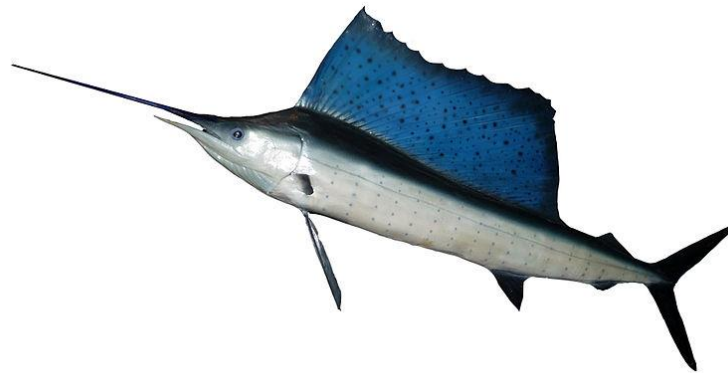




# *CODE OF STUDENT CONDUCT*



**Student Success!**  
2020 - 2021

*Steve Dionisio*  
*Superintendent of Schools*  
[www.yourcharlotteschools.net](http://www.yourcharlotteschools.net)

# **The School Board of Charlotte County, Florida**

Wendy Atkinson, Chairman  
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Ian Vincent  
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Prepared by:  
Dr. Michael Desjardins  
Assistant Superintendent of School Support

This document was approved by the School Board of Charlotte County on May 12, 2020

Copies of official School Board Rules which relate to student conduct are available in all schools, as well as the district offices and on our website [yourcharlotteschools.net](http://yourcharlotteschools.net).

The School Board of Charlotte County does not discriminate in educational programs/activities or employment on the basis of race, color, religion, sex (including sexual orientation, transgender status, or gender identity), national origin, age, marital status or handicap.

School Board Policy 2260, 5730

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## **Charlotte County Public Schools**

### **District Vision**

**Student Success!**

### **District Mission**

**To promote character and competence in a positive learning culture that ensures success and inspires purpose for ALL.**

### **Our Core Values**

- **Collaboration**
- **Communication**
- **Integrity**
- **Leadership**
- **Excellence**
- **Safety**

***Our values represent the agreed ways in which the Charlotte County Public Schools community will live and work together to pursue our mission in achieving our common vision.***

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# **CODE OF STUDENT CONDUCT**

## Superintendent's Message

Dear Students and Parents,

The *Code of Student Conduct* you are about to read is a very important document. It provides you with an understanding of the rights and responsibilities of all students, the rules relating to daily behavior, and the consequences for violation of those rules. It explains our expectations for student behavior and summarizes school district policies and Florida statutes that relate to student conduct. It is my firm belief that every student is responsible for his/her own behavior and the choices he/she makes.

Please know that the *Code of Student Conduct* applies uniformly to all students enrolled in our school system during the time school is in session, on School Board owned property at any time, at our bus stops, and during extra-curricular activities regardless of location. Charlotte Technical College and The Academy may adopt policies and procedures, consistent with this document, which reflect the specific needs of its adult and alternative education populations. This code also applies to students who commit felonies off School Board owned property as per Florida statutes.

Having a clear understanding of these important policies and procedures will help students have an outstanding educational experience and will give parents information to reinforce good behavior.

Please read this document carefully and if you have any questions, contact the school or the Assistant Superintendent of School Support at our district office. Our staff is always available to help you with any question or concern.

Have a great year in the Charlotte County Public School system.

Sincerely,

Steve Dionisio  
Superintendent of Schools

**STUDENT/PARENT ACKNOWLEDGMENT FORM**  
**2020 - 2021**

The *Code of Student Conduct* has been developed to help your child gain the greatest possible benefit from his/her school experiences. This *Code of Student Conduct* defines the responsibilities and the rights of students attending Charlotte County Public Schools, as well as clearly identifies the consequences for student actions which violate this code.

The school is in need of your help and cooperation. Students, parents, and schools working together can maintain a safe and purposeful atmosphere in the schools where students can learn to their full potential.

Since parents/guardians share responsibility for the actions of their children, they should also become familiar with the rules and expectations described in this handbook. Please read and discuss this important document with your child, then sign this form and return it to your child's school, where it will be kept on file.

I also agree to the rules and terms of network and internet use as outlined in the agreement in this *Code of Student Conduct*.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

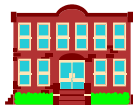
\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Note: Failure to return this acknowledgment form will not release a student or the parents/guardians of the student from responsibility for knowledge of the contents of the *Code of Student Conduct* and will not excuse noncompliance with the *Code of Student Conduct* by the student.



**THIS FORM WILL BE FOUND AT THE END OF THIS DOCUMENT**  
**FOR SIGNATURE AND RETURN TO THE SCHOOL.**

-----  
**STUDENT RIGHTS AND RESPONSIBILITIES**

Students attending the Charlotte County Public Schools have the right to a free and appropriate education which includes the right to equal educational opportunities without regard to race, national origin, sex, handicap, or marital status. In addition, students have the following rights:

1. To learn in a safe and orderly environment;
2. To be treated with dignity and respect;
3. To express opinions and personal points of view;
4. To peaceably assemble;
5. To be secure in their personal privacy;
6. To limit access to their student records;
7. To be informed of the rules of conduct;
8. To have reasonable and fair treatment; and
9. The right to due process with regard to suspension and expulsion.

- A. A student will be given both written notice of his/her suspension and the reasons along with the opportunity to appear and respond to the charges against him/her prior to the suspension. An appeal may be addressed to the principal whose decision will be final.
- B. A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons with an opportunity to appear with a representative before the Superintendent/designee to answer the charges.

These rights and responsibilities are not absolute and may be limited when necessary, at the discretion of the principal, to prevent the disruption of the orderly operation of the school.

Along with these rights, students have the following responsibilities:

- 1. To follow and abide by all school safety rules and procedures;
- 2. To attend school regularly;
- 3. To treat others with respect;
- 4. To treat school property and the property of others with respect;
- 5. To respect the privacy of others;
- 6. To have in their possession only those items allowed by law and/or School Board rules or policies;
- 7. To listen courteously to the opinions and points of view of others; and
- 8. To come to class with all necessary materials and be prepared to learn.

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School Board Policy 2260, 5780

## **PROHIBITION OF SEXUAL HARASSMENT**

The School Board prohibits harassment of any student on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), handicap, or marital status.

### **Specific Prohibition**

It is sexual harassment for a student to subject another student, employee or non-employee volunteer to, or be the subject of, any unwelcome conduct of a sexual nature from another student, employee, or non-employee volunteer. Students who engage in such conduct shall be subject to disciplinary action as described in the district *Code of Student Conduct*.

### **Procedures**

Any student who alleges sexual harassment by another student, employee, or non-employee volunteer may use the Student Grievance Procedure or may complain directly to the building principal, the Executive Director of School Support, or a District Anti-Harassment Compliance Officer.

Reprisals or retaliation for reporting sexual harassment will not be tolerated and will be regarded as threats or intimidation as defined in this document. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the School Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

### **Disciplinary Action**

A substantiated charge of sexual harassment on the part of a student shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the *Matrix of Infractions and Disciplinary Actions* which is located in the *Code of Student Conduct*.

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Florida Statute 1006.07 (2)(h)  
School Board Policy 3362, 5517, 5517.01



## **PROHIBITION OF DATING VIOLENCE**

All students should have an educational setting that is safe, secure, and free from dating violence or abuse of any kind. Dating violence by any student is prohibited on school property, during any school-related or school-sponsored program or activity or during school-sponsored transportation

**Definition:** Teen dating violence is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats, and acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.

Any student who is the victim of dating violence or who witnesses it should report it immediately to the school's administration. Reprisals or retaliation for reporting dating violence will not be tolerated and will be regarded as threats or intimidation as defined in this document.

## **STUDENT GRIEVANCE PROCEDURE** **(DISCRIMINATION/HARASSMENT)**

The Student Grievance Procedure may include complaints of harassment and/or discrimination. This procedure is not, generally, available to students who reject behavior consequences issued to them by school officials. However, specific complaints about such consequences, when they overlap student concerns that school officials caused the student to feel harassment or discrimination, may advance under this complaint procedure.

Reprisals or retaliation for reporting discrimination or harassment will not be tolerated and will be regarded as threats or intimidation as defined in this document.

The following steps represent the District's guidelines for handling student complaints about discrimination and harassment.

### Level I: School-Based Complaint-Process

- A. The student presents his / her complaint, in writing or verbally, within sixty (60) days of the offending behavior to a school counselor or assistant principal.
- B. The assistant principal becomes the scheduler of the complaint hearing and serves as the facilitator at the hearing.
- C. The hearing shall include the student-complainant, the student's counselor, the assistant principal-facilitator, the student's parent or representative, and the employee about whom the complaint is filed.
- D. The hearing shall occur within 10 school days of the counselor's or assistant principal's receipt of the student-complaint.
- E. Within 10 days of the hearing, the assistant principal will render a summary of the hearing, determining: (1) if an act of discrimination or harassment has occurred (2) a binding resolution for relief to the aggrieved.

### Level II:

- A. If the student-complainant is unsatisfied with the complaint-resolution at LEVEL I, s/he may pursue advancement of the complaint, on appeal, to LEVEL II within ten (10) school days. Failure to advance the appealed-complaint within this time frame will have the net effect of ending the complaint.
- B. The appellant-student will advance the complaint to the building principal (or director) where the alleged harassment or discrimination occurred.
- C. The building principal (or director) becomes the scheduler of the LEVEL II complaint-appeal hearing and serves as the facilitator at that hearing.

- D. The hearing shall include the student-complainant, the principal-facilitator, the student's parent or representative, and the employee about whom the complaint is filed.
- E. The hearing shall occur within 10 school days of the principal's receipt of the appeal.
- F. Within 10 days of the appeal-hearing, the principal will render a summary of the hearing, determining: (1) if the LEVEL I determination should be upheld; (2) if harassment or discrimination occurred; (3) if issued, whether the resolution was appropriate and, (4) if deemed insufficient or inappropriate, what change needs to occur to make a revised or new resolution a more effective response to the complaint.

Level III:

- A. If the student-complainant is unsatisfied with the complaint-resolution at LEVEL II, s/he may pursue advancement of the complaint, on appeal, to LEVEL III within ten (10) school days. Failure to advance the appealed-complaint within this time frame will have the net effect of ending the complaint.
- B. The appellant-student would advance the complaint to the Assistant Superintendent of School Support, the Director of Human Resources, or the Assistant Superintendent of Human Resources.
- C. The director becomes the scheduler of the LEVEL III complaint-appeal hearing and serves as the facilitator at that hearing.
- D. The hearing shall include the student-complainant, the director-facilitator, the student's parent or representative, and the employee about whom the complaint is filed.
- E. The hearing shall occur within 10 school days of the director's receipt of the appeal.
- F. Within 10 days of the appeal-hearing, the director will render a summary of the hearing, determining: (1) if the LEVEL II determination should be upheld; (2) if harassment or discrimination occurred; (3) if issued, whether the resolution was appropriate and, (4) if deemed insufficient or inappropriate, what change needs to occur to make a revised or new resolution a more effective response to the complaint.

Level IV:

- A. If the student-complainant is unsatisfied with the complaint-resolution at LEVEL III, s/he may pursue advancement of the complaint, on appeal, to LEVEL IV within ten (10) school days. Failure to advance the appealed-complaint within this time frame will have the net effect of ending the complaint.
- B. The appellant-student would advance the complaint to the Assistant Superintendent of Human Resources, the Director of Human Resources OR to the Assistant Superintendent of School Support.
- C. The Assistant Superintendent or the appropriate Director (from B., above) becomes the scheduler of the LEVEL IV complaint-appeal hearing and serves as the facilitator at that hearing.
- D. The hearing shall include the student-complainant, the Assistant Superintendent or appropriate Director, the student's parent or representative, and the employee about whom the complaint is filed.
- E. The hearing shall occur within 10 school days of the Assistant Superintendent's or appropriate Director's receipt of the appeal.
- F. Within 10 days of the appeal-hearing, the Assistant Superintendent or appropriate Director will render a summary of the hearing, determining: (1) if the LEVEL III determination should be upheld; (2) if harassment or discrimination occurred; (3) if issued, whether the resolution was appropriate and, if deemed insufficient or inappropriate, what change needs to occur to make a revised resolution a more effective response to the complaint.
- G. Level IV is the final level of appeal: the decision of the Assistant Superintendent or appropriate Director shall be final.

## Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Name and/or Title      Director of Human Resources, Adrienne McElroy  
Address                    1445 Education Way  
                                  Port Charlotte, Florida 33948  
Telephone No.          (941) 255-0808, ext. 3004  
Email                      Adrienne.McElroy@yourcharlotteschools.net

Name and/or Title      Assistant Superintendent of Human Resources and  
                                  Employee Relationships, Patrick Keegan  
Address                    1445 Education Way  
                                  Port Charlotte, Florida 33948  
Telephone No.          (941) 255-0808, ext. 3122  
Email                      Patrick.Keegan@yourcharlotteschools.net

Name and/or Title      Assistant Superintendent of School Support, Michael Desjardins  
Address                    1445 Education Way  
                                  Port Charlotte, Florida 33948  
Telephone No.          (941) 255-0808, ext. 3047  
Email                      Mike.Desjardins@yourcharlotteschools.net

## **CHARLOTTE COUNTY PUBLIC SCHOOLS** **STATEMENT ON CHEATING AND PLAGIARISM**

The School Board of Charlotte County strongly believes that academic honesty must be practiced by all its students. In accordance with the school district's mission to provide an innovative educational environment that allows and inspires success for everyone, it is incumbent on the Board to take an unwavering stand on academic integrity. Students are expected to act as responsible individuals, to conduct themselves with honesty and integrity both personally and academically, and to respect the rights of others. The School Board considers these standards to be essential to its academic mission.

Cheating is generally defined as the inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test or assignment which includes plagiarism. Plagiarism is the act of taking ideas or writings from another and offering them as one's own.

### **Cheating is wrong.**

As students develop values through their school years, virtue and honor will be emphasized as the cornerstone to a prosperous, abundant career and personal life. Therefore, instances of cheating, in any form, will be considered a critical breach of character and integrity as well as a serious violation of the *Code of Student Conduct* punishable by measures deemed appropriate by school and district officials. Parents shall be notified of all instances of cheating.

