

Lafayette High School
160 NE Hornet Drive
Mayo, FL 32066
Phone: (386)294-1701/Fax: 386-294-4197
<http://lafayette.schooldesk.net>
2019-2020

Name _____
Grade _____ Hall _____ P.E. _____
Locker# _____ Locker# _____

Semester 1

Period	Subject	Teacher
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____

Semester 2

Period	Subject	Teacher
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____

User ID names _____

Our Mission:
Building a Community of Learners

Our Vision:
To provide all students with educational opportunities within a safe environment conducive to learning which will enable them to become successful students and positive productive citizens.

Administrative Team and Support Staff

Superintendent of Schools
Principal
Assistant Principal
Dean
Athletic Director
Guidance Counselor
Guidance Counselor
Resource Officer
Principal's Secretary
Bookkeeper
Record's Clerk
Switchboard/Receptionist
School Nurse

Robert Edwards
Ray Stewart Hancock
Paula Ginn
Tim Hanson
Joey Pearson
Melissa Hewett
Becky Sharpe
Jacquelyn Knight
Melissa Massey
Jessica Lee
Kristy Garrard
Lucie Gresham
Melissa Pearson

Welcome to Lafayette High School

Welcome Hornets to the 2019-2020 school year. You have come to Lafayette County High School to receive an education that will allow your dreams and goals to become a reality. It is our staff's mission to assist you in this endeavor. We encourage you to communicate with our faculty and take advantage of the many educational and extra-curricular opportunities available to you.

At LHS, we are proud of our school and community. *We trust you will respect the ideals of LHS and take pride in calling it your school!* Remember to work hard, stay focused on your goals, and get involved! Together, we will continue to make Lafayette County High School a great place to prepare for your future.

NONDISCRIMINATION NOTIFICATION

The School Board of Lafayette County prohibits discrimination in its education programs, services or activities, or employment conditions or practices on the basis of race, color, religion, gender, sexual orientation, age, ethnic or national origin, genetic information, marital status, qualified disability defined under the ADAAA, or on the basis of the use of a language other than English, except as provided by law. The School Board also ensures equal access to school facilities for the Boy Scouts of America and other patriotic youth groups.

Any person who believes he or she has experienced any such prohibited discrimination may file a complaint with the District Equity Coordinator by calling (386) 294-4137, or writing to the District Equity Coordinator at 363 NE Crawford Street, Mayo, FL 32066.

General Information

CAFETERIA PROGRAM – LHS serves students a nutritious breakfast and lunch every school day. **Lafayette High School will be participating in the Community Eligibility Provision which allows ALL students to eat FREE for breakfast and lunch.** STUDENTS IN GRADES 6-11 ARE NOT ALLOWED TO LEAVE CAMPUS FOR LUNCH UNDER ANY CIRCUMSTANCES. Students may bring a bag lunch from home. Food/drinks brought to school during the school day by parents/guardians must come through the front office. **We ask that you only bring food/drinks for your child and that you please keep these occasions to a minimum.** All students should eat in the cafeteria. No food or drink is to be taken from the cafeteria by students. NO FOOD OR DRINK WILL BE ALLOWED IN THE CLASSROOMS.

SCHOOL INSURANCE- Students may purchase school insurance for their protection each year. Information regarding school insurance is sent home by the student during the 1st week of school. This insurance is strongly encouraged. Students who participated in athletic programs are required to carry insurance. LHS or Lafayette County School Board is not responsible for expenses incurred as the result of injury.

LOCKERS- Each student will be issued a locker. Locker numbers and combinations will be printed on each student's class schedule. Students are STRONGLY encouraged to take advantage of this means of security. Students are responsible for books and materials issued to them by the school. Lockers may be inspected at any time by school officials.

LOST AND FOUND ARTICLES-Students are encouraged to take care of their belongings. Articles found should be turned in to the school's office. The school does not accept the responsibility for lost or stolen articles. SCHOOL LOCKERS ARE AVAILABLE.

EMERGENCY EVACUATION DRILLS-Evacuation Drills will be scheduled during the school year and should be respected for the protection of life. Instructions are posted in each room and teachers will inform students of proper procedures for evacuating the building. Emergency evacuation drills at school include: fire, tornado, bomb, and Active Assailant procedures.

CLOSED CAMPUS –We operate a closed campus. Students stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal. Any student leaving the school grounds must check out through the office and return through the office. All seniors have earned privileges to check out for lunch with proper authorization.

VISITORS – All visitors must report to the main office. We strongly discourage those having no school business from being on the campus of LHS. School age visitors will not be allowed on campus as student guests. Visitors on campus who do not have visitor's pass visible must be directed to the office to sign-in.

PARKING PERMITS – **Students who wish to drive and park at LHS must have a valid driver's license and register vehicles with the school office.** Students are responsible for the contents and are advised that the vehicle must be parked in the assigned area. Vehicles may be searched at any time by school officials. Violators may lose driving privileges. Do not bring any weapons to school (rifles, shotguns, bows, etc.) Students should immediately exit parking lot upon arrival to school.

TEXTBOOKS – Textbooks are furnished by the state and are issued at the beginning of each term. Each student is responsible for their assigned books. Students will be responsible for the full purchase price of any instructional material lost, destroyed, or damaged regardless of the age or condition of the instructional material. Any student who withdraws from school is expected to return all textbooks and library books before withdrawal becomes final.

FLOWERS AND GIFTS – No flowers, balloons, or gifts will be delivered to students during the school day. Students will be informed of deliveries and may pick them up at the end of the school day. We strongly discourage deliveries made to students at school. We have special arrangements made with local florists for Valentine's Day – students will be informed.

GRADUATION/BACCALAUREATE EXERCISES: Seniors, please be advised: all requirements for graduation must be completed before you can march or participate in Graduation. Diploma/Certificate will be presented upon completion of all requirements.

SIGNING OUT OF SCHOOL – Parents/Guardians may come to the office and personally sign out their child at anytime. All students who co-op, dual enroll, or have off campus school lunch privileges must sign out through the front office. Students will not be released from school into custody of anyone except those designated on their emergency release form. **EXCEPTION:** With a written permission form on file and telephone confirmation with the parent an exception may be made in case of emergencies. **PLEASE NOTE: THE SCHOOL CANNOT RELEASE STUDENTS ON THE BASIS OF A TELEPHONE CONVERSATION ALONE.** Students may not sign themselves out of school nor leave campus at any time without permission. **EXCEPTION:** 18 year old students with written documentation from parent/guardian allowing them to check themselves out. Students who sign out of school at their lunch time should not return to school for the remainder of the day. **EXCEPTION:** (1) Prior arrangements have been made with principal (2) documentation of excluded absence excuse is provided upon

return. Neither Lafayette High School nor the Lafayette County School Board can be held responsible for the welfare of students who leave school without permission.

