for which the suspension is being issued. In addition, Form E-6 must be completed and kept on file.

3. The original copy of said Notice of Suspension form shall be sent to the parent or guardian, one (1) copy to the Superintendent and one (1) copy to be filed at the school.

4. A suspension should not necessarily influence the student's conduct grades except as determined by the breach of the school's established conduct code for which that suspension was issued.

5. Every effort shall be made to contact the parent of the student who is being suspended at the time of the suspension and the reason for the suspension shall be stated. The parent shall be informed that

the Notice of Suspension has been sent to him/her by United States mail. If the parent cannot be contacted, the student is not to be sent home during the school day.

3. **APPEAL PROCESS:** Suspensions of ten days or less and transfer to the long-term alternate class.

STEP 1 - The parent/guardian, after being informed of the charges against the student, may request a meeting with the principal or designee by notifying the principal within three (3) working days of the date of receipt of notice of disciplinary action of their desire to meet with the principal. The school administration, after hearing the case, may revise or reaffirm the disciplinary action.

STEP 2 - The parent/guardian may file an appeal by submitting an "Appeal of Disciplinary Action" form to the office of Student Services within three (3) working days from the date of the principal's final decision. The Director of Student Services, or other person designated by the Superintendent, shall hear the appeal. It shall be within the authority of the designated person to:

1. Determine the principal's jurisdiction regarding the matter.
2. Determine the adequacy of the procedural due process afforded the student.
3. Determine that sufficient evidence has been presented to substantiate a rule violation having occurred.
4. 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.
5. Determine that the disciplinary action is in keeping with School Board policy, discipline guidelines, school rules and appropriate court cases.
6. Determine alternative disciplinary action, as per established guidelines, which may be more appropriate.
7. Determine if handicapping conditions, as per ESE, are involved.

STEP 3 - The appellate hearing provided in Step 2 above shall be conducted in accordance with the provisions of Florida Statutes 120.57(2) (Informal Proceedings) and shall constitute final agency action.

4. PROCEDURES FOR EXPULSION:

a. The principal or designated representative, may, after written notification ~~of~~ to the parent/guardian, recommend to the superintendent the expulsion of any student who has committed a serious breach of conduct as per Chapter V (E) Section 5:17 of the District School Board of Putnam County Policy Handbook. In all cases where expulsion is being considered as a recommended penalty, the principal may suspend the student for a period of up to ten (10) days and/or request that the Superintendent continue the suspension until the next regular or special meeting of the District School Board. The School Board shall have authority, upon the recommendation of the Superintendent, to continue the suspension of a student being considered for expulsion until the next School Board Expulsion Committee meeting in order to further investigate the incident, provide sufficient notification to the parent/guardian, to determine the outcome of a pending criminal, juvenile or other proceedings or for such other reason as may be deemed appropriate by the School Board. The principal's recommendation for expulsion shall be in writing, addressed to the Superintendent and shall include the following information about the student:

1. Attendance, conduct, and suspension information,
2. The number of times the student has been seen by the visiting teacher, counselor, and other school support personnel,
3. Curriculum adjustments, which have been made,
4. The number of times the school has involved the parents in the student's adjustment problems,
5. Other measures taken by the school to bring about a change in conduct of the student, and
6. Alternative measures considered prior to the recommendation to expel. The letter recommending expulsion shall, upon request, be made available to the parent, guardian, or their representative.

b. Upon receiving a recommendation for expulsion, the Superintendent or designee will consider all information leading to the recommendation for expulsion and provide an opportunity for the parents, guardian or legal counsel to present written or oral evidence in opposition to the recommendation for expulsion.

c. The Superintendent or designee shall have authority to recommend either expulsion of the student or other action as may be deemed appropriate. When recommending expulsion, the parent shall be notified by use of PCDSB Form E-9, which shall set forth the charges against the student and advise the parent or guardian of the date of the next regular Board meeting or special meeting called for the purpose of hearing the case. The letter shall be delivered by hand by the appropriate staff member or sent by certified mail.

d. Should the parent or guardian not request a hearing within the specified time, the District School Board Expulsion Committee shall act upon the recommendation at the time designated in the letter of notification to the parent or guardian. Said recommendation shall set forth a brief statement of the student's act or acts, which warrant expulsion.

e. Any student classified by the District as handicapped who commits an expellable offense will have his/her case considered and decided on on an individual basis, with the provisions of IDEA being applied in conjunction with the procedures for expulsion.

5. PROCESS FOR APPEAL OF EXPULSION:

STEP 1 - The parent/guardian, after being informed of the charges against the student, may request a meeting with the principal or designee by notifying the principal within three (3) working days of the date of receipt of notice of disciplinary action of their desire to meet with the principal. The principal or designee shall, after hearing the case, revise or reaffirm the disciplinary action.