Violation of this portion of the *Code of Student Conduct*, as in the "Definitions of Infractions" in this document may result in the loss of eligibility for local scholarships, loss of honors, awards, and membership in

extra-curricular activities. A student whose actions enable others to cheat (e.g., stealing or selling a test) will be considered to have committed a particularly serious violation of this *Code of Student Conduct* which will result in the **strongest of consequences related to the nature of the incident including, but not limited to loss of assignment credit if applicable, referral to law enforcement.** Please refer to the Matrix of Infractions and Disciplinary Actions at the end of this document for consequences relating to violations of academic honesty.

The Superintendent's Academic Integrity Committee, a committee consisting of students from all four (4) high schools, has supplied the following to remind students of facts about cheating.

**C**opying is cheating.

**H**omework is not supposed to be copied.

**E**ducation relies on each student's integrity.

**A**ttitude for learning is built upon honesty.

**T**eachers lose trust when you cheat.

**I**ntegrity for yourself is priceless.

**N**ot learning to your full potential makes you lose valuable time.

**G**iving away answers is not cool and only hurts you and the other person.

Honesty is respected. Cheating should be rejected.

**CHARLOTTE COUNTY PUBLIC SCHOOLS**  
**STATEMENT OF ACADEMIC HONESTY AND PLAGIARISM**

This form must be presented to each student in grades K-12. Forms for students in grades K-2 need a parent signature only. In grades 3-12, both the student and the parent must sign the form. The signed form will be kept on file in the office of the school's dean or appropriate administrator.

The School Board of Charlotte County strongly believes that academic honesty must be practiced by all its students. Therefore, instances of cheating in any form will be considered a critical breach of character and integrity as well as a serious violation of the *Code of Student Conduct*.

Cheating is defined in the Charlotte County Public Schools in the following way:

"The inappropriate and deliberate distribution or use of information, notes, materials, or work of another person, used as your own, in the completion of an academic exam, test or assignment."

Cheating violations may result in the loss of eligibility for local scholarships, loss of honors, awards, and membership in extra-curricular activities. In addition, a student whose actions enable others to cheat (e.g., stealing or selling a test) will be considered to have committed a particularly serious violation of the *Code of Student Conduct* which will result in **the strongest of consequences related to the nature of the incident including, but not limited to loss of assignment credit, referral to law enforcement.**

My signature on this form indicates that I have read and understand the School Board's policy concerning academic honesty.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**THIS FORM WILL BE FOUND AT THE END OF THIS DOCUMENT FOR SIGNATURE AND RETURN TO THE SCHOOL.**

## **STUDENT RECORDS**

Access to student records shall be governed by State and Federal laws and procedures. Records may be in a variety of formats including print, computer media, audio tape and video tape.

Per state statute, public schools are required to disclose certain behavioral and/or mental health information when students transfer to another school (F.S. 1003.25). The records shall include:

- a. Verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services.
- b. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by school district or charter school staff, as appropriate.

Student records shall be available only to students and their parents, adult students, designated school officials and personnel, other persons as the parent or adult student authorizes in writing, a court of competent jurisdiction or to other individuals or organizations as permitted by law. The term “parents” includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

With regard to records, if a student is eighteen (18) years of age or older, permission, consent, and rights given to the parents shall be given to the adult student only, unless the adult student is a dependent adult student as defined in federal law. The School District may, in this instance, disclose personally identifiable information from the education records to parents or guardians without the prior consent of the dependent adult student.

School Board Policy 8330

## **DIRECTORY INFORMATION**

Directory information is information about a student that the School Board, under Family Educational Rights and Privacy Act (FERPA), is allowed to release. The District shall make available, upon request, certain information known as “directory information” without prior permission of the parents or the adult student.

Directory information includes a student’s name, address, telephone number, (if it is a listed number), date and place of birth, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, and date of graduation or program completion.

If parents or adult students do not wish to have information released, they must indicate this to the school by providing a written statement or by signing the appropriate area on the “Parent/Guardian Consent Form” which is given to each student at the beginning of each year or at the time of registration. The written statement or the “Parent/ Guardian Consent Form” must be returned within two (2) weeks of the first day of the school year or entry into the school system.

Directory Information shall not be provided to any organization for profit-making purposes.

Florida Statutes 1002.22, 10041.41, 1001.52, 1003.25  
F.A.C. 6A-1.0955, 6A-1.9555  
20 U.S.C. Section 1232 f through 123i (FERPA)  
20 U.S.C. 7908  
26 U.S.C. 152  
20 U.S.C. 1400 et seq., Individuals with Disabilities Act  
Privacy Rights of Parents and Students – P.L. 90-247  
Title 26 U.S.C. Section 125 of the Internal Revenue Code of 1954  
School Board Policy 8330

## **PLEDGE OF ALLEGIANCE**

By law, the Pledge of Allegiance shall be recited in all schools every day. Upon written request by a student’s parent/guardian/caregiver, the student may be excused from reciting the Pledge and may remain quietly seated during the recitation period.

Florida Statute 1003.44

## **NETWORK and INTERNET RULES, SAFETY and USE AGREEMENT**

The School Board policies support and help protect all students as outlined under the Federal Children's Internet Protection Act.

District computers, networks, and Internet connections shall be used only for purposes related to the schools and the performance of the employee's jobs. No personal use of any kind is permitted. Access to the network is a privilege and not a right, and the privilege may be revoked at any time if a student makes inappropriate use of the network.

### Student Responsibilities

1. All web pages created by students on the district's computer system will be subject to treatment as district-sponsored publications. Accordingly, the district reserves the right to exercise control over such publications.
2. Damage caused by intentional misuse of equipment will be charged to the user.
3. Users are responsible for safeguarding their own passwords.
4. Any use of the network for product advertisement, political lobbying, or non-secular promotion is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the network.
6. Malicious use of the network to write programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
7. Hate mail, harassment, discriminatory remarks, profanity, obscenity, or language which may be offensive to another are prohibited on the network.
8. Users are responsible for keeping non-approved software of any kind from entering the local area network.
9. All student Internet connections must be monitored by a teacher, technology facilitator, or administrator.
10. CCPS will not be responsible for any damages suffered through the loss of data. The school district is also not responsible for the accuracy or quality of information obtained through the Internet.
11. Students must sign the Internet agreement which is contained on the Student /Parent Acknowledgement form (on page 2). Failure to return the signed agreement does not release the student from the responsibilities outlined for the use of technology resources.
12. E-mail is not a confidential medium. It can be reviewed by others and should be used only for legitimate educational purposes. E-mail will be monitored and there is no guarantee of privacy when using any school technology.
13. Users will not transmit confidential information concerning students or others over systems not designated for that use, and will use care to protect against negligent disclosure of such information.
14. Network accounts are to be used only by the proper authorized owner of the account.
15. All communications and information accessible via the network should be assumed to be public record.
16. Users shall maintain the integrity of the District Network. The user is responsible to report all violations. The user is also responsible for making sure all e-mail/web pages sent or received by him/her do not contain pornographic material, computer viruses, or files that are potentially dangerous. The user must immediately report any suspected or potentially dangerous misuse to his/her teacher.

## **SOCIAL MEDIA AND WEBSITES - CAUTION**

Students are not permitted to utilize, create, or post social media or websites representing themselves as a school or school official.

Students who use any form of social media or other messaging, regardless of the time of day, may face disciplinary consequences related to cyberbullying, threatening behaviors, or false reporting when the communication disrupts the educational environment of the school.

Taking, sending, soliciting, forwarding or receiving pictures of a sexual nature via an electronic device is against the law and could get a student into serious trouble, not only in school, but with the law as well. If a student forwards such a picture of someone (even him/herself), he/she could face pornography charges. Students must report receiving pornographic materials to the school's administration.

## **LIMITED ENGLISH PROFICIENT STUDENTS**

Students whose native language is other than English maintain the right of appropriate use of their native language without being subjected to disciplinary action.

At parent request, communications, both written and verbal from the school or District Office, will be translated into the native language when appropriate and feasible.

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Florida Statutes 1001.41; 1001.42  
School Board Policy 2260, 5730

## **AUTHORITY OF SCHOOL STAFF**

Florida school laws grant principals, assistant principals, deans, teachers, bus drivers, and other school staff, authority for the control and discipline of students. Students are expected and required to follow the requests and directives of all administrators, teachers, bus drivers, school staff members, school volunteers, and chaperones when on School Board-owned property and its surrounding areas or at other places including off-campus school events where they are under the supervision of School Board personnel.

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Florida Statutes 1003.31; 1006.09; 1003.32; 1006.10  
School Board Policy 5630

**Note:** Florida Statutes 1003.32 and 1006.11 authorize a teacher to have violent and disruptive students temporarily removed from the classroom or an area of supervision. Teachers are also authorized under this rule to use reasonable force when necessary, to protect themselves, students, and other adults from violent acts.

**Note:** Florida Statute 1006.11(2) provides that a principal, teacher, other staff member, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

## **SCHOOL RESOURCE OFFICERS**

School Resource Officers (SROs) are employees of the Charlotte County Sheriff's Office and the Punta Gorda Police Department who are housed at all Charlotte County Public Schools. As sworn law enforcement officers, the SROs work with the school administration and staff to maintain a safe and lawful environment for all students and staff. Since SROs are governed by state statute, they cannot, by law, ignore any criminal acts that may come to their attention and as such are required to respond appropriately within the law.

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Florida Statute 1006.12

## **REPORTING SUSPICIOUS ACTIVITIES OR THREATS**

Students, parents, CCPS employees, and members of the community have a responsibility to report suspicious activities and potential threats to schools. Any suspicious activity or threat shall be promptly reported to one of the following individuals, agencies or reporting tools:

- School Resource Officer or local law enforcement agencies.
- School Administrator or any available staff member.
- The FortifyFL Reporting APP or to the Crimestoppers Tipline (1-800-780-TIPS).
- Contacting the Supervisor of District Security and Emergency Management at (941) 255-0808
- Calling 9-1-1.

Note: Reports may be done anonymously.

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School Board Policy 8406

## **INTERVIEW OF STUDENTS BY LAW ENFORCEMENT**

Law enforcement officers have the authority to question students on school grounds who are either suspects or witnesses to criminal acts.

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Florida Juvenile Handbook  
School Board Policy 5540

## **BULLYING AND HARASSMENT PROHIBITED**

Charlotte County Public Schools does not tolerate bullying in any form. Students who participate in bullying will face consequences as outlined in the “Matrix of Infractions and Possible Consequences” found at the end of the *Code of Student Conduct*. **Any subsequent acts of bullying will automatically hold harsher consequences on the matrix in Appendix III.** The district expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with 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.

Bullying, which includes cyberbullying, occurs when a person or group of people hurts, embarrasses, or frightens another person on purpose over and over again.

### Characteristics of Bullying

- Intentional
- Unprovoked
- Reoccurring
- Difference in power (either physical or psychological)

### Types of Bullying

- Physical – pushing, shoving, tripping, hitting, etc.
- Verbal – racist, sexist, or bigoted remarks, teasing, threats, etc.
- Psychological/Relational – intimidation, spreading rumors, exclusion, etc.
- Cyber – electronic bullying through text messaging, instant messaging or through the use of technology or any electronic communication.

### Bullying is not

- An altercation between equals
- Good natured playful teasing among equals or peers
- An isolated incident



## **Definitions**

“Bullying” is defined as systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is any unwanted and repeated written, verbal, or physical behavior including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation; and may involve

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. physical violence;
- G. theft;
- H. sexual (including sexual orientation, transgender status, or gender identity), religious, or racial harassment;
- I. humiliation;
- J. destruction of property; and
- K. social exclusion.

“Cyberbullying” is bullying through the use of technology or any electronic communication regardless of whether the bullying occurs on or off school grounds. Examples of cyberbullying include but are not limited to: text/instant messaging, e-mails, creation of a webpage impersonating another person or other electronic means through the internet.

It is important to note that investigations of cyberbullying can occur regardless of whether the bullying was conducted using public or private property (cell phone, computers, etc.).

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Florida Statute 1006.47.

“Harassment” is any threatening, insulting, or dehumanizing gesture through use of technology, or written, verbal, or physical conduct directed against a student or school employee that

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

“Harassment” also includes electronically transmitted acts (i.e. internet, email, cellular telephone, or wireless hand-held device) that student(s) exhibit toward another particular student(s). This harassing behavior can result in mental and physical harm to the other student and may be sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

“Bullying” and/or “Harassment” also encompasses

- A. 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.
- B. perpetuation of conduct listed in the definition of bullying and/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
  - 1. incitement or coercion;
  - 2. 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; or
3. acting in a manner that has an effect substantially similar to the effect of bullying and/or harassment.

Conduct that constitutes bullying and/or harassment as defined herein, is prohibited

- A. during any educational program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a school bus of the District;
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District; or
- D. through the use of data or computer software that is accessed at a non-school 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 District or 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 the District or school, or substantially disrupts the education process or orderly operation of a school.

Note: Students who harass any school staff will be subject to discipline under the definition of assault in the Matrix of Infractions (see the definition in this section).

### Reporting

Reprisals or retaliation for reporting bullying will not be tolerated and will be regarded as threats or intimidation as defined in this document. Anyone who believes he/she has been or is the victim of bullying and/or harassment should immediately report the situation to the school's administration. The principal or designee shall report the occurrence of an incident of bullying to the parent/guardian of all students known to be involved in the incident. Students and parents may use the District website for reporting instances of bullying.

See the *Matrix of Infractions and Possible Consequences*.

### What to Do

If you are being bullied during the school day, at a school event, at an after school program or on the bus, it is important that you report it to a school administrator who can take action. Remember, be **SAFE**

- Say something to an adult
- Ask for help
- Find a friend
- Exit the area

If bullying occurs after school hours, notify your school SRO or report it to your local law enforcement officer.

If you witness an act of bullying you should do the following:

- Refuse to join in
- Never fight the bully
- Get others to help you speak out against the bullying
- Distract the bully
- Report all bullying to administration

## **ZERO TOLERANCE FOR SCHOOL RELATED VIOLENT CRIME**

Zero tolerance for school-related violent crime is part of a comprehensive approach to reducing school-related violent crime and for ensuring environments that promote learning and a high standard of student conduct.

Students who are determined by the principal to have committed a zero tolerance, violent crime on school property, on school-sponsored transportation, or during school-sponsored activities, shall be recommended to

the Superintendent for expulsion. The Superintendent will consider each recommendation for expulsion on a case-by-case basis and may assign a student to a disciplinary program or alternative setting if it is determined to be in the best interest of the student and the school system. At any point in the disciplinary process, the student may be referred for mental health services by the School Based Threat Assessment Team, the School Principal, or the Superintendent.

