

**Building**

**A**

**Brighter Future**



**2013-2014**

It is with great pleasure that I welcome you to read the student handbook for Altha Public School. This handbook serves as a guide to help you and your child understand the policies regarding academic requirements, rules, student privileges, and student responsibilities. We are excited to continue focusing on positive behavior plan and we are confident that you will be too! Please keep this handbook along with the Calhoun County District Code of Conduct for future reference throughout the school year.

There have also been a few changes to the physical appearance of our school. We welcome you to visit our campus and contact us concerning any questions you may have. Our goal is to have a successful partnership with parents to ensure the best educational experience possible for ALL students. We look forward to working with you throughout the 2014-2015 school year!

Sincerely,

Sue Price, Principal

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**Superintendent of School:** Ralph Yoder

**School Board:** Danny Hassig, Kelly King, Danny Ryals, Tim Smith, & Kenneth Speights

**School Mission/Vision Statement**

Altha Public School strives to provide every student the opportunity to excel academically, emotionally, and socially in a safe, positive environment.

**Beliefs**

Altha Public School believes each student should be recognized as a unique individual who should be allowed to perform at full potential academically, emotionally, and socially regardless of race, gender, ethnic or social background, religious beliefs, or ability.

Altha Public School believes that a caring relationship between teachers and students is vital to ensure the success of every child.

Altha Public School recognizes that a PreK-twelfth grade school has greatly varied age differences and needs, which provide unique opportunities and challenges. Therefore, Altha Public School believes it is crucial for teachers, parents, and community members to collaboratively provide students with experiences that will enable them to become productive citizens.

School Colors: Purple and Gold

**Mascot: Wildcats**

**Alma Mater:** Altha High our Alma Mater, we are all for you. With your colors and your guidance prove that you are true. Democracy begins with you throughout the years to be. Your teachings always stand the test, To thee we pledge loyalty.

 **Attendance Policy and Truancy Procedures: Grades K-12**

Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required by **F.S. 1003.24. Florida Statute 1003.26** requires the parent of a student to justify each absence of the student. The justification will be evaluated based on adopted district school board policies that define excused and unexcused absences.

Excused absences may only be used for the following legitimate, documented reasons:

* Illness and/or medical care
* Death in the Family
* Legal Reasons
* Religious Holidays or instruction
* Financial or other insurmountable circumstances as determined by the prior approval of the principal
* Head lice, a maximum of two days for each occurrence
* Planned absence approved in advance by the principal/designee

Examples of unexcused absences may include:

* Missing the school bus
* Oversleeping
* Shopping and/or pleasure trips
* Excessive illness (without physician verification that medical condition justifies a pattern)
* Failure to communicate the reason for the absence with the school

It is the responsibility of the parent(s) or guardian(s) to provide a written statement indicating the reason for **ALL** absences within **three (3) days** of the student’s return to school.

A parent note will be accepted for **any three (3)** absences during the grading period. Any other absences will only be excused with a note from a doctor, dentist, school health nurse/aid, funeral program of an immediate family member, or documentation for a legal reason. Final determination of whether an absence or early dismissal is excused or unexcused is the responsibility of the local school principal/designee. Any planned absences, other than medical appointments, must be approved in advance by the principal/designee.

When a student has **three (3) or more unexcused absences** in a class during a nine (9) week grading period, the student will receive a grade of no more than 59 (F).

When a student receives a 59 (F) as a result of unexcused absences, a meeting will be scheduled with the student and/or their parents to discuss the attendance issues. An attendance contract will be offered to allow the student to replace the 59 grade(s). If the student completes the terms of the contract, the 59 grade(s) will be forgiven and replaced with the appropriate grade earned for that grading period at the end of the school year.

**Make-Up Work**

* Student must contact their teacher upon returning to school for make-up and assignments
* Make-up work must be turned in within 5 school days from the absence
* When given advance notice of a test or assignment, it must be turned in on the day the student returns to school after the absence
* Missing work due to an absence will be given a grade of “1” until the work is made up. When the make-up period has expired and the work is incomplete, the grade will be changed to“0”
* If the teacher is absent when a student returns to school from an absence, the time to make up work may be extended
* Extension of the amount of time to make-up work can be approved by the principal

For students in grades 6-12, when attending a school sponsored club event or field trip, they must be present the day before the trip and day after the trip for the school sponsored trip to be an excused absence. The principal may excuse the absence for a legitimate, documented reason.

