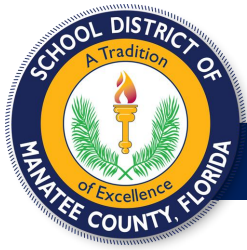


2018-2019

Code of STUDENT CONDUCT





NOTICE REGARDING CODE OF STUDENT CONDUCT

In order to conserve resources, schools will not distribute paper copies of the Student Code of Conduct to students. You can locate an electronic copy of the Student Code of Conduct on the District website at www.manateeschools.net or on your school's website. If you require a paper copy of the Student Code of Conduct, please check the appropriate box below; sign and return this sheet, and one will be provided to your child. This page will also exist as a form, which is available at your school's front office, if you are unable to print a copy for yourself.

This Student Code of Conduct has been developed so our students and families have a clear understanding of behavioral expectations and to inform all parties of important procedures related to our educational mission. It is helpful if parents are aware of school rules so they can help support them from home. Parents and students are encouraged to review the Student Code of Conduct together to gain a better understanding of their rights and responsibilities. Training on the Student Code of Conduct will be provided to all students, teachers and administration during the first month of school.

FAILURE TO REVIEW THE STUDENT CODE OF CONDUCT WILL NOT RELIEVE A STUDENT OR THE PARENT/ GUARDIAN OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE CODE OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO SCHOOL DISTRICT OF MANATEE COUNTY PROPERTY.

Please check and submit, only if you require a printed copy of the 2018-2019 Code of Student Conduct. One (1) copy per household will be provided.

☐ I would like to have a printed copy of the Student Code of Conduct sent home with my child.

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date



THE SCHOOL DISTRICT OF MANATEE COUNTY

CODE OF STUDENT CONDUCT

2018-2019

Dear Students and Parents,

One of our many important goals in this School District is to provide a safe, nurturing, and well-disciplined learning environment for all students. To achieve this goal, the School Board has authorized the development of a comprehensive District Code of Student Conduct.

Our District Code of Student Conduct was developed with input from school and district administrators, faculty and staff members, School Advisory Council members, community members, and students.

The District Code of Student Conduct will be reviewed annually for any additions or deletions that may be necessary for clarification or as required by new legislation. If you have any questions regarding the contents of the District Code of Student Conduct, please contact your school principal.

The information contained in this District Code of Student Conduct is being provided to all students and parents. Extra copies of this publication are available at school sites or on the District website at www.manateeschools.net

Thank you for taking the time to read and discuss this information. Thank you for keeping our schools safe and orderly, ensuring that each school provides an environment that continues to inspire our students to learn, dream, and achieve.

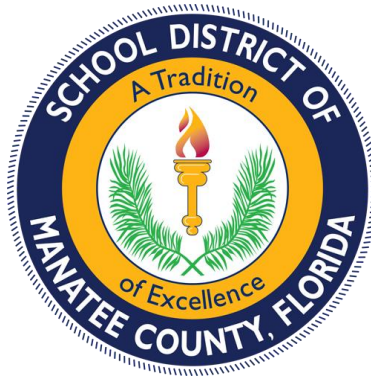


Sincerely,

A handwritten signature in blue ink that reads "Cynthia Saunders".

Cynthia Saunders
Superintendent





THE SCHOOL BOARD OF MANATEE COUNTY BRADENTON, FLORIDA

Members

Scott Hopes - Chair (District 4)

Gina Messenger - Vice Chair (District 1)

Charlie Kennedy (District 2)

John A. Colón (District 5)

Dave "Watchdog" Miner (District 3)

Superintendent of Schools

Cynthia Saunders

School Board of Manatee County policies may be viewed online at www.manateeschools.net

BOARD POLICIES

Bylaws	<u>0000</u>
Administration	<u>1000</u>
Program	<u>2000</u>
Instructional Staff	<u>3000</u>
Support Staff	<u>4000</u>
Students	<u>5000</u>
Finances	<u>6000</u>
Property	<u>7000</u>
Operations	<u>8000</u>
Community Relations	<u>9000</u>



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SECTION I JURISDICTION OF THE SCHOOL BOARD

Introduction

The purpose of this document is to assist students, parents, and school personnel in establishing and maintaining a safe, nurturing and well-disciplined learning environment for all. To be fully effective, the Code of Student Conduct addresses not only the role of the parents, the students, and the school, but also specifies areas relative to the responsibilities and rights of students and parents; grounds for disciplinary action; and procedures to be followed for acts requiring disciplinary action - including corporal punishment.

Students in the School District of Manatee County are subject to the Code of Student Conduct during the school day and regular school activities, while being transported on school buses or at public expense to and from school or other education facilities. Students are also subject at such time and places that include - but are not necessarily limited to - school sponsored events, field trips, athletic functions, and other activities where appropriate school personnel have jurisdiction over students. In addition, jurisdictional control over students may be extended as per Florida Statute Sections [1006.07](#), [1006.09](#), [1006.13](#), [1006.147](#), and [1003.31](#) whenever the conduct of a student is deemed to have a detrimental effect on the health, safety, and welfare of any member of the school community or the learning environment of the school.

In Loco Parentis

State and federal law recognizes that teachers and school administrators have a need to stand in the place of parents over children entrusted to them at school. This is a concept called *in loco parentis*. While this power is not equal to a parent's power over a child, it permits school personnel to exercise a degree of supervision and control over students that could not be exercised over free adults. This concept is responsible for the fact that school personnel can search without a warrant based on reasonable suspicion and are not held to the higher standard of "probable cause" by which law enforcement is bound. It is also responsible for the fact that school personnel can interrogate a student without providing him or her with Miranda warnings or allowing the student to call a parent or attorney.

Prohibition of Discrimination

No student shall, on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any educational programs, activities, services, or in any policies or practices by the School District of Manatee County. Any student who believes he or she has been discriminated against or has been harassed by an employee, student, or other third party, who is subject to control of the School Board, is encouraged to use the appropriate grievance procedures set forth in policy. Complaints should be forwarded to the following Equity Coordinator:

Sherman Stroman

215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770 extension 2052



SECTION II STUDENT & PARENT RIGHTS and RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

This section summarizes the basic principles of student rights and responsibilities. As a student, you have a right to an education, regardless of your race, color, creed, national origin, religion, gender, marital status, heritage, disability, or sexual orientation. Some of your basic rights include the right to:

- Learn
- Agree or Disagree
- Petition
- Freedom of expression
- Publish
- Assemble
- Privacy

Your exercise of these rights must conform to the District Code of Student Conduct. While you also have the right to a free and appropriate education, this right shall be applied at the school serving your residential attendance zone, except as authorized by the School Choice Program or otherwise provided by School Board Policy. **The Superintendent is authorized to assign or reassign a student to any program or school as deemed to be in the best interest of the student or School District, pursuant to [F.S. 1006.08](#).**

If you are attending a charter school or a school out of your assigned area under the School Choice Program, you may be suspended, expelled or reassigned during the school year as provided in this Code. Your school choice may additionally be revoked for non-attendance, habitual tardiness, or disciplinary issues, upon the recommendation of the principal. The principal's recommendation is subject to review and approval by the District Administrative Appeals Committee.

First Amendment Freedom of Expression

In 1969, The United States Supreme Court ruled that public school students do not leave their constitutional right to freedom of expression at the schoolhouse gate. You have a right to freedom of expression; however, when you exercise that right, you must do so in a responsible manner that does not cause a disruption of the school or a school activity. A principal may impose reasonable time, place and manner restrictions on your exercise of First Amendment freedom of expression rights. If possible, before imposing reasonable time, place and manner restrictions, the principal will consult with the School District General Counsel and will notify the Superintendent (or designee) in such cases. If it is not possible to consult the School District General Counsel beforehand, the principal will do so as soon as possible.

Principal's Authority

The principal of each school is responsible for the administration of the school and the enforcement of the District Code of Student Conduct. The principal has the authority to direct students and staff and can impose any reasonable requirements that are not inconsistent with the District Code of Student Conduct or School Board Policy.



INVESTIGATIONS AT SCHOOL

Administrative

If you are suspected of violating the District Code of Student Conduct, school officials can question you without first contacting your parent. You do not have a right to have your parent present or a right to an attorney when you are questioned. If you refuse to answer questions asked by school officials, you may be disciplined.

Criminal

If you are a suspect in a criminal investigation that may result in your arrest or criminal charges, law enforcement will make a good faith effort to contact your parent before the law enforcement officers begin questioning you. If a parent cannot be located, law enforcement officers may proceed with questioning. If your parent is contacted, the law enforcement officers may allow your parent to be present during your questioning.

Victim or Witness

If you are a victim or a witness, law enforcement officers, Children and Family Services investigators, or administrative investigators are allowed to question you without first contacting your parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview. If you refuse to answer questions asked by school officials, you may be disciplined.

Removal of a Student Witness from School Property

If you are a witness, law enforcement may remove you from school property (for “show-up” identification purposes) without a subpoena or first obtaining the consent of your parent. However, a good-faith effort will be made by law enforcement and the school administration to contact your parents prior to any removal.

Removal of a Student Under Arrest

If you are subject to arrest, with or without a warrant, the officer can remove you without your parents’ consent or the consent of school officials. The administrator will try to notify your parent before you are removed or as soon as possible after your removal.

Removal for Involuntary Examinations

The school principal or the principal’s designee shall immediately notify your parent or guardian, if you are removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for a Baker, Marchman, or other evaluation, pursuant to F.S. 394.463. The principal or the principal’s designee may delay notification for no more than 24 hours after you are removed, if the principal or designee deems the delay to be in your best interest and if a report has been submitted to the central abuse hotline, pursuant to FS 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect.

Searches and Seizures

You, your locker, vehicle, purse, backpack and other personal possessions may be searched if there is a reasonable belief (suspicion) that any of them contain drugs, weapons, contraband or



other items not permitted on campus. If you refuse consent to a legal search while on school property or under the jurisdiction of school personnel, administrative action may be taken that would be consistent with possessing any unauthorized or illegal items you were suspected of carrying. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. Routine checks by the dogs are not considered a search; however, an alert by the dog gives reasonable suspicion for a search. Dogs may not check students themselves to determine probable cause for a search. The use of trained dogs is a safety precaution to provide you a safe school in which to learn.

GRADES

An academic grade should reflect the teacher's most objective assessment of your academic achievement. Academic grades should not be used as a means of maintaining order in a classroom, nor should your behavior be included in calculating academic grades.

1. Your Responsibilities

- a. To become informed of the grading criteria.
- b. To maintain standards of academic performance commensurate with your ability, and to make every effort to improve your performance upon receipt of notification of unsatisfactory progress.

2. Your Rights

- a. To receive a teacher's grading criteria at the beginning of each year or semester course.
- b. To receive a reasonable notification of failure or potential failure prior to the end of the grading period with sufficient time, when possible, to take corrective action.

3. Your Parents' Responsibilities

- a. To meet with your teachers upon request and assist in helping take corrective action if you are experiencing academic difficulty.
- b. To seek advice on before and after school programs that will assist you in succeeding in school.

OTHER STUDENT RESPONSIBILITIES

- To read and become familiar with the Code of Student Conduct;
- To attend school daily, prepare for class, and complete class and homework assignments to the best of your ability;
- To know and follow school rules and instructions given by the school administration, teachers, and other staff;
- To report to school staff any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the school community;
- To bring to school only those materials that are allowed;
- To treat everyone in the school community with respect;
- To respect school property, community property, and the property of others.



ACADEMIC HONOR CODE

- I will take responsibility for my own work. I will not cheat, help others cheat, or allow anyone else to do my work for me.
- I will not plagiarize. I will use quotations and cite sources when I use someone else's words and ideas.
- I will not forge the signature of others or knowingly falsify any records, information, or results.
- I will be honest about my work with teachers, peers, and parent(s)/guardian(s).
- I understand I will receive a zero on any assignment, as well as any other appropriate consequence for breaking the Honor Code.

PARENTAL RIGHTS AND RESPONSIBILITIES

The role of parents, guardians, and families is critical to the healthy growth and development of each of our students. Some of the basic parent rights include:

- To be actively involved in your child's education;
- To be treated fairly and respectfully by the school administration, teachers, and other staff;
- To access information about the Board's policies and procedures;
- To be notified promptly if your child is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned;
- To appeal disciplinary actions taken;
- To receive information about your child's academic and behavioral progress.

School staff and parents must work together to maximize a student's success at school. We are committed to working with and supporting families and we request parents work with and support us. As a parent you are expected to:

Sign In at the Office

Sign in through the Raptor System when you go to any school and before you go anywhere else on the campus. (You must present your driver's license or official picture identification to be scanned for student safety issues.)

Be Involved

Get to know the people at your child's school by participating in teacher conferences and school-parent activities such as Parent-Teacher Association (PTA)/Parent-Teacher Organization (PTO) meetings and School Advisory Council (SAC) meetings. Be actively involved in the learning process at home and in school, such as volunteering, collaborating with teachers on your child's performance in school, and fostering learning at home by providing your child appropriate assistance and monitoring of homework. Participate in your child's elementary report card conferences, which are scheduled following the first and third quarters of the school year.

School Board Policy 3.12 Parent/Family Involvement may be accessed on the [district website](#), or you may request a copy at your school or at the district office at 215 Manatee Avenue West, in Bradenton.



Provide Information

Each year provide your child's school your current telephone number, home address, work telephone number and emergency contact number. Parents must immediately notify the school of any changes in contact information.

Support School Rules

Understand and support the rules in this District Code of Student Conduct and talk to your child about them.

Support Dress Code

Teach your child to follow the dress code as outlined in this document. Because school is a place to work and learn, dressing neatly and appropriately for school is very important.

Promote Punctuality

Make sure your child arrives at school on time every day. Parents should be aware that if they live within two (2) miles of their child's school, School District transportation will not be provided unless required as a related service for a student with a disability.

Ensure Your Child's Safety

Ensure your child arrives at school no more than thirty minutes before the start of the school day and leaves campus no more than thirty minutes after the school day or activity unless you have made special arrangements with a teacher, administrator or a before/after school care program. Supervision will not be provided beyond that time. Supervision for students attending school activities outside the regular school day such as clubs, dances, carnivals, practices and games will be provided 30 minutes before and after the activity. Be aware that school nursing services are not available at extracurricular activities or before or after the school day. It is the parents' responsibility to provide any medical needs for their children before or after the school day.

Comply with Safety Rules

Adhere to school developed, on-site traffic plans for vehicles when bringing students to school or picking them up after school. If your children are walkers or bicyclists, encourage them to follow safety rules and use pedestrian-safety features where available.

Notify School of Absences

Contact the school when your child is absent and explain the reason for the absence. It is recommended you call the day of the absence, but parents do have 48 hours to notify the school. In situations specified in the attendance section, written documentation will be required by the school.

Notify School When You Move

Notify the school principal in writing if you move from the last address you have provided the school. You must notify the principal within five days of your move. If you have not moved out of your school's attendance zone, your child may continue at that school and may be entitled to transportation. If you have moved out of your school's attendance zone, in many cases your child may remain in the current school through the rest of the school year, but district transportation will not be provided. If the school discovers you have moved and have not provided notification, your child could be assigned to an alternative school or considered to be "found out of that school's attendance area." This could mean an immediate change of school for your child, and your child could be deemed ineligible for athletics and other activities.



Support School Discipline

Work with school staff members to solve discipline or other problems. You should let the school know if something has happened at home that could affect how your child behaves in school.

Know Parental Rights

Be aware that when parents are divorced or separated, both parents have full rights to participate in the child's school activities and to know what is happening at school. The non-enrolling parent will not be allowed to remove the child from school without the permission of the enrolling parent. A non-enrolling parent has the right of access to student records and information unless a court order prohibits such access.

Provide Correct Student Pickup Information

Be aware that only people whose names and contact information are listed on the Enrollment Form may pick up a student from school during the school day. The enrolling parent should complete the Health Information Card. Identification must be shown to the office staff when someone signs out a student from school.

Pay Damages

Be prepared to pay for any damage done to School Board property by your child. If payment is not made and the amount is substantial, the principal will refer the matter to the Superintendent.

Reimburse School

Pay for lost or damaged books or other teaching materials. Failure to pay may mean no other books or materials will be given to your child, your child will not be able to participate in extra-curricular activities or your child will be required to pay the debt through community service at the school. The principal will make those decisions.

Per School Board policy, if you cannot afford to pay for instructional materials or a fee that your child has incurred at school, you may submit a letter to the Superintendent seeking a waiver. Please consult School Board policy for the information necessary to request such a waiver.

Know School's Delivery Policies

Contact the school before delivering items for your child. Allowing deliveries to students is at the discretion of each individual school.

Comply with Cell Phone Policy

If you need to reach your child in an emergency during the school day, contact the front office. Because cell phones and all other forms of electronic communication are to be turned off and put away out of sight once students are at school, parents should not text message or phone their children during the school day.

