

# Florida State University Schools

## 2009-2010

# Code of Student Conduct



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The Florida State University School, also known as Florida High (FSUS), is a Developmental Research Charter Lab School of choice which serves grades K-12. Each student at FSUS is extended an invitation to attend. As a condition of this invitation, students agree to participate in all research projects approved or sanctioned by the school. This invitation can be withdrawn at any time by the FSUS administration for violations of school procedures or the Code of Student Conduct.

The purpose of this document, which is required by **Florida Statute 1006.07(2)**, is to assist students, parents, teachers and school administrators. This Code of Student Conduct will provide explanations of school rules and policies regarding student conduct and discipline, and will be adopted by the FSUS School Board prior to publication.

The goal of the FSUS administration is to provide a safe and orderly environment for both staff and students where teachers can teach and students can learn to their full potential. In order to accomplish these goals, it is necessary that the school environment be free of disruptions that interfere with teaching and learning activities.

Please keep in mind:

- All rules outlined in this document apply to all students in Grades K-12 unless otherwise noted.
- All rules apply to any school-related functions or events.
- The administration of FSUS reserves the right to have the final interpretation of any policy outlined in this document.

Parents and students are asked to carefully read this document and be responsible for knowing the policies and procedures outlined therein. Teachers, counselors, and administrators are always available if further information is needed.

The administration of FSUS looks forward to a great school year and appreciates your support.

## **The FSUS Administration**

# Student Expectations/Responsibilities

Student rights entail student responsibilities. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

The Board and community hold the highest expectations for the conduct of the students in Florida State University School in order to create a caring and safe environment that prepares learners for success in school and society. Violence in the school shall not be tolerated and students who engage in violent criminal acts on school property, on school sponsored transportation, or during school sponsored activities shall receive the most severe consequences provided for by this policy.

1. Students are expected to be in school and learning every day.
2. Students are expected to be present at those classes or other activities, which are planned, for their educational betterment.
3. Students are expected to know and observe school rules.
4. Students are expected to bring only items to school that add to the educational environment of the classroom.
5. Students are expected to demonstrate appropriate and responsible behavior at all times.
6. Students are expected to respect school property.
7. Students are expected to refrain from any conduct which interferes with another student's opportunity to learn.
8. Students are expected to contribute to a safe and orderly learning environment by respecting themselves and others, their property and school rules and regulations.
9. Students are expected to help maintain a safe, alcohol free, drug free, and weapon free environment.
10. Students are expected to conscientiously complete classroom assignments and meet all requirements of their programs for learning.
11. Students are expected to demonstrate quality and pride in their academic work and co curricular activities.
12. Students are expected to cooperate with other students to further common educational goals. To assist school personnel in creating a climate of mutual trust and respect conducive to learning.
13. Students are expected to assume responsibility for their own behavior.

## 2009-2010 Contract for Parents/Guardians

By choosing to enroll a child at Florida State University School, parents provide their child with an exciting educational opportunity. Registration of a student indicates that parents or guardians have accepted the responsibility to provide the proper interest, encouragement, guidance and home environment to foster the best possible learning situation. FSUS expects parents and students to comply with the requirements of the school. Please read the following expectations carefully.

1. I understand that my child is expected to attend everyday, to arrive promptly, and to remain throughout the scheduled hours. I agree to schedule medical appointments outside school hours.
2. I understand that it is my responsibility to notify the school in writing if my child is to be released in the custody of another adult in order to leave the school grounds.
3. I understand that my child is to adhere to the dress code and the FSUS Code of Student Conduct. Failure to follow school rules could result in administrative consequences.
4. I understand the Zero Tolerance Policy that states that certain offenses cannot be tolerated and will result in expulsion from FSUS, specifically related to knives and other dangerous items, (see page 19 of the Code of Student Conduct).
5. I understand that as a parent, I must be supportive of my child and his/her school. I understand that I (or an adult representative) will attend parent conferences, school meetings and other activities sponsored by the school.
6. I understand that it is my responsibility to review, sign, and return all written communications when requested.
7. I understand there are student performance standards that address the skills and competences that a student must learn in order to pass from one grade to the next and what is needed to graduate from high school.
8. I understand that any student, who has outstanding activity fee balances, will not be allowed to participate in any extra-curricular activity that is funded through the collection of these fees (Sports, band, field trips etc.).
9. I understand cell phones are to be turned off and not visible during school hours.

All students enrolled in FSUS shall be subject to the laws and regulations of the Florida Board of Education and the rules and policies of the District. The Code of Student Conduct shall be approved by the Board annually and administered by the principal or designee.

## I. ATTENDANCE POLICY

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes and satisfy all course requirements. Poor attendance or excessive tardiness may result in failing grades.

### Call 245-3883

Please report all absences and medical appointments to the Attendance Clerk by 9:00 a.m. on the day of the absence or appointment.

**All absences not justified within 48 hours of the student's return to school will remain unexcused. Medical or Legal documentation must be presented to the school within 5 days of the student returning.**

#### A. Arrival/Dismissal

No student should arrive before 7:15 a.m. Students in grades K-5 must report to the cafeteria if they arrive between 7:15 a.m. and 7:50 a.m.

All students must be off campus by 3:30 p.m. unless enrolled in a supervised activity. All students must be picked up within 20 minutes of the conclusion of the supervised activity.

To ensure the safety of all students, parents shall pick up and drop off students in the two circles located on the south side of the FSUS campus. Students who are not in a supervised activity must be at the pick up loops by 3:10 pm. and must remain at the pick up loop unless under supervision. Students who are on athletic teams are to be picked up in the faculty parking lot located by the tennis courts (not out front). A coach will provide supervision.

Students who walk from Southwood or the surrounding area shall use the crosswalk and gate located on the north side of the FSUS campus near the outside basketball courts.

- K-5 students found unsupervised after 3:30 p.m. shall be placed in the extended day program and the parents will be billed a fee. Students who fail to report to the extended day program shall be considered insubordinate and shall be dealt with accordingly.
- 6-12 students found unsupervised after 3:30 p.m. shall be placed in the extended day program and the parents/guardian shall be billed a fee of \$5.00 an hour for each child. The parent must physically sign their child out of the extended day program. Students who fail to go to the extended day program when asked shall be subject to administrative consequences.
- If a K-12 student is repeatedly found unsupervised before 7:00 a.m. and/or after 3:30 p.m. there shall be an administrative meeting to determine appropriate action including possible withdrawal of FSUS invitation.

Students are not permitted to be inside of any buildings without supervision. Consequences will be determined by administration.

Students are not allowed to play or participate in any unauthorized sports, games, or activities on campus before, during, or after school hours.

## B. Sign In/Out

- **After 8:15 a.m.** All grade students must sign in at the front desk located in the administration office. A pass will only be given to students who are returning from a medical appointment or emergency (not transportation issues).
- **Students must sign out if they leave before the regular dismissal time.** A parent must notify the school in advance or report to the front desk to sign for the student.
- Students who become ill during the school day must go to the clinic to call their parents (not an office or cell phone or it will be unexcused). Parents may check out their child through the clinic or front office.

### **NOTE:**

- Students must attend at least 4 periods of school to participate in an after school activity or sporting event.
- A student who misses more than fifteen minutes of any period will be considered absent from that class.

## C. Excused Absences

- Illness of the student
- Death in the family
- Illness in the family
- School counseling
- Medical or dental appointment
- An accident resulting in an injury to the student
- A family emergency
- Religious holiday
- School sponsored activities
- Court appearances
- Pediculous – the first three days a child is sent home are excused. A child may be excused for lice no more than nine days in any school year.

### **Make-up Work**

A student who has been absent and whose absence is **EXCUSED** is permitted to make up the work missed, provided that the student makes arrangements with his/her teachers upon return to school. It is the student's responsibility to make these arrangements. Students will have two days for each day absent to submit make-up work assignments.

Long term projects and papers are due on the original date assigned.

### **Note:**

Students shall be excused from an examination, study, or work assignments for religious observation, holidays, or because the tenets of his/her religion forbid secular activity at such time. Administration shall implement this provision on an individual basis pursuant to Florida Statutes and Board rules.

## D. Pre-arranged Absence

A pre-arranged absence form must be completed and turned in to the administration **five (5) days** in advance. Forms are available in the administration office and on our website [www.fsus.fsu.edu](http://www.fsus.fsu.edu) located in the parent section under forms. Administrative approval is required for a pre-arranged absence to be excused.

Seniors are allowed **three** excused days for college visits per semester. Additional college visits will be considered unexcused absences. Students must complete the pre-arranged absence form and turn in to the administration office for a college visit to be excused.