STEP 2 - The parent/guardian may file an appeal by submitting an "Appeal of Disciplinary Action" form to the office of Student Services within five (5) working days from the date of the principal's final decision. The Director of Student Services, or other person designated by the Superintendent, shall hear the appeal. Additional individuals may be involved in hearing the appeal under the following conditions as determined by the Director of Student Services.

- a. In cases, which involve circumstances requiring legal interpretations, an attorney may be selected to represent the interest of the school administration.
- b. In circumstances involving potential conflicts of interest or which are deemed sensitive to the public interest, a committee may be selected to hear the facts and offer a recommendation.

It shall be within the authority of the designated person(s) to:

1. Determine the principal's jurisdiction regarding the matter.
2. Determine the adequacy of the procedural due process afforded the student.
3. Determine that sufficient evidence has been presented to substantiate a rule violation having occurred.
4. 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.
5. Determine that the disciplinary action is in keeping with School Board policy, discipline guidelines, school rules and appropriate court cases.
6. Determine alternative disciplinary action, as per established guidelines, which may be more appropriate.
7. Determine if handicapping conditions, as per ESE, are involved.

STEP 3 - The parent/guardian has the right to request a hearing before the School Board. The parent/guardian shall submit a written petition within five (5) working days from the date of receipt of the final decision rendered pursuant to Step 2 above. Failure to file a timely petition requesting a hearing shall be deemed a waiver of any hearing on the matter. The petition shall contain:

- a. The name and address of the petitioner, and an explanation of how his/her substantial interests will be affected by the School Board determination
- b. A statement of when and how petitioner received the Notice of the School Board decision or intent to render the decision which is claimed to affect petitioner's substantial interests,
- c. A statement of all disputed issues of material fact. If there are none, the petition must so indicate.
- d. A concise statement of the ultimate facts alleged, and the rules, regulations, statutes, and constitutional provisions which entitle the petitioner to relief,
- e. A statement of the relief being requested by the petitioner, and
- f. Other information, which the petitioner contends, is material.

In cases involving disputed issues of material fact, the provisions of 120.57(1), Florida Statutes, FORMAL PROCEEDINGS, shall apply except when waived by consent of the parties involved.

In cases which involve no disputed issues of material fact, the petition, submitted by the parent/guardian, shall address any personal, family or other matters which the parent/guardian believe to be pertinent to the case so that Expulsion Committee Members may consider this information prior to rendering a decision or may grant a hearing to further study the matter. Provisions of 120.57(2), Florida Statutes, INFORMAL PROCEEDINGS, shall apply in such cases as are granted by the Board.

Petitions shall be delivered to the Director of Student Services at the Campbell Administration Building, 200 South Seventh Street, Palatka, Florida. Petitions requesting hearings will be granted or denied within fifteen (15) working days of receipt. In order to preserve and ensure the privacy and confidentiality of the students involved, the hearing will be held during a closed School Board Expulsion Committee meeting scheduled solely for the purpose of considering the case. No other matters of business will be conducted except as is necessary to complete the disposition of the disciplinary matter being considered.

Any School Board Member may arrange for a hearing pursuant to this paragraph by contacting the Director of Student Services in advance of the regularly scheduled Board Meeting during which the matter would normally be addressed.

D. ALTERNATE SCHOOL

Students may be referred to alternate school for a breach of conduct as indicated in the discipline guidelines.

1. REFERRAL PROCEDURE

- a. The principal or his designee will inform the parent or guardian of the recommendation to transfer the student to the alternate school.
- b. A child study meeting must be held by the school.
- c. The parent or guardian may request a review of the case by contacting the school principal. The school administrator, after reviewing the case with the parent or guardian, will reaffirm the transfer request and file a recommendation with the Superintendent to take other action he/she deems appropriate.
- d. The principal or designee will notify the Superintendent of his/her recommendation to transfer the student.
- e. The recommendation will be presented to the School Board for final action.
- f. If the parent or guardian feels that his/her child was not afforded a fair hearing at the school, he/she may appeal the action of the principal to the Director of Student Services. See Appeal Process: Suspensions of Ten Days or Less and Transfers to the Alternate School.

E. FELONY OFFENSE

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 or legal 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 s.1006.09(2), to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. Any pupil who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed 10 days, as determined by the Superintendent. Such suspension shall not affect the delivery of educational services to the pupil, and the pupil shall be immediately enrolled in a daytime alternative education program. If the pupil is not subsequently adjudicated delinquent or found guilty, the suspension shall be terminated immediately. If the pupil is found guilty of a felony, 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.

Any pupil, who is subject to discipline or expulsion for unlawful possession or use of a substance controlled under Chapter 893, may be entitled to a waiver of the discipline or expulsion by the District School Board if the pupil successfully completes a state licensed drug abuse program.

F. SEARCH AND SEIZURE

If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, any alcoholic beverage or liquor, illegal drugs, or any type of weapon, a member of the instructional or administrative staff may search the temporarily detained student and the student's locker for the purpose of disclosing the presence of the aforementioned items.