DRUG POLICY- In accordance with the Lafayette County School Board Policy 5.14 entitled “Student Drug Testing” under chapter 5 of the Lafayette School Board Policy manual, any high school student who wishes to participate in any extracurricular activity and/or student privilege at Lafayette High School must complete a Student Drug Testing Consent Form.

STUDENT EMERGENCY AUTHORIZATION INFORMATION FORM – Each student in grades 6-12 must have a completed Student Emergency Authorization Information Form on file in the main office. Students will not be permitted to participate in extra-curricular activities and off campus activities without one.

MEDICATIONS – School personnel will not provide students with **ANY** medication (prescription or over-the-counter). Parent/Guardian **must** bring medication to the school clinic in the original container. A Medication Administration Form **must** be on file with physician’s signature as well as parent signature. Parent/Guardian **must** pick up medication from school by the end of the year or it will be destroyed.

HEAD LICE-The Lafayette County School Board’s policy is a no nit/head lice policy. Any student found with nits and/or head lice will be excused from school for **one day**. Student must be checked by school clinic staff before re-entry.

SCHOOL TELEPHONE AND MESSAGES – Students should not expect to use the school telephone except in the case of illness. Such calls will be made from the clinic. Only in extreme emergencies will calls be allowed.

FHSAA ELIGIBILITY – Interscholastic athletics shall at all times be operated in accordance with the rules and regulations of the Florida High School Activities Association.

SCHOOL APPROVED ACTIVITIES – Students are not considered absent from class or school when engaged in a school approved program or activity.

GUIDANCE OFFICE PROCEDURES – Students are strongly encouraged to take advantage of assistance offered through the guidance office. Information regarding graduation requirements, grades, schedules, colleges, careers, financial aid, scholarships, testing (SAT, ACT, PERT), and matters relating to personal performance or individualized needs may be secured through this office.

TARDIES – In order to provide the most efficient use of class time, students are required to be in the classroom, in their seat and ready to work when the tardy bell rings. Students who are tardy will be given a verbal warning from teacher on first offense. On the second offense a tardy report will be filled out by the teacher and turned into the office. A letter will be mailed home to inform the parent of student tardies. Each subsequent tardy in the class through the end of the 9 weeks will result in a discipline referral. For first period, students are allowed three tardies each nine weeks before a referral is written.

CHEWING GUM, bubble gum, or other chewing substances are prohibited in all school buildings. This is necessary to protect and maintain the carpet and furniture in the buildings.

ARTICLES PROHIBITED AT SCHOOL – All non-educational items are prohibited from school grounds. All items which may be dangerous or hazardous to one’s health, safety, and welfare are prohibited. In the event that a teacher is using an electronic device in an instructional setting, the item is allowed to be used. Skateboards or skates are not allowed at school and are prohibited on sidewalks. Bicycles are prohibited on the sidewalks. Knives (including pocket knives) of any size are **not** allowed at school.

SUSPICIOUS ACTIVITY – Any suspicious activity on campus must be reported immediately to Administration or via the Fortify Florida app.

THREATS – Any threats of violence must be reported to Administration immediately. Students are obligated to report any such threats or possession of weapons and/or other controlled substance.

CELL PHONES – While a student may be in possession of a cell phone, it may not be used during the regular school day (unless approved by teacher or administration). The device should be in the “OFF” position and should not be visible on a student’s person during the school day. Failure to follow the rules regarding the possession and use of the cell phone will result in disciplinary action. Disciplinary action may include any of the following: 1st offense- confiscation of cell phone, student may pick up cell phone at the end of the school day after parent/guardian contact has been made. 2nd offense- the parent/guardian of the student will have to pick up the cell phone. All other offenses will be considered defiance of authority and will result in a discipline referral.

INAPPROPRIATE USE OF TECHNOLOGY – Inappropriate use of technology is considered a Class II offense. This may include inappropriate use of computers, using electronic devices to send inappropriate messages, using electronic devices to record, video, take photographs, etc.

AFTER SCHOOL ACTIVITY PROCEDURES – Upon dismissal from school, all students who do not have detention or a club/team meeting must exit the campus no later than 3:15 pm. Students assigned detention or participating in club/team meetings must report to their designated areas by 3:15 pm. Prior to reporting to assigned areas, students must acquire books, book bags, and other needed items. **After 3:15 pm, all students must have a pass from a teacher or the office to be in the halls or on campus.** All students must exit the campus within 10 minutes of the time in which they are dismissed from their after-school activity. Any violation of the above items could result in disciplinary action by teachers or the Administration.

ANNOUNCEMENTS – Announcements of general interest will be made each morning during 1st period. Announcements may be made anytime if an emergency arises. Written announcements are also sent home

periodically to parents. Students are required to see that their parents get the announcements. The announcements are emailed to all students daily.

CRIME OF MAKING THREATS OF TERROR OR VIOLENCE – Per SB 436. This bill prohibits making false reports concerning planting a bomb, explosive, or weapon of mass destruction, to also prohibit making a false report concerning use of a firearm in violent manner. Per HB 165, amends 836.10, F.S. to include the actions of making, posting, or transmitting threats of mass shooting and terrorism in any manner that would allow another person to view the threat.

PATRIOT RULES – Per HB 7029. This bill states that students have the right not to participate in the reciting of the pledge only upon written request from parent/guardian.

Per HB 7029: Parents may request his/her child be transferred to another classroom teacher. If a parent wishes to request a transfer, please complete the transfer form located on our School District's website or in the Guidance Office at both schools. All transfers must be approved by Principal.

