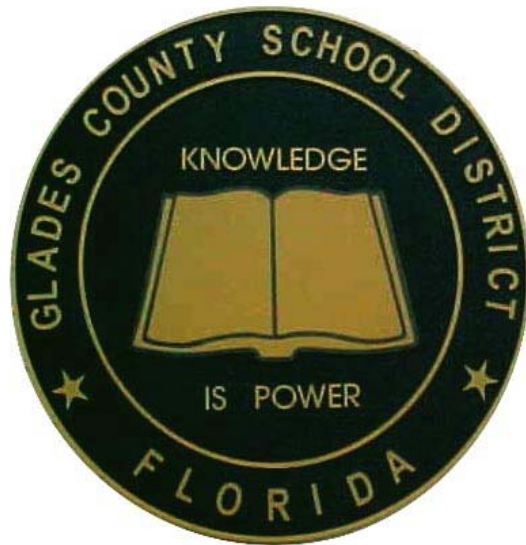


GLADES COUNTY



2009-10 CODE OF STUDENT CONDUCT

The School Board of Glades County, Florida prohibits any policy or procedure, which results in discrimination on the basis of race, sex, national origin, marital status, disability, age, or religion. Individuals who wish to file a discrimination and/or harassment complaint, or individuals with disabilities requesting accommodations under the Americans With Disabilities Act (ADA) may call the equity officer at (863) 946-0202.

Glades County Schools

Glades County Schools District Office
P.O. Box 459
400 10th Street SW
Moore Haven, FL 33471
863-946-2083 863-946-1529(fax)
Superintendent: Wayne Aldrich

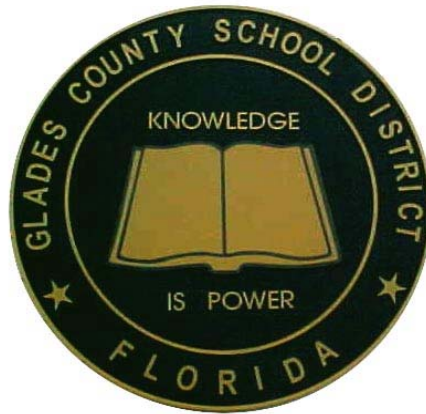
Moore Haven Jr./Sr. High School
P. O. Box 99
700 Terrier Pride Drive SW
Moore Haven, FL 33471
863-946-0811 863-946-1532(fax)
Principal: Jean Prowant
Asst. Principal: Beth Barfield

Moore Haven Elementary School
P. O. Box 160
401 Terrier Pride Drive SW
Moore Haven, FL 33471
863-946-0737 863-946-1670(fax)
Principal: Jim Brickel
Asst. Principal: Sonya King

West Glades School
2586 County Road 731
LaBelle, FL 33935
863-675-3490 863-675-3890(fax)
Principal: Debra Davis
Asst. Principal: Doreen Backes

Pemayetr Emahakv Charter School
100 East Harney Pond Road
Okeechobee, FL 34974
863-467-2501 863-467-8610(fax)
Principal: Russ Brown

CODE OF STUDENT CONDUCT



THE SCHOOL BOARD OF GLADES COUNTY

**Jenny Allen
Patricia Pearce
Michael Pressley
Janet Storey
Jeri Wilson**

Wayne Aldrich, Superintendent

Dear Parents and Students,

The Code of Student Conduct is the document that the School Board has approved to outline the guidance and direction concerning acceptable student behavior.

The School District and staff encourage parents and students to review and become familiar with the Code of Student Conduct so there is a clear understanding of its contents. There are positive expectations, rights and responsibilities, in addition to consequences of offenses, outlined in this approved document.

Student conduct is monitored by teachers and school administrators. Therefore, concerns about a school's response to student behavior should first be addressed to the teacher or school administrator. District staff will assist you as well after a decision has been rendered at the school level.

The Code of Student Conduct is a document that guides and directs positive student behavior with hopes that all of our students will have a very productive year.

Sincerely,

Wayne Aldrich
Superintendent,
Glades County School District

Dear Parent or Guardian:

The Glades County Code of Student Conduct and Agreement for Acceptable Use was developed by a committee of students, parents, teachers and administrators.

The code clearly identifies most of the student behavior problems prevalent in school, school activities, school transportation and policies for acceptable use of electronic resources and communication. It also outlines what the penalty is for misconduct and inappropriate behavior.

It is our intention that you read the code not from a negative point of view but rather with the attitude that parents and students deserve to know the rules and then act accordingly.

After reading the code, please sign and return the blue form (the last page) to the school within five days.

_____ Name of Student _____
Grade _____

_____ Parent/Guardian _____ Date _____
Teacher _____

Estimados padres o custodios:

El Codigo de las Reglas de Conducta y Acuerdos Aceptables para los estudiantes del condado de Glades fue desarrollado por un grupo de padres, estudiantes, maestros y directores. Esta guia de reglas identifica varios problemas de comportamiento cometidos por los estudiantes durante la escuela, las actividades escolares especiales y en los autobuses. Tambien sirve para informarles acerca de las consecuencias de mala conducta y las polizas aceptables para el uso de recursos electronicos y medios de comuntcacion.

Esperamos que ustedes lean esta guia con una actitud positiva para que ustedes y sus hijos conozcan los reglamentos disciplinarios y procedan al respecto.

Despues de haber leido este codigo de conducta, favor de firmar y devolver la forma azul (la ultima página)al colegio de su hijo/hija dentro de cinco dias.

Para adquirir una copia del codigo de conducta en espanol comuniquense con la escuela de su hijo(a).

_____ Nombre del Estudiante _____
Grado _____

_____ Firma de Padres/Guardián _____ Fecha _____
Masetro _____

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INTRODUCTION

The Glades County School Board has adopted the following:

Mission

The mission of the Glades County School Board, administration, teachers, and staff is to focus all students on academics, attendance, higher test scores, respect and values through positive student, parent and community involvement.

Vision

Academic Excellence

In addition the district will provide a school environment that protects the students' health, safety, and civil rights; that is drug and threat free; and presents a friendly, caring atmosphere conducive to learning and growing.

The purpose of this document is to assist students, parents, teachers, and school administrators in the maintenance of an environment which will enhance the achievement of this objective. To be fully effective, the Code of Student Conduct addresses not only the role of the parents, the students, and the school but specified areas relative to the following:

1. the grounds for disciplinary action;
2. the procedures to be followed for acts requiring discipline, including corporal punishment;
3. the responsibilities and rights of students.

You are encouraged to read and develop a thorough understanding of the details presented in this publication.

-CHAPTER 1-

**WHAT IS THE CODE OF
STUDENT CONDUCT AND WHY
DO WE NEED IT?**

Students need an environment that is positive for learning. To help provide and maintain that environment, the Code of Student Conduct:

- Describes that positive environment.
- Specifies conduct which is disruptive of such an environment.
- Standardizes those procedures which the school will use in responding to conduct problems.
- Assures equally the rights of students in disciplinary situations.
- Specifies the student's rights and responsibilities.

As students progress through our public schools, it is reasonable to assume that an increase in age and maturity carries with it a greater responsibility for one's actions. Differences in age and maturity are recognized in determining the type of disciplinary action to be taken. However, the procedures outlined in the Code apply to all students in grades K-12.

The Code is in force during regular school hours as well as at such times, places, and other activities where appropriate school administrators have jurisdiction over students, including, but not limited to, school-sponsored events, field trips, and athletic functions.

With respect to student conduct while being transported on school buses, it should be understood that students are subject to denial of the privilege of riding a school bus for violation of appropriate standards, even if they are not otherwise denied educational participation. Transportation privileges may be restored by the principal, following a conference with the parent and student when there is a good reason to believe the conduct in question will not recur.