## E. Unexcused Absences

It is the responsibility of the parent/guardian and the student to be aware of all absences. Parents may use Pinnacle Internet Viewer to view their child's attendance found on the home page of our website located at [www.fsus.fsu.edu](http://www.fsus.fsu.edu).

### **Examples of unexcused absences:**

- Failure to sign in or out with the front office
- Missing more than fifteen minutes in any class period
- Failure to call parent/guardian from the clinic when ill
- Any absence not justified
- Out-of-school suspension

A student suspended out of school shall receive a grade of "60" for tests and/or work missed. A student who receives an unexcused absence shall receive a grade of "60" for tests and/or graded work missed.

## Attendance Consequences

### **Grades K-5 - Unexcused absences are noted on the student's report card**

Excessive excused and/or unexcused absences will result in an administrative meeting to determine appropriate action, including possible withdrawal of FSUS invitation.

### **Grades 6-12 Unexcused absences are noted on the student's report card.**

Students will be notified by phone master and will be subject to administrative consequences.

For each class in which the student has 4 unexcused absences, a grade of "F" shall be assigned for nine (9) weeks.

If a student accumulates five (5) unexcused absences within a calendar month or ten (10) unexcused absences within 90 calendar days, the student is referred to the school's Child Study Team. If a student does not cooperate with the strategies recommended by the Child Study Team, an administrative meeting will be held to determine appropriate action, including truancy court, possible withdrawal of FSUS invitation and/or exclusion from any extra curricular activities including athletics.

## Attendance Documentation

- After **3 consecutive excused absences** in a single class, the family will be requested to provide medical or legal documentation for any additional absences to be considered excused (a phone call will not excuse the student)
- After **5 excused absences** in any single class during a grading period, the family will be requested to provide medical or legal documentation for any additional absence to be considered excused (a phone call will not excuse the student)
- After a total of **10 excused absences** in individual classes within a semester, the student will be referred to the Child Study Team to determine possible loss of credit for the semester. In addition, the student will not be able to participate in any out of class fieldtrips or activities.

Note: The state has a minimum required seat time in any class in order for credit to be earned (F.S. 1003.436). This is outlined in the Student Progression Plan.

## **F. Truancy petition; prosecution disposition - Florida Statute 1003.27 (2) (b)**

If the school determines that a student, subject to compulsory school attendance, has had at least:

- Five unexcused absences, or absences for which the reasons are unknown, within a calendar month or

- Ten unexcused absences, or absences for which the reasons are unknown, within a ninety-day calendar or more than fifteen unexcused absences in a ninety-day calendar period, administration may file a truancy petition

**G. Driver License Attendance Requirements**

In accordance with Florida State Statute 322.091 and 1003.27

Students ages 14 -17 who have 15 or more unexcused absences within a 90 day period:

- A learner’s permit or driver’s license will be suspended
- If the student does not have a license or permit, a block will be placed on the student’s record and a license or permit cannot be issued.

The block or suspension will not be lifted until the student can prove that they are in compliance with attendance laws. Compliance means that the student must:

- Be back in school 30 days without an unexcused absence **in any class period**, graduate or receive a GED
- Have the District office complete and notarize a compliance form and take it to the Division of Highway Safety and Motor Vehicles
- Pay a fine to Division of Highway Safety and Motor Vehicle

If a license is suspended, penalties may also be added to your insurance bill.

**H. Tardies**

**A student who is not in the classroom or designated area at the time specified by the classroom teacher(s) is considered Tardy.**

**Grades K-5**

Individual classroom teams, teachers, and administrators will handle consequences for tardies. Continued tardies to class may result in withdrawal of FSUS invitation.

**Grades 6-12**

Tardies will be recorded by the instructor in each class over a 9 week period. The following steps will be taken by each teacher leading up to the written referral.

- 1<sup>st</sup> occurrence: Document and notify student.
- 2<sup>nd</sup> occurrence: Document and notify student
- 3<sup>rd</sup> occurrence: One day after school detention to be assigned by teacher.
- 4<sup>th</sup> occurrence: One additional day after school detention assigned by teacher.
- 5<sup>th</sup> occurrence: Written referral to administration.

**NOTE:** Only an official doctor’s statement, appointment record, receipt from a vehicle repair or FSUS employee’s note can excuse a tardy. All other tardies will be considered **unexcused**.

**Arrival/Dismissal**

**II. GENERAL PROVISIONS FOR BEHAVIOR**

**A. Breakfast/Lunch/Cafeteria/Gum**

Students are not allowed to re-enter the cafeteria food line area with food that has already been purchased. Any food brought into the food line area will be considered not paid for or purchased.

6<sup>th</sup> - 8<sup>th</sup> grade students are required to stay in the cafeteria the entire lunch period. Students shall not be permitted to be in the classrooms or hallways during lunchtime unless they are attending a meeting or study session specified by the teacher. Students shall be courteous, sit properly, return their trays, and clean up their areas before they leave the cafeteria.

Students who fail to follow cafeteria rules shall be subject to administrative consequences.

K-12 students and/or parents are not permitted to bring restaurant food or drinks on campus. The only exception is if a parent remains to eat lunch with their child. Parents are reminded they must check in at the front office. Students are not permitted to order food to be delivered to school.

Students are not allowed to chew gum on campus. Students caught chewing gum will be required to do campus community service.

**Only students classified as juniors or seniors** will be allowed to go off campus for lunch, providing a parent permission slip is on file at FSUS. Students leaving for lunch must show a lunch pass to an appropriate school official before leaving campus. Failure to do so will result in administrative consequences which may include loss of driving privileges.

K-10 students are not permitted to leave campus during lunch unless signed out and transported by a parent. K - 10 students found off campus shall receive an administrative consequence.

## **B. Off-Campus Activities**

No student shall be permitted to leave the school grounds during the school day for school business/activities without the principal/designee's prior approval and written consent from the student's parent(s) or legal guardian provided a reason acceptable to the principal is established.

- A school official shall definitely establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent or guardian having custody of the child, the school official concerned shall not release the child without the verified authorization of the custodial parent or guardian.
- The provisions of this subsection shall not apply to a law enforcement officer, court official, Children and Family Services employee, or proper school employee, provided the person's identity and authority are clearly established.

Any student who leaves campus without permission shall receive administrative consequences.

## **C. Campus Visitors**

All visitors to the FSUS campus shall sign in at the administrative office and present a drivers license or valid picture identification. The visitor will be given a badge, which must be worn for the duration of the visit. Persons without a badge are subject to trespass violation and possible arrest. **Parents/Visitors must receive approval from the principal in advance to observe in a classroom.** Visitors must sign out and return badge before leaving campus. Teachers **shall not** stop classroom activities to hold a parent conference. FSUS students shall not have visitors on campus without prior administrative approval. Students shall not arrange for their friends or relatives from other schools to visit the school at any time. An individual considered a non-student shall obtain administrative office clearance prior to entering the building. Any individual found on campus without clearance from a member of the administrative staff shall be arrested for trespassing.

Students will not be called out of class to speak with parents, friends, or any other personnel. Messages, items, etc., shall be left in the front office (245-3700) and will be delivered to students at the appropriate times. Flowers or gifts of any kind should not be delivered to the school.

## **D. Dress Code -**

The Dress Code applies from 7:30 a.m. to 3:30 p.m. on Florida State University School Campus.

Appropriate student grooming and dress are primarily the responsibility of the students and the parents.

Change of clothing trends will not override the dress code policy.

Special clothing may be required for health and safety reasons in certain programs such as sports programs, physical education classes, home economics, tech education, science, and vocational education.

**The following items are NOT acceptable on campus K-12:**

- Sunglasses are not to be worn inside of buildings
- Blankets used as a jacket
- Head coverings of any kind are not to be worn inside of buildings
- Any clothing obscene or inappropriate as deemed by the administration will not be allowed
- Any clothing with cuts, tears, slits, or patches
- Bareback shirts/dresses
- Low cut necklines that show any cleavage
- See through clothing/material without a shirt underneath
- Sagging pants
- Mini-skirts with pants underneath
- Pants/skirts with cut-off waistbands
- Armbands, wristbands, belts, or other items with heavy metal projections and chains, including wallet chains
- No bare feet, flip flops (K-5), bedroom slippers, spike heels, or heels higher than 2 inches. No shoes with wheels or cleats of any kind

**Florida State School Uniform Dress Code**

The following dress code will be used in a uniform manner across K – 12<sup>th</sup> grade levels.