The following list of offenses shall be considered zero tolerance, violent crimes:

1. Aggravated assault (threat with a weapon);
2. Aggravated battery;
3. Armed robbery;
4. Arson;
5. Battery or aggravated battery on a teacher or other school personnel;
6. Bona fide threat (see definition);
7. False Report (see definition);
8. Homicide (murder, manslaughter);
9. Kidnapping or abduction;
10. Possession, use, or sale of any explosive device;
11. Possession, use, or sale of any weapon or firearm;
12. Sale, distribution, possession, receipt, or delivery of illegal drugs;
13. Sexual assault;
14. Sexual battery, and
15. Victimization (see definition).

In accordance with Florida Statute 1006.13, this zero tolerance policy shall require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system.

1. Bringing a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
2. Making a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing any of the offenses in this subsection is a student with a disability, the district school board shall comply with applicable State Board of Education rules.

The Principal shall notify all school personnel of their responsibility to report zero tolerance incidents or any incident that poses a threat to school safety to the principal or the principal's designee.

The principal or the principal's designee shall notify a local law enforcement agency when a zero tolerance, violent crime has been committed. If the offense involves a victim, the victim and the victim's parents or legal guardian shall also be notified of the offense and of the victim's right to make a statement to law enforcement officials.

Students who have been subjected to an incident of: battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offenses, assault, threat, or fighting are eligible to participate in the Hope Scholarship Program. Please contact your school principal for additional information pertaining to the Hope Scholarship Program.

State Board Rule 6A-1.0404, Florida Administrative Code, provides for teachers and other school personnel to file charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school sponsored transportation, or during school sponsored activities.

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Florida Statute 1006.13  
School Board Policy 5500  
SBER 6A-1.0404  
Gun-Free School Zone Act of 1994

## **PROHIBITION OF FIREARMS**

In accordance with Section 18 U.S.C.s. 921, please note the following as it pertains to the *Code of Student Conduct* for elementary and secondary schools:

"Notice that any student who is determined to have brought a firearm, as defined in 18 U.S.C. s. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and referred to mental health services identified by the school district pursuant to s.1012.584 (4). Law enforcement will be contacted."

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18 U.S.C. s. 921  
Florida Statute 1006.07(2)(j); 1006.13 (2)(a); 1012.584(4)  
School Board Policy 5500

## **WEAPONS AND DANGEROUS INSTRUMENTS**

### Weapons

In addition to firearms, students are strictly prohibited from possessing using, selling, storing, or distributing any object that may be used to inflict harm or to intimidate another person. Weapons, whether real or look alike weapons, will result in a recommendation for expulsion whether or not law enforcement action is taken.

Simulating a firearm while playing, wearing clothing as accessories depicting weapons or expressing an opinion regarding gun ownership rights are not necessarily grounds for disciplinary action unless those aforementioned behaviors cause a substantial disruption to the learning environment.

**Students are required to immediately report knowledge of weapons and threats of violence by students and staff to the building administrator. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.**

Examples of weapons include but are not limited to the following:

|                           |                               |
|---------------------------|-------------------------------|
| Fixed blade knives        | Chinese stars                 |
| Folding knives            | Billy clubs                   |
| Switchblade knives        | Chemical irritants            |
| Common pocketknives       | Mace                          |
| Razor blades              | Tear gas                      |
| Sharp cutting instruments | Pepper spray                  |
| Ice picks                 | Poisonous gases               |
| Dirks                     | Sling shots                   |
| Chains                    | Electrical weapons or devices |
| Pipes                     | Stun guns                     |
| Nunchucks                 | BB guns                       |
| Blow darts                | Propellant guns               |
| Brass knuckles            | Pellet guns                   |
|                           | Look alike or toy guns        |

### Dangerous Instruments

Dangerous instruments are anything not specifically designed to do harm to another person but used to do harm, to cause or to attempt to cause injury, or to put someone in reasonable fear of injury either intentionally or unintentionally including but not limited to belts, belt buckles, pencils, pens, compasses, combs, or hair brushes. Items used in such a way may result in a referral for mental health services and/or a recommendation for expulsion.

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Florida Statute 1006.07(2)

### **OFF CAMPUS FELONIES**

In accordance with Section 1006.09 (2), Florida Statutes, suspension proceedings may be initiated against a student who is formally charged with a felony for an incident that allegedly occurred on property other than public school property. If, in an administrative hearing, the incident is shown to have an adverse impact on the educational program, discipline, or welfare of the school, the student may be suspended until the disposition of his or her case by the courts. As a result of such a hearing, the student may be suspended for longer than 10 days; however, such a suspension that exceeds 10 days shall not affect the delivery of educational services to the student and the student shall be immediately enrolled in a daytime or evening alternative education program where appropriate. If the court finds that the student did commit the felony, the School Board shall have the authority to expel the student.

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Florida Statute 1006.09(2)  
School Board Policy 5500

### **VICTIMIZATION**

In accordance with Florida Statute 1006.13(5), any person who is attending public school and who has committed certain felony violations can be prohibited by the court before, at the time of adjudication, withholding of adjudication, or pleas - from attending the same school or riding the same school bus as the victim or the victim's siblings.

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Florida Statute 1006.13(5)  
School Board Policy 5500

### **FALSE ACCUSATION**

Any student found to have intentionally and maliciously made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff may be subject to expulsion.

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Florida Statute 1006.13(5)  
School Board Policy 5500

## **STUDENT ATTENDANCE REQUIREMENTS**

The School Board maintains that daily school attendance is essential to the educational success of each student. Students are expected to be in school all day, every day and in class on time in order to receive full benefit from the instructional programs of the Charlotte County Public Schools. All absences must be reported and explained by a parent or guardian within two (2) school days after the student's return to school. Research has shown that 10% or more of instructional time missed by students (pre-k to grade 12) is an early warning indicator for possible academic struggles; this measure is used to define chronic absenteeism nationwide.

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Florida Statute 1003.24  
School Board Policy 5200

### **Compulsory School Attendance**

School attendance is required of all students, who have attained the age of 6 years or who will have attained the age of 6 years by February 1<sup>st</sup> of any school year, but who have not attained the age of 16, unless otherwise exempt by law.

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Florida Statute 1003.21 (1)(a)(b)

### Non-Enrollment

Under the direction of the Superintendent, a designated representative shall give written notice, in person or by return receipt mail, to the parent/guardian when no valid reason is found for a child's non-enrollment in school. The letter requires enrollment within 3 days after the date of notice. If the notice and requirements are ignored, the designated representative may initiate steps necessary to bring criminal prosecution against the parent/guardian.

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Florida Statute 1003.26 (2)(a)

### Students Under Compulsory Attendance Age

Early education is vital to a student's success therefore, schools encourage consistent attendance of pre-k and kg students who are under compulsory attendance age.

### Students Beyond Compulsory Attendance Age

All students age 16 or over are required to comply with all school rules and all rules and regulations established by the School Board. All notices, report cards, attendance information and other similar information will be made available to the parent/guardian with the understanding that the parent/guardian is fully responsible for student progress, attendance and behavior.

Students between the ages of 16 and 18 must file with the School Board a formal declaration of intent to terminate school enrollment in order to be exempt from compulsory school attendance requirements. An exit interview with appropriate school staff is required, and the declaration form must be signed by both the parent and the student.

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Florida Statute 1003.21

### Attendance Recording

Students shall be counted in attendance when they are present. Students who are on hospital/homebound instruction are counted as present.

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Florida Statute 1003.23 (2)

### Reporting Student Absence

There must be communication between the school and home regarding each absence. All absences must be reported and explained by a parent or guardian within two (2) school days after the student's return to school. All absences are considered unexcused until the school receives explanation, written or oral, from the parent/guardian. The principal or designee has the authority to determine whether or not an absence is excused. Excessive excused absences for illness may result in the student being required to provide a doctor's note or other substantiating medical evidence.

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Florida Statute 1003.23 (2)

## Types of Absences

For purposes of gathering statistical data, all absences will be recorded in the school office as excused, unexcused, or absence due to an out-of-school suspension.

- A. Excused Absence - An absence will be recorded as excused for the following reasons:
- (1) Illness of student.
  - (2) Serious illness or death in student's immediate family, including significant other.
  - (3) Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, bed bugs, head lice, ringworm, impetigo and scabies. Students excluded from school for head lice will be allowed a maximum of three (3) school days excused absence for each occurrence.
  - (4) Doctor or dental appointments. Parents are encouraged to schedule appointments after school hours.
  - (5) Treatment of autism spectrum disorder by a licensed healthcare practitioner or behavior analyst certified pursuant to s. 393.17, FS.
  - (6) Health issues as they relate to pregnant teens, teenage mothers and/or their children. Appointments after school are encouraged.
  - (7) Legal matters.
  - (8) Religious holidays/training of the student's specific faith or religious instruction. Students shall be excused from any examination, study, or work assignment for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time.
  - (9) The principal must be notified at least five school days in advance of any planned trips with parents or special events such as State/National competitions, student conferences, education enrichment activities, important public functions and post-secondary educational institution visits. The principal may excuse the absence depending on an individual student's attendance record and academic standing.
  - (10) Absence is with knowledge and consent of the Principal.
- Note:** School-sponsored activities such as field trips, extracurricular activities, assemblies, and internal suspensions are not considered absences. Students are allowed to make up work in the same manner as an excused absence.
- B. Unexcused Absence – A student's absence will be recorded as unexcused if the student is absent from school or class for any reason not listed in the above types of absences.
- C. Absence Due to Out-of-School Suspension – Absence due to an out-of-school suspension will be recorded in a category separate from excused or unexcused.
- D. Absences Due to Incomplete State Immunization Requirement or Health Examination Requirement - Children and youths who are experiencing homelessness, and children who are known to the Department of Children and Families as defined in F.S. 39.0016, shall be given a temporary exemption for thirty (30) school days to present documentation of school-entry health examination, certificate of immunization or proof of immunization exemption. Failure to provide documentation within the 30 school day exemption period will result in the student being excluded from school beginning on school day 31. All school days missed after the 30 school day exemption period will be recorded as unexcused absences and the student's absences will be subject to Florida's truancy laws.

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Florida Statute 393.17, 1003.22, 1003.23, 1003.24

### Excessive Excused or Chronic Absences

The Principal has administrative discretion in cases of excessive absences to reject a written note and consider the absence as unexcused when absences are impacting academic progress, with the exception of sickness, injury or insurmountable conditions.

If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excused absence. The Principal of the school shall determine when it is necessary to require a physician's statement from the student's medical provider. The parent/guardian will have to provide a copy of this documentation within two (2) school days after the student's return.

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Florida Statute 1003.27 (3)

### Elementary and Middle Students: Late Arrivals (Tardy) and Early Dismissals

The term "tardy" means being late to school, class, or an activity, with or without permission of parents/guardians. Tardiness is disruptive to the learning environment and has a negative impact on student achievement.

The parent/guardian/caretaker of each student of compulsory school age, who has been tardy or released from school for any reason, shall explain the cause for such tardiness or partial absences from school. Parents of tardy elementary school students are required to sign the student in at the office. The School Board reserves the right to verify such documentation and to investigate the cause of any tardiness or early dismissal. The Principal or designee will decide if the absence meets the criteria for an excused absence.

During the school year, failure to document and explain the cause for the late arrival or early dismissal may result in an unexcused tardy or unexcused early dismissal. Every three (3) unexcused tardies or early dismissals, or a combination thereof, will result in one (1) unexcused absence for the purpose of determining whether a pattern of non-attendance exists. A student who has accumulated a combination of 15 unexcused tardies and/or early releases may be referred to the Truancy Intervention Program (TIP). Additionally, procedures for filing a Child In Need of Services (CINS) petition may be commenced.

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Florida Statute 1003.24 (4); 1003.02 (1)(b); 1003.26 (1)(6)  
School Board Policy 5230.01

### Pattern of Non-attendance

Poor academic performance is associated with non-attendance; therefore, schools will respond in a timely manner to prevent the development of patterns of non-attendance which may indicate early signs of truancy.

If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reason is unknown, within a 90 calendar day period, the student's teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of non-attendance.

The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's attendance intervention team, or equivalent (referred to in the law as the Child Study Team) to determine if early patterns of truancy are developing. If the attendance intervention team finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If this parent meeting does not resolve the attendance issue, the team shall implement interventions that best address the barriers to regular school attendance.

If the student exhibits a pattern of non-attendance, principals may request documentation for subsequent absences.

**Note:** Absences for truancy referral are cumulative and carry over for the entire school year.

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Florida Statute 1003.26 (b)(c)



## Approved Documentation to Excuse an Absence When Required

- Doctor's note from doctor, dentist or other health care professional
- Proof of hospitalization
- Obituary notice, death certificate
- Note from school nurse
- Subpoenas
- Letter from a judge/attorney, copies of legal documents
- Proof of legitimacy of a religious holiday
- Letter citing invitation to a special event

## Make-up Work/Homework: Guidelines and Responsibilities

Definitions for the purposes of this document:

|                              |  |
|------------------------------|--|
| <i>Make-up work:</i>         | <i>work, assignments, tests, etc., done in class that a student has missed due to absence.</i>   |
| <i>Homework:</i>             | <i>work assigned for a student to complete outside of class time.</i>                            |
| <i>Long Term Assignment:</i> | <i>assigned projects where the student is given seven (7) or more calendar days to complete.</i> |

While make-up work will be provided for all students as outlined below, no activities or assignments can replace the learning that occurs in the classroom when the student is present.

It is the responsibility of the student/parent to request all make-up work and homework from teachers. Two (2 days) for each day of absence shall be given to complete all work. Exams, tests, or quizzes shall be rescheduled at the discretion of the teacher. Long-term projects assigned prior to the absence shall be due on the date the student returns to class. Exceptions may be made with proper documentation.

At all grade levels students are permitted to:

1. Make-up work and homework for absences due to the first out-of-school suspension of the school year may be requested. Work will be made available for full credit upon request by the student/parent within twenty-four (24) hours of the suspension and will be subject to the normal make-up work policy. These privileges shall not exist for subsequent out-of-school suspensions except for exams (or equivalent).
2. Make up a semester exam (or equivalent) for full credit regardless of the type of absence or number of suspensions. The date for the make-up exam will be determined by the principal (or designee).
3. All state mandated testing will be made up according to the Florida Department of Education's published state assessment testing windows and state testing rules.