Know CHOICE Options

If you want your child to attend a different school, visit the Office of Student Assignment and follow the CHOICE Student Assignment Plan procedures or call them at (941) 708-4971.

Classroom Transfers

An enrolling parent has the right to request his or her child be transferred to another classroom teacher. **Parents must formally submit the request in writing** and the principal or designee shall approve or deny the transfer within 2 weeks after receiving such a request. If a request for transfer is denied, the principal or designee must notify the parent and specify the reasons for the denial. This provision does not give parents the right to choose a specific classroom teacher.



Classroom and Bus Removals

Per [F.S. 1003.04](#), the parent of each public K-12 student must cooperate with the authority of the student's district school board, Superintendent, principal, teachers, and school bus drivers, according to [F.S. 1003.31](#) and [F.S. 1003.32](#), to remove the student from the classroom and the school bus and, when appropriate and available, to place the student in an alternative educational setting, if the student is disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive.

SECTION III STUDENT ATTENDANCE

Florida Compulsory School Law ([F.S. 1003.21](#)) states all children who are either six years of age (or who will be six years old by February 1 of any school year), but who have not attained the age of 16 must attend school regularly during the entire school term. Students between 16 and 18 are also within compulsory attendance age, unless a formal Declaration of Intent to Terminate School Enrollment has been completed and signed by the parent and an exit interview is conducted at the school.

- a. You are expected to be on time and in school for the entire student day, each school day.
- b. If you are not present in class at least one half of the class period, you shall be counted absent.
- c. On the day of your absence, a parent or guardian should call the school to explain the absence. The absence will be excused if it meets the criteria outlined below. The parent or guardian must contact the school within 48 hours of the absence or appropriate documentation is required within 5 days. If this contact is not made, the absence will be recorded as unexcused.
- d. If you are continually sick and repeatedly absent from school, you must be under the supervision of a physician in order to be excused from attendance. Excessive absences will lead to a parent conference, referral to the District's Child Study Team, referral for social work services, referral to Truancy Court, and the involvement of the State Attorney. Parents who fail or refuse to cooperate with the school in the matter of regular school attendance for their child may be prosecuted for truancy by the State Attorney's Office.

FREQUENTLY ASKED QUESTIONS:

Q: *What is an excused absence?*

A: An absence can be excused for the following reasons:

- a. You are ill or injured.
- b. Major illness in your immediate family (this means parents, brothers, sisters, Grandparents, or others living in the home or who are close relatives).
- c. Death in your immediate family.
- d. Religious instruction in your faith. This requires a note from your parent before the absence.
- e. Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or summons must be given to the principal or designee. This includes detention at a juvenile center in which you continue your education.
- f. A major disaster as decided by the administration.



- g. Any absences, including those for field trips, participation in another academic class or program, or other parental requests as judged appropriate by the principal, provided the request is submitted to the principal forty-eight (48) hours in advance of the absence. A principal may waive the requirement for advance notice if extenuating circumstances exist.
- h. A documented appointment with a doctor, dentist, or other medical or legal professional.
- i. An occurrence of head lice, with a maximum of two excused days.

Q: *How many excused absences can I have?*

A: You are allowed nine excused absences. Your parent may excuse nine absences per year. When you have reached your limit, official documentation is then required for every additional absence.

Q: *What if I have used all of my excused absences and a family emergency occurs?*

A: You must provide appropriate documentation to the school principal or designee for approval. These will be recorded as excused absences.

Q: *How can I make up work when I am absent?*

A: After an excused absence, you must arrange with your teacher for any make-up work. You have the same number of days you were absent to make up your work. This rule does not apply to some long term assignments. (A long-term assignment is when a student has 10 or more days to complete the work.) These long term assignments will be due on the specified date unless excused in writing by the teacher or principal. It is your responsibility to make these arrangements and to submit the make-up work within the deadlines set by the teacher(s). You do not have the right to make up work if your absence was unexcused.

Q: *I am going to be absent for semester exams. May I take my exams early?*

A: Semester exams may not be given early. You may take your semester exams upon your return to school.

Q: *What is an unexcused absence?*

A: Anything that does not meet the criteria of an excused absence is considered unexcused. (Please refer to Excused Absences Section.)

Q: *How many unexcused absences can I have?*

A: In Manatee County, state law requires the regular attendance of children between the ages of 6 and 18 and makes parents and legal guardians legally responsible for seeing that their children attend school. Family vacations during scheduled school time are considered unexcused absences. If you have accumulated a total of 5 unexcused absences in one month or 10 unexcused/unexplained absences in a 90-day period, your child's school will send a letter to the address listed on school records, in an attempt to ensure parent(s)/guardian(s) are aware of any developing attendance issues. Fifteen unexcused absences in a 90-day period may result in a referral for truancy court action. The District Truancy Department will send a 3-Day Demand Notice by U.S. Mail to the



address listed on school records in the event of 7 consecutive unexcused/unexplained absences by an elementary student, or 10 consecutive unexcused/unexplained absences by a middle or high school student.

Q: *What happens if I am late for school?*

A: If you arrive at school late for any reason, you must report to the office and receive a tardy admit slip. The tardy will be deemed as excused or unexcused. You are expected to be in school at the start of the school day, every day.

Q: *What is an excused tardy?*

A: An excused tardy is when you are late for school due to sickness, injury, death in your family, medical or dental appointments with a note from the physician, school sponsored activities, court date, or other reason approved by the school principal. For elementary students, parents must accompany the student to the office when they are tardy.

Q: *What is an unexcused tardy?*

A: An unexcused tardy is when you are late to school due to, but not limited to, oversleeping, missing the school bus, shopping trips, pleasure trips, or excessive tardiness due to illness without a physician's verification that the medical condition justifies your tardiness. If an elementary student arrives late and comes into the office unaccompanied by an adult, he or she will receive an unexcused tardy.

Q: *How many times am I allowed an unexcused tardy?*

A: Every three unexcused tardies, or three unexcused early dismissals, or any combination of both, count as one unexcused absence. Please note that five (5) unexcused absences in one month or 15 unexcused absences in a 90-day calendar period may result in Truancy Court for the parent and student. Also, individual schools may develop school-based consequences for tardy students.

Q: *May I leave school early in the school day?*

A: You are expected to be in school for the full day. However, if you must leave school early, you must go to the office and receive permission for early release. Parents of elementary and middle school students must report to the office to pick up their child. Parents of elementary and middle school students must report to the office to pick up their child. High school students aged 16 or older may sign themselves out early with parent permission, following the school sign-out procedures. You cannot leave your school campus for lunch or other unexcused personal reasons at any point during the school day.

Q: *What are excused reasons for leaving school early?*

A: Excused reasons for early dismissal follow the same guidelines as excused absences. They include: illness or injury, major illness or death in your immediate family, subpoena or forced absence by a law enforcement agency, a major disaster, a documented appointment with a doctor or dentist, discovery of head lice, participation in another academic class or program, or other parental requests as judged appropriate by the principal.



Q: *What happens if I leave school early for unexcused reasons?*

A: Numerous early dismissals are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early. Every three unexcused early dismissals within a grading period, or every three unexcused tardies, or a combination of both, will count as one unexcused absence. Please note that five (5) unexcused absences in one month or 15 unexcused absences in a 90-day calendar period may result in Truancy Court for the parent/student. Also, individual schools may develop school-based consequences for unexcused early dismissal students.

Q: *How does my school attendance affect my privilege to drive?*

A: You will lose your driver's license, or privilege of applying for any driver's license, if you are not enrolled in or do not attend school regularly. **NOTE:** Students who are withdrawn as dropouts or who have accumulated 15 unexcused absences in 90 calendar days will lose the privilege to apply for or hold a Florida Driver's License. Students who have lost the privilege must subsequently accumulate 30 consecutive SCHOOL days with no unexcused absences in order to receive a Reinstatement of Driving Privilege form. If you need further information regarding this issue, please contact the District Truancy Office at 751-6550, extension 2091.

Q. *Does my attendance affect my participation in athletics or extracurricular activities?*

A. If you are not present for more than half of the school day on the day of an event, due to any undocumented absence, you may not participate in the athletic or extracurricular event. If you are suspended from school, you may not participate in any school-related function.

SECTION IV STUDENT DISCIPLINE

The School District of Manatee County recognizes that effective school discipline is critical to academic success. It is the responsibility of the district to provide a safe and orderly learning environment for all students and staff by implementing common guidelines, expectations, definitions, and resources for schools and classroom teachers to construct and carry out their behavior support plans. For these plans to be optimally effective, schools and classrooms must in turn, have the latitude to work within established guidelines to create systems which support the unique needs of their students, families, and communities.

MISCONDUCT THAT REQUIRES SPECIFIC CONSEQUENCES

Acts that require specific consequences include the following:

- Possession or Use of Illegal Drugs or Alcoholic Beverages
- Possession or Use of Tobacco Products
- Bullying or Harassment
- Dating Violence and Abuse
- Threats Against Schools
- Chemical or Biological Attacks or Threats
- Possession of Guns, Weapons, or Dangerous Objects



- Gang Activity
- Violent Acts Resulting in Serious Injury
- Sexting
- Making False Accusations or Reports

Drugs and Alcoholic Beverages

Use of a drug authorized by a medical prescription from a registered physician for a specific student shall not be considered a violation of this rule. However, all procedures found in the School District of Manatee County's medication policy must be followed.

You shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled or synthetic substance defined in [F.S. 893.03](#), or substitute for such, alcoholic beverage (including powdered alcohol), inhalant or intoxicant, or over the counter drugs of any kind. This applies to you on the school grounds before, during, or after school hours, or off the school grounds on a school bus, bus stop, at a school activity, function, or event. Also, you shall not possess, have under your control, sell or deliver any device, or contrivance, instrument or paraphernalia containing the substance or substances described in this paragraph, or any residue of such substance, or devices intended for use or used in injecting, inhaling/huffing, smoking, administering, or using any of the foregoing prescribed drugs, narcotics or stimulants.

Possession, Use, Under the Influence

The first offense for possession, use, or under the influence will result in up to a ten (10) day suspension. The principal or designee may offer to reduce your suspension to 5 days providing you and a parent or guardian attend and complete the district's SAFE (Substance Abuse and Family Education) Program. For a second offense of possession, use, or under the influence, you will be automatically suspended for up to 10 days and a recommendation for expulsion or reassignment to an alternative placement may be made to the Superintendent or designee.

Selling, Purchasing, Providing, Distributing

If you buy, sell, trade, provide, negotiate, or engage in any illegal drug or alcohol-related transaction at school, at a school activity, at a school bus stop or on a school bus - even if the sale or purchase does not actually take place - you will be suspended for up to 10 days and a recommendation for expulsion or reassignment to an alternative placement will be made to the Superintendent or designee.

Fake Drugs

If you are caught possessing or distributing a substance that is represented to be an illegal drug you may be suspended for up to 10 days or recommended for a disciplinary reassignment to another school or program.

Possession or Use of Tobacco

Possession or use of tobacco by minors is illegal. If you are caught smoking or in possession of tobacco, the School Resource Officer or other law enforcement officer may give you a written citation. In addition to possible fines, if you are caught using or possessing any form of tobacco, including electronic cigarettes at school, at any school-sponsored activity, at a school bus stop or on the school bus, you will receive a disciplinary consequence. Tobacco or nicotine products



include cigars, cigarettes, dip, snuff, dissolvable tobacco products (e.g. gum, mints, or dissolvable strips) and electronic smoking devices. **Additionally, any electronic smoking device will be confiscated and subject to field-testing for illicit substances.**

Drug and Alcohol Offenses			
Over the Counter Drugs and Medications			
	1 st Offense	2nd Offense	Subsequent Offenses
Possession	Level 1	Level 2	Level 3
Misuse	Level 2	Level 3	Level 4
Providing	Level 2	Level 3	Level 4*
Selling or intent to sell	Level 4*	Level 4*	Level 4*
Prescription Drugs (prescribed to the student)			
Possession	Level 2	Level 3 [†]	Level 4
Misuse	Level 3 [†]	Level 4	Level 4
Providing	Level 4	Level 4*	Level 4*
Selling or intent to sell	Level 4*	Level 4*	Level 4*
Illegal and Illicit Drugs			
Possession	Level 3 [†]	Level 4*	Level 4*
Use or under the influence	Level 3 [†]	Level 4*	Level 4*
Providing	Level 4*	Level 4*	Level 4*
Selling or intent to sell	Level 4*	Level 4*	Level 4*
Alcohol			
Possession	Level 3 [†]	Level 4*	Level 4*
Use or under the influence	Level 3 [†]	Level 4*	Level 4*
Providing	Level 4*	Level 4*	Level 4*
Selling or intent to sell	Level 4*	Level 4*	Level 4*

* Student is automatically suspended for up to 10 days and reassigned to an alternative program

† Student is offered the SAFE program to assist with any substance use issues



Bullying or Harassment

Conduct that constitutes bullying or harassment, as defined below, is prohibited.

Bullying is the mistreatment of an individual or group characterized by a willful intent to cause harm and a perceived advantage in power. These acts can be socially, emotionally, or physically damaging in nature, to include, but not limited to: teasing, name calling, rumor spreading, exclusion, intimidation, threats, damaging personal property, stealing, public or private humiliation, stalking, pushing, shoving, or other physical attacks, and sexual, religious, or racial/ethnic harassment.

Harassment involves any threatening, insulting, or dehumanizing act or gesture, which places an individual in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with an individual's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school or activity.

Both bullying and harassment are prohibited at school, during school-related activities (whether on or off campus), on the school bus, at school bus stops, and through the use of computers or other electronic devices, which is known as cyberbullying. Cyberbullying and harassment are also prohibited through off-campus Internet posting, phone calls, or text messaging - if such behavior disrupts the orderly environment of any district school or activity or interferes with the educational opportunities of others.

If you engage in bullying or harassment, the consequences and appropriate remedial action may range from positive behavioral interventions up to and including suspension, reassignment to an alternative program, and expulsion. More severe or persistent infractions will result in more intensive interventions and administrative actions. Additionally, the appropriate school administrator or designee will report to the victim's parents any incident of bullying or harassment once an investigation of an incident has been initiated. Bullying should be reported to the appropriate school administrator or through the [School District of Manatee County's anonymous reporting system](#).

Hazing

Hazing is defined by [F.S. 1006.135](#) as any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to:

- (a) pressuring, coercing, or forcing a student to:
 - 1. Violating state or federal law
 - 2. Consuming any food, liquor, drug, or other substance; or
 - 3. Participating in physical activity that could adversely affect the health or safety of the student.
- (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements



Dating Violence or Abuse

Conduct that constitutes dating violence and abuse as defined below is prohibited. Dating violence is a pattern of verbal, physical, emotional, or sexual violence or abuse used by one person in a current or past relationship to exert power and control over the other person. Abuse may include insults, coercion, social sabotage, sexual harassment, threats or acts of physical or sexual abuse. The abusive partner uses this pattern of violent or coercive behavior to gain power and maintain control over the other person.

School employees are required to report to the principal or designee suspected cases of dating violence or abuse. Students should report suspected cases of dating violence or abuse to the principal or designee and may do so anonymously. Student victims should report any incidents of dating violence or abuse to the principal or designee as soon after it occurs as possible.

The principal or designee will immediately conduct an investigation of the allegation and proceed under paragraph L. PROCEDURES FOR SUSPENSION AND EXPULSION. If the principal or designee determines a student is guilty of dating violence or abuse, the student will be suspended from school for up to 10 days and may, where appropriate, be recommended for assignment to another school or program as an accommodation for the victim. Suspected criminal conduct will be reported to law enforcement.

The District Health Education Curriculum for grades 7-12 will include a component on teen dating violence and abuse, with emphasis on prevention education.

Threats Against Schools

If you are involved in making a destructive device, fake destructive device, or planning the use of such a device, either at school, or at a school activity, or while you are at school or at a school activity, you will be suspended for up to 10 days, recommended for expulsion, and reported to law enforcement for prosecution. The same actions will be taken if you make a threat by any means against the school, school property, school personnel, or students, regardless of any disruption on campus or any school-related function. This includes direct, veiled, or implied threats communicated verbally, in writing, or through social media platforms.

NOTE: If you make a threat or false report - to include a bomb threat, bomb threat hoax, or a knowingly false report - concerning the use of a destructive device or firearm in a violent manner, as defined by [F.S. 790.162](#) and [790.163](#), involving a school or school personnel's property, school transportation, or a school-sponsored activity, you may be expelled (with or without continuing education services) from your regular school for a period of not less than one full year, as well as referred for criminal prosecution and mental health services identified by the school district, pursuant to F.S. 1012.584(4) for evaluation or treatment, when appropriate ([1006.07](#) (2) (I) F.S.). The Superintendent may consider the expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning you to a disciplinary program, if it is determined to be in the best interest of you and the school system. Commission of either of these offenses is a second-degree felony, punishable by up to 15 years imprisonment and a \$10,000 fine.