**Recurring Illness**

When a student has a recurring or chronic illness, parents will be required to have their medical doctor certify the extent of the illness each nine weeks. **F.S. 1003.24** states 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 excuse from attendance. Such excuse provides that a student’s condition justifies absence from more than the number of days permitted by the district school board. The **Physician’s Certification Form** must be picked up from the school principal.

**Tardiness**

Students are expected to be in class on time and remain in class until the end of the class period. Students who arrive to class 10 minutes late or leave class 10 minutes early will be issued a Late Absence for that period. The school principal will determine if the Late Absence is excused or unexcused. Three unexcused Late Absences in a grading period will be considered an unexcused absence for that period.

Incentives for good attendance are encouraged, but will be at the direction of the individual school principals.

Students with a continued pattern of absence will be referred to Truancy Court.

**Tardies to School/Class:** Students in grades 6 – 12 that are tardy during a 9 week grading period will have the following consequences:

 1st offense-Warning

 2nd offense-Call home

 3rd offense- Parent contact and two days lunch detention

 4th offense – Administrative conference, parent contact and three days lunch detention

 4th offense- One day ISS

 5th offense- Additional day for each extra offense

Elementary students that are tardy during a 9 week grading period will have the following consequences:

 1st offense-Warning

 2nd offense-Notification sent home

 3rd offense-Notify parents

 4th offense-Truancy meeting

**SCHOOL RESPONSIBILITY AND AUTHORITY RELATED TO 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 primary teacher shall report to the school principal/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 child study team to determine if early patterns of truancy are developing.

If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.

After fifteen (15) unexcused absences accumulate within any ninety (90) calendar days, the District will determine the appropriate steps for the enforcement of the Florida Compulsory Attendance Statute, **Florida Statute 1003.21.**

**Suspension Policies**

In-School Suspension (ISS): Students who receive In-School Suspension will be allowed to complete their assignments while they are in the ISS program. Students will not be allowed to return to school unless the ISS program is completed. Students in the ISS program will be allowed to participate in athletic practices and meetings according to the policies developed by the District Athletic Committee. Students must adhere to the policies set forth in each club regarding suspensions.

Out-of-Suspension (OSS): Students who receive Out of School Suspension will be allowed to make up their work. Class work missed as a result of OSS must be requested by and picked up by the parents. The work is due upon returning to school from the suspension. Each student shall receive full credit for such work. Students who receive OSS while attending ISS are not eligible to make-up work.

**Grading Policies**

Florida Statewide Grading Scale S.232.2463, F.S., effective 7/1/01:

Grade Percent GPA Definition

A 90-100 4.0 Outstanding Progress

B 80-89 3 Above Average Progress

C 70-79 2 Average Progress

D 60-69 1 Lowest Acceptable Progress

F 0-59 0 Failure

**Honor Graduates:** Honor graduates will be determined using a weighted GPA. The GPA will be determined following the posting of dual enrollment grades. Courses used to determine the GPA for honor graduates will be the same courses used for Bright Futures determination. Honor graduates will have a weighted GPA of 3.5.

**Valedictorian and Salutatorian:** The graduate with highest GPA will be the valedictorian and the second highest GPA will be the salutatorian. Courses used to determine the GPA for salutatorian/valedictorian will be the same courses used for Academic Scholar Bright Futures determination. The GPA will be determined following the posting of dual enrollment grades. A student must be enrolled full time in Blountstown High School or Altha Public School by September 1 of the 12th grade to be eligible for the salutatorian and valedictorian award.

In the event of a tie, Calhoun County School District shall apply the following criteria in the following order:

* 1. The product of each student’s weighted GPA and best combined SAT (excluding the writing section) or equivalent ACT (excluding the writing section) score at a single administration of the test;
	2. The product of each student’s weighted GPA and best SAT (excluding the writing section) or equivalent ACT (excluding the writing section) score at the earliest single administration of the test;
	3. The higher of the total number of academic high school credits earned.

**Report Cards:** Report cards will be issued after the close of the nine weeks grading period as directed by the district schedule. Due to using automated report cards, a new report card will be issued each nine weeks.

**Perfect Attendance/Regular Attendance Awards for end of year:** Students missing NO time during the regular school day will receive the Perfect Attendance Award. Students missing no more than one-half day on the same day will receive the Regular Attendance Award.