**WHAT DOES THE CODE
DESCRIBE AS A GOOD SCHOOL ENVIRONMENT?**

Good order and discipline are best thought of as being positive, not negative; of helping a student to adjust, rather than to punish; and of turning unacceptable conduct into acceptable conduct. Order and discipline may be described as the absence of distractions, frictions, and disturbances which interfere with the effective functioning of the student, the class, and the school. It is also the presence of a friendly yet businesslike atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

**WHAT ROLES DO THE HOME, STUDENT, AND
SCHOOL HAVE IN ESTABLISHING THIS
ENVIRONMENT?**

The Code recognizes the need for cooperative relationships between student, parent, and educator. This relationship is exemplified as follows:

As a Parent, I will:

- Help my child with homework (reading) four days per week.
- Check my child's assignment book and/or backpack daily to see if he/she is doing and completing his/her homework.
- Send my child to school dressed according to the dress code.
- Make sure my child arrives at school on time.
- Make sure my child goes to bed on time.
- Participate and be involved in my child's activities.
- Come to meetings and workshops.
- Direct my questions to his/her teacher.

As a Student, I will:

- Work hard to make good grades.
- Be kind to all.
- Do my homework before doing another activity.
- Follow assessment procedures.
- Listen to all school staff and administrators.
- Write down homework that I must do.
- Go to bed on time.
- Accept responsibility for my own behavior.
- Read and meet my AR goal. (if applicable)
- Come to school prepared and with the appropriate supplies.

As the teacher, I will:

- Communicate "effectively" with my students.
- Work with families to support student learning.
- Enforce school and classroom rules fairly and consistently.
- Use teaching methods and techniques that work best for my class.
- Provide meaningful and appropriate homework activities.

**WHAT TYPE OF INFORMAL DISCIPLINARY
ACTIONS ARE RECOGNIZED IN THE CODE?**

A major consideration in the application of the code is that the most appropriate disciplinary action taken by school officials is the least extreme measure that can resolve the discipline problem. Teachers and administrators strive to use a variety of informal disciplinary/guidance steps prior to formal disciplinary action. Some of these methods include the following:

- Teacher-student conference.
- Teacher-parent conference or contact.
- Counselor-student conference.
- Counselor-parent conference or contact.
- Administrator-student conference.
- Administrator-student-teacher conference.
- Administrator-parent conference or contact.
- Administrator-student-parent conference.
- Student-program adjustment.

**WHAT TYPE OF FORMAL
DISCIPLINARY ACTIONS ARE
RECOGNIZED IN THE CODE?**

The Code of Student Conduct recognizes five additional strategies which may be used as an alternative to suspending a student or as a follow-up to suspension or temporary removal from class.

DETENTION- A school may elect to provide a detention as an alternative to suspension for certain conduct. Each school specifies those types of conduct for which detention may be assigned for any one conduct problem. It should be emphasized that due to problems of transportation and supervision, detention may not be offered in all schools. Detention may include any program outside the normal student/school day and may include but is not limited to after-school or Saturday-school.

BEHAVIORAL PROBATION - Any student involved in a violation of the Code of Student Conduct may be placed on Behavioral Probation in addition to, or in place of, suspension from school. The student on Behavioral Probation may be denied participation in extracurricular activities and will be assigned to report frequently to a specified staff member who will assist in monitoring the student's adjustment to the school situation during this probationary period.

WORK ASSIGNMENT - A school may elect to provide the student with an opportunity to perform supervised activities related to the upkeep and maintenance of school facilities instead of suspension. This alternative is not to exceed 10 hours of work. The student and parents may request this alternative; however, the decision rests with the principal.

CORPORAL PUNISHMENT (PADDLING) - Subject to rules of the District School Board, the principal or his/her designated representative may administer corporal punishment in attempting to comply with his/her responsibility for controlling and disciplining students assigned to him/her.

ALTERNATIVE MEASURES - Subject to the rules of the District School Board, the principal or his/her designee may recommend educational alternatives as deemed appropriate for individual students on a case-by-case basis. Alternatives may be provided in lieu of denial of education participation.

IN-SCHOOL SUSPENSION - In-School Suspension is a form of discipline involving the student's temporary removal from his or her regular school program and placement in an Alternative Education Program at the student's regularly assigned school and denial of the privilege of participating in school activities.

DENIAL OF EDUCATION PARTICIPATION - In order to maintain effective learning conditions, the Code also recognizes that it may be necessary to deny a student educational participation for varying periods of time for reasons of persistent disobedience and/or gross misconduct. If a student is denied educational participation, effort will be exerted to determine and resolve the causes of the problem so that the student might return to school and the classroom. There are two possible types of denial of educational participation:

1. SHORT-TERM SUSPENSION FROM SCHOOL;
2. EXPULSION FROM SCHOOL.

The following describes these actions:

SHORT TERM SUSPENSION - A school principal may suspend a student from school for up to 10 school days for persistent disobedience and/or gross misconduct. Principals take this action when they have exhausted informal disciplinary strategies or when they have at least considered those alternatives and rejected them as inappropriate in a given situation.

EXPULSION - A school principal may request the superintendent to recommend the expulsion of a student. This is the most serious disciplinary step available. It denies the student attendance in any and all programs of the Glades County Public Schools for a period not to exceed the limitations as prescribed by the Florida Statutes.

EDUCATIONAL OPPORTUNITY CENTER (EOC) – A recommendation for EOC placement and an alternative educational plan may be made by the school's principal, student's child study team or IEP (Individual Educational Plan) placement committee. EOC placement may be considered for any of the following reasons: in-lieu of expulsion for an expellable offense, habitual truancy, or chronic disruptive behavior. Documentation of student behavior and interventions, due process procedures, and parent notice must precede any recommendation for placement.

WHAT SAFEGUARDS PROTECT THE RIGHTS OF STUDENTS AND PARENTS?

When disciplinary actions reach the level of corporal punishment or suspension of a student, it should be noted that the following procedural steps are designed to protect the interest of the student.

A good faith effort will be made by the principal to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions which require immediate suspension.

The student shall have the right to be

- advised why he/she is being suspended;
- provided an opportunity to refute the charges;
- provided an opportunity to submit to the administrator a list of names of other individuals who might have witnessed the incident.

If suspended, written notification will be hand delivered or mailed to the parents within 24 hours.

A student may be suspended immediately.

Prior to the administration of corporal punishment, the student shall have the right to

- be advised why he/she is being paddled;
- be provided with the opportunity to present his/her side of the story;
- have corporal punishment administered under conditions not calculated to hold him/her up to ridicule or shame;
- have another adult witness at the time corporal punishment is administered.

Upon request, the parent has a right to a written explanation of the reason for corporal punishment and the name of the other teacher or administrator who witnessed the act.

Prior to expulsion, the student has the right to

- be advised why he/she has been recommended for expulsion;
- be provided an opportunity to refute the charges;
- be provided an opportunity to submit to the administrator a list of names of other individuals who might have witnessed the incident;
- be provided due process.

Should the principal make a recommendation for expulsion, the parent has a right to be present at the school board hearing with all due process rights afforded.

It is the responsibility of the superintendent to notify parents as to the time and place of the hearing.

An Agreement for Acceptable Use; Policies for the Acceptable Use of Electronic Media Resources and Communications

Electronic communication, including, but not limited to, telephone, computer, e-mail, Internet and Intranet, offer Glades County Schools an exciting opportunity to expand teaching and learning for students and educators. With this opportunity comes the responsibility for appropriate and acceptable use. Each student, parent, teacher, and administrator should read this document carefully prior to signing the contract for Acceptable Use. A signature on the “**An Agreement for Acceptable Use**” is an obligation to comply with the terms and conditions outlined in this document, and it is a requirement in order to access or use these resources.