The School Board must maintain a policy for all threats to commit violence or harm. Even threats made in jest or in exaggeration must be treated as serious and may subject you to suspension, reassignment, or expulsion. If you make a threat of violence, the school administration will assess the situation and where appropriate, take administrative action.

Violent Acts

If you violently attack a School Board employee or any other person or act as a decoy in a violent attack at school, a school function, on the bus or at a bus stop, you will be suspended from school for up to 10 days and may face a recommendation for expulsion or reassignment to an alternative program. If you are charged with violently attacking another person somewhere else other than school, you may be removed from the general education program and administratively assigned to another program if your principal believes your presence on campus may be disruptive or pose a concern for the safety of students or staff.

Possession of Firearms and Weapons

According to Florida Statute [790.115](#)(2)(a) students will not possess any firearm, destructive device, or other weapon as defined in [F.S. 790.001](#)(13) and/or listed under Category A (below). Federal and state laws require you be expelled from school, with or without continuing educational services, for a period of not less than one full year, referred to mental health services identified by the school district, pursuant to F.S. 1012.584(4), and referred for criminal prosecution if you bring a firearm or a weapon to school, to any school function, or onto any school sponsored transportation, or if you possess a firearm or weapon at school. Expulsion is required, even if you brought the firearm or weapon for self-defense. The School Board may assign you to a disciplinary program for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning you to a disciplinary program or other appropriate consequence, if it is determined to be in the best interest of you and the school system.

NOTE: Per [F.S. 790.115](#), the School District of Manatee County strictly prohibits any firearms from being stored in student vehicles parked on any school grounds or at any school-sponsored event. Your principal may give you written permission to possess a gun or weapon while on campus or at a school function when the gun or weapon is part of the curriculum of the school. An example of this is when a gun or rifle may be part of JROTC drill and firing ranges.

If you bring weapon-like contraband to school, to any school function, or onto any school sponsored transportation, or if you use any non-weapon as a weapon to threaten or injure others, you may be suspended for up to 10 days and possibly recommended for alternative placement, expulsion, and referred for criminal prosecution.



WEAPONS AND FIREARMS

Category A

Mandatory Alternative Placement or Expulsion

F.S. 1006.13 and F.S. 790.001(6)(13)

- a. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- b. The frame or receiver of any such weapon described above;
- c. Any firearm muffler or firearm silencer;
- d. Any machine gun;
- e. Any destructive device as defined by F.S. 790.001(4) including but not limited to bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas;
- f. Any type of weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive and which has a barrel with a bore of ½ inch or more in diameter;
- g. Knife or dirk (excluding common pocket knife, plastic knife and blunt bladed table knife);
- h. Metallic or other knuckles;
- i. Slungshot - a striking weapon consisting of weight or other hard object affixed on a flexible handle or strap;
- j. Billy club;
- k. Flare gun;
- l. Tear gas gun, except a self-defense chemical spray carried solely for the purpose of self-defense in a compact size and containing not more than 2 ounces of chemical.
- m. Chemical weapon or device or any other deadly weapon.
- n. Electric weapon or device.

WEAPON-LIKE CONTRABAND

Category B

Suspension or Alternative Placement or Expulsion

F.S. 1006.13 and F.S. 790.001(6)(13)

- a. Slingshot;
- b. Fireworks;
- c. Razorblade/razor;
- d. Any knife or bladed instrument not covered in Category A;
- e. Non-weapons used as weapons: A student using as a weapon any article or substance not normally considered to be a weapon (including but not limited to rocks, pens, pencils, lasers, chains, lumber, screwdriver, etc.) or facsimile (toy or otherwise) but which is used by a student as a weapon to intimidate, threaten, coerce or injure another individual shall be suspended and may be recommended for expulsion.
- f. Any replica or facsimile of any item listed in Categories A or B, including toys, souvenirs, antiques, broken, or inoperable weapons, including but not limited to bb guns, pellet guns, paint guns, squirt guns, regardless of how they are used or displayed.
- g. Ammunition and any component thereof, including but not limited to bullets, shotgun shells, bullet casings, magazines, or clips.

In addition to the administrative actions listed in the Code of Student Conduct, possession of weapon-like contraband by any student while the student is on school property or in attendance at a school function may also result in criminal prosecution (F.S. 790.115).



Gang Activity

No student shall commit any act which promotes gangs or gang-related activities. A criminal street gang is a formal or informal organization or group that has as one of its primary activities the commission of criminal or delinquent acts and consists of three or more persons who have a common name or common identifying signs or symbols and have one or more members who engage in a pattern of criminal street gang activity. Conduct prohibited by this policy includes but is not limited to the following:

- a. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may be evidence of membership or affiliation in any gang.
- b. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang.
- c. Soliciting others for gang membership.
- d. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans.
- e. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity.
- f. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
- g. If you commit any gang-related activity while at school, a school activity, school bus stop, or on a school bus, you will be suspended from school for up to 10 days. If you commit a second gang-related activity while under the jurisdiction of the school district that can be documented by law enforcement, you may be assigned to an alternative program or face expulsion.

“Sexting”

If while under the jurisdiction of the school district you post, send or forward to anyone else a nude or sexually revealing images of a person through the Internet or text message, or if you show such images to other people, you may be suspended from school and possibly be recommended for reassignment or expulsion. You may also be subject to arrest for violation of child pornography laws if the student in the photo is a minor. If you are found to have sent any such images or messages to other members of the school community regardless of time or location, you still may be subject to school-based consequences under Florida cyberbullying and harassment laws ([F.S. 1006.147](#)).

Making False Accusations

If you intentionally make false accusations that jeopardize the professional reputation, employment or professional certification of a teacher or other member of the school staff, you will be suspended for up to 10 days and may be recommended for assignment to an alternative school or for expulsion.



MISCONDUCT THAT MAY RESULT IN DISCIPLINE

You are expected to behave during the time you are at school, at school activities, at the school bus stop and on the school bus. You may be disciplined if you do anything during those times or attempt to do anything that violates a school rule or that may:

- Hurt, harass or threaten others,
- Damage property,
- Disrupt class, school or a school activity,
- Be dishonest or
- Violate a criminal law or state statute.

You may be subject to disciplinary action even if your conduct occurs off campus, but is connected to activities or incidents that occurred on campus or at a school activity, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

District-Wide Disciplinary Level System and Response Code

In order to establish reasonable consistency in the schools, a uniform Disciplinary Level System and Response Code has been developed. This section of the Code of Student Conduct identifies infractions for which a student may be disciplined and sets forth corrective measures which are appropriate for the infraction.

Disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions beginning with Level 1, petty acts of misconduct; culminating in Level 4 offenses, the most serious threats to school safety. Corrective responses to infractions become progressively more severe as one moves upward in the levels of misconduct. It is the administrator's responsibility to determine the level of the offense that has been committed and the appropriate response. In certain circumstances, a combination of corrective measures may be appropriate. For example, for Level 1 offenses, it may be appropriate to contact your parents, while also offering a verbal reprimand. For a Level 2 offense, you might receive a behavior contract, accompanied by parental contact, counseling and directions.

In choosing an appropriate corrective measure for offenses below Level 4, school personnel may select from the corrective measures appropriate to the level of the offense or may select from the response options at lower levels as they deem appropriate to your unique circumstances. For secondary students, Level 4 offenses will result in up to a ten (10) day suspension and a possible recommendation for reassignment to an alternative program or expulsion. The School Board may expel or reassign you for the remainder of the school year and all of the next school year in accordance with Florida Statutes.



The Disciplinary Level System and Response Code serves as the basis for devising discipline matrices at all district schools. In order to bring a higher degree of consistency across school campuses, the district has developed a separate discipline matrix for all middle and high schools. The district discipline matrices are found immediately following the ensuing Level System and Response Code.

LEVEL 1 - Disciplinary Infractions and Administrative Actions	
<u>Infractions</u>	<u>Administrative Actions</u>
<ul style="list-style-type: none"> • Cell Phones and Wireless Communication or Electronic Devices that are Visible, Activated, or Inappropriately Used During Regular School Hours or on School Bus • Disrespect for Others • Disruptive Conduct (minor) • Dress Code Violation • Failure to Comply with Bus Rules • Failure to properly display student ID • Failure to Serve Consequence • Horseplay • Inappropriate Behavior • Inappropriate Gestures, Language or Materials • Medication Policy Violation (Over the Counter or legitimate prescription) – possession or use only • Profanity, cursing • Public Display of Affection • Tardy to Class • Violation of Attendance Procedures ‡ 	<ul style="list-style-type: none"> • Parental contact (recommended) • Parent conference • Counseling and direction • Verbal reprimand • Special work assignment • Withdrawal of privileges • Return of property, payment for same or restitution for damages • School/classroom positive/negative reinforcement plan/intervention program • Behavioral contract * • After school detention * • In-school suspension * • Saturday school * • Work detail * • Check-in/ Check-out with a school mentor • Refer to school Child Study Team, Progress Monitoring Plan Meeting or Student Assistance Team • Restorative Practices

* Written parental notification mandatory

‡ F.S. 1006.09(1)(b) No Student shall be suspended for unexcused tardiness, lateness, absence, or truancy.



LEVEL 2 - Disciplinary Infractions and Administrative Actions

Infractions

- Aggression, Non-Physical
- Blackmail
- Bullying-1st Offense
- Cheating or Plagiarism
- Contraband
- Defiance
- Disrespect for Others (repeated)
- Disrespect to Staff or Authority
- Disruptive Conduct (repeated)
- Downloading of inappropriate materials
- Endangerment
- Extortion
- Failure to Comply with Bus Rules (repeated)
- Failure to properly display student ID (Repeated)
- Failure to Serve Consequence (repeated)
- False or Misleading Information
- Fireworks **(LE- Optional)**
- Harassment - 1st Offense
- Intentional Damage of Personal/School Property (under \$1,000) **(LE-Optional)**
- Leaving Campus without Authorization
- Medication Policy Violation – repeated possession, misuse, or providing
- Out of Area
- Possession of E-Cigarette
- Repeated Misconduct of a Level 1 or 2 Infraction
- Theft (Less than \$300) **(LE-Optional)**
- Tobacco (Possession/Use if under the age 18) **(S) (LE-Optional)**
- Tobacco (Possession/Use if 18 years of age or older)
- Unauthorized computer access
- Unauthorized Use of Other Person's Name, Signature, or Identifying Number

Administrative Actions

- Parental contact, oral communication immediately
- Parent conference
- Behavioral contract *
- In-school suspension
- Work detail *
- Confiscation of unauthorized materials
- Alternative classroom assignment *
- Suspension from bus (for bus-related misconduct) *
- School/classroom positive/negative reinforcement plan/intervention program
- Appropriate corrective measure from Level 1
- Suspension from school ** ‡
- Alternative to Suspension Program
- Saturday school *
- After school detention *
- Return of property, payment for same, or restitution for damages
- Check-in/ Check-out with a school mentor
- Refer to school Problem-Solving Team
- Restorative Practices
- Temporary or permanent removal from extracurricular/co-curricular program or activity

* Written parental notification mandatory

** F.S. 1006.09(1)(b) Written notification, within 24 hours, by U.S. Mail

‡ F.S. 1006.09(1)(b) No Student shall be suspended for unexcused tardiness, lateness, absence, or truancy.
(LE) Notify Law Enforcement
(S) SESIR Report to DOE



LEVEL 3 - Disciplinary Infractions and Administrative Actions

Infractions

- Aggression, Physical
- Alcohol Possession or Use **(S) (LE)**
- Bullying – Repeated **(S) (LE- Optional)**
- Computer Fraud (Accessing or Breaking into files that are unauthorized) **(LE- Optional)**
- Contraband (2nd possession or sale of)
- Criminal Street Gang Activity **(LE)**
- Dating Violence
- Display or Use of any Chemical Self-Defense Spray **(LE- Optional)**
- Disorderly Conduct (Disruption) **(S) (LE)**
- Disrespect to Staff (Repeated)
- Drugs – Poss./use 1st Offense; Prescription Drugs; Illegal Drugs **(S) (LE- Optional)**
- Fighting - No Injury, No Weapon, and no restraint necessary
- Harassment (repeated) **(S) (LE-Optional)**
- Inhalant/Inhaling/Huffing **(LE-Optional)**
- Posting images or video of others violating school rules to the Internet
- Other Serious Misconduct
- Repeated Misconduct of a Level 2 Infraction **(LE-Optional)**
- Sale of Contraband **(LE-Optional)**
- Sexting **(LE-Optional) (DCF-Optional)**
- Sexual Harassment **(S) (LE) (DCF- Optional)**
- Sexual Offenses (Lewd Behavior or Indecent Exposure) **(S) (LE) (DCF- Optional)**
- Theft (over \$300) **(S) (LE)**
- Threats, Intimidation **(S) (LE)**
- Trespassing **(S) (LE)**
- Vandalism under \$1000 **(LE-Optional)**

Administrative Actions

- Parental contact, oral communication immediately, followed by written notification
- Behavioral contract *
- Recommend assignment to alternative program or school *
- Suspension from bus *
- Suspension from school ** ‡
- Alternative to Suspension Program
- Suspension from school (for bus-related misconduct) **
- Temporary or permanent removal from extracurricular/co-curricular program or activity *
- Appropriate measure from Levels 1 or 2 *
- Saturday school *
- Return of property, payment for same, or restitution for damages
- Assign a school mentor
- Refer to school problem-solving or Intensive Support Team
- Confiscation of unauthorized materials

* Written parental notification mandatory

** F.S. 1006.09 Written notification, within 24 hours, by U.S. Mail

‡ F.S. 1006.09 No Student shall be suspended for unexcused tardiness, lateness, absence, or truancy.

(LE) Notify Law Enforcement

(S) SESIR Report to DOE

(DCF) Notify Department of Children & Families



LEVEL 4 - Disciplinary Infractions and Administrative Actions

Infractions

- Alcohol – Repeated or Distribution **(S) (LE)**
- Arson **(S) (LE)**
- Battery **(S) (LE)**
- Bomb and Explosion Threats or Firearm Threats **(S) (LE)**
- Burglary **(S) (LE)**
- Criminal Street Gang Activity (repeated) **(LE)**
- Cyber Attack (Introducing Programs or Tools into Network Server) **(LE)**
- Drugs- Repeated; Prescription Drugs; Illegal Drugs, distribution **(S) (LE)**
- False Accusation – Teacher or School Board Employee **(LE-Optional)**
- False Fire Alarm **(S) (LE)**
- Fighting – Injury or Weapon and requires physical restraint **(S) (LE-Optional)**
- Firearms **(S) (LE)**
- Force or Violence against School Employees or Volunteers **(S) (LE)**
- Hazing **(S) (LE)**
- Inciting, Leading or Participating in a Major Student Disruption **(S) (LE)**
- Other Major Misconduct **(S) (LE)**
- Repeated Misconduct of a Level 3 Infraction **(LE-Optional)**
- Sexual Battery **(S) (LE) (DCF)**
- Sexual Offenses (Sexual Contact, Lewd Behavior of a More Serious Nature) **(S) (LE) (DCF)**
- Victimization/Extortion or Threats/Intimidation of More Serious Nature **(S) (LE)**
- Vandalism over \$1000 **(S) (LE)**
- Weapons – Possession or Use of **(S) (LE)**
- Weapon-like contraband possession **(LE-Optional)**

Administrative Actions

- Parental contact- immediate oral communication, followed by written notification of the following action:
- Suspension from school ** ‡
- Assignment or referral to alternative program or school **
- Extended suspension *
- Recommendation for Expulsion with or without services **

* Written parental notification mandatory

** F.S. 1006.09(1)(b) Written notification, within 24 hours, by U.S. Mail

(LE) Notify Law Enforcement

(S) SESIR Report to DOE

(DCF) Notify Department of Children & Families



Discipline Matrix for Secondary Schools

The discipline matrix is a tool that helps ensure a consistent and progressive response to discipline across all SDMC schools. In the 2018-2019 school year, the SDMC will feature a separate matrix for both middle and high schools.

The incident codes and corresponding types of offenses represent the different types of infractions found in our FOCUS student information system. These larger infraction headings encompass the full range of student misconduct and include more specific behaviors (such as cutting in the lunch line or using profanity). Each offense may be met with a range of appropriate consequences that escalate with each successive infraction of that offense. The matrix does not necessarily call for every intervention or consequence listed, but rather reflects a range of appropriate possibilities, considering any mitigating factors. All Office Discipline Referrals are also met with a phone call home to your parent(s), in addition to any consequences outlined in the matrix. When OSS is deemed appropriate, the district does offer an Alternative To Out of School Suspension (ATOSS) program that is housed at two different locations. You are responsible for transportation to ATOSS however, it does offer a structured and supervised environment where assignments may be communicated and submitted to your regular teachers.