Student lockers are the property of the District School Board and it is a privilege and 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 his /her legal guardian to search the locker and its contents without notice so long as such search is conducted by law enforcement personnel or the Superintendent, Principals or those authorities delegated by them.

The use of metal detectors is hereby authorized in conducting random and specific searches with reasonable suspicion of students and other persons entering and/or occupying school grounds.

If a search of a student or the student's locker reveals stolen or illegal property prohibited by law or the Putnam County School Board, the student is subject to action taken by law or School Board policy.

G. ZERO TOLERANCE OF VIOLENCE

Any act of serious violence, as determined by the Principal, shall result in a discipline classification of at least Level III and should result in a ten (10) days suspension or transfer to the alternate school or expulsion and referral to law enforcement.

Act of Serious Violence

An act of extreme force resulting in injury to another individual or potential for serious bodily harm. Such acts shall be determined on an individual basis by the Principal. Included in this definition would be:

1. Acts of battery causing injury.
2. Use of weapon.
3. Fights resulting in serious injury.
4. Serious threats to do violence upon a school employee, and
5. Life threatening situation.

Notice that violence against any Putnam County School District personnel by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

H. GUN-FREE SCHOOLS ACT OF 1994

The GFSA states that each state receiving federal funds must have a state law (F.S. 1006.07) requiring local educational agencies to expel from school for a period of not less than one year 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).

I. STUDENTS RIGHT AND RESPONSIBILITIES

The authority to set forth in Florida Statutes, Chapter 1001.49, 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, concurrent responsibilities are established by the District School Board as an explanation to students, parents, teachers and other instructional personnel, and administrators.

1. **KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT RIGHT:**
Students have a right to expect rules and regulations to be available to them and to be enforced without discrimination
RESPONSIBILITIES:
Students have a responsibility to know and observe the school rules and regulations, which pertain to them.
2. **ATTENDANCE RIGHT:**
Students have the right to avail themselves of a free and appropriate public education.
RESPONSIBILITIES:
 - a. Students have the responsibility to avail themselves of a free and appropriate public education.
 - b. Students have the responsibility to provide the school with an adequate explanation with appropriate documentation indicating the reasons for an absence.
 - c. Students or parents have the responsibility, after an excused absence to request the make-up assignment from their teachers within three (3) school days.
 - d. Students or parents have the responsibility to provide professional medical confirmation.
3. **RESPECT FOR PERSONS AND PROPERTY RIGHT:**
Students have a right to expect that their person and property will not be violated or damaged by others in the school setting.
RESPONSIBILITIES:
 - a. Students have a responsibility to respect the persons and the property of fellow students, school personnel, visitors, and school district support staff.
 - b. Students have a responsibility to take care of the property of the school board.
 - c. 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.
4. **RIGHT TO LEARN RIGHT:**
Students have the right to learn and to have appropriate educational experiences made available to them.
RESPONSIBILITIES:
 - a. Students share the responsibility to seek clarification, if necessary from informed persons in the school.
 - b. Students have the responsibility to strive for growth in this area by participating to their utmost ability.
 - c. Students have the responsibility to contribute toward the development of a positive climate in the school that is conducive to wholesome learning and living.
 - d. Students have the responsibility to respect the rights of other individuals and to become informed and knowledgeable about issues.
 - e. Students have the responsibility to schedule appointments in advance unless the problem or concern is one of an emergency nature.
5. **FREE SPEECH AND STUDENT PUBLICATION RIGHT:**
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.

RESPONSIBILITIES:

- a. 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 educational process of the school and is not obscene or libelous or in violation of the school code.
- b. Students have the responsibility to make efforts to become informed and knowledgeable about various issues.
- c. Students have the responsibility to act in a manner that preserves the dignity of the occasion.
- d. 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.

6. ASSEMBLY RIGHT:

Students have the right to hold group meetings in accordance with use of facilities and rules.

RESPONSIBILITIES:

- a. 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.
- b. Students have the responsibility to refrain from engaging in any assembly, which endangers others or disrupts the orderly process of school.

7. PRIVACY RIGHT:

Parents, 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 (PCSD Policy 5.25 (3)).

RESPONSIBILITIES:

- a. Parents, guardians, or eligible students have the responsibility of informing the school of any information that may be useful in making appropriate educational decisions.
- b. Parents, guardians, or eligible students have the responsibility to meet their financial obligation as it relates to school fees.
- c. Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.
- d. Students have the responsibility to release information to those individuals or agencies that are working actively and constructively for the benefit of the student.

8. PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES RIGHT:

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.

RESPONSIBILITIES:

- a. 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.
- b. Students have a responsibility to observe school rules in their participation in school programs and activities.

9. FREEDOM FROM DISCRIMINATION RIGHT:

Students have a right to expect no discrimination in curricular or extracurricular offerings of the school. Students will not be denied the benefits or be subjected to discrimination under any educational program or activity on the basis of race, national origin, sex, handicap, or marital status.