Elementary and Middle School students will be permitted and encouraged to make up work, tests, and quizzes regardless of the status of the absence (excused/unexcused) and receive full credit.

At the high school level, students with excused absences will be permitted and encouraged to make up work, tests, and quizzes and will not receive an academic penalty unless the work is not made-up within the allowable time frame.

1. If a pattern of non-attendance develops, the principal or designee may require documentation to excuse an absence.
2. In the case of unexcused absences, a teacher may deduct up to 30% from the earned grade for work made up.

NOTE: It is understood that all syllabi distributed and/or communicated by instructional staff to students and parents, for the purposes of setting guidelines and responsibilities within the domain of make-up work policies and procedures, will comply with the *Code of Student Conduct*.

### Dual Enrollment

Students participating in dual credit classes will follow standard make-up guidelines set forth by the college instructor.

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Florida Statute 1003.24

### Consequences Related to Non-Attendance/Truancy

A. Revocation of a Reassignment

Students who accumulate absences and tardies shall be reported to the Hardship Committee for review.

B. Referral to Child in Need of Services (CINS) / Family in Need of Services (FINS)

A referral to the CINS/FINS provider may be initiated for additional case management and interventions when school based interventions have failed.

A student with fifteen (15) or more unexcused absences within ninety (90) calendar days will be considered habitually truant from school. In these cases, procedures for filing a (CINS) petition with the courts may be commenced.

When a parent is non-compliant with recommended interventions and with bringing their child(ren) to school, the Superintendent may file with the State Attorney's Office a case for criminal prosecution against the student's parents.

C. Revocation of a Driver's License

Students between 14 to 18 years of age who are habitually truant are subject to the Driver's License law (refer to Attendance and Driver's License Program).

D. Loss of Temporary Assistance for Needy Families (TANF) grants through the Learnfare Program

Students 6 to 16 years of age who are habitually truant may lose benefits. The Department of Children and Families will reinstate the grant only when conditions as provided by law are met (30 days of attendance with no unexcused absences).

Note: When a student transfers to another school district in an attempt to circumvent the applicable remedial truancy procedures, copies of all records pertaining to said procedures shall be forwarded to the new school district free of charge (F.S. 1003.28).

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Florida Statute 322.091(2), 414.1251, 1003.27(2)(b), 1003.27 (3), 1003.28, 1003.01(8)

### Leaving School Grounds without Permission

Students are not permitted to leave school grounds without authorization. All related absences will be considered unexcused.

**Note:** Leaving school grounds without permission, and/or skipping class are subject to disciplinary action. Please refer to the matrix for more information.

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School Board Policy 5130, 5230

### Attendance and Driver's License Program

Florida Statute requires each school district to report to the Department of Highway Safety and Motor Vehicles the names of all minors between 14 and 18 years of age who accumulate 15 unexcused absences in any 90-day period. Students whose names have been submitted will not be issued a driver's license or learner driver's license, and any previously issued license will be suspended.

Parents or guardians of students whose driver’s licenses have been suspended, or the issuance of which has been denied because of excessive unexcused absences may request the principal to have some or all of the absences changed to the status of excused. However, all such requests, in order to be considered, must be accompanied by proper documentation as outlined in the section on “Approved Documentation to Excuse an Absence When Required”. In order for a driver’s license to be reinstated, a student must be in attendance for at least 30 school days without any unexcused absences.



### Out of School Suspensions

An out-of-school suspension is an administrative action that prohibits a student from attending school as compared to truancy. In order to avoid a double penalty, absences due to out-of-school suspensions will not be reported to the Department of Highway Safety and Motor Vehicles (DHSMV).

Florida Statute 1003.27(2)(6)

### Attendance and Suspension

Students shall not be suspended for unexcused absences, unexcused tardies, lateness or truancy.

School Board Policy 5200, 5500

## **CLOSED CAMPUS**

Students are not permitted to leave school grounds during lunch unless they have permission from the principal.

Students are not permitted to order food for delivery to the school unless they have specific permission from the principal.

School Board Policy 5130

## **LOST BOOKS, SUPPLIES, PROPERTY AND NEGATIVE BALANCES**

Parents and students are financially responsible for lost books, supplies and property. Parents and students are financially responsible for debt incurred purchasing meals at Champs Café’.

School Board Policy 5513, 7440.02

## **STUDENT DRESS CODE**

Responsibility for the dress and appearance of students enrolled in the Charlotte County Public Schools primarily rests with parents and the students themselves. Some student apparel may not be appropriate to wear to school even though that same apparel may be appropriate in other settings.

The School Board of Charlotte County believes that there is a relationship between student attire and classroom behavior, attitude, and achievement. The objectives of this serious and conservative dress code are to bring more dignity to the classroom, to have fewer classroom distractions, to help achieve stronger discipline, and to help provide guidelines for appropriate attire as students transition from the classroom environment to the world of work or postsecondary settings.

To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following guidelines for appearance and dress.

A school may elect to participate in a uniform dress code which follows school board guidelines and which receives school board approval. Once a uniform dress code is approved for a school, students must follow the school's adopted code or face consequences as outlined in the *Code of Student Conduct* "Matrix of Infractions and Consequences."

✓ *It is expected that students will wear the following:*

1. Clothing and hairstyles which are not harmful, disruptive, or hazardous to health or safety;
2. Appropriate undergarments at all times. Undergarments are to remain unexposed;
3. Footwear which is appropriate to activities and conditions;
4. Tops and dresses which have sleeves;
5. Pants, skorts, shorts, skirts and dresses whose length is about the knee or longer when standing. Pants, skorts, shorts, and skirts are to be fastened at the waist. If the pants, skort, shorts, skirt, or dress has a leotard or leggings, etc. underneath, the pants, skort, shorts, skirt, or dress still must meet the appropriate length. Sheer leggings are not a substitute for pants; and
6. Pants with tears or rips above the knee can only be worn with clothing that covers exposed skin and undergarments.
7. In order to maintain a high level of student safety, high school students are required to wear school issued identification badges during regular school hours.

**Note:** It is expected that elementary school students will wear shorts and other apparel of an appropriate length as determined by the principal.

✓ *It is also expected that students will not wear the following:*

1. Caps, hats, headwear or sunglasses except when students are out of doors during school hours;
- 
- Florida Statute 1001.43(1)(b)
2. Apparel, emblems, insignias, badges, or symbols that display obscenities, are sexually suggestive, or which promote or advertise the use of tobacco products, alcohol, drugs, violence or other illegal activities;
  3. Apparel or symbols which are offensive to any specific group or which are identified with gang, secret society, or cult involvement;
  4. Any articles of clothing or jewelry that could likely cause injury or disruption, such as but not limited to, inappropriate tattoos, a spiked bracelet that could be used as a weapon, decorative chains and/or piercings which are designed or worn in a fashion that could easily cause injury; and
  5. Halters, backless or sleeveless dresses or tops, spaghetti straps, tube tops, tank tops, muscle shirts, tops with low or revealing necklines, or any other clothing which may be distracting unless

covered by an appropriate outer garment which remains as part of the outfit. In addition, the midriff shall not be exposed.

Note: The principal or the principal's designee has the final authority for interpreting whether a student's apparel conforms to the dress code. When it is determined that a student's clothing does not comply with the dress code, or is disruptive or inappropriate, a parent/guardian may be asked to bring an appropriate change of clothes to school, or a student may be sent home to change clothes.

Note: The principal may modify the dress code for extra-curricular school functions.

Effective July 1, 2011, Florida Statute prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

Any student who violates this statute is subject to the following specified disciplinary actions as prescribed by Florida law.

**First offense:** A student must be given a verbal warning and the school principal/designee must call the student's parent or guardian.

**Second offense:** The student is ineligible to participate in any extracurricular activity for a period not to exceed 5 days and the school principal/designee must meet with the student's parent or guardian.

**Third and 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. The school principal/designee must call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

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Florida Statute 1001.43(1)(b);1006.07(2)(a,b,c)

## **PUBLIC DISPLAY OF AFFECTION**

Students are expected to display appropriate and respectful interpersonal physical contact at all times. Excessive interpersonal contact or inappropriate displays of affection may result in disciplinary action.

## **SCHOOL BUS SAFETY RULES**



### **Safety – Our First Concern**

These rules have been developed to promote the safety of all students who have been granted the privilege of riding a Charlotte County Public School bus. Failure to comply with these rules could result in the permanent loss of riding privileges and suspension and/or expulsion from school. Students may be digitally recorded while riding the bus. Viewing of any digital video recordings are subject to School Board policy.

In addition to following the *Code of Student Conduct*, there are additional bus safety rules that must be followed in order to help ensure a safe ride on the school bus.

## Bus Stops

Students will conduct themselves in an appropriate, safe, and courteous manner while at the school bus stop. Behaviors prohibited by the *Code of Student Conduct* which take place at the school bus stop will be referred to the school principal for action. State administrative code places the responsibility on parents for the safe travel of their students when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop. Parents are also responsible for ensuring their students comply with the District *Code of Student Conduct* while at school bus stops and parents must provide necessary supervision during times when the bus is not present.

SBER 6A-3.0121

1. Students should be at their assigned bus stops five (5) minutes prior to the scheduled arrival time of the bus.
2. Pre-Kindergarten, Head Start, Kindergarten and First Grade Students: According to Charlotte County School Board policy, it is the responsibility of the parent, guardian, or other responsible person (including a sibling in grade five (5) or above, or a student's child care provider), designated in advance and in writing by the parent or guardian to escort pre-kindergarten, Head Start, kindergarten and first grade students to and from their designated bus stops. Parents or guardians must meet their students at the door of the school bus to ensure the student is released safely and to the proper escort. Parents or guardians may be asked to provide proof of identity before the student is released from school district custody. Any such student not met in the afternoon will be returned to the school, and building administration will contact parents for pick up.
3. Students who must cross the road before boarding or after leaving the bus must do so only in front of the bus and only after receiving a clear signal from the driver.
4. Students must stand well off the roadway while waiting for the bus. They should not attempt to enter the bus until it is completely stopped and the door opens. Students should enter in an orderly manner.

## Permission to Ride an Alternate Bus

Students must get on and off the bus at their designated stops. Permission to ride an alternate bus must be requested in writing and approved by the principal (temporary) or the Director of Transportation (permanent). Requests must be received no later than 11:00 am for the specific day and will be honored on a space available basis.

## On the Bus

### **STUDENTS ARE EXPECTED TO**

- Keep heads, arms and legs inside the bus.
- Stay in their assigned seats except when entering or exiting the bus.
- Use appropriate language.
- Speak in a quiet or normal tone of voice.
- Wear seat belts whenever the bus is in motion.
- Have only articles that can be carried on the student's lap, without interfering with seating, aisles, or emergency exits, are permitted on the bus.
- Listen quietly and with earphones when given permission to use electronic devices.



### **STUDENTS MUST NOT**

In addition to behaviors governed by the *Code of Student Conduct*, other specific behaviors that are prohibited and that may result in a bus referral include but are not limited to the following:

- Making excessive noise.
- Throw objects.

- Commit vandalism.
- Show disrespect.
- Disobey the bus driver or aide.
- Push, shove, or engage in horseplay.
- Delay the bus schedule.
- Drink or eat on the bus.
- Put head/arms out of the window.
- Get on/off at the wrong stop.
- Stand in the seat.
- Use inappropriate language.
- Bring firearms (including ROTC, Dance and Drill Team look-alike firearms), fireworks, knives (including Drill Team swords/cutlass), live animals, glass containers, skateboards, rollerblades, mace, laser pens, tobacco and alternative tobacco products, and any other objects that could be used to inflict bodily injury are specifically banned from the bus.
- Fighting, engaging in rough housing, and displaying behavior that is distracting to the driver.



Definition of “electronic or wireless communication devices” for the purpose of this document:

*Electronic devices are those which provide communication by text, word, sound, voice or picture.*

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Florida Statute 1006.07(2)(g); 1006.10  
School Board Policy 8600

**Safety is the FIRST consideration on the bus; therefore, use of electronic devices is permitted as long as it does not interfere with the safety of the bus as determined by the driver.**

### **WALKER SAFETY**

Students should be mindful of traffic when walking to and from school. Walkers should stay on sidewalks or paths or on the side of the street facing traffic. Students should not walk in the middle of the road.

Parents of elementary students who walk to and from school are highly encouraged to review safety tips with their children. Parents are also encouraged to have a responsible person meet and/or walk home with the student.

### **BICYCLES**

The School Board regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students and parents. Bicycles are not permitted for student travel on campus during the school day.

Students are responsible for bicycles and equipment which are lost, stolen, or damaged while on School Board property.

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Florida Statute 1001.43

### **HOVER BOARDS**

Due to the dangers involved with hover boards, because of the instability of the devices’ batteries, and due to the inherent risk of injury by unskilled riders, Charlotte County Public Schools does not allow these devices on campuses or district transportation vehicles.

## **STUDENT CONDUCTED SURVEYS**

Student conducted surveys that fall under the *Protection of Pupil Rights* Amendment MUST have approval from the Superintendent before they are administered.

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20 U.S.C. § Regulations: 34CFR Part 98

## **ELECTRONIC COMMUNICATION AND LASER DEVICES**

While the School Board recognizes the importance of technology in our society, and the importance of integrating technology into our classrooms, the Board also requires students to use technology in an appropriate and responsible way. Misuse of any electronic devices will be handled with strict enforcement.

### **IT IS REQUESTED THAT PARENTS ASSIST WITH THE IMPLEMENTATION OF THIS IMPORTANT POLICY.**

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| <p><b>Note:</b> CCPS is not financially responsible for electronic or wireless devices that are lost or stolen on campus, on district school buses, or on school sponsored transportation.<br/>CCPS is not responsible for any data lost while connected to our network.<br/>CCPS maintains the right to disable any device connected to the network.</p> |
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Electronic or Wireless Communication Devices are defined as follows:

*Electronic devices are those which provide communication by text, word, voice or picture.*

Student use of cellular phones or other electronic or wireless devices is strictly prohibited at any time once the school day begins unless specific permission is granted by a teacher or administrator or is specific to an IEP or 504 plan. If permission is granted to use electronic devices, students who use “earbuds” while listening to their electronic devices must only use one earbud due to potential safety concerns. Each school may develop individual usage rules. Cellular phones or other communication devices used during the school day or on the school bus without specific permission will be confiscated. Confiscated devices may be released to the parent/guardian at the end of the academic day that the incident occurs or before or after school in the days following. Repeated misuse may result in loss of privileges as determined by the principal or his/her designee.