Once the type of offense is located on the left-hand side of the chart, simply follow that row to the right to see which consequences and interventions are considered appropriate for the number of times that specific offense has been repeated. You may use the key below for proper identification of the specific types of administrative action found on the matrix.

Action Code	Administrative Action Type	Action Code	Administrative Action Type
ASD	After School Detention	LOP	Loss of Privileges
ALT	Alternative Placement Referral	LDT	Lunch Detention
AOS	Alternative to OSS	DIS	Other District Defined
AWD	Assign Work Detail	S	Other SESIR Defined
BSD	Before School Detention	OSS	Out of School Suspension
BCM	Behavior Contract Made	PCN	Parent Conference
CUP	Clean Up - Vandalism	PPH	Parent(s) Phoned
CMS	Community Service	PWR	Parent(s) Written
CFS	Confiscation	PMD	Peer Mediation
CFR	Conflict Resolution	RGU	Referred to Guidance
CAW	Counseled and Warned	RLW	Referred to Law Enforcement
AES	Alternative Setting - ESE	RTI	Response to Intervention (MTSS)
EXS	Extra School	RES	Restitution
FIN	Fine Charged	SPH	Susp. Extended, Pending Hearing
ISS	In-School Suspension	ISC	Susp. Until Parent Conf. – In Sch.
LOA	Letter of Apology	OSC	Susp. Until Parent Conf. – Out Sch.
LPP	Loss of Parking Privileges	SBS	Suspended from Bus



School District of Manatee County Middle School Matrix for Grades 6-8

Incident Code	Offense Type	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	Subsequent Offenses
LEVEL 1 OFFENSES						
AT	Attendance Violation	ASD, BSD, or LDT	AWD, EXS	1-2 Days ISS, LOP, BCM,	2-3 Days ISS, LOP, PCN	3-5 Days ISS, LOP, RTI
BU	Bus Referral	See Code of Student Conduct				
DB	Disruptive Behavior	ASD, BSD, or LDT	EXS	1 Day ISS, LOP	1-3 Days ISS, or 1 Day OSS LOP, BCM, RTI	3-5 Days ISS, or 1-3 Days OSS, BCM, LOP, PCN,
DC	Dress Code Violation	CAW	LOP, PCN	1 Day ISS, LOP	1-2 Days ISS, LOP, PWR	2-3 Days ISS, LOP, PWR
DO	Disrespect Towards Others	ASD, BSD, or LDT, LOA	EXS, 1Day ISS, LOA	1-2 Days ISS, LOP, PWR	1-2 Days OSS, LOP, BCM	2-3 Days OSS, LOP, PCN, RTI
FS	Failure to Serve Consequence (ASD, BSD, LDT, EXS)	EXS, 1 Day ISS, or AWD	1-2 Days ISS, AWD, or 1 Day OSS	2-3 Days ISS, 1-2 Days OSS, LOP	3-4 Days ISS, 2-4 Days OSS, LOP, PCN	4-5 Days ISS, 4-6 Days OSS, LOP
HP	Horseplay	ASD, BSD, or LDT	EXS	1-3 Days ISS	1-2 Days OSS, LOP, BCM	2-4 Days OSS BCM, LOP, PCN, RTI
ID	Identification Infraction	CAW	ASD, BSD, or LDT	1 Day ISS	1-3 Days ISS, LOP	1 Day OSS, LOP, PCN
IN	Inappropriate Behavior (Minor)	ASD, BSD, or LDT, AWD (if appropriate)	EXS, AWD, 1 Day ISS	1-2 Days ISS, AWD, LOP	2-3 Days ISS, 1-2 Days OSS, LOP, BCM	3-4 Days ISS, 2-4 Days OSS, LOP, PCN, RTI
MV	Medication Policy Violation	CAW	ASD, BSD, or LDT	EXS	1-2 Days ISS, PCN	1-3 Days OSS, LOP, BCM
TA	Tardies, Habitual	CAW	ASD, BSD, or LDT, AWD	EXS, LOP	1 Day ISS EXS, LOP,	1-3 Days ISS, EXS, LOP, PCN
TE	Technology – Inappropriate or Unauthorized Use	CAW	ASD, BSD, or LDT, CFS	EXS, 1 Day ISS, CFS	1-3 Days ISS, CFS, LOP, PCN	1-2 Days OSS, EXC, CFS. LOP, PCN
LEVEL 2 OFFENSES						
AN	Aggression, Non-Physical	1-3 Days OSS	3-5 Days OSS, LOP	5-7 Days OSS, LOP, BCM,	7-10 Days OSS, LOP, RTI,	7-10 Days OSS, LOP, PCN
BL	Bullying, Non-SESIR	1-2 Days ISS, CFR	2-4 Days ISS, CFR, LOP, BCM	1-3 Days OSS, LOP, BCM, PCN, RTI	3-6 Days OSS, LOP, DIS, PCN,	6-10 Days OSS, LOP, ALT
CH	Cheating	Zero, ASD, BSD, or LDT	Zero, EXS	Zero, 1 Day ISS, LOP	Zero, 1-3 Days ISS, LOP, PCN	Zero, 1-3 Days OSS, LOP



CO	Contraband, Possession	1-2 Days ISS, 1-2 Days OSS, CFS	2-4 Days ISS, 2-4 Days OSS, LOP, CFS	4-6 Days OSS, LOP, BCM, CFS	6-8 Days OSS, CFS, LOP, PCN,	8-10 Days OSS, CFS, LOP, RTI
DF	Defiance	1-3 Days ISS	3-5 Days ISS, LOP	1-2 Days OSS, LOP, BCM	2-3 Days OSS, LOP, PCN, RTI	3-5 Days OSS, LOP, DIS
DA	Disrespect towards Staff or Authority	1-3 Days ISS	3-5 Days ISS, 1-3 Days OSS LOP	3-5 Days OSS, LOP, BCM	5-7 Days OSS, LOP, PCN, DIS, RTI	7-10 Days OSS, LOP, ALT
EC	Electronic Cigarette Possession	1-2 Days OSS CFS, FIN, RLW	2-4 Days OSS, CFS, FIN, RLW	4-6 Days OSS, CFS, FIN, RLW	6-8 Days OSS, LOP, CFS, FIN, RLW, PCN	8-10 Days OSS, LOP, CFS, FIN, RLW, PCN
EN	Endangerment	1-2 Days OSS	2-4 Days OSS, LOP	4-6 Days OSS, LOP, BCM	6-8 Days OSS, LOP, PCN, RTI	8-10 Days OSS, LOP, DIS, ALT
IN	Inappropriate Behavior (Major)	EXS, AWD (if appropriate), 1-2 Days OSS	2-4 Days OSS	4-6 Days OSS, LOP, BCM	6-8 Days OSS, LOP, BCM, RTI	8-10 Days OSS, LOP, RTI, PCN
HA	Harassment, Non-SESIR	1-3 Days ISS	1-4 Days OSS, LOP, CFR	4-6 Days OSS, LOP, BCM, PCN, RTI	6-8 Days OSS, LOP, DIS, PCN,	8-10 Days OSS, LOP, ALT
LC	Leaving Campus Without Authorization	1-2 Days ISS, EXS	2-4 Days ISS	1-2 Days OSS, LOP	2-4 Days OSS, LOP, DIS, PCN, RTI	4-6 Days OSS, LOP, ALT
*TBC	SESIR Tobacco Possession or Use	1-2 Days OSS CFS, FIN, RLW	2-4 Days OSS, CFS, FIN, RLW	4-6 Days OSS, CFS, FIN, RLW	6-8 Days OSS, LOP, CFS, FIN, RLW, PCN	8-10 Days OSS, LOP, CFS, FIN, RLW, PCN
TF	Theft / Larceny (Under \$300)	1-3 Days OSS, RLW, RES	3-5 Days OSS, RLW, RES, LOP	5-7 Days OSS, RLW, RES, LOP, PCN	7-10 Days OSS, RLW, RES, LOP, RTI, BCM	7-10 Days OSS, RLW, RES, LOP, ALT
VN	Vandalism (Under \$1,000)	1-3 Days OSS, RES, AWD	3-5 Days OSS, RES, AWD, CMS, LOP, RLW, PCN	5-7 Days OSS, RES, AWD, CMS, LOP, RLW, PCN, RTI	7-10 Days OSS, RES, AWD, CMS, LOP, RLW, DIS	7-10 Days OSS, RES, CMS, RLW, LOP, ALT
LEVEL 3 OFFENSES						
AG	Aggression, Physical	1-3 Days ISS 1-3 Days OSS, LOP, CFR	3-5 Days OSS, LOP, BCM	5-7 Days OSS, LOP, PCN, RTI	7-10 Days OSS, LOP, DIS, ALT	7-10 Days OSS, LOP, ALT
*ALC	SESIR Alcohol Possession, Use, or Distribution	5-10 Days OSS (5 with SAFE), PCN, RLW	5-10 Days OSS, ALT (automatic), RLW	-	-	-
*BUL	SESIR Bullying	1-4 Days OSS	4-6 Days OSS, LOP, BCM	6-8 Days OSS, LOP, DIS, PCN, RTI, RLW	8-10 Days OSS, LOP, RLW, ALT	-



CS	Contraband, Sale	1-4 Days OSS, LOP, CFS	4-6 Days OSS, LOP, CFS	6-8 Days OSS, LOP, CFS, RLW, DIS, PCN, RTI	8-10 Days OSS, CFS, RLW LOP, ALT	-
DV	Dating Violence or Abuse	1-4 Days OSS, LOP, RLW	4-6 Days OSS, LOP, RLW, DIS, PCN	6-8 Days OSS, LOP, RLW, DIS, PCN, RTI	8-10 Days OSS, RLW, LOP, ALT	-
*DRU	SESIR Drug Possession or Use	5-10 Days OSS (5 with SAFE), PCN, RLW	5-10 Days OSS, ALT (auto), RLW	-	-	-
FT	Fighting, Non-SESIR	5-10 Days OSS, CFR	5-10 Days OSS, CFR, BCM, DIS, PCN	5-10 Days OSS, ALT	-	-
GN	Gang-Related Activity	1-5 Days OSS, PCN, RLW	5-10 Days OSS, RLW, ALT (auto)	-	-	-
*HAR	SESIR Harassment	1-4 Days OSS,	4-6 Days OSS, LOP, BCM	6-8 Days OSS, LOP, DIS, PCN, RTI, RLW	8-10 Days OSS, LOP, RLW, ALT	-
*HAZ	SESIR Hazing	1-4 Days OSS, LOP	4-6 Days OSS, LOP, PCN	6-8 Days OSS, LOP, DIS, RTI	8-10 Days OSS, LOP, ALT	-
OS	Other Serious Misconduct	1-3 Days OSS, LOP	3-5 Days OSS, LOP, BCM, PCN	5-7 Days OSS, LOP, DIS, RTI	7-10 Days OSS, LOP, ALT	-
*STL	SESIR Theft/Larceny (Over \$300)	1-4 Days OSS, RLW, RES	4-6 Days OSS, RLW, RES, LOP	6-8 Days OSS, RLW, RES, LOP, PCN	8-10 Days OSS, RLW, RES, LOP, RTI, ALT	-
SX	Sexting	1-2 Days OSS, RLW	2-4 Days OSS, RLW, LOP	4-6 Days OSS, RLW, LOP, BCM, PCN, RTI	6-8 Days OSS, RLW, LOP, DIS	8-10 Days OSS, RLW, LOP, ALT
*SXH	SESIR Sexual Harassment	1-10 Days OSS, RLW	5-10 Days OSS, RLW, PCN, RTI, DIS	5-10 Days OSS, RLW, ALT	-	-
*SXO	SESIR Sexual Other	1-10 Days OSS, RLW, ALT	5-10 Days OSS, RLW, PCN, ALT	-	-	-
*TRS	SESIR Trespassing	1-2 Days OSS, RLW	2-4 Days OSS, RLW, LOP	4-6 Days OSS, RLW, LOP, PCN	6-8 Days OSS, RLW, LOP, DIS	8-10 Days OSS, RLW, LOP, ALT
*VAN	SESIR Vandalism	5-10 Days OSS, RES, RLW, AWD	5-10 Days OSS, RES, AWD, DIS	5-10 Days OSS, RES, RLW, ALT	-	-



LEVEL 4 OFFENSES

*ARS SESIR Arson	5-10 Days OSS, RLW, PCN, ALT	5-10 Days OSS, RLW, PCN, ALT	-	-	-
*BAT SESIR Battery	5-10 Days OSS, RLW	5-10 Days OSS, RLW, PCN, DIS, ALT	5-10 Days OSS, RLW, ALT	-	-
*DOC SESIR Disruption on Campus	5-10 Days OSS, RLW, ALT	5-10 Days OSS, RLW, DIS, PCN, RTI, ALT	5-10 Days OSS, RLW, ALT	-	-
*DRD SESIR Drug Distribution	5-10 Days OSS, ALT (auto), RLW	-	-	-	-
FA False Accusation	5-10 Days OSS, PCN, ALT	5-10 Days OSS, ALT	-	-	-
*FIT SESIR Fighting	5-10 Days OSS, CFR	5-10 Days OSS, CFR, BCM, DIS, PCN	5-10 Days OSS, ALT		
*OMC SESIR Other Major	5-10 Days OSS, ALT, RLW	5-10 Days OSS, ALT, RLW	-	-	-
*PHA SESIR Physical Attack	5-10 Days OSS, RLW	5-10 Days OSS, RLW, PCN, DIS, ALT	5-10 Days OSS, RLW, ALT		
*ROB SESIR Robbery	5-10 Days OSS, RLW, ALT	5-10 Days OSS, RLW, ALT	-	-	-
*SXA SESIR Sexual Assault	5-10 Days OSS, RLW, ALT	5-10 Days OSS, RLW, ALT	-	-	-
*SXB SESIR Sexual Battery	5-10 Days OSS, RLW, ALT	-	-	-	-
*TRE SESIR Threat	5-10 Days OSS, RLW,	5-10 Days OSS, RLW, PCN, RTI, DIS, ALT	5-10 Days OSS, RLW, ALT	-	-
WC Weapon-Like Contraband	5-10 Days OSS, RLW, ALT, DIS	5-10 Days OSS, RLW, ALT, DIS	-	-	-
*WPO SESIR Weapon Possession or Use	5-10 Days OSS, RLW, ALT	-	-	-	-



School District of Manatee County High School Matrix for Grades 9-12

Incident Code	Offense Type	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	Subsequent Offenses
LEVEL 1 OFFENSES						
AT	Attendance Violation	LDT	ASD, BSD,	AWD, EXS	AWD, EXS, 1 Day ISS, LOP, BCM,	1-2 Days ISS, BCM, LOP, PCN
BU	Bus Referral	See Code of Student Conduct				
DB	Disruptive Behavior	ASD, BSD, or LDT	EXS	ISS for Period	1 day ISS, LOP, BCM, RTI	1-2 Days ISS, BCM, LOP, PCN,
DC	Dress Code Violation	CAW	LOP, PCN	1 Day ISS, LOP	1-2 Days ISS, LOP, PWR	2-3 Days ISS, LOP, PWR
DO	Disrespect Towards Others	ASD, BSD, or LDT, LOA	EXS, 1Day ISS, LOA	1-2 Days ISS, LOP, PWR	1-2 Days OSS, LOP, BCM	2-4 Days OSS, LOP, PCN, RTI
FS	Failure to Serve Consequence (Detention, Extra School, & Work Detail)	EXS, 1 Day ISS, or AWD	1-2 Days ISS, AWD, or 1 Day OSS	2-3 Days ISS, 1-2 Days OSS, LOP	3-4 Days ISS, 2-4 Days OSS, LOP, PCN	4-5 Days ISS, 4-6 Days OSS, LOP
HP	Horseplay	ASD, BSD, or LDT	EXS	1 Day ISS	1-2 Days OSS, LOP, BCM	2-4 Days OSS BCM, LOP, PCN, RTI
ID	Identification Infraction	CAW	ASD, BSD, or LDT	1 Day ISS	1-2 Days ISS, LOP	2-3 Days ISS, LOP, PCN
IN	Inappropriate Behavior (Minor)	ASD, BSD, or LDT, AWD (if appropriate)	EXS, AWD, 1 Day ISS	1-2 Days ISS, AWD, LOP	2-3 Days ISS, 1-2 Days OSS, LOP, BCM	3-4 Days ISS, 2-4 Days OSS, LOP, PCN, RTI
MV	Medication Policy Violation	CAW	ASD, BSD, or LDT	EXS	1-2 Days ISS, PCN	1-3 Days OSS, LOP, BCM
TA	Tardies, Habitual	CAW	LDT	ASD, BSD, or LDT	EXS, LOP	EXS, LOP, PCN
TE	Technology – Inappropriate or Unauthorized Use	CAW	LDT, CFS	ASD, BSD, or LDT, CFS	EXS, CFS, PCN	EXC, CFS. LOP, PCN
LEVEL 2 OFFENSES						
AN	Aggression, Non-Physical	1-2 Days OSS	2-4 Days OSS, LOP	4-6 Days OSS, LOP, BCM,	6-8 Days OSS, LOP, PCN,	8-10 Days OSS, LOP, RTI
BL	Bullying, Non-SESIR	1-2 Days OSS	2-4 Days OSS, LOP, CFR	4-6 Days OSS, LOP, BCM, PCN, RTI	6-8 Days OSS, LOP, DIS, PCN,	8-10 Days OSS, LOP, ALT
CH	Cheating	Zero, ASD, BSD, or LDT	Zero, EXS	Zero, 1 Day ISS, LOP	Zero, 1-2 Days ISS, LOP, PCN	Zero, 1-2 Days OSS