RESPONSIBILITIES:

Students have a responsibility not to discriminate against each other.

MEDICAL INFORMATION/NOTIFICATION

A. ADMINISTRATION OF MEDICATION TO STUDENTS

Principals and school personnel designated by the principal are authorized to administer medication to students provided:

1. Each individual administering medication is trained through the Putnam County Health Department.
2. All medications should be brought to school by the parent or guardian.
3. The student's parent or guardian has provided the school principal with a signed, written statement which:
 - a. Requests assistance in the administration of the medication.
 - b. Explains the need for medication being administered during school hours.
4. All medications must be in the original container.
 - a. Prescription medications shall be received and labeled as follows:
 1. Student's name
 2. Name of the medication
 3. Directions concerning dosage
 4. Time of day to be taken
 5. Physician's name
 6. Date of prescription
 7. Duration of the medication (length of time student should be administered medication), and
 8. Expiration date.
 - b. Non-prescription medications will be administered according to manufacturer's instructions and labeled with student's name.
5. All medications shall be stored under lock and key.
6. Only trained personnel shall assist in the administration of medication.
7. A medication log will be kept for all students receiving medications at school.

B. MEDICAL OR PHYSICAL EXAMINATION, SCREENING AND TREATMENT NOTIFICATION

Florida statutes require that parents or guardians be informed at the beginning of each school year that their children may receive medical or physical examinations, screening, or treatment. Any child shall be exempt from this if his/her parent or guardian requests such exemption in writing to the school principal.

The consent established by this notification does not include any procedure in which the skin or body is penetrated.

Putnam County School Board Policy on Discipline Of Students with Disabilities

Code of Conduct

I. GENERAL GUIDELINES FOR DISCIPLINE OF STUDENTS WITH DISABILITIES

A. Introduction

The maintenance of acceptable behavior, as defined in the Student Code of Conduct, is the goal of every student in the Putnam County School District. Identification and classification of students as disabled (any student classified as an Exceptional Student –excluding Gifted) indicate the district’s effort to provide special educational measures for these students. Likewise, behaviors must be sensitively and individually managed in accordance with the student’s disability.

It is the ethical and legal responsibility of all personnel dealing with disabled students to assure that the means utilized to manage deviant behavior and its consequences are the most effective according to the unique needs of individual students. This often requires the use of a wider range of methods and alternatives and degrees of tolerance since the classification of “disabled” suggests that routine disciplinary measures may not be effective.

The guidelines below are written to facilitate IDEA **2004** regulations and court orders by providing consistent guidelines for discipline of disabled students.

B. Knowledge of a Disability

A student who has not been determined ESE eligible who violates this Student Code of Conduct may assert protection of IDEA if the district has knowledge that the student had a disability before the behavior occurred. If the district did not have knowledge that the student has a disability, the student may be subjected to the same disciplinary measures as applied to non-disabled students, but services may not be ceased. **Based on IDEA 2004, no protections may be asserted if the parent refused evaluation, refused placement, or the student was staffed ineligible for ESE.** The district will be considered to have knowledge of the disability if:

1. the parent of the child has expressed concern in writing (or orally if the parent does not know how to write or has a disability that prevents a written statement) to personnel of the appropriate agency that the child is in need of special education and related services;
2. the student’s behavior or performance demonstrates the need for services;
3. the parent has requested an evaluation; or
4. the teacher or other school personnel have expressed concerns about the behavior or performance of the student to the ESE Director or other district or school staff. **When a referral for evaluation is made during the time the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. The student shall remain in the current placement until the evaluation is complete.** If the student is ESE eligible, the district shall provide exceptional student education and when appropriate related services. 300.527.

EXCEPTION: The district would not be deemed to have knowledge that the student had a disability if, as a result of receiving the information specified in the paragraph above the district either:

1. conducted an evaluation under 300.530-300.536, and determined that the child was not a child with a disability **OR**
2. Determined that an evaluation was not necessary; and
3. Provided notice to the child’s parents of its determination consistent with District ESE Policies and Procedures, i.e., Notice of refusal to evaluate.

C. Responsibility of ESE Teachers and Support Services

It is the professional responsibility of the Exceptional Student Education teacher to:

1. Provide and maintain a structured classroom environment conducive to learning.
2. Using the IEP process, document any need for developing acceptable behavior in the present level of performance. Develop goals, short-term objectives and strategies to meet the student’s unique needs.

3. Involve parents in problem-solving and alternative strategies regarding incidents of misconduct and document all attempts to contact parents in this regard. When deemed appropriate, modify the student's IEP in accordance with appropriate procedures.

