

2021-2022

LAFAYETTE HIGH SCHOOL
Student Handbook

LAFAYETTE DISTRICT SCHOOLS
MAYO, FLORIDA

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Lafayette

District Schools

Welcome to Lafayette High School

Welcome Hornets to the 2021-2022 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 ADA, 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.

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 Clark
 Kristy Garrard
 Katyjo Land
 Amanda Byrd
 Lucie Gresham
 Melissa Pearson

Redwards@lcsbmail.net
 Shancock@lcsbmail.net
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 Thanson@lcsbmail.net
 Jpearson@lcsbmail.net
 Mhewett@lcsbmail.net
 Bsharpe@lcsbmail.net
 Jclark@lcsbmail.net
 Kgarrard@lcsbmail.net
 Kjland@lcsbmail.net
 Abyrd@lcsbmail.net
 Lgresham@lcsbmail.net
 Mpearson@lcsbmail.net

Lafayette High School 2021-2022 Bell Schedule

| REGULAR SCHEDULE | | |
|-----------------------------|---|--|
| 6 th GRADE | 7 th & 8 th GRADE | 9 th – 12 th GRADE |
| 1 st 8:15-9:05 | 1 st 8:15-9:05 | 1 st 8:15-9:05 |
| 2 nd 9:10-10:00 | 2 nd 9:10-10:00 | 2 nd 9:10-10:00 |
| 3 rd 10:05-10:55 | 3 rd 10:05-10:55 | 3 rd 10:05-10:55 |
| Lunch 10:55-11:20 | 4 th 11:00-11:50 | 4 th 11:00-11:50 |
| 4 th 11:25-12:15 | Lunch 11:50-12:15 | 5 th 11:55-12:45 |
| 5 th 12:20-1:10 | 5 th 12:20-1:10 | Lunch 12:45-1:10 |
| 6 th 1:15-2:05 | 6 th 1:15-2:05 | 6 th 1:15-2:05 |
| 7 th 2:10-3:00 | 7 th 2:10-3:00 | 7 th 2:10-3:00 |

| ACTIVITY SCHEDULE | | |
|-----------------------------|---|--|
| 6 th GRADE | 7 th & 8 th GRADE | 9 th – 12 th GRADE |
| 1 st 8:15-9:00 | 1 st 8:15-9:00 | 1 st 8:15-9:00 |
| 2 nd 9:05-9:50 | 2 nd 9:05-9:50 | 2 nd 9:05-9:50 |
| 3 rd 9:55-10:40 | 3 rd 9:55-10:40 | 3 rd 9:55-10:40 |
| Lunch 10:40-11:05 | 4 th 10:45-11:30 | 4 th 10:45-11:30 |
| 4 th 11:10-11:55 | Lunch 11:30-11:55 | 5 th 11:35-12:20 |
| 5 th 12:00-12:45 | 5 th 12:00-12:45 | Lunch 12:20-12:45 |
| 6 th 12:50-1:35 | 6 th 12:50-1:35 | 6 th 12:50-1:35 |
| 7 th 1:40-2:25 | 7 th 1:40-2:25 | 7 th 1:40-2:25 |

