



ST. JOHNS COUNTY SCHOOL DISTRICT

STUDENT CODE OF CONDUCT

2011 - 2012

Table of Contents

Introduction	8
Section 1: Student Rights and Responsibilities	
Safe, Positive and Receptive Learning Environment	9
Attendance.....	9
Counseling.....	9
Curriculum.....	10
Free Speech/Expression.....	10
Grades	10
Privacy and Property Rights	11
Student Records.....	11
Participation in Extracurricular Activities.....	11
Student Dress Code	11
Standards of Conduct for Students Transported by School Bus.....	13
Section 2: Student Attendance	
Attendance.....	15
Reporting Absences	15
Planned Absences	16
Make-Up Work.....	16
Truancy	16
Tardiness	17
Driver’s License	17
Releasing Students from School	17
Granting Permission to Leave School Grounds.....	17
Exemption from Regular School Attendance.....	18
Illness in School.....	18
Section 3: Student Discipline	
Overview	19
Progressive Discipline	19
Student Athletes	19
Possession of Alcohol, Tobacco and Drugs	19
Prescription and Non-Prescription Medicine	21
Search and Seizure.....	21
Portable Breath Test	22
Cell Phones and Wireless Communication Devices	22
Instructional Technology	22
Bullying and Harassment	23
Dating Violence and Abuse	23
Levels of Discipline.....	23
Level I	23
Level II	25

Level III	26
Level IV	28
Zero Tolerance	30
Weapons Prohibited	31
Legal Notices - Florida Statute 1006.07	31
Section 4: Procedures Relating to Disciplinary Action	
Procedures for Suspension	32
Procedures for Placement in an Alternative School	32
Procedures for Appeal of Alternative School Placement	33
Expulsion	33
Discipline Procedures for Students with Disabilities	34
Procedures for Felony Suspension.....	35
Corporal Punishment	35
Section 5: Miscellaneous	
Student Attendance Zones and Student Assignment	36
Administrative Assignment to an Alternative School	36
Educational Records - Directory Information	36
Educational Records - Notice of Rights.....	37
Educational Records - Divorced or Unmarried Parents	38
Educational Records - Name Change.....	38
Grievance Procedure for Students Alleging Unlawful Discrimination or Sexual Harassment	39
Homeless Students	40
Notification of Social Security Number Collection and Use.....	41
Section 6: Student-Athlete Code of Conduct	
Preamble to Arizona Sports Accord - Pursuing Victory with Honor	42
Prohibited Conduct	42
Penalties for Prohibited Conduct.....	43
Classification of Violations.....	44
Penalties.....	44
Participation Penalty Chart	45
Section 7: Acceptable Use Procedures (AUP) Excerpt	46
Forms*	
Forms to be completed and returned to school by Student Athletes:	
Pursuing Victory with Honor Parent Contract	62
Pursuing Victory with Honor Student-Athlete Contract	64
Forms to be completed and returned to school by <u>ALL</u> students:	
Acceptable Use Procedures Agreement Form	66
Waiver for Personal Electronic Property Form	67
Release of Student Directory Information Options	68
Parent/Student Acknowledgement.....	69

****All forms must be signed by parent or guardian and student and returned to school.***

St. Johns County School District

Guiding Principles

We believe that....

- Trustworthiness, respect, responsibility, fairness, caring and citizenship are essential to the well being of individuals and society.
- All individuals have intrinsic value.
- Every individual can contribute something of worth to society.
- Individuals are responsible and accountable for their choices and decisions.
- In order to grow and thrive, individuals need caring relationships and a nurturing environment.
- Supportive family relationships are the foundation of the community.
- High expectations lead to higher performance which, in turn, empowers the individual and strengthens society.
- Continuous learning is a lifelong process that is essential to a productive and enriched life.

The St. Johns County School District is recognized throughout Florida for its innovative programming, student accomplishments, and professional staff. The district's success is due to its commitment to both excellence in academics and character development.

The Six Pillars of Character (Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship) are found in the District's Core Values. Individual worth and high expectations for all students are also part of this value system.

St. Johns County schools and organizations have come together with a common approach in an effort to say children matter, values matter, character matters and academic excellence matters in our community and in our country. These principles are embodied in the District's visionary Mission Statement.

Mission Statement

The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.

District Office Phone Directory

Directory Information Switchboard (904) 547-7500

www.stjohns.k12.fl.us

Academic Services	547-7520	Instructional Technology	547-3920
Athletics	547-8558	Media Services	547-3947
Board Members	547-7510	Operational Services	547-7670
Curriculum	547-7503	Public Relations	547-7517
ESOL	547-7503	Risk Management	547-7554
Exceptional Student Education	547-7672	School Improvement	547-7621
Facilities & New Construction	547-8150	School Services	547-7583
Facilities Planning	547-7583	Student Records	547-7137
Food Services	547-3960	Student Services	547-7598
Full Service Schools	547-7589	Superintendent	547-7502
Guidance and Programs of Choice	547-7166	Title I Services	547-7828
Head Start	547-4889	Transportation	547-7810
Health Services	547-7628	Volunteers	547-3945
Human Resources	547-7600	Voluntary Pre-K Programs	547-3493
Instructional Services	547-7558		

Directory of Schools

Elementary Schools

Crookshank Elementary	1455 North Whitney Street St. Augustine, Florida 32084	547-7840
Cunningham Creek Elementary	1205 Roberts Road St. Johns, Florida 32259	547-7860
Durbin Creek Elementary	4100 Race Track Road St. Johns, Florida 32259	547-3880
W. D. Hartley Elementary	260 Cacique Drive St. Augustine, Florida 32086	547-8400
Hickory Creek Elementary	235 Hickory Creek Trail St. Johns, Florida 32259	547-7450
R. B. Hunt Elementary	125 Magnolia Drive St. Augustine, Florida 32080	547-7960
Julington Creek Elementary	2316 Race Track Road St. Johns, Florida 32259	547-7980
Ketterlinus Elementary	67 Orange Street St. Augustine, Florida 32084	547-8540
Liberty Pines K-8	10901 Russell Sampson Rd Saint Johns, Florida 32259	547-7900
Otis Mason Elementary	207 Mason Manatee Way St. Augustine, Florida 32086	547-8440
Mill Creek Elementary	3750 International Golf Parkway St. Augustine, Florida 32092	547-3720
Ocean Palms Elementary	355 Landrum Lane Ponte Vedra Beach, Florida 32082	547-3760
Osceola Elementary	1605 Osceola Elementary Road St. Augustine, Florida 32084	547-3780
PV/PV-Rawlings Elementary	630 A-1-A North Ponte Vedra Beach, Florida 32082	547-3821
South Woods Elementary	4750 State Road 206, West Hastings, Florida 32033	547-8610
Timberlin Creek Elementary	555 Pine Tree Lane St. Augustine, Florida 32092	547-7400
The Webster School	420 North Orange Street St. Augustine, Florida 32084	547-3860
Wards Creek Elementary	6555 State Road 16 St. Augustine, Florida 32092	547-8730

Middle Schools

Fruit Cove Middle	3180 Race Track Road St Johns, Florida 32259	547-7880
Alice B. Landrum Middle	230 Landrum Lane Ponte Vedra Beach, Florida 32082	547-8410
Liberty Pines K-8	10901 Russell Sampson Rd Saint Johns, Florida 32259	547-7900
Murray Middle	150 North Holmes Blvd. St. Augustine, Florida 32084	547-8470
Pacetti Bay Middle	245 Meadowlark Lane St. Augustine, Florida 32092	547-8760
Gamble Rogers Middle	6250 US 1 South St. Augustine, Florida 32086	547-8700
Sebastian Middle	2955 Lewis Speedway St. Augustine, Florida 32084	547-3840
Switzerland Point Middle	777 Greenbriar Road St. Johns, Florida 32559	547-8650

High Schools

Bartram Trail High School	7399 Longleaf Pine Parkway St. Johns, Florida 32259	547-8340
Creekside High School	100 Knights Lane St. John, Florida 32259	547-7300
Pedro Menendez High School	600 State Road 206 West St. Augustine, Florida 32086	547-8660
Allen D. Nease High School	10550 Ray Road Ponte Vedra, Florida 32081	547-8300
Ponte Vedra High School	460 Davis Park Road Ponte Vedra, Florida 32081	547-7350
St. Augustine High School	3205 Varella Ave. St. Augustine, Florida 32084	547-8530
St. Johns Technical High School	2980 Collins Avenue St. Augustine, Florida 32084	547-8500

Alternative Schools

The Gaines Alternative Center Transition Schools	One Christopher Street St. Augustine, FL 32084	547-8560
---	---	----------

Charter Schools

ABLE (Academy of Business and Leadership Education)	7 Williams Street St. Augustine, FL 32084	826-1606
First Coast Technical College	2980 Collins Ave; St. Augustine, FL 32084	547-4401
St. Johns Community Campus	62 Cuna Street; St. Augustine, FL 32084	687-9186
Therapeutic Learning Center	1955 U.S. 1 South; St. Augustine, FL 32086	824-8932

St. Johns County School District 2011-2012 Student Code of Conduct

INTRODUCTION

With the St. Johns County School District Mission Statement in mind, the Student Code of Conduct was developed to help District students, parents, faculty and staff understand the guidelines for maintaining a safe and orderly learning environment. In addition, all District students and staff are charged with modeling the characteristics of citizenship, character education and literacy. Each school develops its own rules and expectations for student conduct based on the District-wide Student Code of Conduct.

This Code applies to all District students in pre-kindergarten through grade 12, including high school and school-age students attending either a technical center in a dual-enrollment program or a community school program for high school credit. It applies to students:

- While on school grounds
- While being transported by School District transportation
- During school-sponsored events, such as field trips, athletic functions and similar activities.

While students may be disciplined for infractions as provided in this Student Code of Conduct, there also may be law enforcement consequences for acts of misconduct that violate the law.

This Student Code of Conduct is based upon the School Board's rules governing student conduct and discipline. It includes:

- Rules of conduct
- Specific grounds for disciplinary action
- Procedures to be followed in disciplinary actions, including corporal punishment
- An explanation of the rights and responsibility of students with regard to attendance, respect for person and property, knowledge and observation of rules of conduct, the right to learn, free speech and student publications, assembly, privacy, and participation in school programs and activities.

IMPORTANT NOTE: THE LAST SEVERAL PAGES OF THIS BOOK CONTAIN FORMS WHICH ***MUST*** BE SIGNED BY STUDENT, PARENT OR GUARDIAN AND RETURNED TO STUDENT'S SCHOOL.

SECTION 1

STUDENT RIGHTS AND RESPONSIBILITIES

It is the intent of the Student Rights and Responsibilities section of this Code that students understand that individual rights involve associated responsibilities and that individual rights must be viewed in relationship to the health, safety, and welfare of the majority of students within each school. In each school, the principal is responsible for the orderly school administration, operation and instructional leadership under the supervision of the Superintendent, in accordance with rules and regulations of the School Board. The faculty and staff shall assist in the orderly operation of the school and assure the rights of students.

1. Safe, Positive and Receptive Learning Environment

Student Rights

- To attend school in a positive learning environment.
- To have school staff who are receptive to student needs and concerns.
- To be safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination in the school.

Student Responsibilities

- To maintain decorum that enhances a positive learning environment.
- To express needs and concerns in an appropriate manner.
- To know and obey District and school behavioral expectations and to report unsafe situations to school or law enforcement personnel. The toll-free School Safety Hotline number is 1-877-723-2728 or (1-877-7BE-BRAVE).

2. Attendance

Student Rights

- To be informed of School Board policies and school rules about absenteeism and tardiness.
- To appeal a decision about an absence.
- To make up class work in a reasonable amount of time after an excused absence.

Student Responsibilities

- To attend classes daily and be on time.
- To explain or document the reason for an absence.
- To request make-up work after an absence and to complete it in a reasonable amount of time.

3. Counseling

Student Rights

- To be informed about school guidance services.
- To have access to individual and group counseling.
- To request counseling.

Student Responsibilities

- To use guidance services for educational and personal improvement.
- To schedule guidance appointments ahead of time, except in emergencies.
- To work cooperatively with all school staff.

4. Curriculum**Student Rights**

- To have equal educational opportunity in academic and extracurricular programs, within reasonable limits.
- To receive course descriptions.
- To learn from competent teachers in an atmosphere free from bias and prejudice.
- To take part in basic skills programs.

Student Responsibilities

- To request academic and extracurricular programs consistent with ability.
- To ask for help from school staff in choosing courses.
- To cooperate with teachers and contribute to an atmosphere free from bias and prejudice.
- To make every effort to master academic standards.

5. Free Speech/Expression**Student Rights**

- To express views through speaking and writing without being obscene, disruptive, slanderous or libelous.
- To participate in patriotic observances.
- To have the free exercise of religious beliefs as guaranteed by law.
- To assemble peaceably on school grounds while following federal, state and local law and school rules.
- To help develop and distribute publications as part of the educational process.
- To be protected from sexual harassment and all other forms of bullying and harassment.

Student Responsibilities

- To respect the right of others to express their views.
- To behave respectfully during patriotic observances.
- To respect the religious beliefs of others.
- To plan, get approval for and conduct activities that are consistent with the school's goals.
- To follow the rules of responsible journalism under the guidance of an advisor, including seeking complete information about topics and refraining from publishing libelous, obscene or disruptive material.
- To refrain from sexual harassment and all other forms of bullying and harassment.

6. Grades**Student Rights**

- To receive a teacher's grading standards at the beginning of the year or semester.
- To be notified of failure/potential failure when work is unsatisfactory.

Student Responsibilities

- To learn about grading standards.
- To meet academic standards in line with ability and to make every effort to improve unsatisfactory work.

7. Privacy and Property Rights

Student Rights

- To have privacy of personal possessions within the limitations prescribed by School Board rules and policies.
- To have personal property rights respected.

Student Responsibilities

- To obey laws and School Board rules against bringing prohibited substances of any kind to or possessing them at school or school activities.
- To realize the school is not responsible for students' personal property.
- To respect others' personal property.

8. Student Records

Student and Parental Rights

- To inspect a student's records and challenge inaccurate entries.
- To be protected from unlawful disclosure of student records and information.

Student and Parental Responsibilities

- To provide the school with accurate information that could help in making educational decisions.

9. Participation in Extracurricular Activities

In order to participate in extracurricular activities (including athletic programs), students must adhere to School Board rules, school rules and applicable law. It is important for students to understand that the behavioral expectations placed upon them by the school can extend beyond the classroom and school campus. Participation in extracurricular activities is a privilege. The school administration may restrict a student's extracurricular activity privileges in connection with disciplinary action administered under Section 3 or when in the judgment and discretion of the administration such restrictions are in the best interest of the student or the school.