**Withdrawal Procedures**

The procedure for withdrawal is as follows

1. Authorization for withdrawal must be made in person by a parent or guardian.

2. Obtain appropriate form from the guidance office.

3. Have the form filled out by teachers, return all textbooks and library books, and make sure

 all fines and debts are paid.

4. Take the completed form to the guidance office for final clearance.

**Student Schedules**

Requests for class schedule changes will be coordinated through the guidance counselor. All requests must be approved by the teacher, guidance counselor, and administration. The first two weeks of each new semester is the time designated as drop/add for class changes.

**Student Transfer Policy**

The school board shall prohibit the transfer of a student from one school to another in Calhoun County except at the beginning of a school year or at the semester break unless the child actually moves or prior approval is given by the Superintendent and school board. There is a two day trial period at the beginning of the school year.

**Policy of Nondiscrimination**

The Calhoun County Schools prohibit discrimination in employment and program access, on the basis of race, sex, national origin, marital status, handicap, religion, and age.

**Energy Drinks**

Beginning with the 2013-2014 school year, “Energy Drinks” will not be allowed to be brought to school or consumed at anytime during the school day, school sponsored activities, and/or athletic events. If seen, the energy drink will be confiscated. Unopened drinks may be picked up by the parent. Bringing such drinks to school will be seen as defiance of the school’s authority and will be disciplined as such.

**Dress Code**

Student dress and personal grooming are the responsibility of the student and parent. In the final analysis, the building administration has the responsibility to interpret that which negates a reasonable standard of conduct and appearance. Hats or caps will not be allowed on campus. Disciplinary action will be taken in accordance to district Code of Conduct. Please refer to the district Code of Conduct regarding specific details of the dress code.

**Closed Campus**

We operate a closed campus. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until the bus picks them up. Any student leaving the school grounds must have parental permission to check out and sign out through the office. However, this does not constitute an excused absence. A note must be presented within 5 days to the data entry clerk to explaining the absence.

Supervision for town students will begin at 7:15 A.M. and end at the end of the school day. Students should not be on campus before 7:15 A.M. nor remain after school unless by special permission of the principal or teacher. Permission to arrive early should be cleared with an administrator and then, any students arriving before 7:15 should report to the CCC lab.

**Visitors**

Visitors will report to the office when arriving on campus. The teacher on duty will enforce this policy. Students who detain a person by talking to them before they secure a campus pass can be disciplined for impeding the intent of the policy.

**Textbooks**

Textbooks are furnished by the county and are issued at the beginning of each year. Students who lose or damage a book while it is checked out to them will be expected to pay for the book. Failure of a student to pay for lost or damaged instructional materials will result in suspension of the student from participation in extracurricular activities, as well as having a “hold” placed on end of the year report cards.

**Lockers**

Book lockers are located in the main high school building. They will be assigned during the first week of school. Students are encouraged to keep their lockers in good condition. Do not share lockers with someone else. Students will be assigned athletic lockers for P.E. classes. Damage to school lockers will be paid for by the student involved or his or parent/guardian.

The principal or designee may search a student’s locker or other areas if he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. F.S. 232.256(3) If a student is found to have in his or her possession, selling, changing, giving, or determined to have brought to school any controlled substance or dangerous weapon that is not allowed or an alcoholic beverage there shall be no alternative other than notifying the school resource officer.

**Care of Personal Property**

Personal property is your responsibility. Large sums of money, expensive pens, watches, jewelry, cell phones, MP3 players, CD players, and cameras should be left at home. If you do lose an article, check to see if it has been turned into the office. If it is necessary for you to bring a large sum of money or expensive item to school, you are encouraged to bring it to the office and we can provide safekeeping of the item for the day. All students are advised to check their valuables with the P.E. teacher for safe keeping during their gym class.

**Student Driving**

Students driving cars or motorbikes to school must, upon arrival, park their cars or bikes in the designated areas. Sophomores and Juniors are allowed to park in the fenced area behind the weight room. Seniors are allowed to park in the paved area directly in front of the south portables. All school policies and law enforcement regulations are to be respected including speed limits (5 MPH) on campus and driver license laws. If not, then the student will forfeit his/her right to drive his car on school property. Parking facilities at Altha Public School are a privilege and convenience. Students will not sit or visit in their vehicles during the school day except for emergencies or at the discretion or authorization of the principal or a teacher. For your protection, keep all vehicles locked.