**LAFAYETTE DISTRICT SCHOOLS
MAYO, FLORIDA
SCHOOL CALENDAR
2021-2022 CALENDAR**

| | |
|------------------------------|--|
| Aug 3 - 9, 2021 | Preplanning |
| August 10, 2021 | First Day of Classes |
| September 6, 2021 | Labor Day (No School) |
| September 20, 2021 | Professional Learning Day (No School for Students) |
| October 11-15, 2021 | FTE Survey Week |
| October 15, 2021 | End of First Grading Period |
| October 18, 2021 | Teacher Records Day (No School for Students) |
| October 19, 2021 | Beginning of Second Nine Weeks |
| November 1, 2021 | Professional Learning Day (No School for Students) |
| November 11, 2021 | Veteran's Day (No School) |
| November 22-26, 2021 | Fall Break/Thanksgiving (No School) |
| December 23, 2021 | End of Second Grading Period (Early Release Day) |
| Dec. 24, 2021 - Jan. 6, 2022 | Christmas Break (No School) |
| January 7, 2022 | Teacher Records Day (No School for Students) |
| January 10, 2022 | Professional Learning Day (No School for Students) |
| January 11, 2022 | Beginning of Third Nine Weeks |
| January 17, 2022 | Martin Luther King Holiday (No School) |
| February 7-11, 2022 | FTE Survey Week |
| February 21, 2022 | President's Day (No School) |
| March 17, 2022 | End of Third Grading Period |
| March 18, 2022 | Teacher Records Day (No School for Students) |
| March 21, 2022 | Professional Learning Day (No School for Students) |
| March 22, 2022 | Begin Fourth Grading Period |
| April 11-15, 2022 | Spring Break (No School) |
| May 13, 2022 | Last Day for Seniors |
| May 20, 2022 | Graduation |
| May 26, 2022 | End of Fourth Grading Period (Early Release Day) |
| May 27, 2022 | Post School Planning |
| May 30, 2022 | Memorial Day |

A. SCHOOL PROCEDURES

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 WITHOUT TEACHER APPROVAL.

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.

Deliveries

All deliveries including, but not limited to flowers, food, clothes, etc. must be delivered to the front office. Every effort should be made to keep these deliveries to a minimum.

Insurance

Parents who do not have their children covered under their own policies are encouraged to take advantage of the school insurance plan approved by the Lafayette County School Board. Students who participate in school athletics and extracurricular activities must provide proof of insurance. The purchase of school insurance can serve as a secondary insurance in some instances. LHS or Lafayette County School Board is not responsible for expenses incurred as a result of injury.

Lafayette High School Internet Safety and Acceptable Use Policy

Lafayette Schools views the use of computers and access to the Internet as essential to the learning environment and will adhere to all CIPA requirements to the best of our abilities by using a web filter and promoting Internet Safety. The District fully supports those materials that will enhance the research and inquiry of the learner with directed guidance from faculty and staff. However, it is impractical to control all materials on the internet and users may discover inappropriate information. This AUP outlines the guidelines and behaviors users are expected to adhere to. The guidelines contained within are not intended to be an exhaustive list. Users should use their own good judgement when using school technologies.

I will:

- Treat school resources as a privilege, and alert staff if there is any problem with its operation.
- Use school technology at appropriate times, in approved places, and as advised by teachers for educational purposes. - Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline. - Keep my password and personal information confidential and notify my teacher if I believe it has been compromised. - Communicate with the same appropriate, safe, mindful, and courteous conduct as offline.

I will not:

- Attempt to find or access inappropriate content or try to circumvent school safety measures and filtering tools. - Use inappropriate language or engage in cyberbullying, harassment, or disrespectful conduct toward others. - Install software, change inappropriate settings, or any other activity not approved by an appropriate staff member. - Engage in criminal activity, violate copyright, hacking, or any activity that may bring embarrassment to the school district. - Use my district owned device or accounts for any purpose other than education.
- Disclose, use, or disseminate personal information of other students or staff members.

Individual email accounts are created for students to login to their chromebooks, other software programs, and to receive assignments from their teachers. This is an essential step in our move to a more digital curriculum and to prepare students for computer based testing. These email accounts may be monitored through the use of classroom management software. The use of email for children ages 13 and under is not permissible without consent from a parent or guardian. By signing the Acceptable Use form (sent home in first day packets to new LHS students), you are agreeing to the creation of a student email account for your child. If you have any concerns, please contact school administration before signing.