Middle School Requirements for Grade Promotion

Beginning with students entering grade 6, promotion from a school composed of middle grades 6, 7, and 8 requires that:

The student must successfully complete academic courses as follows:

1. Three middle school or higher courses in English. These courses shall emphasize literature, composition, and technical text.
2. Three middle school or higher courses in mathematics. Each middle school must offer at least one high school level mathematics course for which students may earn high school credit.
3. Three middle school or higher courses in social studies, one semester of which must include the study of state and federal government and civics education. (30% of the student's grade will come from the state Civics EOC assessment)
4. Three middle school or higher courses in science.
5. **5. Career and Education Planning** – a career and education planning course must be completed per HB 7071 amending FS 1003.4156.

LHS Dress Code

ALL students at Lafayette High School will be expected to adhere to the current policy of student dress. The policy is as follows:

1. Shirts and tops must be long enough to be tucked in and cover the midriff area when arms are extended horizontally. "Spaghetti straps", halter tops, tank tops and 'see through' tops are not appropriate. Necklines should be modest, shirts that show a large amount of the chest area or display cleavage are not appropriate for school. Material should extend to the cap of the shoulder if the shirt is sleeveless.
2. Shorts, skirts, & dresses must extend to within 2 inches of the top of the knee.
3. No articles of clothing will be allowed at school that has holes 2 inches above the knee, larger than 2 inches in any direction. All other holes must be completely covered where no skin is visible.
4. "Leggings"- Any compression/elastic/stretch type material pants or shorts. MUST have a loose fitting article of clothing over them that extends past the outstretched fingertips, such as shorts, dress, skirt, or shirt.
5. Hats, bandanas, and non-prescription sunglasses are **not** to be visible on campus during the school day.
6. Articles of clothing must be free of profanity, reference to controlled substance, reference to or endorsing political candidates, sexually suggestive, or culturally insulting remarks.
7. Articles of clothing should be worn in such a manner that underclothing is not exposed (i.e. sagging pants).
8. Students may not wear articles of clothing intended to be sleepwear (i.e. pajamas, slippers).
9. Shoes with rollers on the soles cannot be worn to school.
10. Hats & visors will be allowed at P.E. during outside activities as sun protection only. They **must be kept in the**

P.E. locker and not seen in classrooms or on campus.

*** 1st offense- student will correct dress code violation before returning to class. Parents will be notified of violation. All other offenses may result in a discipline referral and student must correct violation before returning to class.

Exposure of undergarments

1. A student may not wear and expose below-waist underwear while on the grounds of a public school in a manner that exposes or exhibits one's covered or uncovered sexual organs in a vulgar and indecent manner which disrupts learning environment.
2. For a first offense, a student who violates this section shall be given a verbal warning, and the school principal

shall call the student's parents. For a second offense, a student shall be suspended from school pursuant to s. 1006.07 (2D), Florida Statutes- Any student who violates the dress policy is subject to disciplinary action. For a first offense, a student must be given a verbal warning and the school principal must call the student's parent or guardian. For a second offense, the student is ineligible to participate in any extracurricular activity for a period not to exceed 5 days and the school principal must meet with the student's parent or guardian. For a third or subsequent offense, a student must receive an in-school suspension for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal must call the student's parent or guardian and send the parent or guardian a written letter regarding the student's suspension and ineligibility to participate in extracurricular activities.

Bus Discipline Rules and Regulations

1. Bus drivers have control of students on the bus to insure safe operation of the bus. Students who do not obey bus rules are subject to loss of riding privileges and school disciplinary actions.
2. The bus driver may assign seats if he/she feels it is necessary for the safe operation of the bus.
3. Students should be courteous at all times toward the driver and other bus riders.
4. Students must keep their hands and head inside the bus at all times.
5. Students may not get off the bus at any location other than school or at the designated bus stop.
6. Students must sit in the passenger compartment. Students may be asked to sit three (3) to a seat.
7. There will be no smoking, eating, drinking, profanity or other misbehavior of any kind on the bus. Students must not push or shove while loading or unloading bus.
8. Students may not use the emergency exits for routine loading and unloading.
9. Students should remain seated while bus is in motion and keep feet and legs out of the aisles.
10. Use of electronic devices on school bus is at the discretion of the bus driver.
11. No students shall damage the bus in any way by writing or scratching on the seats or body. Violators will have to make financial restitution and/or clean up the bus where defaced.
12. Students are to act in an orderly fashion while on the bus. All rules apply on bus routes and on field trips as well. All sponsors on field trips will help the driver insure rules are followed.
13. **ALL** containers are subject to inspection.

FORMAL DISCIPLINARY ACTION AND PROCEDURES

After-School Detention: Certified staff members have the authority to assign students to stay after school as a disciplinary action. A student may be required to stay beyond the normal dismissal time provided parents have been notified a day in advance. When after-school detention is necessary, the parent shall be responsible for picking the student up at the designated time.

Disciplinary Probation: Disciplinary Probation is a set amount of time the principal gives for a student to correct his/her behavior. Specific requirements will be established for the student to follow during the period of probation. Staff members who are involved will monitor the student and help the principal determine if the conditions are met.

In-School Suspension: In-school suspension (ISS) occurs when a student is removed from the regular classroom activities, but is not dismissed from the school. The principals have the authority to assign student to in-school suspension for a reasonable and specified period of time. The Principals and their staffs have the responsibility of determining the particulars of the program in their respective schools.

Writing Assignments: If writing assignments are used as a consequence for violation of school rules, they will be used as a tool for teaching and learning. For example, a principal may require a student to write a plan for correcting his/her behavior or to write an essay on classroom conduct.

Work Detail: Student may be required to do work on campus before, during, or after school day.

Class Exclusion: Student removed from normal schedule.

Parking Suspension: The principal has the authority to deny a student the privilege of parking on campus based on the student's violations of the rules. The suspension shall be for a reasonable and specific period of time. In extreme cases, driving suspension may be revoked.

Extracurricular Participation Suspension: Student privilege of attending or participating in extracurricular activities may be suspended. The suspension shall be for a reasonable and specific period of time.

School Bus Suspension: The principal has the authority to deny a student the privilege of riding a school bus based on the student's violations of the rules. The suspension shall be for a reasonable and specific period of time. When such action is taken, the parent shall be responsible for the student's transportation. In extreme cases, bus privileges may be revoked.

Physical Restraint: When it is necessary to maintain order, the principal and/or classroom teachers have the authority to use reasonable force to restrain a student from hurting or attempting to hurt himself or others. Law enforcement officers may be called to enforce this action if necessary.

