

Anderson Elementary School

Student Code of Conduct  
2017-2018



Home of the Bruins

PO Box 5050  
815 SE 351 Hwy  
Cross City, Florida 32628  
(352) 498-1333

The mission of Anderson Elementary School staff is to focus all students on academics, attendance, higher state mandated test scores, respect and values through positive student, parent and community involvement. Our goal is to increase test scores on all state mandated tests. These tests include Sat 10 and FSA. Having your child read 30 minutes each night will show marked improvement in reading achievement.

Kidbiz and iXL are computerized academic programs we will be using this year to help your child strive to success. We encourage parent-teacher communication. One of the easiest ways to communicate with your child's teacher is through the use of student planners/folder that we have purchased for all students, grades K-5.

All parents are invited to our School Advisory Council (SAC) that meets monthly to make decisions that affect our school.

FAQ:

**At what age do I register my child for preK or Kindergarten?** A child must be 5 years old by Sept. 1 to enter kindergarten. Any child who turns 4 on or before Sept. 1 may attend pre-k at no charge. Any 3 year old may attend pre-k if they meet eligibility requirements.

**What do I need to know about transferring my child to a new school?** Documents such as withdrawal forms, standardized test scores and recent report cards will help us place your child appropriately. If you don't have these items, provide us with the name and address of your child's previous school, so the necessary information can be obtained.

**What documents do I need to bring?** All new students must have a birth certificate and shot record on file here at AES before the school year starts.

**How do I set up bus transportation for my child?** You will need to call the transportation department at 498-6153 and provide the physical address of drop off/pick up location.

**If my child's transportation changes (for the day), how do I make those changes?** For a temporary change, you must call our office at 498-1333 before 1 PM. Any changes after 1 PM must be authorized by an administrator. You may also send in a signed note with your child.

**What is considered an excused absence?** A religious holiday, medical note or funeral program submitted to front office. All other absences are unexcused.

**Where can I drop off and pick up my child from school?** Drop off for all students is located at the front of the school (red sidewalk) and loop by the lunchroom. Pick up area for kindergarten – 4th grade students is located at the front of the school (red sidewalk). Pick up area for 5th grade students is located at the loop by the lunchroom. There will be supervision at these two areas in the morning and afternoon. Please do not drop your child off in the back parking lot as there is no supervision provided in this area.

**Can students wear flip flops to school?** Due to safety concerns, students may not wear flip flops to school. Closed toe shoes are required daily for P.E.

**Does my child have to pay for breakfast and lunch?** Through Provision 2, all students will receive free breakfast and lunch again this year.

## **STUDENT CODE OF CONDUCT**

### **I. PURPOSE/INTENT OF THIS DOCUMENT**

The primary purpose of education in Dixie County is to maintain, perpetuate and improve our American way of life. The school is the social agency through which this purpose is to be achieved. In order to maintain a “school climate” in which the children and youth of our county can live, learn and flourish, it is vitally necessary for all students to assume responsibility for their behavior while enrolled in the public schools in Dixie County.

Therefore, in order to aid students in making appropriate decisions governing their behavior, a code of conduct identifying the rules and procedure has been established. While these rules are not intended to be “all-inclusive” of all possible behavior, they do implement the philosophy of our system, and are illustrative of the types of behaviors that are consistent with the proper maintenance and function of an effective program in our system.

This code of student conduct is to be applied and enforced in addition to other rules which may be in effect at any individual school with due respect for the constitutional rights of every student. It should be pointed out that although parents and students may have rights guaranteed by state and federal laws and court decisions, these rights end when and where they begin to interfere with the rights of others. It must be pointed out that this document does not outline all of the possibilities of misconduct, therefore students and parents need to realize that the school administration has the right to view other student behavior as unacceptable and deal with it accordingly.

Most importantly, students need to know that every right carries with it the responsibility to exercise that right wisely, and that failure to do so may result in the loss of privileges. Essentially then, the responsibility for conduct is in the hands of each individual student, and when an action by a student is not in line with an accepted standard, specified consequences shall be applied as outlined in this document.