10. Student Dress

The dress and grooming of St. Johns County Public Schools students shall contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the school. Because inappropriate clothing worn by a student is detrimental to the school program, the wearing of garments suitable for school shall be encouraged. All faculty and administrative staff shall be on the alert to give positive guidance in these matters, without embarrassment to the student.

These rules on personal appearance of students are intended to enable the students of St. Johns County Public Schools to dress casually but reasonably. However, the school principal is the final authority with regard to the appropriateness of student dress. Nothing in these rules shall be construed to pre-empt the principal's authority to act in specific cases when, in the principal's judgment and discretion a student's dress threatens to disrupt the

educational process or the good order and discipline of the school, or is otherwise inappropriate.

All Students

- Personal attire may be in the style of the day, but clothing that is immodest, revealing, or distracting in character is unacceptable. Clothing, piercings and accessories shall not be worn if they display profanity, violence, discriminatory messages, sexually suggestive phrases, advertisements, phrases or symbols of alcohol, tobacco or drugs or create a safety issue within the learning environment.
- In accordance with statutory requirements, and as more particularly specified in the standards for boys and girls below, students are prohibited from wearing clothing that exposes underwear or that exposes body parts in an indecent or vulgar manner.
- Head coverings, including but not limited to, caps, hats, bandannas, hair curlers and/or sunglasses, shall not be worn on campus unless required by a physician or authorized by school administration.
- Students must wear shoes that are safe and appropriate for the learning environment. Middle school and elementary school students must wear shoes that have a back or strap on the heel. High school students may wear backless shoes; however, bedroom slippers and footwear commonly considered as beachwear is prohibited. (For example, beach sandals, or other such beach shoes, will not be allowed in school).
- Hair shall be clean and well combed or brushed. Extreme hairstyles will not be acceptable.
- Skirts, dresses, shorts, baggies, culottes, no shorter than four inches (4") above the top of the knee, are acceptable. Skirts shorter than four inches (4") above the top of the knee worn with leggings or tights are not acceptable.
- Gang graffiti will not be drawn or worn on backpacks, notebooks, folders, papers, clothing or any other object or on the body of any student or person on school property.
- Tank tops and shirts are not acceptable except in physical education classes. Any student who attends First Coast Technical College must follow dress code regulations established by each occupational department of the F.C.T.C. (i.e., safety clothing, protective garments, and business attire).

Standards: Boys

- Boy's pants/slacks must be worn at the waist. No boxer shorts or underwear may be exposed.
- Mustaches and beards shall be neatly trimmed.

Standards: Girls

- Tops and shirts must cover the entire shoulder and they must be modest and not revealing or distracting. Midriff or "cut-out" dresses and "cut out" tops may not be worn. Extremely short skirts are not allowed. Skirts must be no shorter than four inches (4") above the top of the knee. Revealing clothing, pajamas and lingerie are not acceptable. Underwear must not be exposed.
- Hair curlers and excessive make-up shall not be permitted.

Enforcement and Waiver

- The principals will determine the appropriateness of attire.
- For special events and occasions, principals may grant requests to modify this policy for their particular school.
- The School Advisory Council may recommend and the Superintendent may grant an individual school's request to deviate from dress requirements. Examples include requiring school uniforms, all shirts shall be tucked in, no shorts, pants must have belts, etc.

11. Standards of Conduct for Students Transported by School Bus

Riding a school bus is a privilege. Students are responsible to the driver and must obey rules of conduct. Discipline on the school bus will follow the progressive discipline strategies outlined below. Bus drivers will report any student action that requires discipline to school administration. The school administration is responsible for disciplining bus students who do not obey the rules. The following rules apply to regular bus trips as well as extracurricular/field trips.

Students are safe when riding on the bus. Students should watch for traffic as they walk to and from the bus, to and from the bus stop, and while at the bus stop.

Responsibilities of the Bus Driver

- Maintain order on bus.
- Assign specific seats to students if necessary for discipline (students may sit three to a seat from window to aisle.)

Responsibilities of the Student

- Board and leave the bus at regular stop location (unless by written permission of parent or guardian and principal).
- Arrive at the bus stop at least five minutes prior to the bus stop time. The bus will not wait for those who are tardy.
- Stand at least 12 feet off the roadway while waiting for the bus.
- If you cross the road to board/disembark the bus, wait for the driver's crossing signal to cross the road. If you cross the road, walk 12 feet in front of bus.
- Remain seated at all times when the bus is moving.
- Keep arms and head inside windows. Do not throw objects from windows.
- Refrain from unnecessary conversation with the driver.
- Observe classroom conduct. Ordinary conversation is acceptable.
- Refrain from fighting, bullying, pushing and tripping while boarding, riding and leaving bus.
- Refrain from any abusive or profane language to other students or driver.
- Maintain silence at railroad crossings.
- Refrain from eating, drinking, chewing gum and using tobacco on bus.
- Refrain from using cell phones on bus. Refrain from using CD players, iPods or other musical devices.
- Refrain from bringing animals (dead or alive), glass or glass containers, sharp objects, balls, bats, cutting instruments, batons, drum sticks, skate boards and large objects (including band instruments) unless you have prior permission of the school administration and driver.

- Refrain from bringing, applying or spraying perfume, cologne or aerosol items that could cause allergic reactions and breathing problems.
- Vandalism of school bus will not be tolerated.
- If the bus is equipped with lap belts, students must wear the lap belt while riding the bus.

Discipline for Students Violating Bus Rules

Disruptive behavior and violation of the Code of Conduct on a school bus by a student are grounds for suspension of the student's privilege of riding on a school bus, may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed. In particular:

- The principal or the principal's designee may suspend a student from the school bus for up to ten (10) days per occurrence for violating the standards of conduct for students riding the bus or other misconduct.
- The School Board may order suspension of bus privileges for a period between eleven (11) days and the balance of the school year.
- In addition to the suspension of bus privileges, students who violate the Code of Conduct while on a bus are subject to out-of-school suspension and other disciplinary action as authorized by this Code.

SECTION 2

STUDENT ATTENDANCE

1. Attendance

Regular school attendance is a necessary part of a student's education. Excessive absences impair a student's educational progress, impacts whether the student passes or fails a grade, and may result in court proceedings and/or the loss of driving privileges. Absences shall be classified and treated as follows:

Excused Absences

Students must be in school unless the absence has been excused for one of the reasons listed below. Excused absences include the following:

- Personal illness.
- Illness of an immediate family member.
- Death in the family.
- Religious holidays of the student's religious faith.
- Required court appearance or subpoena by a law enforcement agency.
- Special events, including, but not limited to, important public functions, student conferences, student state/national competitions, administrative approved post-secondary educational institution visitation, as well as exceptional cases of family need. Students must get permission from the principal at least five days in advance.
- Scheduled doctor or dentist appointments. The parent or guardian must notify the school of the date and appointment time prior to the absence/release time.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of three (3) days excused absence for an infestation of head lice.

Unexcused Absences

Unexcused absences include, but are not limited to, the following:

- Shopping trips
- Pleasure trips
- Suspension from school
- Appointments without prior approval except in case of emergency
- Truancy
- Other avoidable absences.

2. Reporting Absences

Any student who has been absent from school shall bring a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Failure to bring in a note will result in an automatic unexcused absence. However, the fact that the student brings in a note does not require the school administration to excuse the absence.

The principal or designee will decide whether the absence meets the criteria for an excused absence, and that decision will be final. The administration may request additional documentation, such as a doctor's note. The excuse must state specific dates of absence, and must be signed by a licensed physician. After fifteen (15) days of absence, whether excused or unexcused, a student must present verification from a licensed doctor for all subsequent absences due to illness.

3. Planned Absences

In case of a planned absence, the parent or guardian shall provide written notice at least five (5) days prior to the absence. The fact that such notice is provided does not require the administration to treat the absence as excused. Rather, the principal or designee will determine whether such absence meets the criteria for an excused absence as listed in paragraph 1.

4. Make-Up Work

Excused Absences

When a student is absent from school with an excused absence, the student shall be responsible for all work and assignments missed during the student's absence. The student shall make arrangements with teachers for "make-up" work and will complete it within a reasonable time frame, (as determined by the school), upon the student's return to school. Coursework, tests and quizzes can be made up at 100% credit.

Unexcused Absences

When a student has an unexcused absence, it is the responsibility of the student to complete all coursework, test and quizzes and turn them in to the appropriate teacher. A student shall have one day to complete and turn in the work for each day the student is absent (i.e., in the event of three days unexcused absences; the student has three days to complete and turn in assignments) and may only earn 50% credit. Test and quizzes can be made up at 100% credit. Coursework, tests, and quizzes not completed and turned in within the allotted time frame will earn no credit. There is no expectation that the child's teacher or teachers recreate lessons, lectures, or labs for unexcused absences.

Unexcused absence without parental knowledge or consent, or absence from class without a written excuse from a teacher or administrator, will result in no credit for coursework, tests and quizzes missed during the absence.

5. Truancy

A student may be deemed truant after (i) five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (ii) ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

Students are subject to the following actions for preventing and correcting truancy:

- When a student may be exhibiting a pattern of non-attendance, the principal shall refer the student to the school's attendance team to determine if a pattern of truancy is developing.
- The school's attendance team shall meet with the student and parent or guardian to determine if a pattern of truancy is developing and to identify and implement potential remedies.

- If the school-based efforts to resolve non-attendance are unsuccessful, the student shall be referred to the Superintendent or his designee for truancy.
- If no valid reason is found for the student's absences, the Superintendent or his designee may send the parent or guardian written notice requiring enrollment or attendance within three (3) days after the date of the notice.
- If the student does not return to school after the three (3) day notice, the Superintendent or his designee may refer the student and the parent or guardian to truancy court before the Circuit Court of St. Johns County. A criminal prosecution for truancy may also be initiated.

6. Tardiness

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness (more than 1 time per week) will be addressed on a case-by-case basis. Disciplinary action for unexcused tardiness shall be progressive, may include Level 1 consequences, and will be specifically defined in each individual school's discipline plan.

7. Driver's License

Florida law requires that minors who fail to satisfy attendance requirements will be ineligible for driving privileges. The School District is required to notify the Department of Highway Safety and Motor Vehicles of the following:

- Students ages 14-18 who accumulate fifteen (15) unexcused absences, not including out of school suspensions, in a ninety (90) calendar-day period.
- Students between the ages of 16-18 who have signed a declaration of intent to terminate school enrollment.
- Students ages 14-18 who are expelled.
- Students ages 14-18 who did not enter school and for whom the school has received no indication of transfer to another educational setting.

These students may not be issued a driver's license or learner driver's license. Also, the Department of Motor Vehicles shall suspend any previously issued driver's license or learner driver's license of any such minor pursuant to Florida Statute 322.091. In order to have a driver's license reinstated, the student must attend school regularly for thirty (30) days with no unexcused absences and pay the appropriate reinstatement fee.

8. Releasing Students from School

School staff shall definitively establish the identity and authority of any person who requests the release of a student from school prior to regularly-scheduled dismissal. If the person requesting the release of the student is a person other than a parent or guardian listed on the emergency contact form, the principal or teacher concerned shall not release the student without the consent of the parent or guardian who is listed on the emergency contact form.

9. Granting Permission to Leave School Grounds

No student shall be sent off the school grounds to perform an errand or to act as a messenger except with the approval of the principal, provided that approval shall be granted only for urgent and necessary school business and with the consent of the student's parent or guardian.

10. Exemption from Regular School Attendance

A student of compulsory attendance age shall be required to attend school as provided by the law unless issued an exemption certificate by the Superintendent. Students who have reached age 16 must file a "Declaration of Intent to Terminate School Enrollment" if they wish to discontinue their education. Upon filing the intent, the student must allow the school to conduct an "Exit Interview" and "Exit Survey" to determine the reasons for the decision to terminate school enrollment and the actions that could be taken to prevent termination.

11. Illness in School

A student with a temperature above normal or who is exhibiting other signs of illness shall be evaluated by the school nurse and sent home. The specific guidelines and recommendations for exclusion from school due to illness are referenced in each of the St. Johns County School District's Health Manuals, on file at each school.

SECTION 3

STUDENT DISCIPLINE

1. Overview

Every student is subject to state and federal law, State Board of Education rules and School Board rules and policies while:

- Being transported to or from school, or is presumed by law to be attending school
- Attending school or a school-sponsored activity
- Present on school premises

Student disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions, and responses to them become progressively more severe. Both infractions and responses are outlined later in this section.

2. Progressive Discipline

When deciding what disciplinary action should be taken, the principal or designee shall consider the student's age, exceptionality, previous conduct, probability of a recurring violation, intent, attitude, and severity of the offense and, whenever possible, shall impose disciplinary action in a progressive manner. For all levels, any incident that is hate-related and/or gang-related should be coded in the appropriate "related" category AND should be grounds to increase disciplinary actions.

3. Student Athletes

It is recognized that some of the expectations for athletes may exceed the expectations for the general student body. Student athletes must remain aware that being a part of interscholastic athletics is considered an honor and a privilege and not a right. Therefore, it requires observance of all aspects of the codes of conduct whether or not an athlete is at school, school-related activities or off campus/outside the school day activities and events. It is also the intent of the Student Athlete Code of Conduct to provide a clearly defined course for student/athletes to follow and instill a belief that a onetime infraction need not result in a permanent pattern in life. (Please refer to Section 5 - Student Athlete Code of Conduct for more information.)

4. Possession of Alcohol, Tobacco and Drugs

The use, possession, delivery, or sale of alcohol, tobacco or other drugs, whether on school property or at a school function, will not be tolerated.

Tobacco

It is unlawful for anyone under the age of 18 to smoke tobacco in, on or within 1,000 feet of a public or private elementary, middle or secondary school between the hours of 6:00 a.m. and midnight. If a student is found to have violated this provision, the parents or guardian and law enforcement will be notified and civil penalties may be imposed. (Florida Statute 569.11)

Smoking is prohibited in school buildings, on school property, or at any school sponsored activity by persons of any age. A student under the age of 18 who commits non-criminal tobacco violations (possessing or using tobacco in any form) and fails to

comply with corresponding sanctions is subject to mandatory revocation or suspension of, or delay of eligibility for driver's license.

Alcohol

Students are prohibited from using, possessing, delivering, selling or being under the influence of alcoholic beverages on school property, on a school bus or school-approved transportation, or at any school-related function or activity. Violation of this rule is a Level IV offense.

Drugs

"Drugs" shall include any unlawful drug, narcotic or controlled substance (including prescription medications, except as provided in Section 5 below), and any substance represented to be such a drug, narcotic or controlled substance. Students are prohibited from using, possessing, delivering, selling or being under the influence of drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity. They are likewise prohibited from possession of drug paraphernalia, which includes devices, products and things used or intended to be used for the ingestion of drugs.