**Lunches and Snacks**

All students who bring their lunch to school will eat in the lunchroom or designated outside area. Students who walk home for lunch must have permission forms signed by parents. The form is to be filed in the office with the school secretary. All other students in grades 6-11 must remain on campus at lunch. Abuse of the privilege will result in its being revoked. This authorization does not give students permission to eat lunch or purchase lunch items at commercial establishments in the Altha area. Students must sign out and sign in when going home for lunch. Students should go to the lunchroom at break or before school to add money to their lunch account. Students in grades 6-12 are not permitted to charge lunches thus incurring a negative balance. Regular lunch prices are $2.00 for prek-5 students and $2.50 for students in grades 6-12.

**Gym**

The gym, gym annex and weight room are off limits at all times except for P.E. classes and authorized, supervised uses. Do not walk on the gym floor with street shoes.

**Medication**

School personnel will not provide pupils with any medication whatsoever. If a student must take medication from home, then he/she must bring the medication to the office with a letter from the parent or guardian requesting authorized personnel to assist in the administration of such drugs. These medicines must comply as follows:

1. Any medication given by the principal or authorized person must be a prescription drug.

2. The medicine must be in its original container as prescribed and will be kept in a locked cabinet.

3. The label must be on the container showing the doctor who prescribed the medication, what the

medication is and instructions regarding dosage.

4. A log will be maintained in the clinic of all medication administered by authorized school

personnel.

**Accidents**

There is a possibility that you may hurt yourself during the school day. If an accident should occur, you must do the following:

1. Report all accidents to the teacher who will in turn report to the principal.

2. Report any injuries to the person in charge or to the principal. If medical attention is needed,

parents will be notified immediately.

**Insurance**

The Calhoun County School Board provides supplemental insurance for all students while they are in school and participating in school related activities only.

**Telephones**

The office telephone is for school business and students may use it only in cases of emergency with the permission of the office staff. We do not allow cell phones in use during the school day. If you really need to speak with a parent, please ask for permission before risking the chance of being caught with your cell phone.

**Fire Drill**

The signal is a continuous blast of horns from the fire alarm system. Students and teachers shall close all windows and doors as they move toward the designated exit. Do not run, but walk swiftly. Once outside, students should move to at least 100 feet from the building. Students should return to the building when directed to do so.

**Tornado Outline and Procedures**

The following information will assist the faculty and student body since a tornado drill will be established and areas of the campus selected as shelters during a tornado.

 The tornado signal shall be one continuous blast of the **bell**.

 Periodic severe weather drills shall be held to ensure that staff and students will all respond

properly when an actual tornado or severe thunderstorm approaches the facility.

The following areas should be selected for refuge during a tornado drill and/or during an actual tornado:

 1. Select North and East areas of the building and North and East sides of vertical walls.

 2. Areas with the shortest roof and ceiling spans. (Halls, restrooms, small rooms)

 3. Avoid areas with glass and/or glass windows and doors.

 4. Avoid areas directly adjacent to interior doors.

 5. Keep away from areas that can be expected to create wind tunnels.

 6. Distribute the specified locations throughout the building(s)

Specified areas that are used for tornado shelter can be marked and/or color-coded.

**Assemblies**

At all times, the student's behavior should be refined and courteous. Whether guests are present or not each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.

1. Movement to and from assemblies should be in an orderly fashion with no running or pushing. Late arrivals should enter in such manner as not to disrupt the assembly in progress.

2. Students should go quietly and quickly to the assembly and sit in assigned areas.

3. Assembly programs are for education as well as entertainment and should be received as such. An indication of the cultural level of the school is the conduct of its student body at assemblies.

4. Student rallies and demonstrations in support of athletic events and school spirit are encouraged; however, any other demonstration will be dealt with as a serious disciplinary matter.

**School Trips**

Students must have the proper form signed by the parent or guardian and classroom teachers before making a school trip. This form must be filed in the office. Student behavior on school trips is expected to be the same as in the classroom. Students in grades K-12 who have a U in conduct will not be eligible for school related trips during that nine week period. Students in grades 6-12 who have less than a 2.0 and/or a U in conduct will be placed on the ineligible list. Students placed on the ineligible list will not be permitted to participate in school related trips unless special permission is granted by administration. Students’ dress and behavior should be such that it creates a favorable impression of the school and community.