**Bottom Attire:**

All pants, shorts, and skirts are to be secured and worn at the waist. A belt is required if the pants have loops. Hemlines for shorts, skirts and dresses must be no shorter than 5 inches above the knee.

**Top Attire:**

Shirts may not hang any lower than 3 inches below the waist with pants worn at the waist line.

Shirts are required to have sleeves.

No bare back or midriff shirts/dresses.

No low cut necklines that show any cleavage.

Shirts that are obscene or inappropriate as deemed by the administration will not be allowed.

**Zippered and Non-Zippered Sweat Shirts** that do not hang more than 3 inches below the belt line are acceptable. This includes sweaters.

**Jackets, Coats, and Hoodies** may not hang any lower than 3 inches below the waist with pants worn at the waist line.

Any clothing obscene or inappropriate as deemed by the administration will not allowed.

**Shoes:**

**K-5-** Students need to wear sneakers (tennis shoes) everyday.

**6-12 -** No bare feet, bedroom slippers, spike heels or heels higher than 2 inches. No shoes with wheels or cleats of any kind.

**Financial Considerations**

• **Financial Hardships:** No student shall be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the uniform policy if such failure is due to financial hardship.

• **Assistance:** The Administration, PTSA and SAC in collaboration with the Florida State University Schools staff shall develop procedures and criteria to offer assistance to students who are having difficulty complying with the School’s uniform policy due to financial hardship.

**Exceptions to the Uniform Policy shall be permitted when:**

- A student wears a button, armband, or other accoutrement to exercise the right of free speech guaranteed by the United States and Florida Constitutions, unless the button, armband or other accoutrement signifies or is related to gangs, gang membership, gang activity, discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation or would otherwise violate the dress code policy. The Administration of Florida State University Schools will make the determination if granting an exception may cause a disruption to class or the school in general.
- A student wears a costume or special clothing necessary for a school play or other school sponsored activity as permitted by the principal.
- A student wears clothing in the intended manner of a nationally recognized youth organization (Boy Scouts or Girl Scouts on a regular meeting day).
- The wearing of clothing in compliance with the uniform policy violates a student’s sincerely held religious belief.
- The principal may in his/her judgment grant exceptions to the requirements of this policy, which must be documented and reported to the Director.

**Consequences for dress code violations**

Students who fail to follow the dress code policy shall be subject to administrative consequences.

**E. Class Preparedness**

Students shall bring the proper supplies to class. This includes paper, pen, pencil, texts, instruments and reeds, dress out clothes, etc.

**F. Hall Pass**

A student may not be out of class without a hall pass signed by a teacher. The pass shall include time and destination. Any student without a hall pass shall be considered "skipping" and will be referred to the Administration.

Any student with an unauthorized or forged pass shall receive administrative consequences.

**G. School Phones**

School phones will be made available to students in emergency situations. Only emergency messages will be taken for students. Students **will not** be called from class to the telephone.

**H. Off Limit Areas (without permission or supervision)**

The stadium and track areas (including press box and rest rooms), the auditoria, the baseball and softball fields and dug-outs, the outside basketball courts, and the physical education fields are off limits during the school day without permission or supervision.

Students found in any of the above areas without supervision shall receive administrative consequences

The entire gymnasium is off limits except for students participating in a supervised sport or physical education class and the student must be appropriately dressed in a physical education uniform. Any student caught in the gymnasium without specific permission shall receive administrative consequences.

**I. Parking Policy**

A student shall be permitted to drive his/her automobile, motor scooter or motorcycle to school provided a written consent of his/her parent(s) or legal guardian and a written agreement to comply with all the Board rules relating to student vehicles is filed with the Administration. Any student violating this rule shall be denied permission to bring his/her vehicle to school until such time as the principal restores the privilege.

**(1) Visitor Parking Spaces**

Students are not permitted to park behind sports fields, on the street (including in Southwood), in the faculty lot, or in any visitor or other specifically designated parking spaces. Students who fail to follow the rules shall be subject to administrative consequences which may include loss of driving privileges.

**(2) Parking Lots** (The faculty lot is located by the tennis courts).

It is the responsibility of all students who drive to school to be fully aware of the responsibilities in the operation of vehicles on the school grounds. Student drivers must abide by the rules and regulations established for the safety of the student body. Students are not allowed to park in the faculty lot before, during, or after school hours even if the student lot is full. All students who drive to school must park in the lot designated for students.

- a. All student vehicles parked on school grounds must have a parking decal with registration number displayed. Failure of a driver of any vehicle to obtain a parking decal will result in a Saturday detention.
- b. Decals must be purchased in the designated area at a time to be specified. When the student parking lots are filled to capacity, decals will no longer be issued. Decals must be displayed according to instruction issued by the school.
- c. The cost of a parking decal is \$10.00
- d. Students must turn off their radios when entering the school parking lot.
- e. Students must immediately leave their vehicle and the parking lots after the vehicle is parked (not stay in the car and listen to the radio or do homework).
- f. Students are not to use their vehicle as a locker to store items to retrieve during the school day. Students cannot return to their vehicle unless they are leaving campus. Students who are leaving must go directly to their vehicle and leave immediately.
- g. Students violating any parking policy will be subject to disciplinary action.
- h. Students must park in student parking lot or specified grass area on the south side of the student parking lot inside the fence, not by curbs or on grass.
- i. Loitering and smoking are not permitted in the student parking lot at any time.
- j. All students using the parking lot are required to keep it clean.
- k. Extreme caution must be exercised in entering and leaving the parking areas. The maximum speed limit on the school grounds is **five miles per hour**.
- l. The school is not responsible for damages or theft to automobiles, trucks, bicycles, or motorcycles. Neither is the school responsible for damages to or theft of the contents of these vehicles.
- m. Automobiles illegally parked or without parking decals may be towed at the owner's expense.
- n. Special assignment to a school does not guarantee a parking space.
- o. Student vehicles are subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects.
- p. Any student who uses their vehicle to leave campus without permission or transports other students who do not have specific or legal permission to leave campus or violates any of the rules listed in the Parking Lot section is subject to detention and other penalties as described below.

On game days, no vehicles are allowed to park on the curb or grass in any parking lot.

Students who fail to follow the rules shall be subject to administrative consequence which may include loss of driving privileges.

The school may revoke parking privileges to any student who has been reported as driving dangerously on school property or the surrounding community.

**J. Public Displays of Affection**

Unacceptable behavior shall include kissing, sitting on other students' laps, body pressing hugs, and other intimate physical contact. Consequences will be determined by administration.

**K. Safety**

Students shall practice safe behavior at all times. Students shall not run in the hallways or on school grounds except in designated areas, sit or climb on the balcony rails, any fences, any walls, any gates, the roof, or trees. School personnel shall deal with each incident on an individual basis.

Students who prop open, tape, or disable any door or window by any means shall be suspended for a minimum of one day.

**L. Dances**

As mandated by FSU Police, guests of FSUS students (one guest per student) at school dances must be pre-registered. The guest must provide picture identification or leave FSUS and FSU property immediately. Failure to abide by this policy will result in responsible classes or organizations being prohibited from having dances on FSUS property. Any guest may be asked to leave at the discretion of the administration.

**M. Graduation**

Participation at graduation is a privilege, not a right. A student must have completed all credits, tests and other requirements as specified in the Student Progression Plan within two days of the end of the semester. All monetary obligations must be met within two weeks of the end of the semester to participate at graduation. The administration may, at any time, prevent a student from participating at graduation for inappropriate behavior, inappropriate dress, and any inappropriate items that may offend others or disrupt the graduation process or ceremony.

**N. School Trip**

Going on a school trip is a privilege, not a right. Any student who does not have a grade point average of 2.0 or greater will not be permitted to participate in any fieldtrips. If a student shows poor behavior at school that would cause a trip sponsor not to trust the student to behave properly on a trip, the trip sponsor may request a parent to chaperone, at the parent's expense, or may remove the student from the trip at any time. Due to the prepaid nature of most trips, the student will not receive a refund if he/she is removed from the trip after final reservations have been made.

**III. UNSAFE, DISRESPECTFUL AND DISHONEST BEHAVIORS**

**A. Students subject to law, regulations, rules, and policies**

All students enrolled in school shall be subject to the laws and regulations of the Florida Board of Education and the rules and policies of FSUS. The Code of Student Conduct shall be under the control and direction of the principal or designee during the time students are transported to or from school, are attending school or a school-sponsored activity and/or are on District premises for school attendance and authorized activities.

The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity. This shall include the maintenance of a safe, orderly and positive environment.