GLADES COUNTY SCHOOL DISTRICT NETWORK AND INTERNET GUIDELINES

1. Students and teachers are encouraged to use; the Internet in an acceptable manner.
2. Unacceptable uses of the network and Internet will not be tolerated:
 - a. Accessing material that is obscene or objectionable.
 - b. Using profanity in any network or Internet communication such as E-mail. Hate mail, harassment, discriminatory remarks or language, which may be offensive to other users, are prohibited on the network.
 - c. Using the system to profit or promote business. This also includes product advertisement. Political lobbying or unlawfully promoting religion is also prohibited.
 - d. The attempt to harm or destroy the network. Network hardware or software shall not be destroyed or modified in any way.

Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. *Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity.*
 - e. Attempts to infiltrate or break into other computer systems where use is not authorized.
 - f. Cyberstalking or cyberbullying as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
3. The instructor's permission should be obtained when downloading large files. Downloading is a procedure where large files (such as copies of public domain software) can be obtained from other computer systems. Viruses (which have the capability to destroy data on the network) and storage space can be a problem.
4. Network accounts are to be used only by the proper authorized owner of the account. The person in whose name an account is issued is responsible at all times for its proper use. Users must not give their password to any other individual. Use of another individual's account is prohibited. Attempts to log in to the system as any other user may result in cancellation of user privileges.
5. Illegal Installation of copyrighted software for use on a district computer is not allowed. Violations of Copyright laws are Illegal.
6. Users will observe proper e-mail use, which ensures safety and protection to all.

All students have access to the Internet in the classrooms and the media center. Any parent not wanting their child to have access to the Internet is requested to notify the school in writing.

OVERVIEW

The telecommunications network accessible to all of Glades County's educators and students should promote educational excellence by facilitating resource and information sharing, research, technological innovation and communication.

With worldwide access to information also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not appropriate for school-aged children. The Glades County School District views information gathered from the Internet in the same manner as other reference materials identified by schools. Specifically, the district supports resources that will enhance the learning environment with guidance from faculty and staff.

At school, student access to and use of the network will be under teacher direction and monitored as any classroom activity. The school district is not able to prevent the possibility of user access to material that is not consistent with the educational mission, goals and policies of the school district when access is obtained outside of the school.

Internet access is coordinated through a complex association of government agencies and regional and state networks. The use of these resources is a privilege. Inappropriate use will result in the cancellation of that privilege. It is the school district's intent that the Internet, Intranet, and other electronic methods of communication be used in a responsible, efficient, ethical and legal manner. This relies heavily on the proper conduct of the users who must adhere to strict guidelines. School and district administrators will decide what is appropriate use based upon school and district standards. Their decision is final. If a district user violates any of these provisions, his/her account will be terminated and future access will be denied. Serious violations may result in school disciplinary action or legal action.

Acceptable Use:

The personal use of these communication/research tools should be held to a minimum. The PRIMARY purpose of these resources is to promote educational excellence by facilitating resource and information sharing, research, technological innovation and communication within the Glades County Schools' Learning Community. These resources should NOT be used to solicit others for political, union, religious or commercial purposes.

The inappropriate use of these resources includes, but is not limited to, the creation or forwarding of chain-letters, data related to personal outside business interests, announcements for yard sales or sale of other personal items, sexually explicit or suggestive materials, cartoons, jokes or any material that may be construed as harassment, personally offensive or that violates school/district standards, policies or procedures.

Further, these resources shall NOT be used for any illegal purposes including, but not limited to, threats or harassment of students or staff. The use of telecommunications, or any other electronic media for the purposes of incitement or solicitation of illegal or prohibited acts, increases the severity of the initial incident and may constitute an expellable offense. Likewise, the use of these media for the purpose of harassment or bullying increases the severity of the offense and the potential consequence. In addition, these resources shall not be used to violate a student's or a staff member's rights to privacy. Special care should be given to the privacy rights of students. Publishing student information, names and photos should be done with care and may be prohibited by written request of the parent/guardian.

Communication outside Glades County Schools' Learning Community should be closely monitored. Certain forums should not be accessed. These may include, but not be limited to, chat-rooms, unsupervised bulletin boards, role playing games or private communication with unknown persons or organizations. Information that is accessed should be appropriate for the age and developmental stage of the student. When this is difficult to assess refer to the provisions of Board policy, Selection of School Media.

Any method used to evade the District's filtering of inappropriate content or to gain access to private or privileged information may constitute a Level 2, 208 – Unacceptable Access to a Restricted Area. Serious cases may result in a Level 4, OMC – Other Major Incident, or a TRS – Trespass. Level 4 incidents constitute expellable offenses. This may include, but is not limited to, the use of proxy servers, hacking software, etc.

“Netiquette”:

Helpful hints for your Internet success:

- * Be polite;
- * Do not use vulgar or obscene language;
- * Do not reveal your address or phone number or those of others; and
- * Please remember that any form of electronic communication is public not private communication, and these resources are the sole property of the Glades County School Board, and these communications may be available for inspection.

E-mail Etiquette:

Helpful hint for your e-mail success:

- * Preparing text files for uploading before logging on;
- * Making “subject” headings as descriptive as possible;
- * Beginning messages with a salutation; restating the question or issue being addressed in a response;
- * **SEND** only to those individuals involved in the **SUBJECT**; avoid global mailings;
- * **REPLY** only to sender or those individuals involved;
- * Ending messages with your name and your e-mail address to assist getting feedback or clarifications;
- * Logging off before editing and printing downloaded files; and
- * Deleting e-mail files as soon as possible.

Warranties:

The Glades County District Schools make no warranties of any kind, whether expressed or implied, for the service they are providing. Glades County District Schools will not be responsible for any damages you suffer including loss of data. The district will not be responsible for the accuracy or quality of information obtained through this Internet connection.

Security:

Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to "log on" as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Vandalism:

Vandalism will result in cancellation of your privileges. Vandalism is defined as a malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes the creation of or the uploading of computer viruses on to the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Updating Your User Information:

You may occasionally be required to update your registration, password and account information to continue Internet access. You must notify the district of any changes in your account information (address, school, etc.). Users should change their passwords frequently.

Use of Network Resources:

There is a limit to the resources available for users of the network. Each user should attempt to conserve resources and allow others to access the network. Users are expected to observe reasonable time limits on the network (one-hour online during a six-hour period except in special circumstances).

Account Sponsors:

Sponsors of classroom accounts are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for assuring students understand that if they misuse the network they will lose their access privilege. Conference moderators are responsible for monitoring the content and tone of posted messages and for taking steps to delete offensive material and to communicate with authors.

Account Sponsors understand that while search tools and filters that screen incoming text and graphics attempt to restrict user access to material that is inconsistent with school and district standards, the **PRIMARY safeguard** against inappropriate use is the classroom teacher or account sponsor.

Agreement for Acceptable Use:

In order to access the network or use the other electronic resources, students and staff are required to enter into an "Agreement for Acceptable Use". Parents/guardians and students are required to enter into a "Network Responsibility Contract". These forms shall be approved by the Glades County School Board. This agreement does NOT supercede any School Board Policy, State law or State Board policy.

DISCIPLINE PROCEDURES FOR EXCEPTIONAL EDUCATION STUDENTS AND 504 STUDENTS

Discipline for exceptional education and disabled (under Section 504) students shall be accomplished in accordance with the Glades County Code of Student Conduct. Parents of these students shall receive a copy of this manual annually, and the document will contain a reference to this section of the District Procedures for Providing Special Education for Exceptional Students. The policy and Federal Law (IDEA) requires that records be reviewed prior to carrying out formal consequences. The IEP Team or 504 Team will review the ESE Individual Education Plan or 504 Accommodation Plan to determine appropriate action which may include suspension, alternative placement or expulsion.