CO	Contraband, Possession	1-2 Days OSS, CFS	2-4 Days OSS, LOP, CFS	4-6 Days OSS, LOP, BCM, CFS	6-8 Days OSS, CFS LOP, PCN,	8-10 Days OSS, CFS, LOP, RTI
DF	Defiance	1-2 Days OSS	2-4 Days OSS, LOP	4-6 Days OSS, LOP, BCM	6-8 Days OSS, LOP, PCN, DIS, RTI	8-10 Days OSS, LOP, ALT
DA	Disrespect towards Staff or Authority	1-2 Days OSS	2-4 Days OSS, LOP	4-6 Days OSS, LOP, BCM	6-8 Days OSS, LOP, PCN, DIS, RTI	8-10 Days OSS, LOP, ALT
EC	Electronic Cigarette Possession	1-2 Days ISS, EXS, CFS, FIN, RLW	2-4 Days ISS, CFS, FIN, RLW	1-2 Days OSS, CFS, FIN, RLW	2-4 Days OSS, LOP, CFS, FIN, RLW, PCN	4-6 Days OSS, LOP, CFS, FIN, RLW, PCN
EN	Endangerment	1-2 Days OSS	2-4 Days OSS, LOP	4-6 Days OSS, LOP, BCM	6-8 Days OSS, LOP, PCN, RTI	8-10 Days OSS, LOP, DIS, ALT
IN	Inappropriate Behavior (Major)	EXS, AWD (if appropriate), 1-2 Days OSS	2-4 Days OSS	4-6 Days OSS, LOP, BCM	6-8 Days OSS, LOP, BCM, RTI	8-10 Days OSS, LOP, RTI, PCN
HA	Harassment, Non-SESIR	1-2 Days OSS	2-4 Days OSS, LOP, CFR	4-6 Days OSS, LOP, BCM, PCN, RTI	6-8 Days OSS, LOP, DIS, PCN,	8-10 Days OSS, LOP, ALT
LC	Leaving Campus Without Authorization	1-2 Days ISS, EXS	2-4 Days ISS	1-2 Days OSS, LOP	2-4 Days OSS, LOP, DIS, PCN, RTI	4-6 Days OSS, LOP, ALT
*TBC	SESIR Tobacco Possession or Use	1-2 Days ISS, EXS, CFS, FIN, RLW	2-4 Days ISS, CFS, FIN, RLW	1-2 Days OSS, CFS, FIN, RLW	2-4 Days OSS, LOP, CFS, FIN, RLW, PCN	4-6 Days OSS, LOP, CFS, FIN, RLW, PCN
TF	Theft / Larceny (Under \$300)	1-3 Days OSS, RLW, RES	3-5 Days OSS, RLW, RES, LOP	5-7 Days OSS, RLW, RES, LOP, PCN	7-10 Days OSS, RLW, RES, LOP, RTI, BCM	7-10 Days OSS, RLW, RES, LOP, ALT
VN	Vandalism (Under \$1,000)	1-3 Days OSS, RES, AWD	3-5 Days OSS, RES, AWD, CMS, LOP, RLW, PCN	5-7 Days OSS, RES, AWD, CMS, LOP, RLW, PCN, RTI	7-10 Days OSS, RES, AWD, CMS, LOP, RLW,	7-10 Days OSS, RES, CMS, RLW, LOP, ALT

LEVEL 3 OFFENSES

AG	Aggression, Physical	1-4 Days OSS, LOP, CFR	4-6 Days OSS, LOP, BCM	6-8 Days OSS, LOP, PCN, RTI	8-10 Days OSS, LOP, DIS, ALT	8-10 Days OSS, LOP, ALT
*ALC	SESIR Alcohol Possession, Use, or Distribution	5-10 Days OSS (5 with SAFE), PCN, RLW	5-10 Days OSS, ALT (automatic), RLW	-	-	-
*BUL	SESIR Bullying	1-4 Days OSS	4-6 Days OSS, LOP, BCM	6-8 Days OSS, LOP, DIS, PCN, RTI, RLW	8-10 Days OSS, LOP, RLW, ALT	-



CS	Contraband, Sale	1-4 Days OSS, LOP, CFS	4-6 Days OSS, LOP, CFS	6-8 Days OSS, LOP, CFS, RLW, DIS, PCN, RTI	8-10 Days OSS,CFS, RLW LOP, ALT	-
DV	Dating Violence or Abuse	1-4 Days OSS, LOP, RLW	4-6 Days OSS, LOP, RLW, DIS, PCN	6-8 Days OSS, LOP, RLW, DIS, PCN, RTI	8-10 Days OSS, RLW, LOP, ALT	-
*DRU	SESIR Drug Possession or Use	5-10 Days OSS (5 with SAFE), PCN, RLW	5-10 Days OSS, ALT (auto), RLW	-	-	-
FT	Fighting, Non- SESIR	5-10 Days OSS, CFR	5-10 Days OSS, CFR, BCM, DIS, PCN	5-10 Days OSS, ALT	-	-
GN	Gang-Related Activity	1-5 Days OSS, PCN, RLW	5-10 Days OSS, RLW, ALT (auto)	-	-	-
*HAR	SESIR Harassment	1-4 Days OSS,	4-6 Days OSS, LOP, BCM	6-8 Days OSS, LOP, DIS, PCN, RTI, RLW	8-10 Days OSS, LOP, RLW, ALT	-
*HAZ	SESIR Hazing	1-4 Days OSS, LOP	4-6 Days OSS, LOP, PCN	6-8 Days OSS, LOP, DIS, RTI	8-10 Days OSS, LOP, ALT	-
OS	Other Serious Misconduct	1-4 Days OSS, LOP	4-6 Days OSS, LOP, BCM, PCN	6-8 Days OSS, LOP, DIS, RTI	8-10 Days OSS, LOP, ALT	-
*STL	SESIR Theft/Larceny (Over \$300)	1-4 Days OSS, RLW, RES	4-6 Days OSS, RLW, RES, LOP	6-8 Days OSS, RLW, RES, LOP, PCN	8-10 Days OSS, RLW, RES, LOP, RTI, ALT	-
SX	Sexting	1-2 Days OSS, RLW	2-4 Days OSS, RLW, LOP	4-6 Days OSS, RLW, LOP, BCM, PCN, RTI	6-8 Days OSS, RLW, LOP, DIS	8-10 Days OSS, RLW, LOP, ALT
*SXH	SESIR Sexual Harassment	1-10 Days OSS, RLW	5-10 Days OSS, RLW, PCN, RTI, DIS	5-10 Days OSS, RLW, ALT	-	-
*SXO	SESIR Sexual Other	1-10 Days OSS, RLW, ALT	5-10 Days OSS, RLW, PCN, ALT	-	-	-
*TRS	SESIR Trespassing	1-2 Days OSS, RLW	2-4 Days OSS, RLW, LOP	4-6 Days OSS, RLW, LOP, PCN	6-8 Days OSS, RLW, LOP, DIS	8-10 Days OSS, RLW, LOP, ALT
*VAN	SESIR Vandalism	1-10 Days OSS, RES, RLW, AWD	5-10 Days OSS, RES, AWD, DIS	5-10 Days OSS, RES, RLW, ALT	-	-



LEVEL 4 OFFENSES

*ARS SESIR Arson	5-10 Days OSS, RLW, PCN, ALT	5-10 Days OSS, RLW, PCN, ALT	-	-	-
*BAT SESIR Battery	5-10 Days OSS, RLW	5-10 Days OSS, RLW, PCN, DIS, ALT	5-10 Days OSS, RLW, ALT	-	-
*DOC SESIR Disruption on Campus	5-10 Days OSS, RLW, ALT	5-10 Days OSS, RLW, DIS, PCN, RTI, ALT	5-10 Days OSS, RLW, ALT	-	-
*DRD SESIR Drug Distribution	5-10 Days OSS, ALT (auto), RLW	-	-	-	-
FA False Accusation	5-10 Days OSS, PCN, ALT	5-10 Days OSS, ALT	-	-	-
*FIT SESIR Fighting	5-10 Days OSS, CFR	5-10 Days OSS, CFR, BCM, DIS, PCN	5-10 Days OSS, ALT		
*OMC SESIR Other Major	5-10 Days OSS, ALT, RLW	5-10 Days OSS, ALT, RLW	-	-	-
*PHA SESIR Physical Attack	5-10 Days OSS, RLW	5-10 Days OSS, RLW, PCN, DIS, ALT	5-10 Days OSS, RLW, ALT		
*ROB SESIR Robbery	5-10 Days OSS, RLW, ALT	5-10 Days OSS, RLW, ALT	-	-	-
*SXA SESIR Sexual Assault	5-10 Days OSS, RLW, ALT	5-10 Days OSS, RLW, ALT	-	-	-
*SXB SESIR Sexual Battery	5-10 Days OSS, RLW, ALT	-	-	-	-
*TRE SESIR Threat	5-10 Days OSS, RLW,	5-10 Days OSS, RLW, PCN, RTI, DIS, ALT	5-10 Days OSS, RLW, ALT	-	-
WC Weapon-Like Contraband	5-10 Days OSS, RLW, ALT, DIS	5-10 Days OSS, RLW, ALT, DIS	-	-	-
*WPO SESIR Weapon Possession or Use	5-10 Days OSS, RLW, ALT	-	-	-	-



DISCIPLINE FOR STUDENTS WITH DISABILITIES (SECTION 504 AND IDEA)

If you are an IDEA or Section 504 eligible student and have an Individualized Education Plan (IEP) or Section 504 Plan, you are expected to comply with the District Code of Student Conduct and school rules just like any other student. If you violate the District Code of Student Conduct or school rules, you are subject to discipline just like any other student. There are, however, some special rules dealing with suspensions, assignments to alternative programs, and expulsions.

Q. *How are In-School Suspensions handled?*

A. If a student with a disability receives an in-school suspension, the student's IEP or Section 504 Plan will continue to be in force. An in-school suspension is not considered an out-of-school suspension if the IEP or Section 504 Plan is followed.

Q. *Can a student with a disability receive an out-of-school suspension?*

A. Yes. A student with a disability may be suspended from school just like any other student and will not receive any educational services during the suspension.

Q. *Can a principal use other forms of discipline with a student who has a disability?*

A. Yes. A principal or designee may use any other form of in-school discipline when dealing with a student with a disability who has violated the District Code of Student Conduct or a school rule, provided that non-disabled students are disciplined the same way. Such discipline actions may include detentions, in-school suspension, extra school, Saturday school, or exclusion from extracurricular activities or field trips.

Q. *What happens when a student with a disability reaches ten days of Out-of-School Suspension?*

A. School personnel familiar with the student and the student's IEP or Section 504 Plan will meet with the parents as a team. For both IDEA and Section 504 eligible students, this team will determine if the student's disability is causing the misconduct (Manifestation Determination) and whether changes to the IEP or Section 504 Plan are necessary. For the IDEA eligible student, this team will also ensure a current Functional Behavioral Assessment (FBA) and a Behavior Intervention Plan (BIP) are in place, or recommend changes to either document.

Q. *Can a student with a disability be reassigned to another school?*

A. Yes. A student with a disability may be reassigned to another school, provided certain conditions are met. Students with disabilities may be reassigned to an alternative program for persistent disruptive behavior, only if that behavior is determined to not be substantially related to or caused by their disability and a current FBA and BIP are in place. Students may be also reassigned to an alternative program for behavior which represents a concern for the safety of other students or staff or the orderly operation of a school. If committed on campus, these acts must also not be substantially related to or caused by the student's disability.

Q. *If a student with a disability has a weapon, illegal drugs or causes serious bodily injury to someone, what disciplinary actions may be taken?*



A. When a student with a disability commits one of these infractions at school or at a school-related function, that student may be removed to an interim alternative educational setting for no more than forty-five (45) school days. This is true even if the student's disability is related to the misconduct (Manifestation Determination). Such placement does not require parent consent.

Q. *Who determines the interim alternative educational setting (IAES)?*

A. The IAES will be determined by the IEP or Section 504 Plan team.

Q. *May a student with a disability be expelled?*

A. Yes, but only if services are provided by the district.

Q. *May a student with a disability be suspended from the bus?*

A. Yes. Students with disabilities may be suspended from the bus just as any other student. Responsibility for transporting the student to school would then fall to the parent. However, any days missed during the bus suspension will be counted as an Out-of-School Suspension, unless the parent excuses or documents the absence.

Q. *If transportation is a related service identified on the IEP or Section 504 Plan, may a student with a disability be suspended from the bus?*

A. Yes. If transportation is a related service identified on the student's IEP or Section 504 Plan, and suspension or expulsion from the bus is recommended, then the bus suspension will be counted as an Out-of-School Suspension if the student is not in attendance.

ENGLISH LANGUAGE LEARNERS

English Language Learners (ELLs) are not to be subjected to disciplinary action exclusively because of their use of a language other than English. However, all School District of Manatee County students, regardless of their ability to speak English, are governed by the Code of Student Conduct.

CONDUCT ON SCHOOL BUSES

The School Board believes you and your fellow students, as well as the bus driver, should be able to ride safely on school buses. You may be disciplined for any action on the bus, if you are subject to discipline for the same offense if it had happened at school. You are also subject to disciplinary action while at the bus stop, if your behavior has a harmful effect on the health, safety, or welfare of any member of the school community. You should assume that you are being recorded any time you are riding a school bus.

Parent Responsibility

Your parents are responsible for your behavior at the bus stop prior to the arrival of the bus in the morning and after the departure of the bus at the end of the day. However, if you are at the bus stop and violate school rules, the school can still discipline you for your behavior if it has a harmful effect on the health, safety, or welfare of any member of the school community. Students are to be on time and stand off the roadway.



Damage to Bus

If you cause any damage to the bus or another vehicle, your parent will be required to pay for the damage.

Waiting for the Bus

Wait for the bus to come to a complete stop before you approach the bus. To cross in front of the bus, wait for the driver to signal you.

Items Not Allowed on a Bus

- a. Any item prohibited elsewhere in the District Code of Student Conduct
- b. Glass containers of any kind
- c. Balls
- d. Bats
- e. Cologne/perfume
- f. Cutting instruments of any kind
- g. Any large or bulky item that interferes with proper seating of students (examples: large musical instruments or athletic equipment)
- h. Any animal
- i. Batons, drum sticks, tennis rackets (unless in proper carrying case)

Rules While on the Bus

The bus driver is in charge and you must obey the driver at all times. You must tell the bus driver your correct name when asked. The bus driver and school will keep a seating chart. You must be on time; the bus cannot wait for you if you are tardy. **YOU MAY NOT RIDE ANY BUS OTHER THAN YOUR ASSIGNED BUS.** You can be disciplined if you do not follow all district and school rules and the following special rules: a. Sit in your assigned seat and use the seat belt if available. b. Stay seated at all times while the bus is in motion. c. Do not place any part of your body outside the bus windows. d. Do not distract the driver with loud conversation or noises. e. Observe appropriate classroom conduct. f. Do not eat or drink on the bus. g. Maintain absolute silence at railroad crossings. h. Do not throw any items on the bus or out of the bus windows. i. Do not mark, cut or damage bus seats or the bus itself. j. Do not display signs from the bus. k. Do not use obscene language or gestures. l. Cell phones are to be turned off.

Discipline If You Do Not Follow the Bus Rules

- a. If you commit minor infractions, the school bus driver has the authority to address your behavior. If you cause repeated problems on the bus, the bus driver will give the school a written discipline referral for what you did. School administrators can take any action contained in this Code against you for misbehaving at a bus stop or on a bus.
- b. Discipline on school buses will be dealt with according to the following protocols; however, severe infractions (for example, fighting, setting a fire on the bus) may result in immediate suspension or recommendation for expulsion based on the recommendation of the principal or designee.