Students are also prohibited from possessing, using, delivering or selling any counterfeit drug, which is a substance that (i) is represented to be, (ii) is represented to contain, or (iii) appears to be (looks like) a narcotic drug, hallucinogenic drug, amphetamine, barbituate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant or controlled substance of any kind, on school property, on a school bus or school approved transportation, or at any school-related function or activity.

A violation of these rules is a Level IV offense, and may subject a student to arrest and prosecution.

Use of Alcohol and Drugs

A student who is under the influence of alcohol or drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity shall be deemed to have used and possessed alcohol or drugs. Evidence of such use of alcohol or drugs includes, but is not limited to a student's admission of use of alcohol or drugs on or off campus; witness statements; a positive Portable Breath Test result indicating use of alcohol (see paragraph 7); red and/or glassy eyes; drooping eyelids; odor of alcohol or drugs; difficulty communicating, walking or standing; difficulty with other motor skills; or other impaired faculties.

Students who violate the District's alcohol and drug policies are subject to the penalties provided for Level IV offenses. In addition, the principal may revoke the student's privilege of participating in non-academic school activities including, but not limited to, extracurricular activities, athletics, school trips, prom, and graduation exercise, and/or the revocation of school privileges, including, but not limited to, driving privileges.

Delivery or sale of alcohol or drugs is a more serious offense than use and possession of drugs or alcohol and shall result in a more serious penalty.

5. Prescription and Non-Prescription Medicine

Administration of medications during school hours is discouraged. All prescription and non-prescription (over-the-counter) medication administered by the school must be prescribed by a physician who has determined that a student's health and well-being requires medication during school hours. The prescription must be documented by a note from the physician on file with the school.

Students are prohibited from possessing prescription medication on school property, on a school bus or school-approved transportation, or at any school-related function or activity, unless such medication is prescribed by a current prescription and the prescription is documented by a note from the prescribing physician filed with the school before the student brings the medication on campus. Unauthorized possession of prescription medication without a valid, current prescription constitutes possession of a drug and is a Level IV offense. If the student has a valid, current prescription for the medication, but fails to file the physician's note with the school before bringing it on campus, the possession is a Level II violation.

Students are prohibited from possessing any non-prescription medication at school, on a school bus or school-approved transportation, or at any school-related function or activity without the written permission from the parent or guardian, documented with the appropriate form on file with the school, prior to the medication being brought on campus. Unauthorized possession or use of any non-prescription medication is a Level II offense.

Misuse of non-prescription medication is a Level III offense. Misuse of non-prescription medication includes (i) the delivery of non-prescription medication or (ii) any use inconsistent with the manufacturer's directions or generally accepted guidelines.

Aggravated misuse of non-prescription medication is a Level IV offense. Aggravated misuse of non-prescription medication is the sale of non-prescription medication for any purpose or its delivery with the intended or actual effect of modifying mood or behavior, or inducing physical, emotional or behavioral changes, rather than for its intended purpose.

6. Search and Seizure

Students, their lockers, vehicles and other possessions are subject to search upon reasonable suspicion that they may possess drugs, other prohibited substances, objects or contraband, while on school property or wherever students are under school supervision, such as on field trips, at extracurricular activities, or while being transported by school bus or school-approved transportation.

For purpose of this Code, "contraband" is any item or substance that is prohibited by federal and/or state law, School Board rule or this Code from being used or possessed on School Board property, a school bus or school-approved transportation, or at any school-related function or activity. Contraband includes, but is not limited to, drugs, drug paraphernalia, alcohol, unauthorized non-prescription medications, tobacco, weapons, ammunition, matches, lighters, laser beam devices, firecrackers and fireworks, pornography, and gang-related signs or symbols.

School staff may search students reasonably suspected of being in possession of contraband or other prohibited items. They may search students' possessions when reasonable suspicion exists that such possessions may conceal or contain contraband or other

prohibited items. Students' possessions subject to search include, but are not limited to, book bags, back packs, athletic bags, notebooks, purses, coats, jackets, telecommunication devices, computers, devices capable of storing or communicating information, lockers, and vehicles. Students do not have any expectation of privacy in or around vehicles on school property.

School personnel are encouraged to seek consent from a student before the search but may proceed without consent if reasonable suspicion is present. Such search may include assistance from law enforcement personnel and/or K-9 dogs. Routine locker clean-ups are not searches.

Schools may utilize metal detectors in the interest of security and student safety.

7. Portable Breath Test

When there is a reasonable suspicion that a student may be under the influence of alcohol, the school's administration may request law enforcement to administer a portable breathalyzer test (PBT) at school and school related activities.

8. Cell Phones and Wireless Communication Devices

Students may possess cellular telephones and other wireless communication devices at school, on buses, and at school functions. However, they must be turned off, stored in student's backpack, purse, locker or vehicle. The device shall not be used during the school day without administrative approval or on school buses to and from school. Failure to comply may result in the device being confiscated. Repeated failure to comply will be considered defiance of school rules.

Any disruptive, harassing or other inappropriate use of a cell phone or wireless communications device in violation of this policy or school rules, shall be cause for disciplinary action, including confiscation of the device as contraband and, in the event of repeated or serious misuse, loss of the privilege to possess such a device on school property or while attending a school function. Inappropriate use includes, but is not limited to: (1) texting, phoning or web browsing during prohibited times; (2) taping conversations, music or other audio at any time; (3) photography or videography of any kind at any time; (4) "sexting;" and (5) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers and other staff members.

When there is reasonable suspicion that a student has used a cell phone or wireless communication device in violation of the Code of Conduct or other school rules, or for an unlawful purpose, the school administration may review the phone's call log, voice messages, text messages, photographs and any other applications in furtherance of its investigation of the suspected violation.

9. Instructional Technology

The St. Johns County School District recognizes the value of instructional technology as a tool that assists student achievement within the classroom. Students may possess an instructional technology device and utilize it as an instructional tool in the classroom with the consent and under the direction of the school administration and teacher, as it pertains to the current curricular unit, lesson, etc., and only within the scope and sequence of the District's Acceptable Use Policy. However, this device must be turned off and stored when not being used. Failure to comply may result in the item being confiscated. Repeated

failure to comply will be considered defiance of school rules and may result in consequences as provided in the District's Student Code of Conduct.

When there is reasonable suspicion that a student has used an instructional technology device in violation of the Code of Conduct/AUP or other school rules, or if used for an unlawful purpose, the school administration may review the device's applications in furtherance of its investigation of the suspected violation.

10. Bullying and Harassment

Students and employees should be provided a safe and secure learning and work environment, free from bullying and harassment of any kind. The complete text of the School Board's bullying and harassment policy is set forth in School Board Rule 3.21. Bullying and harassment are Level III violations of the Code of Conduct and are major infractions. Bullying or harassment will not be tolerated and disciplinary action will be taken. In addition to school consequences, criminal charges may be filed. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying or harassment, as defined herein, is prohibited in all educational environments.

11. Dating Violence and Abuse

It is the policy that the St. Johns County School District that all of its students have an educational setting that is safe, secure, and free from dating violence and abuse. The complete text of the District's dating violence and abuse policy is contained in School Board Rule 5.26.

12. Levels of Discipline

School District staff should intervene in an effort to prevent or curtail misconduct. If further action is necessary, staff should refer the student to the school administration for disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administration will decide on disciplinary action.

Level I

Level I offenses are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation. A student who commits a Level I offense may also be subject to criminal proceedings.

Infractions

- A. Classroom Disruption** - saying or doing something that keeps the teacher from teaching or other students from learning.
- B. Disorderly Conduct** - saying or doing something that upsets the normal school routine or any school activity.
- C. Disrespect** - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees. This includes racial slurs and/or harassment.
- D. Dress Code** - wearing anything that does not follow the school dress code.
- E. Failure to Report for Detention** - not showing up for detention.

- F. False and/or Misleading Information** - failure or refusal to tell the truth to members of the school staff.
- G. Insubordination** - failure or refusal to follow the directions of school staff, school rules, classroom rules, or behavior contracts.
- H. Misconduct on School Bus or School Approved Transportation** - saying or doing something that interferes with good order and discipline on the bus, or interferes with the safety of others.
- I. Profane, Obscene, or Abusive Language/Materials** - using words, gestures, pictures, or objects including racial slurs that are not acceptable at school and/or upset the normal school routine or activity.
- J. Repeated Misconduct** - continual disruption of the normal school routine or activity.
- K. Tardiness** - being late for school or class more than once a week.
- L. Unauthorized Absence from School or Class** - being absent from school or class without a valid written excuse from a parent, guardian or doctor.
- M. Physical Contact After Misconduct (Elementary Age)** - refusing to settle down after being told to stop misbehavior - pushing, shoving or striking out at another child or adult.
- N. Cell Phone and Wireless Communications Devices** - using a cell phone or wireless communications device during school, a school function, or on a school bus, without permission, or in violation of this Code or school rules.
- O. Public Display of Affection** - in a manner which is inappropriate in a school setting in the judgment and discretion of the principal.
- P. Other** - any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or approved transportation.

Responses and Sanctions

If a student commits a Level I offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Counseling and direction with the student
- Parental contact
- Verbal reprimand
- Special work assignment
- Peer mediation
- Withdrawal of privileges which may include, but not be limited to, participation in extracurricular activities and/or parking privileges
- Return of property, payment for same, or restitution for damages
- Detention (parental contact required)
- Behavior plan
- Level II sanctions for repeated offenses
- Saturday school
- Suspension from bus
- In-school suspension
- Other school-based consequences as deemed appropriate by the administration.

Level II

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II also includes repeated acts of Level I misconduct and acts directed against people or property that do not seriously endanger the health or safety of others. A student who commits a Level II offense may also be subject to criminal proceedings.

Infractions

- A. Cheating/Plagiarism** -cheating is the unauthorized use of notes or other forms of assistance, including electronic devices, to complete a test or assignment; and plagiarism is the unauthorized use of another person's work and calling it one's own.
- B. Destruction of Property/Vandalism (under \$10)** - breaking or destroying things that belong to the school or to another person.
- C. Disrespect** - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees. This includes racial slurs and/or harassment (more serious than Level I).
- D. Altercation** – verbal confrontation or minor physical contact (pushing, shoving) between two or more students, which is harmful or disruptive.
- E. Forgery** - falsifying or altering a signature, note, or document with the intent of misleading a staff member.
- F. Gambling** - betting on games or activities for money or other valuables.
- G. Insubordination** - refusing to follow school rules or directions from the school staff.
- H. Intimidation/Threats** - making a threat or coercing another person.
- I. Repeated Misconduct of Level I offenses** - saying or doing something that disrupts the normal school routine or school-sponsored activity or repeating a Level I infraction or repeated defiance of school rules.
- J. Stealing** - taking the property of another without their permission.
- K. Unauthorized Assembly and/or Publications** - holding meetings or passing out materials to other students, without permission, that disrupts the school routine or any school-sponsored activity.
- L. Verbal Confrontation** - being argumentative and verbally rude to an adult or another student.
- M. Leaving Campus Unauthorized** - leaving campus without permission from school official.
- N. Unauthorized Use of Technology** - any student found in violation of the District's Acceptable Use Policy regarding the use of technology, including but not limited to, hardware and software.
- O. Unauthorized Possession of Non-Prescription Medication** - possession or use of non-prescription medication without prior written parental consent being filed with the school.
- P. Other** - any other intermediate act of misconduct or any more serious, harmful or disruptive than any of the offenses described in Level I.

Responses and Disciplinary Action

If a student commits a Level II offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Parental contact required
- Behavior contract (oral or written)
- Peer mediation
- In-school suspension
- Work detail
- Detention (parental contact required)
- Confiscation of unauthorized materials/objects/contraband
- Return of property, payment for same or restitution for damages
- Suspension
- Suspension from bus
- Behavior plan
- Saturday school
- Community service
- Level III sanctions for repeated offenses
- Other school based consequences as deemed appropriate by the administrator.
- Referral to law enforcement.

Level III

Level III infractions are major acts of misconduct which the School Board has determined constitute a serious breach of conduct. They include repeated misconduct acts from Level II, serious disruptions of school order and threats to the health, safety and property of others. A student who commits a Level III offense may also be subject to criminal proceedings.

Infractions

- A. Battery** - when one student physically attacks another student with the intent to do bodily harm.
- B. Breaking and Entering** - unlawfully and forcefully entering or trying to enter school, school personnel property or student property.
- C. Bullying** -unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation.
- D. Contraband Material** - having, using, displaying or giving to others items not allowed at school such as unauthorized non-prescription medications, tobacco, weapons, ammunition, matches, lighters, laser beam devices, firecrackers and fireworks, pornography, and gang-related signs or symbols. Also included are instruments or objects in any vehicle brought onto school property or to a school-sponsored activity, which could be used to inflict harm on or intimidate another person, but which are not designed or ordinarily intended for use as a weapon (i.e. leathermans, multi-tools, key chain tools). These items may be confiscated and not returned.
- E. Dating Violence and Abuse** - violation of the District's dating violence and abuse policy set forth in Rule 5.26.
- F. Destruction of Property/Vandalism (\$10 and over)** - breaking or destroying things that belong to the school or to another person.

- G. Open Defiance** - flagrant or hostile challenge to the authority of a school staff member, bus driver or other adult in authority.
- H. Disrespect** - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees including racial slurs and/or harassment. (More serious than Level I or Level II).
- I. Extortion/Threats** - making threats to hurt others, their reputation, or their property, in order to obtain money, information, or help from them.
- J. Fighting** – two or more students mutually participate in the use of force or physical violence that may require physical restraint or results in bodily injury.
- K. Firecrackers/Fireworks** - having or using fireworks or firecrackers at school or at a school activity.
- L. Gang Related Signs and Symbols** - use of gang related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person.
- M. Gross Insubordination** - unconditionally refusing to do as directed by school staff; saying or doing something that shows the student will not follow directions.
- N. Harassment** - 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 which places the student or the school employee in reasonable fear of harm to his or her person or damage to his or her property and/or substantially interferes with the student’s educational performance, opportunities or benefits and/or the orderly operation of a school.
- O. Illegal Organizations** - belonging to or being a part of secret groups or clubs while at school.
- P. Misuse of Non-Prescription Medication** - misuse of non-prescription medication, including (i) the delivery of non-prescription medication or (ii) any use inconsistent with the manufacturer’s directions or generally accepted guidelines.
- Q. Repeated Commission of Level I and Level II offenses** - repeated commission of Level I or II offenses, which tend to substantially disrupt the orderly conduct of school, a school function or extracurricular/co-curricular activity.
- R. Repeated misuse of cell phones or other electronic devices.**
- S. Smoking and Other Use of Tobacco Products** - having, using, selling or giving to other students tobacco products at school or at a school activity.
- T. Stealing** - taking the property of others without their permission.
- U. Trespassing** - entering or staying on school property or at a school activity after being told to leave by the school staff.
- V. Other** - any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular activity.