Corporal Punishment: If corporal punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal or his designee in the presence of another professional school employee. At no time shall corporal punishment be administered in the presence of another student. The student will be given the reason for the punishment prior to its administration.

Out of School Suspension: Out of School Suspension (OSS) is temporary removal of a student from a school and the school program. It does not include suspension for less than one complete day, alternative school placement or reassignment to another education program or class where the student will receive instruction under the supervision of the local agency or referral to certificated employee to provide services. All class assignments/assessments missed during an OSS must be completed on campus in alternative school from 4:00-7:00 pm. All exceptions must be approved by principal or designee.

Alternative Learning Center: The Alternative Learning Center provides for continuing the education of students who are no longer permitted in the regular school program.

Expulsion: Expulsion is the removal by the Board of Education of a student's right to attend school in a school under the management of the Board of Education. Expulsion is for misconduct beyond the school board's resources for correction.

FIGHTING

First Offense

Any student in grades 6-12 fighting at school, adjacent to school, on the school bus, or at the bus stop for whatever reason, may be removed from their school campus for up to ten school days.

Subsequent Offenses

Subsequent incidents involving fighting may result in long term placement in the Alternative Learning Center.

BULLYING AND HARASSMENT

It is the policy of the Lafayette School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment, and bullying of any kind. The district will not tolerate unlawful harassment of any type. Conduct that constitutes bullying, as defined herein, is prohibited.

CLASSIFICATIONS OF VIOLATIONS

Each classroom teacher will deal with general student disruption by taking disciplinary action in the classroom, by making phone calls to parents when possible, by scheduling conferences with parents and/or by involving school counselors. **Only when such action taken by the teacher is ineffective or when the disruption is severe should students be referred to the principal. Failure to bring notebooks, pencils, books or other necessary materials to class, failure to turn in homework, or failure to participate in class are not reasons to refer a student to the principal. However, defiance of a teacher in regard to these areas is cause for disciplinary referral.**

Violations of the Student Code of Conduct are grouped into three(s) classes:

1. Minor, Class I;
2. Intermediate, Class II;
3. Major, Class III.

Before determining the classification of a violation, the principal will consult with the student(s) involved and with the appropriate school personnel. Once the classification is made, the principal will implement the disciplinary procedure.

Habitual Violations

Violations will be considered habitual after the third offense within the same class. When it is determined that a violation must be treated as habitual, the disciplinary actions listed in the next higher class for subsequent offenses will be used.

The habitual violations concept will apply to Class I and Class II offenses.

Multiple Violations

Multiple violations in the same class during one incident will be considered more serious than a single violation and may be transferred to a higher class for disciplinary action.

Per HB 7029: Students enrolled in Florida Virtual School, Home School, Private Schools and Charter Schools are subject to the rules, guidelines and policies established within the approved Lafayette County School District Code of Student Conduct when participating in any LCSD sponsored events, transportation or when present on a LCSD campus. Any student suspended from school or placed in Alternative School will not be allowed to participate in extracurricular activities during the time of suspension or Alternative School placement.

MINOR OFFENSES - CLASS I

- 1.01 Excessive distraction of students – Any behavior which disrupts the orderly educational process.
Examples: Talking excessively, provoking other students, interrupting class functions, etc.
- 1.02 Illegal organization – Any on-campus activities of organizations not recognized by the schools
- 1.03 Minor intimidation of a student – The intentional, unlawful threat by word or act to do harm to another student which creates a well-founded fear in the student that such harm is likely
- 1.04 Participation in games of chance (gambling) for money and/or other things of value
- 1.05 Excessive tardiness – Repeatedly reporting late to school or class
- 1.06 Non-directed use of profane or obscene language
- 1.07 Non-conformity to dress code (refer to school handbook)
- 1.08 Minor disruption on a school bus
- 1.09 Inappropriate public display of affection including, but not limited to, hugging and kissing
- 1.10 Unauthorized use of school or personal property
- 1.11 Littering on school property
- 1.12 Parking/driving violation on school property
- 1.13 Quarreling – minor offenses that include pushing, shoving, tripping, etc.
- 1.14 Unauthorized use and/or possession of all non-educational items which are not prohibited at school.

DISCIPLINARY ACTIONS **MINOR OFFENSES - CLASS I**

- Any formal disciplinary action and procedures may be used for Class I offenses.
- Repeated Class I offenses may result in a Class II referral.
- Communication with parents via conference, phone conference, or written communication will be made.

INTERMEDIATE OFFENSES - CLASS II

- 2.01 Defiance of authority – Any verbal or non-verbal refusal to comply with reasonable orders or directions from school personnel
- 2.02 Possession and/or use of tobacco products – Having or using tobacco products on the school premises or in any school-sponsored activity (including vapes or any other device used for smoking)
- 2.03 Threatening a School Board employee
- 2.04 Harassment of students – Intentionally harassing, touching, striking or causing bodily harm to another student. (See Glossary: Harassment)
- 2.05 Fighting – Any serious physical conflict between two or more students
NOTE: If bodily harm is inflicted, the principal may view it as a Class III-Major Offense
- 2.06 Stealing, Larceny, Petty Theft – Intentional, unlawful taking or carrying away of public or personal property valued at less than \$100
- 2.07 Property Damage/Vandalism – Intentional, deliberate damage of less than \$100 to public or personal property
- 2.08 Possession of stolen property with the knowledge that it is stolen
- 2.09 Threats – Extortion – Maliciously threatening, verbally or in writing, to injure the person, property or reputation of another with or without the intent to extort money or gain any advantage whatsoever; and/or intentionally attempting to force the threatened person or any other person to do an act against his/her will
NOTE: Completion of the extortion, either by the victim's giving in or by the threats being carried out against the victim, makes 2.09 a CLASS III – Major Offense
- 2.10 Trespassing – Willfully entering or remaining in/on property without proper authorization; or having authorization but has been warned by a person in authority to leave but refuses to do so
- 2.11 Possession and/or igniting fireworks
- 2.12 Obscene manifestations (verbal, written or gesture) toward another person
- 2.13 Directing profane or obscene language toward a school board employee
- 2.14 Unauthorized absence from school/class or leaving without permission
- 2.15 Forgery – Intentionally disrupting school/parent communication. Example: changing grades, signing notes

- to be allowed to check out of school, etc.
- 2.16 Possession and/or transfer of objects that are potentially dangerous (including pocket knives).
- 2.17 Inciting student disorder or malicious mischief
- 2.18 Intentionally providing false information to or withholding information from school board employees
- 2.19 Disorderly conduct – Any act which substantially disrupts the orderly conduct of a school function.
- 2.20 Excessive disciplinary offenses
- 2.21 Cheating on any school assignment
- 2.22 Inappropriate use of technology
- 2.23 Unauthorized use of cell phone during school day including, but not limited to the videoing, recording, or photographing of another person without their consent

DISCIPLINARY ACTIONS **INTERMEDIATE OFFENSES - CLASS II**

- Any formal disciplinary action and procedures may be used for Class II offenses.
- Repeated Class II offenses may result in a Class III referral.
- Communication with parents via conference, phone conference, and written communication will be made.