**(1) Language and Disrespectful Behavior**

Foul or degrading language, harassment (verbal, physical, or written) directed toward faculty, staff or students based on, but not limited to gender, race, age, religion, or dating preference, shall not be tolerated.

Students will not discuss without teacher approval or argue with teachers regarding grades, discipline, or a consequence during class time. Teachers shall continue with instruction and students shall wait until after class to discuss the situation with the teacher or make an appointment. Students shall show respect for other people and their property. Disrespectful behavior includes yelling, arguing, or cursing anywhere and anytime on school property or school activities off property.

Disrespectful behavior directed toward any person on campus will result in administrative consequences.

No person or group may post or distribute a flyer or other type of production on the school campus without administrative approval.

Production or distribution of any flier or other type of publication that degrades any person or group shall result in an administrative consequence that may include not participating at graduation and/or withdrawal of FSUS invitation.

**(2) Insubordination**

Insubordination means to refuse to obey a direct order or instruction given by any FSUS employee or intern. Examples of insubordination include, but are not limited to the following: Failure to move to a different seat when a teacher tells you, failure to go to a class, the office, or after school program when an FSUS employee or intern tells you, or failure to give the teacher an item the teacher has requested.

Insubordination of any kind will result in administrative consequences. Continued disrespect or insubordination may result in withdrawal of FSUS invitation.

**B. Inappropriate acts and items**

Inappropriate acts and items are not permitted. They can be dangerous, are costly and erode character.

**(1) Dishonesty**

Students shall demonstrate honesty with peers, teachers and in schoolwork. Acts of dishonesty include, but are not limited to lying, stealing, cheating and/or illegal use of photocopies or other technology. Lying is the willful intent to mislead. Stealing is the taking of any item without permission of the owner. Cheating includes:

- Plagiarism, copying another's homework, class work, or other assignment. Students are required to sign a Plagiarism Policy Statement.
- Talking during a test (unless explicitly permitted), giving information to another student during a test.
- Allowing someone to copy one's work.

Parent(s) of students found being dishonest will be notified immediately. The student's teacher shall meet with the administration to determine disciplinary action. Counseling and a parent conference may be warranted. In addition, any student found cheating shall receive no credit for that assignment.

Students who have knowledge of or are aware of any dishonest, dangerous or illegal act and who do not inform proper authorities shall be considered accomplices and shall be treated as such. You can anonymously report illegal activity on our campus in the student section of our school web page at <http://www.fsus.fsu.edu>.

Any student who searches a purse, backpack, locker or any other property belonging to another without permission shall receive the following punishment shall receive administrative consequences.

**(2) Littering**

Students found littering on campus will be assigned clean up duties, community service or after school detentions. Repeat offenders shall receive additional consequences.

**(3) Inappropriate Items at School**

The school is not responsible for any lost or stolen electronic devices brought on campus by students. It is strongly recommended that students do not bring cell phones or other electronic equipment to school.

Cell phones are to be turned off and not visible during school hours Cell phones will be confiscated if they are **seen** at any other time during school hours and will be turned in to the office. A parent may be required retrieve the phone.

Continual disregard of the cell phone policy must result in an administrative meeting to determine appropriate action, including possible withdrawal of FSUS invitation.

Laser Pens and lighters are dangerous items! They shall be confiscated and the student shall be suspended for a minimum of one day.

Students who use any object (i.e. water shooter, cup, can) to project liquid, an object or substances of any kind (i.e. water, silly string, soda) shall receive administrative consequences.

**Inappropriate items at school include, but are not limited to the following:** beepers, jam boxes (ipods, radio, tape/CD players of any kind), hand-held video games or any other electronic device, yo-yos, skate boards, roller blades, skates, shaving cream, whipped cream, sling shots, hard balls, bean shooters, playing cards, comic books, trading cards or any other items which can cause disruption or distraction in a classroom are not permitted at school.

No sports equipment is permitted in classrooms or hallways. It must be kept in a locker.

Perfume, deodorant, nail polish and other cosmetic items are not allowed to be used in the classroom. Personal grooming including, but not limited to, combing, brushing, applying cosmetics, use of perfume, deodorant or hair spray is allowed only in the restrooms. This is a safety hazard for students who have breathing problems.

**IV. DIRECTORY INFORMATION**

Students' parent(s) or legal guardian shall be notified annually via the Code of Student Conduct that the Board may release "directory information" to the general public.

**A. Directory information includes:**

- (1) Name
- (2) Address
- (3) Telephone number, if listed
- (4) Participation in officially recognized activities and sports
- (5) Weight and height (if an athletic team member)
- (6) Name of the most recent previous school or program attended
- (7) Dates of attendance at schools in the District and degrees and honors received
- (8) Date and place of birth

**B. Publishing of information described in section IV (A)**

Information described in section IV (A) herein may be published routinely by the Board in conjunction with press releases about school activities, honor roll announcements, athletic events and other school-related activities.

**C. Agency requests of directory information**

Directory information requested in writing by agencies identified in Florida Statutes may be released subsequent to written notification to the student’s parent(s) or legal guardian or a student who is eighteen (18) years or older. The written notification to the student or the student’s parent(s) or legal guardian shall be by certified mail receipt and shall be addressed to the most current address on file with FSUS.

**D. Requests not to publish directory information**

Directory information shall not be published when the student’s parent(s) or legal guardian submits written notification to the principal within thirty days of distribution of the Code of Student Conduct. Failure to advise the student’s principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

**E. Family Educational Rights and Privacy Act (FERPA)**

The primary rights of parents and eligible students under FERPA are:

- The right to inspect and review education records
- The right to seek to amend education records
- The right to have some control over the disclosure of information from education records.

**F. Armed Forces Access to Student Information**

Two federal laws require FSUS to provide military recruiters with three directory information categories (names, addresses and telephone listings) when requested, unless parents have advised FSUS that they do not want their students information disclosed without their prior written consent.

Parents must notify FSUS in writing within 30 days of the first day of school if they do not want FSUS to disclose directory information from their child’s education records to military recruiters without their prior written consent.

**V. DANGEROUS OR ILLEGAL ACTIVITIES**

**A. General Provisions**

Students shall follow all of the policies in “The Code of Student Conduct” and shall be under the control and direction of the principal or designee during the time students are transported to or from school, are attending school or a school-sponsored activity District premises for school attendance and authorized activities. All students shall abide by all federal, state and local laws as well as these policies and school rules.

- (1) The principal or the principal’s designee shall ensure that students are properly supervised while at school and/or during any school-sponsored activity.
- (2) The teacher, other members of the instructional staff or bus driver shall assume authority for the control and supervision of students as assigned by the principal or the principal’s designee and shall maintain good order in the classroom or other places where in charge of students.
  - (a) No student may be suspended from school, from transportation or from class except as provided by law and the policies of the Board.
  - (b) No student shall be suspended for unexcused absence, tardiness, or truancy except as provided in the Code of Student Conduct.

- (3) This policy shall not apply to students while they are being transported by private vehicles (exception: school sponsored field trips) under the provisions of Florida Statutes.

**B. Detention and Search**

- (1) Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or Board policy or school rules. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where it was first affected or the immediate vicinity thereof.
- (2) If, at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his/her person, or within his/her locker or other student storage space, an administrative staff member may search the personal property of the temporarily detained student or his/her locker or other storage space for the purpose of disclosing the presence of suspected stolen or illegal property.
- (3) Stolen or illegal property which is seized during a search of the personal property of the student or his/her locker or other student storage area shall be given to law enforcement authorities when appropriate.
- (4) Principal(s) shall place signs that are clearly visible to students and in a prominent location(s) within the school. The signs shall contain the following text:

**Notice to Students**  
**School authorities may search lockers or other storage areas when there is reasonable suspicion that prohibited or illegally possessed substances or objects are contained within the area, pursuant to Florida law.**

Students are not allowed to change locker assignments without the permission of an administrator or Resource Officer. It is strongly encouraged that students do not share lockers.

- (5) The following provisions shall apply to canine searches for screening for illegal substances:
- a. Canine sniffers shall be used primarily for school purposes to bring disciplinary action against students who are found in possession of illegal substances.
  - b. Parents, students, FSUS employees and the public shall be informed that public school campuses, including, but not limited to buildings, parking areas, athletic and recreational areas and lockers are District property and no one using said property, whether as a student or in any other capacity, has the expectation of privacy in or around said property.
  - c. Students shall be informed that vehicles or other means of transportation located or operated on District property is a privilege granted by the District. Students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.
  - d. The Director or designee shall determine at what times canine sniffers shall be utilized. The school principal or designee shall be notified when the canine sniffers are to be brought on campus.
    - The canine sniffers shall be controlled and directed at all times by qualified handlers from the Sheriff’s Department or local police departments.
    - Searches shall be conducted at the qualified handler’s direction in cooperation with the District’s administrative personnel.