Responses and Disciplinary Action

If a student commits a Level III offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Parental contact required
- Written behavior contract
- Return of property/payment for same or restitution for damages
- In-school suspension
- Suspension from bus
- Suspension from school (1-10 days)
- Expulsion from bus (for bus-related offenses)
- Temporary or permanent removal from participation in extracurricular activity
- Referral to appropriate prevention or treatment program
- Referral to law enforcement
- Level IV sanctions for repeated offenses
- Other school-based consequences as deemed appropriate by administrator.

Level IV

Level IV acts of misconduct are the most serious. All infractions must be reported to the Office of School Operations. Sanctions will include suspension, and may include placement in an alternative school and/or expulsion. A student who commits a Level IV offense may also be subject to criminal proceedings.

Infractions

- Aggravated Misuse of Non-Prescription Medication** - the sale of non-prescription medication for any purpose or its delivery with the intended or actual effect of modifying mood or behavior, or inducing physical, emotional or behavioral changes, rather than for its intended purpose.
- Alcohol** - the possession, use, delivery or sale of alcoholic beverages.
- Arson** - (mandatory referral to an appropriate agency): setting a fire or trying to set fire to school property or the property of others.
- Serious Assault** - any threat, direct or indirect, by word or act, to do violence or harm to a school employee, volunteer, or student which creates a fear that violence is imminent,
- Serious Battery** - an actual or intentional touching or striking of a school employee, volunteer, or student against his or her will or intentionally causing bodily harm to an individual; in severe cases, the battery of a student may be the basis for expulsion.
- Bomb Threats/Explosives** - threatening an explosion on school property or at a school function; having, preparing, or setting off explosives (including fireworks) on school property, or at a school function. This also includes items that appear to be explosive devices including novelty items, toys, and/or replicas.
- Drugs** - possessing, using, delivering, selling or being under the influence of any drug or counterfeit drug. This offense also includes possession, use, delivery or sale of drug paraphernalia.

- H. **False Fire Alarm** - pulling a fire alarm falsely or reporting a fire when there is no fire.
- I. **Firearms** - the possession, use, or control of any firearm (operable or inoperable, loaded or unloaded) including, but not limited to, zip, pistol, revolver, rifle, or shot gun (refer to "Weapons Prohibited" section below).
- J. **Inciting, Leading or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or a School Function** - the willful act of inciting, leading or participating in any disruption (including gang-related activities or incidents with multiple participants), disturbance or other act that interferes with the educational process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff and others. This may also include any false accusations made by a student that jeopardizes the professional reputation, employment or professional certification of any district employee.
- K. **Larceny/Theft** - the act or attempted act of taking, carrying, leading, or riding away with property, from the possession, or constructive possession, of another person. Included are pocket picking, purse snatching, theft from a building, theft from a motor vehicle, theft of bicycles, theft from a machine or device which is operated or activated by the use of a coin or token and all other types.
- L. **Other Weapons** - the possession, use or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person, or to intimidate any person; included in this category are objects such as BB guns or pellet guns, knives of any kind, chains, pipes, razor blades, ice picks, other pointed instruments (including pencils or pens), nunchakus, brass knuckles, explosives, Chinese stars, billy-clubs, tear gas guns, paintball guns, or electrical/chemical weapons or devices. Also included is anything represented to be a firearm or other weapon if used in an intimidating manner toward another person. This is not a comprehensive list of items considered weapons.
- M. **Repeated Level III Offense**- repeated commission of a Level III offense.
- N. **Robbery/Extortion** - the taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or putting the victim in fear of larceny.
- O. **Sexual Battery** - any sexual act or attempt directed against another person, forcibly and/or against the person's will.
- P. **Sexual Harassment** - any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature.
- Q. **Sexual Offenses** - any willful and/or deliberate act, behavior or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure.
- R. **Violation of Early Re-entry Plan/Probation** - any act or series of acts that violates or has the practical effect of violating a re-entry plan from expulsion or a probationary plan.

- S. Other** - any other intentional, or wanton act which significantly harms or poses a realistic threat of serious harm to one's self or another person and which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include hate crimes, bullying, harassment, and repeated misconduct that result in multiple out-of-school suspensions.

Responses and Disciplinary Action

If a student commits a Level IV offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Mandatory 5 – 10 day suspension from middle/high school
- 1-10 day suspension for pre-kindergarten-grade 5
- Referral for placement in the alternative school
- Referral to appropriate agency
- Referral to law enforcement
- Possible expulsion from the school district
- Loss of senior year privileges including graduation ceremony

13. Zero Tolerance

Schools will conduct investigations of suspected criminal offenses independent of law enforcement and arrive at their own determination. Therefore, a student who commits a criminal offense will also be subject to possible arrest and prosecution by law enforcement.

A student 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 this Code of Conduct. In addition, the offense shall be reported to law enforcement for appropriate action:

- Homicide (murder, manslaughter)
- Sexual battery
- Robbery
- Aggravated battery
- Battery or aggravated battery on a teacher or other school personnel
- Kidnapping or abduction
- Arson
- Possession, use or sale of any firearm
- Possession, use or sale of any explosive device
- Possession, use, or control of any other dangerous weapon

If a student is found to have committed any of the following offenses, they will be subject to Level IV disciplinary sanctions. In addition, such offenses will be reported to law enforcement:

- Disturbances which substantially disrupt school or a school function
- Making a false report, with the intent to deceive, mislead, or otherwise misinform a person concerning the placing or planting of any bomb, dynamite or other deadly explosive
- Possession, use or distribution of drugs or alcohol
- Property damage of a substantial nature
- Robbery and/or theft of property of a substantial nature
- Vandalism other than of a minor nature

14. Weapons Prohibited

In addition to those penalties provided for Level IV offenses, any student who is determined to have brought a firearm (as defined in Chapter 790, Florida Statutes), to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution.

It is a third degree felony for a person to exhibit, in a rude and threatening manner, any firearm or destructive device, or other weapon within 1000 feet of school during school hours or during the time of a sanctioned school activity.

All toy pistols, water guns, or facsimile guns are prohibited from school property, transportation and activities.

15. Legal Notices - Florida Statute 1006.07

- A.** Illegal use, possession, or sale of controlled substances, as defined in Chapter 893, by any student while the student is upon school property or in attendance at a school function is grounds for disciplinary action by the school and may result in criminal penalties being imposed.
- B.** Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function.
- C.** Violence against any School Board personnel, including acts committed off-campus, by a student is grounds for out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.
- D.** Violation of the District's sexual harassment policy by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.
- E.** Any student who is determined to have brought a firearm or weapon, as defined in Chapter 790, Florida Statutes, to school, shall be recommended for expulsion, with or without continual educational services, from the student's regular school for a period of not less than one full year and referred to the criminal justice of juvenile justice system. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during a period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to an alternative school or program or second chance school.
- F.** Any student who is determined to have made a threat or false report, as defined by Florida Statutes 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be recommended for expulsion, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the District school board to modify the requirement by assigning the student to an alternative school or program or second chance school.

SECTION 4

PROCEDURES RELATING TO DISCIPLINARY ACTION

1. Procedures for Suspension

Suspension, also referred to as out-of-school suspension, is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal, for a prescribed period of time not to exceed ten (10) school days at any one time. Referral to an alternative school is not a suspension, but rather a school assignment.

When a student is accused of misconduct that would warrant suspension under the Code of Conduct, the following procedures shall apply. Before suspension is imposed, students shall be given notice of the provisions of the Code of Conduct they are accused of violating and the factual basis for the charges. Students shall have an opportunity to present their version of the incident before suspension is imposed.

The principal is authorized to immediately suspend a student if the student has physically assaulted another individual, engaged in behavior posing an immediate danger to students or staff, substantially disrupted the orderly operation of the school, or otherwise committed any offense which the School Board has determined constitutes a serious breach of conduct, including any Level III or IV offense. However, in these cases, the student shall still be given oral notice of the allegations and an opportunity to explain or defend the conduct. In these cases where immediate suspension is not authorized in accordance with this paragraph, the principal or designee should make a good faith effort to seek parental assistance before suspension.

In a timely manner following the imposition of suspension, the principal or designee shall make a good faith effort to inform the student's parent or guardian by telephone of the suspension and the reason such action was taken in a timely manner. The suspension and the reason for the suspension shall be communicated in writing to the parent or guardian within twenty-four (24) hours by United States mail or hand delivery. In case of high school students, written notice of suspension may be hand delivered in the care of the student.

The school staff shall notify the Superintendent in care of the Office of School Operations within twenty-four (24) hours of the suspension and the reasons therefor. The school shall use the District-approved Notice of Suspension form. The Superintendent's designee shall review such suspension for compliance with the requirements of the Code.

The rules of evidence and judicial procedure do not apply to suspension procedures. The school's decision to impose suspension is not subject to further review beyond the Superintendent's designee.

2. Procedures for Placement in an Alternative School

The Superintendent shall appoint a District Discipline Committee to review all recommendations for placement in an alternative school and/or expulsion. If the school principal or designee shall recommend alternative placement, the principal or designee shall appear before the Committee and explain the facts and the rationale for the recommendation. After due deliberation, this Committee shall act upon the

recommendation and so advise the student and principal. The District Discipline Committee may accept, reject, or modify the principal's recommendation.

Students must register at the Gaines Alternative Center following placement by the District Discipline Committee. Students who do not attend Gaines Alternative Center may not attend any St. Johns County School District school until they have attended Gaines for the prescribed period.

3. Procedures for Appeal of Alternative School Placement

The student, parent or guardian may request an appeal of the Discipline Committee's decision to place the student in an alternative school to the District Discipline Appeal Committee. However, the student must enroll at the alternative school while the appeal is pending. The Appeal Committee may request, receive, and will consider such additional information from the parties as necessary to properly review the initial decision. After due deliberation, the Appeal Committee shall make a recommendation to the Superintendent, who may affirm, reject or modify the original decision.

The student, parent or guardian may subsequently request a meeting with the Superintendent to review the Appeal Committee's decision. The Superintendent may request, receive, and review such additional information from the parties as necessary to properly review the Appeal Committee's decision. After due deliberation, the Superintendent shall act upon the Committee's recommendation and so advise the student and principal. The Superintendent may affirm, reject or modify the Appeal Committee's recommendation. The decision of the Superintendent is final, conclusive and binding.

For all meetings under this section, with the exception of the initial meeting of the District Discipline Committee, the student shall attend with the student's parent(s) or guardian or other responsible adult. The student may also invite others to attend on the student's behalf including legal counsel or other representation. The student shall have an opportunity to explain his or her actions and provide any additional information, as the student may believe necessary. These are not legal proceedings, and the rules of evidence and judicial procedure do not apply. No transcript of testimony will be required or provided. The Superintendent's decision is final.

4. Expulsion

The school principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct, including any Level IV or other offense that is subject to expulsion under this Code or Florida law.

The principal's recommendation of expulsion shall include a detailed report explaining the basis for the recommendation and alternative measures to expulsion considered by the principal before making the recommendation.

The District Discipline Committee shall review the recommendation for expulsion and either accept, reject or modify the principal's recommendation. The Committee's decision shall be communicated in writing to the Superintendent and the student's parents or guardian.

The Superintendent shall consider the Committee's recommendation and may adopt, modify or reject it. If the Superintendent recommends expulsion, the recommendation shall be forwarded to the School Board for final action.

The student or parent or guardian shall have the right to an expulsion hearing before the School Board. The hearing shall be conducted in accordance with the requirements and safeguards of School Board Rule 5.12.

5. Discipline Procedures for Students with Disabilities

The District complies with all federal and state laws pertaining to students with disabilities. A student identified as disabled under Section 504 of the Rehabilitation Act of 1973 (Section 504) shall be subject to the same disciplinary procedures prescribed by Department of Education Rule 6A-6.03312 and the District's Exceptional Student Program Policies and Procedures.

Students with disabilities may be subjected to short-term or long-term removals depending on the disciplinary infraction of the Code of Conduct. A short-term removal is one in which a student with a disability is removed from a school up to ten (10) school days within a school year. Short-term removals do not require the school to provide services identified in the student's Individualized Education Plan (IEP) or Section 504 plan, or to conduct a manifestation determination meeting.

A long-term removal is one in which a student with a disability:

- is suspended for a period of more than ten (10) consecutive days, or
- has been suspended for more than ten (10) cumulative days in the school year, or
- is subject to expulsion.

A long-term removal of a student with a disability requires the following:

- The school will schedule a manifestation determination meeting with the relevant members of the IEP or Section 504 team including the parent and student. At this meeting, the team reviews the student's IEP or Section 504 plan, the student's file, teacher observations, and relevant information provided by the student's parents. Following this review, the IEP or Section 504 team shall determine whether the student's behavior was a manifestation of his/her disability.
- If the behavior is not a manifestation of the student's disability, then the student may be disciplined in the same manner as non-disabled students. Additionally, the student may be removed to an alternative education setting if recommended by the District Discipline Committee. The District Discipline Committee will also serve as an IEP team to consider any educational placement issues relating to the student's disability. Students with disabilities may also be recommended for expulsion by the District Discipline Committee when appropriate.
- If the behavior is a manifestation of the student's disability, the District shall conduct a functional behavioral assessment (FBA) and implement a behavior intervention plan (BIP) for the student to address the behavior. The student may not be disciplined and shall be returned to his/her original placement unless the parent and District agree otherwise as part of the student's BIP. However, if recommended by the District Discipline Committee, a student may be removed to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the student's behavior is determined to be a

manifestation of his/her disability if the student: (a) carries a weapon to or possesses a weapon at school, (b) knowingly possesses or uses illegal drugs at school, or (c) has inflicted serious bodily injury upon another person while at school.

Additional requirements for the suspension and expulsion of students with disabilities are detailed in the District's Exceptional Student Program Policies and Procedures, and Florida Department of Education Rule 6A-6.03312. Any time a significant change in placement (such as an exclusion of more than ten (10) consecutive days) is being considered, the parent(s) or guardian of a student with a disability shall be provided a copy of the notice of procedural safeguards for parents of students with disabilities and written notice, or the procedural safeguards and parent rights for Section 504.

6. Procedures for Felony Suspension

A student may be suspended from all regular classes when formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on other than school property, but which is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. The procedures and requirements for felony suspensions are prescribed by Florida Statute 1006.09(2) and Department of Education rules.