Make-up work for school trips of 2 or more days may be done either before or after the trip is taken; however, it must be completed within five (5) days after the trip is made or the student will receive a zero for the work missed and a report will be made to the sponsor.

**Middle School (6-8) County Wide Track Meet Requirements**

1. A 2.0 GPA for the school year

2. No “U” in conduct for the year. No more than (1) N in conduct for the 3rd nine weeks.

3. Not to be 16 years of age or older the day of the track meet.

4. No more than 3 days suspension during the 2nd semester.

 **ELIGIBILITY STUDENT ACTIVITIES - Grades 6-12**

A. Middle School (Grades 6-8)

Students entering the 6th grade for the first time must be regularly promoted from the fifth grade to be eligible during the fall semester. To be eligible during the spring semester and each semester thereafter, all middle school students must maintain a grade point average of 2.0 or higher for courses he/she takes the previous semester.

B. High School (Grades 9-12)

Students entering the ninth grade for the first time must be regularly promoted from the eighth grade to be eligible during the fall semester of the ninth grade. To be eligible during the spring semester of the ninth grade, a student must have maintained a cumulative grade point average of 2.0 or higher during the fall semester OR have signed an academic agreement with his/her school at the beginning of the spring semester with the goal of achieving a 2.0 cumulative grade point average by the end of the year. The agreement will state the student’s commitment to conscientiously engage in remedial activities as prescribed by the school’s administration for the

semester. Students entering the tenth grade for the first time and for each semester thereafter must have maintained a cumulative grade point average of 2.0 or higher the previous semester to be eligible. Cumulative grade point average means the grade point average for **all semesters** in high school, not just for work completed the previous semester. Therefore, it will be possible in future years for a student to earn a 3.0 grade point average for a semester’s work, but remain ineligible for the following semester because his/her cumulative grade point average remains below 2.0.

C. Middle School/High School (Grades 6-12)

1. After a grade has been recorded on an eligibility list the grade cannot be changed unless the teacher does it of his own volition.

2. A student will attend a minimum of four periods before practicing or participating in any extra-curricular or co-curricular activities for that day. (This rule will not apply to those students participating in school related activities during the day.) If the activity falls on a weekend or is held away from school during school hours, the student must have been in attendance for at least 4 periods on the previous day.

3. Students who represent school organizations on trips must have prior approval of the faculty sponsor and the principal at which time they will obtain their assignments. They are responsible for turning in assignments upon returning to the classroom.

D. A student must maintain acceptable conduct (no grade unsatisfactory) and, if a student is convicted of or is found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the students’ participation in interscholastic extra curricular activities is contingent upon established and published school board policy. (Refer to **Student Code of Conduct and Discipline,** section VI, B(b). If a student quits a sport after the first game of the season, the student will not be eligible to participate in any other sport, until the season of the sport they quit has ended. (This includes practices.)

 **Students who have debts will not be allowed to participate in any extra curricular activities,**

**(practices, games, meetings, assemblies, etc.) until these debts are paid.**

**Parties, Picnics, Dances, etc.**

 School functions, if at all possible, should not be held on nights preceding a school day. NO SCHOOL SPONSORED AFFAIR WILL PERMIT SWIMMING OR BE HELD AT A PLACE WHERE SWIMMING FACILITIES ARE AVAILABLE, except by the approval of the school board. There will be no class or homeroom parties during school, including birthday and surprise parties.

1. People who go to school functions such as basketball games, school dances or other functions are to remain inside the gym or other pertinent building until the function is over. The principal or other designated person shall have the discretion of determining any emergency case and should allow such cases to leave and re-enter without paying additional money. This is to try to prevent loitering on the school campus, sitting in cars, and in some cases, consuming alcoholic beverages.

2. Any person who leaves a school function is expected to leave the campus promptly. This eliminates excessive loitering.

3. People who are not attending school functions should not loiter on the campus.

4. The Prom is a closed function. Only invited guests and those asked to serve will attend. Students may invite one guest and they will arrive together. The minimum grade to attend is 9th grade.

**School Bus Safety**

Students have the privilege of utilizing the transportation services of this school district. A student who fails to maintain appropriate conduct while on the bus, at the bus stop, or walking to or from the bus stop may be suspended from riding the bus or may be subject to other necessary action. The following is a non-exhaustive list of misconduct that may result in stringent disciplinary action, including suspension from riding the bus:

 Failure to remain seated Use of tobacco or other illegal drugs in any form

 Refusing to obey the driver Profanity

 Fighting Lighting matches/lighters

 Throwing objects Vandalism

 Continuous disruption Failure to remain in assigned seat

 Failure to buckle seat belts when provided.