- District administrative personnel shall be responsible for necessary parental notification, student disciplinary action, student due process and public relations related to such searches.
  - Custody, analysis and disposal of the illegal substance shall be the responsibility of law enforcement.
- e. The primary purpose of the canine sniffer program shall be to refer students to policy authorities for criminal prosecution. Circumstances in some cases may require that the case be referred to police authorities due to the nature of the offense, dangerous nature or sizable amount of the contraband seized, past school disciplinary or criminal record of the suspect, or disruption of school that has or is likely to occur. The decision to refer a case to police authorities shall be made by the school principal, after consultation with the qualified handler and Director or designee.

**C. Zero Tolerance Provisions**

In order to provide environments that foster learning and high academic achievement, it is essential that schools be safe and orderly. This section implements the Board’s Zero Tolerance Policy. The Board has determined that certain offenses cannot be tolerated and will result in expulsion from FSUS. Students found to have committed any of the following offenses on school property, school-sponsored transportation or during a school-sponsored activity shall be expelled. The Zero Tolerance Policy shall require students found to have committed one of the following offenses to be expelled, with or without continuing educational services from the student's regular school for a period of not less than one full year, and to be referred to the criminal justice or juvenile justice system.

- (1) Aggravated battery – to intentionally or knowingly cause great bodily harm
- (2) Armed robbery
- (3) Arson - intentionally setting a fire or lighting a combustible item.
- (4) Battery, aggravated battery, assault or threat of an FSUS employee or intern
- (5) Homicide - murder or manslaughter
- (6) Kidnapping or abduction
- (7) Possession, use or sale of any dangerous weapon



- Any student who is determined to have possessed on their person or vehicle a dangerous weapon within the “school safety zone” (500 feet of any real property owed or leased by FSUS), to any school function, or onto any school-sponsored transportation will be expelled with or without continuing educational services from the student's regular school.
- Items classified as dangerous weapons include, but are not limited to: Firearms (loaded or unloaded, operable or inoperable, replica or facsimile), fireworks, knives (blade longer than 2 inches), shotgun shells, billy club, ice pick, tear gas cartridges, ammunition for firearms, razor blades, nunchakus, brass knuckles or any item that can cause serious harm or injury.
- In certain classes (ex. art, technology education, family consumer education) students may be using, with teacher permission and supervision, school supplied tools and sharp instruments that are an integral part of the curriculum.
- Use of these tools without teacher permission, or in an inappropriate manner, or outside of the classroom or teacher specified learning environment, shall constitute a dangerous weapons violation.
- Possession of these tools without teacher permission, or outside of the classroom or teacher specified learning environment, shall constitute a dangerous weapons violation.

- (8) Possession, use or sale of any explosive device

- (9) Trafficking, selling or distributing alcohol, controlled substances, prescription or non-prescription medications or drug paraphernalia
- (10) Sexual battery - unwanted physical or attempted sexual physical contact
- (11) Threat or false report to do harm related to bombs or weapons - bomb threat or threatening to shoot or cut someone

**D. Other Illegal and Dangerous Activities**

Students found to have engaged in the following specific illegal activities shall be subject to the following minimum penalties:

**(1) Defensive Weapons** - Possession of electric weapon, stun gun, pepper spray and/or mace:  
1st occurrence: Withdrawal of invitation.

**(2) Tobacco Products**

Definition: It is unlawful for any person under 18 years of age to knowingly possess any tobacco product ( includes loose tobacco leaves and products made from tobacco leaves, in whole or in part, and cigarette wrappers, which can be used for smoking, sniffing, or chewing). Any person under 18 years of age who violates the provisions is subject administrative consequences.

***Information about Tobacco Civil Citations issued by Law Enforcement Officers***

*(Provided by the Leon County Court system)*

1st occurrence: 16 hours of community service or, instead of community service, a fine.

2nd occurrence within 12 weeks of the first violation: a fine

3rd occurrence within 12 weeks of the first violation: Court directs the Department of Highway Safety and Motor Vehicles to withhold issuance of or suspend or revoke the person's driver's license or driving privilege, as provided in s. FS § 322.056.

**(3) Illegal Drugs, Alcohol or Unauthorized Medication**

Definitions: Use or possession of alcohol, illegal drugs or drug paraphernalia  
Student misrepresenting substances as illegal drugs or alcohol.

Student possessing or using prescription drugs that are not prescribed for him/her.

The use of any drug/medication when such use is unlawful and/or use of any drug/medication when such use is detrimental to the user or to others but is not unlawful (ex. Over-the-counter cold medication).

1<sup>st</sup> occurrence: Immediate notification of appropriate law enforcement agency, 10 days out-of-school suspension and successful completion of a state-licensed drug/chemical education program. The student will not be eligible or permitted to publicly represent the school or the school district in any extra-curricular activity until innocence has been determined or until the end of the next complete grading period during the regular school term. The period of ineligibility shall be the minimum allowed and may be extended as determined by the authority that is invested in the school principal.

2<sup>nd</sup> occurrence: Immediate notification of appropriate law enforcement agency and permanent withdrawal of FSUS invitation.

You can anonymously report drug activity on our campus in the student section of our school web page at <http://www.fsus.fsu.edu>.

**DRUGS/ALCOHOL  
ARE NOT ALLOWED IN SCHOOLS**



**STUDENT  
CRIME  
STOPPERS  
1-800-873-TIPS**

If a student wishes to receive assistance to quit using drugs or alcohol, he/she can notify any school official or counselor without fear of punitive consequences. The school will assist the student in getting the support they need.

**(4) Burglary/Breaking and Entering**

Definition: The unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, of the intent to damage or remove property or harm a person.

1st occurrence: Immediate notification of appropriate law enforcement agency and ten days out-of-school suspension. Any student who is formally charged with a felony act may be suspended from school indefinitely or have his or her suspension continue until the determination of guilt or innocence or until the charges are dismissed if, in the opinion of the school administrator, the student's attendance would adversely impact the school.

**(5) Battery**

Definition: The physical use of force or violence by an individual against another who is not fighting back.

1st occurrence: Immediate notification of appropriate law enforcement agency and ten days of out-of-school suspension. Any student formally charged with a felony act may be suspended from school indefinitely or have his or her suspension continue until the determination of guilt or innocence or until the charges are dismissed if, in the opinion of the school administrator, the student's attendance would adversely impact the school.

**(6) Disorderly Conduct**

Definition: Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. These include, but are not limited to the following: Bomb threats, fire alarms, stink bombs, modifying school computer system, etc.

Bomb threat: Immediate notification of appropriate law enforcement agency and permanent expulsion.

Computer System:

(1) Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property (3<sup>rd</sup> degree felony).

(2) Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property (3<sup>rd</sup> degree felony).

Consequences will include immediate notification of appropriate law enforcement agency and permanent withdrawal of invitation.

Any student who intentionally uses a computer to view or listen to inappropriate content, games, or data shall be subject to administrative consequences.

Fire alarm: - Immediate notification of appropriate law enforcement agency and ten days out-of-school suspension.

Stink bomb or sulfur cap: - Immediate notification of appropriate law enforcement agency and five days out-of-school suspension.

**(7) Fighting Shall Not Be Tolerated.**

Definition: When two or more persons mutually participate in use of force or physical violence.

Grades K-5:

Individual classroom teams, teachers, and administrators will handle consequences for fighting on an individual basis. Continued aggressive behavior may result in withdrawal from FSUS.

Grades 6-12:

Students who are involved in a physical fight (mutual combat) shall be immediately sent home and suspended for a minimum of 5 days no matter who began the altercation. **Combatants may be charged with disorderly conduct.** A second incident shall result in an immediate suspension and administrative meeting to determine appropriate action, including possible withdrawal of FSUS invitation.

**(8) Aggressive Behavior**

Definition: Students involved in rough horseplay, verbal confrontation, slapping, pushing, shoving, bullying or other acts that could lead to an altercation.

Grades K-5:

Consequences shall be handled on an individual basis.

Grades 6-12:

Students who are involved in aggressive behavior shall be subject to administrative consequences.

Any student who spits off the second floor or throws an item off the second floor or stairwells will be subject to administrative consequences.

**(9) Harassment/Threat/Intimidation**

Definition: To unlawfully place a person in fear of harm (emotional or physical) with or without use of a weapon.

The School Board prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background.

The school reserves the right to handle acts of harassment on an individual basis depending upon the severity of the incident. Consequences will be determined by administration.