7. Corporal Punishment

The principal shall prepare guidelines for the use of corporal punishment. The guidelines will identify the types of punishable offenses, conditions under which the punishment shall be administered, and the specific personnel of the school staff authorized to administer the punishment.

- Corporal punishment is defined as "the moderate use of physical force or physical contact by a teacher or principal as may be necessary to maintain discipline or to enforce school rules."
- It is required that corporal punishment be administered only in the presence of another adult who is informed beforehand, and in the student's presence, of the reason for the punishment. It is recommended that female staff members administer corporal punishment to female students (middle and high school). The school officials will honor a written request by a parent or guardian for no corporal punishment. An alternative disciplinary measure will be used in its place, such as out-of-school suspension.
- A teacher or principal who has administered corporal punishment is also required, upon request of a student's parent or guardian, to provide a written explanation of the need for the punishment and the name of the adult witness who was present.
- In no case shall corporal punishment be unduly severe or degrading in its nature.
- Corporal punishment shall never be administered to a student known to be under medical treatment for an emotional disability or to a student suffering from a physical condition which would cause his/her life to be endangered by the use of such punishment.

SECTION 5

MISCELLANEOUS

1. **School Attendance Zones and Student Assignment**

The School Board has established residential attendance zones for each school. All students, shall attend the school serving the student's residential attendance zone, except as otherwise provided by School Board rule, procedure, guideline, school choice plan or program. A student's residence is defined as the residence of his or her parent(s), guardian, legal custodian, or other such person with custody or responsibility for the student as defined by any order issued by a court of competent jurisdiction of the State of Florida.

A student residing with a person who is not the student's parent, guardian, or legal custodian (as designated by any order issued by a court of competent jurisdiction of the State of Florida) shall be allowed to attend a District school only under the following conditions:

- The person with whom the student resides shall present a notarized statement to the enrolling officer of intent to seek a court order as described above.
- The enrolling officer must receive a copy of the order within thirty (30) days or the student will be automatically withdrawn.

Any student whose residence as specified above is outside the boundaries of St. Johns County may not be enrolled in any District school without the approval of the School Board. No student shall be permitted to cross district lines for the purpose of attending school in the St. Johns County School District or outside the St. Johns County School District, except under a written agreement as provided in Section 1001.42(4)(d), Florida Statutes. Any such agreement of the School Board and any other Florida school district shall be duly recorded in the official School Board minutes. Such transfers shall be on a nondiscriminatory basis.

2. **Administrative Assignment to an Alternative School**

The Superintendent has the authority to administratively assign students to Gaines Alternative Center to facilitate their transition to a mainstream District school from a juvenile justice facility, an alternative school outside the District, or from another school district where serious disciplinary charges were pending at the time of the student's withdrawal or transfer, or whenever in the Superintendent's judgment and discretion such alternative placement would be in the District's best interest in terms of protecting student safety and welfare.

3. **Educational Records - Directory Information**

The School Board reserves the right to release selected personal information about students ("Directory Information") without the consent of the students or their parents or guardian. A student's parent(s) or an adult student, however, may notify the School Board that directory information concerning the student shall not be released. Such notification shall be in writing and filed annually with the principal of the student's school and with the District's office. Please refer to the "Release of the Student Directory Information Options" form at the end of this booklet.

Directory Information consists of the following data:

- Name;
- Address;
- Telephone number, if listed;
- Date and place of birth;
- Internally generated pupil number;
- Participation in officially recognized activities and sports;
- Weight and height, if an athletic team member;
- Most recent previous school or program attended;
- Dates of attendance at schools in the District;
- Degrees, awards and honors received;
- Major field of study; and
- Photographs and video.

Directory Information will be released to:

- Law enforcement and other governmental agencies, both state and federal (official request only)
- U.S. Armed Forces recruiting officials (as required by federal law)
- College and university recruiters

However, Directory Information will not be released to commercial vendors except yearbook publishers, school ring vendors, and school photograph vendors as selected by each school, when a parent or adult student has given notice of non-consent as provided for above.

4. Educational Records - Notice of Rights

Federal and State law affords parents, guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- A.** The right to inspect and review the student's education records within forty-five (45) days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- B.** The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under federal law.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- C. The right to privacy of personally identifiable information in the student's education records, except to the extent that federal law authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

- D. The St. Johns County School Board has designated student directory information and the conditions for its release. Please refer to paragraph 2 above and Board Rule 5.20 listed on the District's website for further information.
- E. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

5. Educational Records -- Divorced or Unmarried Parents

Regardless of who may have legal custody or parental responsibility for a student, both parents have the right of access to the student's educational records unless there is a judicial order limiting or prohibiting a parent's access.

6. Education Records -- Name Change

When a parent, guardian or any other person seeks to enroll a student under a name other than the legal name, or seeks to change the name of a student already enrolled, the parent or other person shall be informed that the name of the child as shown on the birth certificate or other supporting evidence as provided in Florida Statute 1003.21(4) of these regulations will be used until such time as a final court order verifies a legal change.

7. Grievance Procedure for Students Alleging Unlawful Discrimination or Sexual Harassment

The Board and the Superintendent recognize that unlawful discrimination and sexual harassment are inappropriate in District schools and prevent students from achieving at their highest level. Whenever a student makes a complaint of unlawful discrimination or sexual harassment, every effort will be made to arrive at a satisfactory resolution of the problem on an informal basis. When this is not successful, a student can resort to the more formal procedures as provided herein.

Definitions

- **“Unlawful Discrimination”** - occurs when a student is excluded from participation in, is denied the benefits of, or is subjected to discrimination under any education program or activity conducted by this School District, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, social and family background or a language other than English by Limited English Proficiency (LEP) students when allowed by law.
- **“Sexual Harassment”** - is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s education
 - Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual
 - Such conduct has the purpose or effect of unreasonably interfering with a student’s educational performance, or creating an intimidating, hostile or offensive school environment.
- **“Equity Committee”** - is a group of District administrators who are involved in resolving issues of unlawful discrimination and sexual harassment. The members of the Equity Committee and their telephone number(s)/e-mail(s) are:

Lisa Bell (547-7537 or bell@stjohns.k12.fl.us)
Rhoda Ferrell (547-7602 or ferrelr2@stjohns.k12.fl.us)
Joann Johnson (547-7682 or johnsoj@stjohns.k12.fl.us)
George Leidigh (547-3869 or leidigg@stjohns.k12.fl.us)

They may also be contacted by mail at 40 Orange Street, St. Augustine, Florida, 32084.

Examples

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse of a sexual nature
- Subtle pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications (e.g., a person’s body, clothes or sexual activity, etc.)
- Unwelcome or inappropriate physical contact (e.g., patting, pinching, or unnecessary touching)

- Suggesting or demanding sexual involvement accompanied by implied or explicit threats.
- Display of sexually suggestive objects, pictures, or written materials.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Complaint Procedure

- **Informal discussion** - if a student believes there is a basis for a complaint, the student shall discuss the complaint with his or her immediate teacher or a school administrator (except in cases of discrimination or harassment allegations involving the teacher or a school administrator, in which case they can report and discuss the issue with a member of the Equity Committee) within sixty (60) days.
- **Level One** - if the student is not satisfied with the informal discussion, he or she may, within ten (10) days, file a formal complaint with his or her principal. If the complaint involves the principal, it may be filed with the Equity Committee. The principal, or the Committee, as the case may be, shall investigate the complaint and report in writing to the student within ten (10) days after receipt of the complaint. Complaints involving an administrator above the building level may be filed by the complainant at Level Two.
- **Level Two** - if the student is not satisfied with the resolution at Level One, student may, within ten (10) days of the report, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint, the Superintendent shall respond in writing to the student.
- **Board Appeal** - if the student is not satisfied with the resolution by the Superintendent, the student shall have the right to appeal the Superintendent's decision to the School Board, provided request for placement on Board agenda is filed within ten (10) days.

Confidentiality and Protection

Confidentiality and protection from retaliation will be provided to the extent possible to any student who alleges unlawful discrimination or harassment. A student who appropriately reports unlawful discrimination or sexual harassment will not be subjected to adverse educational action or retaliation in any form.

8. Homeless Students

Under Section 725 of the **McKinney-Vento Act** established in 1987 by the U.S. Department of Education and the **No Child Left Behind** legislation, school districts have an obligation to provide guidance for homeless students and their families. Incorporated in these guidance services, homeless students/families are eligible for the following services:

- Homeless children/youth are identified by school personnel and through coordination activities with other entities and agencies
- Homeless students/youth have access to a district liaison who will assist in the school enrollment process
- Homeless children/youth have access to immediate enrollment in school districts.
- Parents or guardians of homeless children/youth are informed of educational opportunities for their children.

- Parents or guardians and unattached youth are informed of their rights to comparable services, including, but not limited to, transportation, special education, pre-school programs, etc.
- Enrollment disputes are mediated in accordance with McKinney-Vento Act
- Public notice of the educational rights of homeless students is widely disseminated to various appropriate locations.
- For further information please see the St. Johns County website or contact the homeless liaison at (904) 547-7598.

9. Notification of Social Security Number Collection and Use

In compliance with Florida Statute 119.071(5), the District gives this notice regarding the purpose of the collection and use of student's Social Security number.

The District collects students' Social Security numbers for use in performance of the District's duties and responsibilities. To protect students' identity, the District will secure the Social Security number from unauthorized access. The District will never release a student's Social Security number to unauthorized parties; in addition each student in the District will be issued a unique student identification number. A student's identification number is used for all educational purposes while enrolled in the District schools, including registration, access of your online record, etc.

In addition to the federal reporting requirements, the public school system in Florida uses the Social Security number as a student identifier. This use is authorized in Florida Statutes 229.559 and 1008.386. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next.

All Social Security numbers are protected by federal regulations and are never released to unauthorized parties.

SECTION 6

Student-Athlete Code of Conduct

Preamble to the Arizona Sports Accord – Pursuing Victory With Honor

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great ideal: victory with honor. The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of the American culture. In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely. The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and the six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

Athletics is an important part of the total school program in the St. Johns County Schools and works in conjunction with the other educational experiences to provide students the environment and opportunity to develop the values of character and ethical decision-making. This opportunity to participate in interscholastic athletics is an extracurricular activity and privilege that carries with it responsibilities to the school, the sport, other students, the family, and the community, as well as the student-athlete.

The Student-Athlete Code of Conduct governs all student-athletes (including home school and virtual school students) in the District who participate in interscholastic athletics. These standards of conduct shall supplement, and not supplant or replace, the Code of Conduct or any additional or more stringent rules and standards of conduct that the Head Coach of each athletic team lawfully imposes as a condition of participation in such activity. Discipline imposed as a result of a violation of the Student-Athlete Code of Conduct shall not preclude additional discipline or consequences under the District's Student Code of Conduct or the rules and bylaws of the Florida High School Athletic Association (FHSAA). **It is recognized that some of the expectations for athletes exceed the expectations for the general student body. Student athletes must remain aware that being a part of interscholastic athletics is considered an honor and a privilege and not a right. Therefore, it requires observance of all aspects of the codes of conduct at school, school-related activities, off campus, or outside-the-school day activities and events. It is also the intent of the Student-Athlete Code of Conduct to provide a clearly defined course for student/athletes to follow and instill a belief that a onetime infraction need not result in a permanent pattern in life.**

PROHIBITED CONDUCT

Each student-athlete is expected to display good sportsmanship, win or lose. This means that student-athletes must demonstrate the "6 Pillars of Character" in both school and in the community at large during the time that the student is enrolled in the District. Student-athletes are subject to disciplinary action in accordance with the District's Code of Student Conduct and Student-Athlete Code of Conduct, as well as FHSAA rules and by-laws. Such disciplinary action may include suspension or expulsion from any or all extracurricular activities. Sanctions may apply to all practices and meetings and at all times before, during and after games or school-sponsored events, as well as to bus trips to and from games or school sponsored events. Ejection from any contest or event will result in a suspension from

subsequent contests under the rules and bylaws of FHSAA and the District's Student-Athlete Code of Conduct.

1. Disrespectful, derogatory, harassing comments and/or conduct (verbal, written, electronic), disruptive conduct, and insubordination by a student-athlete directed toward any other person or group, including but not limited to game officials, coaches, advisors, teammates, athletes or members of opposing teams or schools, fans, spectators, other students, and the general public.
2. Conduct at school, at related activities, on school transportation, or in the community which is clearly beyond the bounds of what is acceptable and tolerable
3. No student-athlete shall knowingly attend any party or other social gathering where underage drinking and drug use occurs. This rule is intended to apply to gatherings that consist primarily of students and student age individuals where underage drinking is occurring, usually without the knowledge or acquiescence of the parents, and shall not apply to events such as a wedding, family reunion, or the like. **It shall not be a defense to this rule that a gathering of students at which alcohol and drugs are consumed was sanctioned by any parent, or held with parental consent. It is the attendance at such gatherings that is prohibited by this rule. Actual consumption of alcohol or use of drugs is not a prerequisite to establish a violation of this rule. Any student-athlete who is found to have voluntarily remained in the vicinity of a gathering prohibited by this section shall be guilty of a violation of this rule whether or not he or she consumes or uses any prohibited substance.** No student-athlete will be deemed to have violated this rule if he or she can show to the satisfaction of the school Principal, Athletic Director and Head Coach that, immediately upon becoming aware that underage drinking and/or drug use is present at a party or social gathering, he/she completely removed himself/herself from the place where the party or social gathering was held, including parking areas.
4. The use, distribution, and possession of alcohol (including hosting a party where alcohol is available) and other drugs or controlled substances, the possession of drug paraphernalia, possession of prescription or non-prescription drugs, use for non-medical purposes, and the possession and/or use performance enhancing substances and tobacco products by student-athletes participating in District interscholastic or intramural athletic programs, whether on or off school grounds, consistent with definitions in the District's Student Code of Conduct.
5. Felony arrest.

PENALTIES FOR PROHIBITED CONDUCT

The following are the penalties for student-athletes who are found to have violated the Student-Athlete Code of Conduct. These penalties shall not be construed as a promise or guarantee of any particular form of discipline. The District retains the right to take disciplinary action under this policy that is deemed to be appropriate under the individual circumstances of each case. These penalties can be assessed in addition to those assessed under the District's Student Code of Conduct.

All game(s) suspensions will be served during the athlete's current-year season of participation. In the event that a penalty is assessed at the end of the current season, the penalty will be carried over into the next sport season in which the student-athlete participates. Student athletes will begin serving penalties immediately upon the imposition of the penalty. In the event a student-athlete files an appeal of a penalty imposed as a result of a code violation, the game(s) suspension will be immediately served upon imposition of the penalty and/or during the appeals process.

