



# Old Town Elementary School

## CODE OF CONDUCT 2018-2019 Grades PK-5

### **STUDENT CODE OF CONDUCT 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 the goal of basic education, thus allowing them to be competitive in the adult world.

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

**GENERAL POLICIES  
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.

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.

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

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 resolved 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.

## **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 treat 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 students who have reached age 18 or are attending a postsecondary 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.

A parent or eligible student may challenge information in the records. 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 are done in accordance with Federal and State statutes and Federal, State and Local procedures.

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

1. To inform the school of any information that may be useful in making appropriate educational decisions.
2. To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

3. 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:**

1. To inspect, review, and challenge the information contained in records directly relating to the student.
2. 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).

**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**  
**Cross City, Florida 32628**  
**(352) 498-6135**

**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 his or her use of a language other than English. Disciplinary actions for LEP students are common to non-LEP students.

**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. The students must pay for lost and damaged textbooks and/or library books 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.

**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.

**DISCIPLINE**

We believe that discipline is an on-going process, involving both the school and the home. Our goal is to help children learn to be responsible individuals, capable of making choices that are in the best interest of others as well as themselves. We also believe children need guidance and consistency in the enforcement of rules. The staff at OTES has worked many hours to develop a strong discipline program. Together, the faculty and administration have established rules and consequences. Students are informed any time they are sent to the office what will happen if they choose to break the rules again. In this way, students will learn they must take responsibility for their own behavior. We rely heavily on parent support, as we believe the education of a student is a team effort.

## **Student Code of Conduct –Offenses /Possible Consequences**

**Administrators may deviate from the possible consequences with discretion.**

### **BEHAVIORS**

#### **UNACCEPTABLE BEHAVIORS:**

- 1. Any other behavior deemed unacceptable by administration in a school setting**
- 2. Alcoholic Beverages** – Possession, use, or sale of alcoholic beverages.
- 3. Bomb Threat** – Students involved in initiating or executing a bomb threat
- 4. Bullying-** Please refer to page23
- 5. Classroom/Campus Disruption** – This area includes any classroom or campus infractions that could not be handled by the classroom teacher or assigned adult.
- 6. Causing and/or Inciting Fighting, Physical Contact** – Students involved in causing and/or inciting fighting or other physical contact that could result in injury.
- 7. Disrespect** – A student’s refusal to follow faculty or staff’s direction
- 8. Dress Code Violation** – **See Dress Code**
- 9. Drugs** – Possession, use or sale of mood change drugs or substances.
- 10. Fighting** – Students involved in fighting or other physical contact that could result in injury.
- 11. Fighting, Threatening with a Weapon (real or fake)** – Students involved in fighting, threatening someone with, or displaying any weapon.
- 12. Fire Alarm** – Students involved in initiating or executing a false fire alarm.
- 13. Insubordination** – Students guilty of insubordination (verbal attack) toward any staff member
- 14. 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. Leaving class without permission and remaining on campus is skipping.
- 15. Physical Attack on School Related Personnel** – Students involved in a physical attack on any school related personnel or instructional personnel.
- 16. Profanity- spoken or written** it will be interpreted as profane, vulgar, or unnecessarily cruel utterance or gesture.
- 17. Skipping** – Absent from class without permission
- 18. Stealing, Extortion** – Students involved in stealing or extortion.
- 19. CD Players, Phones, Tablets or Video Games** - are not permitted (on campus) during the school day without permission from administration.
- 20. Tobacco** - possession or sale

- 21. Trespassing**
- 22. Unacceptable Contact of a Sexual Nature.**
- 23. Vandalism** – Students involved in vandalism.
- 24. Violation of the District Internet Use Policy**
- 25. Weapons & Ammunition** – Possession of any ammunition and/or weapons (included) but not limited to pellet, “BB” guns, razor blades, and box cutters.

#### **DISCIPLINE CONSEQUENCES INCLUDE**

1. Counseling by Administration
2. Parent Notification/Parent Conference
3. Parent Conference/Notification of Law Enforcement
4. Detention/PE Detention
5. Corporal Punishment – shall be administered only by the principal or designee in the presence of another adult employee of the school.
6. In-School Suspension
7. Out-of-School Suspension

**Consequences** – Any of the above **Unacceptable Behaviors** will be handled through administrative action by the principal or designee. This discipline is subject to progressive disciplinary action for each referral. Parents of students being suspended will be notified within 24 hours of the school suspension. This notification can verbal or written.

#### **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:

- Homicide
- Sexual Battery
- Armed Robbery
- Aggravated Battery
- Battery on School Personnel
- Kidnapping
- Arson
- Possession, use, or sale of any firearm

HB702 adds to the required contents of the district adopted Code of Student Conduct to specify that simulating a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment of the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. Simulating a firearm or weapon while playing includes but not limited to:

- Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
- Possessing a toy firearm or weapon that is 2 inches or less in overall length.
- Possessing a toy firearm or weapon made of plastic snap-together building blocks.
- Using a finger or hand to simulate a firearm or weapon.
- Vocalizing an imaginary firearm or weapon.
- Drawing a picture, or possessing an image, of a firearm or weapon.
- Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.