**Any student who verbally or physically threatens or assaults an FSUS employee, intern or administrator shall be expelled.**

A parent conference and/or counseling shall be required for any student who repeatedly threatens, harasses or engages in aggressive behavior toward others. Lack of parental assistance or lack of progress in changing behavior which endangers the safety and well being of others shall result in permanent withdrawal of FSUS invitation.

**(10) Bullying**

Definition: a form of aggression and occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever he or she may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site or school board-sponsored activity or event. **Bullying** may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team.

The school reserves the right to handle acts of bullying on an individual basis depending upon the severity of the incident. Consequences will be determined by administration.

Examples or types of **bullying** may include, but are not limited to:

- **physical bullying** - punching, shoving, poking, strangling, hair-pulling, beating, biting and excessive tickling;
- **verbal bullying** - such acts as hurtful name-calling, teasing and gossip;
- **emotional (psychological) bullying** - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating / ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure;
- **sexual bullying** - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault. In many cases, gender and cross-gender sexual harassment may also qualify as **bullying**.
- **electronic bullying** - through the use of phone, data or computer software that is accessed through a school or personal phone, computer, computer system, or computer network located on the property of a K-12 school educational institution or conduct on or off school property that materially disrupts class work or involves substantial disorder or invasion of the rights of others that is not protected by free speech.

Although boys are more often the perpetrators and victims of **bullying**, girls tend to bully in more indirect ways (manipulating friendships, obstructing classmates and spreading malicious rumors). However, it is quite possible for **bullying** to occur in many different types of interpersonal relationships in a school setting.

**Bullying** may be limited to a single incident. However, in most cases, the **bullying** is characterized by repeated harmful actions on the part of the bully (ies).

Personnel at all levels are responsible for taking corrective action to prevent **bullying** at any of the school board sites or activities. Information relative to the prevention and correction of **bullying** shall be provided in writing to district personnel, students and parents.

An individual has the legal right to report an incident(s) of **bullying** without fear of reprisal or retaliation at any time. Retaliation is defined in the dictionary as meaning "to pay back (an injury) in kind." When a person is accused of having engaged in an inappropriate fashion, especially **bullying**, the common reaction of that person is to be angry and want to pay the "victim" back (retaliate). Retaliation must not occur.

Some examples of retaliations are:

- attempting to discuss the matter in any way while it is under investigation;
- spreading rumors;
- following the person;
- becoming physical in any way;
- destroying property;
- using a phone or any other electronic or written form of communication to retaliate in any way;
- ostracizing

Therefore, allegations of **bullying** shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and / or any individual(s) who report an incident(s) of **bullying**.

If you are the victim of bullying:

- Clearly tell the "bully(ies)" to stop;
- Don't ignore the incident. Immediately report the incident to someone at school or seek peer mediation at school. Tell your parent(s) / guardian(s);
- If the **bullying** continues after you have clearly told the bully (ies) to stop, make a written record of the incident including date, time, witness or witnesses and parties involved in the incident. Report the incident immediately to an adult who has authority over the bully(ies); for example: teacher, guidance counselor, assistant principal, or principal;
- Avoid being alone with the person(s) who have attempted to bully you in the past;
- If you are the victim of **bullying** and you feel uncomfortable reporting it directly to adult personnel at FSUS, report it on the "Student and Parent Resources" section of our school web page at <http://www.fsus.fsu.edu>.

To minimize the risk of being accused of bullying, do:

- Keep your hands to yourself.
- Remember that **NO** one has a right to harm another person in any way.
- Think before you speak.
- Immediately apologize if you accidentally say or do something that has made another person feel oppressed.
- Report all incidents of **bullying** behavior you have witnessed to appropriate school personnel.

**DON'T:**

- Touch anyone without his or her permission and especially in an inappropriate way.
- Keep interacting with a person after he or she has perceived your behavior toward him or her as being "inappropriate" and has clearly told you to "stop."
- Make remarks that may cause another person to feel "oppressed" (stressful, scared, intimidated).

**Bullying is not allowed in our school! Keep our School Safe from Bullying**



**(11) Sexual Harassment Of Any Kind Is Prohibited.**

Assault/Sexual Harassment Definition: Unwanted verbal or physical sexual behavior that is offensive and objectionable or causes discomfort or humiliation or creates a hostile environment that interferes with the individual's school performance. State and federal law specifically prohibits sexual harassment and instances of harassment may result in both civil and criminal liability on the part of the individual harasser. The School Board will not tolerate sexual harassment activity by any of its students.

Assault and sexual harassment cases shall be reported to the School Resource Officer who shall investigate promptly and report to the principal. Students determined to have been assaulted shall be considered the victim of a crime. An administrative meeting shall be held to determine appropriate action against the perpetrator, including possible withdrawal of FSUS invitation.

**(12) Sexual Offenses (other)**

Definition: Subjecting an individual to lewd gestures, or exposing private body parts including consensual intercourse.

1st occurrence: Immediate notification of appropriate law enforcement agency and permanent withdrawal of FSUS invitation.

**(13) Theft**

Definition: The unauthorized taking, carrying, riding away, or concealing the property of another person, without threat, violence, or bodily harm.

- Students should not leave their possessions unattended

Students shall use school lockers located in the gym, middle school and high school buildings to secure personal items. All thefts shall be reported immediately to the School Resource Officer for investigation.

- **Theft of \$300 or more:**

1st occurrence: Immediate notification of appropriate law enforcement agency and permanent withdrawal of FSUS invitation.

- **Theft of less than \$300:**

1st occurrence: Immediate notification of appropriate law enforcement agency and an administrative consequence.

**(14) Motor Vehicle Theft**

Definition: Unauthorized use, taking, or attempted taking, of a motor vehicle.

1st occurrence: Immediate notification of appropriate law enforcement agency and permanent withdrawal of FSUS invitation.

**(15) Robbery /Robbery by sudden snatching**

Definition: "Robbery" means the taking or attempted taking of money or other property which may be the subject of larceny from the person or custody of another, with intent to either permanently or temporarily deprive the person or the owner of the money or other property, when in the course of the taking there is the use of force, violence, assault, or putting in fear.

1st occurrence: Immediate notification of appropriate law enforcement agency and permanent withdrawal of FSUS invitation.

**(15) Trespassing**

Definition: To enter or remain on school grounds/campus (School safety zone – 500 feet of any real property owned or leased by FSUS), school transportation, or at a school sponsored event/off campus without authorization or invitation and with no lawful purpose for entry.

1st occurrence: Immediate notification of appropriate law enforcement agency and an administrative consequence.

**(16) Vandalism**

Definition: Disfiguring property, whether purposefully or accidentally, including but not limited to destroying books, breaking windows, or doing other damage to school or personal property or equipment.

Students who engage in vandalism shall be required to make restitution. The school reserves the right to handle acts of vandalism on an individual basis depending upon the severity of the incident. Consequences will be determined by administration and may include not "participating" at graduation and/or withdrawal of FSUS invitation.

Any student who violently kicks or hits a door or a window or tries to pull or force open a door or window shall receive an administrative consequence and will pay for any damages.

Graffiti of any type will not be tolerated.

*(Provided by the Leon County Court system)*

*Any student who places graffiti on any public property or private property, the court may revoke or withhold issuance of the minor's driver's license or driving privilege for not more than 1 year.*

**E. Consequences of unlawful behavior**

Consequences of unlawful behavior by students in violation of any federal, state, county or local statute, law or ordinance shall be:

**(1) Misdemeanor**

1<sup>st</sup> occurrence: Immediate notification of the appropriate law enforcement agency and up to two days of out-of-school suspension.

2<sup>nd</sup> occurrence: Immediate notification of the appropriate law enforcement agency and permanent withdrawal of FSUS invitation.

**(2) Felony or Felony Act (on or off campus)**

Any student who commits a felony act on public school property or property other than public school property and, if in the opinion of the school administrator, the student's attendance at school will have an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled, the student's right and obligation to attend FSUS may be temporarily or permanently removed.

Any student who has been **arrested, charged, or convicted of a felony, adjudicated delinquent or had adjudication withheld** will not be eligible nor permitted to publicly represent the school or the school district in any extra-curricular activity until innocence has been determined or until the end of the next complete grading period during the regular school term. The period of ineligibility shall be the minimum allowed and may be extended as determined by the authority that is invested in the school principal.