CLASSIFICATION OF VIOLATIONS

- A. Minor Violations** - A coach shall be responsible for assessing penalties for violation of team and attendance rules. Such penalties may range from a verbal warning to expulsion from the team for repeat offenses. Coaches shall generally practice progressive discipline, depending on the facts and circumstances. A coach's decision to remove a student-athlete from a team will be approved by the Athletic Director prior to the imposition of the penalty. The coach shall notify the parents of the imposition of any penalty including the nature of the offense and the reason(s) for the disciplinary action.
- B. Level 1 Violations:** Any student-athlete found to have engaged in prohibited conduct unless otherwise indicated at another Level.
- C. Level 2 Violation:** Any student-athlete found to have committed a second Level 1 violation while on probation or any student-athlete found to have hosted a party where alcohol is served or who participates in any form of harassment or hazing.
- D. Level 3 Violations:** Any student-athlete found to have engaged in prohibited conduct while serving a Level 2 probation or to have committed a second Level 2 violation during his/her enrollment in the District.
- E. Level 4 Violations:** Any student who is charged with or convicted of, a felony. Such a student-athlete will be suspended from participation (includes practices and meetings) until the case has been adjudicated after which a review will be conducted to determine eligibility. Level 4 also includes repeated violations while on probation.

NOTE: Drug testing may be required as part of a penalty at student or parent expense.

Probation is a stipulated period of time (1 calendar year) assessed to an athlete as a consequence for violations of the code of conduct. This period of time may be extended (extended probation) until the athlete has successfully fulfilled all requirements of the assessed for a violation. The **Educational Component** is a rehabilitative activity intended to reinforce the athlete's personal adherence to the policies and rules that govern the interscholastic program and is designed to educate the athlete about the violation committed and its impact on reaching personal and team goals.

PENALTIES

Level 1 - suspension from participation, probation, and successful completion of educational component may be required.

Level 2 – suspension from participation, probation, and successful completion of educational component may be required.

Level 3 – loss of participation for 1 calendar year, probation, and successful completion of educational component may be required.

Level 4 – loss of athletic eligibility while enrolled in the District.

Participation Penalty

Sports	Number of Games	Level 1 Participation Penalty	Level 2 Participation Penalty
Baseball, Basketball, Soccer, Softball, Volleyball and Water Polo	25	3	5
Lacrosse, Tennis and Wrestling	18	2	4
Golf	14	1	3
Swimming and Diving, Track and Field, Weightlifting and Cross Country	13	1	3
Football	10	1	2
Cheerleading	None	1	FHSAA Championship

If athlete is in season, the penalty is served concurrently with any school suspension. Otherwise, the penalty is served during the next season of athletic participation.

SECTION 7

Acceptable Use Procedures (AUP)

(Excerpt from Management Directive 5.01 revision 1)

Introduction

The Acceptable Use Procedures (AUP) document has been moved from the District Technology Plan to this management directive to simplify distribution and streamline updates by the Superintendent as needed. It is expected that any follow-on updates will be authorized by the Superintendent.

The District can provide students, visitors and employees with access to the District's Voice and Data Network, which may include the Internet, e-mail, and telephone access, and any future electronic digital communication devices. Internet service is obtained through the Florida Information Resource Network (FIRN) or through commercial telecommunication carriers. The digital network (including all equipment and computers at all District sites) is the property of the St. Johns County School District and is to be used for the purpose of educating students and conducting school business as outlined in the procedures contained in this AUP.

The proper use of the Internet and digital network, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, visitors and employees of the School District.

Purpose

The AUP provides guidelines to ensure the safety, reliability, accountability, network and data integrity and security of the digital network and other district technology resources. It also protects our students, staff and technology resources. The AUP also provides guidelines for public web content publishing. It does not outline expectations for technology integration or instruction.

Acceptable Use Procedures (AUP) Sections

- Employee, Student/Parent and Visitor Guidelines
- Web Page Guidelines
- Acceptable Use Procedure Forms
 - Acceptable Use Procedures (AUP)
 - Waiver for Personal Electronic Property

Guidelines for All Users of St. Johns County School District Network and Technology Resources

1. Acceptable Use of the Digital Network of the St. Johns County School District

Acceptable use of the digital network shall:

- Support education and research consistent with District Strategic Plan and curriculum goals.
- Reflect behaviors consistent with the six pillars of CHARACTER COUNTS! Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.
- Be consistent with the district rules appropriate to network access.
- Not violate any of the prohibited activities.
- Require that students/parents, employees and visitors who access our network with district or personally owned electronic equipment ANNUALLY sign this Acceptable Use Agreement which is to be kept on file at each school or district department.
- Require that any employees, students or visitors who wish to bring any personally owned devices or other electronic property to District schools or offices first obtain permission by completing the Waiver for Personal Electronic Property form contained in this Acceptable Use Procedure. In addition, they must sign this AUP.

2. Prohibited Activities

- Any use constituting a crime or violates any state or federal laws.
- Any use that would make the user or the District liable in a civil action, or that could adversely affect the District's eligibility for any grant, certificate, status, waiver or benefit.
- Any use related to a violation of applicable codes of conduct.
- Any fraudulent or deceptive use.
- Installation and use of any software that contains or comes bundled with spyware, adware, or other malicious code, or is deemed inappropriate or non-necessary for official school district functionality or use.
- Unauthorized use of utilities or software applications that interfere, disrupt or gather information about remote District owned network or technology resources.
- Users must not offer network infrastructure services such as DHCP, Dynamic Host Configuration Protocol, and DNS, Domain Name Service.
- Unauthorized modification or repair of District owned technology resources and network infrastructure.
- Subverting, attempting to defeat or disabling installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the District's technology resources.
- Users must not offer alternate methods of access to District technology resources such as modems and virtual private networks (VPN's).
- Computing resources are not to be used for commercial purposes or for personal financial or other gain.
- Violating terms of applicable software purchase, licensing or acquisition agreements or infringing any patent, copyright, trademark or other intellectual property right.
- Use of remote access software or services to access remote computer networks, workstations or servers from District owned technology resources.

- Use of file sharing software and or services to access or share files, folders or other digital information.
- Use of internet conference or web video conferencing software or services that transmit unauthorized student images, video or other identifiable information to remote users.
- Publishing, altering or deleting code, content, or data without appropriate authorization.
- Publishing defamatory, scandalous, illegal, harassing, bullying, threatening, intimidating, or unlawfully obtained matter, or matter provoking or promoting violence.
- Willfully transmitting damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damaging or disrupting any computer facility, software or data.
- Willfully accessing or attempting to access protected data, files, web pages or computers (wherever located) without appropriate access rights.
- Willfully performing an act that is likely to interfere with the operation of computers, terminals, peripherals or networks.
- Open telephone or data transfer connections.
- Willfully acting in such a manner as to bring disrepute to the District, or any of its faculty, students, staff or others.
- Willfully publishing or displaying material that injures or invades the privacy of others.
- Setting up or maintaining private servers without explicit written permission from the District Information Technology Department.
- Purposeful use or experimentation with software or hardware that is known to cause inoperability or downtime.
- Any use specifically prohibited by the Chief Information and Technology Officer or his or her designee after written warning.
- Users of the digital network understand there are Federal and State laws prohibiting spam mail, unsolicited mail or mass mail or chain letters. Users will not monopolize Internet access or negatively affect the bandwidth in any manner that transcends normal computer use.
- Using technology resources for political lobbying or other forms of political support.
- Using technology resources to advertise products or services that are not approved by the School Board.
- Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening or otherwise inappropriate.
- Schools and district departments are not authorized to setup, configure, operate or provide any public server based services which include and are not limited to: Domain Name Service, Web, File Transfer Protocol, RTSP, ICQ (chat) and the like.
- Willfully changing, deleting or modifying internet browser settings with the intent to hide or delete internet history or records of Internet use.

3. Enforcement

Users who violate these procedures may be denied access to District computing or technology resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the District disciplinary procedures applicable to the user.

The District may suspend, block or restrict access to an account or user, independent of these procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of District or other computing resources or to protect the

District from liability. The District may also refer suspected violations of applicable law to appropriate law enforcement agencies.

The District reserves the right to disallow access to technology resources in order to protect the technology resources owned by the District. In addition to this, the District reserves the right to uninstall any software which interferes with the functionality, security or integrity of District owned workstations and other technology resources. The school principal or District department director will be notified if any actions are taken.

Users of District owned technology resources are responsible for the security and safe-keeping of these resources at all times. Also, users can be held responsible for violations of this AUP if their system is used with or without their permission to violate any portion of this AUP or any applicable codes of conduct or laws.

AUP violations will be tracked by schools and departments to prevent future occurrences.

4. No Expectation of Privacy

As providers of the computer equipment and digital network, federal and state laws give the District the right to monitor all users' communications on the district's digital network, even with remote equipment. This statutory authority is based on ensuring the appropriateness of District communications so that random computer checks may be done. Each user must have written acknowledgement of clearly understanding this procedure. The act of annually signing this document signifies the user clearly understands the procedure and agrees to execute this procedure in good faith.

5. Public Records

Each user of the District's Digital Network (and other resources) recognizes that he/she is bound by State Public Records Laws (Chapter 119, Florida Statutes). Documents that are created to formalize knowledge or transact school or District department business are considered public records open to the review and copying of the general public. This includes all work records on individual computer systems, e-mail, and data transmitted over the server from on-site or off-site locations, and portable media such as disks, floppy disks, flash drives, CDs or any other transportable media. All records must be retained according to the Department of State, General Records Schedules (GS1-SL and GS7) and in accordance with Chapter 119 of the Florida Public Records Statute. See the St. Johns County School District website for links to these documents.

6. E-Mail

For purposes of this document, e-mail includes point-to-point messages, postings to newsgroups and any electronic messaging involving computers and computer networks. Organizational e-mail accounts, including those used by student organizations, are held to the same standards as those for individual use by members of the St. Johns County School District of Florida community. E-mail is also generally subject to the Florida Public Records Law to the same extent as it would be on paper communication. District hosted and supported e-mail accounts are made available to District employees only. Any e-mail accounts or software which is not considered District standard will not be supported or maintained by District technology staff or resources.

User Responsibilities

- Your District e-mail account is for your use only. You must not let anyone else use your account. You are responsible for all activities that originate from your computer account.
- You are responsible for the security of your password. You should choose passwords that cannot be easily guessed. Passwords must be safe guarded and not shared with others.
- You are responsible for understanding, following and keeping up to date with District e-mail service procedures.
- You must comply with all local, state and federal laws, and District policies or procedures. You must comply with all rules and regulations posted in school computer areas. You must also follow all rules established for remote networks you access.
- You must use your correct name to identify your account, either when you apply for an account or first use an account that was provided by District staff. All other personal information must be supplied when requested and must be correct and current.
- You must use your correct name and computer account in all electronic mail and messages.
- You are responsible for protecting your files from reading or writing from unauthorized users.
- Users must comply with public record retention laws when deleting e-mail.
- Users are responsible to avoid vulgar or inappropriate language when using e-mail.
- Users may be held liable for deleting computer data that is subject to legal prosecution or spoliation claims (the act of destroying evidence in advance or during litigation).

Use of District E-Mail

While not an exhaustive list, the following uses of e-mail by individuals or organizations are considered inappropriate and unacceptable at the District. In general, e-mail **shall not** be used for the initiation or re-transmission of:

- Chain mail that misuses or disrupts resources - e-mail sent repeatedly from user to user, with requests to send to others.
- Harassing or hate mail - Any threatening or abusive e-mail sent to individuals or organizations that violate District rules and regulations.
- Virus hoaxes.
- Spamming or e-mail bombing attacks - Intentional e-mail transmissions that disrupt normal e-mail service.
- Junk mail - Unsolicited e-mail that is not related to District business and is sent without a reasonable expectation that the recipient would welcome receiving it.
- False identification - Any actions that defraud another or misrepresent or fail to accurately identify the sender.
- Transmission of unprotected student data including information that specifies any student name(s), number(s) and/or student record data.
- Personal business or personal communications that are not work related.

Use of Personal E-mail, Text Messaging, Blogging/Chatting or other Web based and mobile electronic communications

- For the basis of discussion, the term “text based communication” noted in this document refers to all forms of electronic communication available via the Internet or mobile devices and includes: blogging, web chat or Instant Messaging (IM), Twitter, text messaging, mobile based chat, Short Message Service (SMS), Multimedia Message Service (MMS) and the like. Employees are authorized to use their personally owned equipment (including mobile devices) to access personal e-mail or text based communication only during non-duty times such as authorized lunch or break times.
- Students are only authorized to use or access personal e-mail or webmail using district resources when it is required to register or participate in school approved online applications or courses.
- Employees should not use personal e-mail to conduct school or District related business communications. Likewise, District e-mail should not be used for personal business.
- Employees are not authorized to send any sensitive or protected student or staff data via personal e-mail or text based communication. Sensitive or protected data includes elements such as: student grades, student GPA’s, student incidents, student discipline issues, student FCAT scores, student assessment scores, employee or student SSN’s, employee or student medical data, etc.

7. **E-mail** (see full version at: <http://www.stjohns.k12.fl.us/>)

8. Anonymous E-Mail, Chat Rooms Discussions or Bulletin Boards

Users of the digital network are not allowed to send or forward anonymous or pseudonymous e-mail through an e-mailer or other software or decoding devices. Additionally, no chat room or bulletin boards will be accessed for sending, forwarding, uploading or downloading unless they directly support the District curriculum. These forums are considered open areas for administrative or criminal investigations, and users have no expectation of privacy.

No chat room or bulletin board will ever be used as a forum for negative, offensive, harassing, illegal or defamatory discussions. List Servers (Listservs) are not supported, hosted or maintained.

9. Copyright Infringement

Users of the digital network may not upload, download, transmit to another computer, print a hard copy or commit any infringement upon the exclusive rights of reproduction, distribution, adaptation, public performance and public display of an on-line or off-line copyrighted work. Not all works on the Internet or intranet are in the public domain. Users must check with the attorney or Media Services Department if there is any uncertainty whether an article or software is copyrighted. Additionally, it is a violation of the Digital Millennium Act to remove any copyright management information. There are serious civil and criminal penalties for violating the Federal copyright laws and international copyright treaties.

10. Trademark Infringement

No symbol, logo, phrase, or other trademark from a document, website, or other source may be uploaded, downloaded, linked, or in any way transmitted without the express permission of the trademark owner. Trademark infringement carries stiff civil and criminal penalties.

11. Passwords

Passwords are for internal use and are not to be distributed to anyone without expressed permission of the Chief Information and Technology Officer. Employee (teacher/administrator/District staff) system or District application passwords shall not be shared with or disclosed to students, interns, other employees, visitors or friends. System or District application passwords include access to the St. Johns network (STJOHNS) or other District applications (TERMS, eSIS, Oracle, PATS, FirstClass, HR Portal, ESE, etc.). Passwords are tracked for accountability and security to a specific user. Passwords do not create an expectation of privacy when it comes to employer monitoring and internal or criminal investigations.