 Due to safety hazards in buses and vehicles, balloons WILL NOT be accepted for delivery to students at school.

#  BUS DISCIPLINE

1. First referral will result in a disciplinary action by the office.

2. Second referral will result in a more stern disciplinary action by the office.

3. Third referral will result in a 3-day bus suspension.

4. Fourth referral will result in a 5-day bus suspension.

5. Fifth referral will result in a 10-day bus suspension.

6. Sixth referral will result in expulsion from the bus for the rest of the school year.

\*\* Immediate bus suspension may be given by administration if behavior warrants. \*\*

**Substances and Articles Prohibited at School**

Narcotics, beverages containing alcohol, or drugs: A student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, or any controlled substance as referenced in Florida Statues 232.26 or beverage containing alcohol or intoxicants of any kind. This includes the use of the same on campus and while attending school functions off campus. This offense is grounds for suspension and expulsion as well as criminal prosecution as outlined in the Code of Conduct and Discipline for the Calhoun County School District. Controlled substances (in any form) will not be allowed on the school campus during school hours, at athletic and social events or at any field trip supervised by school personnel.

Problems arise each year because students have articles that are hazardous to the safety of others, or interfere, in some way with school procedures. Such items include toys, lighters, water pistols, knives, radios, tape recorders, video games, electronic pagers, laser lights, water balloons, fireworks, and pornographic materials. They will be taken from the student and held until parents can pick them up from the principal's office. Discipline procedures as outlined in the Code of Conduct will be complied with.

Use or display of a cell phone during the school day will result in disciplinary action, including suspension from school.

THE ILLEGAL USE, POSSESSION, DISTRIBUTION, OR SALE OF ALCOHOL, DRUGS OR OTHER CONTROLLED SUBSTANCES, AS DEFINED IN CHAPTER 893, FLORIDA STATUTES, OR WEAPONS (GUNS, ETC.) BY ANY STUDENT WHILE SUCH STUDENT IS UPON SCHOOL PROPERTY OR IN ATTENDANCE AT A SCHOOL FUNCTION IS GROUNDS FOR SUSPENSION AND/OR RECOMMENDED EXPULSION BY THE SCHOOL BOARD.

SMOKING/SCHOOL PROPERTY - F.S. 386.212 It is unlawful for anyone to smoke tobacco in, on, or within 1,000 feet of an elementary, middle, or secondary school. This provision does not apply to persons in a moving vehicle or at a private residence. It authorizes law enforcement officers to issue

citations to anyone violating the provisions of this act. Violations will constitute a civil infraction, punishable by a fine not to exceed $25. In lieu of the fine, a violator may perform 50 hours of community service or successfully complete a school-approved anti-tobacco program, where available.

 **Specific Grounds for Disciplinary Action**

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline that may be described as the absence of distractions, frictions, and disturbances that interfere with the effective functioning of the student, class and school. **If a student’s behavior results in being sent to the office for administrative action, the student will receive an “N” in conduct in that class. If a student is sent to the office a second time for administrative action during the nine weeks from the same teacher, the student will receive a “U” in conduct in that class.**

 The following misconduct shall result in suspension for students in grades 6-12, for the days indicated on the first and subsequent offenses; at the principal’s discretion for grades PK-5, depending on the severity of the offense:

1. Insubordination/Defiance/Disrespect -

Any act of insubordination, defiance, or disrespect by a student toward a supervising adult or school board employee, on campus or at any school sponsored activity.

 A. 1st offense - Minimum of 3 days in-school suspension

 B. 2nd offense - Minimum of 5 days in-school suspension

 C. 3rd offense - 10 days out-of-school suspension and recommended expulsion

2. Fighting/Altercation

 A. 1st offense - Minimum of 3 days in-school suspension

 B. 2nd offense - Minimum of 5 days in-school suspension

 C. 3rd offense - 10 days out-of-school suspension and recommended expulsion

3. THREAT-Any threat to cause physical harm to another person with or without the use a weapon that includes all of the following elements: 1)intent-an intentions that the threat is heard or seen by the person who is the object of the threat; 2) fear-a reasonable fear of apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability-the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

1. 1st offense - Minimum of 5 days in ISS
2. 2nd offense - Minimum of 7 days in ISS
3. 3rd offense - 10 days of OSS and
* recommended expulsion or
	+ the option of CARE placement pending Administrative Review

4. THREAT-Any threat to cause physical harm with or without the use of a weapon that includes at least one of the following: intent, fear, and/or capability.