Lafayette County Staff will have the ability to monitor all district owned accounts and any traffic flowing in or out of the school network and users should have no expectation of privacy. Failure to comply with the above or any other activity deemed inappropriate by Lafayette staff will result in disciplinary action by the school district. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act. Student information will be protected as required by FERPA and HIPPA. Lafayette schools will not be responsible for unauthorized transactions conducted over the school network, or any damage or harm to persons, files, data, or hardware.

Lockers

1. Students will use the lock and locker assigned with no trading.
2. Students may not share their locker with others. Students are responsible for the contents of their locker.
3. Students should keep locker combinations secret.
4. Students should make sure their locker is closed and locked.
5. Students should keep their locker clean inside and outside.
6. Trading lockers and/or vandalism, etc. may result in loss of locker use and subsequent discipline.
7. Students who have a problem with their locker may check with the person in charge of lockers at their school.
8. Students are not to use cars as lockers.
9. No loitering at lockers.
10. **Valuables are not to be brought to school. The school is not responsible for personal property damaged, stolen, or lost (to include confiscated items).**

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.

Student lockers/storage spaces provided by the school system are the property of the Lafayette County School Board and are subject to search by school authorities at any time. School authorities reserve the right to search and inspect any school owned property, private property or a student's person on school grounds or at school events.

Notice of Limited Supervisory Times

Lafayette County Schools will provide supervision to its students according to FL Statute 1003.31 (2):

- During the time (s)he is attending school;
- During the time the student is on the school premises participating in a school-sponsored activity;
- During a reasonable time (30 minutes) before and after regular school hours or at school-sponsored activities.

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. Changes in after school pickup should be called into the office (386) 294-1701 prior to 2:00pm.

Student Parking

Student driving and parking on the school campus is a privilege and may be revoked at any time as deemed necessary by the administration. A student parking permit is required to park on campus. In order to receive this permit, a student must provide (1) a valid Florida Driver's License, (2) valid proof of insurance including motorcycles (3) valid proof of vehicle registration and (4) signed student drug testing consent form. A copy of these rules will be signed by the student and parent and kept on file at the school. The school will not be responsible for valuables lost or stolen from student vehicles. All valuables should be removed from vehicles and vehicles should be locked. All vehicles parked on the school campus are subject to search by school authorities or by law enforcement personnel working with them. Searches may be conducted for any reasonable purpose. **Listed below are the rules and procedures that are to be followed:**

1. Vehicles must remain parked during the entire school day in designated parking spaces between the lines.
2. Speed limit on campus is 5 mph.
3. Students must follow all Florida driving laws, including seat belt use and no texting while driving.
4. Students must drive and park on asphalt only.
5. Students must display safe and prudent behavior around any vehicle.
6. When buses are present in the bus loop, students must wait until ALL buses have left before driving in the bus loop area.
7. Upon arriving at school, students are to leave their cars immediately.
8. Prior to going to a parked car during school hours, students must obtain specific permission from Principal or Designee.
9. All vehicles must display the school parking permit. The number on the permit must be visible.
10. If the parking permit is lost, a new one must be issued. Parking permits are non-transferable and are registered to only one student.
11. School / District is not responsible for damage to vehicle(s) while on campus.
12. All underclassmen park in lot closest to softball field.
13. All seniors park in lot in front of campus in a paved parking spot.

Parking Pass for Motorcycle Drivers:

- A motorcycle endorsement must be on the student's driver's license
- Operator of the motorcycle must agree to wear a helmet and protective eye gear
- Motorcycle must be "street" legal (tag, blinkers, head & tail light, no loud muffler, does not include dirt bikes)
- Proof of motorcycle insurance is required

Failure to follow the above rules and procedures will result in disciplinary action by the School Administration. Discipline may result in one or more of the following actions:

1. Administrative warning
2. Revocation of parking privileges
3. Suspension
4. Towing the vehicle or attaching a tire boot
5. Trespassing charges

Student Drug Testing Consent Form

All students in grades 9-12 participating in any extra-curricular activities (including but not limited to sports, clubs, driving on campus, etc.) are required to complete a drug testing consent form pursuant to LCSB Policy 5.14.