Elementary Bus Discipline Protocol

1st Offense: Operator - student conference and parent contacted by Courtesy Notice prepared by Operator. Student re-assigned to the front of the bus for one week and closely monitored.

2nd Offense: Operator - student conference and parent contacted by Courtesy Notice prepared by Operator. Student re-assigned to the front of the bus for two weeks and closely monitored.

3rd Offense: Referral submitted, with recommended bus suspension up to 1 day. Upon return to bus, student assigned to front of the bus for one week and closely monitored.

4th Offense: Referral submitted, with recommended bus suspension up to 3 days. Upon return to bus, student assigned to front of the bus for two weeks and closely monitored.

5th Offense: Referral submitted, with recommended bus suspension up to 5 days. Conference with parent, student, school administrator and Transportation Staff. Upon return to bus, student assigned to front of the bus for two weeks and closely monitored.

6th Offense: Referral submitted, with recommended bus suspension up to 10 days. Letter from school to parent stating next referral may result in recommendation for removal from the bus for the remainder of the year.

Secondary Bus Discipline Protocol

1st Offense: Operator - student conference and parent contacted by Courtesy Notice prepared by Operator. Student re-assigned to the front of the bus for one week and closely monitored.

2nd Offense: Referral submitted, with recommended bus suspension up to 1 day. Upon return to bus, student re-assigned to front of the bus for two weeks and closely monitored.

3rd Offense: Referral submitted, with recommended bus suspension up to 3 days. Upon return to bus, student re-assigned to front of the bus for two weeks and closely monitored.

4th Offense: Referral submitted, with recommended bus suspension up to 5 days. Conference with parent, student, school administrator and Transportation Staff. Upon return to bus, student re-assigned to front of the bus for two weeks and closely monitored.

5th Offense: Referral submitted, with recommended bus suspension up to 10 days. Letter from school to parent stating next referral may result in removal from the bus for the remainder of the year.

- c. Suspension from the school bus may be imposed only by the principal or designee by following the procedures for suspension from school. Bus suspensions may not be extended beyond the number of days originally prescribed by the principal or designee.
- d. You can be removed from the school bus by the Superintendent or his designee for up to one calendar year for misconduct or a violation of the bus rules on a school bus or at a bus stop, based upon the recommendation of the principal and after the principal has suspended you from riding the bus for 10 days for an incident. Before the Superintendent



or designee removes you from the bus, you and your parents will be informed in writing of the Principal's recommendation and the basis for that recommendation. The Superintendent or designee will inform you and your parents in writing of any removal from the bus.

- e. Even if you transfer to a new school, you will be held responsible for any previous incidents of bus misconduct from your previous school.

SCHOOL DRESS CODE

You are expected to dress appropriately for school and for the business of learning with proper attention given to personal cleanliness, grooming, and neatness. If your personal attire or grooming disrupts educational activities and processes of the school, or is a potential safety hazard, you will be required to make the necessary alterations to such attire or grooming before entering the classroom or you may be assigned to In-School Suspension (ISS). If you fail to meet the minimum acceptable standards of cleanliness, neatness, proper fit, safety and decency as determined by the principal or designee and as specified in the District Code of Student Conduct, you will be subject to appropriate disciplinary measures. As per F.S. 1006.07(2)(d)(1), you are additionally prohibited "from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment."

Apparel that violates this dress code will result in your removal from the regular school environment until acceptable apparel may be secured. Students who violate the district's dress code policy will be subject to the following consequences in addition to other appropriate administrative action:

- a. For a first offense, you shall be given a verbal warning and the school principal or designee shall call your parent or guardian.
- b. For a second offense, you are ineligible to participate in any applicable extracurricular activity for a period of time not to exceed 5 days and the school principal or designee shall meet with your parent or guardian.
- c. For a third or subsequent offense, you shall receive an in-school suspension pursuant to [F.S. 1003.01](#)(5) for a period not to exceed 3 days. You are also ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal or designee shall call your parent or guardian and send the parent or guardian a written letter regarding your in-school suspension and ineligibility to participate in extracurricular activities.

The school principal or designee will be the final judge about whether your clothing is appropriate for school, creates a climate that is disruptive to learning, or is a potential safety hazard. Principals, faculty, and staff members will enforce the dress code. Individual schools may have additional requirements if supported by a majority of School Advisory Council (SAC) members, and if parents are notified in writing of the changes.



Females – The following clothing MAY be worn:

- a. Pants/Jeans
- b. Dresses that cover the entire back, are not cut low in front, and are reasonable and appropriate in length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down and not rising beyond this point when seated).
- c. Skirts and shorts that are a reasonable, appropriate length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down and not rising beyond this point when seated), and fastened at the waist.
- d. Tank tops are allowed only with an over shirt or an undershirt with sleeves. Blouses and tops must cover the entire front and back (cannot be low-cut), and be long enough to tuck inside the waistband. All undergarments must be covered. No sheer (see-through) shirts are to be worn unless tank tops with at least two inch straps are worn underneath.
- e. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.
- f. Warm-ups that fit properly and are in good condition.
- g. Form-fitting or excessively tight-fitting skirts, shorts, and pants (to include leggings, jeggings, or clothing made from materials such as spandex or lycra), must have an over garment, which extends down to your fingertips as your hands are extended to your side.
- h. Shirts. (Shirt tail length should not be longer than the tip of your fingertips as your hands are extended at your side.)
- i. Tunics worn over slacks are permissible.

Males – The following clothing MAY be worn:

- a. Pants, jeans, and shorts that are reasonable, appropriate length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down), and fastened at waist. Spandex-type trouser or shorts are not appropriate. All undergarments must be covered.
- b. Shirts. (Shirt tail length should not be longer than the tip of your fingertips as your hands are extended at your sides.)
- c. Tank tops or muscle shirts with over shirt or undershirt with sleeves.
- d. Net shirts with an undershirt or a buttoned over shirt.
- e. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.
- f. Warm-ups that fit properly and are in good condition.

All Students – The following apparel or items are NOT allowed at school:

- a. Sunglasses*
- b. Hats, visors, bandanas or other head apparel*
- c. Visible pierced jewelry that has the potential to cause injury or be considered a safety risk, or cause disruption to the learning environment
- d. Gang-related tattoos or inappropriate tattoos, as determined by the principal



- e. Cutoff pants, shorts, or skirts
- f. Clothing that exposes the midriff
- g. Spaghetti straps or strapless dresses or tops
- h. Unbuckled belts
- i. Ill-fitting sweat pants or warm-ups
- j. Suspenders hanging down – including overalls
- k. Clothing that advertises alcoholic beverages, tobacco, drugs or has questionable language or art work
- l. Known gang-related symbols
- m. Spandex-type dresses
- n. Beachwear
- o. Pajamas or other sleepwear
- p. Any clothing, accessories, jewelry, or hair styles that may incorporate obscene or drug-related phrases or be considered disruptive to the learning environment.
- q. Any clothing, accessories, or items that portray symbols or images that may be considered disruptive to the learning environment
- r. Clothing with frays, holes, cuts, or slits above the knee
- s. Gym shorts or soccer shorts that are NOT proper length
- t. Glass containers of any kind
- u. Skateboards
- v. Hoverboards
- w. Any clothing or jewelry that can be used as a weapon
- x. Aerosol sprays of any kind

* May be worn during outdoor classes (such as physical education, construction, and agriculture), field trips, and during elementary recess. Sunglasses must be put away and kept out of sight during the rest of the school day. Does not include headdress worn for religious purposes or other headgear necessary for safety or medical purposes.

NOTE: Individual schools, with approval of the School Advisory Council, may develop additional dress code requirements that will be communicated to you and your parents in a variety of ways. Individual schools may establish a mandatory uniform policy if all conditions under the school uniform rule are met.

An individual school may be granted an exemption by the Superintendent from any provision of the dress code if requested by the principal and approved by a majority of the School Advisory Council members. Parents will be notified in writing of any approved exemption.



SECTION V PROCEDURES RELATING TO DISCIPLINARY ACTIONS

Each school and classroom in the school District of Manatee County is required to develop their own behavior plans, which support the unique needs of their students, families, and communities. Common disciplinary actions at each school may include, but not be limited to the following:

Loss of Privilege

For a specified period of time, you may lose a privilege on campus. These privileges include, but are not limited to recess, parking, use of technology, extracurricular activities, and assemblies.

Disciplinary Probation/ Check-in/Check-out

For a specified period of time, you are assigned to report frequently to a staff member who will assist in monitoring your adjustment to the school situation.

Detention/Extra School

You report to an assigned location at your school for a specified period of time before or after school for supervised study hall activities. Extra school is not intended to interfere with your regular class schedule.

Fine/Restitution

You may be given a written citation by the School Resource Officer and required to pay a fine if you are caught smoking or in possession of tobacco. You may be required to pay restitution for any damage you may have caused to School Board property.

Student Work Assignments

If your parent and a school administrator agree, the administrator can assign you to a work detail at the school. The principal will decide who will supervise your work.

Saturday School

You may be required to attend Saturday School if an administrator has contacted your parent at least twenty-four (24) hours in advance.

In-School Suspension

You may be assigned to a specific location at your school during the school day where you will be required to continue your regular academic coursework. This assignment may be for a single period (usually referred to as Time Out), all day, or for multiple days. Time Out may also be used in lieu of detentions, when transportation or other issues prevent their assignment.

Classroom Removal

Your teacher may require that you be removed from class if it has been documented that your behavior has seriously disrupted the teaching or learning in the classroom. If you are removed from a class, the principal may place you in another appropriate classroom, in-school suspension, an alternative education program, or the principal may recommend you for suspension or expulsion. You cannot be returned to that teacher's classroom unless the teacher consents or a school-based placement review committee has determined that doing so is the best or only available alternative. A decision on whether to return you to the classroom must be made by the teacher or the committee within five days of the removal.



MAJOR DISCIPLINARY ACTIONS

In order to protect the rights of all students and staff, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation. School/classroom procedures for administering discipline in areas not covered by these specific procedures are encouraged.

School Bus Suspension

You can be denied the privilege of riding a school bus by the principal or designee for up to 10 school days. Suspension from the school bus may be imposed only by the principal or designee by following the procedures for suspension from school.

Out-of-School Suspension

You have the right to attend school and have an opportunity to learn. You may lose that right if you violate the District Code of Student Conduct or a school rule. You lose the right to attend school by being suspended or expelled. You can be suspended from school for up to ten (10) days at a time. If you are suspended you cannot be on school grounds or on any Manatee School District property, nor can you attend any school activities. You cannot be suspended for skipping class or school or for excessive tardiness. However, you may be suspended for failure to serve consequences assigned for skipping or tardiness. When OSS is deemed appropriate, the district does offer an Alternative To Out of School Suspension (ATOSS) program that is housed at two different locations. You are responsible for transportation to ATOSS however, it does offer a structured and supervised environment where assignments may be communicated and submitted to your regular teachers.

OUT-OF-SCHOOL SUSPENSION Q & A

Q. *Who can suspend you?*

A. The principal or someone designated by the principal can suspend you.

Q. *How long can you be suspended?*

A. You can be suspended from school for one school day or up to ten (10) school days. School principals or designees may not impose suspensions of undefined lengths, pending a parent conference or other stipulations.

Q. *What happens before a suspension?*

A. When the principal or designee becomes aware that a student may have broken a rule in the District Code of Student Conduct or a school rule, he or she will investigate by talking to students, teachers or others who may know something about what happened. Even if you are not one of the students who may have broken the rule, the principal or designee may talk to you as part of the investigation. After talking to people who were involved or witnesses, the principal or designee will determine who he or she thinks broke a rule.

Q. *What if the principal or designee determines you broke a rule?*

A. As soon as possible, the principal or designee will talk to you and tell you that you are accused of breaking a rule in the District Code of Student Conduct or a school rule. You also will be given written notification, such as a disciplinary referral, which tells you the same thing. You will be told why it is believed that you have broken the rule. After this



happens, you should know what you are accused of doing and what evidence there is that supports the accusations.

Q. *What happens next?*

- A. You will then have an opportunity to tell the principal or designee your side of the story. You can ask that he or she talk to someone you think may know something about what happened. You can give the principal or designee a written statement to read. After listening to you and reading anything you have provided, the principal or designee may talk to the people you named and anyone else who might have knowledge about the situation, as may be appropriate in the opinion of the principal or designee. After that, the principal or designee will decide if you have broken a rule in the District Code of Student Conduct or a school rule. If he or she decides you have broken a rule, the principal or designee will then determine whether you should be suspended from school, and if so, for how long. You will be told about this decision.

Q. *Will my parents know?*

- A. Prior to the beginning of the suspension, the principal or designee will attempt to telephone your parents and let them know about the suspension. If your parents cannot be reached by telephone, then the principal or designee will record the dates and times contact was attempted. Also, within 24 hours of the decision, a letter will be mailed to your parents informing them of the suspension. If you or your parents claim you did not receive the letter, it will not change the suspension. You will be given another copy of the letter if you request one.

Q. *Can you appeal a suspension?*

- A. You can request the principal reconsider the evidence and decision. However, the principal's decision to suspend a student is final.

Q. *How do I make up my work while on suspension?*

- A. You are required to obtain your work. The following means are available: 1. Ask fellow students to obtain the class work for you. 2. Contact your teacher via email or phone. 3. Access teacher websites or weekly assignment sheets, if available.

All makeup work is due on the day of your return from suspension. In the case of in-class activities such as labs, tests, quizzes, class projects, etc., the teacher will determine a reasonable amount of time for assignments to be completed.

Disciplinary Reassignment

The School District of Manatee County offers an alternative program for students who struggle with behavioral issues in their current setting or create a concern for the safety of others. Pursuant to School Board policy, the Superintendent of Schools or designee may decide to reassign you, if it is determined to be in your best interest, or the best interest of the school. If your actions create a concern for the safety and welfare of any student or staff member or substantially interferes with the safe and orderly operation of a school, you are eligible for reassignment to an alternative program under the School Safety reassignment process, regardless of any current or past patterns of behavior. These acts would normally involve



infractions such as battery on a school board employee, causing substantial injury or mental distress to others, threats to commit acts of violence, sexual misconduct, weapon or drug-related behaviors, or any variety of criminal acts committed on a school campus. Likewise, being charged with an off-campus criminal act by law enforcement, which creates a concern for the safety and welfare of students or staff, or which substantiates a pattern of unsafe behavior may result in a School Safety reassignment, per ss 1006.09, 1006.147, and 1006.13.

You may also be referred for a School Safety Reassignment to the alternative program for persistent behaviors which substantially disrupt the learning environment and are not mitigated through school-based interventions. Such behaviors may include interfering with instruction; the use of profane or offensive language or gestures; disrespect towards school staff; defiance of school staff; theft, destruction, or improper use of school equipment; possession of contraband or prohibited items; or continually being out of area. You may also be referred for reassignment for patterns of behavior which substantially interfere with the educational rights of other students. These behaviors may include acts such as bullying, harassment, extortion, threats, theft, fighting, or any conduct which is disruptive to the orderly educational process in the classroom.

If you are assigned to an alternative program for disciplinary reasons, you cannot be present on any other school grounds or on any Manatee School District property at any time. If you have been reassigned to an alternative program for disciplinary reasons, you may instead choose to attend another school outside the district. However, your academics, attendance, and behavior must be evaluated in a physical setting with peers in order to return to any Manatee County school. Virtual or purely online programs are not an acceptable alternative without specific review and authorization from the district office of Drop-Out Prevention and Alternative Programs.

Expulsion

You can be expelled (excluded) from school by the School Board for the remainder of a school term or school year and one additional year of attendance. During the time you are expelled, you may or may not receive educational services. Students who commit violent acts that involve the use of a firearm as defined in the Code of Student Conduct will be expelled, with or without educational services.

EXPULSION AND DISCIPLINARY REASSIGNMENT Q & A

If you are found to be guilty of a severe breach of conduct or are guilty of continuing misconduct, the principal or designee may suspend you for up to 10 days after following the suspension procedures and recommend to the Superintendent or designee that you should be expelled or reassigned to another school or program. All alternative placements and expulsion recommendations for students with disabilities are made by the appropriate IEP or 504 team.

Q. What happens if the principal recommends reassignment to another school or program?

A. The principal will refer the case to the Office of Drop-Out Prevention and Alternative Programs to determine whether it should move forward or be declined. If approved, you will either be directly assigned to another school or program or have your case go before the School Safety Reassignment Committee for deliberation. Any vote by the committee



will be the recommendation made to the Superintendent or designee. Should you be reassigned, you will be provided information concerning the school or program and instructions on how to enroll.