SUSPENSION

Suspension of identified exceptional education or disabled (under Section 504) students will be monitored by the Exceptional Student Department. School principals will forward to the E.S.E. department a copy of all Suspension Notices of any exceptional education or disabled (under Section 504) student suspended. The student may be suspended for up to ten (10) days. Suspension for additional days may be identified as an appropriate form of discipline in the goals and objectives section of the IEP or accommodation plan. If any suspension is the fifth occurrence and/or results in the student being suspended more than ten (10) days cumulatively in a year, an ESE-IEP or 504 staffing committee shall convene to consider changes in the student's educational program pursuant to Rules of the State Board of Education and Federal Law (IDEA). A Behavioral Intervention Plan (BIP) shall be developed or reviewed and modified.

EXPULSION

For major infractions of school policy (those for which expulsion is a possibility), the following procedures will be followed:

Any identified exceptional education or disabled (under Section 504) student who has committed an offense for which expulsion could be a consequence will have an I.E.P. (Individual Educational Plan) placement review by the E.S.E. (Exceptional Student Education) or 504 staffing committee. This committee will review the student's current placement, previous staffing decisions and any additional documentation concerning a relationship between the behavior exhibited and the handicapping condition, in order to recommend modification for the present educational placement or to determine an alternative placement to appropriately meet the student's educational needs. If a parent should disagree with the recommended placement, the parent may immediately request mediation or an impartial due process hearing to determine an appropriate placement. The student shall be retained in his current educational placement pending the outcome of the administrative hearing provided by law. If it is determined that the student's behavior could result in a serious disruption of the educational process, or in physical harm to the student himself, or others, the district may request the court or a hearing officer to order a change in placement to an appropriate interim alternative educational setting for not more than 45 days.

-CHAPTER 2-

APPEAL PROCESS FOR SCHOOL BOARD DECISIONS-

NOTICE

Any person who desires to appeal any decision made by the school board with respect to any matter considered at any above-noticed meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which an appeal may be used.

WHAT TYPES OF VIOLATIONS DISRUPT THE EDUCATIONAL PROCESS?

The Code of Student Conduct contains 40 distinct violations identified by principals, administrators, teachers, students, and the community which are representative of those acts which frequently cause disruption of the orderly educational process.

It should be pointed out, however, that this list is not all inclusive and as such a student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the principal.

The unlawful possession or use of illicit drugs and the unlawful possession or use of alcohol is wrong and harmful at any time or in any place.

A school may sanction a student for disruptive behavior based upon receiving or providing of unauthorized academic assistance or plagiarism. In addition to disciplinary action, schools may withhold academic grades or credit. The use of electronic devices to capture or transmit testing and assessment information is cheating, and it may constitute a Level 4, OMC – Other Major Incident offense.

Bullying, Harassment, Threats and Intimidation constitute a set of aggressive behaviors that seriously disrupt the positive and orderly learning environment in a school. The potential damage to the victim demands intervention by school authorities. These behaviors are addressed in the Code of Conduct: Level One - Disrespect and/or Harassment of Others (102); Level Three - Serious and/or Chronic Harassment – Intimidation (306), and Sexual Harassment (SXH) and Bullying/Harassment (BHA); Level Four - Threat/Intimidation (TRE). The use of telecommunications, or any other electronic media, broadens the scope of the harassment/bullying and increases the severity of the offense. School officials will consider the methods of dissemination and communication in judging the severity of both the offense and the resulting consequences. The origins of these communications may occur outside of school, but they may still impact the school's safe, positive, and orderly learning environment. The school retains jurisdiction over any activity, regardless of origin, when that activity negatively impacts students or the school's learning environment.

A person commits the offense of video voyeurism and dissemination when that person captures and/or creates an image then intentionally disseminates, distributes, or transfers the image to another person for the purpose of amusement, entertainment, sexual arousal, gratification, or profit, or for the purpose of degrading or abusing another person.

A major consideration in the application of the Code of Student Conduct is to identify the most appropriate disciplinary action necessary to bring about positive student behavior. To that end, the 40 violations have been divided into 5 subgroups and a variety of administrative actions have been suggested or mandated, dependent upon the severity of the misconduct.

It is important to note that the principal and teacher, consistent with the powers delegated to him/her, have the authority to take additional or more severe administrative action if, in his/her opinion, the nature of the misconduct warrants it.

The following chart lists these violations and the recommended or mandated disciplinary action.

VIOLATION

**RECOMMENDED
DISCIPLINARY ACTION**

**Group I (Violation or
Accessory to the Violation)**

FIRST VIOLATION:
Parent-guardian contacted by school-

GENERAL IN-SCHOOL DISRUPTION - 101:

Conduct and/or behavior which is disruptive to the orderly educational process.

and/or

Teacher-student conference-

and/or

DISRESPECT AND/OR HARRASSMENT OF OTHERS - 102: Actions directed against others that are disruptive to the orderly educational process (i.e. bullying, teasing, stalking, harrassment, etc.)

confiscation of contraband

and/or

In-class disciplinary action

CONTRABAND - 103: Items disruptive to the school process as defined by the individual school's student handbook.

REPEATED VIOLATION:
Parent-guardian contacted by school -

and/or

Teacher-student conference

Lying/Cheating - 104: Willfully misrepresenting the facts.

Cheating – participates in using, copying or providing another student with any test answers or answer keys or another person's work representing it to be his or her own work.

and/or

confiscation of contraband

and/or

Dress Code Violation - 105: Out of compliance with district/school dress code.

Loss of Privileges

Driving and/or Parking Violations – 106:
Operational

and/or

Behavior Contract

Truancy/Tardy – 107: Students absent from assigned instruction and/or duties without permission. Examples may include: skipping, excessive unexcused absences, excessive tardies, etc.

and/or

Suspension or other alternative
(i.e., school chores, corporal punishment)

Public Display of Affection - 108: Engagement in physical contact including but not limited to kissing, hugging and inappropriate touching.

Cell Phone: - 109: Cell phones must be turned off and concealed during regular school hours.

VIOLATION	RECOMMENDED DISCIPLINARY ACTION
<p>Group II (Violation or Accessory to the Violation)</p>	<p>FIRST VIOLATION: Parent/guardian contacted by school-</p>
<p>DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY - 201 (insubordination): A verbal or nonverbal refusal to comply with a reasonable request of school personnel, or conduct and/or language that is disrespectful and/or abusive.</p>	<p>and/or Teacher-student and parent conference and/or</p>
<p>DISRUPTION ON THE SCHOOL BUS OR AT A SCHOOL BUS STOP – 202: Any misconduct or unusual behavior on the bus or at a school bus stop.</p>	<p>Suspension or other alternatives (i.e. school corporal punishment)</p>
<p>GAMBLING – 203: Participating in games of chance for money or other stakes.</p>	<p>REPEATED VIOLATION: Notify parent/guardian-</p>
<p>SIMPLE ASSAULT – 204: A verbal or physical threat or attempt to beat another but without touching him/her.</p>	<p>and/or Parent/guardian conference-</p>
<p>NON-COMPLIANCE WITH ASSIGNED DISCIPLINE – 206: Refusal or non-compliance with assigned consequences for a documented disciplinary violation.</p>	<p>and/or Loss of Privileges and/or</p>
<p>UNAUTHORIZED ACCESS TO RESTRICTED AREAS – 208: Access to areas that are restricted, unassigned or posted without permission. Including internet access.</p>	<p>Behavioral Contract and/or</p>
<p>UNACCEPTABLE PHYSICAL CONTACT – 210: Unsolicited physical contact directed against others that is disruptive and/or threatening.</p>	<p>Suspension not to exceed ten (10) days with possible recommendation for expulsion or other alternatives.*</p>

*Florida Law provides that a student may be expelled for the remainder of the current school year and one additional year.