4. If measures listed in 3 above are not successful, on or before the fourth discipline referral, contact the parent to set up a meeting *to* obtain permission for a Functional Behavior Assessment.
5. Contact the Behavior Analyst to conduct a Functional Behavior Assessment. Using this data, hold an IEP meeting involving the parent to develop a Positive Behavior Intervention Plan for the student and review/revise the IEP.
6. When alternative measures have failed, or when the student may harm himself or others, or property, the student should be referred to the school administrator for disciplinary action.

NOTE: Any contact with parents of ESE students must be accompanied by PROCEDURAL SAFEGUARDS.

D. Responsibility of School Administrators

Principals/designees shall involve teachers and students in employing informal disciplinary procedures through convening Discipline Child Study Team Meetings on or before the fourth (4th) discipline referral to avoid formal disciplinary action. Parents shall be contacted and encouraged to participate in all disciplinary meetings.

II. INFORMAL DISCIPLINARY PROCEDURES

If a student is having disciplinary problems in school, the principal/designee shall convene a Discipline Child Study Team meeting to discuss the concerns. At this meeting, positive intervention strategies shall be developed to be implemented by all involved with the student. There must be at least three weeks of positive intervention strategies implemented and documented. If these interventions are not successful, a second Discipline Child Study must be held. At this meeting, the team will review the interventions attempted and revise and/or develop new strategies as needed. Three weeks of NEW interventions must be attempted and documented.

INTERVENTIONS INCLUDE, BUT ARE NOT LIMITED TO:

1. guidance services
2. peer counseling
3. specific behavior management plan/system
4. class suspension/in school suspension at home school with services provided by an ESE teacher to ensure IEP is followed
5. detention
6. in-school isolation/time-out (see guidelines)

NOTE: Prior to any formal disciplinary procedures, the informal procedures including the two Discipline Child Study Team meetings and two sets of interventions must occur and be properly documented.

III. FORMAL DISCIPLINARY PROCEDURES

A. OUT OF SCHOOL SUSPENSION OF STUDENTS WITH DISABILITIES

1. Non-emergency suspensions

- a. A student participating in a district exceptional education program may be suspended for infractions of the Student Code of Conduct in accordance with the procedures set forth in that policy. A copy of the notice shall be sent to the Exceptional Student Education Director. The steps for that procedure are as follows:
 1. If a student has from one to four days of suspensions the dean will convene the IEP Team (Discipline Child Study Team). Details for this procedure are contained in the ESE Admissions and Placement Manual and II above. NOTE box above.
 2. If a student has been suspended ten (10) cumulative days out of school and another incident occurs in a school year and all of I & II above have occurred, the principal/designee must call Student Services and request a manifestation determination. The IEP team (Discipline Child Study Team) must review IEP, PBIP, FBA, Anecdotal Records, and discipline records. A manifestation determination must be made at this meeting and prior to the next disciplinary action.

NOTE: The IEP team (Discipline Child Study Team) includes the IEP Team and other qualified personnel. 300.523 (2) (b). One of the team members must be the District ESE Director or Designee.

NOTE: A Manifestation Determination must be made by the IEP team (Discipline Child Study Team) to determine whether or not the student's action in the incident was a manifestation of the student's disability. 300.523. The Informal Disciplinary Procedures must be completed prior to scheduling a manifestation meeting.

- **MANIFESTATION DETERMINATION REVIEW**

The IEP Team (Discipline Child Study Team) must determine that behavior is/is not a manifestation of the student's disability (300.523) by considering all relevant information including: (300.533)

1. Evaluation/diagnostic results
2. Observations of the student
3. Student's IEP, placement, and related services
4. FBA
5. Discipline records/anecdotal if available
6. Other pertinent information
7. PBIP (if available) (If the student does not have a PBIP one must be written)

The team then must determine in relationship to behavior

1. The IEP/placement and related service are appropriate
2. The disability did not impair the student's ability to understand the impact/consequences of the behavior
3. The disability did not impair the student's ability to control the behavior

NOTE: If any member of the team determines that any of these standards are not met, then the behavior shall be considered a manifestation of the child's disability.

NOTE: The IEP and BIP must be reviewed and/or revised, to reflect the implementation of any interventions developed by the IEP team (Discipline Child Study Team).

- **MANIFESTATION DECISION**

- a. **Behavior is NOT a Manifestation of Disability**

If in the manifestation meeting the IEP team (Discipline Child Study Team) determines that the behavior is **NOT a manifestation of the disability**, the team must:

1. Review and/or revise the IEP, placement (minutes in ESE classes) and related services
2. Review and/or revise the discipline plan, which may include obtaining parental permission for a Functional Behavior Assessment. If FBA was done prior to meeting consider revising it.
3. Send the ESE # 19 to the ESE Director who will contact the Behavior Analyst. The Behavior Analyst or psychologist will conduct a FBA and implement a PBIP. If a PBIP exists, consider revising it.
4. Implement the code of conduct as appropriate for a non-disabled student, however, ESE services must be provided. 300.524. An IEP Team assigns the student to the appropriate interim alternate educational setting. – See guidelines for requirement for Determination of Setting
5. Consider offering the parent and student the option of transfer to an alternate school setting that would better meet the child's individual needs. Time frame would be determined at the meeting.