Q. *What is the School Safety Committee?*

A. A group of district and school administrators which evaluate the facts of each case and the student's history to make recommendations for reassignment to an alternative program. The Committee is additionally charged with evaluating the interventions attempted by the school, prior to the reassignment referral being submitted.

Q. *Can the recommendation of the committee be appealed?*

A. You may appeal the decision to the Coordinator of Alternative programs and Drop-out Prevention. Facts of the case must be appealed to the principal if the reassignment referral is being forwarded by the school for on-campus behavior.

Q. *What happens if my principal recommends expulsion?*

A. Your principal may recommend an expulsion to the Director of Student Services. The Director will in turn listen to the facts of the case and make a recommendation to the Superintendent. However, only the School Board can expel a student. If the Superintendent agrees with the recommendation, the District General Counsel or designee will inform your parents in writing about the recommendation and why expulsion is being recommended. The notice will additionally inform your parents they can request a hearing.

Q. *What happens if my parents do not request a hearing?*

A. The School Board will take final action on the recommendation for expulsion without a hearing. By not requesting a hearing, you are admitting that you did what you were accused of doing.

Q. *What happens if I request an expulsion hearing?*

A. The School District General Counsel will notify you when and where the hearing will be conducted. The Coordinator of Dropout Prevention and Alternative Programs will inform your parents of the procedures involved and your procedural rights. At the hearing, the General Counsel, on behalf of the Superintendent, presents the evidence in support of the recommendation for expulsion. You, your parents, your attorney or other qualified representative will be permitted to cross examine witnesses and offer evidence on your behalf, including your testimony. The cost of your attorney will be your parent's responsibility. Your parents may elect to have the hearing open or closed to the public.

Q. *What procedures govern the expulsion hearing?*

A. The expulsion hearing is governed by sections 120.569 and 120.57(2), Florida Statutes. A copy of those sections will be provided to you upon request.

Q. *What happens after the expulsion hearing?*

A. The School District General Counsel will submit to the School Board a recommended order consisting of findings of fact, conclusions of law, and a recommendation on the expulsion. You, your parents, or your attorney will have an opportunity to submit written objections to the recommended order. The School Board is limited on what it can do with respect to the recommended order by section 120.57 (1), Florida Statutes.



Q. *Who makes the final decision to expel me?*

A. The School Board will make the final decision on whether you should be expelled and if so, for how long. The School Board will also decide if you will receive educational services during your expulsion. Your parents may elect to have the School Board meeting open or closed to the public.

Q. *How long can the School Board expel me?*

A. You can be expelled for the remainder of the current school year and one additional school year. A student who is serving an expulsion during the last semester of his or her senior year may not participate in the graduation ceremony.

Q. *Can I appeal the School Board's decision to expel?*

A. You can appeal the School Board's decision to the Second District Court of Appeal in Tampa. You must do so within 30 days of the time you are expelled; you may or may not receive educational services.

Felony Arrests

Students are required to self-report any felony arrest to their principal within 48 hours of the arrest. An arrest that would be a felony if the student were an adult must also be self-reported. The principal will review information about the arrest to determine, after conferring with the Executive Director of School Management, whether the student should be suspended from all extracurricular activities and possibly suspended from school, or reassigned to an alternative placement. Failure to self-report such an arrest may result in suspension from all extracurricular activities for a minimum of one calendar year and suspension from school or reassignment to an alternative placement.

Extension of Ten-Day Suspension

If the principal suspends you for 10 days, the Superintendent may extend your suspension until the outcome of the criminal charges that have been filed against you. During your suspension, pending the outcome of the criminal charges, you will be assigned to an alternative educational program.

Criminal Victimization

In accordance with [F.S. 1006.13](#), students who are found to have committed certain felony offenses against another student are prohibited from attending the same school or riding on the same school bus with the victim or the victim's siblings. According to F.S. 1006.13(5)(d), "The offender, or the parents of the offender if the offender is a juvenile, shall arrange and pay for transportation associated with or required by the offender's attending another school or that would be required as a consequence of the prohibition against riding on a school bus on which the victim or a sibling of the victim is riding. However, the offender or the parents of the offender may not be charged for existing modes of transportation that can be used by the offender at no additional cost to the District School Board."

Corporal Punishment

The use of corporal punishment is prohibited. This prohibition extends to parents or guardians on school grounds.



REPORTS TO LAW ENFORCEMENT AGENCIES

The School Board views disruptive and criminal acts, and those which may affect the health, safety and welfare of, or pose a legitimate threat to those on a school campus, as extremely serious in nature. In addition to disciplinary action administered at the school level, certain acts are expected to be reported to law enforcement as required by the State Attorney Office. The actions of law enforcement do not dictate the corrective measure enforced by the school.

LIMITED ROLE OF LAW ENFORCEMENT

To help avoid the unnecessary criminalization of our students, law enforcement action should be limited to situations when it is necessary to protect the physical safety of students and staff or appropriate to address criminal activity. Law enforcement involvement should not be requested in a situation that can be safely and appropriately handled by a school's internal disciplinary procedures.

REPORTS TO DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

All employees of the District have the responsibility to report all actual and suspected cases of child abuse, abandonment or neglect. They also have the responsibility to comply with child protective investigations and all other provisions of law related to child abuse, abandonment or neglect. All employees of the District shall have immunity from liability if they report such cases in good faith.

Abuse is defined as "any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental or emotional health to be significantly impaired."

REFERRALS TO MENTAL HEALTH AGENCIES

If you present a concern for the safety of others, due to your actions or words, as determined by your school or district administration, law enforcement, or a threat assessment team, you will be referred for mental health services, per F.S. 1012.584. These services may be provided on campus or through off-campus mental health providers that partner with our district. If you present an immediate concern for the safety of yourself or others, you will be removed from campus under the provision of the Marchman or Baker Acts, provided in the Code of Conduct on Page 3.

SELF-REPORTING UPON INITIAL REGISTRATION

Upon initial registration in any district school from another district, state, charter, home or private school, you are required per F.S. 1006.07 to self-report any previous school expulsions, prior arrests resulting in charges, Juvenile Justice actions, and referrals to mental health services. You are also required to report any placements in an alternative setting for disciplinary or safety reasons. Students found to have been expelled or placed in an alternative program in lieu of expulsion from another school or district may serve any remaining duration of the original expulsion as outlined in F.S. 1006.07.



SECTION VI IMPORTANT POLICIES AND PROCEDURES

MEDICATION POLICY

Taking legal medications (prescription drugs prescribed for you or over-the-counter drugs) at school, on a school bus, at any school activity, or on any field trip must strictly comply with this Medication Policy. This policy requires the following:

- a. You should make every effort to administer medications at home during non-school hours.
- b. All medications (including over-the-counter medications, vitamins and supplements) must be prescribed by a licensed physician and must be retained in the school clinic.
- c. For each medication to be administered, your parent must provide the principal or clinic staff with a written statement giving the principal or the principal's designee permission to assist in the administration of the medication. The written statement must explain the reason it is necessary for the medication to be provided during the school day.
- d. The written statement shall be on a Medication Authorization Form which can be obtained from the school's office and must be signed by both a physician and a parent or guardian before medications can be administered at school.
- e. You may not transport medications to school or be in possession of any medications while on school property.
- f. An authorized adult must bring the medication to be administered to the school's office and deliver it along with a completed Medical Authorization Form.
- g. Possessing medications prescribed to others is illegal and considered a Level 3 offense.
- h. Students with any of the following medical conditions may carry and self-administer the medications or supplies listed below to attend to their conditions while at, or in transit to or from, school or school-sponsored activities, if the school has been provided written parental and physician authorization in advance:

Student's Medical Condition:	Student May Carry and Self-Administer:
Life-threatening Allergies or Asthma	An epinephrine auto-injector
Asthma	A metered dose inhaler
Pancreatic Insufficiency	A prescribed pancreatic enzyme supplement
Diabetes	Diabetic supplies, equipment, and specific food items identified in the written authorization along with a description of the activities the student is capable of performing without assistance, such as blood-glucose level checks, urine ketone testing, administering insulin, and treating hypo-or hyperglycemia.

CRISIS PROTOCOL

Providing a safe and secure environment for our students to learn is the top priority of the School District of Manatee County. Measures have been taken to ensure our staff and students are prepared in the event a crisis situation occurs in one of our schools. A comprehensive Crisis Management Plan has been created to guide our staff through a wide variety of situations. Fire



drills, tornado drills, lock-down drills, and shelter-in-place drills are practiced at each site to ensure routines and safety procedures are well established and familiar to all.

In a shelter-in-place, all school doors will be locked and regular classroom instruction continues behind the locked doors. In a lock-down, all school doors are locked and all students and staff are out of view. Classroom instruction is discontinued.

What parents need to know during either crisis:

- a. Please DO expect to be notified with a special parent advisory sent home from the school and/or with a telephone message from our telephone notification service when the school is able to provide accurate information and/or the incident is resolved.
- b. Please DO cooperate with school and/or district directives.
- c. Please DO consult local media for regular updates about the incident. Listen for information updates on local radio and television stations. You may be directed to an off-campus parent staging area for the latest information regarding a campus crisis.
- d. Please DO NOT call the school because phone lines will be needed for emergency communication.
- e. Please DO NOT call your child's cell phone because cell phones are not to be used during a crisis.
- f. Please DO NOT go to the school if a crisis situation should occur. Roads are closed, doors are locked and campuses are off-limits to anyone other than authorized personnel.

Pursuant to [F.S. 120.54](#), in the event of an emergency, the Superintendent or the School Board can enact additional rules governing student conduct which shall be enforced as included in this Code of Student Conduct.

Unannounced Lock-down Drills

The principal may conduct unannounced lockdown drills from time to time and will inform parents after the fact about the drill by way of automated telephone calls.

STUDENT AND FAMILY REUNIFICATION PLAN

In case of a school emergency or a natural disaster, you need to be aware of our school's plan for releasing your child. First and foremost, remain calm. Remember, it is our primary concern that students remain safe at all times, and there is a plan for an orderly dismissal and release of our students. When you learn your child's school is in a lockdown situation or any other emergency situation, do not call the school and do not come to the school. Staff will be very busy during an emergency and will not be able to attend to the safety of your children if they have to answer your phone calls. If you come to the school during an emergency, in all likelihood you will not be allowed into the school or even into the inner perimeter set up by emergency responders. The presence of hundreds of parents showing up on the scene will hinder the efforts of emergency responders, which in turn may jeopardize the safety of your child. Instead, if the situation warrants the release of students, direct notification to your listed emergency contact numbers as well as the use of local news media will provide instructions on when and where the release will take place. Students may be bused to an off-site location for their release to parents.



Once an “all clear” is given at the school, and if there is a need to release students for the day, the Student and Family Reunification Plan will be put into place. For the safety of every child, we must document to whom each child is released. Students will only be released to a parent, guardian, or childcare personnel as designated on your child’s school *Contact, Medical, and Emergency Form*. When you arrive at the facility where students will be released, proceed to the designated area and plan to do the following:

- Fill out a Student Release Form.
- Present photo identification.
- Move to the Student release area and wait for your child.
- A runner will go to the assembly area, get your child, and bring him or her to the release area. Be prepared to show your ID again.
- Sign for the student and depart.

REMINDER: Your child will be released only to those listed on the *Contact, Medical, and Emergency Form*. It is therefore imperative you keep information on your child’s *Contact, Medical, and Emergency Form* up to date, including your cell phone number or other emergency contact information. Please note that if for any reason your child is not picked up, he or she will be placed in an alternate place of safety. These procedures should be shared with everyone you list on the *Contact, Medical, and Emergency Form* so they are familiar with our plan and these concerns. If you have any questions about the Student and Family Reunification Plan, contact your child’s school principal.

REGISTER YOUR EMERGENCY CONTACT INFORMATION TODAY!

The school district, in cooperation with TIFF (To Inform Families First) urges you and your family to register your emergency contact phone numbers TODAY. In the event of an emergency, families can be notified more quickly through this service. On the Internet, simply log onto the following website as follows:

www.hsmv.state.fl.us

Click ONLINE SERVICES - EMERGENCY CONTACT INFORMATION

For more information on this important initiative click on:

www.toinformfamiliesfirst.org

ELECTRONIC EQUIPMENT

If you are in possession of non-district issued electronic items at school, they may only be used before the morning bell rings and after school, unless your school has adopted a policy further allowing or restricting the use of personally owned electronic devices. In all other instances, **they are to be kept turned off and out of sight on school grounds** unless an administrator or designee gives permission to use the device. Teachers may also allow students to utilize their personal electronic devices for the completion of specific assignments, as a component of their coursework. These electronic devices include, but are not limited to, the following:



- music playback or streaming devices
- camera
- cellular phone (including the camera that may be part of the phone)
- video or digital recorder
- video gaming devices
- computer or tablet (unless specifically authorized for academic purposes)
- Smartwatches or other smart devices that may or may not connect to the Internet

If this rule is violated, an administrator may ask you to surrender the device and will hold it until you or your parent comes to retrieve it. Refusal to surrender the device will be considered defiance and will result in appropriate administrative action. If the item is not picked up by July 1st following the end of the school year, the item will be deemed abandoned. Each school will determine what to do with abandoned items. Neither the school nor school staff members are responsible for any such items if they are lost, stolen, broken or damaged.

A student may not electronically record a teacher or a class without the teacher's written permission. Additionally, students may not record or post to the Internet recordings of fighting, acts of bullying, assault, or battery, whether staged or real.

During any district, state, or federally required assessment administration, if you are found with an electronic device that reproduces, transmits, calculates, or records (e.g., a cell phone, camera, or calculator) in your pocket, at your desk, or within your reach during testing, your test will be invalidated. Additionally, the device will be confiscated and you will be disciplined.

If school officials have reasonable suspicion that electronic items contain evidence of a violation of the Code of Student Conduct, or criminal activity, they may conduct a search of the contents of the electronic item.

TECHNOLOGY AND INTERNET SAFETY POLICY

Technology is an integral part of your educational experience and must be used in a way that is consistent with the goals of the School District of Manatee County (SDMC). Technology includes, but is not limited to, computers, tablets, other electronic devices, software, email, the Internet, and other network resources. Your use of technology is a privilege and you are responsible for using it appropriately. This includes use of district technology while off school property. The following are improper uses of technology:

- a. Photographing, recording, or using images of any person without their knowledge or consent.
- b. Accessing pornographic or obscene images, language or materials, including screen savers.
- c. Transmitting any material in violation of federal, state, local law, School Board policy, regulation, or the District Code of Student Conduct. This includes, but is not limited to: copyrighted material; threatening, obscene or pornographic material; test questions or answers; student work products; trade secrets; and computer viruses or malware.



- d. Using technology for commercial activities unless explicitly permitted by the School Board.
- e. Modifying the original SDMC pre-set software image including, but not limited to: loading software applications not authorized by SDMC; changing the computer name; changing or removing operating system extensions; altering security/filtering software; altering the pre-loaded operating system or application; or taking apart the computer for access to internal parts.
- f. Downloading music, games, or videos at any time on a district computer.
- g. Using cellular phones or other wireless communication devices during unauthorized times of the school day. Cellular phones, tablets, and other electronic devices may only be used on campus before or after school, unless your school has different policy restrictions or you have permission from an administrator or designee.
- h. Using email, instant messaging, texting, web pages or other technology operations to threaten, disrupt, or interfere with the safety and welfare of the school community, including engaging in cyber-bullying, harassment, or “sexting.”
- i. Gaining or attempting to gain unauthorized access to SDMC networks, computer servers, or data files.
- j. Gaining or attempting to gain unauthorized access to non-SDMC networks, computer servers, or data files utilizing SDMC equipment.
- k. Using profanity, obscenity, or other language which may be offensive to another person, or reposting personal communications without the author’s prior consent, when using computer network access.
- l. Downloading or printing any material that deemed inappropriate by the School District.
- m. Attempting to log on to the SDMC network or other district-affiliated systems using another’s identity or password.
- n. Sharing of logins and passwords to the SDMC network.
- o. Bypassing or attempting to bypass SDMC filtering software.
- p. Unauthorized disclosure, use and dissemination of personal information regarding students, unauthorized online access by students, including hacking and other unlawful activities and access by students to inappropriate matter on the Internet is prohibited.

NOTE: There is no right or expectancy of privacy on District provided or owned technology. School officials may review any information or files on such technology at any time.

DISCLAIMER OF RESPONSIBILITY FOR PERSONAL PROPERTY

Although the school attempts to maintain a safe and secure environment, theft and loss do sometimes occur. All personal property in possession of the student should be identified with the student’s name. The school disclaims responsibility for any lost, stolen, broken or confiscated property. Parents send and students bring such items to school at their own risk. Students are expected to turn in to the office any found items.