It is expected that students using the internet will ONLY access it through the CCPS network unless they receive prior approval from their instructor.

Audio recording, digital video recording or photographing a person without his or her expressed permission is strictly prohibited. Parent permission is required at the elementary level.

**NOTE:** If a communication device is used in a criminal act while the student is on school property (which includes school district vehicles or school sponsored transportation), or in attendance at a school function, there is the possibility of disciplinary action by the school or criminal penalties by a court of law.

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Florida Statute 1006.07(2)

Any laser device, not authorized for use as a learning tool, is strictly prohibited on school grounds or school buses and possession of such device will result in confiscation and possible disciplinary action.



**STUDENTS BEWARE! \* STUDENTS BEWARE! \* STUDENTS BEWARE!**

Taking, sending, soliciting, forwarding or receiving pictures of a sexual nature via an electronic device is against the law and could get a student into serious trouble, not only in school, but with the law as well. If a student forwards such a picture of someone (even him/herself), he/she could face pornography charges. Students must report receiving pornographic materials to the school's administration.

**GANGS AND SECRET SOCIETIES PROHIBITED**

Gangs and secret societies are prohibited.

Gangs are defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts. Gangs have an identifiable name or identifying sign or symbol, and members individually or collectively engage in a pattern of criminal activity.

A secret society is defined as a fraternity, sorority, or other organization whose active membership is comprised in whole or in part of students enrolled in any public school. Membership in a secret society is based on the decision of its members rather than on the right of any student who is qualified by the rules of the school to be a member. This does not prevent the establishment of an organization fostered and promoted by school authorities or approved and accepted by school authorities.

Any student wearing, carrying, displaying gang or secret society paraphernalia, exhibiting behavior or gestures which symbolize gang or secret society membership, causing and/or participating in activities which intimidate or affect the attendance of another student, may be suspended from school and recommended for expulsion.

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Florida Statute 1006.14  
School Board Policy 2430

**MEDICATION MISUSE**

Charlotte County Public Schools recognizes that a student may have an illness that does not prevent his/her attending school but which does require an FDA approved medication prescribed by a licensed medical physician. Medications, dietary supplements, vitamins, holistic medications such as essential oils and/or treatments including inhalers should be given by parents at home, except when, in a physician's opinion, it is deemed vital that the medication be given during school hours. Medications, including the aforementioned list, taken during the school day must be dispensed by the school nurse or designee in the student health center.

No over-the-counter (non-prescription) medications will be given by the school nurse (or designee) without a prescription from the physician. A physician must order a non-prescription medication such as aspirin or Tylenol and the appropriate *Medication/Treatment Authorization Form* must be completed. A physician's order is not needed for lip balm.

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the United States Food and Drug Administration for over-the-counter use to limit ultraviolet light-induced skin damage.

Medication shall not be carried on a student's person in school except: Epinephrine Auto Injectors, inhalers, pancreatic enzymes, and specific emergency life-saving medications when ordered by a licensed physician and only after a completed *Medication/Treatment Authorization Form* indicating permission to carry has been approved. Furthermore, no student is allowed to provide or sell any type of medication to another student.

Possession and/or use of aerosols on school property or school events are strictly prohibited.

The misuse of common products with the sole purpose of imitating the effects of a licit or an illicit drug (legal or illegal) will be dealt with as a drug related offense.

**Any misuse of over-the-counter or prescription medications, including medical marijuana, will be dealt with as a drug related offense.**

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Florida Statute 1002.2  
School Board Policy 5330, 5500, 5530, 5780

### **POSSESSION OF MEDICATIONS**

Students are not permitted to have medications in their possession (prescribed and over-the-counter) with the exception of lip balm. Other exceptions are Epi-Pens, asthma inhalers and pancreatic enzymes, but only after a separate completed signed authorization form has been approved.

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School Board Policy 5330

### **ILLICIT DRUGS AND ALCOHOL**

The possession and use of illicit drugs and alcohol is wrong, harmful, and illegal. Please see the *Definition of Infractions* and the *Matrix of Possible Consequences* for more information.

### **TOBACCO AND ALTERNATIVE TOBACCO PRODUCTS**

Possessing, using, selling, storing, or distributing cigarettes (including “E” or vapor cigarettes or the like), cigars, snuff, dip, pipe tobacco, chewing tobacco, tobacco-free cigarettes or incendiary devices is a violation of the *Code of Student Conduct*. Students under the age of 18 will be referred to law enforcement. Electronic Cigarettes may be tested by law enforcement for possible illegal substances.

### **MISUSE OF COMMON PRODUCTS**

The use or possession of common products known to be alternatives to illicit drugs with the sole purpose of imitating the effects of a licit or an illicit drug (legal or illegal) will be dealt with as a drug-related offense. Examples of these products are bath salts, Spice, K2, herbal incense, potpourri and other common products that are known through law enforcement to mirror the effects of a licit or illicit drug.

In addition, any misuse of over-the-counter products (such as hand sanitizer, energy drinks, etc.) will be dealt with as a drug-related offense.

Possession or use of aerosols on school property or at school events is strictly prohibited.

### **CORPORAL PUNISHMENT**

The School Board of Charlotte County prohibits the use of corporal punishment.

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Florida Statute 1003.32(1)(K)  
School Board Policy 5500

## **CONDUCT STANDARD FOR PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES**

### **Middle School**

In order for a middle school student to be eligible to participate in athletic activities, the athlete must earn and maintain a 2.0 grade point average on a quarterly basis. Students must follow all expected behaviors outlined in the *Code of Student Conduct* and their individual team rules. Failure to comply with the minimum grade point average requirement or expected behaviors will result in removal from the team.

In order for a student to be eligible to participate in extra-curricular activities, the student must meet all of the requirements established by the governing regulations of the organization and maintain satisfactory conduct as defined by the district *Code of Student Conduct*.

### **High School**

In order for a student to be eligible to participate in athletic activities, an athlete must meet all of the requirements established by the Florida High School Athletics Association and maintain satisfactory conduct, as defined by the district *Code of Student Conduct*.

In order for a student to be eligible to participate in extra-curricular activities, the student must meet all of the requirements established by the governing regulations of the organization and maintain satisfactory conduct as defined by the district *Code of Student Conduct*.

In order for a student to be eligible to participate in interscholastic athletics, s/he must meet all of the requirements established by the FHSAA and maintain satisfactory conduct, as defined by the District *Code of Student Conduct*. If a student is arrested for an on or off-campus felony or a delinquent act which would have been a felony if committed by an adult, that student's participation in interscholastic, extra-curricular activities may be suspended by the principal in consultation with the Assistant Superintendent of School Support in their sole discretion until final disposition of the criminal charge. If the student is convicted of said felony charge, regardless of whether adjudication is withheld, that student's participation in interscholastic, extra-curricular activities will be suspended for a minimum of eighteen (18) consecutive school weeks. The student may only be reinstated for eligibility with the approval of SERT.

Florida Statute 1006.15(3)(a)4  
School Board Policy 2431, 2431.02

## **STUDENT ELIGIBILITY STANDARDS FOR PARTICIPATION IN INTERSCHOLASTIC AND INTRASCHOLASTIC EXTRACURRICULAR ACTIVITIES**

Florida Statute 1006.195(1)(a) mandates the following student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities:

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including state statutes 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in statute 1006.15(3)(h).

3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to Statute 1006.20(2)(b).

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Florida Statute 1006.195(1)(a)

## **VIDEO SURVEILLANCE SYSTEM**

The purpose of the District's Video Surveillance System is primarily to ensure the safety of the students and staff. This serves as notification to parents and students that video surveillance equipment is placed at all school sites and student activities are recorded. Parents are advised that students may be videotaped at any time while on school grounds and the video footage may be viewed by District personnel. Review of video by others will be governed by the Family Education Rights and Privacy Act (FERPA).

School Board Policy 7440.03

## **WARRANTLESS SEARCHES**

School officials may conduct a warrantless search of a student's person, automobile, book bag, or any other storage area on School Board property, if such officials have reasonable suspicion that illegal, prohibited, or harmful items or substances may be concealed on the student or hidden in such places.

School officials may also use metal detectors or specially trained animals in the course of searches. In addition, where alcohol use is suspected, students may be asked to submit to an oral swab test or portable breathalyzer test.

**Any student who refuses to cooperate shall be subject to school disciplinary action which may include a recommendation for expulsion.**

A random search of students without specific cause may be conducted on School Board property, at school-sponsored activities away from school property, and at all other times when students are subject to the disciplinary control of school officials. Students, property and areas to be included in the search shall be determined on a documented, completely random basis. Stationary or hand-held metal detectors may be used to assist in a random search for firearms and weapons. Specially trained animals may be used to assist in the random detection of weapons or illegal substances. Visitors, who elect to remain in the search area following notice, may be subject to the random search process. Such random searches may only be conducted by school officials subject to the administrative guidelines promulgated by the Superintendent and applicable School Board Policies.

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Florida Statute 1006.09(9)  
School Board Policy 5610.03, 5610.04, 5771

## STUDENT OUT-OF-SCHOOL SUSPENSION AND EXPULSION/SERT

### Suspension

Suspension is a disciplinary action that orders the temporary removal of a student from a class or all classes and/or extra-curricular activities for a prescribed period of time. The principal or the principal's designee shall make a good faith effort to employ parental assistance or alternative consequences for misconduct prior to suspending a student, except in emergencies, disruptive conditions, or incidents involving a serious breach of conduct.

**NOTE:** Internal suspension is considered an Alternative Program intervention sometimes used prior to out-of-school suspension.

### Guidelines for Suspensions

Before a suspension is imposed on a student, except in emergencies, the student shall be provided oral and written notice of the following:

- The provision(s) of the *Code of Student Conduct* violated;
- The specific conduct that constituted the violation(s);
- The factual basis for the suspension;
- The rationale for the suspension; and
- A brief description of the student's rights and of the hearing process.

Each student shall be given the opportunity to present his/her version of the incident. No student shall be suspended for unexcused tardiness, lateness, absence, or truancy.

### Parent Notification

When a student is assigned an out-of-school suspension, the principal or the principal's designee shall make a good faith effort to immediately inform the student's parent or guardian by telephone of the reason(s) for the student's suspension. When telephone contact is made with the parent/guardian, a copy of the suspension papers related to the incident shall be mailed within 24 hours.

If the principal or the principal's designee is unable to contact the parent, the suspension papers related to the incident shall be sent by certified mail to the most current address of the parent/guardian on record at the school.

**Students who have been suspended shall not, under any circumstances, return to any school campus or any extracurricular activity during the term of the suspension. Students returning to campus or activities during suspension will be subject to arrest for trespassing.**

Homework will be made available upon request by the student/parent within twenty-four hours of the suspension and will be subject to the normal homework policy of each teacher, and the *Code of Student Conduct*.

### Suspension Appeal

A student along with his/her parent/guardian/caretaker may request an appeal regarding the suspension. The request for a suspension appeal must be made to the principal or designee by phone, email or in person. All requests for an appeal of a suspension should be made to the office of the principal or designee within 24 hours (excluding Saturday, Sunday and holidays) of the suspension.

During this appeal, the student may be directed by the principal or designee to remain out of school until a final decision is made regarding the appeal. If the appeal is granted, the principal or designee will make arrangements to administratively excuse the absence and assist the student with any school work missed during the appeal. The principal or designee has the authority and responsibility of final review of any such appeal.

## Expulsion and SERT

Expulsion is the most severe penalty the School Board may impose for a violation of the *Code of Student Conduct*. Expulsion is the removal of the right and obligation of a student to attend public school for a specified period of time. An expulsion may be imposed for a period up to, but not to exceed the current school year, the following school year, and the intervening summer school.

The Superintendent shall refer the case of a student recommended for expulsion to the district Suspension/Expulsion Review Team (SERT). The SERT will review the incident, student records, and previous disciplinary actions and recommend that the Superintendent consider an alternative placement or act on the principal's recommendation for expulsion. If an alternative placement is considered, the student and parent will be required to sign a *Stipulated Agreement in Lieu of Expulsion* and the student must attend an alternative school. In the case of a drug violation, the stipulated agreement will require that the student must submit to random drug testing while attending the alternative program (student/parents may be required to pay for the initial drug testing). The SERT Committee may also refer students for mental health services identified by the school district pursuant to s. 1012.584 (4). This referral may be required as part of a Stipulated Agreement in Lieu of Expulsion. If the principal's expulsion recommendation is reaffirmed by SERT, the Superintendent shall schedule an expulsion hearing as soon as practicable.

## Suspension and Expulsion of Students with Disabilities

For the purpose of this rule, students with disabilities shall mean those students evaluated and determined eligible for participation in an Exceptional Student Education (ESE) program, excluding gifted students.

- A. An Individual Education Plan (I.E.P.) manifestation meeting shall be convened before the student with a disability has been suspended for ten (10) cumulative school days in any school year. If that is not possible, an I.E.P. manifestation meeting shall be held before the end of the 10<sup>th</sup> day of suspension. The I.E.P. committee shall consider whether the student's misconduct is a manifestation of his/her disability, and may revise the IEP as needed, in accordance with Rule 6A-6.03312.

If suspension from the school bus results in a student not attending school, the days out of school shall also be considered as a suspension from school.

- B. Expulsion of an identified student with a disability constitutes a change in placement, not an exclusion from educational services, and shall only occur when no relationship exists between the misconduct and the disabling condition. For this reason, the following procedures shall be followed in addition to those applying to students with disabilities:
  1. Instances in which students with a disability engage in behavior that, under normal circumstances, could warrant expulsion shall be as described in the district *Code of Student Conduct*;
  2. If the principal feels that the behavior of a student with a disability warrants expulsion, the principal shall contact the Superintendent and request through the school ESE department an Exceptional Student Education manifestation meeting in accordance with the district's Exceptional Student Education Policies and Procedures.
  3. The staffing committee shall comply with SBER 6A-6.03312 and shall meet to determine whether the student's misconduct bears a relationship to the disability and to recommend a change in program, if warranted. The ESE-student with a disability can be expelled if the staffing committee determines that the breach of conduct was not related to his/her disabling condition. However, in no case may the district cease the provision of educational services, nor should the suspension of an exceptional student be extended beyond ten (10) days unless alternative educational services are provided;

4. The approved policies and procedures for conducting meetings and for providing procedural safeguards to parents and guardians of students with disabilities shall apply to the staffing and change of placement provisions consistent with SBER 6A-6.03312 and
5. The disabled student's parent or guardian shall be informed of these policies and procedures by notice in the district *Code of Student Conduct*, by procedures in the district Exceptional Student Education Policies and Procedures.  
And by informed notice for any change of placement resulting from this policy.