VIOLATION	RECOMMENDED DISCIPLINARY ACTION
Group III (Violation or Accessory to the Violation)	FIRST VIOLATION: Parent/guardian contacted
Minor Battery - 301: The physical attack or harm with force and/or violence by an individual against another, without a weapon or serious injury.	and/or Teacher-student and parent conference
Extortion - 302: The taking or the attempt of taking anything of value that is owned by another under conditions of force or threat of force which places the victim in a state of fear.	and/or Suspension or other alternative (i.e., school chores, corporal punishment, denial of privilege).
MINOR VANDALISM – 303: The willful or malicious destruction of school property or the property of others less than \$100.	and/or Payment for damages.
POSSESSION OF POCKET KNIFE – 304: The possession of a small pocket knife that could be considered potentially dangerous.	REPEATED VIOLATION: Notify parent/guardian-
STEALING – 305: The act of taking and carrying away personal property of another without the consent of the owner. (Less than \$100 in property value).	and/or parent/guardian conference-
SERIOUS AND/OR CHRONIC HARRASSMENT – INTIMIDATION – 306: Unsolicited actions directed against others that are disruptive and/or threatening. These actions may include but are not limited to teasing, bullying, stalking, etc. and pose a serious and/or persistent threat.	and/or Loss of Privileges and/or Behavioral Contract
FIGHTING – 307: A physical conflict between two or more students which does not result in serious injury or require physical restraint of combatants.	and/or Suspension not to exceed ten (10) days with possible recommendation for expulsion or other alternatives.*
VIOLATION OF COMMON DECENCY – 308: Included are offenses against common decency, morals (indecent exposure, profanity, obscenities, vulgarities, etc.)	
INCITING – 309: Actions, gestures, apparel, appearance or speech that provokes, urges or facilitates the participation of others in prohibited acts.	
SEXUAL HARRASSMENT – SXH: Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature.	
Bullying/Harassment – BHA: Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation, regardless of origin.	
SEX OFFENSES OTHER – SXO: Sexual contact without force and/or threat, or subjecting an individual to lewd behavior, including sexual gestures, or the exposure of private body parts.	
TOBACCO – TBC: Possession, use, purchase or sale of tobacco or tobacco products.	

*Florida Law provides that a student may be expelled for the remainder of the current school year and one additional year.

VIOLATION	RECOMMENDED DISCIPLINARY ACTION
<p>Group IV (Violation, or Accessory to the Violation)</p>	<p>FIRST VIOLATION: Suspension with possible recommendation for expulsion.* and/or</p>
<p>ALCOHOL – ALC: The possession, use, purchase or sale of alcoholic beverages.</p>	<p>Behavioral Contract</p>
<p>BREAKING AND ENTERING/BURGLARY – BRK: The illegal entry by force into a school board facility or the unauthorized presence with the intent to damage or remove property or to harm another person.</p>	<p>ZERO TOLERANCE: All incidents within Group IV are considered zero tolerance violations.</p>
<p>INDIVIDUAL OR GROUP DISRUPTION OF THE ORDERLY EDUCATIONAL PROCESS (DISORDERLY CONDUCT) – DOC: Disorderly conduct is an incident that significantly disrupts all or portions of the campus activities, school sponsored events and/or school bus transportation. This disruptive behavior poses a serious threat to the learning environment, health, safety, and/or welfare of others. (Examples: boycotts, sit-ins, false reports of fire and/or bombs (explosive devices), etc.)</p>	
<p>Serious Fighting – FIT: Mutual combat or altercation where two or more persons use force and/or violence. The incident must include serious injury and/or require physical restraint to resolve before this classification is assigned.</p>	
<p>OTHER MAJOR INCIDENTS – OMC: Any serious incident resulting in the need for law enforcement not otherwise classified in the Student Code of Conduct. Example: Group Assault, etc</p>	
<p>LARCENY/THEFT – STL: The removal of property valued at or above \$100 from another person, building, or vehicle without permission. This may include Motor Vehicle Theft – MVT.</p>	
<p>THREAT/INTIMIDATION – TRE: A threat to cause physical harm or to instill fear to another person with or without the use of a weapon. The incident must include the following: intent, fear and capability.</p>	
<p>TRESPASS – TRS: The illegal entry onto a school campus or onto a school sponsored event off campus without authorization and/or invitation and with no lawful purpose after written or verbal notice.</p>	
<p>MAJOR VANDALISM - VAN: The willful or malicious destruction of school property or the property of others more than \$100.</p>	

*Florida Law provides that any student may be expelled for the remainder of the current school year and one additional year.

VIOLATION	RECOMMENDED DISCIPLINARY ACTION
<p>Group V (Violation, or Accessory to the Violation)</p>	<p>FIRST VIOLATION: Suspension with recommendation for expulsion mandatory.*</p>
<p>ARSON – ARS: To damage or cause to be damaged, by fire or explosion of any dwelling, structure, or conveyance whether occupied or not, or its contents owned by or under the control of the School Board.</p>	<p>and/or Behavioral Contract</p>
<p>AGGRAVATED BATTERY – BAT: The physical attack or harm with force and/or violence by an individual against another resulting in serious mental or physical injury with or without the use of a weapon.</p>	<p>ZERO TOLERANCE: All incidents within Group V are considered zero tolerance violations.</p>
<p>DRUGS – DRU: (excluding alcohol) Possession, use, or purchase of an illegal drug, narcotic, controlled substance or a substance represented as an illegal drug.</p>	<p>Level V offenses may also include other serious felonies not otherwise classified in the Student Code of Conduct. Examples: Homicide – HOM, Kidnapping – KID, etc.</p>
<p>DRUGS – DRD: (excluding alcohol) The sales or distribution of an illegal drug, narcotic, controlled substance or a substance represented as an illegal drug.</p>	
<p>ROBBERY – ROB: The taking or attempt to take anything of value that is owned by another under conditions of force, threat of force, violence and/or placing the victim in a state of fear.</p>	
<p>SEXUAL BATTERY - SXB: The physical attack or harm with force and/or violence by an individual against another resulting in serious mental or physical injury with or without the use of a weapon.</p>	
<p>WEAPON – WPO: The possession, use, purchase or sale of a firearm or an instrument which may cause harm. These firearms and/or instruments are defined as capable of causing serious harm and/or fear of harm.</p>	

*Florida Law provides that a student may be expelled for the remainder of the current school year and one additional year.

ZERO TOLERANCE FOR SCHOOL VIOLENCE
REPORTING OF CRIMES AND/OR
DISRUPTIVE BEHAVIOR

Zero Tolerance incidents require that school authorities report these violations to Law Enforcement and in some cases bring charges against the participants. In addition, school authorities are required to report these incidents to the Administration at the District School Board.

Additionally, the principal MAY report other incidents occurring within the regular operation of school.

Any other felony or serious misdemeanors may qualify as an additional zero tolerance violation, specifically when the incident causes a significant injury, loss of property or monetary cost.

BEHAVIOR ON THE BUS

The most important element in safety on the school bus is the proper behavior of students. Because of this, it is necessary that the rules, as outlined in the Code of Student Conduct, be enforced by the drivers and administration.

All of the violations listed in the Code of Student Conduct apply to all students while at school, at school activities, and on the bus.

The most common bus misconducts include the following:

- Violation of safety procedures
- Destruction of property
- Fighting/pushing/shoving
- Excessive mischief
- Defacing property (writing on seats, etc.)
- Smoking, possession of any tobacco products
- Eating or drinking
- Rude or discourteous behavior
- Obscene language

It is important for students and parents to know that any violation of these rules could lead to denial of riding a Glades County School Bus.

SCHOOL BUS TV MONITORING SYSTEM

The Glades County School District has implemented a video (TV) monitoring system in various school buses. The decision to mount TV camera boxes in the district's school buses was driven by a concern for the safety of drivers and students alike. The ability to video monitor student behavior will be a deterrent to the small number of students who experience behavior problems on school buses, thus allowing the bus driver to concentrate on the most important task of safely transporting students. The ability to review student behavior by seeing and hearing what actually occurred will prove to be a great asset to individuals tasked with solving transportation discipline problems.