The intent, then, of this document is to help provide an instrument which shall sustain an atmosphere that will enable students to achieve their goal of basic education, thus allowing them to be competitive in the adult world.

### **II. GENERAL POLICIES**

#### **A. DUE PROCESS**

Another name for fairness of process. Fairness of procedure is due process in the primary sense. Due process is the right guaranteed to all by the Fifth and Fourteenth Amendments of the Constitution.

Policies and procedures for discipline of a disabled student will be provided to the parent or guardian during the initial staffing.

Individuals must have proper notice and an opportunity to be heard, and the hearing conducted fairly. Students must be informed either orally or in writing, of the rules which have been violated. The basic ingredients of due process procedures are as follows:

1. Individuals must have prior opportunity to know that their actions would be in violation of established rules and regulations.

2. Individuals must have the opportunity to know the specific charges or complaints being made against them.

3. Individuals must have notice of the charge or complaints being made against them.

4. Individuals must be given a fair and impartial hearing.

## **B. STUDENT GRIEVANCE PROCEDURE**

A grievance is defined as an alleged violation of the School Board of Dixie County Policies on unlawful discrimination or harassment. A grievance process is available to all students and applicants for admission. Throughout the student grievance process the claimant, accused and all others involved in the investigation are guaranteed confidentiality and protection from retaliation. Such grievance may be filed in the following manner:

**Step One** – If an individual public school student believed that an action by the school or by the school representative has violated his/her rights, the student shall seek within sixty (60) school days of the alleged occurrence a resolution through informal discussion with a teacher, guidance counselor, or assistant principal of the school who shall in turn mediate on the student's behalf with the individuals alleged to have committed the violation.

**Step Two** – If informal discussion does not resolve the issue, the aggrieved student will submit a written statement of the grievance to the school principal or the district Equity Coordinator within ten (10) school days after the informal discussion of the alleged occurrence. The statement shall include a description of the specific rule/regulation allegedly violated, the date of the violation, the resolution sought and the signature of the student and the parent/guardian

**Step Three** – Within ten (10) school days of receipt of the written grievance, the principal or the district Equity Coordinator shall render a written response to the aggrieved student and parent/guardian, which shall uphold, modify, or deny the resolution sought.

**Step Four** – If the student is not satisfied with the response issued to step three, the student may within ten (10) school days of the response submit in writing the alleged grievance to the District School Superintendent.

**Step Five** – Within ten (10) school days, the Superintendent shall issue a written response to the aggrieved student and parent/guardian. The decision of the Superintendent shall be final.

For further information on all areas covered under the Grievance umbrella, please refer to School Board Policy 2.16.

## **C. STUDENT RECORDS**

### **Philosophical Basis:**

A well-developed student record file contains information needed for making appropriate educational decisions for the student. Student records are to be treated confidentially and should contain information that is relevant, accurate, and appropriate.

### **Access to Student Records:**

In general, a student's records are available to parents of minor students (under age 18) and to student who have reached age 18 or are attending a post secondary education institution (eligible student). In addition, Federal and State statutes allow student records to be made available to certain others who have a bona fide need of information.

Copies of the District's policies regarding student records are available at each school and at the School Board office. These policies will always be in compliance with State and Federal regulations concerning student records.

Eligible students and parents of minor students have the right to inspect and review permanent education records of the student. The parent or eligible student may request access to the records through the school principal. The principal will make records available for review within thirty (30) days of such request. Information regarding the cost is also available from the school.

Information in the records may be challenged by a parent or eligible student. A parent may refuse to permit the designation of any or all categories of directory information with respect to his child by notifying the principal within ten (10) calendar days of the beginning of the school. Unless there is specific written request in the cumulative folder, directory information on the student may be released. Parents or eligible students will be provided a list of types of directory information included in student records, upon written request to the office of the Superintendent. Purging, transferring and copying the student records is done in accordance with Federal and State statutes and Federal, State and Local procedures.