Textbooks, School Property, School Debts

1. Students are responsible for textbooks and/or any school property loaned for their use.
2. Parents or guardians are liable for any loss, destruction, unnecessary damage or failure to return instructional materials (1006.42 Florida Statutes) and any school property loaned for their use.
3. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal (1006.28(4)(b) F.S.).
4. A student who loses, severely damages or fails to return a textbook and/school property may not be issued additional textbooks or school property until the debt has been paid for or replaced.
5. Monies collected from students shall be returned in the event the lost books/school property are found and returned to the responsible teacher before June 30th of the current year. No refunds shall be made after that date.
6. Students are responsible for library books and other school materials loaned to them. They shall replace or reimburse the school for loss or unnecessary damage to such items. Report cards and diplomas may be held up until such items are cleared.
7. Students enrolled in Dual Enrollment classes are required to return books to their Guidance Counselor.
8. All Non-Sufficient Funds (NSF) checks for school and district accounts will be processed by Federal Automated Recovery Systems (FARS). All checks must include name, address, and phone numbers.
9. Any student owing a school debt will not be permitted to participate in the Graduation ceremony.

****The above information also applies when students are issued a digital text and electronic device to access the digital text.**

Trips / Chaperones

Any approved field trips must enhance units of study taught in the classroom. Each class, grade level, or organization will send specific information to the parent regarding the field trip. All students participating in the field trip activity must have a permission slip signed by the parent/guardian. Students may ride home with parents if a permission slip has been approved by the Principal / Designee. If parents request that their child ride home with someone else, they must submit a notarized request and it must be approved by the principal. Depending upon the activity, parents may be requested to be chaperones. Chaperones must be a minimum of 21 years of age or the biological parent if not 21. The list of chaperones must be approved by the principal or designee. Chaperones will be instructed on their responsibilities during the trip. Only pre-approved chaperones (those who purchased ticket through school) may supervise children. Those approved chaperones are expected to monitor the students in their charge without the distraction of other adults/children who are not part of the trip. Parents who are chaperones may not take any additional children on the trip. Chaperones must adhere to all school board policies. Bus code of conduct is applied and should be adhered to on all trips.

The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property.

Visitors / Parents Visiting School Campus

Parents or visitors to school shall be cleared through the office by presenting your drivers license and be issued a visitor's pass. Visitor passes should be visible at all times. Anyone picking up students during the day must be authorized on the registration form and must meet the student in the office. No student visitor permits will be issued. Students found associating with unauthorized visitors on campus may be subject to disciplinary action.

B. SAFETY, PHYSICAL & MENTAL HEALTH

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. For additional information, refer to LCSB policy 4.101 or Florida Statute 1003.22.

Communicable Disease

A student who has been ill with a communicable disease shall in no case be allowed to return to school except upon the written permission of the full-time health officer, nurse or other reputable physician licensed to practice in the State of Florida.

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.

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.

Enforcement of Immunization Law

Per Florida Statute 1003.22 all students are required to have proof of immunizations. This statute also indicates that the two exemptions to the law would be for medical or religious reasons. If the student does not meet these requirements, they may not be permitted to attend school. Transferring students have 30 days after enrollment to meet this requirement.

Fortify Florida

Any suspicious activity on campus must be reported immediately either directly to school administration or via Fortify Florida.

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.

Health and Safety

Schools shall have provisions for caring for students who become ill at school. If a student is injured, first aid shall be given and parents notified. If an injury appears to be serious, medical assistance will be secured as soon as possible. Parents are to furnish the school with the names of persons to contact in case of accidents, injury, or illness (refer to FAC64F-6.004 Emergency Information Form). School health nurses are available at each school. Parents are to provide the school with a doctor's note to return to school. The contact number for the school nurse is 386-294-4175.