DISPENSING OF MEDICATION

No student is permitted to take prescription or over-the-counter medicine at school except as administered by the school nurse or other trained office personnel and only upon written authorization of physician and parent (for prescription medication) or parent (for over-the-counter medication). Over-the-counter medication may be given for only two weeks without a physician's recommendation. All medication brought to the school office must be in the original container.

No student is permitted to have medicine in his/her possession on the school campus. Teachers who are aware of medication being in possession of a student are responsible for having such medicine taken to the school nurse or school administrator immediately.

SUMMARY OF RELATED BOARD RULES

Rules adopted by the School Board as well as administrative regulations which pertain wholly or in part to student control and discipline are found in the OFFICIAL BOARD RULES. The Rules are available in all schools as well as in area and district offices.

- Compulsory Attendance
- Regular Attendance
- Driver's License Attendance Requirement
- Admissions
- Age, Health & Medical Requirements - Admissions
- Assignment of Students
- Reassignment of Students
- Out-of-County Students
- Dropout Re-enrollment
- Group Home Students
- Classification and Placement
- Class Sections
- Married Students
- Pregnant Students
- School Year Minimum
- School Day Minimum
- Student Discipline
- Expulsion of Handicapped Students
- Procedures/Suspension from Transportation Privileges
- Procedures/Expulsion from Transportation Privileges
- Alternative Measures
- Assault on School Employees
- Vandalism
- Leaving School Grounds (Unauthorized)
- School Dress
- Student Vehicles
- Discipline Records Maintained
- Student Records - Rights of Parent, Guardian, Pupil or Student
- Registers
- Child Abuse and Neglect
- Dispensing Medication in School
- Student Eligibility for Extracurricular Activities
- Admission of Students in a Home Education Program
- Code of Student Conduct
- Student Discipline: Delegation
- Student Discipline: Designee
- Search of Lockers
- Attendance Reporting Policy
- Secondary School Security Programs

GLOSSARY

SUSPENSION: Suspension from school is the temporary removal of a student from his/her regular school program for a period not to exceed ten (10) school days. While on suspension, the student may continue the academic program under the supervision of the principal. Suspension from bus privileges is a temporary withholding of the right or privilege to be transported to and from school at public expense for a period not to exceed ten (10) school days. Suspension may be from a regular kindergarten through twelfth grade program of the Glades County Public School System.

EXPULSION: Expulsion from school is the removal of the right and obligation of a student to attend a public school under conditions set by the board and for a period of time not to exceed the remainder of the term or school year and one additional year of attendance. Expulsion from bus privileges is a temporary withholding of the right or privilege to be transported to and from school at public expense for a period not to exceed the remainder of the term or school year and one additional school year. Expulsion may be from the regular kindergarten through twelfth grade program of the Glades County Public School System or from other programs or classes offered by the Glades County Public School System.

CORPORAL PUNISHMENT: Corporal punishment is the reasonable use of physical force or physical contact by a teacher or principal as may be necessary to maintain discipline or enforce school rules. However, the term corporal punishment shall not include the use of such reasonable force by a teacher or principal as may be necessary to protect themselves or other students from disruptive students.

ALTERNATIVE MEASURES: Alternative measures are measures designated to meet the special needs of a student that cannot be met by regular school curriculum.

-CHAPTER 3-

CHILD ABUSE

CHILD ABUSE AND NEGLECT:

There shall be posted in each school and in all main offices in the Glades County Schools a notice of the duties of all employees of the system with respect to child abuse and neglect. This notice shall read:

CHILD ABUSE

- (1) ALL EMPLOYEES HAVE AN AFFIRMATIVE DUTY TO REPORT ACTUAL OR SUSPECTED CASES OF CHILD ABUSE OR NEGLECT.
- (2) ALL EMPLOYEES ARE IMMUNE FROM LIABILITY IN REPORTING SUCH CASES IN GOOD FAITH.
- (3) IT IS THE DUTY OF ALL EMPLOYEES TO COMPLY WITH CHILD PROTECTIVE INVESTIGATIONS.

STATE'S ABUSE REGISTRY
TOLL FREE TELEPHONE NUMBER 1-800-962-2873

STUDENT RIGHTS & RESPONSIBILITIES

It is the intent of the Student Rights and Responsibilities expressed in this document that students have the greatest amount of freedom allowable under law, commensurate with the school's responsibility for student health, safety, and welfare. The rights and responsibilities presented reflect the need for controlled experimentation in meeting the aspirations of our students for greater opportunities to serve themselves and society. Nowhere is it stated in this document, nor even implied, that the school should relinquish its authority and responsibility. Within every school, the principal inevitably has the responsibility and authority for maintaining the orderly educational process. This document suggests a reassessment of philosophy, emphasis, and techniques by administration, faculty, parents, and students.

These rights and responsibilities are not intended and should not be interpreted as the enactment of controlling regulations to govern the conduct of students or school authorities in specific circumstances. It is a statement in summary form of board policies, evidencing the school board's recognition and support of the concept of students' rights and their correlative responsibilities. The application of these principles in practice and the procedures to be followed to guide both students and responsible school officials in specific situations are beyond the scope and intent of this document.

CURRICULUM

PHILOSOPHICAL BASIS:

The degree of curriculum development is a function of age, grade, maturity, and sophistication, on one hand, and the level and complexities of courses on the other. Students are the consumers, and their opinions as to impact or probable impact of courses, course materials, and procedures can be extremely important and deserve careful analysis and full consideration.

RIGHTS:

Students have the right to have access to simple and unambiguous curriculum descriptions that will facilitate more informed choices.

Students have the right to participate in adequate basic skill programs at all levels in elementary, middle, and high schools.

Students have the right to study all subjects under competent instructors in an atmosphere free from bias and prejudice.

Secondary students have the right to have representation on the committees that participate in planning - from the individual councils to the county level.

RESPONSIBILITIES:

Students have 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 in the school that is conducive to wholesome learning and living.

Students have the responsibility to involve themselves in the committee process.

CONSULTATION

PHILOSOPHICAL BASIS:

Personal concerns can seriously threaten and inhibit the educational development of students. Schools have the responsibility to make relevant and objective information available to students, to provide students a comprehensive counseling program, and to attempt to refer students seeking help with severe personal problems to agencies equipped with the facilities and resources necessary to offer additional direct assistance.

RIGHTS:

Students have the right to appropriate counseling for personal and educational problems.

Students have the right to be accurately informed as to the nature of the guidance services available in their school.

RESPONSIBILITIES:

Students have the responsibility to schedule appointments in advance unless the problem or consultation within a reasonable concern is an emergency.

Students have the responsibility to access services available to supplement and enhance their own educational and personal development.

STUDENT RECORDS

PHILOSOPHICAL BASIS:

Student records are intended to provide information which can be used to develop the best possible educational program for each student. A well developed record file contains information useful for counseling, individual instructional program design, recommendations as to advanced study, job placement, and other information needed for making appropriate educational decisions. Care must be exercised by the school staff to assure that student records are treated confidentially and that the information contained therein is relevant, accurate, and appropriate.

RIGHTS:

Parents, guardians, or eligible students (18 years of age or attending a post-secondary institution) have the right to inspect and review and challenge the information contained in the records directly relating to the student.

Students have the right to be protected by legal provisions that prohibit the release of personally identifiable information to unauthorized persons without the consent of the parent, guardian, or eligible student.

Parents, guardians, or eligible students have the right of access to records or transcripts and to restrict the release of directory information. This access may not be denied because of failure to pay fees or book fines.

RESPONSIBILITIES:

Parents, guardians, or eligible students (18 years of age or attending a post-secondary institution) have the responsibility to provide the school with any information that may be useful in making appropriate educational decisions.

Students and parents have the responsibility to provide the school with accurate and current information such as mailing and street address, phone numbers and medical information.

Parents, guardians, or eligible students have the responsibility to meet their financial obligation as it relates to school fees. Parents, guardians, or eligible students have the responsibility to release information to those persons or agencies who are working actively and constructively for the benefit of the student.