**Responsibilities of Student, Parents, and Guardians:**

To inform the school of any information that may be useful in making appropriate educational decisions.

To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

Release of records of students 17 years of age or younger who attend elementary or secondary schools requires the signature of the parent or guardian.

**Rights of Student, Parents, and Guardians:**

To inspect, review, and challenge the information contained in records directly relating to the student.

To be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent, guardian, or eligible student. (Eligible students are those 18 years of age or over and/or those attending a post-secondary institution.)

**D. EDUCATIONAL EQUITY ACT**

The School Board of Dixie County is committed to the principle and practice of equal opportunity and affirmative action. The School Board of Dixie County complies with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination and/or harassment based on race, color, religion, political affiliation, national origin, sex, disability, age or marital status or social and family background. Employment and educational opportunities for students, employees and applicants are provided under the principles, equal opportunity and affirmative action. Dixie District Schools' designee to coordinate compliance with Educational Equity Act is:

Buddy Schofield  
Director of Personnel  
16077 NE Hwy. 19 Bld. 2  
Cross City, Florida 32628  
(352) 498-6149

### **SECTION 504 / ADA POLICY STATEMENT**

**It is the policy of the Board of Education to provide a free and appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.**

**It is the intent of the district to ensure the students who are disabled within the definition of Section 504 / ADA of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled even though they do not require services under this policy pursuant to the Individuals with Disabilities Education Act (IDEA).**

**Due process rights of disabled students and their parents under Section 504 will be enforced.**

**The coordinator of Section 504 / ADA activities is:**

**Alexa Mills**

**ESE and Student Services,**

**Instructional Services Building**

**(352) 498-6146 FAX: (352) 498-1308**

#### **E. LIMITED ENGLISH EDUCATION (LEP)**

Limited English Proficient (LEP) students who meet program eligibility criteria shall have equal access to all programs. No national origin minority or limited English proficient student shall be subjected to any disciplinary action because of their use of a language other than English. Disciplinary actions for LEP students are common to non-LEP students.

#### **F. EXCEPTIONAL STUDENT EDUCATION (ESE)**

Disciplinary consequences for ESE students are common to non-ESE students.

#### **G. TEXTBOOKS/LIBRARY BOOKS**

Textbooks/Library books are the property of the School Board of Dixie County and are loaned to the students of Dixie County. Lost and damaged textbooks and/or library books must be paid for by the students before other books will be issued. All books should be cared for with extreme care by the students. Periodic book checks will be made to examine the condition of books and check for lost books. Students are held personally responsible for their books, whether lost, stolen, or damaged.

#### **H. STUDENT LOCKERS/STORAGE SPACE**

Lockers and/or storage spaces for student use are provided by the School Board of Dixie County. As such, these lockers and storage spaces are the property of the School Board. Any student who accepts the use of a locker or storage space, accepts it with the understanding that it can not conceal or hide any such item or material that is illegal or against school policy or regulations. Upon accepting the use of the locker/storage space the student does so knowing the locker/storage space is subject to be searched at any time and for any reason that school officials feel that they need to conduct such a search. School personnel are NOT responsible for stolen or misplaced property.

#### **I. SUPERVISION OF STUDENTS**

Dixie District Schools extend the supervisory responsibilities of school personnel over students on school property to 30 minutes before and 30 minutes after the students' school day.

School personnel will also be responsible for supervision 30 minutes before and 30 minutes after school sponsored activities (including the time during which the activity occurs). School personnel are not responsible for supervising students beyond that point.

### **III. GENERAL CONDUCT**

#### **A. SCHOOL BUS CONDUCT**

##### **Rights:**

Students living two (2) miles or more from the school have the right to transportation by school bus or other school provided transportation. Students have the right to be informed of the transportation rules, regulations and laws regarding the transportation of the students by school bus.