 A. 1st offense - Minimum of 3 days in ISS

 B. 2nd offense - Minimum of 5 days in ISS

 C. 3rd offense - 10 days of OSS and

* + recommended expulsion or
	+ the option of CARE placement pending Administrative Review

5. Any student possessing a knife or other dangerous object shall be suspended as follows:

 A. 1st offense - Minimum of 3 days in-school suspension

 B. 2nd offense - Minimum of 5 days in-school suspension

 C. 3rd offense - 10 days out-of-school suspension and recommended expulsion

6. Sexual Misconduct- Any act of sexual misconduct, as determined by the principal, by a student, on campus or at any school sponsored activity.

 A. 1st offense- Minimum of 3 days in-school suspension

 B. 2nd offense- Minimum of 5 days in-school suspension

 C. 3rd offense- Minimum of 10 days out-of-school suspension and

recommended expulsion or assignment to the Calhoun County Disciplinary Program.

7. Leaving Campus without Permission

 A. 1st Offense – Minimum of 3 days in ISS

 B. 2nd Offense – Minimum of 5 days in ISS

 C. 3rd Offense – Minimum of 10 days of OSS and

 \* recommended expulsion or

 \* the option of CARE placement pending Administrative Review

Note: Any student who is guilty of gross sexual misconduct, as determined by the principal, even if it is the first offense, shall be suspended out of school for 10 days. After the 10 day suspension, the student would be recommended for expulsion or for placement in the Calhoun County Disciplinary Program.

**Bullying or Harassment**

Bullying or Harassment- Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to: unwanted teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that (1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; (2) has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or (3) has the effect of substantially disrupting the orderly operation of a school. Bullying or harassment of students or K-12 employees through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of a public K-12 educational institution, as well as bullying or harassment through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology that is not owned, leased, or used by a school 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 a school or substantially disrupts the education process or orderly operation of a school.Cyberbullying means bullying through the use of technology or any electronic communication. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the condition enumerated in the definition of bullying as defined in s.1006.47, F.S.Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by on or more persons. **F.S.** **1003.47**

Any act which the principal determines to be bullying or harassment by a student, whether on campus or at any school sponsored activity.

1st offense - Minimum of 3 days in ISS

2nd offense - Minimum of 5 days in ISS

3rd offense - 10 days of OSS and recommended expulsion or the option of CARE

**Cell Phones**

The Calhoun County School System believes that students have a right to orderly, disciplined

classrooms conducive to learning without the distraction caused by disobedient, disrespectful,

violent, abusive, uncontrollable, or disruptive students. Schools in Calhoun County have recently

experienced disruptions caused by electronic communications devices and other electronic devices

such as, but not limited to, PDA’s, MP3 players or recorders, photo cameras, games, video cameras

or audio recording/playing devices. With this in mind, the following specific consequences will be

enforced concerning these devices while on school campus.

**While state law permits students to bring cell phones on school campuses, they must be turned**

**off, out of sight, and locked in student lockers while on Calhoun County campuses during the**

**school day. The following consequences will apply if a student has an electronic**

**communication device turned on, visible or in use:**

1st offense - Warning-Parent Must Pick up the Confiscated Device

2nd offense - 3 Days ISS-Parent Must Pick up the Confiscated Device

3rd offense - 5 Days ISS-Parent Must Pick up the Confiscated Device

4th offense - 7 Days ISS-Parent Must Pick up the Confiscated Device

5th offense - 10 Days ISS-Parent Must Pick up the Confiscated Device

Expulsion may be recommended after the 5th offense.

**No other electronic devices are permitted on school campus. The following consequences will apply if a student brings or possesses an electronic device on campus:**

1st offense – Warning - Parent Must Pick up the Confiscated Device

2nd offense - 3 Days ISS - Parent Must Pick up the Confiscated Device

3rd offense - 5 Days ISS - Parent Must Pick up the Confiscated Device

4th offense - 7 Days ISS - Parent Must Pick up the Confiscated Device

5th offense - 10 Days - ISS-Parent Must Pick up the Confiscated Device

Expulsion may be recommended after the 5th offense

 8. Fire Alarm

 The intentional false activation of a fire alarm system will merit a ten-day out-of-school suspension with notification to law enforcement.