FLORIDA STATUTE 228.093(4) requires that annual notice be given to every parent, guardian, pupil and student as to their rights concerning student records. Please refer to the section on student records in this document for a statement of these rights.

Please refer to the following: Protection of Pupil Rights Amendment, PPRA and Family Educational Rights and Privacy Act, FERPA Statements.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights, regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Parents and emancipated minors have the following rights:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of the following:

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, (except for hearing, vision, or scoliosis screenings) or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use of the following:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Glades County School Board has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Glades County School Board will directly notify parents and eligible students of these policies at least annually and after any substantive changes. Glades County School Board will also directly notify parents and eligible students at least annually of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

*Collection, disclosure, or use of personal information for marketing, sales or other distribution.

*Administration of any protected information survey not funded in whole or in part by U.S. Department of Education.

*Any non-emergency, invasive physical examination or screening as described above.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students' education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them to their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

ATTENDANCE

PHILOSOPHICAL BASIS:

School administrators have an obligation under state law to enforce compulsory school attendance laws. Students have an obligation to avail for themselves the opportunity for a free education, an education that should help the students develop the skills and knowledge necessary to function in a modern democratic society.

RIGHTS:

Students have the right of access to individual school policies that clearly define excused absences, unexcused absences, and tardies.

Students have the right to appeal a decision pertaining to an absence (excused or unexcused) and shall not be penalized in any way for excused absences. Participation in a school-sponsored activity shall be considered an excused absence.

Students have the right to make up classwork in case of any excused absence.

RESPONSIBILITIES:

Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time unless circumstances beyond their control prevent them from doing so.

Students have the responsibility to provide the school with an adequate explanation with appropriate documentation indicating the reasons for an absence.

Students have the responsibility to request the make up assignments from their teachers upon their return to school.

GRADES

Grades, at best, are but an indicator of the student's knowledge at any particular point in time. Grades are not necessarily an accurate gauge as to whether learning has taken place. However, since much emphasis is placed on grades, a student's academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades should not be used as a threat to maintain order in a classroom.

RIGHTS:

Students have the right to receive a teacher's grading criteria, which is consistent with district guidelines, at the beginning of each grading period.

Students have the right to receive an academic grade that reflects their achievement.

RESPONSIBILITIES:

Students have the responsibility to ask the teachers in advance for an explanation of any grading criteria or practice which the student may question, or on which they may need clarification.

Students have the responsibility to maintain those standards of academic performance commensurate with their ability to conduct themselves in the classroom in ways that are conducive to the learning process.

STATE MANDATED GRADING SCALE

Grade	Percent	Grade Point Value	Definition
A	90-100	4	Outstanding progress
B	80-89	3	Above average progress
C	70-79	2	Average progress
D	60-69	1	Lowest acceptable progress
F	0-59	0	Failure
I			Incomplete

FREE SPEECH/EXPRESSION

PHILOSOPHICAL BASIS:

One of the basic purposes of education is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted self-expression under the 1st and 14th Amendments of the U.S. Constitution. Full opportunity should be provided for students to inquire, to question, and to exchange ideas. They should be encouraged to participate in discussions in which many points of view, including those which are controversial, are freely expressed.

RIGHTS:

The Pledge of Allegiance is a statement of American ideals, and every student shall be protected in his right to affirm his identity with these ideals; however, students who, because of religious convictions, do not wish to participate in the Salute to the Flag shall not be compelled to do so.

Students have the right to refrain from any activity which violates the precepts of their religion.

Students have the right to petition and survey student opinion in accordance with the procedures established by the principal.

Students have the right to form and express their own opinion on controversial issues without jeopardizing their relationship with their teacher or school.

RESPONSIBILITIES:

Students have the responsibility to act in a manner that preserves the dignity of the occasion.

Students have the responsibility to respect the religious beliefs of others.

Students initiating a petition or survey have the responsibility for the reasonableness of the request and the accuracy of the content.

Students have the responsibility to make efforts to become informed and knowledgeable about controversial issues and express their opinions in a manner that is suitable for the forum in which the discussion is taking place.

STUDENT GOVERNMENT

To a large extent, the respect afforded a student government is a result of its active and constructive involvement in the daily operations of the school. In order to be effective, student government and its concomitant responsibilities suggest that its representatives be given an opportunity to participate in those decisions that affect the learning climate of the school.

Respected student governments in the high schools are forums for expression, discussion, and action regarding the important issues of the day. Members of the school community share the responsibility for shaping student governments into positive instruments of student involvement.

RIGHTS:

Students at the high schools have the right under the direction of a faculty advisor to form and operate a student government.

Students have the right to seek and recommend members of the faculty to serve as sponsors for their school's student government organization.

Students have the right to seek office in student government or any organization regardless of race, color, creed, national origin or handicap.

Student government officers and representatives have the right to attend official student government meetings.

RESPONSIBILITIES:

Student government officers and representatives have the responsibility to be alert to needs of the school and the concerns of the student body and to work toward the satisfaction of these needs to the best of their ability.

Students have the responsibility to secure the prior consent of any faculty member recommended.

Students have the responsibility to conduct election campaigns in a positive, mature manner with all due respect provided their opponents.

Students have the responsibility to conduct themselves in an appropriate manner, to demonstrate positive leadership in school government, and to operate within the bounds of Board Rules and School Regulations.

SEARCH AND SEIZURE

PHILOSOPHICAL BASIS:

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the 4th Amendment of the U.S. Constitution. That individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

RIGHTS:

Students have the right to privacy in their personal possessions unless the principal has a reasonable cause to believe that the student is concealing materials which are prohibited by law or student codes.

Students have the right to be informed of the state statutes which pertain to search of lockers. their

Students have the right to be informed of district & state policies which pertain to parking privileges and search of vehicles.

RESPONSIBILITIES:

Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.

Students have the responsibility to accept the consequences for the contents stored within lockers.

Students and others parking on school property imply consent to a search of their vehicle, with or without cause, by a school official. A search may include passenger compartments, engine compartments, trunk & all containers, locked or unlocked, in or on the vehicle.

SEXUAL HARASSMENT

The school district has the responsibility to provide a school environment that protects the student's health, safety, and civil rights; that is threat free; and presents a friendly, caring atmosphere conducive to learning and growing. As part of this total responsibility, the district supports a no tolerance approach to sexual harassment in the schools or any activity sponsored by a school. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when 1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education; 2) submission to or rejection of such conduct by an individual is used as the basis for an academic decision affecting that individual; or 3) such conduct substantially interferes with a student's academic performance, or creates an intimidating, hostile, threatening, or offensive school environment. Sexual harassment, as defined above, may include, but is not limited to, the following: 1) verbal harassment or abuse; 2) pressure for sexual activity; 3) repeated remarks to a person with sexual or demeaning implications; 4) unwelcome or inappropriate touching; 5) suggesting or demanding sexual involvement accompanied by implied or explicit threats. To clarify, sexual harassment occurs when a student or adult subjects an individual to any unwelcomed conduct of a sexual nature. Students who engage in such conduct shall be subject to actions listed in this Code of Conduct.

RIGHTS:

Students have the right to receive an education in a threat free atmosphere conducive to learning and growth.

Students have the right to access educational activities in an atmosphere free from sexual harassment.

Students have a right to a recourse that allows for reporting of alleged activity of a sexual harassment nature that is threat free, confidential, and readily available to all students.

RESPONSIBILITIES:

Students have the responsibility to participate in the educational setting in a way that supports the learning and growth of all individuals.

Students have the responsibility to ensure an atmosphere free from sexual harassment for themselves and others. Students will not support or condone unwanted or unwelcomed remarks or activities of a sexual nature.

Students have the responsibility to report activities which are or appear to be of a sexual harassment nature. All students must accept the responsibility for providing an atmosphere conducive to positive individual growth and development.