##### **Transportation Rules:**

1. Students must obey the bus driver.
2. Students must have no foreign objects in their mouths.
3. Students must remain in their seat, face forward, keeping hands, feet, and other objects to themselves at all times.
4. No objects will be brought on the bus without the permission of the bus driver.
5. Students must be at the bus stop five (5) minutes before stop time. They should stand 10 feet off the road in an orderly manner. When crossing the street, they must cross 10 feet in front of the bus. School conduct rules apply while students are at the bus stop.
6. Students must be absolutely quiet when the bus is stopped at a railroad crossing.
7. Students must board and leave the bus in an orderly manner at their regular stop, except with the permission of parent and principal or his/her designee.
8. Profane language or gestures may not be used on the bus.

Offenses would be divided into two levels based on the severity of the incident. Level 1 offenses would be incidents such as not sitting in seat properly, spitting, loud talking, etc...Level 2 offenses would be incidents of a more serious severity such as fighting, gross insubordination, weapons, etc...

##### **Level 1 Offenses**

Each bus driver will keep a roster of kids that ride their bus. This form would contain blanks on it for drivers to make notes and mark checks by the students' names.

1 Indicates that a bus driver have student a verbal warning in private. Bus driver should pull student aside and discuss the inappropriate behavior. This conversation should be documented by posting the date the conference took place on the student roster.

2 Parent notification. The bus driver will attempt to contact the parent by phone to have a conference regarding the child's inappropriate behavior. If the driver is unable to verbally speak to the parent, written notification can be made. Parent notification should be documented by posting the date contact was made on the student roster.

3<sup>rd</sup> Offense = Office Referral. Driver must bring in referral along with documentation of steps one and two above. Administrator will have choice of punishment. Punishment may include warning, time spent in internal, etc...

4<sup>th</sup> Offense = Office Referral - Minimum of 2 days bus suspension (grades 6-12) Minimum of 2 days bus suspension or administrator's choice of punishment (grades PK-5)

5<sup>th</sup> Offense = Office Referral - Minimum of 5 days bus suspension

6<sup>th</sup> Offense = Office Referral - Minimum of 10 days bus suspension. A Certified/Return Receipt letter will be mailed to parent notifying them that on the next offense expulsion from the bus will be administered.

7<sup>th</sup> Offense = Office Referral - Expulsion from bus.

\*\*ESE students who are unable to provide private transportation to school may be referred to the special needs bus at any time the administrator deems necessary after the 3<sup>rd</sup> offense for a Level 1 incident.

\*\*\*When a student begins on the special needs bus the number of offenses will start over.

## **Level 2 Offenses**

1<sup>st</sup> Offense = Office Referral – Minimum of 2 days bus suspension.

2<sup>nd</sup> Offense = Office Referral – Minimum of 5 days bus suspension.

3<sup>rd</sup> Offense = Office Referral – Minimum of 10 days bus suspension. A Certified/Return Receipt letter will be mailed to the parent notifying them that on the next offense expulsion from the bus will be administered.

4<sup>th</sup> Offense = Office Referral – Expulsion from the bus.

\*\*ESE students who are unable to provide private transportation to school may be referred to the special needs bus at any time the administrator deems necessary after the 2<sup>nd</sup> offense for a Level 2 incident.

\*\*\*Level 2 offenses for students in grades PK-2 punishment will be left to the administrative judgment.

\*\*\*\*When a student begins on the special needs bus the number of offenses will start over.

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

On September 13, 1994, the Florida State Board of Education adopted a new “Zero Tolerance for School Related Violent Crime.” The rule requires each school district to ensure that students or adults found to have committed the following offenses on school property, school sponsored transportation, or during a school sponsored activity shall receive the most severe consequences provided by law and School Board Policy:

1. Homicide
2. Sexual Battery
3. Armed Robbery
4. Aggravated Battery
5. Battery on School Personnel
6. Kidnapping
7. Arson
8. Possession, use, or sale of any firearm



### **C. TEACHER AUTHORITY TO REMOVE STUDENTS FROM CLASS**

Pursuant to 232.271, F.S., which took effect on July 1, 1996, any teacher has the authority to remove a student from his/her classroom for repeated disruptive or a violent behavior.