ATHLETIC ELIGIBILITY

If you are in grades 6-12, you may be eligible to participate on athletic teams in interscholastic athletic contests as a representative of a school, provided you are a bona fide student of that school and meet the following requirements:

High School Eligibility Requirements

1. Must be regularly enrolled and in regular attendance at school. Charter school students, home education students (including FLVS Full-time) and private school students meeting criteria under F.S. 1006.15 may participate at their home zoned school or at another district school provided they have exercised school choice to that school through the district's controlled open enrollment process.
2. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including Florida Statute Sections 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
3. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in [F.S. 1006.15\(3\)\(h\)](#).
4. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation, pursuant to [F.S. 1006.20 \(2\)\(b\)](#).
5. Any violation of school discipline policies or the District Code of Student Conduct may be considered for exclusion as eligibility standards to participate in extracurricular interscholastic or intrascholastic activities.
6. A student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (F.S. 1006.15(3)(a)1). Academic eligibility or ineligibility is determined on a semester basis. A student who is academically eligible at the beginning of a semester will continue to be academically eligible for that entire semester. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for that entire semester, except as provided in Bylaw 9.4.5.1.2.

Middle School Eligibility Requirements

1. Must be regularly enrolled and in regular attendance at school. Charter school students, home education students (including FLVS Full-time) and private school students meeting criteria under F.S. 1006.15 may participate at their home zoned school or at another district school provided they have exercised school choice to that school through the district's controlled open enrollment process.
2. Must carry a normal class load, maintain satisfactory classroom work (minimum 2.0 grade point average on previous quarter's report card) and maintain a satisfactory conduct record (no 4's in Citizenship on the previous quarter's report card). Sixth grade students are exempt for soccer only.



3. Must be less than 15 years 9 months of age. On the day a student reaches this age, regardless of when that day is, the student becomes ineligible to participate on the middle school level.
4. Must obtain signed permission from his/her parents or guardian on a form provided by the school.
5. Must have a school physical on file with the school.
6. Must be an amateur. This means that the student must not accept money, gift or donation for participating in a sport, or use a name other than his/her own when participating.
7. Must display good sportsmanship and follow the rules of competition before, during, and after every contest in which the student participates. If not, the student may be barred from participation for a period of time.
8. Must not provide false information to gain eligibility.
9. All non-traditional student eligibility will be determined on a semester-by-semester basis.
10. A student may not participate if serving an out of school suspension the day of competition.
11. A student must attend a minimum of one-half of a day of school to practice or participate in an athletic contest.
12. All participants must have appropriate paperwork (physical form and parent consent form) on file in the athletic director's office before the beginning of the All-Star Tournament.
13. A student transferring into a school must meet eligibility requirements. The student cannot take the spot of an existing team player on the roster.

Athletic Student Transfer Eligibility

A student who transfers is immediately eligible, as long as all other eligibility requirements are met. Students may not participate in the same sport in the same year at more than one school, unless one of the following exceptions are met:

1. Children of active duty military whose move resulted from military orders.
2. Children relocated due to foster care placement or McKinney —Vento Act.
3. Children who move due to a court-ordered change in custody due to separation, or serious illness or death of custodial parent.
4. Good cause policy in district or charter (district placement).

Per F.S. 1006.15, the School District of Manatee County has defined just cause for immediate eligibility as:

- a) Special Assignment by Superintendent, or Office of Student Assignment.
- b) Move to a new residence following the marriage of the student. The student immediately establishes a new residence that makes it necessary to attend a different school.
- c) Reassignment by District School Board or Charter School Board.
- d) Transfer of school within the first twenty days of a semester in acceptance of a seat (first opportunity to enroll) into a previously applied for magnet program.



e) Any other athletic eligibility appeal ruled upon by the Athletics Review Committee to intervene and make a decision on a case brought before the board by the Supervisor of Athletics. All decisions will be given within 10 school days from the date of the appeal.

Attendance

A student must be in attendance a minimum of one-half day on the day of competition or the day prior if the contest falls on a non-school day, unless documented (doctor's note, field trip, subpoena, etc.), to practice or participate in a contest on that day unless approved by the Principal or designee.

Dismissal / Quitting a Team

Any athlete or manager who is suspended from a team, voluntarily quits a team or is dismissed from a team for disciplinary reasons is not permitted to go out for another sport while the original sport is still in season. The season is officially over when the team plays the last game of the season. A season is defined as the first day of practice through the last play-off game.

Out of School Suspension

Students who are serving out of school suspension are not allowed to participate in any athletic activities until they have returned to regular class attendance for one full school day. Students who are suspended for a total of 10 or more days (cumulative or single incident) in a school year will be subject to an administrative review to determine eligibility to participate in any extracurricular activities. The administrative review will encompass the incident or infraction, discipline, academic, and attendance history, and conference with the student and others involved. Based on the results of the review, the student may be ineligible to participate in any extracurricular activities for a period not to exceed 180 school days from the incident. If after the review process, the student is determined to be ineligible he or she may not participate in any event or activity as a representative of the school. These events or activities include but are not limited to: athletics, marching band, concert band, orchestra, choir, drama, JROTC competition teams, and or clubs or organizations sponsored by the school's faculty or staff. A student may appeal the 180-day suspension after 90 school days. The appeal must be in writing to the principal. The appeal process will take into consideration the student's attendance, grades, discipline, teacher comments, any other pertinent information, and student interview during a parent conference. The suspension from extracurricular activities will not be less than 90 school days. Should the suspension from extracurricular activities be changed to a period of time less than 180 school days, the student will be on probation until the conclusion of the 180 school day period.

Criminal Offenses

1. Criminal Charges: After a hearing with the principal, a student charged with a criminal offense will be suspended from extracurricular or co-curricular activities by the school principal until the charge is adjudicated.
2. Adjudication Withheld: A student who has been suspended from extracurricular activities because of a criminal charge may be reinstated at the principal's discretion if adjudication is withheld.



3. Felony: A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for any act that would have been felonious in "adult" court will mandate loss of eligibility to participate in any student activity for the duration of the years enrolled in a Manatee County public high school from the time of conviction. After one calendar year following conviction, the student may request a review of his/her eligibility by the principal.

4. Misdemeanors: A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for the following misdemeanors (assault or battery, possession of concealed weapons, lewdness or indecent exposure, theft, drug possession/sale) will mandate loss of eligibility to participate in any student activity for six months from the time of conviction. After three calendar months following conviction, the student may request a review of his/her eligibility by the principal.

Drug and Tobacco Use

1. No use of tobacco products. For the first offense a one game suspension will occur. The second offense will result in dismissal from the team.

2. An athlete knowingly possessing, using, transferring, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any facsimile regardless of content, on or off campus, will be suspended from athletic participation for 180 days. A student may appeal the 180-day suspension after 90 school days. The appeal must be in writing to the principal. The appeal process will take into consideration the student's attendance, grades, discipline, teacher comments, any other pertinent information, and student interview during a parent conference. The suspension from extracurricular activities will not be less than 90 school days. Should the suspension from extracurricular activities be changed to a period of time less than 180 school days, the student will be on probation until the conclusion of the 180 school day period.

Homeless Student Rights under the McKinney-Vento Act

Under the McKinney-Vento Act, homeless students have the right to attend school, regardless of the location where they live or the length of time at that location. The student is to be enrolled immediately, regardless of whether the appropriate records required for enrollment are presented. The school will refer the parent/guardian to Project Heart, which will help in obtaining the required records. Students eligible under the McKinney-Vento Act have the right to continue in the same school they attended before their housing situation changed, or the school last attended, as well as receive assistance with transportation to that school of origin. Furthermore, the students are allowed to attend the school of origin for the rest of the school year, even if they obtain permanent housing during the school year.

If a student who is eligible under the McKinney-Vento Act is sent to a school other than the school of origin, a reason must be provided in writing, along with the process for appealing such a decision. The student may remain in the school of origin during the appeal. If it is proven the student was not eligible for McKinney-Vento Act rights and services, but the parent/guardian accepted goods, services or special rights, including free school lunches, school fraud rules will apply. The parent will be notified in writing and provided the process for disputing the charges of fraud.



SECTION VII PUBLIC NOTICES

PUBLIC NOTICES

The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

The right to inspect and review the student’s education records within 30 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

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

FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION
400 Maryland Avenue,
SW Washington, DC 20202-8520



Annual Notice: Students with Disabilities

Parents have the right to:

- a. Have your child take part in, and receive benefits from, public education programs without discrimination due to his/her disabling condition(s).
- b. Receive prior notice with respect to identification, evaluation, or educational programming for your child.
- c. Have your child receive a free appropriate education.
- d. Have your child receive educational services in facilities which are comparable to those provided to non-handicapped students.
- e. Examine your child's educational programming decisions made, based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
- f. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- g. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- h. File a local grievance with the local school district's grievance officer.
- i. File a complaint with the Office for Civil Rights (OCR).
- j. Take action through Civil Court.
- k. Be represented by an attorney or legal counsel.
- l. Request an impartial hearing regarding district decisions concerning the identification, evaluation, or educational programming for the students. The parent/guardian and their legal representative will have full opportunity for participation.
 - The hearing request must be made to the Superintendent of the District.
 - The hearing will be held by an impartial hearing officer qualified to hear 504 proceedings.

Notification of Student Social Security Number Collection and Usage

In compliance with Florida Statute 119.071(5), this statement provides notification of the purpose for the collection and usage of student social security numbers by the School District of Manatee County. According to Florida Statute 1008.386, each district school board shall request each student enrolled in a public school in this state provide his or her social security number. Each school district shall use social security numbers as student identification numbers in the management information system maintained by the school district. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation. A student satisfies this requirement by presenting to school enrollment officials his or her social security card or a copy of the card. The school district shall include the social security number in the student's permanent records and shall indicate if the student identification number is not a social security number. The Commissioner of Education shall provide assistance to school districts to assure the assignment of student identification numbers other than social security numbers is kept to a minimum and to avoid duplication of any student identification number.



Service Animals

Subject to specific guidelines, certification, and authorization by the School District of Manatee County, students with disabilities or other medical issues are permitted to have service animals accompany them during the school day. Service animals are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, alerting people to the presence of potentially deadly food allergens, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Please contact your school administration for initiating the process of using a service animal in any Manatee County school.

Military Transfers

Priority is given to the dependent children of active duty military personnel transferring to the School District of Manatee County. Military transfer priority is granted only at the time of the initial military transfer to the district and does not apply to future county-wide program application periods. By state law, dependent children of active duty military personnel transferring into the district are given first priority for placement at the time of their initial transfer. Students who participated in special programs and extracurricular activities at their transferring schools will be given priority access to the same programs and extracurricular activities when available (Florida Statute 1003.05).

Notification of Availability of School Public Accountability Report

The annual [school public accountability report](#) is available online through the Florida Department of Education. Please visit the site and select Manatee County, then the appropriate school.

Video Surveillance on School District Property

In order to maintain a safe environment for students, staff and the public, and to control vandalism and criminal activity on School District property, the District has installed and will utilize video surveillance systems on School District property, including school buses. Any activities recorded on the video cameras may be used for school discipline or for law enforcement purposes. Federal and state law governs disclosure and use of video material, and such material could become part of a student's record.

Student Identification

You must have your student ID on you at all times when you are on a school campus. If your school requires you to wear or otherwise display your student ID, then you must follow all procedures pursuant to that rule.

Pledge of Allegiance

[F.S. 1003.44](#) requires the Pledge of Allegiance be recited at the beginning of each school day. When the national anthem is played or the pledge is recited, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious reasons. When the pledge is recited, students shall stand with the right hand over the heart. With a written request by a student's parent or guardian, a student will be excused from



reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention. When the Junior Reserve Officer Training Corps (JROTC) Color Guard presents the colors for the national anthem or Pledge of Allegiance at a school or district function, the audience is asked to rise before the procession begins from the back of the room. The audience remains standing after the pledge or anthem and during the entire time the Color Guard walks to the back of the room. The audience remains standing until the Color Guard is dismissed.

The Hope Scholarship Program

If you have been subjected to a range of violent incidents on campus, to include battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offenses, assault, threat, intimidation, or fighting, your parents may choose to withdraw you from your zoned school and enroll you in another public school that has capacity, or to request a scholarship to attend an eligible private school. Requests for scholarships to participating private schools is on a first-come, first-serve basis and is subject to available funding and other restrictions, per [F.S. 1002.40](#).

PUBLIC NOTICES WITH PARENTAL OPT-OUT PROVISIONS

Directory Information/Photographs/Publications

FERPA also requires that the School District, with certain exceptions, obtain written parental consent prior to the disclosure of personally identifiable information from a child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless the parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and law enforcement agencies. If parents do not want the School District to disclose directory information from their child's education records without prior written consent, they must notify the District in writing by September 15 of each year or within 30 days of receiving this annual notice. The School District has designated the following information as directory information:

- Student's name
- Electronic mail address



- Photograph, video, film or other likeness
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Degrees, honors, and awards received
- The most recent school attended

NOTE: Objecting to the release of directory information may result in your name, photograph and other directory information being excluded from yearbooks, sports programs, and other school publications. Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access school records. Copies of school records are available for minimal copying charge. If you have any questions about these rights, please contact your school office.

Military Opt-Out Procedures

Under federal law, military recruiters are entitled, upon request, to a list of names, addresses, and telephone numbers of high school students unless you object to such release. **You or your parents must notify your principal in writing if you do not want your name, address and telephone number released to military recruiters without prior written parental consent. This written notification may be submitted at any time and the School District will honor the objection from that point forward unless you otherwise provide written notification to your principal.** A military opt out form is available on the District web site: <http://www.manateeschools.net>. You may also request a copy of the form at your school's main office.

Higher Education Opt-Out Procedures

Under federal law, institutions of higher learning are entitled, upon request, to a list of names, addresses, and telephone numbers of high school students, unless you object to such release. You or your parents must notify your principal in writing if you do not want your name, address, and telephone number released to institutions of higher learning without prior written parental consent. This written notification may be submitted at any time and the School District will honor the objection from that point forward unless you otherwise provide written notification to your principal.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: a. Political affiliations or beliefs of the student or student's parent; b. Mental or psychological problems of the student or student's family; c. Sexual behavior or attitudes; d. Illegal, anti-social, self-incriminating, or demeaning behavior; e. Critical appraisals of others with whom respondents have close family relationships;



f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; g. Religious practices, affiliations, or beliefs of the student or parents; or h. Income, other than as required by law to determine program eligibility. 2. Receive notice and an opportunity to opt a student out of: a. Any other protected information survey, regardless of funding. b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and c. Activities involving collection, disclosure, or use of personal information that has been obtained to market or to sell or otherwise distribute the information to others. 3. Inspect, upon request and before administration or use, the following: a. Protected information surveys of students; b. Instruments used to collect personal information from students for any of the above for marketing, sales, or other distribution purposes; and c. Instructional material used as part of the educational curriculum. These rights transfer from the parents to the student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901



Code of Conduct Committee Members

We would like to recognize and thank the following members of the School District of Manatee County and our surrounding community for contributing to the development of the 2018-2019 Code of Student Conduct. A very special thank you to the students and parents of Manatee County Youth Commission and their advisor Alison Bergman.

Brad Baietto – Assistant Principal, Johnson Middle School

Patrick Bartholomew – Security Manager, SDMC

Amy Bradl – Teacher, Willis Elementary School

Paul Champagne – Dean of Students, Braden River High School

Willie Clark – Executive Director of Secondary Schools

Ginger Collins – Assistant Principal, Bayshore High School

Kimone Cooper – Assistant Principal, Haile Middle School District of Manatee County

Shelly Decesare – Assistant Principal, Southeast High School

James Dougherty, Assistant Principal, Palm View Elementary

Dr. Linda Francis – Assistant Principal, Manatee High School

Dr. Jennifer Gilray – Assistant Director, Manatee Technical College – Main campus

Bill Kelley – Director of Risk Management

Dr. Shawn Mandel – School Psychologist

Mike McCann – Coordinator of Alternative Programs, Drop-Out Prevention, and Truancy

Troy Nelson – Investigator, Office of Professional Standards

Joe Roberts – Exceptional Student Education Coordinator

Quantas Simmons – Assistant Principal, Palmetto High School

Brandy Tackett – Assistant Principal, Oneco Elementary School

Mitch Teitelbaum – General Counsel, School District of Manatee County

Samantha Webb – Assistant Principal, Samoset Elementary School

Skip Wilhoit – Safe Schools, Drop-Out Prevention & Student Intervention Specialist

Kimberlain Zenon-Richardson – Assistant Principal, Lee Middle School

Dr. Ruby Zickafoose – Principal, Daughtrey Elementary School

The Manatee County Sheriff's Office School Resource Officer Unit