GRIEVANCE

PHILOSOPHICAL BASIS:

A grievance is defined as a claim by a student, with respect to that student's rights, that there has been a violation, misinterpretation, or misapplication of Federal Statutes, State Statutes, or Board policy as defined in those statutes or policies. Copies of grievance procedures shall be available upon request and shall be on file in the office of the superintendent and the office of each principal.

RIGHTS:

Students have the right to a standard procedure for the resolution of grievances.

Students have the right to participate in the formulation of the grievance procedures with the school administration through procedures established in school rules.

RESPONSIBILITIES:

Students have the responsibility to discuss their grievances informally with the persons involved prior to invoking formal grievance procedures.

Students have the responsibility to state the grievance clearly and concisely, to follow the established procedures, and to accept the decision that is the outgrowth of this process.

MARRIAGE, PREGNANCY & PARENTHOOD

PHILOSOPHICAL BASIS:

Students who are married, parents, or pregnant do not lose their right to a free and appropriate education. It is therefore the responsibility of the public school to encourage their continued education through the implementation of positive policies and the development of appropriate educational programs.

RIGHTS:

Students who are married, parents, or pregnant have the right to remain in the regular school program or to attend one of the specialized programs designed to meet their particular needs.

RESPONSIBILITIES:

Students have the responsibility to seek professional medical advice regarding continued school attendance.

-CHAPTER 4-

RECORDS

PURPOSE

State Statute 1003.25 mandates that each principal maintain a permanent record for each student enrolled in a public school. Such record shall be maintained in the form and contain all data prescribed by regulations of the State Board of Education. Student records are used for planning instructional programs, for guidance of students, for preparation of state and federal reports, and for research.

WHO HAS ACCESS TO STUDENT RECORDS?

Those persons having access to student records are the school board, the superintendent and his/her staff, the professional staff of the school, the parent or guardian of the student, a court of competent jurisdiction, and other persons as the parent or guardian may authorize in writing. These records are accessible under the direction of the school principal in each school center.

WHAT INFORMATION IS IN A STUDENT'S RECORDS?

Educational records are maintained in accordance with policies and administrative guidelines of the School Board of Glades County and contain identifying data (student and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The educational record also may contain family background information, verified reports of serious or recurrent behavior patterns, record of extracurricular participation and participation in special programs, diagnostic reports, and anecdotal records of professional staff. The principal may maintain a separate disciplinary file for students involved in misconduct to include, but not limited to, description of misconduct, suspension notice(s), record of disciplinary action(s) taken, etc. These records are updated annually.

WHAT ARE THE RIGHTS OF A PARENT?

Parents or legal guardian(s) have the right to review records maintained on their child, right to a copy of the record, and a right to contest information contained in the record. Requests for appointments to review or to contest student records should be made to the principal or his/her designee. Copies of a student record may be sent to a school outside of Glades County Public School System upon receipt of a written official school request. Parents are hereby notified that such requests will be honored by the schools and that they have a right to inspect records sent to other schools. Requests for records from all other sources requires written permission of the parent or guardian.

NOTE:

Whatever rights are vested in the parent or guardian shall pass to the student whenever the student has attained eighteen (18) years of age or is attending an institution of post-secondary education. Parents shall have access to their dependent children's records regardless of age and shall have the right of signing for the release of dependent children's records.

WHAT INFORMATION IS RELEASED WITHOUT PARENT PERMISSION?

The Glades County Public Schools reserve the right to release "directory information" without prior permission of the parent or guardian as detailed in the following categories.

1. School publications, yearbooks, programs for school events, handbills, roster, school news to media, and school/district websites. Such information will be limited to the following:

student's name, address, grade level, age, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, graduation date, awards and honors received.

By law, directory information may be shown to responsible individuals or agencies without parent consent. However, if there is some or all portions of these records that you do not want furnished, please notify your principal within thirty (30) days.

2. Directory information will be released by the principal or his designee to the Division of Youth Services, the Division of Family Services, local police and sheriff's departments and other agencies or persons having a bonafide need to know.

3. In the preparation of cases for prosecution under the Compulsory School Attendance Law, the Department of Student Services is authorized to release pertinent school data in interpretative form to the State Attorney's Office, to the Division of Youth Services, and to the Circuit Court Juvenile Division.

PARENTS RIGHT TO KNOW

Parents have the right to request the following information:

Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

COMPREHENSIVE HEALTH EDUCATION

Florida Law (1003.46 F.S.) requires each school district to regularly schedule a Comprehensive Health Education Program in grades K-12 which shall include but not be limited to the following:

- * personal health & hygiene
- * substance abuse prevention
- * an understanding of the body & its systems
- * AIDS & other communicable disease prevention
- * identification and prevention of child abuse in the lower grades
- * decision-making in the middle & higher grades
- * human growth & development
- * human sexuality & pregnancy prevention
- * early sexual involvement
- * activities which result in sexually transmitted diseases
- * early teenage pregnancy
- * abstinence from sexual activity is a certain way to avoid pregnancy
- * sexual transmission of AIDS and other communicable (sexually transmitted) diseases
- * suicide

Instruction of human sexuality will take into account the whole person. Present ethical and moral dimensions shall not be an expression of any one sectarian or secular philosophy and shall respect the conscience and rights of students and parents.

All instructional materials, including teachers' manuals, films, tapes, and other supplementary instructional materials, shall be available for inspection by parents or guardians of the children engaged in such classes.

Any student whose parents make written request to the school principal shall be exempt from reproductive health or AIDS instructional activities, as requested.

HEALTH RELATED SERVICES

Glades County District Schools provide basic school health services in each school that promote student health through prevention, intervention, and treatment. School health staff are professionally trained to advocate for children's health and safety within the educational setting. Some services offered in the school include health screenings, medication administration, and treatment of acute and chronic health-related problems. The delivery of school health services is guided by a cooperative and comprehensive plan developed by the Glades County District Schools and the Glades County Health Department.

PREPARED BY:

GLADES COUNTY SCHOOL BOARD
POST OFFICE BOX 459
MOORE HAVEN, FLORIDA 33471
(863) 946-0202

**Please tear out this page, sign and return to your child's school within 5 days.
Favor de sacar esta pagina, firmarla, y entregarla a la escuela, en cinco dias o menos."**

Dear Parent or Guardian:

The Glades County Code of Student Conduct and Agreement for Acceptable Use was developed by a committee of students, parents, teachers and administrators.

The code clearly identifies most of the student behavior problems prevalent in school, school activities, school transportation and policies for acceptable use of electronic resources and communication. It also outlines what the penalty is for misconduct and inappropriate behavior.

It is our intention that you read the code not from a negative point of view but rather with the attitude that parents and students deserve to know the rules and then act accordingly.

After reading the code, please sign and return the blue form (the last page) to the school within five days.

_____ Name of Student _____

Grade _____

_____ Parent/Guardian _____ Date _____

Teacher _____

Estimados padres o custodios:

El Codigo de las Reglas de Conducta y Acuerdos Aceptables para los estudiantes del condado de Glades fue desarrollado por un grupo de padres, estudiantes, maestros y directores. Esta guia de reglas identifica varios problemas de comportamiento cometidos por los estudiantes durante la escuela, las actividades escolares especiales y en los autobuses. Tambien sirve para informarles acerca de las consecuencias de mala conducta y las polizas aceptables para el uso de recursos electronicos y medios de comuntcacion.

Esperamos que ustedes lean esta guia con una actitud positiva para que ustedes y sus hijos conozcan los reglamentos disciplinarios y procedan al respecto.

Despues de haber leido este codigo de conducta, favor de firmar y devolver la forma azul (la ultima página)al colegio de su hijo/hija dentro de cinco dias.

Para adquirir una copia del codigo de conducta en espanol comuniquense con la escuela de su hijo(a).

_____ Nombre del Estudiante _____

Grado _____

_____ Firma de Padres/Guardián _____ Fecha _____

Masetro _____