Teachers who invoke the provisions of this statute must document that a student's behavior repeatedly interfered with the learning process in the classroom or the student's behavior was so unruly, disruptive, or abusive that it interfered with the effective conduct of the class.

Principals may not return a student to that class when the teacher removed the student under the provisions of this statute, without the permission of that teacher or the direction of the placement review committee, which may determine that returning the student to that class is the best and/or only available alternative for that student.

### **D. COMPULSORY SCHOOL ATTENDANCE**

Florida Statutes state the school attendance is mandatory between the ages of six (6) and eighteen (18) unless the student has his or her parent/guardian file a formal intent to terminate school enrollment with the district School District. Rules and regulations pertaining to those laws as well as those regarding admissions of transfers, pupil transfers into and out of the county shall be available to all students and parents. Regular attendance and a cooperative attitude are necessary ingredients in an environment that promotes learning.

## **IV. REGULATIONS OF ATTENDANCE**

Students in grades K-5 are expected to attend school on a regular basis in order to receive the necessary instruction to be promoted. If a student is absent from school, it is the parent/guardian's responsibility to contact the school prior to the student's return to school.

**Excused Absences:** Medical, Religious holiday as verified by religious official, or Death in the immediate family. An official written verification by the medical provider, religious official, or printed funeral announcement must be presented to the school in order to excuse the child's absence(s).

**Unexcused Absences:** \*\*Any absence that is not excused based on the above definition will be an unexcused absence.\*\*

**Head Lice:** Will be excused with a medical excuse for no more than 3 consecutive days. After the third day, absences will be considered unexcused. Students will only be excused for a total of 9 days per semester. After the 9<sup>th</sup> day, a meeting will be convened of the Child Study Team for Attendance.

After a student accumulates three (3) unexcused absences in a semester, the school will contact the parent/guardian by letter.

When a student accumulates six (6) unexcused absences in a semester, the school will notify the student's parent/guardian. If the student received cash assistance from the Department of Children and Families, this notification will include a warning that the Department of Children and Families must be contacted by the school, according to Florida Law, when the child is excessively absent from school. It is Dixie District School's policy to report a child as having excessive absenteeism which is sufficient to jeopardize academic progress when they have accumulated nine (9) unexcused absences per semester.

When a student has accumulated nine (9) unexcused absences in a semester, the school will notify the Department of Children and Families (if applicable), as well as complete an

Educational Evaluation of the student. Also, a certified letter will be sent to the parents requesting a conference with the Child Study Team for Attendance to develop an Attendance Improvement Plan which will include educational counseling. After the Attendance Improvement Plan has been developed, the student may be referred to the Corner Drug Store Screening Committee for possible services.

The Child Study Team for Attendance will include appropriate school personnel and the parent/guardian. The parent will be notified in advance of this meeting. Nonparticipation by the parent/guardian may result in a referral to the Department of Juvenile Justice or prosecution of the parent in Circuit Court.

## **V. BEHAVIOR AND DISCIPLINE**

### **A. DISCIPLINE CONSEQUENCES INCLUDE**

1. Counseling by Administration
2. Parent Notification/Parent Conference
3. In-School Suspension
4. Out-of-School Suspension
5. Recommendation for Expulsion
6. Other Administrative Action