 9. Tobacco

 The use and or possession of tobacco/tobacco-like products is prohibited on school property. Any student who violates this rule is subject to discipline as outlined in the Code of Conduct and Discipline for Calhoun County School District.

A. 1st offense - Minimum of 3 days in-school suspension up to a maximum of 10 days, with a drug offense referral to the appropriate law enforcement agency.

B. 2nd offense - Minimum of 5 days in-school suspension up to a maximum of 10 days, with a drug offense referral to the appropriate law enforcement agency.

C. 3rd offense - Minimum of 7 days in-school suspension up to a maximum of 10 days, with a referral to the appropriate law enforcement agency.

D. 4th offense - Minimum of 10 days out-of-school suspension, with referral to the appropriate law enforcement agency, and recommended expulsion.

**Note:** For an elementary student, the principal shall confer with student's parent(s) or legal guardian to determine if the circumstances require implementation of the guidelines contained in 8a, 8b, 8c, and 8d herein. Once, and only once, a student may opt to attend the tobacco education program: “Intervening With Teen Tobacco Users,” as a substitute for suspension as prescribed in a, b, or c above. This program will be taught in the evening at the Calhoun County Health Department by Health Department personnel, and will consist of four 90 minute sessions.

10. Alcohol and Drugs

 A. 1st offense - Minimum of 10 out of school suspension days with a drug offense referral to the appropriate law enforcement agency.

 B. 2nd offense—Minimum of 10 days out of school suspension with a drug offense referral to the appropriate law enforcement agency, and recommended for

 expulsion.

**Note:** For an elementary student, the principal shall confer with student's parents(s) or legal guardian to determine if the circumstances require implementation of the guidelines contained in 9a and 9b herein.

11. Expulsion may be recommended at any time, at the discretion of the principal, depending on the severity of the incident.

12. After 10 days of accumulated suspension, the Principal or his/her designee may recommend assignment of that student to the CARE Discipline Program as an alternative placement intervention prior to expulsion. During any assignment to the CARE Program, a student who accumulates five additional days of suspension may be recommended for expulsion, including when the assignment to CARE continues into the following school year. Prior to 10 days of accumulated suspension, students may be assigned to CARE for an extreme act(s) of misconduct, to complete an existing assignment from another district (state), or as a transition from a more restrictive environment. Students assigned to CARE must complete all requirements of the program before returning to the regular school.

**Gun Free Schools Act of 1994**

**Notice:** Any student who is determined to have brought a firearm, as defined in Gun Free Schools Act of 1994 - Section 921 of Title 18 and Calhoun County School Board Policy 4.4214, to school, any school function, or on any school sponsored transportation will be recommended for expulsion, with or without continuing educational services. from the student’s regular school for a period of not less that 1 full year and referral for criminal prosecution. The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement if it is determined to be in the best interest of the student and the school system. (F.S. 230.22,230.23 (C) (C) (5) (10).

Note: Any student who is under suspension or expulsion from the Calhoun County School System shall not be allowed to attend a school-sponsored activity or function, nor be allowed on school property during the duration of the suspension or expulsion.

Any student who commits a serious breach of conduct, or who is a chronic discipline problem, as determined by the principal, may be referred for screening for possible placement in the Calhoun School District Dropout Prevention Disciplinary School (CARE).

**Open Enrollment Plan**

Calhoun County School District shall continue to offer controlled open enrollment in all of the five district schools. If parents wish for their child to change schools or attend a school out of their transportation district, then they can apply at the school of choice between April 1 and August 2 of the upcoming school year. You can see the *Calhoun County Schools Parent Guide and Checklist* for complete details.

**Notification of Social Security Number Collection and Usage**

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your child’s social security number by Calhoun County School District. Calhoun County School District collects and uses your child’s social security number only for authorized purposes. Specifically, Calhoun County School District collects your child’s social security number for the following purpose:

\*District Data Reporting to Florida Department of Education and United States Department of Education

\*Identification Numbers for Testing

\*Medicaid Reporting

To protect your child’s identity, Calhoun County School District will secure your child’s social security number from unauthorized access and assign your child a unique student identification number. This unique identification number will then be used for all associated educational purposes at Calhoun County School District.