- a. **Arrested:** Any student who is arrested for a felony act may be suspended from school for a period to exceed ten (10) days if, in the opinion of the school administrator, the student's attendance would adversely impact the school. Such suspension shall not affect the delivery of educational services to the student.
- b. **Charged:** Any student who is formally charged with a felony act may be suspended from school indefinitely or have his or her suspension to continue until the determination of guilt or innocence or until the charges are dismissed if, in the opinion of the school administrator, the student's attendance would adversely impact the school. Such suspension shall not affect the delivery of educational services to the student.
- c. **Conviction of a Felony:** Any student who has been charged and found guilty of a felony will be afforded a hearing with parents present to determine whether the student's continued attendance will adversely impact the school. The hearing may result in continuance or expulsion.
- d. **Adjudicated Delinquent:** Any student who has been adjudicated delinquent for committing a felony act will be afforded a hearing with parents present to determine whether the student's continued attendance will adversely impact the school. The hearing may result in continuance or expulsion.

- e. **Adjudication Withheld:** Any student who has had adjudication withheld for committing a felony act will be afforded a hearing with parents present to determine whether the student's continued attendance will adversely impact the school. The hearing may result in continuance or expulsion. A hearing must be held prior to a recommendation for expulsion.

**F. Due process procedures prior to disciplinary action**

Prior to taking the above action against any student, the Board shall ensure that appropriate due process procedures are followed. If a student committing one of the offenses outlined in subsection (2) of this rule is identified as disabled and participating in a program for exceptional students, then school personnel shall follow procedures in Board rules. This provision shall not be construed to remove the Board's discretion in cases where mitigating circumstances may affect decisions on disciplinary action.

**G. Severity of punishment**

The Board, Director, Principal or designee may assign more severe consequences than normally authorized for violations of the Code of Student Conduct when the offender appears motivated by hostility toward the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or disability.

**H. Notification of law enforcement**

Local law enforcement authorities or the School Resource Office representing the Local Law Enforcement Authority shall be notified immediately when one of the offenses listed above is committed on school property, on school-sponsored transportation or during a school-sponsored activity. Additionally, if the offense involves a victim, school officials shall notify the victim and the victim's parent(s) or legal guardian if the victim is a minor of the offense and of the victim's rights to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.

**I. Administration of discipline**

The school principal shall monitor the administration of discipline of students to ensure that discipline is administered equitably without regard to real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or disability. Annually, the principal shall review school discipline data with the School Advisory Council in developing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students.

**J. Disruptive behavior**

Appropriate action will be taken to remove or to make special provisions for a disruptive student. Disruptive behavior includes, but is not limited to: assault on staff or students, threat(s) or violence, disrespectful, willful disregard of a FSUS employee's direction, malicious vandalism, possession of weapons of any type, continuing use of profane language or obscene gestures and instigation of violence or mass disobedience to legitimate directions.

- (1) When a teacher sends a disruptive student to the office with a signed referral, the principal or his/her representative will provide oral and/or written feedback to the teacher with regard to present and/or future action concerning the student's behavior. The teacher may request a conference with the principal or his/her representative and the student's parent(s)/guardian(s) prior to the student being returned to his/her classroom. A disruptive student will not normally be returned to the classroom where he/she exhibited disruptive behavior until the teacher has received the feedback.

- (2) A teacher may request permanent removal of a student from his/her class whose behavior the teacher determines interferes with the teacher's ability to effectively communicate with other students in the class or with the ability of the student's classmates to learn.
- (3) Each school shall establish a Placement Review Committee(s) to determine if a student is to be returned to a teacher's class after that student has been removed by the teacher and the teacher has withheld consent for that student to be returned to the teacher's class.
  - a. Committee membership shall include the following:
    - 1. Two (2) teachers selected by the instructional staff of the school
    - 2. One (1) member of the school staff selected by the principal
    - 3. One (1) teacher selected by the instructional staff of the school to serve as an alternative member of the committee
  - b. A teacher who removed a student from his/her class and who has withheld consent for the return of that student to his/her class shall not serve on the committee when the committee makes its decision regarding the return of the student.
  - c. The Placement Review Committee(s) will be selected during pre-school planning. Each school's faculty shall also determine the following during pre-school planning:
    - 1. If a current school committee(s) meets the criteria contained herein for the Placement Review Committee(s) and if the faculty wishes that committee to perform the duties of the Placement Review Committee(s)
    - 2. The number of Placement Review Committees needed at each school
    - 3. The terms of office of the members of the Placement Review Committee(s)
    - 4. The method the instructional staff will use in the selection of the Placement Review Committee(s) members
    - 5. The appropriate form a teacher is to use to document the behavior, which resulted in the teacher having the student removed from his/her classroom
  - d. Any teacher who removes 25 percent of his/her total class enrollment shall be required to complete professional development to improve classroom management skills. Any required training under this provision shall be free of cost to the teacher
- (4) The principal may not return a student who has been removed by a teacher from the teacher's class without the teacher's consent unless the Placement Review Committee established herein determines that such placement is the best or only available alternative. The teacher and Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.

**K. Expulsion for serious breach of conduct**

The school principal may recommend to the Director the expulsion of any student who has committed a serious breach of conduct.

The principal shall recommend to the Director the expulsion of any student who has violated School Board rules that require mandatory expulsion.

Proper procedures shall be followed in all student expulsion proceedings as required by Florida Statutes, and Board rules.

**FLORIDA STATE UNIVERSITY SCHOOL  
DISCIPLINARY ACTION CHART**

The Disciplinary Action Chart outlines infractions and consequences for various student behaviors which may occur at school or any related school function.

**Please note the following:**

- Disciplinary referrals will be handled by the administration only.
- Disciplinary Referrals are to be submitted only by instructional and administrative staff of FSUS.
- Repeat offenses are accompanied by a more serious disciplinary response with each additional violation.
- Every attempt will be made to follow this chart. However, the administration reserves the right to determine the punishment based on the seriousness of a particular infraction and the previous disciplinary record of the student that commits the offense.

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Alcohol:</b> Possession or use	10 days out-of – school suspension (may be reduced with counseling); possible arrest	Expulsion; School Board Review	Expulsion; School Board Review
<b>Bomb Threat</b>	Up to ten day out-of-school suspension; possible expulsion	Up to ten day out-of-school suspension; possible expulsion	Up to ten day out-of-school suspension; possible expulsion
<b>Bus Infraction</b>	Warning; detention; suspension of bus privileges	Suspension of privileges; 3-5 days suspension	Permanent suspension of privileges; 5-10 days suspension
<b>Cheating</b>	Referral to office; parent contact; zero on assignment	1-3 days suspension	3-5 days suspension
<b>Campus Disruption</b>	1-3 days suspension	3-5 days suspension	5-10 days suspension
<b>Cell Phone/Technology Violation</b>	Warning; Confiscation; Parent Pick-up	Confiscation; Detention; Parent Pick-up	Confiscation; Detention; Parent Pick-up; 3-10 days suspension
<b>Destruction/Defacing of School Property</b>	Work Detail; Detention; 1-10 Days Suspension; Financial Reimbursement; Possible Expulsion	Work Detail; Detention; 1-10 Days Suspension; Financial Reimbursement; Possible Expulsion	Work Detail; Detention; 1-10 Days Suspension; Financial Reimbursement; Possible Expulsion
<b>Detention:</b> Failure to Attend	Additional detentions	Minimum 3 days suspension	Minimum 3 days suspension
<b>Disobedience</b>	Detention; 1-3 days Suspension	3-5 days suspension	5-10 days suspension; withdrawal of invitation
<b>Disruptive Behavior</b>	Warning; Detention; 1-3 days suspension	Detention; 3-5 days suspension	5-10 days suspension
<b>Dress Code Violation</b> <b>Dress Code Violation</b>	Warning; parent contact	Warning; parent contact	Detention; suspension; possible withdrawal of