MAJOR OFFENSES - CLASS III

- 3.01 Drugs – The unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, alcoholic beverages or counterfeit drugs
- 3.02 Arson – The malicious and willful burning of or attempting to burn property
- 3.03 Battery upon a school board employee – The unlawful and intentional touching or striking of a school board employee
- 3.04 Robbery – The taking of money or property from another by force, violence, assault or the instilling of fear
- 3.05 Stealing – The deliberate, unlawful taking or carrying away of property valued at \$100 or more belonging to or in the lawful possession of another
- 3.06 Gambling – The intentional, unlawful participation in gambling activities involving amounts over \$100
- 3.07 Burglary of school property – Entering or remaining in a structure or conveyance with the intent to commit an offense when the premises are closed to the public
- 3.08 Criminal Mischief – Willful and malicious injury or damage of \$200 or more to public or private property
- 3.09 Weapons Possession – Any instrument or object carried with the intent to be armed
NOTE: The Gun-Free Schools Act of 1994 requires the expulsion (i.e. the removal from the regular school program) of any student who brings a firearm to school for a period of at least one year. In addition, the student will be referred to the juvenile court system.
- 3.10 Discharging any pistol, rifle, shotgun, air gun or any other device
- 3.11 Bomb threats – Any such communication regarding school board property which causes the interruption of the education environment
- 3.12 Explosions – Preparing, possessing or igniting on school board property explosive substances likely to cause serious bodily injury or property damage
- 3.13 Sexual Acts
 - 1. Acts of sexual nature including, but not limited to, intercourse, battery, rape or attempted rape
 - 2. Indecent exposure
 - 3. Any form of sexual harassment whether written or verbal
- 3.14 Battery – Intentionally causing great bodily harm, disability or permanent disfigurement.
- 3.15 Inciting or participating in student disorder – Leading, encouraging or assisting in major disturbances which result in destruction /damage to property and/or injury to others during any school-sponsored activity
- 3.16 Distributing, producing or selling school records such as report cards, grade sheets, etc.
- 3.17 Activating fire alarms with malicious intent
- 3.18 Off campus arrest
- 3.19 Violation of Alternative School Contract
- 3.20 Repeated Class II offenses

DISCIPLINARY ACTIONS

MAJOR OFFENSES - CLASS III

A due process hearing may be scheduled with the Lafayette County School Board for any student receiving a class III referral.

NOTE: The principal is the designated leader of the school and, in consortium with the staff, is responsible for the orderly operation of the school. In case of discipline violations not covered by prescribed disposition in this plan, the Principal, Assistant Principal, or Dean may enact corrective measures which he or she feel are in the best interest of the school.

Student Rights

DUE PROCESS – Due process will include appropriate hearings and reviews and, in all cases, the rights of individuals will be insured and protected.

STUDENT'S RIGHTS AND RESPONSIBILITIES – A student has a full right and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive action relative to the Constitution, the laws of the State of Florida, and the policies, rules, and regulations of Lafayette County School Board.

STUDENT PROPERTY SEARCHES – The following rules shall apply to the search of school property assigned to a specific student and the seizure of items in his possession: (1) There should be reasonable cause for school authorities to believe that the student possesses an item or items which constitute a crime or rule violation. (2) A search for specific items which constitute unlawful possession or other item which would be used to interfere with orderly operation of the school. (3) General housekeeping inspection.

JURISDICTION OF THE CONDUCT CODE – This code will be in effect on school property during regular school hours as well as other places and times where teachers and school administrators have jurisdiction over students, including, but not necessarily limited to school sponsored functions, field trips, and athletic events. This code also applies to students when they are being transported on school buses. It should be noted that various state laws and School Board policies mandate certain administrative functions which are not part of this code and this code is not intended to restrict nor to deny those functions. Under all circumstances, if a student places another student or school employee in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or as the effect of substantially disrupting the orderly operation of a school the conduct code will be in effect. This includes the use of social media on or off school campus.

STUDENT COMPLAINT PROCESS – Some students may feel that they have been treated unfairly under the code and other rules and regulations. The following steps provide a fair resolution of student grievances involving grades and/or some disciplinary actions, including complaints alleging any action which would be prohibited by Title IX or Section 504: (1) student/teacher conference (2) student/assistant principal conference (3) Submit written statement to main office (4) student/principal conference. Complaints alleging harassment/discrimination should be handled through the steps outlined in School Board Policy 2.16. Specific information regarding the grievance procedure for students may be obtained through the office (see Lafayette County School Board Policy 2.16- Prohibiting Discrimination, Including Sexual and Other Forms of Harassment). All School Board policies are available on the district website at www.lafayette.schooldesk.net.

Attendance Policy

LAFAYETTE HIGH SCHOOL ATTENDANCE POLICY:

School attendance is the responsibility of the parent. Since there is a strong relationship between attendance and academic performance, it is important that parents take an active role in working with the school to ensure their child's attendance on a daily basis. [Florida Statutes 1003.24 and 1003.26](#)

Absences of a medical or dental nature which are documented by a licensed physician or dentist will be considered excluded (excused) absences. Other excluded absences are death in the immediate family or recognized religious

holidays of the student's faith, or an ordered court appearance by the student. Exceptions may be made by the principal on an individual basis.

The following protocol will be followed for LHS students (Grades 6-12):

1. On the 5th unexcused absence of a nine (9) week grading period a letter will be mailed to parents notifying them of the student's accumulated absences.