### **Bullying, Cyber-Bullying, Cyber-Stalking and Harassment**

“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more than one student or employee. It is further defined as unwanted and repeated written, verbal, or physical behavior, including, any threatening, insulting, or dehumanizing gesture, by an adult or student that is serve 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. “Cyber-Stalking” as defined in s. 784048(1) (d), F.F., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. “Cyber-Bullying” means systematically and chronically inflicting psychological distress on one or more students or employees though electronic mail or communication.

Conduct that constitutes bullying and harassment is defined further in the Dixie County School Board Policy 5.1001. Consequences for investigated and confirmed incidents of bullying and/or harassment may range from positive behavior interventions up to and including, but not limited to, suspension, expulsion, or criminal charges as warranted. Reporting bullying can be done by seeing any faculty and staff member. Also, you can report at our website or call anonymously (352) 498-6130.

### **DRESS CODE**

Students have the right to be able to learn without being offended and or distracted by 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 and are not hazardous or harmful to themselves or others, and are within the guidelines of appropriate wear for school. Students will dress in attire which does not distract from the learning process or the educational environment. The principal, or his/her designee, is the final authority for interpreting and applying the Student Dress Code.

1. Students are not to wear inappropriate clothing; inappropriate meaning suggestive and/or distracting , such as bare midriff, shorts that are too short, and tank tops that have straps less than 2 inches wide. Teachers will make the decision if a student’s dress is inappropriate. If a child has on clothing deemed inappropriate, they will be given a shirt to cover their clothes or clothing will have to be brought from home for the student.

2. Students are to wear appropriate shoes at all times. No shoes with wheels or metal cleats. **Also, NO FLIP FLOPS!** Students go to PE 5 days a week and **FLIP FLOPS** are dangerous.
3. Hats and sunglasses are not to be worn by students on campus except on days approved by administration
4. In the interest of safety, no student shall wear any earrings or other jewelry that pierces the skin and is visible outside of the clothing of the student with the exception of earrings located in the earlobe.

## **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 offense would be incidents such as not sitting in seat properly, spitting, loud talking, etc...**
- **Level 2 offenses would be incidents of a more 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<sup>st</sup> step** = Indicates that bus drivers have given 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<sup>nd</sup> step** = 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> step (Offense)** = Office Referral. Driver must bring in referral along with documentation steps one and two above. Administrator will have choice of punishment. Punishment may include warning, time spent in internal, etc...

**4<sup>th</sup> step (Offense)** = Office Referral -Administrator's choice of punishment

**5<sup>th</sup> step (Offense)** = Office Referral - Minimum of 3 days bus suspension/or other punishment

**6<sup>th</sup> step (Offense)** = Office Referral - Minimum of 5 days bus suspension.

**7<sup>th</sup> step (Offense)** = Office referral - Minimum of 7 days bus suspension.

**8<sup>th</sup> step (Offense)** = Office Referral – **10 days 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.

**9<sup>th</sup> step (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

\*\*\*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 3 days bus suspension.

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

This will continue in the same fashion as Level 1 offences.

## **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.

## **COMPULSORY SCHOOL ATTENDANCE (FS 1003.21)**

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. If a student is absent from school the parents/guardians are responsible to contact the school or send a note with the student when he/she returns. Each absence is considered unexcused or excused. Only absences deemed valid by the school principal or designee will be considered excused. Students who arrive after the tardy bell must sign in through guidance.

## **IRREGULATIONS OF ATTENDANCE AND TARDIES**

According to state statute, a child is considered habitually truant when he or she has **15 or more unexcused or permissible absences from school within 90 calendar days**. Therefore, OTES will take the following steps for truancy:

- ❖ Once a child misses 5 unexcused days of school within a period of one month, a letter and/or phone call will be made to the student's parents notifying of the truancy.
- ❖ Once a child has missed 10 unexcused days of school within a 60 day period, contact will be made home about the student's non-attendance by certified mail. In addition, a meeting will be set up to discuss attendance contracts between parent, student, and school.
- ❖ If a child misses 15 or more unexcused days, notification to the superintendent and school resource officer will be made. The school resource will perform a home visit.
- ❖ Once these conditions have been met and documented, a child missing over 20 unexcused days of school within a period of 90 days will have a truancy petition filed with the court.

**Excused Absences:** school is provided with written documentation from a medical doctor, death or funeral of immediate family member, or established religious holidays or instruction, and court appearances.

**Unexcused Absences:** students returning to school without documentation.

**Tardies:** Students who arrive at school after the tardy bell or check out of school before the dismissal bell will be counted as being tardy for the day.

## **TRESPASSING**

Any non-student or student under school suspension who is on 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.