NOTE: Parents have the right to challenge a manifestation determination or to challenge a change in program placement by requesting a due process hearing under FAC 6A.03311, 300.520 – 300.528.

- b. **Behavior is Manifestation of Disability**

If in the manifestation meeting the IEP Team (Discipline Study Team) determines that the behavior **IS a manifestation of the student's disability**, the team must:

1. Review or revise the IEP, placement (minutes in ESE classes) and related services
2. Review or revise the discipline plan, which may include obtaining parental permission to do a FBA.
3. Send the ESE # 19 to the ESE Director who will contact the Behavior Analyst. The Behavior Analyst or psychologist will conduct a FBA and implement a PBIP. If a PBIP exists, it should be revised.
4. Use the following options for disciplinary action:
 - a. Additional time in an in-school suspension class at the home school. The ESE teacher will ensure ESE services are provided.
 - b. Time in an ESE in-school suspension class at the home school if available.
 - c. After the alternatives listed above have proven ineffective, the IEP Team (Discipline Child Study Team) may offer parent and student the option of transfer to an alternate school setting that would better meet the child's individual needs. Time frame would be determined at the meeting.
 - d. Other options as they become available.

Requirement for the Determination of Setting (300.522) are as follows:

1. The interim alternative educational setting referred to in 300.520(a) (2) must be determined by the IEP team.
2. Any interim alternative educational setting in which a child is placed under 300.520(a)(2) or 300.521 must:
 - a. Be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP, that will enable the child to meet the goals set out in that IEP; and
 - b. Include services and modifications to address the behavior and designed to prevent the behavior from recurring.

(Authority: 20 U.S.C. 1415(k) (3))

c. Parent Disagrees with Manifestation Determination

If the child's parent disagrees with a determination that the child's behavior was not a manifestation of the child's disability or with any decision regarding placement under 300.528, the parent may request a hearing.

The ESE Director shall arrange for an expedited hearing if a hearing is requested by a parent. 300.525.

In reviewing a decision with respect to the manifestation determination, the hearing officer shall determine whether the District has demonstrated that the child's behavior was not a manifestation of the child's disability consistent with the requirements of 300.523(d).

In reviewing a decision under 300.520(a) (2) to place the child in an interim alternative educational setting, the hearing officer shall apply the standards in 300.521.

(Authority: 20 U.S.C. 1415(K) (6))

d. Parent Requests a Hearing

If a parent requests a hearing or an appeal regarding a disciplinary action described in 300.520(a) (2) or 300.521 to challenge the interim alternative educational setting or the manifestation determination, the child must remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period 300.520(a) (2) or 300.521, whichever occurs first, unless the parent and the State agency or local educational agency agree otherwise.

If a child is placed in an interim alternative educational setting pursuant to 300.520(a) (2) or 300.521 and school personnel propose to change the child's placement after expiration of the interim alternative placement, during the pendency of any proceeding to challenge the proposed change in placement, the child must remain in the current placement (the child's placement prior to the interim alternative educational setting), except in incidence listed below.

If school personnel maintain that it is dangerous for the child to be in the current placement (placement prior to removal to the interim alternative education setting) during the pendency of the due process proceedings, the LEA may request an expedited due process hearing.

In determining whether the child may be placed in the alternative educational setting or in another appropriate placement ordered by the hearing officer, the hearing officer shall apply the standards in 300.521 listed in the section below.

(Authority: 20 U.S.C. 1415(k) (7)) Reference for this section is Placement during appeals 300.526.

e. Authority of Hearing Officer

A hearing officer under section 615 of the Act may order a change in the placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer, in an expedited due process hearing:

1. Determines that the public agency has demonstrated by substantial evidence that maintaining the current placement of the child is substantially likely to result in injury to the child or to others;
2. Considers the appropriateness of the child's current placement;
3. Considers whether the public agency has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and services; and
4. Determines that the interim alternative education setting that is proposed by school personnel who have consulted with the child's special education teacher, meets the requirements of 300.522(b);

As used in this section, the term *substantial* evidence means beyond a preponderance of the evidence. 300.521

(Authority: 20 U.S.C. 1415(K) (2), (10))

Reference for this section is 300.521.