			invitation
<b>Drug:</b> Possession or Use	10 days out-of – school suspension (may be reduced with counseling); possible arrest	Expulsion; School Board Review	Expulsion; School Board Review
<b>Explosives</b>	10 days out-of school suspension; possible expulsion; possible arrest	Possible expulsion; possible arrest	Possible expulsion; possible arrest
<b>Extortion</b>	1-10 days suspension; possible expulsion; possible arrest	1-10 days suspension; possible expulsion; possible arrest	1-10 days suspension; possible expulsion; possible arrest
<b>Failure to Follow Directive of an Administrator</b>	1-10 days suspension	1-10 days suspension	1-10 days suspension
<b>Fighting/Battery</b>	1-10 days suspension; possible expulsion; possible arrest	1-10 days suspension; possible expulsion; possible arrest	1-10 days suspension; possible expulsion; possible arrest
<b>Forgery</b>	Detention: 1-3 days suspension	3-5 days suspension	5-10 days suspension
<b>Harassment/Bullying</b>	Warning; Detention, 1-10 days suspension; possible expulsion	Warning; Detention, 1-10 days suspension; possible expulsion	Warning; Detention, 1-10 days suspension; possible expulsion
<b>Inappropriate Behavior</b>	Detention; 1-3 days suspension	3-5 days suspension	5-10 days suspension
<b>Leaving Campus Without Permission</b>	Warning; Detention; 1-3 days suspension	1-5 days suspension	3-10 days suspension
<b>Off Limits Violation</b>	Warning; Detention	Detention; 1-3 days suspension	3-10 days suspension
<b>Profanity:</b> Use non-directive	Warning; Detention	Detention; 1-5 days suspension	3-10 days suspension
<b>Profanity:</b> Directed toward Staff	1-5 days suspension	5-10 days suspension; possible expulsion	5-10 days suspension; possible expulsion
<b>Skipping</b> (on or off Campus)	Warning; Detention; Attendance Agreement; In-School suspension	3-5 days In-School Suspension	3-10 days In-School suspension; Referral to Child Study Team; Possible withdrawal of invitation
<b>Tardy (9 week period)</b>	Warning by teacher	Warning by teacher	Detention; Referral on 5 <sup>th</sup> tardy
<b>Theft</b>	1-10 days suspension; possible arrest; possible expulsion	1-10 days suspension; possible arrest; possible expulsion	1-10 days suspension; possible arrest; possible expulsion
<b>Tobacco</b>	Warning; Confiscation; Detention; 1-3 Days Suspension; Citation	3-5 days suspension; Citation	10 days suspension; Citation
<b>Unlawful Sale of Illegal Substance</b>	Up to 10 days suspension; Possible		

	expulsion; arrest		
<b>Vehicle/Parking Lot Violation</b>	Warning; Detention; Suspension of privileges	Detention; 1-3 days suspension; Suspension of privileges	3-10 days suspension; permanent revocation of driving privileges
<b>Weapons</b>	Up to 10 days suspension; Possible expulsion; Arrest (Depending on type, intent, severity of use)		

## VI. EXPLANATION OF DISCIPLINE PROGRAMS

It is the responsibility of the student to inform his/her parent that he/she has been assigned a detention or other disciplinary consequence. Work, team practice, non-school related sports or activities, non-medical appointments, recreational or leisure trips and transportation problems are not justifiable reasons to miss a detention or disciplinary consequence. Students who refuse to work during any detention shall receive additional administrative consequences.

Students who fail to attend assigned detentions or other assigned consequences shall be subject to an administrative meeting to determine appropriate action, including possible withdrawal of FSUS invitation.

- A. **Time Out** – A student who is constantly disruptive within the classroom may be excluded from an individual class for a short period of time by the classroom teacher or principal.
- B. **After School Detention (ASD)** –Florida State University School will provide detention for certain conduct. ASD will last up to an hour each day. A maximum of ten (10) days of detention may be assigned for any one conduct problem. Transportation will be the responsibility of the student/parent.
- C. **Saturday Detention** – Florida State University School may elect to provide detention on Saturday for certain conduct infractions. Saturday detention will be held for up to a three (3) hour period. Transportation will be the responsibility of the student/parent.
- D. **Lunch Detention** - A student may be assigned lunch detention for certain conduct. Lunch detention will consist of up to 15 minutes of trash pick-up or associated duties at the end of the lunch period.
- E. **Withdrawing Privileges** – The school may elect to suspend privileges to participate in extracurricular activities, including ceremonies, for a definitive period of time. A student’s driving privileges and off-campus lunch privileges may be withdrawn as well. Parents must be notified of this action.
- F. **Administrative Contract** - FSUS reserves the right to place any student on contract for any behavior that is detrimental to any person attending or working at the school. The contract will specify the unacceptable behavior. Breaking a contract could result in withdrawal of FSUS invitation.
- G. **In-School Suspension (ISS)** – A student may be excluded from class for a set period of time. This method of discipline may be used in place of out-of-school suspension. The student reports to school each day and goes to a specified classroom. Students will receive full credit for all work during time in ISS. If a student does not complete ISS, the entire suspension will be changed to an out-of-school suspension.
- H. **Out-of-School Suspension** – The administration of Florida State University School may elect to disallow a student to attend school for a period of time (not to exceed ten days per offense). While a student is suspended out-of-school, he/she may not be on school property or attend any school functions and will receive a maximum grade of 60% for assignments completed while on suspension.

**I. Alternative daytime educational program**

If FSUS cannot provide services that meet the educational needs of the student or if the student (due to poor behavior) hinders the education of other students, FSUS and appropriate agencies will assist the family to find an educational environment that better meets the needs of the student. The administration of FSUS shall decide if the alternative educational placement is permanent or if there are conditions the family must meet before the student is allowed to return to FSUS. The administration reserves the right to determine the best recourse or action to benefit the education, safety and well being of the majority of the students in the school.

**J. Administrative Leave**

In cases that are under investigation, a student will be placed on administrative leave if administration determines that the student’s presence would adversely affect the course of the investigation. Administrative leave shall not affect the delivery of educational services to the student.

**K. Withdrawal of Invitation/Expulsion**

When a student's behavior is repeatedly inappropriate to others or continues to exhibit absolute disregard for the conditions of behavior set by the school, a meeting will be held and the Principal may recommend to the Director expulsion or permanent withdrawal of invitation of the student.

The Principal/designee may recommend to the Director expulsion or withdrawal of invitation any student enrolled when his or her presence has or tends to substantially disrupt or interfere with the orderly educational process, destroys school property, endangers the health or safety of the student or others or infringes on the rights of others.

**(1) Withdrawal of Invitation**

FSUS is a school of choice that extends invitations on an annual or longer basis. If the teacher team, Student Intervention Team or Administration decide to examine the viability of a particular student’s invitation to attend FSUS, a presentation shall be made to the Principal. The Principal shall confer with the parties and provide a written recommendation to the Director. The Director may withdraw an invitation as prescribed in this Code or a parent or guardian may voluntarily withdraw. Withdrawal of an invitation shall require the Director to conduct a formal hearing with all affected parties. The Director’s decision is final. Documentation for withdrawal of invitation is a confidential record between the parent/guardian(s) and the school. Such documentation shall not be included in the student’s permanent record. A student cannot avoid expulsion by withdrawing from school.

**(2) Expulsion**

Expulsion is a denial of access to the Florida State University School, Inc. Violent crimes on school grounds, school transportation or at school functions and serious and/or repeated misconduct may be cause for expulsion. Conviction of a felony or a delinquent act which would be a felony if committed by an adult, which occurred on property other than School Board property that was determined to have an adverse impact upon the educational program, discipline or welfare of a student where a student was enrolled may also be grounds for expulsion. Expulsion may be affected and rescinded only by the Board of Directors. The length of the expulsion is permanent. A student cannot avoid expulsion by withdrawing from school.

If, in the judgment of the Principal, a violation is sufficient to warrant a student's expulsion from school, the Principal will follow the requirements of administrative procedures described below:

- Principal or designee notifies parent of the infraction and expulsion proceedings.
- Student is placed on administrative leave until the Board of Directors makes expulsion decision.

- Principal writes a letter to the Director recommending expulsion; the letter will include details of the incident and student’s ESE status.
- Director reviews letter and accepts or rejects recommendation.
- Parent/Student may request an expulsion hearing with school administration.
- An FSUS, Inc. Board member conducts the hearing and submits a recommendation to the Board of Directors.
- The Board of Directors reviews and accepts or rejects the hearing officer’s recommendation.
- Certified notice of the Board’s Decision is sent to the parent/guardian.

**(3) Expulsions from Other Schools, School Districts or States**

The School Board shall honor all expulsions from other Florida public schools and may honor the final order of expulsion of a student by another in-state private or charter school or out-of-state public or private school.

**I. Disciplinary appeals not involving expulsion**

Parent/Guardian(s) may appeal a decision made by the Administration to the Principal, and a decision rendered by the Principal to the Director. All appeals must be made in writing. A formal appeal of the Principal's decision to the Director shall be handled in a formal hearing involving the student, parents/guardian(s), affected faculty or staff and the Principal. The decision of the Director on a formal Principal's appeal is final.

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### **2009-2010 Board of Directors**

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Mrs. Jackie Ross	Vice-Chair, Community Representative
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Dr. Jonathan Grantham	K-12 Principal
Mr. Russell Brock	Assistant Principal
Mrs. Angela Wills	Assistant Principal
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Ms. Brice Trafford	Student Representative

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