A student is allowed five (5) unexcused absences per nine (9) week grading period, (parent notes will be considered an unexcused absence). If a student exceeds five (5) unexcused absences, the nine (9) week benchmark assessment for each class period must be passed with a 60% or higher grade. (The attendance for each class period is recorded independently.) If the student fails the benchmark assessment, their nine (9) weeks grade will default to a 59%. (If student's average is below 59%, they will receive the lower average for that nine (9) weeks grading period.)

2. On the 10th unexcused absence of a nine (9) week grading period the student and parent will be required to meet with the LHS child study team.

3. On the 15th unexcused absence of a nine (9) week grading period the student will receive a grade of 59%, (F – failing). If student's average is below 59%, they will receive the lower average for that nine (9) week grading period. In addition, this information will be reported to the Florida Department of Highway Safety and Motor Vehicles (DMV).

Florida Statute 232.19 states that minors between the ages of 14 and eighteen years of age who drop out of school or who accumulate 15 unexcused absences during the 9 week grading period will not be issued a learner's permit or will have their driving privilege suspended by the Florida Department of Highway Safety and Motor Vehicles. Students must attend school for 30 consecutive school days with no unexcused absences to get their Florida driver's license, learner's permit or driving privileges reinstated.

MAKE-UP WORK – One of the main responsibilities a student has is coming to school on time, to class on time, and being prepared for the day's work. It is difficult for any student to learn unless he is physically present at school. Each time a student is absent, he really misses two days, the day missed, and the day he comes back not having his homework. **It is the student's duty to contact his/her teacher to receive make-up work.** There is no excuse for not having the work done. **"I was absent"** will not be accepted. **Make-up tests will be administered at the teacher's convenience after regular school hours.** Students have two school days for each day of absence to turn in missed assignments. For example, if a student is absent from school for two days and returns to school on a Monday, their make-up work is due after the fourth day which would be a Friday. They should contact the teacher of the classes they missed when they return to school in order to get class assignments. The office will get homework assignments for students who will be absent for an extended period, upon request. Students who are absent for up to two days are asked to get make-up assignments upon their return.

In addition, students who miss class to participate in a school related activity are required to set up make-up work expectations for each class they miss. Because students who are on school related trips are still considered to be ‘in school’, they are responsible for make-up work while away from campus. Individual teachers will provide expectations to students for make-up work.

Returning to School Following An Absence – For an absence to be excused a student must present appropriate documentation (doctor note, etc) to the data clerk within five days of absence. **No attendance records will be changed after 5 school days of the return to school following an absence.**

Academic Procedures

Academically Challenging Curriculum to Enhance learning (ACCEL) Options

Effective July 1st, 2012, House Bill 7059, Relating Acceleration Options in Public Education, became law. The intent of this law is to create options for students to accelerate their progression through school through a variety of means. This flexibility will allow students to move through high school more quickly to suit their individual needs. The law requires each school to offer the following ACCEL options: whole-grade and mid-year promotions; subject-matter acceleration; (Dual Enrollment, etc.); virtual instruction in higher grade-level subjects; and Credit Acceleration program under FS 1003.4295. For more information, please contact the High School Guidance Office at 386-294-4144.

Dual Enrollment

A. Academic Dual Enrollment §1007.271, Florida Statutes

1. Section 1007.271(1) of Florida Statutes says that a “dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.”
2. Students are permitted to enroll in these programs in fall and spring terms during school hours and after school hours. **NO SUMMER!** In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees..

B. Career and Technical Dual Enrollment, §1007.271(7), Florida Statutes

1. Career dual enrollment was established by the Legislature as a positive measure to expand the scope of the dual enrollment program. Students make take up to 330 vocational clock hours per term part time Career Dual Enrollment. 2. This type of dual enrollment shall be provided as a curricular option for eligible secondary students to earn industry certifications pursuant to 1008.44, FS which count as credits toward the high school diploma.

Eligibility for Academic and Career Dual Enrollment is contingent upon the Annual Articulation Agreements with individual Post-Secondary Institutions.

Students must meet the following eligibility criteria:

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program. The College limits eligible students in grades 6-8 to one course per semester. The number of semester hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible students in grades 9 and 10 limit coursework to two courses per semester and students in grade 11 limit coursework to three courses per semester.

- Achieve and maintain, with no exceptions, an unweighted 3.0 high school grade point average to enroll in college credit courses.
- Achieve and maintain, with no exceptions, an unweighted 2.0 high school grade point average to enroll in career dual enrollment courses.
- Achieve a minimum score for reading, writing, and math preparation through submission of appropriate placement test scores pursuant to Rule 6A-14.064, Florida Administrative Code (F.A.C.). No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores in **reading, writing and math**.
- Program admission requirements/exit requirements (Appendix A) for CTE programs and other DE eligible limited access programs. The TABE can be exempted if the student meets cut score on a college placement test (ACT, SAT, PERT, or CPT). Students are responsible for costs for placement and/or exit tests.
- Cannot be scheduled to graduate from high school prior to the completion of the dual enrollment course.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete applications will cause delays that may prevent registration into the desired course or program. **The deadline for qualifying PERT scores for fall term is August 1. The deadline for qualifying PERT scores for spring term is December 1.**

The high school guidance office is responsible for verifying that the student has earned the required scores on the proper placement test(s) in order to register for a specific course(s). The guidance counselor or designee at the high school will sign the registration form to verify that the student is eligible to take the dual enrollment course(s). Students enrolling in dual enrollment courses must identify a postsecondary education objective. The Dual Enrollment Coordinator will work closely with students and high school guidance professionals in the development of student academic and education plans. NFCC will only send a letter grade to the high school for each dual-enrolled course. The grading scale transfer will be as follows:

NFC TO LAFAYETTE HIGH SCHOOL Dual-Enrollment Grade Conversion:

<u>Grade</u>	<u>Percent</u>	<u>Grade Point Value</u>
A	100	4
B	89	3
C	79	2
D	69	1
F	59	0

ADVANCED PLACEMENT COURSE TO LAFAYETTE HIGH SCHOOL

Dual-Enrollment Grade Conversion:

AP Courses completed prior to senior year with a score of 3 or higher on the AP exam will be converted as follows:

- A 100
- B 89
- C 79
- D 69
- F 59

Course taken during a student's senior year will earn the numerical average earned in the class. (AP exam results are not released until July after graduation).

Schedule Changes

Students or parents requesting a schedule change must do so within the first five (5) days of the school term. A change will be considered only if it meets the school's criteria (guidelines) for change.