All prescription or over-the-counter medications shall be delivered to the health room in accordance with the school board policy.

School Health Medication Policy

Parent/Guardian must bring medications to the School Clinic in the original container, not expired. A Medication Administration Form must be on file with the physician's signature and parent signature before a medication can be administered at school. Parent/Guardian must pick up medications from the School Clinic by the end of the school year or it will be destroyed. School personnel will not provide students with any medications, prescription or over-the-counter. Refer to LCSB policy 5.15.

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.

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.

C. CODE OF STUDENT CONDUCT

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.

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. All students, regardless of grade or age, should follow instructions of all school personnel, including but not limited to: teachers, bus drivers, cafeteria workers, and others regardless of school hours.

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 privilege 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.

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 School

Alternative School 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.

Habitual Violations

Violations will be considered habitual after the third offense within the same classification. 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.

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 or designee. 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 or designee. 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 or designee will consult with the student(s) involved and with the appropriate school personnel. Once the classification is made, the principal or designee will implement the disciplinary procedure.

Consequences for Behavior

Any formal disciplinary action may be used for Class I and Class II violations excluding Alternative School placement and/or expulsion. All students receiving habitual Class II or a Class III violation will be recommended for Alternative School placement or expulsion.

STUDENT CODE OF CONDUCT- OFFENSES / DEFINITION

Administrators may deviate from the possible consequences with discretion.

MINOR OFFENSES – CLASS I

| LEVEL I | | |
|--------------|--|--|
| OFFENSE CODE | LEVEL 1 OFFENSE | DEFINITION OF OFFENSE |
| 1.01 | Excessive Distraction of Students | Any behavior which disrupts the orderly educational process. |
| 1.02 | Disrespect | Refusal to follow reasonable directions from any School Board employee |
| 1.04 | Excessive tardiness | Repeatedly reporting late to school or class |
| 1.04 | Profane language | Non-directed use of profane or obscene language |
| 1.05 | Non-Conformity to dress code | Refer to school handbook |
| 1.06 | School bus disruption | Minor disruption on a school bus |
| 1.07 | Displays of public affection | Inappropriate public display of affection including, but not limited to, hugging and kissing |
| 1.08 | Unauthorized use of property | Unauthorized use of school or personal property |
| 1.09 | Littering | Littering on school property |
| 1.10 | Parking/Driving Violation | Parking/driving violation on school property |
| 1.11 | Quarreling | Minor offenses that include pushing, shoving, tripping, etc. |
| 1.12 | Unauthorized use or possession of non-educational item | Unauthorized use and/or possession of all non-education items which are prohibited at school |

INTERMEDIATE OFFENSES – CLASS II

| LEVEL II OFFENSE CODE | LEVEL II OFFENSE | DEFINITION OF OFFENSE |
|--------------------------|--|--|
| 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 | The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school sponsored events or on school transportation by any person under the age of 21 (including vapes or any other device used for smoking). |
| 2.03 | Threatening a School Board employee | Any threat made against a School Board employee |
| 2.04 | Harassment | Intentionally harassing 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 | Petit Theft | The intentional, unlawful taking or carrying away of public or personal property valued at less than \$750 |
| 2.07 | Property Damage/Vandalism | The intentional, deliberate damage of less than \$1,000 to public or personal property |
| 2.08 | Possession of stolen property | 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 results in a 2.09 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 | Fireworks | Possession and/or igniting fireworks |
| 2.12 | Obscene Manifestations | Obscene verbal, written or gesture toward another person |
| 2.13 | Profane Language toward a School Board employee | Directing profane or obscene language toward a School Board employee |
| 2.14 | Unauthorized absence | 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 dangerous objects | Possession and/or transfer of objects that are potentially dangerous (including pocket knives) |
| 2.17 | Inciting Disorder | Inciting student disorder or malicious mischief |
| 2.18 | Providing False Information | 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 offenses | Excessive disciplinary offenses |
| 2.21 | Cheating | Cheating on any school assignment |
| 2.22 | Inappropriate Technology Use | Inappropriate use of technology |
| 2.23 | Unauthorized Cell Phone Use | Unauthorized use of cell phone during school day including, but not limited to the videoing, recording, or photographing of another person without their consent |
| 2.24 | Physical Attack | An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual |

MINOR OFFENSES – CLASS III

| LEVEL III OFFENSE CODE | LEVEL III OFFENSE | DEFINITION OF OFFENSE |
|---------------------------|--|---|
| 3.01 | Drugs | The unauthorized possession, transfer, use or sale of drugs, drug paraphernalia, or counterfeit drugs |
| 3.02 | Alcohol | The possession, transfer, sale, purchase, or use of alcoholic beverages |
| 3.03 | Arson | The malicious and willful burning of or attempting to burn property |
| 3.04 | Battery upon a School Board employee | The unlawful and intentional touching or striking of a School Board employee |
| 3.05 | Robbery | The taking of money or property from another by force, violence, assault or the instilling of fear |
| 3.06 | Theft | The intentional, unlawful taking, or carrying away of public or persona; property valued at more than \$750 |
| 3.07 | Criminal Mischief/Vandalism | The intentional, deliberate damage of more than \$1,000 to public or personal property. |
| 3.08 | 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 |
| 3.09 | Criminal Mischief | Willful and malicious injury or damage of \$200 or more to public or private property |
| 3.10 | Weapons Possession | Possession of a firearm or any instrument or object as defined by Section 790.001, F.S. that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm |
| 3.11 | Discharging a firearm | Discharging any pistol, rifle, shotgun, air gun or any other device |
| 3.12 | Bomb Threat | Any such communication regarding school board property which causes the interruption of the education environment |
| 3.13 | Explosions | Preparing, possessing or igniting on school board property explosive substances likely to cause serious bodily injury or property damage |
| 3.14 | Sexual Acts | <ol style="list-style-type: none"> 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 |
| 3.15 | Aggravated Battery | A battery where the attacker intentionally or knowingly causes more serious injury, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or where the attacker knew or should have known the victim was pregnant |
| 3.16 | 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 |
| 3.17 | Distributing, producing or selling school records | Distributing, producing or selling school records such as report cards, grade sheets, etc. |
| 3.18 | Fire alarms | Activating fire alarms with malicious intent |
| 3.19 | Off campus arrest | Arrested off-campus |
| 3.20 | Violation of Alternative School Contract | Any violation of the Alternative School Contract |
| 3.21 | Repeated Class II Offenses | |

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.

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.k12.fl.us.

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. Shoes with rollers on the soles cannot be worn to school. Knives (including pocket knives) of any size are not allowed at school.

LHS Dress Code

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. Any article of clothing having holes 2 inches above the knees may not be worn without hole being completely covered so no skin is showing.
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. 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. Hats, beanies, hoodies etc. must be removed when entering any building, Hallway, or classroom 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

For a first offense, a student must be given a verbal warning and the school principal or designee 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 or designee 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 or designee 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.

Cell Phone Policy

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. 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.

Transportation 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.

D. ACADEMIC INFORMATION

Benchmark Assessments

- All students are required to take cumulative benchmark assessments at the end of the first three grading periods
- All benchmark assessments will count in the assessment category of student's nine week grades
- Exams may be performance based
- Students with five or more unexcused absences must pass these exams in order to pass the course

End of Course Exams

- All state End of Course (EOC) exams will count as specified by DOE/FL Statutes (currently 30%) of the final course grade
- For ELA and Math courses, state FSA assessments will count 15% of student's second semester grade
- For all other courses, the local EOC will count as 15% of the student's second semester grade

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.