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Florida Statutes 1003.01(3)(6)(5)(a); 1003.02(1)(c)1; 1006.09  
SBER 6A-1.0956; 6A-6.0331  
School Board Policy 5610

## **PARTICIPATION IN GRADUATION ACTIVITIES**

Completing all required courses, having the appropriate grade point average and receiving passing scores on all required tests, gives the student the right to receive a high school diploma. However, participation in graduation and promotion ceremonies and activities is a privilege, not a right that is automatically accorded to students. If, 30 school days or less before graduation, a student commits a major infraction as listed in the *Code of Conduct*, graduation activities and participation in the graduation ceremony (commencement) will be withheld. The graduation ceremony (commencement exercises) will include only those students who have successfully completed requirements for a standard high school diploma, a special diploma, or a certificate of completion for graduation as certified by the high school principal. Exceptions can be made with principal approval for students who are awaiting GED Exit Option results at The Academy. A qualified student may be denied participation in the ceremony of graduation when personal conduct so warrants.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT**

The research based Positive Behavior Interventions and Support (PBIS) program is in use by all Charlotte County Schools. As part of a school wide system, each school identifies a set of expectations that allows staff to proactively teach and reinforce expected behaviors, in addition to providing consequences for inappropriate behavior in accordance with the *Code of Conduct*. PBIS is recognized at both the state and the federal level as an effective way to increase positive behaviors for the majority of our students.

The use of PBIS at all tiers is part of a comprehensive Multi-Tiered Systems of Support and data is used to develop interventions at the school wide, small group and individual levels. For more information on the use of PBIS in Florida schools, please visit <https://flpbis.cbcs.usf.edu/index.html>.

**APPENDIX I**  
**INTRODUCTION TO THE**  
**MATRIX OF INFRACTIONS AND**  
**POSSIBLE CONSEQUENCES**

Students are expected to come to school prepared to learn and to participate in all learning activities. Any conduct which interferes with the orderly operation of a school and/or interferes with any student's ability to learn is considered inappropriate and may subject the student to disciplinary action.

The *Matrix of Infractions & Disciplinary Actions* specifically identifies prohibited student conduct and lists the range of consequences which may be imposed by the school administrative staff for each infraction.

In conjunction with the use of the matrix, on-going educational and behavioral interventions are to be used to address student conduct concerns.

Possible school level interventions include the following:

1. Conference with student;
2. Conference with parent;
3. Referral to the Student Assistance Team;
4. Student Contract (Behavioral/Attendance);
5. Peer Mediation;
6. Tobacco Cessation Class;
7. Substance Abuse Counseling;
8. OSSA - Out of School Suspension Alternative;
9. Referral to guidance counselor;
10. Assessment by school social worker;
11. Assessment by school psychologist;
12. Referral to SEA/AAP Program;
13. Referral to SOS Program;
14. Functional Behavioral Analysis (ESE);
15. Referral for Mental Health Services; and
16. Referral to the School Based Threat Assessment Team.

When assigning a disciplinary action, the principal or the principal's designee shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record, the student's attitude, the student's age and grade level, and the severity of the problem as it exists in that particular school. Repeated violations may warrant more severe disciplinary action.

A student or parent may appeal to the principal for reconsideration of a disciplinary action; however, the principal has the authority of final review of any such appeal.

The issuance of a civil citation to a student shall be in the sole discretion of law enforcement. Assigning a student to a civil citation or similar pre-arrest diversion program will not be considered as an alternative to expulsion. Any potential violations of the law shall be promptly referred to law enforcement.

**Note:** Reassignments may be revoked for violations of the *Code of Student Conduct*.



## APPENDIX II

### DEFINITION OF INFRACTIONS

When a student has committed an infraction, the misbehavior is to be classified according to the definition that best describes it. The consequence to be imposed is then determined by referring to the Matrix of Infractions & Disciplinary Actions.

- **Affray** - two or more persons voluntarily or by agreement who engage in any fight or use any blows or violence towards each other in an angry or quarrelsome manner in any public place to the disturbance of others. (Florida Statute 870.01)
- **Aggravated Assault (threat with a weapon) (Zero Tolerance)** - an assault with a deadly weapon without the intent to kill.
- **Aggressive Touching (K-5)** - The physical use of force or violence by an individual against another where law enforcement is not needed (non SESIR).
- **Aiding and Abetting** - knowingly giving aid or help to another student in the violation of any part of the *Code of Student Conduct* or acting to help a violator escape detection shall be considered the same as if the student had directly committed the violation.
- **Alcohol Violation** - possessing, using, storing, selling, distributing, or being under the influence of any alcoholic beverage.
- **Armed Robbery (Zero Tolerance)** - the taking of money or other property from another, with the use of a firearm or other deadly weapon.
- **Arson (Zero Tolerance)** - the intentional damage, or attempt to damage, any real or personal property by fire or incendiary device.
- **Assault** - an intentional, unlawful threat by word or act to do violence to a person, coupled with apparent ability to do so, and which creates a well-founded fear that such violence is imminent.
- **Assault on School Employee** - an intentional, unlawful threat by word or act to do violence to a school employee, coupled with apparent ability to do so, and which creates a well-founded fear that the violence is about to take place.
- **Battery, Aggravated (Zero Tolerance)** - intentionally or knowingly causing great bodily harm, permanent disability or permanent disfigurement; or using a deadly weapon.
- **Battery on Staff Member or Volunteer (Zero Tolerance)** - the actual and intentional touching or striking of a staff member or volunteer against his/her will, or intentionally causing bodily harm to a school employee or volunteer.
- **Bomb Threat (Zero Tolerance)** - see definition for “False Report.”
- **Breaking and Entering/Burglary** - the unlawful entry into a building or other structure or vehicle with the intent to commit a crime.
- **Bullying** - an action by a person or group of people that hurts, embarrasses, or frightens another person on purpose over and over again. Bullying is intentional, unprovoked, reoccurring, and happens when there is a difference in power (either physical or psychological.) *See the section on “Bullying” for more information.*
- **Bus Rules/Procedures Violation** - engaging in conduct or behavior which interferes with the orderly, safe, and timely transportation of students.

- **Cheating** - the inappropriate and deliberate distribution or use of information, notes, materials, or work of another person, used as your own, in the completion of an academic exam, test or assignment.
- **Class Disruption** - committing any act that disrupts the learning environment of the classroom.
- **Computer Misuse** - the inappropriate use of a computer, including, but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, and entering, distributing or printing unauthorized files.
- **Contraband** - the possession or use of items, which are prohibited at school, including, but not limited to skates, skateboards, cell phones, electronic or wireless devices, and radios. See the section “Electronic Communication and Laser Devices” for rules regarding cell phone use.
- **Counterfeiting** - falsely making, altering or forging a public record, document, or certificate, with the intent to defraud, injure or to gain advantage over another.
- **Dangerous Instrument** - anything, although not specifically designed to do harm to another person, that is used to cause or attempt to cause injury, or is used to put someone in reasonable fear of injury, including, but not limited to belts, pencils, pens, compasses, combs, and hair brushes.
- **Dating Violence** - a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.
- **Disrespect** - the use of words or acts, which demean, degrade, antagonize, or humiliate a person or group of persons.
- **Disrupting a School Function (Campus) Major** - the act of knowingly interfering, conspiring, or counseling another to disrupt the orderly conduct of a school campus, school board function, or activity on school board property, or the act of interfering with the attendance of any student or school employee in a school or classroom setting (Florida Statutes 871.01; 877.13).
- **Disruption of a School Function (Campus) Minor** - any act that disrupts the orderly conduct of any school function or event without law enforcement intervention.
- **Dress Code Violation** - failure to comply with the established dress code policy. (*See Dress Code section for specific consequences*)
- **Drug Distribution Violations: Selling/Distributing/Receipt/Manufacturing (Zero Tolerance)** – the selling, distributing, receiving, or manufacturing of any substance defined as a controlled substance under Florida Statutes, Chapter 893, including, but not limited to, marijuana, hallucinogens, inhalants, or, or any substance which is represented to be a controlled substance, as well as over the counter medication, or any substance which requires a physician’s prescription, or any substance represented to be an illegal substance, such as “designer drugs.”
- **Drug Possession (Zero Tolerance)** - the use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- **Electronic Communication Devices** - devices which provide communication by text, words, voice or pictures such as cell phones, iPod, thumb drives, game machines, lap top computers, book readers, and the like.
- **Elopement** – leaving school grounds without receiving the required prior approval or following established procedures for checking out of school.

- **Explosives** (*Zero Tolerance*) - possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance or destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device that is designed to explode.
- **Extortion** - the use of threat or intimidation to obtain anything of value from another person, including, but not limited to, money.
- **Failure to Report for Detention/Saturday School** - not attending an assigned detention or Saturday School.
- **Failure to Report Suspicious Activity, Threat to the School, Weapon or Dangerous Instrument**- knowing of weapons, dangerous instruments, suspicious activity, or threats of violence by any students and not reporting to school administration or staff.
- **False Accusation** - an untrue statement, either oral or written, known to be untrue and communicated intentionally and maliciously and when communicated injures or jeopardized the personal or professional reputation or credibility of a teacher, administrator, or any other staff member.
- **False Alarm** - the intentional activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.
- **False Reports (Bomb Threat)** (*Zero Tolerance*) - reports made with the intent to deceive, mislead, or otherwise misinform any person concerning the placing or planting of any bomb, dynamite, or other deadly explosive, or concerning the use of firearms in a violent manner involving school or school personnel's property, school transportation, or a school sponsored activity.
- **Fighting** - mutual participation in an altercation involving physical violence that results in the need for physical intervention and/or an injury requiring medical attention. This does not include verbal confrontations, pushing, or minor confrontations.
- **Firearms Violation** (*Zero Tolerance*) - possessing, using, selling, storing, distributing, or detonating any weapon which will, if designed to, or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device. Included are firearms of any kind (operable or inoperable; loaded or unloaded), including, but not limited to, handguns, zip guns, pistols, rifles, shotguns, starter guns, or flare guns.
- **Fireworks** - possession or ignition of firecrackers, bottle rockets, smoke bombs, or other similar devices.
- **Forgery** - making a false or misleading written communication to a school staff member with either the intent to deceive or, under circumstances which would reasonably be calculated to deceive, the staff member.
- **Gambling** - any participation in games or activities of chance for money or items of value.
- **Gang-Related Activity and Secret Societies** - engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors.
- **Harassment** - making any verbal or written statement, slur, or innuendo, or engaging in physical conduct reflecting on the race, national origin, sex, sexual orientation, handicap, or marital status of a student which has the purpose or effect of creating an intimidating, hostile or offensive educational environment, or has the purpose or effect of unreasonably interfering with an individual's work or school performance or participation, or otherwise adversely affects an individual's educational opportunities. See the section on "Bullying and Harassment" for more information.
- **Hazing (Chad Meredith Act)** - any action or situation for the purpose of intimidation or any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety.

- **Homicide** (*Zero Tolerance*) - the unlawful killing of a human being.
- **Horseplay** - engaging in rowdy, rough behavior that interferes with the safe or purposeful order of a school.
- **Inappropriate Affection** - engaging in intimate displays of affection that are not suitable for an educational setting.
- **Inciting Violence** - the act of one or more persons who conspire, provoke, or promote the creation of a hostile school environment that generates a disruption to the school or to an individual member of the school community.
- **Insubordination** - the deliberate refusal or failure to follow a direction or an order from a school staff member, bus driver, or any other adult in authority. Insubordination includes any student who violates school safety directives or protocols.
- **Kidnapping** (*Zero Tolerance*) - forcibly abducting or imprisoning another person against his or her will and without lawful authority.
- **Misrepresentation/Lying** - intentionally providing false or misleading information to, or withholding valid information from, a school staff member.
- **Open Defiance** - the open or flagrant challenge of the authority of a school staff member, bus driver, or any other adult in authority.
- **Other Major** - Any serious, harmful incident resulting in the need for law enforcement intervention that is not previously classified, which includes but is not limited to gambling, counterfeiting, child pornography or drug paraphernalia.
- **Physical Attack** - the actual and intentional touching or striking of another person against his/her will, or intentionally causing of bodily harm to an individual.
- **Plagiarism** - a form of cheating where a person takes ideas or writings from another and offers them as one's own.
- **Profane, Obscene, or Inappropriate Language/Materials** - the use of oral or written language, electronic messages, gestures, objects, or pictures which are considered to be offensive, subversive, or socially unacceptable.
- **Racial Harassment** - all forms of discrimination prohibited by Title VI - race, color, and national origin, including any verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any student based upon race, when such conduct substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Racial harassment may include, but is not limited to, the following conduct which is based upon race:
  1. Epithets and slurs;
  2. Negative stereotyping;
  3. Threatening, intimidating, or hostile acts; and
  4. Written or graphic material that shows hostility or aversion toward an individual or group.
- **Restorative Justice** – a system of school discipline that provides school leaders and teachers with collaborative solutions for selected disciplinary violations. Such solutions include, but are not limited to Peer Mediation, Peer Accountability Boards, Conferencing and Circles.
- **Robbery** - taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence or putting the victim in fear of violence.