Grade Point Average

Students will be required to have a cumulative minimal grade point average of 2.0 on a 4.0 scale to meet the three graduation option requirement. This would require the inclusion of all high school courses taken in the student's educational program, except those courses to which a forgiveness policy has been applied.

Grading and Ranking Procedures

A. GRADING SCALE

Numerical guidelines (Florida Uniform Statewide Grading Scale) are as follows:

<u>Grade</u>	<u>Percent</u>	<u>Grade Point Value</u>	<u>Definition</u>
A	90-100	4	Outstanding
B	80-89	3	Above Average
C	70-79	2	Average
D	60-69	1	Lowest Acceptable Performance
F	0-59	0	Failure
I	0	0	Incomplete

B. GRADE REPORTS

A grade report will be issued to all students at each three weeks of the regularly established grading period. A deficiency notice will be mailed by the 5th week of the nine weeks period if the student has a grade of "D" or "F". **All grades reports will reflect the numerical grade for the course. Any fraction of a point on the final grade will be rounded to the next higher number.**

Graduation Year: 2020-2023

Valedictorian/Salutatorian

1. Eligibility is based on the successful completion of the **Scholar Diploma Designation Requirements**.
2. **All course work** taken in each academic area of study (**English, Math, Science, Social Studies and Foreign Language**) will be averaged into the Final **NUMERICAL** Grade Point Average Calculation to determine Valedictorian and Salutatorian.
3. Minimum test scores as follows:

ACT: English – 17 Reading – 19 Math – 19 **OR** a minimum composite score of 20

SAT: Reading – 24 Mathematics – 24 Writing - 24

PERT: Reading-106 Writing-103 Math-114
4. Must be in attendance at LHS for 3 consecutive semesters prior to graduation.
5. Valedictorian will be the **Scholar Diploma Designation** recipient with the **highest** numerical Grade Point Average.
6. Salutatorian will be the **Scholar Diploma Designation** recipient with the **second highest** numerical Grade Point Average.
7. Grade Point Average within 0.01 of a point will be considered identical.

Honor Student

1. Must be in the top 25% of the senior class within the scholar diploma designation track.
2. Top 3 candidates is determined by vote of students in grades 9-12.
3. The top 3 candidates are voted on by the 6-12 instructional staff at LHS.

I. Statement Prohibiting Bullying and Harassment

- A. It is the policy of the Lafayette County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
- B. The District upholds that bullying or harassment of any student or school employee is prohibited
 - 1. During any education program or activity conducted by a public K-12 educational institution;
 - 2. During any school-related or school-sponsored program or activity;
 - 3. On a school bus of a public K-12 educational institution;
 - 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K- 12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
 - 5. Through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. School staff is not required to monitor any nonschool-related activity, function, or program.

II. Definitions

- A. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or

unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to

1. Teasing;
2. Social Exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Physical violence;
7. Theft;
8. Sexual, religious, or racial harassment;
9. Public or private humiliation; or
10. Destruction of property.

The term *bullying* shall include cyberbullying whether or not specifically stated.

- B. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
- C. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that
1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

D. Bullying and harassment also encompass

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by
 - a. Incitement or coercion;
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

- E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Districts have the flexibility to add additional specific categories of students to which bullying and harassment is prohibited in excess of what is listed.
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III. Behavior Standards

- A. The Lafayette County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that

encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.

The policy shall also

- A. Describe student responsibilities, including the requirements for students to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority

Address appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship, and academic success

- C. Explain student rights
- D. Identify disciplinary sanctions and due process

IV. Consequences

A. Committing an act of bullying or harassment

1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
3. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

B. Wrongful and intentional accusation of an act of bullying or harassment

1. Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
2. Consequences and appropriate remedial action for a school employee, found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.
3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

V. Reporting an Act of Bullying or Harassment

- A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
- C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
- D. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
- E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
- F. A school employee, school volunteer, student, parent/legal guardian or other person who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune

from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

- G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
- H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
- I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

VI. Investigation of a Report of Bullying or Harassment

- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at school bus stop.
- B. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
- C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. The investigator shall collect and evaluate the facts including but not limited to
 - 1. Description of incident(s) including nature of the behavior;
 - 2. Context in which the alleged incident(s) occurred;
 - 3. How often the conduct occurred;
 - 4. Whether there were past incidents or past continuing patterns of behavior;
 - 5. The relationship between the parties involved;
 - 6. The characteristics of parties involved, *i.e.*, grade, age;
 - 7. The identity and number of individuals who participated in bullying or harassing behavior;

8. Where the alleged incident(s) occurred;
 9. Whether the conduct adversely affected the student's education or educational environment;
 10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include
1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 2. A written final report to the principal.
- F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
- G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.
- VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District
- A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
- B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
1. If it is within the scope of the District, a thorough investigation shall be conducted.
 2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
 3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.

- C. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

- A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
 - 1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
 - 2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”
- B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

- C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

- A. The teacher or parent/legal guardian may request informal consultation with school staff, (specialty staff, e.g., school counselor, school psychologist,) to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.
- B. School personnel or the parent/legal guardian may refer a student to the school intervention team or equivalent school-based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.
- C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
- D. A school-based component to address intervention and assistance shall be utilized by the intervention team. The intervention team may recommend
 - 1. Counseling and support to address the needs of the victims of bullying or harassment;
 - 2. Research-based counseling or interventions to address the behavior of the students who bully and harass others, e.g., empathy training, anger management; and/or
 - 3. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

X. Reporting Incidents of Bullying and Harassment

- A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included within the bullying incidents category. The report shall also include, in a separate section, each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
- B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline

Data, which includes bullying and harassment as incident codes as well as bullying-related as a related element code.

1. SESIR Definitions

- a. Bullying – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
- b. Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

2. Bullying and/or harassment incidents shall be reported in SESIR with the bullying (BUL) or harassment (HAR) code. Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.

3. If the bullying or harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are

- a. Alcohol
- b. Arson
- c. Battery
- d. Breaking and Entering
- e. Disruption on Campus
- f. Drug Sale/Distribution Excluding Alcohol
- g. Drug Sale/Possession Excluding Alcohol
- h. Fighting
- i. Homicide
- j. Kidnapping

- k. Larceny/Theft
- l. Robbery
- m. Sexual Battery
- n. Sexual Harassment
- o. Sexual Offenses
- p. Threat/Intimidation
- q. Trespassing
- r. Tobacco
- s. Vandalism
- t. Weapons Possession
- u. Other Major (Other major incidents that do not fit within the other definitions)

- C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
- D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.
- E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability shall include the incident basis. Victims of these offenses shall also have the incident basis (sex, race, or disability) noted in their student records.

XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment

- A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other nonteaching staff such as bus drivers, custodians, cafeteria workers; school librarians; parents/legal guardians; and students.
- B. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations

against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying or harassment in schools.

- C. The District shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at each school, District offices, and on the District website.

XII. Reporting to a Victim's Parents/Legal Guardians the Actions Taken to Protect the Victim

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

XIII. Publicizing the Policy

- A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.
- B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.
- C. The Superintendent shall also make all contractors contracting with the District aware of this policy.
- D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format.
- E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

XIV. Review of Policy

The Superintendent and appropriate staff shall review this policy at a minimum every three (3) years. The review shall include input from parents, law enforcement, and other community members. The Superintendent shall present the policy and any recommended changes to the School Board for consideration.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**1001.43, 1003.04, 1003.31, 1003.32,
1006.07, 1006.08, 1006.09,
1006.10, 1006.147, F.S.
20 USC 1232g**

HISTORY:

**ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW**

Additional guidance on procedures for harassment/discrimination complaints can be found in School Board policy 2.16 (Prohibiting Discrimination, Including Sexual and Other Forms of Harassment). All School Board policies are available on the district website at www.lafayette.schooldesk.net.

THE EFFECTS OF BULLYING

THE WITNESSES

The people who see bullying going on are affected by it. They, like the victim, might feel sad and afraid. They might also feel guilty for not helping the person who is being bullied, or they might be pressured into joining in on the bullying.

THE VICTIM

Students who are bullied often suffer from: headaches or stomachaches, loss of focus in class, loss of sleep, low self-esteem, depression, and thoughts of hurting themselves and/or others.

THE BULLY

Even the person doing the bullying ends up getting hurt in the end. Statistics shows that people who were bullies in school are more likely to drop out of school and get into trouble later in life. Many of them even end up in jail.

BOTTOM LINE

BULLYING HURTS EVERYONE INVOLVED

THE CHARACTERISTICS OF BULLYING

There are 4 different types of bullying, which are defined on the next page, but each of the different types of bullying share 3 common characteristics.

- 1) There is more than one occurrence.
- 2) There is a difference in power.
- 3) There is intentional harm.

RESPECT is when you avoid harming or interfering with someone or something.

BULLYING is exactly the opposite of that.

BOTTOM LINE →

BULLYING IS DISRESPECT

DIFFERENT TYPES OF BULLYING

1) **Physical bullying:**
hitting, shoving, poking,
pinching, or chasing someone,
or stealing or damaging
someone's stuff.
(the most obvious kind of bullying
but not the most common)

2) **Verbal bullying:**
making mean jokes, insulting,
calling names, threatening
someone.
(the most common kind of
bullying)

3) **Social bullying:**
excluding someone from a
group, ignoring someone, or
spreading rumors.
(the most difficult kind of
bullying to see from the outside)

4) **Cyber bullying:**
the use of technology to
threaten, harass, or hurt
someone, or to spread rumors.
(online version of verbal and
social bullying)

BOTTOM LINE

SOME TYPES OF BULLYING ARE OBVIOUS, BUT OTHERS AREN'T.
KEEP YOUR EYE OPEN FOR ALL TYPES OF BULLYING.

REASONS FOR BULLYING

Some bullies do it because it gives them **control**.

Some bullies do it because it makes them feel **powerful**.

Some bullies do it because they think the person is **annoying**, **weak**, or **deserves** to be bullied.

Some bullies do it because it makes them feel **stronger**, **smarter**, or more **popular**.

Some bullies do it because they have been **bullied** themselves.

Some bullies do it because it makes them seem **tough**, so other people won't bully them.

BOTTOM LINE →

THERE ARE NO GOOD EXCUSES FOR BULLYING
AND NO ONE DESERVES TO BE BULLIED.

DRAWING THE LINE

Sometimes it is difficult to tell whether someone is truly bullying someone, or just joking around. Teasing and taunting are two words that both mean “making fun of someone”, but with two very different intentions.

TEASING IS WHEN:

- people are being playful and friendly
- people do not intend to hurt anyone's feelings
- both people can easily tease each other
- everyone laughs together
- if anyone gets hurt or upset, the teasing immediately stops

TAUNTING IS WHEN:

- people are not being playful and friendly
- people intend to hurt someone's feelings
- the person being taunted is afraid to taunt back
- people are laughing AT the person, not WITH him or her
- even if the person is hurt or upset, the taunting doesn't stop

BOTTOM LINE 

**THERE IS A BIG DIFFERENCE BETWEEN
JOKING AROUND AND BULLYING**

A COURSE OF ACTION

It may seem like there is nothing you can do
if you are being bullied but
you have the **POWER** to **CHANGE** your situation!

The following page describes ways to
take action against bullying.

BOTTOM LINE 

YOU HAVE THE POWER!

1) BE ASSERTIVE

First, remind yourself that you deserve respect. Respond calmly. Laugh or joke about it if you can. Don't show the bully that you are upset. If nothing else is working, simply walk away from the situation.

2) TALK TO AN ADULT

Don't be embarrassed, and don't be afraid to be thought of as a "tattletale". When you tattletale, you are trying to get someone in trouble, which causes problems. But when you tell, you are trying to get help for someone or yourself, which means you are solving problems. Find a trusted adult and tell them what's going on.

3) TAKE A STAND IF IT IS SAFE

Trust your instincts, and take a stand if the situation is not too far out of hand. It helps to speak out against bullying. If the bullying is verbal, it might help to tell the person to stop. Remember that there is strength in numbers, so keep your friends close if you feel threatened.

CREATING A CAMPUS COMMUNITY THAT CARES

Schools are less likely to have bullies if the school community knows that the school is a safe, fair, and caring place for students to be.

To create a campus community that cares, just remember the three R's:

1) RESPECT
for yourself

2) RESPECT
for others

3) RESPONSIBILITY
for your actions

BOTTOM LINE →

BULLYING CAN BE PREVENTED IF THE SCHOOL HAS A SAFE AND CARING ATMOSPHERE.