12. Remote Use of Computers

Use of computers away from the traditional school sites includes, but is not limited to, home, car, hotel, and other off-site locations. Users shall have no expectation of privacy when conducting school business at off-site locations. Additionally, users must adhere to all the same procedure restrictions as if they were using the computer at the school site when conducting school business.

13. Litigation

In the event of litigation, all computer users are on notice that federal and state civil rules of procedure may allow discovery of all computer hardware and software. This includes, but is not limited to, computers, laptops, home computers, printers, cell phones and other electronic equipment that is used to conduct school business. Any attempt to damage or destroy evidence will trigger civil and criminal penalties (known as spoliation claims). If users' equipment is subpoenaed or litigation is anticipated, contact the in-house attorney or Human Resources Department for guidance on how to proceed.

14. Modification or Repair of District Technology Devices and Network Infrastructure Equipment

Users must not attempt to implement, configure, or create their own network infrastructure. This includes, but is not limited to, basic network devices such as hubs, switches, routers, network firewalls and wireless access points. Wireless access points must be authorized by the Information Technology Department. Users must not offer or configure alternate methods of access to District technology resources by using modems and virtual private networks (VPN's) or by other means. Users must not offer or configure network infrastructure services such as Dynamic Host Configuration Protocol and Domain Name Service. Exceptions to this procedure must be approved in writing by the Chief Information and Technology Officer.

Users shall not attempt to repair or modify District owned technology resources. All requests for repair or service shall be forwarded to the school or District technology support personnel for resolution. Those who damage a system due to improper or unauthorized

repair or other misuse may be held liable for the repair or replacement costs where applicable.

Schools and departments are prohibited from designating, sponsoring or assigning students to perform any kind of maintenance, repair, configuration or installation services to support District owned technology devices.

15. The Use and Operation of Personally Owned Technology Devices or Electronic Property

Students, staff and visitors who are authorized to use or operate personally owned devices must adhere to the following:

- District employees are not authorized to perform any repair, configuration or maintenance on personally owned technology resources, that are brought to school property or present during school-sponsored activities including both software and hardware resources.
- District employees are also not authorized to install any software on technology devices owned by other individuals. Any student, teacher, administrator or visitor who wishes to bring and/or operate their personally owned technology devices must apply and obtain permission from the local school or department via the Waiver for Personal Electronic Property form contained in this Acceptable Use Procedure.
- Schools and departments are prohibited from designating, sponsoring or assigning students to perform any kind of maintenance, repair, configuration or installation services to support personally owned technology devices that are brought to school property or present during school sponsored activities.
- Students or staff who are authorized to bring and/or use a personally owned technology devices are responsible for the safe keeping and proper use of their property. The District is in no way liable for any loss or damage for personally owned devices.
- Schools/Departments shall not make provisions to hold or store personally owned devices.
- Employees who wish to use their personal technology equipment to access personal e-mail, text based messages or voice communication, please refer to section (6c) in this document.

16. Terms and Conditions

All terms and conditions as stated in this Acceptable Use Procedure are applicable to all users of the network and District technology equipment.

Any violation of the Acceptable Use Procedure could lead to the revocation of the network and computer access privileges, disciplinary action and/or appropriate legal action as outlined in Section 3, Enforcement, of this procedure.

17. Amendments

This procedure may be amended or revised from time to time as need arises. Users will be provided with copies of all amendments and revisions.

18. Additional Requirements for Students/Staff/Visitors Requesting a Waiver for Personal Electronic Property

Students, staff and visitors requesting to operate their personal electronic property within the District must obtain written approval and abide by the following additional requirements:

- Any computer that is connected to the District Digital Network via wired or wireless control must have approved and functioning anti-virus software running with up-to-date virus definitions. Acceptable anti-virus software includes those by Norton/Symantec, McAfee, and Trend Micro.
- A Waiver for Personal Electronic Property form must be signed (denoting approval) by the school or District department administrator prior to operating any personal electronic property in District schools or offices.
- Any visitor/student/staff that operates any personal electronic property must also sign and acknowledge this AUP.

19. Additional Guidelines for Students

Student users must adhere to the following additional guidelines:

- Students will follow teacher instructions regarding the use of the St. Johns County digital network.
- Students must observe and adhere to all regulations when using any digital device on school campus or during sponsored events including cell phone use as outlined in the Student Code of Conduct.

20. Additional Requirements for Teachers/Administrators (*see full version at: <http://www.stjohns.k12.fl.us/>)*

21. Additional Requirements Applicable to Teachers, Administrators, Visitors and Students

The Use of Audio and/or Video Recording and Recording-Capable Devices:

This section covers the use of any device that can record audio or video in the school environment, particularly in the classroom. All students, staff and visitors must adhere to the following:

- Students may possess instructional technology devices that record audio and/or video and utilize them as instructional tools in the classroom only with the consent and under the direction of the school administration and teacher, as it pertains to the current curricular unit, lesson, etc.
- All active recordings must be disclosed to all parties present during recording.
- No hidden recording devices are permissible.
- All recording devices must be powered off when not in use.
- Publication of recordings without prior written consent from the principal is prohibited.
- Recordings have the potential to inadvertently capture the transmission of copyrighted materials. All copyright and intellectual property laws and restrictions apply.
- Recording of private conversations without agreement by all parties is strictly prohibited.
- All recordings must be in compliance with state and/or federal recording and/or wiretapping laws.

- Recording of public events is allowed where permissible by Florida law.

Examples of Recording and Recording-Capable Devices include, but are not limited to:

- Smart Pen (i.e. Livescribe Echo)
- Personal audio recorder (i.e. Olympus Digital Voice Recorder)
- Mobile Phone or Smart Phone (i.e. iPhone)
- Personal Media Player/MP3/MiniDisc Player (i.e. iPod)
- Tablet or Slate Device (i.e. iPad)
- eReader (i.e. NookColor)
- Computer System (i.e. notebook, netbook, etc.)
- Digital Still Camera (i.e. Canon Powershot SD1300is)
- Digital Video Camera (i.e. Flip UltraHD)
- Tape-based Video Camera
- Tape-based Audio Recorder (i.e. cassette player)

22. Teacher or school Staff requirements regarding student Internet use

Teachers and other assigned staff who are charged with teaching or supervising children at school when using District computers to access the Internet shall comply with the following procedures:

- When inappropriate Internet use (or other AUP violations) is discovered, the teacher or staff member shall: (1) remove the student from the computer, (2) shut the computer down normally, (3) contact your school administration, (4) school administration will contact the District Information Technology Department, (5) take that computer out of use, or remove it from circulation altogether until the District Information Technology Department can complete an investigation. The school level TSS should assist the District Information Technology Department's staff (if needed).
- Teachers or school staff should monitor computer use in labs, classrooms and media centers to ensure students are using the Internet or other District applications for class or school related work. Teachers or staff shall actively monitor (barring ADA limitations) all student computer use in regular intervals not to exceed 10 minutes. Monitoring by teachers/staff to ensure students are using computers appropriately can certainly be more frequent. If monitoring software is being used, similar monitoring schedules or frequency should be followed. If classroom teachers can see students when they are actively engaged using computers (and the Internet) similar monitoring may be accomplished with little classroom roaming. Teachers can view a student's Internet history if there is a question about their previous Internet activity.
- Students shall receive an Internet safety course or lecture each year before using school computers. This course will instruct students on how to safely search the Internet, what "not to" search for (or avoid), some of the dangers the Internet poses, why filters are in place and what can happen if these procedures are not followed. Students will also be familiar with the AUP and be responsible for good choices. Students are responsible to understand the consequences of violating the AUP.
- Teachers or staff should be looking for signs that students are hitting Internet filters. Students should be warned that hitting the Internet filter (and viewing the filter

message and hearing the warning sound) is usually a sign of looking for the wrong Internet content.

- Schools shall track student computer use in the Media Centers and labs in at least one of three methods:
 - Institute a bar-coded checkout card for using each computer in the media center (if student Active Directory student accounts are not available).
 - Utilize individual student Active Directory user accounts if available (student login accounts are expected to be piloted at selected schools in the future).
 - Use computer monitoring software (like LanSchool).
- Students will not be allowed to use school computers without a current and signed AUP.
- The District should standardize student AUP violation penalties across all schools. AUP violations are subject to consequences governed in the Student Code of Conduct.

Web Pages, Websites and Internet Guidelines

Administrator/Webmaster

The District Webmaster is responsible for maintaining the official St. Johns County School District web site that presents information about the District. The District supports a consolidated website for district departments. All schools will use the District's content management system and web server to host their website.

All official St. Johns County School District websites (which includes all school, teacher, or classroom web pages for educational purposes) must be hosted from district owned and operated computer server(s) on school property and must adhere to procedures and guidelines of the Acceptable Use Procedure for the District's Digital Network.

External websites that are linked from school or District websites must adhere to the requirements outlined in Section 14 below. The goal for official District websites is to provide a safe web-based communication tool to better inform parents, school staff, students and the community on District school programs and events.

Rationale

School web pages are public documents welcoming the outside world to the school and linking students and staff to outside sources of information. Guidelines are required in the construction of school web pages to ensure that information on the pages is appropriate for any Internet user to access and is free from advertising or news items which may not be appropriate for students. Web pages must support the educational mission, goals, and objectives of the District.

In producing informational/educational web pages, the following goals will be considered:

- Introducing outside visitors to the school and its programs.
- Sharing the school's successes with the world.
- Linking students and staff to good outside information resources.

Requirements

1. **School Webmaster** (see full version at: <http://www.stjohns.k12.fl.us/rules>)
2. **Content of Web Pages** (see full version at: <http://www.stjohns.k12.fl.us/rules>)
3. **Advertisements** (see full version at: <http://www.stjohns.k12.fl.us/rules>)
4. **Publishing Student Information including Photos on District Websites**

No web page content shall allow people accessing the page to contact any student directly by providing a student's phone number, email address, location or any other private (non-directory) student information.

Student photographs, drawings, and written work that are published on a class or school web page also must NOT contain any personal information that can be linked to the student. Teachers may use first names or other codes, such as the teacher's name and a number for each student, within the web page and with all file names.

If a student's picture is accompanied by other identifiable data (including full name, address or names of parents/relatives, etc.) and is to be published on the Internet or transmitted outside of the District, parent or guardian permission is required. Parent or guardian permission is granted by completing and signing the ***School Registration Form***.

5. Publishing Student Information including Photos to External Websites

External websites are websites not hosted or maintained by the School District. Public web pages and any other form of electronic data transferred outside of the District's digital network must not contain any private (non-directory) student information. Schools should proceed with caution and sensitivity in this area. If teachers or staff publish student photos or videos to external websites, they must obtain the student's parent or guardian's written approval prior to posting or publishing. It is recommended that parents or guardians be given an approval form to sign which explains the planned usage of the student information.

Schools who wish to fundraise by publishing digital photos or videos to external commercial websites for sale must comply with the following procedures:

- All receipts received shall be accounted for in the school's Internal Accounts.
- All transactions must be documented in each school's Internal accounts.
- Direct web links from a school or district web site to any commercial web site for the purpose of fundraising is prohibited.
- Schools may provide direct links to booster clubs or other organizations that exist solely to support the school, provided they comply with the procedures outlined in section 6 below.

6. Links to Websites Managed by Outside Support Organizations

This section pertains to external websites that are managed by clubs or organizations that exist solely to support the school (like a booster club). Schools may provide links on their official school websites to these external websites that provide a benefit and promote the school/District mission.

All external websites run by booster clubs and similar organizations which are linked from a school or District website must comply with the following procedures:

- They shall clearly show that they are not the official school site and are not in any way being updated or maintained by the school or District staff.
- They shall not display the school's address or imply that they represent the school or School Board.
- They shall exist solely to support the school.
- They shall post clear disclaimers that they are not official websites of the school.
- They shall not contain any inappropriate content.
- They shall not link to any other websites that contain inappropriate content.
- School websites shall prompt the user when linking to external sites that they are leaving the official school/District website.

7. Links to Other Websites

This section pertains to external websites that are purely educational in nature. Schools may provide links to purely educational websites that provide a benefit and promote the school/district mission.

School or district websites linking to educational websites shall comply with the following procedures:

- External sites shall be purely educational in nature.
- External sites shall not contain any inappropriate content.
- External sites shall not link to any other websites that contain inappropriate content.

8. Online Grade Books

All schools are encouraged to use the District's online eSIS grade book. Many schools are required to use the District's online eSIS grade book to support the Parent Assistant program. All high schools, middle schools and selected elementary schools will continue to participate in the eSIS Parent Assistant program for the 2011-2012 school year. This module of eSIS allows parents to see their child's grades, absences, courses, assignments and much more. To enable this functionality, teachers must use the eSIS online grade book.

Schools that do not wish to use the eSIS grade book may elect to use a commercial product that is capable of calculating, tracking and publishing student grades provided that no identifiable and traceable student information is released to the public or the grade book vendor. These grade book applications can export student grades in a format which can be posted to school websites and be accessed by parents. All published grade information shall contain no student identifiable information. For example, each student could be given a random number (not SSN or name). This way if the information is compromised or viewed by the public, no data could be traced back to any student. Care must be taken to select a website service that follows instructional best practices in publishing web content.

9. Respecting Copyright

Copyright will be respected. The author of the web page will not use copyrighted materials without permission

10. Claiming Copyright

Copyright may be claimed by the author for original work. The District's Acceptable Use Procedure clearly states that there is to be no commercial use of the District's Internet connection.

11. School Web Pages Requirements (see full version at: <http://www.stjohns.k12.fl.us/rules>)

12. School Web Page Recommendations (see full version at: <http://www.stjohns.k12.fl.us/rules>)

13. Web Content Developed by Staff (see full version at: <http://www.stjohns.k12.fl.us/rules>)

14. Web Content Developed by Students

As part of class/course projects, students may be developing and publishing content on web page(s) for the Internet. Student photographs, drawings, and written work that are published on a class or school page may NOT contain any personal information that can be linked to the student. Teachers may use first names and last initials or other codes, such as the teacher's name and a number for each student within the web page and with all file names.

The following procedures apply:

- Student web pages which profile a student are prohibited. No web page shall contain a student's phone number, address, e-mail address, club/team membership, opinions or other personal profile information.
- Students may create "content" pages, under their instructor's supervision, pertaining to class, events or activity.
- Students, who create blog content, podcasts or videos must comply with this AUP, follow the direction and supervision of their instructor and be used for educational purposes.
- Blogs in use by District students must be registered with their local school or department with an accountable publisher and content approver who is responsible for all content posted to the blog.
- Students are not authorized to share or post personal photos and other profile information to public or School District websites when using District or personally owned electronic devices on school property or during any school sponsored activities.
- The District's Information Technology Department does not warrant nor guarantee access or data integrity of student developed web content. Any and all web content created for class projects or course work should be backed up frequently using local resources.