- **SESIR** - (School Environmental Safety Incident Report) – a report of incidents that must be reported directly to the state.
- **Sexual Assault** (*Zero-Tolerance*) – An incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability.
- **Sexual Battery** (*Zero Tolerance*) - any sexual act directed against another person, forcibly or against the person's will, or not forcibly against the person's will where the victim is not capable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.
- **Sexual Harassment** - consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when such conduct substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.
- **Sexual Misconduct** - engaging in a sex act or physical conduct of a sexual nature.
- **Skipping Class** - not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval and/or following the established procedures for checking out of a class.
- **Skipping School** - not reporting to school or leaving school grounds without receiving proper prior approval and/or following the established procedures for checking out of school.
- **Social Exclusion** - a form of emotional bullying that can include ignoring a certain person, leaving him/her out of invitations and encouraging others to participate in the exclusion.
- **Student Conflict** - any non-violent disagreement between or among students that does not fall under the definition of “Bullying or Harassment.”
- **Student Refusal to Consent to a Search** - knowingly and willfully refuses to submit to a search of his/her personal belongings, school property to which they have been assigned, or personal vehicle while on school property, by an school employee duly authorized to conduct searches based on reasonable suspicion..
- **Tardiness** - late arrival to school or to a class
- **Theft** - the unlawful taking of property worth \$750.00 or more without threat of violence or bodily harm.
- **Theft/Other** - the unlawful taking of property worth under \$750.00 without the threat of violence or bodily harm.
- **Threat, Bona Fide** (*Zero Tolerance*) - a plot or plan, written or oral, alone or in concert with others, which if carried out could result in death or injury to others or the destruction of property, or the serious disruption of the school environment. Examples include but are not limited to acts of terrorism, verbal threats accompanied by frequent harassment, written threats, detailed plans that portend harm to others, documented occurrences of stalking, conspiracies, and threats to throw, project, place or discharge any destructive device with intent to do bodily harm to any person or damage to any property.
- **Threat/Social Media Threat/Other** - the declaration of intent by word or act to do violence to another person or to his/her property. This includes but is not limited to direct or indirect threats conveyed through the use of any form of social media or other messaging regardless of the time of day when the communication disrupts the educational environment of the school.
- **Threat/Intimidation/Assault** - causing physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) an intention that the threat is heard or seen by the person who is the object of the threat; (2) a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; (3) the ability of the offender to actually carry the threat directly or by a weapon or other instrument that can easily be obtained.

- **Tobacco Products Violation** - possessing, using, selling, storing, or distributing cigarettes (**including “E” or vapor cigarettes or the like**), cigars, snuff, dip, pipe tobacco, chewing tobacco, tobacco-free cigarettes or incendiary devices. Students under the age of 18 will be referred to law enforcement.
- **Trespassing** - the unauthorized entry onto School Board owned property, into a school function, or an extracurricular activity, or remaining on School Board owned property after being directed to leave that location by a school staff member or law enforcement official.
- **Unauthorized Area** - being present in buildings, rooms, or other areas on a school campus restricted to student access during all or portions of a day.
- **Unauthorized Assembly** - assembly without specific permission of school officials that causes serious disruption to the orderly operation of the school or activity.
- **Unauthorized Publication** - publication of unauthorized memos, newsletters, newspapers or similar items in print or in electronic format that results in a serious disruption of school operations.
- **Vandalism** - willfully defacing, damaging or destroying by any means, the real or personal property belonging to the School Board or to another person.
- **Vehicle/Parking Violation** - failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.
- **Victimization (*Zero Tolerance*)** - committing certain felonies against a student at the same school may result in the perpetrator being assigned to a new school and/or different transportations. The qualifying felonies are homicide, assault, battery, culpable negligence, kidnapping, false imprisonment, luring or enticing a child, custody offenses, sexual battery, lewdness, indecent exposure, child abuse, robbery by sudden snatching, car jacking, and home-invasion robbery.
- **Weapons, including knives (*Zero Tolerance*)** - possessing, using, selling, storing, or distributing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to, fixed blade knives, folding knives, switchblade knives, common pocketknives, razor blades, sharp cutting instruments, ice picks, dirks, chains, pipe, nunchucks, blow darts, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electrical weapons or devices, stun guns, BB or pellet guns, propellants, and "look-alike" weapons.

### APPENDIX III – Matrix of Infractions and Possible Consequences

| Infractions  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | Directions   |
|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|--|
| Affray   |   |   |   |   |   |   |   |   | M | O  | O  |    |    |    |    | O  |    |    |    | To identify appropriate sanctions, locate the cells found at the intersection of the infraction (rows) and the column numbers.                       |
| <b>Aggravated Assault (S) (ZT)</b>   |   |   |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | O  | The column numbers correspond with the consequences listed in the box to the right of the matrix.  |
| <b>Agressive Touching (K-5)</b>  | O | O | O | O | O | O | O | O | O | O  | O  |    | O  | O  | O  | O  |    |    |    |  |
| <b>Aiding and Abetting (see definition)</b>  | O |   | O | O | O | O | O | O | O | O  | O  |    |    |    |    |    |    |    |    | <b>S – SESIR                      ZT – ZERO TOLERANCE</b>  |
| <b>Alcohol Violation* (S)</b>  |   | M | M |   |   |   | O | O | M | M* | M  |    |    |    |    | O  | O  |    | O  | <b>Consequences</b>  |
| <b>Armed Robbery (S) (ZT)</b>  |   |   |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | O  | 1. Verbal reprimand  |
| <b>Arson (S) (ZT)</b>  |   |   |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | O  | 2. Confiscation  |
| <b>Assault</b>   |   |   | O | O | O |   |   | O | O | O  | O  | O  |    | O  | O  | O  |    |    | O  | 3. Bus suspension  |
| <b>Assault on School Employee</b>  |   |   |   |   |   |   |   |   | M | M  | M  | O  |    | O  | O  | O  |    |    | O  | 4. Detention/Saturday school   |
| <b>Battery (S)</b>   |   |   |   |   |   |   |   |   | O | O  | O  | O  |    | O  | O  | O  |    |    | O  | 5. Documentation/dialogue with administration  |
| <b>Battery, Aggravated (S) (ZT)</b>  |   |   |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | O  | 6. Restitution   |
| <b>Battery/Staff Member (S) (ZT)</b>   |   |   |   |   |   |   |   |   | M | M  | M  | O  |    | O  | O  | O  |    |    | O  | 7. Parking decal revoked   |
| <b>Bomb Threat/False Report (S) (ZT)</b>   |   |   |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | M  | 8. In-school suspension  |
| <b>Breaking &amp; Entering/Burglary (S)</b>  |   |   |   |   |   | O |   |   | M | M  | M  |    |    |    |    |    |    |    | O  | 9. Out-of-school suspension  |
| <b>Bullying (S)</b>  | M |   | O | O | M |   | O | O | O | O  | O  | O  |    | O  | O  | O  |    |    | O  | 10. Recommended for expulsion/bus expulsion  |
| <b>Bus Rules/Procedures Violation</b>  | M |   | O | O | O |   |   | O | O | O  | O  |    |    |    |    | O  |    |    |    | 11. Referred to law enforcement  |
| <b>Cheating ( MUST notify parent)</b>  | M | O |   | O | M | O |   | O | O | O  | O  |    |    |    |    |    |    |    |    | 12. Assignment to another school   |
| <b>Class Disruption</b>  | O |   |   | O | O |   |   | O | O |    |    |    | O  |    |    |    |    |    |    | 13. Restorative Justice  |
| <b>Communication device misuse(See definition)</b>   | M | M | O | O | M |   |   | O | O | O  | O  |    |    |    |    |    |    |    |    | District Reassignments may be revoked for violations of the <i>Code of Student Conduct</i> .   |
| <b>Computer Misuse</b>   | O |   |   | O | O | O |   | O | O | O  | O  |    | O  |    |    | O  |    |    |    |  |
| <b>Contraband</b>  | O | M | O | O | O |   |   | O | O | O  | O  |    |    |    |    |    |    |    |    | <b>School/SERT Interventions</b>   |
| <b>Counterfeiting</b>  |   | M |   |   |   | O |   | O | O | O  | M  |    |    |    |    | O  |    |    |    | 14. Assessment through school social worker  |
| <b>Dangerous Instrument</b>  |   | M | O |   |   |   |   | O | O | O  | O  |    |    |    |    | O  |    |    |    | 15. Assessment through school psychologist   |
| <b>Dating Violence</b>   | M |   |   |   | M |   |   | O | O | O  | O  | O  |    | O  | O  | O  |    |    |    | 16. Referral to SEA/other alternative programs   |
| <b>Disrespect</b>  | O |   | O | O | O |   |   | O | O |    |    |    | O  |    |    |    |    |    |    | 17. Mandatory drug testing if stipulated   |
| <b>Disruption of a School Function (Campus) Major (S)</b>  | O |   |   |   |   |   |   |   | M | O  | M  |    |    |    |    | O  |    |    | O  | 18. For students with disabilities (ESE), the Individual Education Plan (IEP) and/or the Individualized Positive Intervention Plan will be reviewed. |
| <b>Disruption of a School Function - Minor</b>   |   |   | O |   |   |   |   | O | O | O  | O  |    |    |    |    | O  |    |    |    |  |
| <b>Dress Code Violation (See Dress Code section for specific consequences)</b>                     | M |   |   | O | M |   |   | O | O |    |    |    |    |    |    | O  |    |    |    | 19. Referral to Mental Health Services   |
| <b>Dress Code: Uniform Dress Violation</b>   | M |   |   |   | M |   |   | O |   |    |    | O  |    |    |    |    |    |    |    | Mandatory consequences indicated by "M"  |
| <b>Drug Possession*/Use * (S) (ZT)</b>   |   | M |   |   |   |   |   |   | M | M* | M  |    |    | O  | O  | M  | O  |    | O  | Optional consequences indicated by "O"   |
| <b>Drug Sale/Dist/Rept/Mfg (S) (ZT)</b>  |   | M |   |   |   |   |   |   | M | M  | M  |    |    |    |    | O  | O  |    | O  |  |
| <b>Elopement</b>   | O |   |   | O | O |   | O | O |   |    |    |    |    |    | O  | O  | O  | O  |    |  |
| <b>Explosives (S) (ZT)</b>   |   | M |   |   |   |   |   |   | M | M  | M  | O  |    | M  |    |    |    |    | M  |  |
| <b>Extortion</b>   |   |   | O |   |   | O |   | O | O | O  | O  |    |    |    |    |    |    |    |    | * Principal may refer student to the SOS substance abuse program in lieu of expulsion recommendation.  |
| <b>Failure Report to Detent/Sat. School</b>  |   |   |   | O | O |   |   | O | O |    |    |    |    |    |    | O  |    |    |    |  |
| <b>Failure to Report Suspicious Activity, Threat to the School, Weapon or Dangerous Instrument</b> | M |   | O | O | M |   |   | O | O | O  | O  | O  |    | O  | O  |    |    |    |    | NOTE: Excessive unexcused absences may result in loss of driver's license or state cash assistance benefits.   |

## APPENDIX III - Matrix of Infractions and Possible Consequences

| Infractions  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | Directions   |
|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|--|
| False Accusation                                   | M |   | O | O | M |   |   |   | M | M  | M  | O  |    | O  | O  | O  |    |    |    | To identify appropriate sanctions, locate the cells found at the intersection of the infraction (rows) and the column numbers. The column numbers correspond with the consequences listed in the box to the right of the matrix. |
| False Alarm  |   |   |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | O  |  |
| <b>False Report (S) (ZT)</b>                       |   |   |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | O  |  |
| Fighting (S)                                       |   |   | O | O | O |   |   | O | O | O  | O  |    | O  |    |    |    |    |    | O  |  |
| <b>Firearms Violation (S) (ZT)</b>                 |   | M |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | M  | <b>S – SESIR      ZT – ZERO TOLERANCE</b>  |
| Fireworks  | M | M | O |   |   |   |   | O | O | O  | O  |    |    |    |    | O  |    |    |    |  |
| Forgery  |   |   | O | O | O |   |   | O | O | O  | O  |    |    |    |    | O  |    |    |    | <b>Consequences</b>  |
| Gambling   | O |   | O | O | O |   |   | O | O | O  | O  |    |    |    |    |    |    |    |    | 1. Verbal reprimand  |
| Gang Activity/Secret Societies                     |   | O | O |   |   |   |   | O | O | O  | M  |    |    |    |    | O  |    |    |    | 2. Confiscation  |
| Harassment (S)                                     | O |   | O | O | O |   |   | O | O | O  | O  |    |    |    |    |    |    |    | O  | 3. Bus suspension  |
| Hazing (S)   | M |   | O | O | M |   | O | O | O | O  | O  | O  |    | O  | O  | O  |    |    | O  | 4. Detention/Saturday school   |
| <b>Homicide (S) (ZT)</b>                           |   |   |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | O  | 5. Documentation/dialogue with administration  |
| Horseplay  | O |   | O | O | O |   |   | O | O |    |    |    | O  |    |    |    |    |    |    | 6. Restitution   |
| Inappropriate Affection                            | O |   | O | O | O |   |   | O | O |    |    |    |    |    |    |    |    |    |    | 7. Parking decal revoked   |
| Inciting Violence                                  | O |   | O | O | M |   |   | O | O | O  |    |    |    |    |    | O  |    |    |    | 8. In-school suspension  |
| Insubordination                                    | O |   | O | O | O |   |   | O | O |    |    |    | O  |    |    | O  |    |    |    | 9. Out-of-school suspension  |
| <b>Kidnapping (S) (ZT)</b>                         |   |   |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | O  | 10. Recommended for expulsion/bus expulsion  |
| Medication Misuse: <i>(See Subject Area)</i>       |   |   |   |   |   |   |   |   |   |    | O  |    |    |    |    |    |    |    |    | 11. Referred to law enforcement  |
| Medication Policy Misuse <i>(See Subject Area)</i> |   | M |   |   | M |   |   |   | O | O  | O  |    |    |    |    | O  |    |    |    | 12. Assignment to another school   |
| Misrepresentation/Lying                            | O |   | O | O | O |   |   | O | O |    |    |    | O  |    |    |    |    |    |    | 13. Restorative Justice  |
| Off-campus Felony <i>(See Subject Area)</i>        |   |   |   |   |   |   |   |   | O | O  | O  | O  |    |    |    | O  |    |    |    | District Reassignments may be revoked for violations of the <i>Code of Student Conduct</i> .   |
| Open Defiance                                      |   |   | O |   |   |   |   | O | O | O  |    |    | O  |    |    | O  |    |    |    |  |
| Other Major – OMC (S)                              |   |   |   |   |   |   |   | O | O | O  | M  | O  |    | O  | O  | O  |    |    | O  |  |
| <b>Physical Attack (S)</b>                         | O |   | O | O | O |   | O | O | O | O  | O  |    | O  |    |    |    |    |    | O  | <b>School/SERT Interventions</b>   |
| Profane Language/Materials                         | O | M | O | O | O |   |   | O | O | O  |    |    | O  |    |    |    |    |    |    | 14. Assessment through school social worker  |
| Racial Harassment                                  | O |   | O | O | O |   |   | O | O | O  | O  |    |    | O  | O  | O  |    |    |    | 15. Assessment through school psychologist   |
| Robbery (S)  |   |   |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | O  | 16. Referral to SEA/other alternative programs   |
| <b>Sexual Assault (S) (ZT)</b>                     |   |   |   |   |   |   |   |   | M | M  | M  | O  |    |    | O  | O  | O  |    | O  | 17. Mandatory drug testing if stipulated   |
| <b>Sexual Battery (S) (ZT)</b>                     |   |   |   |   |   |   |   |   | M | M  | M  |    |    |    |    |    |    |    | O  | 18. For students with disabilities (ESE), the Individual Education Plan (IEP) and/or the Individualized Positive Intervention Plan will be reviewed.   |
| Sexual Misconduct/SXO (S)                          |   |   | O |   |   |   |   | O | O | O  | M  |    |    | O  | O  | O  |    |    | O  |  |
| Sexual Harassment (S)                              | O |   | O | O | O |   |   | O | O | O  | O  |    |    | O  | O  | O  |    |    | O  | 19. Referral to Mental Health Services   |
| Skipping Class                                     | O |   |   | O | O |   | O | O |   |    |    |    |    | O  | O  | O  |    |    |    |  |
| Skipping School                                    | O |   |   | O | O |   | O | O |   |    |    |    |    | O  | O  | O  |    |    |    |  |
| Social Exclusion <i>(See Bullying)</i>             |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |
| Student Conflict                                   |   |   |   |   |   |   |   |   | O | O  | O  |    | O  |    |    |    |    |    |    | Mandatory consequences indicated by “M”<br>Optional consequences indicated by “O”  |
| Student’s Refusal to Consent to Search             |   |   | O |   |   |   | O |   | M | O  | O  |    |    |    |    | O  |    |    |    |  |
| Tardiness  | O |   | O | O |   |   | O | O |   |    |    |    |    | O  |    | O  |    |    |    |  |
| Theft (Over \$750.00) Larceny (S)                  |   |   | O | O | O | O |   | O | O | O  | M  |    | O  |    |    |    |    |    | O  |  |
| Theft/Other  |   |   | O | O | O | O |   | O | O | O  | O  |    | O  |    |    |    |    |    |    |  |
| <b>Threat, Bona Fide (S) (ZT)</b>                  |   |   |   |   |   |   |   |   | M | M  | M  | O  |    | M  | M  |    |    |    | O  | * Principal may refer student to the SOS_substance abuse program in lieu of expulsion recommendation.  |
| Threat/Intimidation/Assault (S)                    |   |   | O | O | M |   |   | O | O | O  | M  | O  |    | O  |    | O  |    |    | O  |  |
| Threat/Social Media Threat/Other                   |   |   | O | O | M |   |   | O | O | O  | M  | O  | O  | O  | O  | O  |    |    | O  |  |
| Tobacco Products Violation (S)                     |   | M | O | O | O |   | O | O | O |    | O  |    |    |    |    |    |    |    | O  | NOTE: Excessive unexcused absences may result in loss of driver’s license or state cash assistance benefits.   |