2. EMERGENCY SUSPENSIONS

An emergency situation is one in which the student:

- a. poses a continuing danger to himself, other persons or property
 - b. poses an on-going threat of disrupting academic progress
 - c. carries a weapon to school or a school function
 - d. knowingly possesses or uses illegal drugs or sells or solicits the sale of controlled substance at school or a school function.
- A. If the principal or designee believes that it is necessary, due to an emergency situation listed above, to immediately suspend an exceptional education student, the principal may suspend the student in accordance with suspension procedures of School Board Policy by following the steps listed below:
1. The Superintendent may transfer a student to the alternate school in the in-school suspension class in an emergency situation for a period of up to 45 days.
 2. The parent should be notified immediately but no later than ten (10) business days after removal for more than ten (10) days. The Procedural Safeguards must accompany the notice.
 3. A copy of the IEP must accompany the student to the alternate school. Goals will be implemented by the alternate school staff.
 4. Within 10 days the Home School principal/designee shall convene the full Home School IEP Team (Disciplinary Child Study Team) for a manifestation meeting. Follow the step-by-step procedures listed under Non-Emergency Suspensions. (III, A, 1).

NOTE: For emergency suspensions, the following additional options are available if the IEP Team (Discipline Child Study Team) determines that the behavior is a manifestation of the disability.

1. Return the student to the home school in-school suspension class. A behavior contract will be developed at the home school to set up criteria for returning to regular classes.
2. Continuation in present program with some modification.
3. Attendance for ESE classes only at home school.
4. Reduced day program.
5. Other options as they become available.

B. Referral To and Action by Law Enforcement and Judicial Authorities

The principal or Superintendent may:

Report a crime committed by a child with a disability to appropriate authorities and should not prevent 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 child with a disability;

Ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom it reports the crime; and

Must transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

(Authority: 20 U.S.C. 1415(k) (9))

B. EXPULSIONS

ESE students whose offense warrants consideration for expulsion may be assigned to the alternate school by the Superintendent upon recommendation of the home school principal in consultation with the Discipline Child Study Team. Follow step-by-step procedures listed under Emergency Suspensions listed above.

NOTE: For behavior that warrants consideration for expulsion, the following additional options are available if the IEP Team (Discipline Child Study Team) determines that the behavior is a manifestation of the disability.

1. attendance for ESE classes only
2. reduced day program
3. other options as they become available.

NOTE 1: It is required that ESE services must be provided beginning on the 11th cumulative day of removal in a school year.

NOTE 2: Student Records in Disciplinary Procedures require transfer of discipline records in the same manner as non-disabled, but requires that information be transferred which is a description of any behavior engaged in by the student that required disciplinary action, a description of the disciplinary action taken, and any other relevant information for the safety of the student and other individuals involved with the student.

**STUDENT WITH DISABILITIES
BRINGS A FIREARM TO SCHOOL
OR
VIOLATES DRUG POLICY**

**DUE TO AN EMERGENCY THE PRINCIPAL/DESIGNEE
MAY SUSPEND STUDENT**

- ◆ CONTACT PARENT IMMEDIATELY.
- ◆ PARENT MAY WAIVE 10 DAY PRIOR NOTICE FOR MANIFESTATION MEETING.
- ◆ NOTIFY SUPERINTENDENT

**SUPERINTENDENT MAY TRANSFER STUDENT TO
ALTERNATE SCHOOL FOR UP TO
45 DAYS (WITHIN 10 DAYS HOME SCHOOL PRINCIPAL/
DESIGNEE CONVENE HOME SCHOOL DISCIPLINE
CHILD STUDY/ MANIFESTATION TEAM
(Fed. Reg. 300.520(2)**

DISCIPLINE CHILD STUDY TEAM

- ◆ REVIEW/REVISE IEP, PLACEMENT, RELATED SERVICES & CONDUCT REEVALUATION REVIEW
- ◆ CONDUCT FUNCTIONAL BEHAVIOR ASSESSMENT
- ◆ IMPLEMENT POSITIVE BEHAVIOR INTERVENTION PLAN
- ◆ CONDUCT MANIFESTATION DETERMINATION- must be held within 10 school days

IF STUDENT'S CONDUCT

**IS A MANIFESTATION OF DISABILITY THE
DISCIPLINE CHILD STUDY TEAM MAY
CHOOSE**

- ◆ IN SCHOOL SUSPENSION AT HOME SCHOOL
- ◆ OFFER PARENT AND STUDENT OPTION OF A
TRANSFER TO AN ALTERNATE SETTING.

IS NOT A MANIFESTATION OF DISABILITY,

- MAY IMPLEMENT CODE OF CONDUCT AS
APPROPRIATE FOR NON-DISABLED
STUDENTS.
- ESE SERVICES PROVIDED.
- ALTERNATE SCHOOL DISCIPLINE CHILD
STUDY TEAM CONDUCTS REVIEW AT
THE END OF 45 DAYS

**IF PARENT REQUESTS DUE PROCESS FOLLOW, SPECIAL PROGRAMS
AND PROCEDURES FOR EXCEPTIONAL STUDENTS. STUDENT REMAINS
IN CURRENT PLACEMENT UNTIL DISPUTE IS RESOLVED
UNLESS
SCHOOL BOARD OBTAINS A COURT ORDER TO CHANGE PLACEMENT, OR
PARENT AND SCHOOL AGREE TO ANOTHER PLACEMENT.**