15. Web Content Developed by School Volunteers *(see full version at:*
<http://www.stjohns.k12.fl.us/rules>)



FORMS

Forms to be completed and returned to school by Student Athletes:

1. Pursuing Victory with Honor Parent Contract
2. Pursuing Victory with Honor Student-Athlete Contract

Forms to be completed and returned to school by ALL students:

1. Acceptable Use Procedures Agreement Form
2. Waiver for Personal Electronic Property Form
3. Student Directory Information Options
4. Parent/Student Acknowledgements

****All forms must be signed by parent/guardian and student
and returned to school 5 days upon receiving the Student Code of
Conduct.***



St. Johns County School District

Pursuing Victory with Honor Parent Contract

Athletic competition of interscholastic age children should be fun and should also be a significant part of a sound educational program. Everyone involved in sports programs has a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring and good citizenship (the “Six Pillars of Character”). The highest potential of sports is achieved when all involved consciously Teach, Enforce, Advocate and Model (T.E.A.M) values and are committed to the ideal of pursuing victory with honor. Parents/guardians of student-athletes can and should play an important role and their good-faith efforts to honor the words and spirit of this Code can dramatically improve the quality of a child’s sports experience.

TRUSTWORTHINESS

- ❖ **Trustworthiness**- Be worthy of trust in all you do.
- ❖ **Integrity**- Live up to high ideals of ethics-sportsmanship and encourage players to pursue victory with honor. Do what’s right even when it’s unpopular or personally costly.
- ❖ **Honesty**- Live honorably. Don’t lie, cheat, steal or engage in any other dishonest conduct.
- ❖ **Reliability**- Fulfill commitments. Do what you say you will do.
- ❖ **Loyalty**- Be loyal to the school and team; put the interests of the team above your child’s personal glory.

RESPECT

- ❖ **Respect**- Treat all people with respect at all times and requires the same of your student-athletes.
- ❖ **Class**- Teach your child to live and play with class and be a good sport. He/She should be gracious in victory and accept defeat with dignity, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- ❖ **Disrespectful Conduct**- Don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature or actions, trash-talking, taunting, hazing, boastful celebrations, or other actions that demean individuals or the sport.
- ❖ **Respect for Officials**- Treat game officials with respect. Don’t complain or argue about calls or decisions during or after an athletic event.

RESPONSIBILITY

- ❖ **Importance of Education**- Support the concept of “being a student first.” Commit your child to earning a diploma and getting the best possible education. Be honest with your child about the likelihood of getting an athletic scholarship or playing on a professional level. Reinforce the notion

that many universities will not recruit student-athletes who do not have a serious commitment to their education. Be the lead contact for college and university coaches in the recruiting process.

- ❖ **Role Modeling**- Remember, participation in sports is a privilege, not a right. Parent/guardians should also represent the school, coach, and teammates with honor, on and off the court/field. Consistently exhibit good character and conduct yourself as a positive role model.
- ❖ **Self-Control**- Exercise self-control. Don't fight or show excessive displays of anger or frustration.
- ❖ **Healthy Lifestyle**- Promote to your child the avoidance of all illegal or unhealthy substances including alcohol, tobacco, drugs, and some over-the-counter nutritional supplements, as well as unhealthy techniques to gain, lose or maintain weight.
- ❖ **Integrity of the Game**- Protect the integrity of the game. Don't gamble or associate with gamblers.

FAIRNESS

- ❖ **Fairness and Openness**- Live up to high standards of fair play. Be open-minded, always willing to listen and learn.

CARING

- ❖ **Caring Environment**- Consistently demonstrates concern for student-athletes as individuals, and encourages them to look out for one another and think and act as a team.

CITIZENSHIP

- ❖ **Spirit of the Rules**- Honor the spirit and the letter of rules. Teach your children to avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

I have read and understand the requirements of this Code of Conduct.

Parent/Guardian Signature

Date

Print Name

Date

Sport

Our athletic program endorses "Pursuing Victory with Honor" and the "Six Pillars of Character", a project of the Josephson Institute of Ethics. www.charactercounts.org/sports

9/25/06



St. Johns County School District

Pursuing Victory with Honor Student-Athlete Contract

Athletic competition for interscholastic age student-athletes should be fun and should also be a significant part of a sound educational program, embodying high standards of ethics and sportsmanship while developing good character and other important life skills. Essential elements of character building are intrinsic in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring and good citizenship. (the "Six Pillars of Character"). The highest potential of sports is achieved when learning from the T.E.A. M. concept (Teaching, Enforcing, Advocating and Modeling these values) and by committing to the ideal of pursuing victory with honor. Good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well-being of all teammates.

TRUSTWORTHINESS

- ❖ **Trustworthiness** –Be worthy of trust in all you do.
- ❖ **Integrity**- Live up to high ideals of ethics and sportsmanship and always pursue victory with honor.
- ❖ **Honesty**- Live and compete honorably. Don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct. Plagiarism or cheating is not acceptable.
- ❖ **Reliability**- Fulfill commitments. Do what you say you will do. Be on time to practices and games.
- ❖ **Loyalty**- Be loyal to your school and team. Put the team above personal glory.

RESPECT

- ❖ **Respect**- Treat all people, including the teacher-coach, with respect at all times. Demonstrate an appropriate demeanor that reflects self-control and an unwavering commitment to fair play.
- ❖ **Class**- Live and play with class. Be a good sport. Be gracious in victory and accept defeat with dignity. Help fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- ❖ **Disrespectful Conduct**- Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, hazing, boastful celebrations, or other actions that demean individuals or the sport.
- ❖ **Respect for Officials**- Treat game officials with respect. Don't complain about or argue with calls or decisions during or after an athletic event.

RESPONSIBILITY

- ❖ **Importance of Education**- The primary responsibility of a student-athlete is academic achievement. Be a student first, and commit to earning your diploma and getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level, and remember that many universities will not recruit student-athletes who do not have a serious commitment to their education, the ability to succeed academically or the character to represent their school honorably. Not achieving passing grades will result in your suspension from the team until the deficiency is corrected.

- ❖ **Role Modeling**- Remember, participation in sports is a privilege, not a right, and that you are expected to represent your school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.
- ❖ **Self-Control**- Exercise self-control. Don't fight or show excessive displays of anger or frustration. Have the strength to overcome the temptation to retaliate.
- ❖ **Healthy Lifestyle**- Safeguard your health. Don't use any illegal or unhealthy substances, including alcohol, tobacco, drugs and nutritional supplements, or engage in any unhealthy techniques to gain, lose or maintain weight. Be informed about the health risks involved in the use of recreational and performance-enhancing drugs, tobacco and alcohol, as well as eating disorders.
- ❖ **Integrity of the Game**- Protect the integrity of the game.

FAIRNESS

- ❖ **Fairness and Openness**- Live up to high standards of fair play. Be open-minded, always be willing to listen and learn.

CARING

- ❖ **Concern for Others**- Demonstrate concern for others. Never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.
- ❖ **Teammates**- Help promote the well-being of teammates through positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

- ❖ **Playing by the Rules**- Have a thorough knowledge of and abide by all applicable game and competition rules. Demonstrate and demand integrity.
- ❖ **Spirit of Rules**- Honor, observe and enforce the spirit and the letter of rules. Avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship. Do not engage in or allow any conduct designed to evade the rules governing fair competition.

I have read and understand the requirements of this Athletic Code of Conduct and acknowledge that I may be disciplined or removed from a team if I violate any of its provisions.

Parent/Guardian Signature

Date

Print Name

Date

Sport

Our athletic program endorses "Pursuing Victory with Honor" and the "Six Pillars of Character", a project of the Josephson Institute of Ethics. www.charactercounts.org/sports

Acceptable Use Procedures Agreement Form

(Applies to visitors, employees and students who wish to use the District's Digital network)

Upon signing this Agreement, I, a user of the digital network, acknowledge that I clearly understand the Agreement and have no further questions as to the content and delivery of this Acceptable Use Procedure and agree to abide by Agreement.

I, as a user of the Digital Network, also affirm that since I have no confusion over the content of this procedure, there will be no violation of this procedure or any other civil nor criminal laws relating to computer use.

I, as a user of the Digital Network, will indemnify the St. Johns County School District and hold harmless for violating St. Johns County District Schools Digital Network Acceptable Use Procedure which causes: 1) humiliation internally and with the public; 2) disruption of services; and, 3) civil or criminal liability.

I, as a Digital Network Acceptable Use Procedure user, waive any right to litigate an inadequate training claim or other negligence claim against St. Johns County Schools for not clearly understanding this procedure.

I understand that the written portion of the Acceptable Use Procedure must be signed annually by every St. Johns County School District employee, student/parent or external user. This written agreement for use and access to the St. Johns County School District Digital Network will be required in writing and kept on file at each school or district department.

Employee, Student or External User (Visitor) (Applies to all users)

User Name (please print): _____

School/Department or Visitor Affiliation: _____ (i.e., SAHS, IT Dept., Parent, Newspaper)

User Signature: _____ Date: _____

Parent/Guardian Permission (Required for students to operate or access District technology resources)

As the parent or guardian of this student, I have read, understand, and agree to the School District procedures relating to acceptable use of the St. Johns County School District Digital Network and the Internet. I hereby give permission for my child to use the St. Johns County School District Digital Network using the aforementioned procedures and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____ Date: _____

Administrator's Approval (School or District Department Designee) (Applies to all users)

The administrator verifies the user and approves their access to the St. Johns County School District Digital Network.

Administrator's Name (please print): _____

Administrator's Signature: _____ Date: _____

Waiver for Personal Electronic Property Form

(Applies to employees, students or visitors who wish to use personal electronic equipment at school or District offices)

This is an Agreement, applicable to students, staff and visitors, to be responsible and accountable users of any personal electronic property they wish to bring onto School or District premises.

I wish to petition the St. Johns County School District Administration to be allowed to bring the specified portable computer or small form factor device, also know as a Personal Digital Assistant, to the District Office or School requested below. I understand that this device is my personal property and not the property of the School or District. As such, I understand that the St. Johns County School District can assume no responsibility for this device and will be held blameless in the event of damage or loss. I understand that responsibility for the care of the device AND my behavior while using this device belongs solely to me.

As a user of the St. Johns County School District computer network, I agree to comply with the AUP requirements regarding additional requirements for visitors/students/staff requesting a waiver for Personal Electronic Property, in addition to the AUP requirements for network use.

Employee, Student or External User (Visitor) (Applies to all waivers)

User Name (please print): _____

Requested Device(s): _____

School/Department or Visitor Affiliation: _____ (i.e., SAHS, IT Dept., Parent, Newspaper)

User Signature: _____ (Not required for students) Date _____

Parent/Guardian Permission (Required for students to operate personally owned technology devices in school or on school property)

As the parent or guardian of this student, I have read, understand, and agree to the School District procedures relating to acceptable use of personal electronic property. I hereby give permission for my child to use the specified electronic device on the St. Johns County School District Digital Network using the aforementioned procedures and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____ Date _____

Administrator's Approval (School or District Department Designee) (Applies to all waivers)

The administrator verifies the user and approves their access to the St. Johns County School District Digital Network.

Administrator's Name (please print): _____

Administrator's Signature: _____ Date _____

ST. JOHNS COUNTY SCHOOL DISTRICT
Release of Student Directory Information Options

In conjunction with Section 5: Miscellaneous, Educational Records – Directory Information and School Board Rule 5.20, this section provides the Parent or Adult student the opportunity to Opt-out of the release of Student Directory Information. Parents should check the box(es) below that apply to Opt-out of the release or publication of Student Directory Information:

1. I request that Student Directory Information not be released to Armed Forces, Military Recruiters or Military Schools.

Federal public law 107-110, Section 9528 or the ESEA, “No Child Left Behind Act”, requires school districts to release student names, addresses, and phone numbers to military recruiters upon request. The law also requires school districts to notify you of your right to Opt-Out from this by requesting that the district not release your information to military recruiters.

And/or

2. I request that Student Directory Information not be released to the school’s PTO like organization (if applicable). Many schools have a PTO support organization. PTO’s typically create and distribute a PTO directory that includes the student’s/parent’s name, address and phone number. Once released, this PTO directory is generally considered public.

Or

3. I request that **no** Student Directory Information be released. This option would prevent Student Directory Information from being published (in yearbooks, athletic programs, school newspapers, school websites, award ceremonies, competitions, etc.) or released to 3rd parties (i.e. PTO’s, Armed Forces, Military Recruiters, Military Schools, approved school ring or yearbook vendors, etc.) by schools or district departments except where required by law. Selecting this option would not preclude the exposure of Student Directory Information that becomes public when presented in a public forum or at a public event.

If any Parent/Guardian or Adult Student exercises any Opt-Out option(s) above (by checking any box), this form must be signed by the Parent or Adult Student and returned to the school.

_____ _____
Printed Parent or Adult Student’s Name **Parent or Adult Student Signature**

_____ _____ _____
Print Student’s Name **School Name** **Grade**

Date: _____

**St. Johns County School District
2011-2012 STUDENT CONDUCT CODE**

**Parent/Student Acknowledgment
Student's Rules and Regulations of Operation**

Your signature means that you have received this Code of Student Conduct booklet and you know what the rules are.

Student Name (please print)	Date of Birth
Teacher	Grade

Students, parents/guardians, teachers, counselors, administrators, and office staffs all have important roles to play in our schools. With so many people working together, problems may occur from time to time. Rules have been made to address these problems. Like laws, rules apply to everyone, and they work only when everyone knows what they are.

This booklet lists the district rules for students in St. Johns County. The rules apply to all activities occurring on school grounds, on other sites being used for school activities and for any vehicles authorized for the transporting of students. Please read them. Since parents/guardians can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken. Parents, students, school faculty and staff need to know the rules.

Parents need to become involved in the education of their children and have the responsibility to provide the school with the current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities. As a parent, you also authorize designated St. Johns County School District personnel and St. Johns County Health Department School Health personnel to provide emergency care for your child and to exchange medical information as necessary to support the continuity of care of your child. Parents should also take special notice of the Attendance section of this Booklet as well as the Suspension and Expulsion provisions, which are in accordance with School Board Rule.

Signed forms must be part of every student's record. Your signature means that you have read this booklet and understand the rules. (It does not mean that you agree or disagree with them.)

All forms must be signed by parent/guardian and student and returned to school.

Parent/Guardian Signature	Date
Parent/Guardian Signature	Date
Student Signature	Date