## APPENDIX III - Matrix of Infractions and Possible Consequences

| Infractions                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | Directions   |  |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|--|--|
| Trespassing (S)                           | O |   | O |   |   |   |   | O | O | O  | M  |    |    |    |    |    |    |    | O  | To identify appropriate sanctions, locate the cells found at the intersection of the infraction (rows) and the column numbers. The column numbers correspond with the consequences listed in the box to the right of the matrix. |  |
| Unauthorized Area                         | O |   | O | O | O |   |   | O | O |    |    |    |    |    |    | O  |    |    |    |  |  |
| Unauthorized Assembly                     | O |   | O | O |   |   | O | O | O | O  | O  |    |    |    |    | O  |    |    |    |  |  |
| Unauthorized Publication                  | O | O |   | O | O |   |   | O | O | O  | O  |    |    |    |    |    |    |    |    |  |  |
| Vandalism                                 |   |   | O | O | O | O |   | O | O | O  | O  |    | O  |    |    |    |    |    |    |  |  |
| Vandalism (over \$1000) (S)               |   |   |   |   |   | M |   | O | O | M  |    | O  |    |    |    |    |    |    | O  | <b>S – SESIR</b>   | <b>ZT – ZERO TOLERANCE</b>   |
| Vehicle/Parking Violation                 | O |   |   | O | O |   | O | O | O |    | O  |    |    |    |    |    |    |    |    |  | <b>Consequences</b>  |
| Victimization (S) (ZT) (Refer to page 14) |   |   |   |   |   |   |   |   | O | O  | O  | M  |    | O  | O  | O  | O  |    | O  | 1. Verbal reprimand  |  |
| Weapons (S) & (ZT)                        | M | M |   |   |   |   |   |   | M | M  | M  | O  |    | O  | O  |    |    |    |    | O  | 2. Confiscation  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 3. Bus suspension  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 4. Detention/Saturday school   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 5. Documentation/dialogue with administration  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 6. Restitution   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 7. Parking decal revoked   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 8. In-school suspension  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 9. Out-of-school suspension  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 10. Recommended for expulsion/bus expulsion  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 11. Referred to law enforcement  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 12. Assignment to another school   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 13. Restorative Justice  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | District Reassignments may be revoked for violations of the Code of Student Conduct.   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | <b>School/SERT Interventions</b>   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 14. Assessment through school social worker  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 15. Assessment through school psychologist   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 16. Referral to SEA/other alternative programs   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 17. Mandatory drug testing if stipulated   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 18. For students with disabilities (ESE), the Individual Education Plan (IEP) and/or the Individualized Positive Intervention Plan will be reviewed. |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | 19. Referral to Mental Health Services   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | Mandatory consequences indicated by “M”  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | Optional consequences indicated by “O”   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | *Principal may refer student to the SOS substance abuse program in lieu of expulsion recommendation.   |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  | NOTES: Excessive unexcused absences may result in loss of driver’s license or state cash assistance benefits.  |

**APPENDIX IV**  
**SCHOOL BOARD RULES**  
**RELATING TO STUDENT CONDUCT**

Copies of official School Board Rules which relate to student conduct are available in all schools, as well as the district offices and on our website. Applicable rules include the following:

|         |   |
|---------|---|
| 2260    | Access to Equal Educational Opportunity                                       |
| 2430    | Student Clubs and Organizations   |
| 2431    | Interscholastic Extra-Curricular Program                                      |
| 2431.02 | Athletics   |
| 3362    | Threatening Behavior Toward Staff Members                                     |
| 5120    | School Assignment Within District and School<br>Assignment Within School      |
| 5130    | Withdrawal and Leaves from School   |
| 5200    | Attendance  |
| 5230    | Late Arrival and Early Dismissal  |
| 5230.01 | Elementary and Middle Students: Late Arrivals<br>(Tardy) and Early Dismissals |
| 5330    | Medical Treatment and Medication Administration                               |
| 5500    | Student Conduct and Discipline  |
| 5513    | Vandalism, Damage, Loss, and Malicious Mischief                               |
| 5517    | Prohibition of Harassment   |
| 5517.01 | Bullying and Harassment   |
| 5530    | Drug Prevention   |
| 5540    | Interviewing of Students by Community Agencies                                |
| 5610    | Suspension and Expulsion of Students  |
| 5610.03 | After School Detention of Students  |
| 5610.04 | Detaining Students for Questioning  |
| 5630    | Corporal Punishment   |
| 5730    | Student Groups, Clubs, and Organizations                                      |
| 5771    | Search and Seizure  |
| 5780    | Student/Parent Rights   |
| 5855    | Student Attendance at School Events   |
| 7440.02 | Vandalism, Damage, Loss, and Malicious Mischief                               |
| 7540    | Computer Technology and Networks  |
| 7540.01 | Technology Privacy  |
| 7540.02 | District Web Page   |
| 7540.03 | Student Network and Internet Acceptable Use and<br>Safety                     |
| 8330    | Student Records   |
| 8406    | Reporting Suspicious Activities or Threats                                    |
| 8600    | Transportation  |

**APPENDIX V**

***CODE OF STUDENT CONDUCT***  
**2020-2021 REVIEW COMMITTEE**

Brown, Nicholas ..... Assistant Principal, Charlotte High School  
Christiansen, Kelli ..... Executive Secretary, School Support  
Clarke, Garfield ..... Teacher, Punta Gorda Middle School  
Cox-McKimmey, Jennifer ..... Supervisor of District Health Services  
Desjardins, Michael ..... Assistant Superintendent for School Support  
Ham, Jack ..... Principal, The Academy  
Modupe, Edeoga ..... Parent, Charlotte High School  
Modupe, Nnami ..... Student, Charlotte High School  
Phillips, Chantal ..... Director of Intervention and Dropout Prevention Services

\*Illustration of sailfish is credited to: *Citron / CC-BY-SA-3.0*

# STUDENT/PARENT ACKNOWLEDGMENT FORM 2020-2021

The *Code of Student Conduct* has been developed to help your child gain the greatest possible benefit from his/her school experiences. This *Code of Student Conduct* defines the responsibilities and the rights of students attending Charlotte County Public Schools, as well as clearly identifies the consequences for student actions which violate this code.

The school is in need of your help and cooperation. Students, parents, and schools working together can maintain a safe and purposeful atmosphere in the schools where students can learn to their full potential.

Since parents/guardians share responsibility for the actions of their children, they should also become familiar with the rules and expectations described in this handbook. Please read and discuss this important document with your child, then sign this form and return it to your child's school, where it will be kept on file.

I also agree to the rules and terms of network and internet use as outlined in the agreement in this *Code of Student Conduct*.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

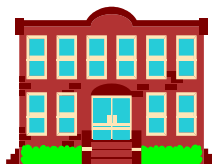
\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Note: Failure to return this acknowledgment form will not release a student or the parents/guardians of the student from responsibility for knowledge of the contents of the *Code of Student Conduct* and will not excuse noncompliance with the *Code of Student Conduct* by the student.



**CHARLOTTE COUNTY PUBLIC SCHOOLS**  
**STATEMENT OF ACADEMIC HONESTY AND PLAGIARISM**

This form must be presented to each student in grades K-12. Forms for students in grades K-2 need a parent signature only. In grades 3-12, both the student and the parent must sign the form. The signed form will be kept on file in the office of the school's dean or appropriate administrator.

The School Board of Charlotte County strongly believes that academic honesty must be practiced by all its students. Therefore, instances of cheating in any form will be considered a critical breach of character and integrity as well as a serious violation of the *Code of Student Conduct*.

Cheating is defined in the Charlotte County Public Schools in the following way:

"The inappropriate and deliberate distribution or use of information, notes, materials, or work of another person, used as your own, in the completion of an academic exam, test or assignment."

Cheating violations may result in the loss of eligibility for local scholarships, loss of honors, awards, and membership in extra-curricular activities. In addition, a student whose actions enable others to cheat (e.g., stealing or selling a test) will be considered to have committed a particularly serious violation of the *Code of Student Conduct* which will result in **the strongest of consequences related to the nature of the incident including, but not limited to loss of assignment credit if applicable, referral to law enforcement.**

-----  
My signature on this form indicates that I have read and understand the School Board's policy concerning academic honesty.



\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Charlotte County Public Schools Acceptable Use Policy/Guidelines for Student E-mail

All Charlotte County Public School students have been provided with a username and password that gives them access to the educational and collaborative tools found in both Office 365 and Google. Your child can use these accounts to access resources that will assist them in their instructional pursuits. These tools include but are not limited to Microsoft Word, PowerPoint, and Excel in the cloud. Students can also log into Google so they can access resources such as Google Drive, Google Forms, and Google classroom.

The only resource that we will not provide to the students by default are email accounts. However, as we move forward to provide our students digital learning opportunities that support academic growth, teachers may wish to secure your permission for their students to have access to their email accounts. There are three levels of use at this time. The default for each student is Level 1 - No email access. Level 2 access is "Domain Only" email. This means that your child will only be able to send and receive messages from other Charlotte County Public School teachers and students. Level 3 access is "Open Access" email. With an "Open Access" account your child would be able to send and receive email from anyone.

Normally we suggest that students who do need email access for classroom projects receive "Domain Only" email access unless they often work on projects that would require them to communicate with students or professionals outside of our school district. Examples of this could be Science Fair projects, History Fair projects, and college applications to name a few.

Below is the CCPS Student Application for email access. As mentioned above, all students have Level 1 access at this time. If at any point throughout the year you receive a request for your son/daughter to receive Level 2 or Level 3 access you will need to select the appropriate box below, sign and return this form to their teacher. If at this time you wish to select Level 0 access (listed below), please make that selection, sign and return ASAP.

\*\*\*\*\*

### CCPS Student Application for email access

Please review each access level below and check the appropriate box for the level you would like assigned to your child. If no choice is submitted for your child they will be assigned Level 1 access by default.

**Level 1:** This is the **Default Level** for all students in the district. You DO NOT have to do anything to have your child receive this level of access. At this level your child has a username and password to both Office 365 and Google. They DO NOT have access to email.

**Level 2:** At this level of access you are requesting that we create an email account for your child. At this level students will be able to send and receive email from other members of the Charlotte County Public School community.

**Level 3:** At this level of access you are requesting that we create an email account for your child that will allow them to send and receive email from the outside world in addition to the staff and students of Charlotte County Public Schools.

**Level 0:** This level will only be used if there is a need to remove all of a student's rights to Office 365 and Google by either the parent/guardian or the school district. As your child's parent/guardian you have the right to choose this option. However, if you do choose this option please know that your child will lose access to resources that may be needed for them to participate in class.

**PARENT/GUARDIAN:** Please sign below that you have read and accept the CCPS Student Email Acceptable Use Policy. This policy will remain in effect until withdrawn by the school or account withdrawal is requested by parent.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

#### Student responsibilities include:

- All users are expected to use email in a responsible, legal and ethical manner.
- Email should be used only for school-related business.
- To protect your privacy, students should never put personal information in the E-mail messages name, phone number, age, home address).
- Students must not use E-mail in an inappropriate or offensive manner.
- Use only appropriate language. Do not create or send anything that could not be printed for all to see. Avoid jokes, offhanded comments, and wording that might be misinterpreted. Sensitive information should never be discussed in email.
- Do not open attachments from anyone you don't know. Attachments can be the source of viruses.
- Log out of the email system when you are finished.
- Do not respond to spam, e.g. unsolicited junk mail or chain letters.
- Use of the District's email accounts from home still falls under the same guidelines.
- Students are responsible for returning a signed parental consent form before E-mail accounts will be issued.
- Students will adhere to the CCPS Acceptable Use Policy for Computer Based Technology.

**STUDENT:** Please sign below that you have read and understand the District's Agreement for Acceptable Use of the Student Email Policy and Guidelines. I understand and agree to abide by the conditions and rules in this policy. I further understand that violations of these provisions may result in suspension or revocation of my student email access as well as possible disciplinary action.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date