**STUDENT WITH DISABILITIES
WHOSE OFFENSE WARRANTS
EXPULSIONS**

DUE TO AN EMERGENCY THE PRINCIPAL/DESIGNEE
MAY SUSPEND STUDENT UP TO 10 DAYS
◆ CONTACT PARENT IMMEDIATELY
(Parent may waive 10-day prior notice
for the manifestation meeting.)
◆ NOTIFY SUPERINTENDENT

SUPERINTENDENT MAY TRANSFER STUDENT TO THE
ALTERNATE SCHOOL
FOR UP TO 45 DAYS
(WITHIN 10 DAYS HOME SCHOOL PRINCIPAL/
DESIGNEE CONVENE HOME SCHOOL
DISCIPLINE CHILD STUDY TEAM) Fed. Reg. 300.520(2)

DISCIPLINE CHILD STUDY TEAM
◆ REVIEW/REVISE IEP, PLACEMENT, RELATED SERVICES & CONDUCT
RE-EVALUATION REVIEW
◆ CONDUCT FUNCTIONAL BEHAVIOR ASSESSMENT
◆ IMPLEMENT POSITIVE BEHAVIOR INTERVENTION PLAN
◆ CONDUCT MANIFESTATION DETERMINATION

IF STUDENT'S CONDUCT

**IS A MANIFESTATION OF DISABILITY DISCIPLINE
CHILD STUDY TEAM MAY CHOOSE**
◆ IN SCHOOL SUSPENSION AT HOME SCHOOL
◆ OFFER PARENT AND STUDENT OPTION OF A
TRANSFER TO AN ALTERNATE SETTING.
◆ OTHER OPTIONS UNDER EXPULSIONS

IS NOT A MANIFESTATION OF DISABILITY
• MAY IMPLEMENT CODE OF CONDUCT AS
APPROPRIATE FOR NON-DISABLED
STUDENTS.
• ESE SERVICES PROVIDED.
• ALTERNATE SCHOOL DISCIPLINE CHILD
STUDY TEAM CONDUCTS REVIEW AT
THE END OF 45 DAYS

IF PARENT REQUESTS DUE PROCESS FOLLOW
Special Programs and Procedures for Exceptional Students
STUDENT REMAINS IN CURRENT PLACEMENT UNTIL DISPUTE IS RESOLVED
UNLESS
SCHOOL BOARD OBTAINS A COURT ORDER TO CHANGE PLACEMENT,
OR PARENT AND SCHOOL AGREE TO ANOTHER PLACEMENT.

**STUDENT WITH DISABILITIES
ENGAGES IN BEHAVIOR SUBJECT TO DISCIPLINE**
*(BUT DOES NOT BRING FIREARM TO SCHOOL OR
DOES NOT VIOLATE DRUG POLICY)*

DISCIPLINE CHILD STUDY TEAM,
◆ REVIEW/REVISE IEP & CONDUCT RE-EVALUATION REVIEW
◆ CONDUCT FUNCTIONAL BEHAVIOR ASSESSMENT
OR
◆ CONTACT BEHAVIOR ANALYST TO DO FBA
◆ IMPLEMENT POSITIVE BEHAVIOR INTERVENTION PLAN
◆ CONDUCT MANIFESTATION DETERMINATION-
must be held within 10 school days

◆ CAN SUSPEND THE STUDENT FOR ONE TO TEN DAYS
◆ AFTER ONE TO FOUR DAYS OF SUSPENSION, DEAN
CONVENES DISCIPLINE CHILD STUDY TEAM
◆ SEND PARENT NOTIFICATION OF MEETING, ESE #11

IF STUDENT'S CONDUCT

IS A MANIFESTATION OF DISABILITY DISCIPLINE
CHILD STUDY TEAM MAY CHOOSE
◆ IN SCHOOL SUSPENSION AT HOME SCHOOL
◆ OFFER PARENT AND STUDENT OPTION OF A
TRANSFER TO AN ALTERNATE SETTING 45 DAYS

IS NOT A MANIFESTATION OF DISABILITY
• MAY IMPLEMENT CODE OF CONDUCT AS
APPROPRIATE FOR NON-DISABLED
STUDENTS.
• ESE SERVICES PROVIDED.
• ALTERNATE SCHOOL DISCIPLINE CHILD
STUDY TEAM CONDUCTS REVIEW AT
THE END OF 45 DAYS

IF PARENT REQUESTS DUE PROCESS FOLLOW
Special Programs and Procedures for Exceptional Students

STUDENT REMAINS IN CURRENT PLACEMENT UNTIL DISPUTE IS RESOLVED
UNLESS
SCHOOL BOARD OBTAINS A COURT ORDER TO CHANGE PLACEMENT,
OR PARENT AND SCHOOL AGREE TO ANOTHER PLACEMENT.