"The equivalent of one class period per day of physical education for one semester of each year is required for students enrolled in grades 6 through 8. FS 1003.455"

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

| GRADE | PERCENT | GRADE POINT VALUE |
|--------------|----------------|--------------------------|
| 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 |

Courses 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:

| GRADE | PERCENT | GRADE POINT VALUE | DEFINITION |
|-------|---------|-------------------|-------------------------------|
| A | 90-100 | 4 | Outstanding |
| B | 80-89 | 3 | Above Average |
| C | 70-79 | 2 | Average |
| D | 60-69 | 1 | Lowest Acceptable Performance |
| F | 50-59 | 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.

E. ATTENDANCE INFORMATION

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 4th 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 7th 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 10th 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).

Suspension of Driver's License

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.

Tardy Policy

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.

Truancy/Pattern of Nonattendance

1. A student may be exhibiting a pattern of nonattendance if he/she has had at least five (5) unexcused absences within a calendar month or 10 unexcused within a 90-calendar-day period.
2. "Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent, is subject to compulsory school attendance under Section 1003.21(1) and (2)(a), and is not exempt under Section 1003.21(3) or Section 1003.24, or by meeting the criteria for any other exemption specified by law or rules of the State Board of Education.

Enforcement of School Attendance (F.S. 1003.26)

The student's primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of nonattendance if a child has 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar-day period. The principal or his/her designee shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the school's child study team finds that a pattern of nonattendance is developing, a child study team meeting with the parent must be scheduled to identify potential remedies/interventions, and the principal shall notify the Superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.

F. FEDERAL AND STATE STATUTES

1003.3101 Additional Educational Choice Options

Each school district board shall establish a transfer process for a parent to request his or her child be transferred to another classroom teacher. This section does not give a parent the right to choose a specific classroom teacher. A school must approve or deny the transfer within 2 weeks after receiving a request. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial. An explanation of the transfer process must be made available in the student handbook or a similar publication.

1003.44 Pledge of Allegiance

The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. According to F.S. 1006.07(2), a student has the right not to participate in reciting the pledge. Upon written request by his or her parent, a student must 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 respect to the flag by standing at attention. All written requests should be submitted to a school-based administrator.

1006.07 District School Board Duties Relating to Student Discipline and School Safety

Each code shall be organized and written in language that is understandable to students and parents and shall be discussed at the beginning of every school year in student classes, school advisory council meetings, and parent and teacher association or organization meetings. Each code shall be based on the rules governing student conduct and discipline adopted by the district school board and shall be made available in the student handbook or similar publication.

1006.07 (2D) 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.

1006.53 Religious Observances

Each public postsecondary educational institution shall adopt a policy which reasonably accommodates the religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments. Each policy shall include a grievance procedure by which a student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress. Such policy shall be made known to faculty and students annually in inclusion in the institution's handbook, manual, or other similar document regularly provided to faculty and students.

1012.42 Teacher Teaching Out of Field

When a teacher in a district school system is assigned teaching duties in a class dealing with subject matter that is outside the field in which the teacher is certified, outside the field that was the applicant's minor field of study, or outside the field in which the applicant has demonstrated sufficient subject area expertise, as determined by district school board policy in the subject area to be taught, the parents of all students in the class shall be notified in writing of such assignment, and each school district shall report out-of-field teachers on the district's website within 30 days before the beginning of each semester. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. The school district must approve or deny the parent's request and transfer the student to a different classroom teacher within a reasonable period of time, not to exceed 2 weeks, if an in-field teacher for that course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to s. 1003.03 and s. 1, Art. IX of the State Constitution. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial. An explanation of the transfer process must be made available in the student handbook or a similar publication. This subsection does not provide a parent the right to choose a specific teacher.

SB 6A-1.09421/22/23 Required Instruction

Mental & Emotional Health Education, Substance Use and Abuse Education, and Child Trafficking Prevention Education must be completed by all students annually in grades 6-12. Implementation plans for the required education can be found on the district website.

SB 436 Crime of Making Threats of Terror or Violence

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.