### **B. UNACCEPTABLE BEHAVIORS**

- 1. Skipping** – Absent from class without permission
- 2. Unexcused Tardies** – Failure to enter class or school within the established schedule (students are informed of their schedule).
- 3. Leaving Campus Without Permission** – Once a student arrives on campus for the school day, he/she must remain until the end of his/her school day.
- 4. Leaving Class Without Permission** – Leaving class without permission and remaining on campus is skipping.
- 5. Displaying any Unacceptable Contact of a Sexual Nature.**
- 6. Fighting** – Students involved in fighting or other physical contact that could result in injury by not displaying a weapon.
- 7. Causing and, or Inciting Fighting, Physical Contact** – Students involved in causing and, or inciting fighting or other physical contact that could result in injury.
- 8. Stealing, Extortion** – Students involved in stealing or extortion.
- 9. Vandalism** – Students involved in vandalism.
- 10. Fire Alarm** – Students involved in initiating or executing a false fire alarm.
- 11. Insubordination** – Students guilty of insubordination (verbal attack) toward any staff member.
- 12. Classroom Disruption** – This area includes any classroom infractions that could not be handled by the classroom teacher.
- 13. Tape/Record/CD Players, Beepers, Phones & Video Games** - Tape/Record/CD Players, Beepers, Phones & Video Games are not permitted (on campus) during the school day without permission from the administration.
- 14. Violation of the District Internet Use Policy**
- 15. Bullying/Threats/Intimidation** – “Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student that is server or pervasive enough to create an intimidating, hostile or offensive educational

environment, cause discomfort or humiliation, or unreasonably interfere with individual's school performance or participation.”

**Consequences** – Any of the above **Unacceptable Behaviors** (1-14) will be handled through administrative action by the principal or designee.

### **C. ADDITIONAL UNACCEPTABLE BEHAVIORS**

**1. Weapons & Ammunition** – Possession of any ammunition and/or weapons (included but not limited to pellet, “BB” guns, razor blades, and box cutters).

**2. Fighting, Threatening with a Weapon** – Students involved in fighting, threatening someone with, or displaying any weapon.

**3. Physical Attack on School Related Personnel** – Students involved in a physical attack on any school related personnel or instructional personnel.

**4. Alcoholic Beverages** – Possession, use or sale of alcoholic beverages.

**5. Drugs** – Possession, use or sale of mood change drugs or substances.

**6. Tobacco** – Possession, use or sale of tobacco.

**7. Bomb Threat** – Students involved in initiating or executing a bomb threat.

**8. Students Charged with a Felony** – The principal has the authority to suspend a student who is formally charged with a felony for an incident which allegedly occurred on other than public school property, if the incident is shown to have an adverse impact on educational program, discipline, or welfare in the school in which the student is enrolled.

### **D. TRESPASSING**

Any non-student or student under school suspension who is school campus during the school day or at a school function without permission from the office will be considered trespassing. The person will be told to leave campus immediately and not to return. If this fails or if the person returns, law enforcement officials will be called to remove the individual.

### **E. DRESS CODE**

**1. Rights** – Students have the right to be able to learn without being offended and/or distracted by the clothing or appearances of others. Students have the right to wear clothes that are attractive, fashionable, modish, or “in fad” provided they are properly fitted, are not hazardous or harmful to themselves or others, and are within the guidelines of the school.

**2. Responsibilities** – Students have the responsibility to observe the basic standards of cleanliness, modesty, good grooming and dress. Students have the responsibility to wear clothing that contributes to their own health and safety as well as that of others.

#### **3. Guidelines** –

a. Students are not to wear inappropriate clothing (inappropriate, suggestive and/or distracting appearance and/or dress such as bare midriff). Straps on the shoulder should measure 3 fingers across and pants must fit firmly on the waist. Shorts should come past the students' fingertips when arms are at their side.

b. Students are not to wear clothing with word phrases, symbols, patches, or insignia that are obscene or profane.

c. Students are not to have any form of headgear in their possession on campus before 3:45 PM.

d. Students are to wear closed toe shoes at all times. Flip Flops are not allowed.

e. Visible piercings shall be limited to ear lobes only.

**4. Consequences of Unacceptable Dress Code** – Any student who violates the dress policy is subject to the following disciplinary actions:

a. For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.

b. For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal shall meet with the student's parent or guardian.

c. For a third or subsequent offense, a student shall receive an in-school suspension pursuant to s. 1003.01(5) for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal shall 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.

**FLAG - PLEDGE OF ALLEGIANCE**

Florida Statutes require that the Pledge of Allegiance to the flag be recited at the beginning of the day in every public elementary and secondary school in the state. Exemption – from participation may be provided upon written request of the parent/guardian.